

**RE: Link on Evidence Inventory Excel**

Wednesday, May 15, 2013 11:53 PM

From: "Marlena O.P. Montague" <marlena.montague@guamcc.edu>
To: "Pilar C Pangelinan" <pangellpc638@yahoo.com>
Cc: joseph.benavente@guamcc.edu, marlena.montague@guamcc.edu

See below...

Marlena O.P. Montague
Assistant Director, AIER
Guam Community College
671.735.5612
<http://www.guamcc.edu/Runtime/aiier.aspx>

From: Pilar C Pangelinan [mailto:pangelipc638@yahoo.com]
Sent: Thursday, May 16, 2013 4:10 PM
To: marlena.montague@guamcc.edu
Subject: Link on Evidence Inventory Excel

Marlena,

Thanks for preparing this comprehensive data base in one place. I was going through some of the links and noticed:

The AVP Saga Reports under Volume 5, it had the Volume 4 report (so I did not get to read the Volume 5 which I think would have been for this AY).

<http://ifs.guamcc.edu/adminftp/academics/services/aad/aiier/avpsagareportvolume5.pdf>

This is the same link in the list...

Evidence/minutes for many committees did not have anything for AY2012-2013.

MyGCC Group Studio has all the committees listed with their minutes and agendas within the Files module in each group. I am still gathering these separately and I am still working on merging them into one file but I am not done yet. It is a lot of manual downloading, organizing, merging, etc.

Faculty Senate Effectiveness report was last done
May 2008

There are no plans for this report as of yet since
committees now have the Committee
Accountability Form.

AIER report 12th was from 2011-2012 -- will the 13th report come out this summer?
The 13th AIAR is scheduled to be disseminated at 2013-2014 Convocation in August.

Foundation Board Reports
BOT Assessment report last 2010

The Board surveys will be administered at the next Board meeting. I do not have that date yet but the surveys have been given to the Board secretary.

Faces of the Future last 2010

AIER plans to run this in the 2013-2014 Academic Year provided there is funding for it.

Consolidated Administrators Report last 2009

The Administrators have the new Work Planning and Performance Evaluation Tool which is now in the second year of implementation.

Can you let me know the cycle of when the reports will be done in the future. I thought I read somewhere it was every 2 or 3 years?

The cycle of reports is dependent on funding. The Fall 2012 IDEA Student Ratings of Instruction Survey Report draft is being finalized and should be disseminated no later than June.

Please confirm. Thanks.

Pilar O. Pangelinan

Associate Professor, Business & VisCom Department
Accounting and Phi Theta Kappa Advisor
Guam Community College phone 735-5618 Office D8B

"Continuous effort—not strength or intelligence — is the key to unlocking our potential." Winston Churchill, British Prime Minister

Guam Community College
Staff Senate Executive Council
Thursday, January 31, 2013
MINUTES

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:17 p.m.

II. Roll Call

Present: Elizabeth Duenas, Johanna Camacho, Ava Garcia, Latisha Leon Guerrero, Vivian Guerrero, Ana Mari Atoigue, Tamara Hiura, Catherine Anderson, Donnie Lizama, and Bobbie Blas.

Absent: Johanna Camacho and Apolline San Nicolas.

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

IV. Approval of Minutes of December 27, 2012

L. Leon Guerrero moved to approve minutes of December 27, 2012 motion was seconded by D. Lizama. No further discussion, motion passed unanimously.

V. Old Business

A. Article V – E. Duenas stated that this issue will remain on the agenda until March 26, 2013.

B. Staff/Administrator Development Day – scheduled for March 26, 2013 from 8:00 a.m. to 5:00 p.m. (no one can sign leave). The Staff/Administrator Development Committee are working to finalize an agenda and who would be conducting a presentation for this day.

C. Representative to the Board of Trustees - A. Garcia and J. Camacho are still working on finalizing the memo. As soon as the memo is revised E. Duenas will submit it to the president.

D. Staff office keys – will be discussed on RPF Committee reports.

E. Staff Salary – E. Duenas reported that as part of RPF and CGC the budget is still under review. FYI the governor has requested that when the FY14 Budget is submitted into the legislature it would not include any increments.

F. Membership to Standard Committees – E. Duenas stated that once all documents are set up by each Standard Committee, Staff Representation will be assigned.

G. Meeting with President Okada – E. Duenas reported that the president is off-island and will try to schedule a meeting upon her return.

H. Cross Training for staff members – A. Garcia stated that she needs to come up with a plan and a schedule for the summer time cross training. The plan is to rotate the administrative aides and administrative assistants by training them at a different department. Accountability is being done across the board to make GCC run more efficiently and effectively.

I. Staff Senate Mission Statement –A. Garcia reported her revision of the mission. E. Duenas will revise the changes and bring it to the next meeting for review.

VI. New Business

None

VII. Committee Reports

A. RPF: A. Garcia reported the following:

1. Meeting was held on Friday, January 25, 2013 which the budget was discussed and approved.

2. GCC will submit FY14 Proposed Budget with no increments.

3. Joint Leadership meeting was held on Friday, January 18, 2013- Staff, Faculty, and

Administrator were present. The main discussion was about Faculty/Administrator increments.

