

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda
 Thursday, 04/28/11
 9:00 a.m.
Faculty Senate Office / C2

1) Call to Order:

Attendance:

| Name: | Position: | Email: | Present: |
|---------------------|----------------|----------------------------------------------------------------------------------|----------|
| Marsha Postrozny | Faculty | marsha.postrozny@guamcc.edu | |
| Clare Camacho | Faculty | clare.camacho@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Anthony San Nicolas | Faculty | anthony.sannicolas@guamcc.edu | |
| Doris Perez | Administration | jose.quitugua@guamcc.edu | |
| Carmen Santos | Administration | carmen.santos@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| Elizabeth Duenas | Staff | elizabeth.duenas@guamcc.edu | |
| Cheryl San Nicolas | Staff | cheryl.sannicols@guamcc.edu | |
| Ariane Nepomuceno | Student | ariane.nepomuceno@guamcc.edu | |
| Steven Alvarez | Student | steven.alvarez@guamcc.edu | |
| | | | |
| | | | |

2) Approval of Prior Minutes:

3) Old Business:

a. Financial Report

b. Facilities Report

1. Maintenance Cycle-preventive maintenance. Schedule around campus.

4) New Business:

a . FY2012 NAF Budget

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Meeting Minutes

Thursday, April 28, 2011

09:00 a.m.

Faculty Senate Office / C2

1) Call to Order: @ 09:08 a.m.

Attendance:

| Name: | Position: | Email: | Present: |
|---------------------|----------------|----------------------------------------------------------------------------------|----------|
| Marsha Postrozny | Faculty | marsha.postrozny@guamcc.edu | X |
| Clare Camacho | Faculty | clare.camacho@guamcc.edu | X |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Anthony San Nicolas | Faculty | anthony.sannicolas@guamcc.edu | |
| Doris Perez | Administration | doris.perez@guamcc.edu | X |
| Carmen Santos | Administration | carmen.santos@guamcc.edu | X |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | X |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | X |
| Elizabeth Duenas | Staff | elizabeth.duenas@guamcc.edu | |
| Cheryl San Nicolas | Staff | cheryl.sannicols@guamcc.edu | X |
| Ariane Nepomuceno | Student | ariane.neopmuceno@guamcc.edu | X |
| Steven Alvarez | Student | steven.alvarez@guamcc.edu | X |

- 2) Approval of Prior Minutes: 02/25/11: vote to approve with changes noted; all in favor, no one opposed.
Minutes of 03/31/11: vote to approve with changes; all in favor, no one opposed.

3) Old Business:

- a. Financial Report: C. Santos discussed the attached report
 - i. Update on building 200: FEMA application was not approved, the College needs to resubmit in June, A&E building design is required. A resolution was passed by board, and this is now underway. Multiple funding; FEMA funding, to pay only for first floor, build 2nd floor with funds of the loan.
 - ii. Student center is 25% complete.
 - iii. Paint booth status; purchased paint booth; waiting for the A&E from TRMA in order to determine whether we go out for bid for the construction of the paint booth. Also with additional money, cost of certain projects; paint booth will require additional 50K for construction and 6k for A&E.
 - iv. There are still difficulties and challenges to the phone system even though the bid was withdrawn. Trying to find ways to stabilize the system. The government is looking at updating their system and we may use that as well.
 - v. PIO is getting price quotes for the website to try and outsource the website and the backup of the website and the location. Hoping by Fall to get a contract out.
 - vi. IT Strategic Plan is being updated; still working on price quotes.
- b. Facilities Report: D. Perez reported on the attachment.
 - i. Received quotes for fence and project is now on its way.
 - ii. Work on the water tank will be priorities because of USDA visit. USDA will be on campus to do an inspection on all projects funded. The green water tanks is to be removed and replaced with the big water tank.
 - iii. Working on quotes for bicycle racks for students.
 - iv. There's a cal for capital improvement projects for FY 2012 deadline to turn in projects is May 5th.

Request was made to extend until May 12th so that Deans can contact department chairpersons.

- v. Maintenance Cycle-preventive maintenance. Started about 2 months ago but maintenance got shorthanded and are now continuing. Cycle is done each month for designated buildings. The staff assesses lighting, air conditioning, and the environment. For the month of May, maintenance will work of requisitions to fix classrooms over the summer, and will also process work orders.

