

Updates to Action Steps, cont.

- Publish Scheduled timetable to disseminate status of plans
 - Include collection of evaluation data and submission of metrics for evaluation
- Present 2-year measure of institutional effectiveness
 - Develop a template to report institutional effectiveness

Business Office TracDat

AUO#1 Update and Provide Financial Resources : FA11-SP13 AUO#1: ISER 3D2 b. Appropriate financial information is provided throughout the institution. The Business Office will provide monthly financial reports to uphold educational programs by enhancing and working closely with the campus community

AUO#2 Budget Monitoring and Performance : FA11-SP13 AUO#2: ISER 3D1 d. The institution defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets. The business office will provide financial information to departments based on funds appropriated and available by the Legislature and the Board of Trustees to better support student learning programs and services, the appropriate allocation and use of financial resources to internal stakeholders will be managed through the timeliness of budget allocations.

AUO#3 Provide information to Stakeholders : FA11-SP13 AUO#3: Per ISER 3D2 e. All financials resources including those from auxilliary activities, fund raising efforts, and grants are used with integrity in a manner consistent with the mission and goals of the institution. To support educational programs by providing quarterly financial reporting to internal and external stakeholders. The Business Office ensures that the college is in compliance with reporting requirements set forth by the Guam Legislature and federal grantors.

Criterion:

An annual budget training and budget guidelines will be provided to department chairs, department heads, and administrators prior to the departmental budget request deadline.

47 of 52 (90%) departments will submit their budget requirements for compilation before the end of the first quarter of the fiscal year for the budget submittal related to local appropriations. For the Non-Appropriated Accounts, 47 of 52 (90%) departments will submit by Feb. of the current fiscal year.



Kidchen Kominidat Gudhan
Accredited by the
Western Association of
Schools and Colleges

Guam Community College

Annual Department Chair Training

Wednesday, August 1, 2012

Student Center Training Room – 5108

A G E N D A

9:00 - 9:10 a.m.
9:10 - 9:20 a.m.
9:20 - 9:35 a.m.
9:35 - 9:50 a.m.
9:50 - 10:05 a.m.
10:05 - 10:20 a.m.
10:20 - 10:35 a.m.
10:35 - 10:50 a.m.
10:50 - 11:05 a.m.
11:05 - 11:20 a.m.
11:20 - 11:35 a.m.
11:35 - 11:50 a.m.

12:00 - 1:30 p.m.

1:30 - 1:45 p.m.
1:45 - 2:00 p.m.
2:00 - 2:30 p.m.

2:30 - 3:00 p.m.

Sign In
Welcome Remarks by AVP
HRO Refresher
Admissions & Registration
AIER
Finance & Administration
Accommodative Services
Safety
Procurement
Planning & Development (Facilities & Maintenance)
Adjunct Faculty Issues
High School Issues

Lunch on your own

Student Support Services
Communications & Promotions
Issues/Topics
a. Building 500 Movement
b. GW Double Session
c. Administrator's Night Duty
d. Keys
e. Active Shooter Training
f. DCAPS/Practicum Review
DC Meetings Schedule & Wrap Up

The End

Enjoy Your 2012-13 Academic Year!

P.O. Box 23069 GMF Barrigada, Guam 96921

Guam Community College
Professional Development Review Committee Minutes
September 14, 2012

I. Call to Order: 10:40 a.m., President's Conference Room

Attendance:

Name	Email	Present
Troy Lizama, Chair	troy.lizama@guamcc.edu	✓
Hernalin Analista, Secretary	hernalin.analista@guamcc.edu	✓
Doreen Blas, Secretary	doreen.blas@guamcc.edu	✓
Anthony Roberto	anthony.roberto@guamcc.edu	✓
Anthony San Nicolas	anthony.sannicolas@guamcc.edu	✓
Dr. Ray Somera, AVP	reneray.somera@guamcc.edu	✓
Carmen Santos, VP (Finance)	carmen.santos@guamcc.edu	✓

Meeting held to discuss the following items with the AVP and Vice President of Finance:

1. **Institutional Priorities:** Dr. Ray recommended that the committee review the existing Institutional Priorities and decide whether to adopt it or consider making revisions to the current document. A suggestion was made to include additional areas of focus besides math, science, and technology when developing the list of "Academic Priorities."
2. **Role of Acting President in the Decision-Making process:** Generally, the President's signature is required on all PDRC applications, but in instances where a decision must be made right away, authority can be given to the Acting President to sign and approve applications.
3. **Reconciliation of PDRC list of approved applications with Finance office's listing:** Carmen recommended that PDRC establish the procedure that will determine how her office can inform the committee of the changes made to an application. Procedure should outline how information should be exchanged between PDRC and the Business & Finance office, particularly for instances when an application is rejected by the administration, even after approval by PDRC.
4. **Additional Recommendations and Reminders:**
 - A. **Committee Reports:** Mid-term report due in February, End-of-the-Year report due around April or May.
 - B. **Travel Report:** Must be submitted 10 days after completion of travel and should be linked to ILO's.
 - C. **Use of Most Current PDRC Forms:** Committee requested to assist faculty in accessing the correct PDRC forms
 - D. **Develop Proactive Measures to Encourage More Faculty Participation:** Committee recommended to brainstorm creative ways to have more faculty apply for or take advantage of PDRC funding (i.e.

