

GUAM COMMUNITY COLLEGE

Resources and Budget Committee

Agenda

Friday, January 18, 2008

10:00 am

Faculty Senate Office / C2

- 1) Call to Order:
Attendance:

| Name: | Title: | Email: | Present: |
|--------------------|-----------------|--|----------|
| Cheryl San Nicolas | | cheryl.sannicolas@guamcc.edu | |
| Gary Hartz | Member at Large | ronald.hartz@guamcc.edu | |
| Jose Munoz | President Elect | jose.munoz@guamcc.edu | |
| Carmen Santos | B&F VP | carmen.kweksantos@guamcc.edu | |
| Barry Mead | | barry.mead@guamcc.edu | |
| Reilly Ridgell | Dean | reilly.ridgell@guamcc.edu | |
| Liz Duenas | | elizabeth.duenas@guamcc.edu | |
| Michelle Santos | Dean | michelle.santos@guamcc.edu | |
| John Camacho | AD VP | john.camacho@guamcc.edu | |
| John Armstrong | President | john.armstrong@guamcc.edu | |

Others present:

- 2) Approval of Prior Minutes:
November, 2007
- 3) Old Business:
- a. Financial Report
 - b. Facilities Report
- 4) New Business:
- a. Confirm Spring 2008 Meeting Schedule
1-18, 2-15, 3-14, 5-2
- 5) Open Discussion:

- 6) Next Meeting:
Friday, February 15, 2008
- 7) Adjournment:

GUAM COMMUNITY COLLEGE

Resources and Budget Committee

Agenda

Friday, February 15, 2008

9:00 am

Faculty Senate Office / C2

1) Call to Order:

Attendance:

| Name: | Position: | Email: | Present: |
|--------------------|----------------|--|----------|
| Cheryl San Nicolas | Staff | cheryl.sannicolas@guamcc.edu | |
| Gary Hartz | Faculty | ronald.hartz@guamcc.edu | |
| Jose Munoz | Faculty | jose.munoz@guamcc.edu | |
| Carmen Santos | Administration | carmen.kweksantos@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Liz Duenas | Student | elizabeth.duenas@guamcc.edu | |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| John Camacho | Administration | john.camacho@guamcc.edu | |
| John Armstrong | Faculty | john.armstrong@guamcc.edu | |

Others present:

2) Approval of Prior Minutes:

January 18, 2008

3) Old Business:

a. Financial Report

Status of Recommendations from Midterm

b. Facilities Report

4) New Business:

Committee membership for Bunny Sgambelluri

5) Open Discussion:

6) Next Meeting:

Friday, March 14, 2008

7) Adjournment:

GUAM COMMUNITY COLLEGE

Resources and Budget Committee

Agenda

Thursday, March 13, 2008

1:30:00 pm

Faculty Senate Office / C2

1) Call to Order:

Attendance:

| Name: | Position: | Email: | Present: |
|--------------------|----------------|--|----------|
| Cheryl San Nicolas | Staff | cheryl.sannicolas@guamcc.edu | |
| Gary Hartz | Faculty | ronald.hartz@guamcc.edu | |
| Jose Munoz | Faculty | jose.munoz@guamcc.edu | |
| Carmen Santos | Administration | carmen.kweksantos@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Liz Duenas | Student | elizabeth.duenas@guamcc.edu | |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| John Camacho | Administration | john.camacho@guamcc.edu | |
| John Armstrong | Faculty | john.armstrong@guamcc.edu | |

Others present:

2) Approval of Prior Minutes:

February 15, 2008

3) Old Business:

a. Financial Report

Status of Recommendations from Midterm

Funding Source for Senate leadership training

b. Facilities Report

4) New Business:

President request for Additional Meetings

5) Open Discussion:

6) Next Meeting: Friday, April 4, 2008, 9:00am
Friday, March ?, 2008, 9:00am

7) Adjournment:

GUAM COMMUNITY COLLEGE

Faculty Senate

The mission of the Faculty Senate of Guam Community College is to serve as an inclusive forum for all College stakeholders to participate in the process of developing and recommending policies and actions to benefit our College, our students, and our community.

Resources and Budget Committee

Agenda

Friday, April 11, 2008

9:00 am

Faculty Senate Office / C2

1) Call to Order:

Attendance:

| Name: | Position: | Email: | Present: |
|--------------------|----------------|--|----------|
| John Armstrong | Faculty | john.armstrong@guamcc.edu | |
| Gary Hartz | Faculty | ronald.hartz@guamcc.edu | |
| Jose Munoz | Faculty | jose.munoz@guamcc.edu | |
| Bunny Sgambelluri | Faculty | salvatore.sgambelluri@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Carmen Santos | Administration | carmen.kweksantos@guamcc.edu | |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| John Camacho | Administration | john.camacho@guamcc.edu | |
| Liz Duenas | Student | elizabeth.duenas@guamcc.edu | |
| Cheryl San Nicolas | Staff | cheryl.sannicolas@guamcc.edu | |

Others present: Rose Hormillosa

2) Approval of Prior Minutes:

- April 4, 2008.

