

Resources and Budget

Agenda

Friday, January 19, 2007

Call to Order -

Roll Call

Members present:

Also present:

Approval of prior minutes

Old Business

1. Update on faculty pay adjustment – Mary Okada
2. Budget for fiscal year 2007/2008 – Mary Okada

New Business

Open Discussion

Next meeting

Agenda Items

Resources and Budget

Agenda

Friday, January 26, 2007

Call to Order

Roll Call

Members present:

Also present:

Approval of prior minutes

Old Business

1. Update on faculty pay adjustment – Mary Okada
2. Budget for fiscal year 2007/2008 – Mary Okada
3. Cross Platform issue-TAC – Elaine Fejerang

New Business

1. Luminous Budget

Next meeting

Agenda Items

Resource and Budget Committee AGENDA

Friday, Feb. 16, 2007, 9am to 10am

GCC Campus, Room C-2

Call to Order

Roll Call:

Name	Present	Absent
M. Okada		
J.Camacho		
M.Santos		
R. Ridgell		
B. Mead		
C. San Nicolas		
F. Blas		
Jose Munoz		
John Armstrong		
Liz Duenas		
Bunny S.		

Approval of prior minutes

Old Business

- Update on pay adjustment-Mary Okada
- Budget for fiscal 2007-2008-Mary Okada

New Business

- V.P of Facilities concerns
- Transfer or removal of equipment/furniture-F.Blas
- Meeting frequency and time, reschedule if conflicts with DC mtgs. (3/2, 4/13, 5/4)-
F.Blas

Announcements/Others

-

Summary of Meeting/Action Items

Date/Time/Place of next meeting

Feb. 23, 9am, C2

Proposed agenda items

Adjournment.

**Resource and Budget Committee
AGENDA**

Friday, Feb. 23, 2007, 9am to 10am

GCC Campus, Room C-2

Call to Order

Roll Call:

Name	Present	Absent
M. Okada		
J. Camacho		
M. Santos		
R. Ridgell		
B. Mead		
C. San Nicolas		
F. Blas		
Jose Munoz		
John Armstrong		
Liz Duenas		
Bunny S.		

Approval of prior minutes

Old Business

- Update on pay adjustment-Mary Okada
- Budget for fiscal 2007-2008-Mary Okada

New Business

- Approval of By-Laws and forward to Senate-John A.
- Proposed or Planned financial contingency plans-Mary?

Announcements/Others

-

Summary of Meeting/Action Items

Date/Time/Place of next meeting

March 10, 9am-C2

Proposed agenda items

Adjournment.

College Governing Council / Resources and Budget

Agenda

Thursday, March 1, 2007

Call to Order

Roll Call

Members present:

Also present:

Approval of prior minutes

Old Business

1. Explanation of the faculty and administrative salary study – Richard Quiambao
2. Budget for fiscal year 2007/2008 – Mary Okada

New Business

Announcements/Others

Next meeting

Agenda Items

**Resource and Budget Committee
AGENDA**

Thursday, March 8, 2007, 10:30am to 11:30am

GCC Campus, Room C-2

Call to Order

Roll Call:

Name	Present	Absent
M. Okada		
J. Camacho		
M. Santos		
R. Ridgell		
B. Mead		
C. San Nicolas		
F. Blas		
Jose Munoz		
John Armstrong		
Liz Duenas		
Bunny S.		

Approval of prior minutes

Old Business

- Update on pay adjustment-Mary Okada
- Budget for fiscal 2007-2008-Mary Okada
- Approval of By-Laws-Frank

New Business

Announcements/Others

-

Summary of Meeting/Action Items

Date/Time/Place of next meeting

Up for discussion

Proposed agenda items

Adjournment.