TracDat Workshop, Fall 2012

9/21/18

Sign In Sheet

No.	Participant's Name	Department	Contact Number
1	Frank Evangelista	Tourism	735-0560
2	Christopher Poliquit	Tourism	642-2100
3	Bill Korenko	Tourism	477-5336 (H) 565-4428 (W) 777-4660 (E)
4	Card Cruz	Tourism	642-2100 K8411
5	Chris Matson	Library	735-0228
6	JAMES ODOCA	TOURISM	989-1199 (H) 787-1199 (E)
7	Evon Wong	Tourism	300-1810 ext. R45 788-9610
8	JONITA KERR	Science	797-1477 735-5600
9	ERIC CHONG	Tourism	3003614
10	Schlage	Tourism	6530155
11	Yvonne Tan	Marketing	565-0546
12			

Assessment Workshop

Date: February 17, 2012 (D-10)

Spring 2012 Term 10-12

Sign-In

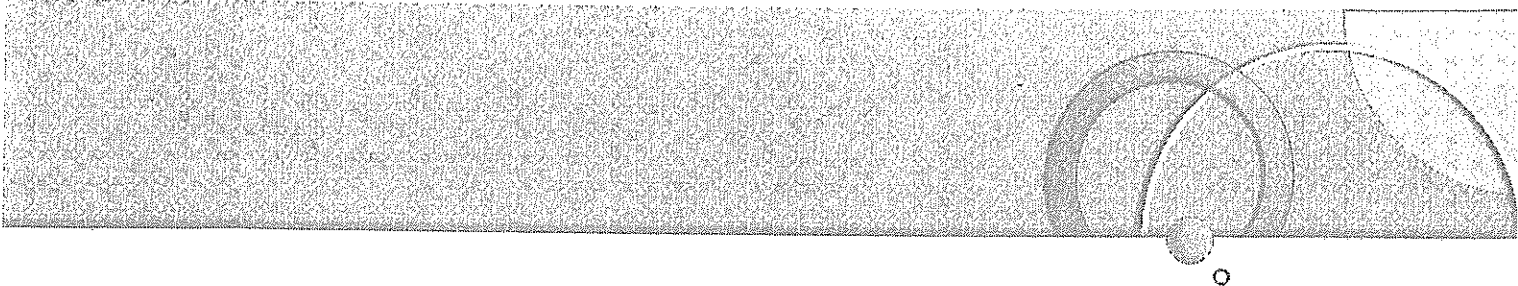
NO	NAME	FACULTY/ADMIN/STAFF	DEPT	CONTACT #
1	John Armstrong	Fac	SSCI	5570
2	José L. Mantecón	Fac	CJSS	5622
3	Huan Housel	Admin	AED	5584
4	Bea Sosa	Fac	CJSS	5622
5	Dorcas Cruz	Fac	CJSS	5622
6	Chris Matay	Fac	LRC	735-5517
7	Doris Perez	Admin	P+D	735-5517
8	Benil Delos Santos	Fac	Health Center	735-5644
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sent survey link 2/17/2012

P-47

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GUAM COMMUNITY COLLEGE

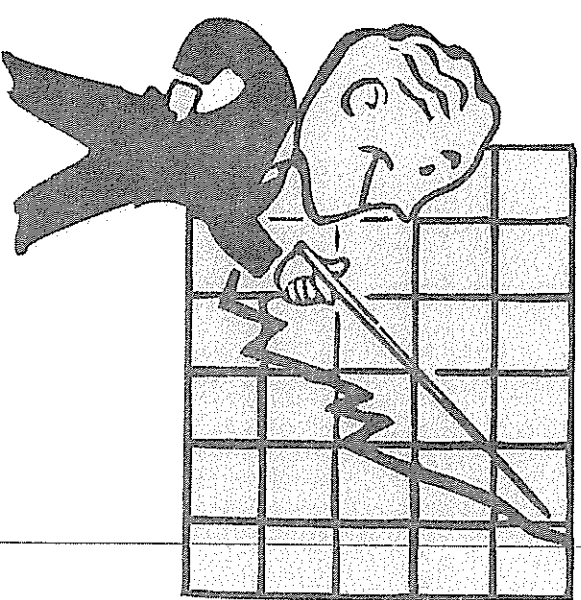
GovGuam Budget Preparation

For

FY 2014

Topics to Discuss

- Budget timeline
 - Departments
 - GovGuam
 - GCC
- Budget Guidelines
 - Department Budget: DCs, Program Managers
 - Budget alignment with accreditation requirements; Goals, Performance Indicators and Proposed Outcomes. Three(3) of each must be submitted.
 - Other information



GovGuam Budget Timeline

11/15

- BBMR provides budget instruction to all GovGuam agencies.