3) Old Business:

- a. Financial Report
- b. Facilities Report

- ADA Projects Lists/Suggested facility repairs, upgrades, and improvements FY 2008
- 4) New Business:
 - Review and Edit Final Report
 - 5) Open Discussion:
 - 6) Next Meeting:
 - May 2, 2008 Friday 9:00am
 - 7) Adjournment:

GUAM COMMUNITY COLLEGE

Resources and Budget Committee

Agenda

Friday, April 4, 2008

9:00 am

Faculty Senate Office / C2

1) Call to Order:

Attendance:

| Name: | Position: | Email: | Present: |
|--------------------|----------------|--|----------|
| Cheryl San Nicolas | Staff | cheryl.sannicolas@guamcc.edu | |
| Gary Hartz | Faculty | ronald.hartz@guamcc.edu | |
| Jose Munoz | Faculty | jose.munoz@guamcc.edu | |
| Carmen Santos | Administration | carmen.kweksantos@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Liz Duenas | Student | elizabeth.duenas@guamcc.edu | |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| John Camacho | Administration | john.camacho@guamcc.edu | |
| John Armstrong | Faculty | john.armstrong@guamcc.edu | |

Others present:

2) Approval of Prior Minutes:

March 13, 2008

3) Old Business:

a. Financial Report

b. Facilities Report

4) New Business:

Review and Edit Final Report

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE

Resources and Budget Committee

Agenda

Wednesday, May 7, 2008

9:00 am

Faculty Senate Office / C2

1) Call to Order:

Attendance:

| Name: | Position: | Email: | Present: |
|--------------------|----------------|--|----------|
| Cheryl San Nicolas | Staff | cheryl.sannicolas@guamcc.edu | |
| Gary Hartz | Faculty | ronald.hartz@guamcc.edu | |
| Jose Munoz | Faculty | jose.munoz@guamcc.edu | |
| Carmen Santos | Administration | carmen.kweksantos@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Liz Duenas | Student | elizabeth.duenas@guamcc.edu | |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| John Camacho | Administration | john.camacho@guamcc.edu | |
| John Armstrong | Faculty | john.armstrong@guamcc.edu | |
| Bunny Sgambelluri | Faculty | salvatore.sgambelluri@guamcc.edu | |

Others present: Rose Hormillosa

2) Approval of Prior Minutes:

April 4, 2008

3) New Business:

NAF Budget

Committee Membership 2008-2009

Review of Bylaws

4) Old Business:

Facilities Report

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
RESOURCES AND BUDGET COMMITTEE

Agenda

August 24, 2007

C2 /9:00 am

- I. Call to Order
 - Elections of Co-chair and Secretary
- II. Review of Bylaws
- III. Identify Committee Goals for 2007-2008
- IV. New Business
- V. Adjourn

GUAM COMMUNITY COLLEGE
RESOURCES & BUDGET COMMITTEE
MINUTES
FRIDAY, OCTOBER 5, 2007
C2/9:00A.M.

1. CALL TO ORDER

Attendance:

| Name | Present | Absent |
|--------------------|---------|--------|
| 1. John Armstrong | | |
| 2. Gary Hartz | | |
| 3. Jose U. Munoz | | |
| 4. Mary Okada | | |
| 5. Barry Mead | | |
| 6. Reilly Ridgell | | |
| 7. Liz Duenas | | |
| 8. Michelle Santos | | |
| 9. John Camacho | | |
| 10. | | |

Other present:

2. Approval of Minutes:
3. Reschedule November 2nd:
4. Review of Amended Bylaws:
5. Budget of RBC Reporting Matrix:
6. Budget Report:
7. Facilities Report:
8. Open Discussion:
9. Adjourn:

GUAM COMMUNITY COLLEGE

Resource Budget Committee

Agenda

Friday, November 30, 2007

10:30 AM

Faculty Senate Office / C2

- 1) Call to Order: 00:00 AM

Attendance:

| Name | Title: | E-mail | Present |
|--------------------|---------|--|---------|
| John Armstrong | Faculty | john.armstrong@guamcc.edu | |
| Jose Munoz | Faculty | jose.munoz@guamcc.edu | |
| Gary Hartz | Faculty | ronald.hartz@guamcc.edu | |
| John Camacho | Admin | john.camacho@guamcc.edu | |
| Michelle Santos | Admin | michelle.santos@guamcc.edu | |
| Elizabeth Duenas | Student | elizabeth.duenas@guamcc.edu | |
| Reilly Ridgell | Admin | reilly.ridgell@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Cheryl San Nicolas | Staff | cheryl.sannicolas@guamcc.edu | |
| Carmen K. Santos | Admin | carmen.kweksantos@guamcc.edu | |