The following was proposed for faculty members to poll:

- a. Use their 2012 Performance Evaluation,
- b. Use their AY2012-2013 Performance Evaluation,
- c. Use the average of the two.

Option a. was chosen by faculty members.

B. CGC: E. Duenas reported the following:

1. CGC met in January and approved the FY2014 Budget with changes, which will be forwarded to President Okada before going to the Board of Trustees.
2. CGC will review the FY2011-2015 Master Plan.

C. CCA: A Garcia reported that CCA was supposed to have a meeting on Friday, February 1, 2013, but faculty members had their new evaluation tool training on the same day. Meeting was postponed until February 8, 2013.

D. CTC: A. Atoigue reported that the committee has not met, no schedule has been prepared. M. Montague is the current chairperson she is trying to get a schedule organized. M. Montague mentioned to A. Atoigue that she will be stepping down as committee chair due to her new position as AIER Director.

E. Standards: E. Duenas reported that faculty members are the only individuals meeting as of now.

VIII. Staff Concerns

E. Duenas informed J. Ige to GCC staff concerns regarding the Identification Cards.

IX. Announcements

A. A. Garcia reported that the Faculty Union President is G. Hartz and the Vice President is F. Tupaz.


B. Staff/Administrator Development Day- March 26, 2013 from 8:00p.m. - 5:00 p.m. E. Duenas suggested that signs be posted to ensure that students are aware of the offices being closed for this day.

X. Next Meeting – February 28, 2013, @ 2:00 p.m. CSI Conference Room

XI. Adjournment


T. Hiura made a motion to adjourn the meeting at 3:18 p.m. motion was seconded by C. Anderson. No discussion, motion carried unanimously.

SUBMITTED BY:




BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



AVA M. GARCIA
Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS
President, Staff Senate

**Guam Community College
Council On Postsecondary Student Affairs
General Membership Meeting
Friday, April 26, 2013
Minutes**

- I. Call To Order:** Meeting was called to order at 12:01pm
- II. Roll Call and Introductions**

COPSA: Steven Alvarez, President; Jennifer Esteves, Vice President; Elmarie Anderson, Treasurer; Vicenta Lungred, Historian; Toy Lizama, Advisor; Sally Sablan, Advisor; Carl II Torres, Advisor
BOT: James Pangelinan
CSI: Bobbie Leon Guerrero, Don Lizama
CJSA: Maria Teresa L. Massey, Michelle Tapang
DAS: Kim Joy Trogon, Peter Borja, Liana Negrito, JayAnn P. Pronoble
ECO: Guadalupe Rosario, Michael Fuzimi
HOSTS: Peter Salas, Judisha Afleje, Rosendo Martinez, Grace Enriquez, Raquel Maminta, Phylis Yurko (Advisor)
Japan CLUB: David Bautista, Julius R. Baluyot, Christyana Pangelinan
Math Club: JuHao Ren, Steve Lam (Advisor)
PTK: Christel Jessica Galang, Michelle Mendiola, DerekFrank Rubic, Inna Frasco, Maria Agnes De Guzman
PNSA: Barbara Whitman
Science Club: Lyvett Jacsina, Anthony Sunga (Advisor)
SMILE: Suann Manibusan, Daphnie Babauta, Joshua Duenas
Talent Club: Lydia Faye Sombria, Micha Carlos
GCC Youth Congress Representative: Loraina Aguon
Member: Lawrence Alcairo, Rosanna Martinez
- III. Recital of the Guam Community College Mission Statement**

The mission was recited by all present.
- IV. Approval of April 12, 2013, General Membership Meeting Minutes**

J. Baluyot made a motion to approve the minutes for the April 12, 2013, General Membership meeting, motion was seconded by D. Babauta. No discussion, unanimous vote, motion carried.
- V. "Icebreaker" Activity** – The name of the activity is "Junk In Your Trunk". Wiggle a box that is attached to your waist filled with ping-pong balls until the box is empty. ECO-Warriors won the icebreaker and \$50 will be transferred into their student organization fundraising account.
- VI. Old Business**
 1. GCC Relay for Life Team – student organization movie fundraising project.
 - a. Iron Man 3 movie – Sat., May 4th, 1pm, Micronesia mall Theater--\$20/person: admission, popcorn, hotdog & drink.
 - b. Student organization incentive to sell tickets: Next Friday, May 3, 2013 will be the last day to purchase tickets.
- VII. New Business**