4) New Business:

- a. FY2012 NAF Budget related to CE courses; call for vote to approve with corrections noted. All in favor, no one opposed.
- b. Travel Policy- Tabled will update the policy over the summer. C. Santos was encouraged to calling faculty during the summer for input.

5) Open Discussion:

- a. Campus Painting – will be done in the summer, to include parking lots.
- b. Design for painting by TRMA
- c. Ribbon cutting for Student Center will be on December 9.

- 6) Next Meeting: Motion by C. Camacho to not meet in May due to the lack of pressing issues and time, seconded by M. Santos Motion passed unanimously.

- 7) Adjournment: C. Camacho motioned to adjourn @ 9:40a.m. R. Ridgell seconded.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Thursday, 03/31/11
9:00 a.m.
Faculty Senate Office / C2

1) Call to Order:

Attendance:

| Name: | Position: | Email: | Present: |
|---------------------|----------------|----------------------------------------------------------------------------------|----------|
| Marsha Postrozny | Faculty | marsha.postrozny@guamcc.edu | |
| Clare Camacho | Faculty | clare.camacho@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Anthony San Nicolas | Faculty | anthony.sannicolas@guamcc.edu | |
| Doris Perez | Administration | jose.quitugua@guamcc.edu | |
| Carmen Santos | Administration | carmen.santos@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| Elizabeth Duenas | Staff | elizabeth.duenas@guamcc.edu | |
| Cheryl San Nicolas | Staff | cheryl.sannicols@guamcc.edu | |
| Ariane Nepomuceno | Student | ariane.nepomuceno@guamcc.edu | |
| Steven Alvarez | Student | steven.alvarez@guamcc.edu | |
| | | | |
| | | | |

2) Approval of Prior Minutes:

3) Old Business:

- a. Financial Report
- b. Facilities Report

4) New Business:

- a. Maintenance Cycle-preventive maintenance cycle. Schedule around campus.
- b. Budget 2012

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE

Resources, Planning and Facilities Committee

Meeting Minutes

Thursday, March 31, 2011

09:00 a.m.

Faculty Senate Office / C2

1) Call to Order: @ 09:10 a.m.

Attendance:

| Name: | Position: | Email: | Present: |
|---------------------|----------------|----------------------------------------------------------------------------------|----------|
| Marsha Postrozny | Faculty | marsha.postrozny@guamcc.edu | X |
| Clare Camacho | Faculty | clare.camacho@guamcc.edu | X |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Anthony San Nicolas | Faculty | anthony.sannicolas@guamcc.edu | X |
| Doris Perez | Administration | doris.perez@guamcc.edu | X |
| Carmen Santos | Administration | carmen.santos@guamcc.edu | X |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | X |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| Elizabeth Duenas | Staff | elizabeth.duenas@guamcc.edu | X |
| Cheryl San Nicolas | Staff | cheryl.sannicols@guamcc.edu | X |
| Ariane Nepomuceno | Student | ariane.nepomuceno@guamcc.edu | X |
| Steven Alvarez | Student | steven.alvarez@guamcc.edu | |

2) Approval of Prior Minutes: tabled for next meeting in April 04, 2011.

3) Old Business:

a. Financial Report: see attachment. Hoping to receive increase in revenue. Director of DOA (B. Manglona) was asked to prepare a schedule of how much can be given to GCC. Building D. generator has been ordered should be completed by July or August 2011. Risers/sprinklers are on hold due to over budget, need to go back and find funding. This needs to be done for compliance of the fire code. The Foundation Building has been awarded, only waiting for contract signature. This will begin in about 2 months. Everyone is asked to read through the energy audit (see attached: GCC Technical Opportunities Assessment) that C. Santos and D. Perez have prepared. C. Santos and D. Perez will present a report on the lighting retrofit for the buildings by next RPF meeting. MIS is working on a backup server system for the website in case it goes down. The invoice that has not been paid is the Construction Trades standup work station which is not due until April 2011.

b. Facilities Report: see attachment. Trash bins will be pad locked. Fire alarm system is working campus wide.

4) New Business:

a. Maintenance Cycle: A facility maintenance cycle has been started D. Perez will be meeting with R. Santos and J. Quitugua. In April- focusing on building 300 and 400 work orders, graduation activity work orders, and requisitions for classroom repairs. In June-typhoon shutter maintenance, metal pick up, and water tanks.

b. Budget 2012- C. Santos reports that there was some differences in the 2012 budget since she last reported. Differences were mainly on salaries and wages of staff and administrators because of the rollback of the salary increases and the reinstatement of increments. This will reduce the total expenditures by about

\$600,000. Once the format is completed C. Santos will email the changes that have been made to all committee members.