Others present: none

- 2) Approval of Prior Minutes:
- 3) Old Business:
 - a) Financial Report:
 - b) Facilities Report
- 4) New Business:
 - a) Spring 2008 Tentative Meeting Schedule:
 - b) Midterm Report:
- 5) Faculty Senate Goals Budget Status:
 - a) Shared Governance Day

- b) Leadership Retreat
April 25, 2008
- c) Faculty Participation at Commencement
May 23, 2008
- d) Coordination of Chair Schedules
Fall 2008
- 6) Open Discussion:
 - a) FS WPII funding source
- 7) Next Meeting:
 - a) Friday, January 18, 2008
- 8) Adjournment:

GUAM COMMUNITY COLLEGE

Resource Budget Committee

Minutes

Friday, January 18, 2008

08:00 AM

{Faculty Senate Office / C2}

1) Call to Order: 08:03 AM

Attendance:

| Name: | Title: | Email: | Present: |
|--------------------|------------------------|--|----------|
| Cheryl San Nicolas | Staff Representative | cheryl.sannicolas@guamcc.edu | X |
| Gary Hartz | Member at Large | ronald.hartz@guamcc.edu | X |
| Jose Munoz | President Elect | jose.munoz@guamcc.edu | X |
| Carmen Santos | B&F VP | carmen.kweksantos@guamcc.edu | X |
| Barry Mead | Faculty | barry.mead@guamcc.edu | X |
| Reilly Ridgell | Dean | reilly.ridgell@guamcc.edu | X |
| Liz Duenas | Student Representative | elizabeth.duenas@guamcc.edu | X |
| Michelle Santos | Dean | michelle.santos@guamcc.edu | X |
| John Camacho | AD VP | john.camacho@guamcc.edu | X |
| John Armstrong | President | john.armstrong@guamcc.edu | X |

Others present: Rose Hormillosa FSO WP Sec II

2) Approval of Prior Minutes:

John tabled the November 30, 2007 minutes till the next meeting.

3) Old Business:

a. Financial Report

- Carmen discussed the breakdown of GCC's financial status:
 - She discussed the request of 7.2 million from DOA, but GCC only received 2.3 million for AY 2008.

- President Mary discussed the TAF funds which will be distributed directly appropriated to GCC out of TAF.
- Barry's account will be funded \$25,000. Instead of the money being transferred to the account, it will be charged \$25,000 worth of expenses for the trip.
- Discussed the Paka funds that were release by the Federal Government. Reimbursement for GCC is being looked into the matter. Ranging of the reimbursement is from \$200,000 to \$500,000;
- Business & Finance expecting money today (1/18/2008).
- Discussed the new faculty for Ukudu High School.
- Discussed the budget's standard operating procedures.
- Discussed the overview of the budget request before it will be presented to the legislature.
 - Discussed the MDF, NAF (Special projects & matching component)
- Faculty Senate falls under the NAF special projects along with the professional development, staff development, graduation, capital improvements, and others.
- Discussed the building facilities (Allied Health);

b. Facilities Report:

- Discussed the new schools & districts.
- **Gary H. made a motion to approve the 2009 budget as written, seconded by John A. Motion passed unanimously.**

4) New Business:

- a. Confirm Spring 2008 Meeting Schedule
1-18, 2-15, 3-14, 5-2

5) Open Discussion:

- Michelle asked a question about the nature of the approval of the Leadership retreat (April 25, 2008). She wanted to clarify that the approval was for the idea for the retreat, not the funding.
- Frank Blas has been following up on the funds from the professional development committee for the leadership retreat.

6) Next Meeting:

Friday, February 15, 2008

7) Adjournment:

- **John Armstrong made a motion to adjourn the meeting, seconded by Elizabeth Duenas. Meeting ended at 10:00am**

GUAM COMMUNITY COLLEGE

Resources and Budget Committee

Minutes

Friday, February 15, 2008

9:00 am

Faculty Senate Office / C2

1) Call to Order: 9:00am

Attendance:

| Name: | Position: | Email: | Present: |
|--------------------|----------------|--|----------|
| Cheryl San Nicolas | Staff | cheryl.sannicolas@guamcc.edu | X |
| Gary Hartz | Faculty | ronald.hartz@guamcc.edu | X |
| Jose Munoz | Faculty | jose.munoz@guamcc.edu | X |
| Carmen Santos | Administration | carmen.kweksantos@guamcc.edu | X |
| Barry Mead | Faculty | barry.mead@guamcc.edu | X |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | X |
| Liz Duenas | Student | elizabeth.duenas@guamcc.edu | X |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | X |
| John Camacho | Administration | john.camacho@guamcc.edu | X |
| John Armstrong | Faculty | john.armstrong@guamcc.edu | X |