Review of documents revised for the Postsecondary Student Handbook:
Grievance procedure, Complaint Procedure, Complaint Form, Grade Appeal Procedure, Grade Appeal Form
- VIII. Reports**
 1. Student Member on the Board of Trustees – James Pangelinan
Renovation of building 200
 2. Resources, Planning, and Facilities Committee – Student Members: Steven Alvarez & Elmarie Anderson: meeting is after General membership meeting. April 26, 2013 at 1 pm.
 3. College Governing Council – Student Members: Steven Alvarez & Jennifer Esteves: Next meeting, May 22, at 2 pm
 4. Occupational Safety & Health / American Disability Act (ADA) Task Force – Student Member: Jennifer Esteves
The meeting has been moved to April 30, 2013.
 5. Committee on College Assessment – Student Member: James Pangelinan. No report.
 6. Youth Congress – GCC Representatives: Loraina Aguon, Norman James III and Josephina Machuo: Next meeting is Saturday, April 27, 2013, at 10am and session at 12pm. Meetings will be held every 3rd Saturday.
 7. Student Organizations
AHSSO: No student representative.
AAUW: No student representative.
CHAIN: No student representative.
Collegiate DECA: No student representative.
CATO: No student representative.
CJSA: No report

DAS: No report.

EcoWARRIORS: Donated money to Island Girl Power. Next meeting is on Tuesday, April 30, 2013 at 12:20pm.

ESO: No student representative.

HOSTS: Bake sale on May 10, 2013, from 11-3pm in front of 302, the Tourism office.

Japan Club: Gathering on May 10, 2013, from 2-9pm: at Central Lanes (2-5pm) then Sakura Kitchen (5-9pm)

Math Club: No report

MASO: No student representative

MSA: No student representative

PTK: Book Drive until end of semester May 3, 2013. Thanks for all that came to the Spring Formal. Asking students to support the Call To Action.

PNSA: Selling Iron Man 3 tickets for \$10.50 showing will start at 9pm on May 2, 2013. Selling Passport Coupons

Science Club: Science Symposium, the kids loved the event. Thank you for everyone who supported.

SMILE: Mixer at the Guam Plaza on May 9 from 6pm - 9pm, invitations will be going out to organizations via emails.

Talent Club: Performing for PTK induction ceremony.

IX. Student Concerns

1. Feedback from concerns brought up at the last General Membership meeting
No new concerns were addressed at the April 22, 2013, meeting.
2. New concerns -- No new concerns brought up.

X. Announcements

1. Check the GCC Calendar and MyGCC for updates and announcements **REGULARLY**
2. "LIKE" the COPSA Facebook page (www.facebook.com/GCCcopsa)
3. Join the COPSA Groups page & other student organization groups on MyGCC
4. Forms – adhere to timeframe deadlines, fully complete the forms, attach all pertinent documents
5. Checks – bring your I.D. to pick up a check
6. Receipts – *MUST be turned in within ONE week of event use—Make a copy of receipt for your records*
7. Graduation Hosts/Hostesses needed
 - a. Training/Instructions – Thursday, May 16th, pm, UOG Fieldhouse
 - b. Showtime on Graduation day – Friday, May 17th, 5pm, UOG Fieldhouse
 - c. Attire – white top, black pants/skirt, black shoes.
8. GCC Relay for Life t-shirts for sale: \$10 for S/M/L -- \$12 for 2XL -- \$13 for 3XL
9. Perfect Attendance \$50 will be transferred into fundraising accounts: EcoWARRIORS, PTK, PNSA, and SMILE
10. First 5 students for who came in to the meeting were given \$10 movie/gas cards: R. Martinez, S. Manibusan, D. Bautista, J. Baluyot, and G. Rosario.
11. 5 \$10 movie/gas cards were given to SMILE for spearheading the Iron Man 3 fundraiser.


XI. DATES to remember

APRIL	Time	Activity	Location
Thur., Fri., & Sat., April 25 th , 26 th & 27 th	7pm	UOG theater production: "Forever Plaid"—FREE for GCC students	UOG Fine Arts Theatre
MAY	Time	Activity	Location
Thur., Fri., & Sat., May 2 nd , 3 rd & 4 th	7pm	UOG theater production: "Forever Plaid"—FREE for GCC students	UOG Fine Arts Theatre
Fri., May 3 rd		Last day of Friday classes	
Sat., May 4 th		Last day of Saturday classes	
Sat., May 4 th	1:00pm	Iron Man 3 – FUNDRAISER (GCC Relay for Life)	Micronesia Mall Theaters
Tue., May 7 th		Last day of Tuesday / Thursday classes	
Wed., May 8 th		Last day of Monday / Wednesday classes	
Mon., May 13 th		Semester ends --- Grades due	
Thur., May 16 th	12noon	Graduate Luncheon sponsored by COPSA	UOG Fieldhouse
Thur., May 16 th	1pm	Graduate Rehearsal	UOG Fieldhouse
Fri., May 17 th	6pm	Graduation Ceremony	UOG Fieldhouse
Fri., May 24 th	7pm-7am	American Cancer Society RELAY FOR LIFE	GW High School

XII. Adjournment

L. Jacsina made a motion to adjourn the meeting; motion was seconded by G. Rosario. No discussion, unanimous vote motion carried. Meeting was adjourned at 12:35pm.