Resources and Budget

Agenda

Thursday, April 19, 2007

Call to Order -

Roll Call

Members present:

Also present:

Approval of prior minutes

Old Business

1. Financial Situation at GCC – Mary Okada

New Business

1. GCC Budget Matters – Mary Okada

Announcements/Others

Next meeting

Agenda Items

Faculty Senate: Executive Council

AGENDA

Meeting Date: Sept 5, 2006

Time: 8:15 – 9:15am

Place: Room C2

Call to Order

Roll Call

Name	Init.	
Frank Blas		
Dave Moran		
Barry Mead		
John Armstrong		
Joe Munoz		
Elaine Fejerang		
Lisa Baza-Cruz		
Gary Hartz		

Approval of prior minutes

Old Business

- Define clearly the lines of communications flowing into and outwards from the Faculty Senate Commiitee- a site map? Who?
- Establishing an email/internet based archival system for all committee agendas, minutes and other documents- Elaine

New Business

- Schedule the next Faculty Senate meeting for all faculty, admin, and staff
- Agenda for the whole year for the SGC, Shared Governance Council
- Agenda for the next SGC meeting Sept 7.
- Budget for Faculty Senate operation, supplies and office renovation.
- Developing committee agenda goals for the school year that embrace recommendations note in the recent institutional assessment and accreditation standards reports.

Others

- Oversight Chair reports

Summary of Meeting

Date/Time/Place of next meeting

Proposed agenda items

Adjournment.

**Resource and Budget Committee
AGENDA**

**Friday, Oct. 20, 2006
10:30-11:30**

GCC Campus, Room C-2

Call to Order

Roll Call:

Name	Present	Absent
M. Okada		
J. Camacho		
M. Santos		
R. Ridgell		
B. Mead		
C. San Nicolas		
F. Blas		

Approval of prior minutes

Old Business

- Update on pay adjustment-Mary Okada
- SOP for the committee-Frank Blas

New Business

- Budget for fiscal 2007-2008

Others

Summary of Meeting

Date/Time/Place of next meeting

Proposed agenda items

Adjournment.

**Resource and Budget Committee
AGENDA**

**Monday, Nov.6, 2006
8:30 to 9:30**

GCC Campus, Room C-2

Call to Order

Roll Call:

Name	Present	Absent
M. Okada		
J. Camacho		
M. Santos		
R. Ridgell		
B. Mead		
C. San Nicolas		
F. Blas		

Approval of prior minutes

Old Business

- Update on pay adjustment-Mary Okada
- SOP for the committee-Frank Blas
- Budget for fiscal 2007-2008-Mary Okada

New Business

Others

Summary of Meeting

Date/Time/Place of next meeting

Proposed agenda items

Adjournment.

**Resource and Budget Committee
AGENDA**

Friday, Nov.17, 2006, 10am to 11am

GCC Campus, Room C-2

Call to Order

Roll Call:

Name	Present	Absent
M. Okada		
J.Camacho		
M.Santos		
R. Ridgell		
B. Mead		
C. San Nicolas		
F. Blas		

Approval of prior minutes

Old Business

- Update on pay adjustment-Mary Okada
- SOP for the committee-Frank Blas
- Budget for fiscal 2007-2008-Mary Okada

New Business

Announcements/Others

- RNB committee email in place

Summary of Meeting/Action Items

Date/Time/Place of next meeting

Proposed agenda items

Adjournment.

**Resource and Budget Committee
AGENDA**

Friday, Dec 1, 2006, 10am to 11am

GCC Campus, Room C-2

Call to Order

Roll Call:

Name	Present	Absent
M. Okada		
J. Camacho		
M. Santos		
R. Ridgell		
B. Mead		
C. San Nicolas		
F. Blas		

Approval of prior minutes

Old Business

- Update on pay adjustment-Mary Okada
- Budget for fiscal 2007-2008-Mary Okada
- Approval of Final By-Laws Draft-Frank Blas

New Business

- Facilities issues in the fiscal 2007-2008- John C.

Announcements/Others

-

Summary of Meeting/Action Items

Date/Time/Place of next meeting

January 19, 2007???

Proposed agenda items

Adjournment.

Resources and Budget

MINUTES

Friday, January 19, 2007

Call to Order - 9:05 a.m.

Roll Call

Members present: John Armstrong, Frank Blas, John Camacho, Barry Mead, Jose Munoz, Mary Okada, Reilly Ridgell, and Michelle Santos
Also present: Lisa Baza-Cruz, Daniele Gualtieri, Dave Moran, John Rider, Bunny Sgambelluri, and Tico Tenorio

Approval of prior minutes

Motion made to approve the prior minutes. All aye. Motion carried.