Others present: Rosemarie Hormillosa

2) Approval of Prior Minutes:

- Approval of November 30, 2007 minutes is tabled.
- **C. Santos made a motion to approve the minutes (January 18, 2008), seconded by J. Camacho. Motion passed unanimously.**

3) Old Business:

a. Financial Report

- C. Santos discussed the financial issues:
 - January 31, 2008 - GCC requested from DOA \$7,153,492. GCC has received about \$4,280,152; the amount of the actual expenditures (not including encumbrances) was estimated at \$4,710,941 and has surplus of \$208,211.
 - The online payment service to students is in process. Still pending regarding the use of Visa, MasterCard, American Express for students. (2/15/08)

- C. Santos discussed the issue of the back log of invoices and the new software Intelli-checks. This software is being tested. Business and Finance is following up on requests for payments.

Status of Recommendations from Midterm:

- J. Armstrong discussed the need to follow up on the recommendations from the midterm report.
- C. Santos informed the RBC that monthly financial statements may be checked on the MyGCC website. She will schedule training sessions for the April 25, 2008 leadership training on budget matters.
- G. Hartz suggested that the next NAF budget may serve as a funding source for the leadership training. J. Armstrong proposed that the RBC make a recommendation to the Faculty Senate regarding the best permanent funding source for leadership training.

b. Facilities Report

- J. Camacho discussed the status on the Crime lab building (problems, structure, etc...). He explained: the appropriation from the legislature (1.5 million) for the Crime lab equipment, but the Bureau of Budget Management and Research (BBMR) made it clear with GPD that it was just an appropriation and had no cash and he explained that USDA has a funding program for public facilities (low loan interest program) that can help GPD buy their specialized equipment for the forensic lab.
- Discussed the issue of Allied Health Building (still pending funds). There was a promise to start on the constructions, but no contract has been made. There will be an announcement for a bid, if there is availability of the federal funding. (\$3,000,000 is available from the DOI.)
- There is appropriation of funds for the Student Center from the Foundation Board of Governance (\$256K+). It is for the design of the student center. J. Camacho will be meeting with the designers/consultants on Tuesday (2/19/08). M. Santos will be leading this project and involving the faculty in the design of the building (bookstores, eating area, etc...). Funds for the building are still being sought. J. Armstrong suggested having a gym facility for GCC to support healthy lifestyles for the students, employees and community.
- A purchase order for the demolition of temporary buildings has been signed.
- Purchase order for FireCom – GCC will need to certify the system. The process of FireCom is to identify what area of the system needs to be improved. Discussed the issue on preventing false alarm by putting cover boxes on the alarm. This is all part of the assessment and certification and the process.
- Plans for repairing the Student Services and Administration building roof, ceiling, and non-skid sidewalks. Specifications on the repairs have been completed, but the bid documents have yet to be completed.

- Other projects are being planned. Specifications for most projects have been completed.
- J. Armstrong asked about the lack of follow up on the issue of recycling. J. Camacho stated there are no small containers for recycling around campus. The I-RECYCLE container has yet to be painted by Automotive and there are no recycling signs on campus.
- GW students are not properly supervised during class change resulting in bathrooms being vandalized, graffiti, and smoking. GCC needs to have more school aids to monitor these students.
- G. Hartz informed the committee that it was publicized in the PDN and other media sources that GCC has withdrawn from the GPSS process of purchasing equipment for Ukudu High School. President Okada has since clarified the issue. M. Santos stated that GCC will need to find other funds for electronics/automotive classrooms for this campus.

4) New Business:

Committee membership for B. Sgambelluri

- The committee welcomes the participation of B. Sgambelluri.
- The committee discussed membership for B. Sgambelluri
- According to our bylaws, RBC has the authority to make a recommendation to the Senate for persons interested in serving on the committee.
- **G. Hartz made motion- RBC forwards to the Faculty Senate Committee in the name of B. Sgambelluri for full service on the RBC. Seconded by E. Duenas. Motion was withdrawn.**
- G. Hartz discussed the issue of making changes to the membership rules. Bylaws state that two meetings are required in order to make changes.

5) Open Discussion:

- J. Armstrong discussed that there might be schedule conflict for the next RBC meeting.