C. Camacho made a motion, seconded by A. San Nicolas, that the RPF Committee supports the reinstatement of the Administrators salaries (those not covered under Civil Service). Motion carried by majority vote.

Non Appropriated funds for the CE Projects will be put together and presented by next meeting, April 14, 2011. Paint booth has been purchased and received. However, funding is being sought for installation costs. President is attempting to obtain ARRA funds for Foundation Building – that were taken away by the last administration. Since the project it was taken away may no longer be an option, she will also request additional funds. CTC put out bid specs, with additional funding computer can be purchased. GCC campus buildings and parking lots will be painted in the summer.

5) Open Discussion:

- Students: Spring Festival, April 07, 2011 in conjunction with the Todu I Pacific and the elections for COPSA. College Fair @ the MPA for graduating seniors and their parents, April 07, 2011.
- Faculty: C. Camacho made a motion, seconded by E. Duenas to consider in any new buildings if funds are available, the Idea Paint (environmental friendly, dry erase board). Motion carried by unanimous vote. Travel Authorization Flow Chart was provided to all members for discussion and consideration at the next meeting, April 14, 2011.
- Staff: None
- Perkin grants for faculty due April 8 to the Deans, must be received by P&D April 15, 2011
- Mini clinics, April 04-07, 2011 @ the SSA Conference Room from 3:00 p.m. to 5:00 p.m.

6) Next Meeting:

April 14, 2011 @ 09:00 a.m.

7) Adjournment: C. Camacho motioned to adjourn @ 10:33 a.m. A. San Nicolas seconded, no one opposed, motion carried.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee

Agenda

Friday, 02/25/11

10:30 am

Faculty Senate Office / C2

1) Call to Order:

2) Attendance:

| Name: | Position: | Email: | Present: |
|---------------------|----------------|----------------------------------------------------------------------------------|----------|
| Marsha Postrozny | Faculty | marsha.postrozny@guamcc.edu | |
| Clare Camacho | Faculty | clare.camacho@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Anthony San Nicolas | Faculty | anthony.sannicolas@guamcc.edu | |
| Doris Perez | Administration | jose.quitugua@guamcc.edu | |
| Carmen Santos | Administration | carmen.santos@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| Elizabeth Duenas | Staff | elizabeth.duenas@guamcc.edu | |
| Cheryl San Nicolas | Staff | cheryl.sannicols@guamcc.edu | |
| Ariane Nepomuceno | Student | ariane.nepomuceno@guamcc.edu | |
| Steven Alvarez | Student | steven.alvarez@guamcc.edu | |
| | | | |
| | | | |

3) Approval of Prior Minutes:

4) Old Business:

- a. Financial Report
- b. Facilities Report

5) New Business:

- a. Maintenance Cycle-preventive maintenance cycle. Schedule around campus.
- b. Budget 2012

6) Open Discussion:

7) Next Meeting:

8) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Meeting Minutes

Friday, February 25, 2011

10:30 a.m.

Faculty Senate Office / C2

1) Call to Order: @ 10:35 a.m.

Attendance:

| Name: | Position: | Email: | Present: |
|---------------------|----------------|----------------------------------------------------------------------------------|----------|
| Marsha Postrozny | Faculty | marsha.postrozny@guamcc.edu | |
| Clare Camacho | Faculty | clare.camacho@guamcc.edu | X |
| Barry Mead | Faculty | barry.mead@guamcc.edu | X |
| Anthony San Nicolas | Faculty | anthony.sannicolas@guamcc.edu | X |
| Doris Perez | Administration | doris.perez@guamcc.edu | |
| Carmen Santos | Administration | carmen.santos@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | X |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | X |
| Elizabeth Duenas | Staff | elizabeth.duenas@guamcc.edu | X |
| Cheryl San Nicolas | Staff | cheryl.sannicols@guamcc.edu | X |
| Ariane Nepomuceno | Student | ariane.neopmuceno@guamcc.edu | |
| Steven Alvarez | Student | steven.alvarez@guamcc.edu | X |

2) Approval of Prior Minutes: motion by B. Mead, seconded by C. San Nicolas to approve minutes as changed. No one opposed motion passed unanimously.