Minutes taken by:


Jennifer Esteves
COPSA Vice-President

GUAM COMMUNITY COLLEGE
Faculty Accountability Report for Committee Work
AY 20__ to 20__

COMMITTEE NAME

COMMITTEE CHARGE

COMMITTEE GOALS

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

* Number of meetings attended out of ___ meetings.

** Full Participation in Specific Committee Goals.

Additional Information:

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

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

GUAM COMMUNITY COLLEGE STAFF SENATE CONSTITUTION

Article I – NAME

The name of this organization is Guam Community College Staff Senate, hereinafter referred to as the Staff Senate.

Article II – AUTHORITY

- A. The Staff Senate derives authority independently through the voice and intentions of staff, defined as classified full-time permanent employees that support Academic Administrators and Faculty of Guam Community College, hereinafter referred to as the support staff.
- B. The recommendation of this senate shall not conflict with the Board-Union Contract, Personnel Rules & Regulations for Classified Service Employees or existing laws.

Article III – PURPOSE

- A. To participate in the college governance process with the college stakeholders in all efforts to attain the stated goals of the college.
- B. To serve as the representative body for the Staff Senate.
- C. To appoint staff representatives to the college governance structure, college-wide standing committees and other ad hoc committees as appropriate.
- D. To provide a two-way medium for the exchange of information between the staff and the college stakeholders.
- E. To foster a spirit of unity and cooperation.
- F. To provide referral for individual and/or general staff concerns and issues to appropriate personnel.

Article IV – MEMBERSHIP

- A. The Staff Senate Executive Council shall consist of nine (9) voting members that are elected by the support staff general membership and shall consist of three (3) officers (President, Vice President, and Secretary/Treasurer) and six (6) representatives at large.
- B. There shall be a non-voting support staff member from the Human Resources Office appointed by the Staff Senate Executive Council.
- C. The past President of the Staff Senate Executive Council shall serve as a non-voting advisor.

Article V - TERMS OF OFFICE

- A. The term of office for Staff Senate Executive Council shall be for two years to commence on June 1.
- B. In the event that a vacancy occurs, the Executive Council shall refer to the By-Laws for the replacement process under Article XII.
- C. A Staff Senate Executive Council voting members may be re-elected but shall not serve more than two consecutive elected terms in the same capacity.
- D. The past President of the Staff Senate Executive Council shall serve as a non-voting advisor for one year.

Article VI-ELECTIONS

Elections for the Staff Senate Executive Council should be conducted on the last Friday of March on the second year of term in accordance with the By-Laws.

Article VII-AMENDMENTS

- A. Support Staff shall have the power to recommend any amendments to any articles of this Constitution by securing a two-thirds (2/3) vote of all Staff Senate Executive Council. The amendments must be ratified by a two-thirds (2/3) vote of those present at the general membership meeting.

- B. The Staff Senate Executive Council Secretary shall distribute the proposed amendments to all Staff Senate Executive Council members for review of said amendments at the next scheduled Staff Senate Executive Council meeting.
1. Should the amendment be approved, the proposal will be brought forth during the next general membership meeting.
 2. Should the amendment be disapproved, the author may resubmit through petition. Such petition shall consist of two thirds (2/3) of the general membership's signatures. The amendment then will be part of the Agenda at the next general membership meeting for voting.
- C. The general membership shall ratify the revised amendments as indicated in Article VII – Amendment "A" above. Any amendment(s) duly proposed and adopted by the general membership, shall be signed by the Staff Senate Executive Council. The Executive Secretary shall immediately file the newly adopted document in the MyGCC Staff Senate Group Studio.

Article VIII-ADOPTION OF CONSTITUTION

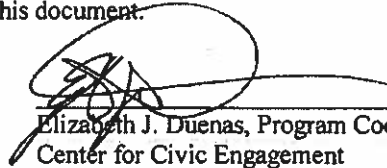
This Constitution and any amendments thereby are to become effective immediately upon adoption by vote of the general membership, as specified in Article VII.

Article IX - SIGNATURES

The organizing Staff Senate Committee duly signify by their signatures, this 25th day of May 2012, that they fully understand and accept the responsibilities of their position in the creation of the Staff Senate Constitution and attest to the merit of the Articles of this document.



Kenneth C. Bautista, Systems Programmer,
Management Information Systems



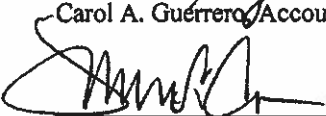
Elizabeth J. Duenas, Program Coordinator III,
Center for Civic Engagement



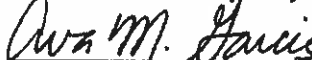
Carol A. Guerrero, Accountant II, Business Office



Joanne M. I. Blas, Administrative Aide,
TPS, Tourism & Hospitality Office



Marilyn L. Concepcion, Records & Registration
Supervisor, Admissions & Registration Office



Ava M. Garcia, Administrative Officer,
Vice President's Office for Academic Affairs
Division



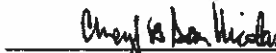
Tamara Therese T. Hiura, Administrative Assistant,
TPS, Allied Health



Latisha Ann N. Leon Guerrero,
Administrative Assistant, TPS, Education



Tara Rose A. Pascua, Administrative Aide,
Continuing Education & Workforce Development



Cheryl B. San Nicolas, General Accounting
Supervisor, Business Office



Apollina C. San Nicolas, Personnel Specialist III,
Human Resources Office

GUAM COMMUNITY COLLEGE STAFF SENATE BY-LAWS

Article I – NAME

The name of this organization is Guam Community College Staff Senate, hereinafter referred to as the Staff Senate.