02/15

- Agencies submit final budget request to BBMR/Governor.

06/01

- BBMR submits the recommended budget for the entire GovGuam to the legislature.

08/31

- The legislature reviews, conducts public hearings, and passes the budget bill.

09/30

- The Governor signs the budget bill into law.

GCC Budget Timeline

- What is our timeframe?

12/3/12 5pm

- Department Budgets, goals, due to Deans or AVP for Academic Affairs departments.
- Budgets for non-academic departments due to Business Office

12/12/12

- Submission of budgets by Deans to Business Office (submit all budgets to Vivian Cruz, vivian.cruz@guamcc.edu and Cheryl San Nicolas cheryl.sannicolas@guamcc.edu)

12/13-1/4/13

- Budget compilation process by Business Office

Jan 2013 -Budget reviewed by Resources, Planning and Facilities and College Governing Council Committee

Feb 2013 - Presentation of Budget and Approval by the BOT

Feb. 15, 2013 – Deadline for Budget Submission to BBMR & Legislature

CCC Budget Guidelines

- Program Performance Base Budget
 - Requirements
 - Goals (3)
 - Performance Indicators (3)
 - Proposed Outcomes (3)
- Budget classifications
 - Travel, contractual, supplies, equipment, IT equip., capital outlay, miscellaneous.

ccc Budget Guidelines (2)

Budget Priorities

Baseline – departments baseline needed to operate.

- Please consider what your department is currently receiving and identify the baseline funds to operate and funding needed to provide for contractual services.

- The base budget will be reflective of the programs and responsibilities of each department.

NO Growth Budget submittal for FY 2014

- Increases – **ONLY** in salary benefits, utility and insurance

GCC Budget Guidelines (3)

- HR Office

- Personnel Services Budget : Salaries, benefits, promotion, detail/acting pay, night differential/hazardous, and personal leave paid out.
- Current Staffing Pattern: Costs of salaries and benefits for all active employees.
- Proposed Staffing Pattern: Crucial positions that are reviewed and agreed across the institution.

- MIS Office

- Lab supplies and equipment
- Annual service/maintenance contracts
- Replacement of IT equipment using Technology Fee

GCCC Budget Guidelines (4)

- Facilities/Maintenance
 - power, water, telephone, xerox services, long distance calls/fax, custodial, security services.
- Materials Management
 - Insurance coverage
- Requests
 - Computer
 - PC - \$1,407 (low end) and \$2,000. (high end)
 - Laptop - \$1,635
 - Mac – Actual cost
 - Other (UPS, software) \$400
 - Supplies and materials – Increments of \$500

Budget Guidelines (5)

DCs/Managers - Departmental Budget

- Narrative data (for Performance Budgeting & Accreditation)
 - Goals (3 each)
 - Performance indicators (3 each)
 - Proposed outcomes (3 each)
- Non-Personnel Services
 - Satellite programs
 - Travel expenses
 - Contractual services
 - Supplies & materials
 - Equipment (less than \$5000)
 - Capital outlay (more than \$5000 per item)

Other Information



K1715923 www.fotosearch.com

- Daily reports are accessed thru.
Service
- Budget Queries
 - Shows YTD expenses, encumbrances, and *available balance.*
- Encumbrance Queries
 - Shows PO(s) that are *still encumbered.* Allows you to drill down on PO's on your department.
 - PO(s) that are no longer needed (6 months or older)

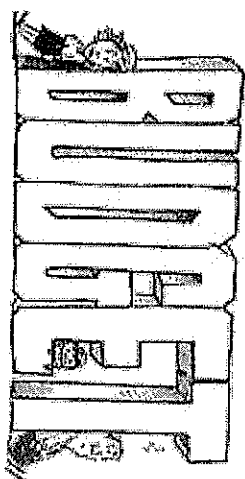


Other Information

- Technology Fee
 - 50% is set aside in a special fund for computer labs, software, and other related upgrades.
 - This fund is managed by MIS
 - MIS will develop a plan to systematically replace or upgrade all computer labs.

Budget Transfer Guidelines

- Across funds
 - It is not allowed.
- Across divisions
 - Requires authorizations from the division heads.
- Personnel Services vs. Non-Personnel Services
 - No transfer is allowed without the approval of the Vice President for Finance and Administration.
- Contractual Services / Capital Outlay
 - Transfer in or out requires major justification for both the new and the replacement items.



- Thank you.
- Please remember the timelines for your budget due dates.

Moving Forward to 2014

Guam Community College
INSTITUTIONAL STRATEGIC MASTER PLAN - ISMP
Educational Campaign
Multi Purpose Building November 2012

Vision Statement

... It will be Guam's premier career and technical institution and finest secondary and postsecondary basic educational institution serving the island's adult community...

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.