3) Old Business:

a. Financial Report: None. However, M. Santos reports that the way GCC will work with payroll, from now on will be that if GCC does not receive money, the President will communicate with BBMR and DOA to say: "this is how much I need for payroll, if I do not get this amount I will not pay." RPF is requesting that the administration communicates that, if there are any changes to be made by payroll, please advice campus of the changes.

b. Facilities Report: None

4) New Business:

a. Maintenance Cycle: preventive maintenance cycle, D. Perez provided a schedule last meeting. The campus is on a rotation cycle. No updates to report.

b. Budget 2012- has been passed by RPF Committee. Although the budget has been passed by the RPF Committee, M. Santos reports that the rules came back a little differently in terms of, how the budget needs to be presented to the legislature and BBMR. The rules included, readjusting the salaries back to the Hay not including anything other than personnel, and with the exception of educational institutions that could look at supplies necessary for instruction. Otherwise, it was supposed to be a limited budget that was going to term, M. Santos requests for any assistance or guidance that could be provided. R. Ridgell reports that GCC turned in a budget that included the Hay adjustment and salaries. M. Santos not sure if the budget will be resubmitted due to the adjustment. C. San Nicolas reports that the funds were put into one sheet and an amendment was made to the budget request. Tabled for further discussion.

5) Open Discussion:

a. M. Santos reports on the changes and procedures of the Travel Policy. RPF needs to come up with some recommendations in regards to the Travel Policy. It was discussed prior to the December meeting that, if a travel document is not on the president's desk 10 days before the travel she will not sign the documents. Everyone was reminded clearly which has not prevented people from traveling that Dr. R. Somera has been given authorization to sign on the president's absence provided that she knew the documents were heading her direction. It was recorded, C. Santos has sent an email recommending that this issue be brought to the RPF committee to come up with some recommendations. C. Camacho states that C. Santos and Dr. R. Somera have met with PDRC in regards to the travel policy. So, C. Camacho and C. Santos came up with a process that is consistent with the flow chart. PDRC has it now to vote on. Then they will send it to the Faculty Senate. Faculty Senate will send it to RPF and CGC. C. Camacho will follow up with PDRC regarding this issue. B. Mead states, why does faculty have to sign a payback policy? When accompanying students as a chaperone, a state director, or as a teacher responsible.

b. Steven Alvarez reports that the Board of Trustees Student Member, Paling Cruz, started a student survey on the tuition increase that is due to her by the end of the day. She will gather all the surveys and present it to the board.

6) Next Meeting:

March 25, 2011 @ 10:00 a.m.

7) Adjournment: C. Camacho motioned to adjourn @ 11:05 a.m. M. Santos seconded, no one opposed, motion carried.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda
 Friday, 01/28/11
 10:00 am
 Faculty Senate Office / C2

1) Call to Order:

Attendance:

| Name: | Position: | Email: | Present: |
|---------------------|----------------|----------------------------------------------------------------------------------|----------|
| Marsha Postrozny | Faculty | marsha.postrozny@guamcc.edu | |
| Clare Camacho | Faculty | clare.camacho@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Anthony San Nicolas | Faculty | anthony.sannicolas@guamcc.edu | |
| Doris Perez | Administration | jose.quitugua@guamcc.edu | |
| Carmen Santos | Administration | carmen.santos@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| Elizabeth Duenas | Staff | elizabeth.duenas@guamcc.edu | |
| Cheryl San Nicolas | Staff | cheryl.sannicols@guamcc.edu | |
| Ariane Nepomuceno | Student | ariane.nepomuceno@guamcc.edu | |
| Steven Alvarez | Student | steven.alvarez@guamcc.edu | |
| | | | |
| | | | |

2) Approval of Prior Minutes:

3) Old Business:

- a. Financial Report
- b. Facilities Report

4) New Business:

- a. Maintenance Cycle-preventive maintenance cycle. Schedule around campus.
- ~~b. Standard 1 Recommendation~~
- c. Budget 2012

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Meeting Minutes

Friday, January 28, 2011

10:30 a.m.

Faculty Senate Office / C2

1) Call to Order: @ 10:06 a.m.