6) Next Meeting:

Friday, March 14, 2008 – Moved up meeting schedule to March 13, 2008 at 1:30pm, room C2;

7) Adjournment: 11:00am

- **M. Santos made a motion to adjourn, seconded by J. Camacho.**

GUAM COMMUNITY COLLEGE
Resources and Budget Committee
Minutes

Thursday, March 13, 2008

1:30pm

Faculty Senate Office / C2

1) Call to Order:

Attendance: 1:45pm

| Name: | Position: | Email: | Present: |
|--------------------|----------------|--|----------|
| Cheryl San Nicolas | Staff | cheryl.sannicolas@guamcc.edu | |
| Gary Hartz | Faculty | ronald.hartz@guamcc.edu | X |
| Jose Munoz | Faculty | jose.munoz@guamcc.edu | X |
| Carmen Santos | Administration | carmen.kweksantos@guamcc.edu | X |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | X |
| Liz Duenas | Student | elizabeth.duenas@guamcc.edu | X |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | X |
| John Camacho | Administration | john.camacho@guamcc.edu | X |
| John Armstrong | Faculty | john.armstrong@guamcc.edu | X |

Others present: Bunny Sgambelluri, Rose Hormillosa

2) Approval of Prior Minutes:

February 15, 2008 – **J. Camacho made a motion to approve the minutes, seconded by M. Santos. Motion passed unanimously.**

November 30, 2007 – **G. Hartz made a motion to approve the minutes, seconded by E. Duenas. Motion passed unanimously.**

3) Old Business:

a. Financial Report

- C. Santos reported that GCC received \$900,008 from DOA on 3/11/08. As of 3/12/08, GCC received \$129K from MDF funds and reimbursement of \$800K from the federal funds. Intelli checks have been implemented. Draw-downs are delayed due to DOA stating they will release the money during payroll week. Financial Aid to go live this week (3/13/08) on Banner. C. Santos also informed the committee about the on-going

schedule training today (3/13/08) and for next week Thursday (3/20/08) regarding materials requisition on “how to make material requisition online and budgeting.” She also informed and discussed the announcement on credit card online processes is up and running. M. Santos asked a question regarding the backlog of payments for vendors. C. Santos responded to her stating that most of all the payments from 2007 have been processed and that January is currently being processed. Past requisitions should have been followed up and processed.

Status of Recommendations 2, 3, 8 from Midterm

- J. Armstrong discussed the issue of drafting the year-end report that is due by April. He also discussed the recommendations from the midterm report. M. Santos had brought up an issue of the midterm report add-on recommendations for the midterm that was discussed on the 11/30/07 meeting. J. Armstrong tabled this matter.

Funding Source for Senate leadership training

- No discussion on this issue.

b. Facilities Report

- J. Camacho reported that GCC lost the funds for the Allied Health building. He explained the reason - the U.S. President took out the funds (DOI – 3,000,000) from the budget.
- J. Camacho discussed the issue that there is \$900K from DOI for capital improvement for equipment that was supposed to be given to GCC (FY09 funds) – In the process of requesting DOI to re-program the funds for the Allied Health building. There is money received from OMIP (\$400K+) and that GCC will ask for one million from the foundation to fund the Allied Health building. There is another source estimated around \$700K to \$800K to support the construction. FEMA reimbursement estimated at approximately 1 million will be used to fund the Allied Health building. The President will request one million from the foundation to support the construction of the Allied Health building instead of using the money for equipment. The board voted this past Tuesday to put the Allied Health project out to bid. GCC is seeking funds from other sources. J. Camacho stated that GCC will use the appropriation from the board to fund the project temporarily until they replace the funds from another source. The estimated cost of the building has increased almost to 1 million dollars – The project estimated about 3.4 million and is currently estimated to 4.1 million due to increase funding of constructions. Project specifications has been modified because there will be federal funds used in the projects.
- J. Camacho discussed the issue on the construction of the Crime lab. Contractors found a sink hole on the property. Experts and engineers gave recommendations on this problem. Contractors fixed the hole by filling the sink hole with thin concrete. Two weeks delay on the construction project and will be expected to recover those two weeks soon.

- Received an unsolicited proposal (last year) from Hawaiian Rock to remove coral from parts of the property in the back of Anderson. Discussion among the members regarding the government property and if GCC can profit from leasing the property.
- Plans for repairing the Student Services and Administration building roof, ceiling, and non-skid sidewalks – will go to bid this coming Tuesday (3/18/08). President Okada recommended splitting the bid – J. Camacho will speak to her regarding her reasons (2 different projects).
- J. Camacho also reported that they are working on the specifications on repairing the Temp building (minor repairs on the outside such as painting, relocating the doors to match with the porch, emergency exits, etc...)
- J. Camacho discussed the Allied Health alternate bid package which to continue to build a wall from the foundation to Building A – relocating the gate and parking improvements;
- M. Santos discussed the issue regarding the Student Center. Meeting with the architect was successful. The architects had requested GCC to have the recommendations in writing. It was resubmitted to them. Still pending to hear from the architects.