Old Business

1. Update on faculty pay adjustment – Mary Okada
 - a. Richard Quiambao is currently reviewing CUPA and AAUP to establish a comparison between GCC's weighted average and other institutions.
2. Budget for fiscal year 2007/2008 – Mary Okada
 - a. GCC is currently owed 2.8 million coming from TEFF.
 - b. GCC has a projected budget of 490 million and projected revenue of 435 million.
 - c. GCC has received 50% of its budget and is still owed 1.8 million.
 - d. After January 20th, GCC may receive 1 allotment each month of 400-500 thousand.
 - e. An EFR Task Force meeting was held on Monday discussing GPSS's financial situation.
 - f. Austerity measures have been implemented.
 1. The hiring of new staff has been suspended and faculty is being hired on an as needed basis.
 2. Fund 1 purchases are being held back with the exception of essential instructional materials.
 3. As of now all non-encumbered travel is suspended with the exception of federal funding.
 4. Liquidate purchase orders.
 5. PDRC on hold.

Motion made by Barry Mead, 2nd Jose Munoz to recommend to Faculty Senate that they support the austerity measures already in place for an indefinite period of time, until the financial situation improves. All aye. Motion carried.

- g. GCC currently has 2 payrolls in reserve.

New Business

- 1. Cross Platform issue-TAC – Michelle Santos
 - a. The cross platform issue is still being discussed and is currently on hold due to budget constraints.

Open Discussion

- 1. To hold Budget and Resource meetings on a weekly basis.

Next meeting to be held Friday, January 26, 2007 in room C2 at 9:00 a.m.

Agenda Items

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 10:25 a.m.

Resources and Budget

MINUTES

Friday, January 26, 2007

Call to Order - 9:05 a.m.

Roll Call

Members present: John Armstrong, Frank Blas, John Camacho, Liz Duanes, Barry Mead, Jose Munoz, Mary Okada, Reilly Ridgell, Cheryl San Nicolas, and Michelle Santos

Also present: Elaine Fejerang, Daniele Gualtieri, Richard Quiambao, and Karen Sablan

Approval of prior minutes

Awaiting approval pending email

Old Business

1. Update on faculty pay adjustment – Mary Okada
 - a. Richard explained his findings based on the information in the DOL and CUPA study.
 - b. Mary gave out a handout explaining what the pay adjustments would look like for the faculty.

Motion made by Barry Mead, 2nd Jose Munoz to forward this information to Faculty Senate and propose that they approve it to submit to the board in February as a line item for the full increase for fiscal year 2008. All aye. Motion carried.
 - c. The committee discussed looking into administrative pay adjustments.

Action Item: Richard is going to research the information regarding administrative pay adjustments.
 - d. The committee discussed looking into staff pay adjustments.

Action Item: Mary is going to discuss with Joanne the possibility of getting GCC's support to acquire the study needed to look into staff pay adjustments. Mary is also going to inquire about outdated staff positions.
2. Budget for fiscal year 2007/2008 – Mary Okada
 - a. Mary attended a meeting on Monday and reports that the financial situation might be improving.
 - b. Departments need to submit their budgets for fiscal year 2008.
3. Cross Platform issue-TAC – Elaine Fejerang
 - a. TAC has gone over all aspects regarding the CJ Maclab and states that CJ is using its own resources to support the Maclab.
 - b. The committee decided that since CJ was going to use incentive

funds, this issue is not under this committee's purview.

New Business

1. Luminous Budget
 - a. The committee passed out a handout regarding the 2007 Luminous budget.
 - b. Wes is going to look into what on-hand supplies he can use to support Luminous.
 - c. Subject to availability of funds.**Motion** made by Michelle Santos, 2nd John Armstrong to forward the 2007 Luminous budget to the board. All aye. Motion carried.

Next meeting to be held Friday, February 9, 2007 in room C2 at 9:00 a.m.

Agenda Items

1. Funding of study for civil service employees.

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 10:19 a.m.

Resources and Budget

MINUTES

Friday, February 16, 2007

Call to Order - 9:05 a.m.