Attendance:

| Name: | Position: | Email: | Present: |
|---------------------|----------------|----------------------------------------------------------------------------------|----------|
| Marsha Postrozny | Faculty | marsha.postrozny@guamcc.edu | X |
| Clare Camacho | Faculty | clare.camacho@guamcc.edu | X |
| Barry Mead | Faculty | barry.mead@guamcc.edu | X |
| Anthony San Nicolas | Faculty | anthony.sannicolas@guamcc.edu | X |
| Doris Perez | Administration | doris.perez@guamcc.edu | X |
| Carmen Santos | Administration | carmen.santos@guamcc.edu | X |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | X |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | X |
| Elizabeth Duenas | Staff | elizabeth.duenas@guamcc.edu | X |
| Cheryl San Nicolas | Staff | cheryl.sannicols@guamcc.edu | |
| Ariane Nepomuceno | Student | ariane.neopmuceno@guamcc.edu | |
| Steven Alvarez | Student | steven.alvarez@guamcc.edu | X |

2) Approval of Prior Minutes: motion by M. Santos, seconded by B. Mead to approve minutes as changed. No one opposed motion passed unanimously.

3) Old Business:

a. Financial Report:

The breakdown is listed on an attached document. C. Santos will provide a copy of the Energy Audit by next meeting. The risers/sprinklers for Building 500/600 is being reassessed because the cost was four times the actual budget. The ARRA projects are out for bid and have been closed, awaiting awards except for the risers/sprinklers. The Foundation Building is also awaiting award, waiting for response from attorney about the AG review. Estimated completion for the Student Center is September and October 2011. There is a new Controller, Edwin Limtiaco (certifies all funds). The weekend of 02/19/2011, banner will be shutdown after 6:00 p.m. Facilities Master Plan is being conducted by TRA, due date is in August (ARRA funded). Out of the 9.2 million originally awarded to GCC, Governor F. Camacho has reprogrammed 3.2 million away from GCC, and we are seeking to get the monies back.

b. Facilities Report:

Telephone issues- J. Arceo point of contact for GCC was able to save the college about a \$1,000 each month. Developing an SOP to help with the moving situation, as well as addressing the process for putting together work orders (work order stack is less than 100). Two containers for scrap metal, one by Building 500 & 900 and the other by Maintenance. Final pick up will be on Friday, February, 04, 2011. C. Santos had a discussion with T. Rios and J. Evangelista about putting together a schedule to survey items she will present a draft by next meeting.

4) New Business:

- a. Maintenance Cycle: preventive maintenance cycle, schedule around campus. Maintenance cycle status report draft will be given every month by D. Perez. The Governor put out an executive order to cartel costs, some addressing the air conditioning unit thermostat, should be set at 76 degrees.
- b. NAF Budget 2012- breakdown listed on an attached document. The following changes have been made: **Auxiliaries Revenue-Food Services**-1,200 monthly flat fee, **Other Educational and General Expenditures-Miscellaneous Expenditures** to Credit Card Fees and Campus Painting for Accreditation Visit to Campus Painting for 6 Year Cycle. Include Moving Expenses (\$20,000) in Other Educational & General Expenditures. Will find other ways to fund Moving Expenses. Motion by B. Mead, seconded by A. San Nicolas to approve NAF Budget 2012 as changed. No one opposed motion, passed unanimously.
- c. General Funds- reasons why it can not be approved, pending new percentage from retirement and the current staffing pattern of Okkodo High School position. C. Camacho motion to approve the General Funds with the caveat that if there are any substantial changes to be made C. Santos will advice RPF as to what they are, seconded by B. Mead. All approved unanimously.

5) Open Discussion: **none**

6) Next Meeting:

February 25, 2011 @ 10:00 a.m.

7) Adjournment: @11:05 a.m.

C. Camacho motioned to adjourn @ 10:00 a.m. A. San Nicolas seconded, no one opposed, motion carried.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee

Agenda

Friday, 01/25/11

10:30 am

Faculty Senate Office / C2

1) Call to Order:

Attendance:

| Name: | Position: | Email: | Present: |
|---------------------|----------------|----------------------------------------------------------------------------------|----------|
| Marsha Postrozny | Faculty | marsha.postrozny@guamcc.edu | |
| Clare Camacho | Faculty | clare.camacho@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Anthony San Nicolas | Faculty | anthony.sannicolas@guamcc.edu | |
| Doris Perez | Administration | jose.quitugua@guamcc.edu | |
| Carmen Santos | Administration | carmen.santos@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| Elizabeth Duenas | Staff | elizabeth.duenas@guamcc.edu | |
| Cheryl San Nicolas | Staff | cheryl.sannicols@guamcc.edu | |
| Ariane Nepomuceno | Student | ariane.nepomuceno@guamcc.edu | |
| Steven Alvarez | Student | steven.alvarez@guamcc.edu | |
| | | | |
| | | | |