~ BOT approved March 11, 2009

Purpose of the ISMP

- To serve as a guide to action
- To illustrate long term goals and initiatives
- To serve as GCC's official planning document
- To communicate long-term vision and plan

Initiative I : Pioneering

This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employers' needs assessment in order to improve the skill levels and productivity of the island's workforce.

Strategy and Action Steps

- Coordinate the development of an employer needs assessment focused on training and educational services
- Develop a program to partner with private workforce training providers

Benefits of Pioneering

- A process to identify regional workforce needs
- Establish educational standards that link to local and national industry standards
- Leveraging of public and private resources
- A coordinated approach to improve career and technical training services

Updates to Action Step 1

- 1st survey conducted in 2008 – 11% response rate
- 2nd survey conducted in June 2011 – 40% response rate
- 3rd survey will begin in December 2012
Distribution to GCC advisory committees, apprenticeship sponsors, Chamber of Commerce, and Guam Contractor's Association

Updates to Action Step 2

- Standard Operating Procedures for establishing private industry and training relationships with individuals outside of GCC completed as of September 2012
- Join relevant business service organizations on membership basis

Initiative II : Educational Excellence

This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

Strategy and Action Steps

- To sustain accreditation through improved training programs and an enhanced participatory governance process
- Link program review and assessment, institutional planning and resource allocation to student learning outcomes

Benefits of Education Excellence

- Reaffirmation of GCC's accreditation status
- SLO-driven courses and programs
- Maintain an assessment model to evaluate and make programmatic changes

Updates to Action Step 1

- Full accreditation successfully obtained in July 2012
- Participatory governance structures formalized
- Develop process for evaluating non-credit courses, workshops, and training sessions
- Evaluate existing governance policies and practices; implement process to evaluate effectiveness

Update to Action Step 2

- Foster dialogue among program faculty and the Learning Outcomes Committee
- Review resource allocation to ensure sufficient funds to provide training, maintenance, equipment, software support and implement the college's technology plan
- Allocate a % of funds for supporting additional resources (LRC) when new programs are developed or existing programs modified

Update to Action Step 2, cont.

- Increase compliance rate of curriculum revision process to ensure courses and programs are not over 5 years old and that they are current with community and industry standards
- Evaluate safety and security of physical records to protect integrity of student records

Initiative III: Community Interaction

This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

Strategy and Action Steps

- Grow programs, Go Green, Give Now
- Create an employer, donor, and alumni outreach program
- Enrollment campaign
- Develop a marketing plan which helps to enhance GCC's brand identity
- Increase enrollment and improve student retention

Update to Action Steps

- Increase grant funding, scholarship donations or endowments
- Increase in workforce development and training projects
- Pursue renewable energy projects on campus; plan more "Green" events
- Increase workplace giving program; naming opportunities, and volunteerism

Update to Action Steps

- Use baseline consumer and business research to develop marketing strategies
 - Use survey results to develop business testimonials on quality of GCC graduates
- Design a branding campaign
 - Use enrollment statistics, surveys and attendance at GCC events, and Facebook to assess effectiveness
- Develop a marketing plan
 - Use GCC colors, music, and slogans into media ads and print materials

Benefits of Community Interaction

- Community awareness & affinity for GCC
- Public & private support for GCC's vision
- Diverse financial resources
- Formal recruitment campaign

Initiative IV: Dedicated Planning

This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.

Strategy and Action Steps

- Create a dedicated planning taskforce to develop a measurement orientation program
- Utilize the existing 2-year assessment planning cycle

Benefits of Dedicated Planning

- Determine benchmarks and determine success in meeting benchmarks
- Improve data collection
- Improve institutional effectiveness
- Continued support from community (internal and external)

Updates to Action Steps

- Taskforce convened; task completed February 2011
 - Taskforce members will convene again to incorporate recommendations made during October 2012 focus group
- Develop qualitative assessments for each project plan
 - Incorporate ACCJC's rubric for Evaluating Institutional Effectiveness

Updates to Action Steps, cont.

- Publish Scheduled timetable to disseminate status of plans
 - Include collection of evaluation data and submission of metrics for evaluation
- Present 2-year measure of institutional effectiveness
 - Develop a template to report institutional effectiveness

Moving Forward to 2014: Guam Community College INSTITUTIONAL STRATEGIC MASTER PLAN-ISMP Educational Campaign/Thanksgiving Luncheon Multi-Purpose Building