4) New Business:

President request for Additional Meetings

- **J. Camacho made a motion to remove this item from the agenda “President request for Additional Meetings” and to move it to the next meeting under facility report, seconded by G. Hartz. Motion passed unanimously.**
- C. Santos will schedule additional RBC meetings to discuss the review of the NAF budget once it is put together by April.

5) Open Discussion:

- J. Armstrong discussed the issue regarding the RBC midterm report. RBC will make changes on the midterm report from the 11/30/07.
- G. Hartz raised the idea of a faculty-centered selection process for faculty on interview panels.

6) Next Meeting:

- Friday, April 4, 2008, 9:00am

7) Adjournment: 3:00pm

- **J. Armstrong made a motion to adjourn, seconded by J. Munoz.**

GUAM COMMUNITY COLLEGE

Resources and Budget Committee

Minutes

Friday, April 11, 2008

9:00 am

Faculty Senate Office / C2

DRAFT

1) Call to Order:

Attendance:

| Name: | Position: | Email: | Present: |
|--------------------|----------------|--|----------|
| John Armstrong | Faculty | john.armstrong@guamcc.edu | X |
| Gary Hartz | Faculty | ronald.hartz@guamcc.edu | |
| Jose Munoz | Faculty | jose.munoz@guamcc.edu | |
| Bunny Sgambelluri | Faculty | salvatore.sgambelluri@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Carmen Santos | Administration | carmen.kweksantos@guamcc.edu | X |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| John Camacho | Administration | john.camacho@guamcc.edu | X |
| Liz Duenas | Student | elizabeth.duenas@guamcc.edu | |
| Cheryl San Nicolas | Staff | cheryl.sannicolas@guamcc.edu | X |

Others present: Rose Hormillosa

2) Approval of Prior Minutes:

- April 4, 2008.

3) Old Business:

a. Financial Report

b. Facilities Report

- ADA Projects Lists/Suggested facility repairs, upgrades, and improvements FY 2008

4) New Business:

Review and Edit Final Report

5) Open Discussion:

6) Next Meeting:

- May 2, 2008 Friday 9:00am

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources and Budget Committee
Minutes

Friday, April 4, 2008

9:00 am

Faculty Senate Office / C2

1) Call to Order: 9:15am

Attendance:

| Name: | Position: | Email: | Present: |
|--------------------|----------------|--|----------|
| John Armstrong | Faculty | john.armstrong@guamcc.edu | X |
| Gary Hartz | Faculty | ronald.hartz@guamcc.edu | X |
| Jose Munoz | Faculty | jose.munoz@guamcc.edu | X |
| Bunny Sgambelluri | Faculty | salvatore.sgambelluri@guamcc.edu | X |
| Barry Mead | Faculty | barry.mead@guamcc.edu | X |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Carmen Santos | Administration | carmen.kweksantos@guamcc.edu | X |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| John Camacho | Administration | john.camacho@guamcc.edu | X |
| Liz Duenas | Student | elizabeth.duenas@guamcc.edu | |
| Cheryl San Nicolas | Staff | cheryl.sannicolas@guamcc.edu | X |

Others present: Rose Hormillosa

2) Approval of Prior Minutes:

- RBC members reviewed and revised the minutes of March 13, 2008.
- **J. Camacho made a motion to approve the amended March 13, 2008 minutes, seconded by C. Santos. Motion passed unanimously.**

3) Old Business:

a. Financial Report

- C. Santos informed the committee that the College has not received any new disbursement of funds since the last March 13, 2008 meeting. Budget figures for February can be viewed on the website (public reports). Public reports webpage will be reformatted.

- Financial Aid was unable to go live on March 13, 2008 due to issues of data input. Financial Aid will try to go-live this week.
- The NAF budget is due on April 14, 2008.
- The College will be putting out an RFP to hire a collection agency.
- Business & Finance office is reviewing and updating the travel policy. B. Mead specifically requested that it be disseminated to the RBC and to the Faculty.
- Additional training is scheduled for April for Materials Management & requisition process and from the Business Office related to budget.
- **J. Munoz made a motion to review the continuing education incentive fund policy whether its present application is equitable with respect to the sharing of net loss. Seconded by B. Sgambelluri. Motion passed unanimously. (C. Santos- Can. B. Sgambelluri second a motion, does he have a voting right? We need to include all persons who attended the meeting in the list of attendance.)**
- J. Armstrong inquired about the salary adjustment requested on the Budget. Discussion was made among the committee regarding this issue and will be discussed in the next meeting.

b. Facilities Report

- J. Camacho distributed copies of the ADA Projects Lists/Suggested facility repairs, upgrades, and improvements FY 2008 and asked the RBC to give feedback.
- J. Camacho informed the committee of the advertisement for the removal of coral from the College's other property.