Roll Call

Members present: John Armstrong, Frank Blas, John Camacho, Barry Mead, Reilly Ridgell, and Michelle Santos
Also present: Daniele Gualtieri

Approval of prior minutes

Awaiting approval

Old Business

1. Update on administrative pay adjustment – Michelle Santos
 - a. Richard has finished the study for the pay adjustment for administration, and it will be forwarded to Faculty Senate and College Governing Council.
 - b. Mary wants to present both the pay adjustments for faculty and administration to the board on March 1, 2007.
2. Budget for fiscal year 2007/2008 – Michelle Santos
 - c. Mary is off island this week, but she will have more information after the Governor's State of the Island Message.
 - d. GCC still has about two payrolls in reserve.

New Business

1. V.P of Facilities concerns – John Camacho
 - a. John discussed his concerns regarding GCC's power usage.
Action Item: John will draft up a list of conservation efforts that Frank Blas will present on PRRC development day.
2. Transfer or removal of equipment/furniture – Frank Blas
 - a. Before removing items from classrooms and offices, you need to put in a work order with Tina.
3. Meeting frequency and time, reschedule if conflicts with DC mtgs. (3/2, 4/13, 5/4) – Frank Blas
Resources and Budget is considering holding its meetings on an alternative date and time.

Announcements/Others

1. Resources and Budget By Laws – John Armstrong
Action Item: John will review and edit Resources and Budget By Laws.

Next meeting to be held Friday, February 23, 2007 in room C2 at 9:00 a.m.

Agenda Items

1. Approval of By Laws by Resources and Budget Committee.
2. Financial contingency plan.

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 9:32 a.m.

College Governing Council / Resources and Budget

MINUTES

Thursday, March 1, 2007

Call to Order - 9:34 a.m.

Roll Call

Members present: Frank Blas, JoAnne Blas, John Camacho, Liz Duenas, Bobbie Leon Guerrero, Dave Moran, Jose Munoz, Mary Okada, Tara Pascua, John Rider, Reilly Ridgell, Cheryl San Nicolas, and Michelle Santos

Also present: Daniele Gualtieri, and Richard Quiambao

Approval of prior minutes

Awaiting approval

Old Business

1. Explanation of the faculty and administrative salary study – Richard Quiambao
 - a. Richard handed out a detailed report explaining his study approach and the data and standards used for the faculty and administrative salary study.
 - b. Mary wants to present the faculty and administrative salary study to the board so that they can authorize to put it in GCC's budget as a line item.

Resources and Budget Motion: Motion made by Michelle Santos, 2nd John Camacho to move the submitted faculty and administrative salary study and the letter supporting the funding of the study needed for the pay adjustment for staff to the College Governing Council for review. All aye. Motion carried.

College Governing Council Motion: Motion made by Bobbie Leon Guerrero, 2nd Jose Munoz to submit the faculty and administrative salary study to include the letter supporting the funding of the study needed for the pay adjustment for staff to the Board as Mary seems fit. All aye. Motion carried.

2. Budget for fiscal year 2007/2008 – Mary Okada
 - c. As of now the Governor's Budget has allotted GCC with \$10 million for fiscal year 2007/2008.
 - i) This figure is at the expenditure level only and is not a true figure.
 - ii) This figure includes all funds except MDF.
 - d. GCC's previous budget was \$14 million.
 - i) GCC usually receives at least the same amount as they did the previous year.

New Business

None

Announcements/Others

None

Next meeting College Governing Council: to be held Thursday, March 8, 2007 in room C2 at 9:30 a.m.

Resources and Budget: to be held Thursday, March 8, 2007 in room C2 at 10:00 a.m.

Agenda Items

1. GCC's financial situation.

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 10:16 a.m.

Resources and Budget

MINUTES

Thursday, March 8, 2007

Call to Order - 10:10 a.m.