Minutes of November 16, 2012

1. Dr. Mary Okada reported that she attended the Governors Mag Pro Award Ceremony and GCC captured several outstanding awards. The program booklet also highlighted GCC on the back cover and included the statement "GCC Employees Deliver" and also stated our Mission statement.
 - o Community & Volunteer Service Award: Jonita Kerr
 - o Employee of the Year, Statistic & Economic Award: Marlana Montague
 - o Employee of the Year, Counseling & Social Services: Dr. Karen Sablan
 - o Employee of the Year, General Education: Harold Cruz
 - o Excellence in Higher Education: Dr. Clare Camacho
 - o Behind the Scenes Award: Bobbie Leon Guerrero
 - o Customer Service Team: GCC Human Resources Office
2. The President mentioned that she recognized the funding situations and the challenges that GCC has. She said that GCC must work together to get through these challenges.
3. The President spoke about GCC's Vision and Mission Statements. The mission statement was approved by the board in March of 2009. Updates to the Mission statement will be based on campus feedback and will also be based on the recommendations from the accreditation report.
4. The main purpose of the ISMP is:
 - o To serve as a guide to action.
 - o An opportunity to identify action items that the college will take on.
 - o Long term goals and initiatives are included.
 - o To serve as GCC's official planning document that allows GCC to communicate long term vision plans.
 - o It is the umbrella for all mini plans by which GCC is guided, such as the Technology, Campus, Facility and Master Plans).
5. 1st Initiative is Pioneering – There are 4 initiatives: Pioneering, Educational Excellence, Community Interaction and Dedicated Planning.
Pioneering: Identify the career and technology as well as basic education and skills required of the workforce though periodic employer needs assessment in order to improve the skill levels and productivity of the island's workforce.
 - o Why is this important? GCC has to respond to what the community needs. If the community doesn't need what GCC is offering, then it should not be offered.
 - o Benefits of Pioneering – The process for GCC to identify regional workforce needs for Guam and Micronesia and to establish standards that are linked to local and national industry.

- Leveraging Public and Private Resources – A blanket effect because there is no single pot of money that you can rely on forever.
 - Coordinated Approach to Improve Career and Technical Training Services – GCC is always improving because industry requires us to do so.
 - Standard Operating Procedures for Establishing Private Industry and Training Relationship with Individuals outside of GCC – Completed as of September 2013 under Continuing Education. This is the opportunity to join relevant business service organization memberships.
6. Educational Excellence - The biggest piece of education excellence is accreditation. This goal is defined by its ability to demonstrate that SLOs are being attained and gauged by an institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze and use assessment results for accountability.
- Sustain accreditation through improved training programs and enhance participatory government process – This is a resource allocation component to enhance the participatory process. Show data for whatever you need.
 - Linking Program Review Assessment to Resource Allocation is Challenging – Everything is linked to student learning.
 - Benefits of Educational Excellence - Courses and programs: If you want something for your department, you must put it in your assessment. That is how you will get your resources.
 - Full accreditation successfully obtained in July 2012. Participatory governance structure formalized. Develop process for evaluation of non-credit courses. This is directly out of the ACCJC report. GCC has to develop a process for evaluating non-credit courses, workshops and training sessions. GCC has to evaluate existing governance policies and practices and implement process to evaluate effectiveness.
 - Foster Dialogue on Program, Faculty, Learning Outcomes Committee – Review resource allocation to ensure sufficient funds to provide training, maintenance, equipment, software support and implement College Technology Plan. Allocate a percentage of the funds for supporting additional resources to the library when new programs are developed or when existing programs are modified so that students are aware and have access to them.
 - Increase compliance rates of curriculum revision process to ensure courses and programs are not over 5 years old and are current with the community and industry standards. Evaluate safety and security of fiscal resources to protect integrity of student records. These are activities for Educational Excellence.
 - The benchmark is 5 years for courses. If faculties feel that technology is rapidly changing, they need to go back to the data and link it to assessment program review.
 - GCC needs to review the Return Policy for inventory reduction for books. It is better to get credit for some of the books than for it to be no longer useful inventory.

7. Community Interaction – This goal aims to improve awareness of the college and increase public and fiscal support for its vision which in the long run is intended to reduce GCC's financial dependence on the Government of Guam. Indirectly GCC has been reduced.
 - How does strategy associate with this initiative? Go green, give now, create employer development, alumni outreach program, embark on an enrollment campaign, develop a marketing plan which helps to enhance GCCs brand identity and increase enrollment and improve student retention.
 - Where are we with these activities? GCC has increased grant funding which is evident.
 - Scholarship donations have also increased significantly. Increase in workforce development and training projects have been available through grant funding.
 - Pursue renewable energy project on campus. Plan more green activities or a green event, increase workplace giving program and involve tourism.
 - President attended a meeting at UOG and there is an Energy Task Force that the government created.
 - One of the ideas presented was to go green.
 - Asked if GCC can embed "Going Green" in all the courses.
 - One initiative submitted by the students was to request that we do not have any styro-foams on campus. Vendors should not be using Styrofoam's at BCS, the Café or any activities here.
 - Benefits of Community Awareness –
 - Affirmation for GCC. Public and private support for GCC vision.
 - Private support increasing
 - Diverse financial resources and formal recruitment campaign
 - Significant increase in enrollment by 40% in the last 6 years.
 - Community Interaction –Hotel Nikko donated \$50,000 20 years ago that is why there is a Hotel Nikko room in the foundation building. Again, Hotel Nikko donated \$10,000.00 to GCC and the room in the Foundation building was rededicated to them. GCC needs to support our donors by giving them our business.
8. Dedicated Planning –
 - The goal of dedicated planning is to provide means to measure progress towards obtaining the vision of the college each year though a systematic review and evaluation. The results of which are utilized to inform decision making at the college at all levels.
 - Develop a measurement orientation program.
 - Determine success in meeting bench marks.
 - Improve data collection, institutional effectiveness and provide continuing support from the community internally and externally.
 - Develop Qualitative Assessment: Develop quality assessment for each project plan.
 - Modify plans based on funding availability needs assessment.
 - Incorporate ACCJC rubric for evaluating institutional effectiveness.