4) New Business:

Review and Edit Final Report

- Three RBC members submitted midterm draft reports.
- J. Armstrong will compile and distribute a draft for members to review prior to the next meeting.

5) Open Discussion:

6) Next Meeting:

- April 11, 2008 Friday 9:00am – Special Meeting
- May 2, 2008 Friday 9:00am

7) Adjournment: **J. Munoz made a motion to adjourned, seconded by B. Mead.**

GUAM COMMUNITY COLLEGE
Resources and Budget Committee
Minutes

Wednesday, May 7, 2008

9:00 am

Faculty Senate Office / C2

DRAFT

1) Call to Order: 9:05am

Attendance:

| Name: | Position: | Email: | Present: |
|--------------------|----------------|--|----------|
| Cheryl San Nicolas | Staff | cheryl.sannicolas@guamcc.edu | |
| Gary Hartz | Faculty | ronald.hartz@guamcc.edu | X |
| Jose Munoz | Faculty | jose.munoz@guamcc.edu | |
| Carmen Santos | Administration | carmen.kweksantos@guamcc.edu | X |
| Barry Mead | Faculty | barry.mead@guamcc.edu | X |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Liz Duenas | Student | elizabeth.duenas@guamcc.edu | X |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | X |
| John Camacho | Administration | john.camacho@guamcc.edu | |
| John Armstrong | Faculty | john.armstrong@guamcc.edu | X |
| Bunny Sgambelluri | Faculty | salvatore.sgambelluri@guamcc.edu | |

Others present: Rose Hormillosa

2) Approval of Prior Minutes:

- **E. Duenas made a motion to approve the April 4, 2008 minutes as amended, seconded by G. Hartz. Motion passed unanimously.**

3) New Business:

- C. Santos discussed that there was consensus on having the financial/facilities report written out and distributed to committee members. She also discussed the issues on the financial report;
- M. Santos discussed the issue of President Okada petition for Ukudu High School.
- Members discussed the issue of pay raises.

NAF Budget

- C. Santos discussed & explained the NAF budget (2 pages). She also discussed the issue of increasing staff for FY 2009;
- RBC members discussed the issue of voting & making a motion online on the revision of the NAF budget from C. Santos.
- **Dissemination of the budget electronic and discussion - B. Mead made a motion to approve the NAF budget, seconded by M. Santos; J. Armstrong has tabled the discussion until the revisions are made by C. Santos. He also stated if there are comments, it will be sent electronically to C. Santos and will be c.c. to RBC. J. Armstrong will then later call for the vote for the approval of the NAF budget.**

Committee Membership 2008-2009

- Committee Members discussed the membership and issues such as conflicts on full-time employees representing both staff & student in different committees.

Review of Bylaws

- None

4) Old Business:

Facilities Report –

- J. Armstrong discussed the issue of attaching the financial and facilities report electronically to RBC.

5) Open Discussion:

- C. Santos discussed the issue of the status of RFB course and student registration. M. Santos discussed the issue on the article in the newspaper regarding the Title 5 and GPSS.
- M. Santos discussed issue of non-voting members creating and seconding the motion;
- **G. Hartz made a motion to continue to review as worded in the previous minutes, the continuing education incentive fund policy whether its present application is equitable respect of net lost, seconded by B. Mead. Motion passed unanimously.**
- C. Santos discussed the issue of travel policy and public law.
- M. Santos discussed the issue of being understanding & refocusing of policy.

6) Agenda for next meeting:

- Under Old Business: Revisit the motion made on April 4, 2008 meeting regarding the continuing education incentive fund policy.

7) Next Meeting:

- 8:30am TBA

8) Adjournment: Meeting adjourned at 10:30am

GUAM COMMUNITY COLLEGE
RESOURCES AND BUDGET COMMITTEE

Minutes

August 24, 2007

C2 /9:00 am

- I. Call to Order
9:00am
Present: John Armstrong, Joe Munoz, Gary Hartz, Barry Mead, Frank Blas, Mary Young Okada, Michelle Santos, Reilly Ridgell, Elizabeth Duenas, Tara Pascual
- II. Elections of Co-chair and Secretary
VPBF elected co-chair, secretary position remains unfilled
- III. Review of Bylaws
Last years bylaws were reviewed and will be updated this year.
- IV. Identify Committee Goals for 2007-2008
The RBC will consider whether to establish committee goals for 2007-2008.
- V. New Business
Meetings will take place on Fridays at 9am prior to Senate meetings
- VI. Adjourn
10:30am

GUAM COMMUNITY COLLEGE
RESOURCES & BUDGET COMMITTEE
MINUTES
FRIDAY, OCTOBER 5, 2007
C2/9:00A.M.