Roll Call

Members present: Frank Blas, John Camacho, Liz Duenas, Barry Mead, Jose Munoz, Mary Okada, Reilly Ridgell, Cheryl San Nicolas, and Michelle Santos
Also present: Daniele Gualtieri

Approval of prior minutes

Awaiting electronic approval

Old Business

1. Update on pay adjustment – Mary Okada
 - a. Mary wants to present both the pay adjustments for faculty and administration as a line item for fiscal year 2008.
2. Budget for fiscal year 2007/2008 – Mary Okada
 - a. Mary has received a copy for final review. There is no budget dead line at this moment.
 - b. According to staffing patterns there are eight true vacancies at GCC, four staff and four faculty. All of the vacancies have been changed to faculty so that they can remain in the budget, but no vacancies will be filled at this moment.
3. Approval of By Laws – Frank Blas
 - a. The committee reviewed the By Laws and suggested the appropriate amendments.
Action Item: Frank will email the committee members a revised copy of the By Laws.
Motion made by Mary Okada, 2nd Reilly Ridgell to approve the By Laws after the appropriate amendments have been made. All aye. Motion carried.

New Business

1. Financial Situation at GCC – Mary Okada
 - a. Payroll was met for this pay period but might not be met next pay period.
 - b. This payroll was higher due to Adjunct pay. Our payroll this pay period was around \$495,000 when it is normally around \$350,000.
 - c. The next payroll is due on March 21, 2007 and March 20, 2007 is the

earliest that we will receive funding. If there is not enough money GCC will not just pay net payroll.

- d. GCC has done all that it can regarding the financial situation and does not want to put in effect the Financial Exigency Committee.
- e. GCC is still owed \$60,000 from Simon Sanchez High School.

Announcements/Others

Motion made by Michelle Santos, 2nd John Camacho to nominate Mary Okada as the Resources and Budget Committee's Co-Chair. All Aye. Motion carried.

Motion made by Barry Mead, 2nd by John Camacho to close the nominations. All aye. Motion carried.

Next meeting to be held Thursday, March 22, 2007 in room C2 at 10:00 a.m.

Agenda Items

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 11:17 a.m.

Resources and Budget

MINUTES

Thursday, April 19, 2007

Call to Order - 10:22 a.m.

Roll Call

Members present: Frank Blas, John Camacho, Liz Duenas, Jose Munoz, Mary Okada, Reilly Ridgell, Cheryl San Nicolas, and Michelle Santos
Also present: Daniele Gualtieri

Approval of prior minutes

Old Business

1. Financial Situation at GCC – Mary Okada
 - a. DOA has recognized that they owe GCC TEFF from last year.
 - b. GCC has a \$2.2 million deficit and a \$2.6 million deficit with payroll.
 - c. The government collected \$9 million on Tuesday, and Mary requested \$1 million.
 - d. Mary is working on paying the 90 and 120 day vendors.
 - e. Between \$500,000 and \$600,000 will be able to be drawn for Pell Grants.
 - f. \$400,000 in adjunct salaries are being paid by NAF funds.
 - g. April and May are looking ok for funds, but June might be tight.**Motion** made by Mary Okada, 2nd John Camacho to suspend the LPN and vocational guidance counseling from 7.6 and use 7.7 until we receive the funds for 7.6. All aye. Motion carried.

New Business

1. GCC Budget Matters – Mary Okada
 - a. The government has a budget of \$456 million and wants to give GCC \$10 million.
 - b. Mary would like to have a budget of \$17.5 million.
 - c. PDRC is included in a separate budget.
 - d. Mary handed out copies of the 2008 budget digest.
 1. The budget included the pay adjustments for faculty and administration as a line item.
 2. The budget included a 12% increase in power costs.
 3. The old staffing pattern was used.
 4. All open positions were slotted as faculty positions.**Motion** made electronically by Michelle Santos, 2nd Jose Munoz to approve the 2008 budget and forward it to the Faculty Senate. All aye. Motion carried.

e. The growth budget was not included in 2008 budget digest.

1. The growth budget includes 24 extra faculty positions.

Action Item: Mary is going to email the other members of the Resources and Budget Committee the growth budget.

Motion made electronically by John Camacho, 2nd Mary Okada to approve the growth budget and forward it to the Faculty Senate. All aye. Motion carried.

Announcements/Others

Next meeting to be held Thursday, April 26, 2007 in room C2 at 10:00 a.m.

Agenda Items

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 11:06 a.m.