- Dedicated planning includes publishing schedule time tables to disseminate status of plan.

OPEN FLOOR FOR QUESTIONS:

What about Distance Learning

Pres. – The requirement from ACCJC is to develop a strategic plan for Distance Education.

- 24/7 hours/days tech. support is needed regardless if there is 10 or 20,000 students
- Distant Learning will not only be for Guam.
- Who is asking GCC to do Distance Learning
- Insufficient MIS support

Partnership Interaction

- Employee mentioned that in the past, GCC will go out to villages and try to recruit students. He said it was a good endeavor and activity that was done at least once a semester. The community then informs GCC of what their aspirations are.
- If students did not have transportation to GCC, it will be worth having a conversation with the mayors in the villages to see what can be done to help these students.
- Many programs can support this partnership, Continuing Education, College Access, Adult Education and GED.
- President indicated that when Dr. John Rider was still the AVP, he suggested that GCC set up classes at the mall. The President mentioned that there are many vacant stalls at the Micronesia Mall and the Agana Shopping Center and maybe community partners may be able to donate the space for GCC to use.
- GCC should have an information booklet about what kinds of programs and services they offer and should be given out to people at the malls.

President asked the faculty, staff and administrators if there was something they would like to change at GCC, what will it be? Why?

1. President reported that when she met with students, their response was to have classes on Friday and Saturday.
2. Open additional sites down south for GED and postsecondary classes.
3. When will GCC update the assigned government vehicle?
 - President said in a few months.
4. Military outreach –
 - President indicated that there will be a Woman's Veteran Conference sometime in February and that might be an opportunity to bring it up. She said that GCC is limited in what they can offer on Base primarily because of the regional contracts the military has with other contractors. GCC will only be able to offer things that the contractors don't offer. The President also mentioned that it is a good idea to continue with the military outreach because of the GI bill and the military benefits they have.

5. Will there be an exercise room with equipment?
 - The President said that the exercise room will be somewhere upstairs which will be connected to building 200.
6. A suggestion for a fast track program for adults with more concentrated courses since GCC is not able to do distance learning. The fast track program will be able to provide people from off island to come to GCC and complete their courses and return home.
7. The President said there will be a survey on the GCC portal regarding housing for students. Student housing will not be through GCC but a partnership with an apartment complex.
8. How many of the GCC courses are transferable to UOG?
 - The President reported that CJ, Liberal Studies, Education and Accounting departments are working on the articulation.
9. A suggestion was made to have sculptures or local artwork to be placed around campus to promote cultures.
 - The President mentioned that in the previous library every month there was a display advertised to the campus community. With the new library, it would be nice to place some of the artwork there. The President mentioned that Caha has given a few art pieces to GCC which could be displayed as long as it is in a secured area like the student lounge, library or the student center.
10. Someone asked about transportation.
 - The President indicated that GCC does not have a mass transit and that Guam needs to have a mass transit. If GCC can identify that more students will come to get an education if they have transportation it might be an opportunity to provide information to the Governor and the legislature as they are educational partners. The President said that GCC can probably ask the tri-board to submit the data to the Governor and the legislature so that more students will have access to education.
11. USPS Drop Box on GCC campus
 - The President will check with the USPS. A staff mentioned that GCC's physical address, #1 *Sesame Street* is not a registered address with the United States Postal Service. The only reason mail gets delivered to GCC is that the person at the post office knows where GCC is located.
12. Sesame Street - The President reported that Sesame Street is part of GCC's property and the intention is to relocate the fence beyond that street. Sesame Street will be used for parking and will be a one way street. The small parking lot in front of Victoria's store will also be developed and will be discussed further. GCC will have a community discussion regarding this matter.
13. Building 200
 - The President reported that building 200 is scheduled to be demolished soon. The contractor will be breaking ground during the first quarter of next year.

14. Burning of old documents

- The President said to make arrangements with Greg Manglona and John Diaz. On another note the President mentioned that she was disappointed to find several broken chairs stored in cabinets. She said there will be some classroom renovations in D wing and several things will be refurbished. The President mentioned that Tobacco money was identified for this renovation.