Article II – AUTHORITY

- A. The Staff Senate derives authority independently through the voice and intentions of staff, defined as classified full-time permanent employees that support Academic Administrators and Faculty of Guam Community College, hereinafter referred to as the support staff.
- B. The recommendation of this senate shall not conflict with the Board-Union Contract, Personnel Rules & Regulations for Classified Service Employees or existing laws.

Article III – PURPOSE

- A. To participate in the college governance process with the college stakeholders in all efforts to attain the stated goals of the college.
- B. To serve as the representative body for the Staff Senate.
- C. To appoint staff representatives to the college governance structure, college-wide standing committees and other ad hoc committees as appropriate.
- D. To provide a two-way medium for the exchange of information between the staff and the college stakeholders.
- E. To foster a spirit of unity and cooperation.
- F. To provide referral for individual and/or general staff concerns and issues to appropriate personnel.

Article IV - DUTIES OF OFFICERS, REPRESENTATIVES AT-LARGE, AND HUMAN RESOURCES ADVISORY MEMBER

The Staff Senate Executive Council is defined as the President, Vice President, Secretary/Treasurer, six (6) representatives at large, and two non-voting advisory members who are the support staff members from the Human Resources Office and the past President of the previous Staff Senate Executive Council.

A. The President shall:

- 1. Preside at all regular and special meetings;
- 2. Enforce all regulations and policies;
- 3. Preside over the Staff Senate Executive Council;
- 4. Prepare the organizational chart of the Staff Senate;
- 5. Submit the budget to the Staff Senate Executive Council when there is a call for budget submission or at the January's regular meeting for approval each year;
- 6. Call special meetings;
- 7. Prepare an agenda for the Staff Senate Secretary/Treasurer to distribute to the Staff Senate members seven (7) days prior to the next regular meeting;
- 8. Authorize disbursement of funds from an approved budget;
- 9. Designate chairs of the standing committees as appropriate;
- 10. Establish ad hoc committees as approved by the Staff Senate Executive Council: appoint designated member(s) to existing committees and chairs for any new committees;
- 11. Perform other such duties as associated with this office;
- 12. Serve as an ex-officio member for all Staff Senate committees; and
- 13. Serve as an ex-officio member for the Staff Senate Executive Council for one (1) year after term.

B. The Vice President shall:

1. Preside in the absence of the President;
2. Serve as the principal assistant to the President;
3. Fulfill any term vacated by the President;
4. Secure/Reserve meeting places;
5. Perform other such duties as associated with this office; and
6. Serve as ex-officio member for all Staff Senate committees.

C. The Secretary/Treasurer shall:

1. Conduct a roll call, record attendance and advise the President if a quorum is present at the beginning of each meeting;
2. Fulfill any term vacated by the Vice President;
3. Prepare minutes of all Staff Senate meetings and maintain them as permanent records;
4. Post approved minutes on the MyGCC Group Studio ten (10) days after approval;
5. Post agenda and information packages in the MyGCC Group Studio within seven (7) days prior to the next regular meeting;
6. Maintain all records of the Staff Senate to include Fiscal records, mailing lists (electronic and campus list), listing of members serving on the standing committees, and college wide committees, with the term of their office;
7. Make authorized disbursements of funds;
8. Obtain a quarterly financial report from the Business Office to be reported to the Staff Senate Executive Council meeting on a quarterly basis;
9. Submit quarterly financial reports of expenditures to the Staff Senate Executive Council;
10. Both the Staff Senate President, or Vice President in absence of the President, and the Secretary shall have fiscal authority;
11. Advise the Staff Senate President on at-large procedures in accordance with Robert's Rules of Order, Newly Revised; and
12. Perform other such duties as associated with this council.

D. The Representative At-Large Member shall:

1. Make informed decisions and to be accountable to the general membership;
2. Vote on matters brought before the Staff Senate Executive Council;
3. Serve on at least one (1) standing committee;
4. Serve on college wide committees when appointed;
5. Attend regularly scheduled meetings;
6. Report to the general membership on issues brought before the Staff Senate Executive Council; and
7. Seek opinions from the general membership on pertinent matters concerning the Staff Senate.

E. The Human Resources Advisory Member shall:

Serve as a non-voting advisory member to ensure that the Staff Senate Executive Council follows all policies, procedures, and laws that governs the employees of the college.