1. CALL TO ORDER – 9:05 am

Attendance:

| Name | Present | Absent |
|--------------------|---------|--------|
| 1. John Armstrong | X | |
| 2. Gary Hartz | X | |
| 3. Jose U. Munoz | X | |
| 4. Mary Okada | X | |
| 5. Barry Mead | X | |
| 6. Reilly Ridgell | X | |
| 7. Liz Duenas | X | |
| 8. Michelle Santos | X | |
| 9. John Camacho | | X |
| 10. | | |

Other present: Rose U. Hormillosa (F.S. WPSecII)

2. Approval of Minutes:

Rose U. Hormillosa (F.S. WPSecII)

3. Reschedule November 2nd:

Cancelled due to All Souls Day!

Meeting Reschedule to November 30, 2007 @ 9:00am

4. Review of Amended Bylaws:

Committee reviewed, edited, and approved;

5. Budget of RBC Reporting Matrix:

Committee reviewed, revised, and approved;

6. Budget Report:

Mary Okada (President) – reported financial state of the College

7. Facilities Report:

MIS / TAC still solving the Internet Email Problem (firewall/router)

Elevators (ADA Compliant) - John Camacho

8. Open Discussion:

****John Armstrong motion support school year 08-09 – change past president will become the member @ large in place of__? ****

9. Adjourn:

1st Motion – Joe Munoz

2nd Motion – Michelle Santos

GUAM COMMUNITY COLLEGE

Resource Budget Committee

Minutes

Friday, November 30, 2007

10:30 AM

Faculty Senate Office / C2

1) Call to Order: 10:30 AM

Attendance:

| Name | Title: | E-mail | Present |
|--------------------|---------|--|---------|
| John Armstrong | Faculty | john.armstrong@guamcc.edu | X |
| Jose Munoz | Faculty | jose.munoz@guamcc.edu | X |
| Gary Hartz | Faculty | ronald.hartz@guamcc.edu | X |
| John Camacho | Admin | john.camacho@guamcc.edu | X |
| Michelle Santos | Admin | michelle.santos@guamcc.edu | X |
| Elizabeth Duenas | Student | elizabeth.duenas@guamcc.edu | X |
| Reilly Ridgell | Admin | reilly.ridgell@guamcc.edu | X |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Cheryl San Nicolas | Staff | cheryl.sannicolas@guamcc.edu | X |
| Carmen K. Santos | Admin | carmen.kweksantos@guamcc.edu | |

Others present: none

2) Approval of Prior Minutes:

- **J. Camacho made a motion to approve the October 5, 2007 minutes, seconded by G. Hartz. Motion passed unanimously.**
- Amend item#7 draft minutes with clarification from the president regarding the \$140,000 of the emergency funds.

3) Old Business:

a) Financial Report:

- President Okada was not present in the meeting - No report on allotment or any funds received. C. Santos, the new VP of Business & Finance Administrator will start on Dec. 3, 2007

- b) Facilities Report
 - About \$230K+ was approved by the board for projects on safety issues. Each project was backed up due to the performance bond. Money was needed to demolish all T-buildings except for one which will be relocated. There will be a ground breaking ceremony on GCC campus for the new forensic lab on December 11, 2007. Help to get new lab equipment for the forensic lab was in-process. The Allied Health building that was approved by DOI had some bid specs adjustment because of federal funding requirement. Discussed the Phi Theta Kappa tree planting projects.
- 4) New Business:
 - a) Spring 2008 Tentative Meeting Schedule:
1-18, 2-15, 3-14, 5-2;
 - b) Midterm Report:
 - Midterm reports are due on December 7, 2007. Resource and Budget committee midterm reports were amended by J. Armstrong. Feedbacks on the midterm report are to be discussed on Monday 12/3/07.
- 5) Faculty Senate Goals Budget Status:
 - a) Shared Governance Day
April 18, 2008
 - The CGC's supports the Faculty Senate goals.
 - b) Leadership Retreat
April 25, 2008
 - F. Blas will setup the agenda for the retreat and to find funds to support this retreat.
 - c) Faculty Participation at Commencement
May 23, 2008
 - Graduation gowns purchased by the college for the faculty will be stored at GCC.
 - d) Coordination of Chair Schedules
Fall 2008
 - Schedules will be coordinated to better facilitate shared governance.
- 6) Open Discussion:
 - a) FS WPPII funding source
 - Procedure for funding FTE for permanent position is needed.
- 7) Next Meeting:
 - a) Friday, January 18, 2008
- 8) Adjournment: Adjourned at 11:30am