15. It was reported that Peggy Deny picks up shredded paper from GCC and gives to the local farmers for compost.

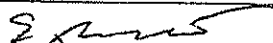
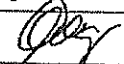
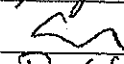
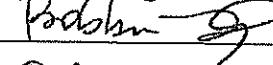
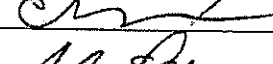
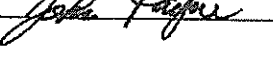
16. Will there be a parking garage in the triangle property?

- The proposed parking structure will be located over by the ponding basin.

Budget Training 2014

11/21/12 @11:00 a.m.



Sign-In Sheet

	NAME	DEPT/DIVISION	SIGNATURE
1	Sarah LG	EDU C	
2	Latisha LG	EDUC	
3	TONY ROBITATO	CCC/TSS	
4	Bobbie LG	CS I	
5	Christine Matson	LRC/Library	
6	John Payne	OAS/TSS	
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Budget Training 2014

11/26/12 @2:00pm

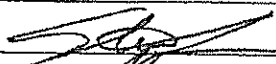

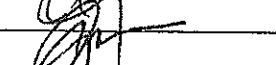
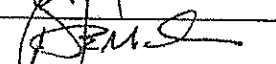
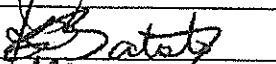
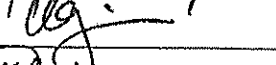
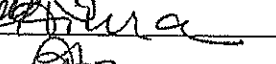
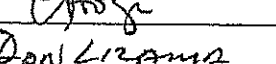


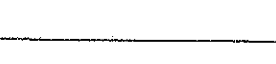
Sign-In Sheet

	NAME	DEPT/DIVISION	SIGNATURE
1	ROBIE D. For J. MUNOZ	CPSS	
2	Emma Bataclan	HSC	
3	Joanne A. Ig...	SSS	
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Budget Training 2014

11/29/12 @2:00pm

Sign-In Sheet

	NAME	DEPT/DIVISION	SIGNATURE
1	Steve Lam	Math and Science	
2	Jean Mura	HRD	
3	Greg Mangione	EA & S	
4	Gymn Kunk	Health Ctr / TSS	
5	Don E. Mah	TSS Dean's office	
6	Kim Bautista	OAS	
7	WBS Giana		
8	Tamara Hura	Animal Health	
9	Ana Mari Atouque	Technology / TSS	
10	Ara Ju	CSI	
11	Ara Garcia	AAJ	
12	JoAnn Evangelista	Nutrition's Mgmt	
13	Frank Camacho	MIS	
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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

Appendix 4a

Guam Community College
PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE (PDRC)

Academic Year 2012-2013

By-Laws

I. MEMBERSHIP

The Professional Development Review Committee (PDRC) shall consist of six faculty members who hold at the time of election the rank of Assistant Professor or higher and who have been employed by the College as full-time faculty for at least three (3) years. The members shall be dues paying members of the union.

1. Members of the Committee shall be elected at the last Governance meeting of the academic year. The election shall be by secret ballot and the Union Chairperson shall certify the results to the President.
2. If a vacancy occurs on the Committee, the faculty shall elect a replacement committee member within fifteen (15) days.
3. Staggered terms shall continue based on current years of service.
4. Members may not serve more than two consecutive terms.

II. RESPONSIBILITIES

The Committee shall:

1. Recommend faculty for professional development activities and ensure that recommended eligible faculty have created plans for study, research, or work experience that promote professional development congruent with institutional priorities and faculty needs.
2. Facilitate activities and scholarship supporting professional growth by faculty. Such activities include: workshops, professional development activities, mentoring, faculty forums, individual faculty and departmental professional activities, credentialing, sabbatical leave, etc.

To meet this responsibility, the Committee shall:

- a. Respond to professional development priorities established by the College and faculty needs.
- b. Encourage and promote ways and means by which faculty may develop their professional skills.
- c. Develop, implement, and evaluate faculty development activities.

- d. Ensure that funds awarded for faculty professional development activities support the college, its improvement plan, and faculty needs.
3. Hold its first meeting of the academic year to discuss submitted application no later than September 15 and thereafter meet at least once per month throughout the academic year on a published schedule, or until funds are exhausted.
4. Have an elected chairperson, chairperson-elect, and secretary. Committee officers are subject to recall by a two-thirds majority vote of the Committee's membership.
 - a. Chairperson's Duties:
 - Accept applications from faculty for professional development activities that require funding.
 - Submit the PDRC's written recommendations, with its justifications, to the President, via the Vice President for Academic Affairs.
 - b. Chairperson-Elect Duties:
 - Facilitate PDRC activities.
 - c. Secretary Duties:
 - Minutes of each meeting shall be kept either by a PDRC member or Faculty Senate Secretary. Minutes will include the time and place of the meeting, members present, actions taken, results of balloting and the time, place, and date of the next meeting.
 - Copies of approved minutes shall be made available to committee members within five duty days following each committee meeting.
 - Public version of approved minutes and agendas must be posted on MyGCC PDRC group site within five working days.
 - Public and private versions of minutes shall be created and kept in secured file.
5. Begin their term of office on the last day of the Spring Semester and complete their term of service on the last day of the next Spring Semester. The chairperson-elect will become chairperson for the following year.
6. Shall establish, using Robert's Rules of Order (Revised) as a guide, its own operating procedures.
7. A quorum of the Committee consists of four of its members.
8. Committee members shall be notified in writing and shall be provided an agenda three days prior to any committee meeting date.