Article V – ELECTIONS

- A. The Election Committee shall consist of a Chairperson (appointed by the President of Staff Senate Executive Council) and four (4) members selected by the Chairperson.
- B. The Election Committee shall conduct the election in accordance with the following guidelines:
 1. Elections for the Staff Senate should take place on the last Friday of March (Refer to Article VI – Elections of the Staff Senate Constitution);
 2. All full time permanent support staff is eligible for election to the Staff Senate Executive Council;
 3. Nominations should be called for on the first working day of January and closed on the last Friday of February;
 4. The nominees will be contacted by the Election Chairperson to indicate their acceptance or rejection of the nominations;
 5. Ballots will be printed and voting should take place on the last Friday of March at a general membership meeting;

6. The Election Committee shall conduct the vote count and award Staff Senate Executive Council seats based upon the results of the highest count of each position; and
7. The newly elected Staff Senate Executive Council shall assume their positions on June 1st. The President-elect will shadow the current President for the remaining months of the current Presidents term.

Article VI – COMMITTEES

- A. To bring to the Staff Senate Executive Council's attention any changes in policies and procedures that may affect the general membership on these issues to include:
 1. College Governing Council;
 2. Resource, Planning, & Facilities Committee;
 3. Calendar Committee;
 4. College Technology Committee;
 5. Committee on College Assessment; and
 6. Accreditation Standard Committee(s).
- B. The Staff Senate Executive Council may propose amendment(s) to the By-Laws of the respective institution committees to include equal support staff representations with full voting rights.

Articles VII – MEETINGS & QUORUM

- A. Staff Senate Support Staff General Membership Meeting
 1. Meetings shall be conducted no less than three (3) times within the Calendar Year at a designated time posted no later than two (2) weeks before such meeting.
 2. Meetings shall be conducted at a GCC designated location, unless otherwise specified.
 3. A quorum shall consist of one-third (1/3) of all general membership to include five (5) members of the Staff Senate Executive Council. Voting shall be two-thirds (2/3) of the general membership present.
- B. Staff Senate Executive Council Meeting
 1. Meetings shall be conducted once a month at a designated time posted no later than one (1) week before such meeting.
 2. Meetings shall be conducted at a GCC designated location, unless otherwise specified.
 3. A quorum shall constitute five (5) Staff Senate Executive Council members. These members shall include two (2) officers and three (3) representatives at-large.
 4. Special meetings may be called by the Staff Senate Executive Council.
- C. Support Staff are welcomed and encouraged to participate in all Staff Senate meetings and activities. Any support staff may be asked for assistance in planning and completing various events or activities.

Article VIII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern the business proceedings of the Staff Senate General Membership meetings, Executive Council meetings and any other meetings.

Article IX – ATTENDANCE POLICY

- A. The Staff Senate Executive Council members are required to attend every meeting (Executive and General Membership) unless otherwise excused.
- B. For any legitimate illness, reason, or emergency, which may interfere with the member carrying out his/her duties, the absence must be reported to the President, Vice President, or Secretary/Treasurer prior to the event and/or meeting, to include the duration of their absence.
- C. If a Staff Senate Executive Council members leaves island for vacation, business, or any other reason, he/she must notify the President, Vice President, or Secretary/Treasurer verbally and in writing one (1) week or five (5) calendar days prior to departure, so arrangements can be made for another member to take over their responsibilities and duties.
- D. All Staff Senate Executive Council members are allowed only three (3) unexcused absences.
- E. Staff Senate members Attendance Policy shall consist of:
 1. First (1st) Unexcused Absence – A verbal warning will be given to the individual;
 2. Second (2nd) Unexcused Absence – A verbal warning will be given to the individual;

3. Third (3rd) Unexcused Absence – A written letter of reprimand regarding their absence will be given to the individual; and
4. Fourth (4th) Unexcused Absence – A written letter removing them from office, with the approval of two-thirds (2/3) of the voting Staff Senate Executive Council, will be given to the individual.

Article X – MEMBER/EXECUTIVE COUNCIL MEMBER DISCIPLINARY PROCEDURES

- A. The Staff Senate President can appoint an officer as the “Sergeant At Arms” for any meeting as needed.
- B. All Staff Senate Executive Council and members can be disciplined by the Staff Senate Executive Council for not observing the House Rules during meetings; excessive tardiness, inappropriate behavior, swearing, horse playing, or speaking when not given the floor.
- C. Policy for disciplining members or Staff Senate Executive Council members shall consist of the following:
 1. Depending on the severity of the violation, the member/ Staff Senate Executive Council member will first be given a verbal warning;
 2. Member/Staff Senate Executive Council member will then be given a second warning in writing or a warning which will be recorded in the minutes, and
 3. If the member/ Staff Senate Executive Council member still does not observe the House Rules, he/she will be disciplined for the violation.
- D. Discipline for the violation of the House Rules shall consist of one (1) or all of the following:
 1. Member/Staff Senate Executive Council member will be suspended from voting at one (1) meeting;
 2. Member/Staff Senate Executive Council member will be suspended from attending meetings or Staff Senate functions for a specified period of time (a minimum of two (2) weeks or a maximum of three (3) months); and
 3. Member/ Staff Senate Executive Council member will be subject to removal from meeting.