2) Approval of Prior Minutes:

3) Old Business:

- a. Financial Report
- b. Facilities Report

4) New Business:

- a. Maintenance Cycle-preventive maintenance cycle. Schedule around campus.
- b. Budget 2012

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee

Agenda

Friday, December 17, 2010

9:00 am

Faculty Senate Office / C2

1) Call to Order:

Attendance:

| Name: | Position: | Email: | Present: |
|---------------------|----------------|----------------------------------------------------------------------------------|----------|
| Marsha Postrozny | Faculty | marsha.postrozny@guamcc.edu | |
| Clare Camacho | Faculty | clare.camacho@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Anthony San Nicolas | Faculty | anthony.sannicolas@guamcc.edu | |
| Jose Quitugua | Administration | jose.quitugua@guamcc.edu | |
| Carmen Santos | Administration | carmen.santos@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| Elizabeth Duenas | Staff | elizabeth.duenas@guamcc.edu | |
| Cheryl San Nicolas | Staff | cheryl.sannicols@guamcc.edu | |
| James Mallicoat | Student | james.mallicoat@guamcc.edu | |
| Stacie Duenas | Student | stacie.duenas@guamcc.edu | |
| | | | |
| | | | |

2) Approval of Prior Minutes:

3) Old Business:

- a. Financial Report
- b. Facilities Report
- c. Standard Rules for Rooms

4) New Business:

- a. Maintenance Cycle

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Meeting Minutes

Friday, December 17, 2010

9:00 a.m.

Faculty Senate Office / C2

1) Call to Order: @ 9:15 a.m.

Attendance:

| Name: | Position: | Email: | Present: |
|---------------------|----------------------------|----------------------------------------------------------------------------------|----------|
| Marsha Postrozny | Faculty | marsha.postrozny@guamcc.edu | |
| Clare Camacho | Faculty | clare.camacho@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | X |
| Anthony San Nicolas | Faculty | anthony.sannicolas@guamcc.edu | X |
| Jose Quitugua | Administration | jose.quitugua@guamcc.edu | |
| Carmen Santos | Administration | carmen.santos@guamcc.edu | X |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | X |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | X |
| Elizabeth Duenas | Staff | elizabeth.duenas@guamcc.edu | X |
| Cheryl San Nicolas | Staff | cheryl.sannicols@guamcc.edu | X |
| James Mallicoat | Student | james.mallicoat@guamcc.edu | |
| Doris Perez | Replacement Representative | doris.perez@guamcc.edu | X |

2) Approval of Prior Minutes: motion by C. San Nicolas, seconded by D. Perez to approve minutes as changed. No one opposed motion passed unanimously.

3) Old Business:

a. Financial Report:

The breakdown is listed on an attached document. Monies from Pell allotments, Pell draw downs, and NAF are what is paying employees. The loan on the Administration Building was just paid off. The last payment was made on December 1, 2010. Memo for Fund 5 hold backs sent by C. Santos, similar to last years if it is non-essential then the purchase will not be allowed. However, for any instructional supply usage for classrooms, those will be allowed to go through. If word is given, the hold may be lifted. It also depends on how the cash flow comes along for next year. Waiting for the draw down to collect monies from DOE; owed for Title 5.

b. Facilities Report:

- LRC opening great turnout.
- Campus on fire watch because when they came to do the clearance for the LRC Building for occupancy the fire alarms were giving out trouble signals due to lightning strike. Maintenance on fire watch from 9:00 a.m. to 2:00 p.m., once every hour.
- Maintenance issues- D. Perez needs to be given time to see what can be outsourced and prioritize work orders. C. Santos asks that we give D. Perez the opportunity to fix some of these issues and processes that she is trying to implant. Working on work orders and has a process that she is trying to put in place to prioritize and figure out.
- D. Perez asks if abuse of supplies is seen on campus, please report it to her.

c. Standard Rules for Rooms: tabled, Dean M. Santos move to remove this issue from the agenda until D.

Perez prepares a draft, seconded by Dean R. Ridgell, no one opposed motion carried.

4) New Business:

a. Maintenance Cycle: tabled, for next meeting.