III. OPERATIONS

1. Before the end of the Spring Semester, the members of the PDRC shall elect their officers.
2. A quorum shall consist of four of the Committee's members.
3. Members shall not apply for sabbatical leave while serving on the Professional Development Review Committee; however, a member may apply for any other professional development activity.

For all professional development activities except Sabbatical Initiatives:

The members of the PDRC shall:

4. On or before August 31, examine the previous Committee's End of the Year Report, consider its recommendations, and adopt internal operating procedures to include a Code of Professional Ethics for the Committee.
5. Provide a copy of the Committee's internal operating procedures to all faculty members.
6. Study each application for Professional Development and, if applicable, read each Letter of Recommendation and all testimony received.

The Chairperson of the PDRC shall:

7. Accept applications from faculty for professional development activities that require funding.
8. Submit the PDRC's written recommendations, with its justifications, to the President, via the Vice President for Academic Affairs.
9. Inform and notify each applicant of its decision.

The PDRC, as a whole, shall:

10. Evaluate for approval or disapproval each application for professional development.
11. Meet with an applicant, whose application was denied by the committee, to discuss application disapproval.
12. Provide Mid-Term Reports to the College President via the Vice President for Academic Affairs no later than February 1 and September 1 of each school year. The Mid-Term Reports shall include the following information:

- a. Number of faculty awarded study opportunities
- b. Off-island travel
- c. Costs
- d. Plans

13. Before the end of the Spring Semester submit the Committee's End of the Year Report to the College President via the Vice President for Academic Affairs with a copy to the Faculty Senate President and Union Chairperson. The report shall include a summary of the Committee's activities, an evaluation of its internal operating procedures and Code of Ethics and recommendations for procedural change.

The President shall:

14. Forward each application for professional development and a copy of his/her decision, to the Vice President for Academic Affairs, the applicant's dean, Committee Chairperson, the applicant, and the Human Resources Administrator for record keeping.

IV. SABBATICAL INITIATIVE

1. The Chairperson of the PDRC shall: At least four (4) months prior to the effective date of the sabbatical, receive an Application for Sabbatical Initiative, consisting of a certificate of eligibility from the Human Resources Office, Résumé, and a detailed professional development plan from each faculty member applying for sabbatical.
2. Upon receipt of the application packet, provide a copy of the Committee's internal operating procedures to each applicant for sabbatical.
3. At the direction of the Committee, secure additional information pertaining to each applicant's professional performance.
4. Within one week of receipt of the applications, announce names of applicants for sabbatical leave, and invite written testimony, to be submitted by the timeframe identified in the internal operating procedures for sabbatical leave, from faculty staff, and students on the merits of the applicants and their plans.
5. Notify each applicant for whom testimony is received, provide access to such testimony, and accept the applicant's written rebuttals prior to their decision.
6. Notify each applicant of its decision no later than January 31.
7. No later than January 31, submit the Committee's Sabbatical Initiative Recommendation Report to the President and forward each Application and supporting documents to the President's Office. The Committee's Report shall

contain justified written recommendation for approval or disapproval of each application for sabbatical initiative, shall rank order each recommendation for approval, and may suggest plans to implement the Committee's recommendations. The Committee may recommend disapproval of all the Applications for sabbatical initiatives submitted, if it so chooses.

8. Transfer Sabbatical Committee files to the newly elected chairperson of the Committee.

The members of the PDRC shall:

9. Interview each applicant no later than January 15.
10. Evaluate each Application for Sabbatical Initiative using all of the following criteria:
 - a. The applicant's eligibility for sabbatical leave;
 - b. The extent to which the sabbatical activity advances the mission of the College, supports the goals and priorities of the department, is responsive to curriculum and student needs;
 - c. The applicant's service to the College and the community, and
 - d. The description of and documentation for the planned professional development activities, their availability through alternative means.
11. Review letters of recommendations.
12. Deliberate and vote on each Application for Sabbatical.
13. At the request of the applicant, meet with an applicant whose Application for Sabbatical was not recommended to discuss its reason for disapproval.

The President shall:

- a. No later than February 15, forward to the applicant notice of approval or disapproval of sabbatical. All notices of disapproval shall specify the reason(s) for disapproval.
- b. The President shall send a copy of all notices to the Chairperson of PDRC, the applicant's Dean, and forward each Application and a copy of his/her decision on it, to the Human Resources Administrator for record keeping.

*** The GFT-BOT Agreement 2010-2016 is paramount to the PDRC Bylaws**