Article XI – IMPEACHMENT PROCEDURES

If any Staff Senate Executive Council member fails to perform his/her duties, takes any action that is extremely unethical or significantly questions the integrity of the Staff Senate, two-thirds (2/3) of the voting Staff Senate Executive Council members shall have the power to remove the member from Executive Council with the following procedures:

- A. The President or Vice President and Human Resources Advisor of the Staff Senate Executive Council shall meet with the Staff Senate Executive Council member to discuss the failure to perform his/her duties;
- B. If the Staff Senate Executive Council member still neglects to perform his/her duties a letter will be given by the Staff Senate Executive Council regarding issues;
- C. The Staff Senate Executive Council member will have an opportunity to be heard within ten (10) working days after acknowledging receipt of the letter;
- D. Within twenty (20) working days after hearing any evidence and reviewing any documents, the Staff Senate Executive Council will render a final decision; and
- E. Should a Staff Senate Executive Council member be removed, Article XII - Vacancies, shall be followed.

Article XII –VACANCIES

If there are any vacancies amongst the Staff Senate Executive Council, the Council shall review the time length of the vacancy before determining if a special election shall be conducted.

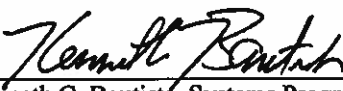
- A. Should the vacancy be within three (3) months until the end of the term, the position will remain vacant.
- B. Should the vacancy be before or by three (3) months until the end of term, the vacant position will be filled by the candidate with the next highest votes from the previous election results.
- C. In the event an executive officer's position becomes vacant, the other executive officer will move up in rank.
- D. The remaining vacant officer's position will be determined by majority vote within the Staff Senate Executive Council members.

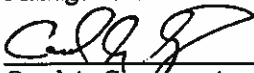
Article XIII – AMENDMENTS

Notice of any proposal to amend the By-Laws shall be given in the agenda. Affirmative vote of the majority of the Staff Senate Executive Council is required for adoption.


Article XIV - SIGNATURES

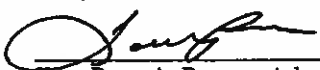
The organizing Staff Senate Committee duly signify by their signatures, this 25th day of May 2012, that they fully understand and accept the responsibilities of their position in the creation of the Staff Senate By-Laws and attest to the merit of the Articles of this document


Kenneth C. Bautista, Systems Programmer,
Management Information Systems

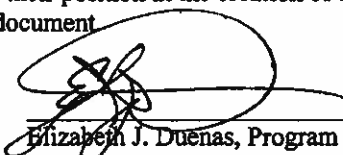

Carol A. Guerrero, Accountant II, Business Office


Marilyn L. Concepcion, Records & Registration
Supervisor, Admissions & Registration Office

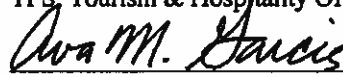

Tamara Therese T. Hiura, Administrative Assistant,
TPS, Allied Health



Tara Rose A. Pascua, Administrative Aide,
Continuing Education & Workforce Development

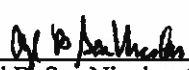

Apolline C. San Nicolas, Personnel Specialist III,
Human Resources Office


Elizabeth J. Duenas, Program Coordinator III,
Center for Civic Engagement


Joanne M. I. Blas, Administrative Aide,
TPS, Tourism & Hospitality Office


Ava M. Garcia, Administrative Officer,
Vice President's Office for Academic Affairs
Division


Latisha Ann M. Leon Guerrero,
Administrative Assistant, TPS, Education


Cheryl B. San Nicolas, General Accounting
Supervisor, Business Office

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, March 8, 2013, 12:00pm
GCC President's Conference Room

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of February 4, 2013

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab

BOT - Meeting Agenda

March 8, 2013

Page 2

VII. NEW BUSINESS

1. Contractual Budget Request for 4/1/13-6/30/13
2. Fee Schedule
3. Financial Aid Coordinator position - update

VIII. EXECUTIVE SESSION

1. Personnel Matters
2. Labor Management Relations
3. Legal Matters

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of February 4, 2013

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on February 4, 2013 was called to order at 12:17 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Ms. Gina Ramos; Mr. James Pangelinan; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Ronald Gary Hartz, Faculty Advisory Member.

Not in attendance: Mr. Richard P. Sablan (schedule conflict)

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Doris Perez, Assistant Director, Planning and Development; Dr. Gina Tudela, Dean, TSS; Dr. Michael Chan, Associate Dean, TSS; Mr. Reilly Ridgell, Dean, TPS; Mr. Barry Mead, Adjunct Associate Dean, TSS; Mr. Robin Roberson.

At this time the meeting recessed at 12:18 p.m. until 4:00 p.m., February 4, 2013.

The meeting reconvened at 4:10 p.m., February 4, 2013 and called to order by Chairwoman Deborah Belanger.

Recital of Mission Statement. Board members recited the 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.*

II. APPROVAL OF MINUTES – December 20, 2012.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVE THE MEETING MINUTES OF DECEMBER 20, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS – There was none.