5) Open Discussion: none

6) Next Meeting:

January 21, 2011 @ 10:00 a.m.

7) Adjournment: @10:00 a.m.

Dean R. Ridgell motioned to adjourn @ 10:00 a.m. A. San Nicolas seconded, no one opposed, motion carried.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee

Agenda

Friday, November 12, 2010

10:00a.m.

Faculty Senate Office / C2

1) Call to Order:

Attendance:

| Name: | Position: | Email: | Present: |
|---------------------|----------------|----------------------------------------------------------------------------------|----------|
| Marsha Postrozny | Faculty | marsha.postrozny@guamcc.edu | |
| Clare Camacho | Faculty | clare.camacho@guamcc.edu | |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Anthony San Nicolas | Faculty | anthony.sannicolas@guamcc.edu | |
| Jose Quitugua | Administration | jose.quitugua@guamcc.edu | |
| Carmen Santos | Administration | carmen.santos@guamcc.edu | |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | |
| Elizabeth Duenas | Staff | elizabeth.duenas@guamcc.edu | |
| Cheryl San Nicolas | Staff | cheryl.sannicolas@guamcc.edu | |
| James Mallicoat | Student | james.mallicoat@guamcc.edu | |
| | | | |

2) Approval of Prior Minutes: (4/30/10)

3) New Business:

- a. FY2011 CIP Listing
- b. Maintenance Cycle

4) Old Business:

- a. Financial Report
- b. Facilities Report
- c. Standard Rules for Rooms

4) Open Discussion:

5) Next Meeting:

6) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Meeting Minutes
Friday, November 12, 2010
10:00 a.m.
Faculty Senate Office / C2
Final

1) Call to Order: @ 10:15 a.m.

Attendance:

| Name: | Position: | Email: | Present: |
|---------------------|----------------|----------------------------------------------------------------------------------|----------|
| Marsha Postrozny | Faculty | marsha.postrozny@guamcc.edu | |
| Clare Camacho | Faculty | clare.camacho@guamcc.edu | x |
| Barry Mead | Faculty | barry.mead@guamcc.edu | |
| Anthony San Nicolas | Faculty | anthony.sannicolas@guamcc.edu | x |
| Jose Quitugua | Administration | jose.quitugua@guamcc.edu | x |
| Carmen Santos | Administration | carmen.santos@guamcc.edu | x |
| Reilly Ridgell | Administration | reilly.ridgell@guamcc.edu | x |
| Michelle Santos | Administration | michelle.santos@guamcc.edu | x |
| Elizabeth Duenas | Staff | elizabeth.duenas@guamcc.edu | x |
| Cheryl San Nicolas | Staff | cheryl.sannicols@guamcc.edu | x |
| James Mallicoat | Student | james.mallicoat@guamcc.edu | x |
| Doris Perez | Administration | doris.perez@guamcc.edu | x |

2) Approval of Prior Minutes: motion by A. San Nicolas, seconded by D. Perez to approve minutes. No one opposed motion passed unanimously.

3) Old Business:

a. Financial Report:

The breakdown is listed on an attached document. Fund 5 created for operations purposes.

b. Facilities Report:

See attached document. ARRA project, which includes the LRC, has been encumbered. Pending the actual hearing for VOIP protest. Possibility of using other agency unused funding. When would we know if the funding is available to use?

c. Standard Rules for Rooms: tabled

4) New Business:

a. FY2011 CIP Listing:

D. Perez reports on priority 1- funding requests. C. Camacho (Education Department) submitted a request for issues concerning (rain entering building) faculty and students slipping. A. San Nicolas motioned to approve the budget C. Camacho seconded, and no one opposed, motion carried with the caveat of reprioritizing FY2011 CIP listing: remove pavilion project if FEMA grant is not available.

b. Maintenance Cycle: Attached is a copy of the Facility Maintenance Service, Project Status Report. Noted that the Maintenance Department is short staff, work is never done at a timely manner requesting for more hiring if possible.

5) Open Discussion:

Bathroom issues: Issue brought up by students that too few and far in between. Dean M. Santos wanted faculty perspective relative to B Building, concerned about faculty safety. With completion of renovation for restrooms in D Building, J. Malicoat stated that issue is resolved.

6) Next Meeting:

December 10, 2010 @ 8:30 a.m.

7) Adjournment: @ 11:00 a.m.

A. San Nicolas motioned to adjourn, E. Duenas seconded, and no one opposed, motion carried.