IV. PUBLIC DISCUSSION – No request was made.

V. REPORTS

1. President's Report: President Okada reported on the following:

-Financial Status: The President provided the Board with the current financial status of the College as follows:

-Allotment releases. As of February 4, 2013, the College has received \$3,768,794.00 from the General

BOT - Meeting of February 4, 2013

Page 2 of 6

Fund and \$199,763.00 for the LPN Vocational Guidance. It has not received any monies from the Manpower Development Fund nor from the Tourist Attraction Fund.

To date, the College has received 33% of the General Fund that equates to about 30% based on all funding sources.

Other activities: President Okada reported the following:

-As part of the Capital Improvement Projects:

- The College facilities were painted just before the Accreditation visit and the paint has discolored causing it to turn pink. The warranty for this is still in effect and will be repainted.
- From FY2012 CIP, Buildings 500 and 600 roof replacements due to extensive leaks is work in progress, including bathroom renovations.

-In support of the Guam Department of Education there is currently a professional consultation services to work with them on common core math standards and training faculty. DOE have also requested for proposals, part of which will involve partnering with PREL.

-The LPN program has offered the NCLEX review course beginning January 2013. This prepares students for the PN examination with the Guam Board of Nursing Examiners.

-The College launched its first Community Access Points program in Inarajan in partnership between the Guam Contractors Association, Guam Chamber of Commerce and the Mayor's Council of Guam. This provides information from the Key Train software that is a developmental component of the WorkKeys, an assessment tool.

-There will be public hearings on fee increases for new programs to be held February 4 and 5, 2013 at the Student Center Training room. A fee proposal will be submitted to the Board for consideration. Some of the fees to be affected will be courses in Marine Biology, Math, Science, and CJ.

-As a safety measure, beginning January 2013 there is a mandatory administrative directive that all GCC employees wear their identification employee badges while on campus.

-In recognition, the College announced about a month ago the 30th anniversary publication of Dean Reilly Ridgell's book, "Pacific Nations and Territories: The Islands of Micronesia, Melanesia, and Polynesia." GCC funded the first edition publication in paperback and has since been receiving royalties for this for approximately 20 years. There have been reprints in hard copies and has continually been used as textbooks in Guam, Hawaii and other Pacific Islands.

- Bank of Guam donated approximately \$1,300 in PayLess Supermarket gift certificates in support of the Criminal Justice and Social Sciences program. This is part of the students' service learning project in identifying those in need by applying their knowledge and skills that they learned in class.

-The FY2013 audit is conducted by Deloitte & Touche and is ongoing. Report is expected to be released at the end of the month.

-Professional Development Training for administrators and staff will be held in March 2013.

-In preparation for the Washington D.C. conference trip next week, there will also be meetings with the Department of Interior, USDOE, USDA, and the National Science Foundation. President Okada is still arranging a meeting with the Federal Highways. For the meetings, the President will be presenting to all, copies of the GCC Annual Report, ARRA booklet and updated Factbook.

At this time, Trustee Gina Ramos requested that the PIO also provide all board members of all GCC press releases so that they may be apprised of GCC events, etc. She mentioned that this would be helpful should members are approached by the public.

2. Monthly Activities Report

Student Trustee: None reported at this time.

Faculty Advisory Member: Mr. Gary Hartz reported as follows:

-The faculty evaluation and job specifications committee have met and completed their work. There are revisions to the evaluation process that has been presented to Dr. Ray Somera. Copies of the report will be provided once completed.

Support Staff Advisory Member: Trustee Ken Bautista reported as follows:

-There will be a staff and administrator training on March 26, 2013.
-As previously reported, the year-end process is still ongoing.
-Improvements are also ongoing with the College's database system.

3. **Board of Trustees Community Outreach Report.** None reported at this time.

VI. UNFINISHED BUSINESS

1. **Policy 195 Update.** Student Trustee James Pangelinan requested that this item be removed from the agenda. There were discussions. The President and Student Trustee have completed their review of the recommended revisions to this policy. At this time no changes were recommended to the current policy. The current rules and regulations for student elections in Policy 195 will also remain the same.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE REMOVAL OF POLICY 195 UPDATE FROM THE AGENDA. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays).

2. **Construction Projects Updates.**

-Building 200 (Renovation). The bid has been released and eleven (11) prospective bidders picked up packets, however, nine (9) appeared for the pre-bid and submission is due on February 20, 2013. There are no extensions granted to date, although one was requested and will be reviewed for consideration by the Architect and procurement.

-Building 100 and Forensic Lab. There were no updates at this time to report.

VII. NEW BUSINESS.

1. **FY2014 GCC Budget Request.** The President informed the Board that the proposed FY2014 Budget was submitted to the Resources, Planning and Facilities (RPF) committee on January 25, 2013, and was passed. It was then subsequently passed by the College Governing Council (CGC). Although the college requires budget submission to the Guam Legislature, preliminary information was submitted to the Governor's office for their submittal to the Legislature.

In this budget proposal, the following was noted:

- Based on the budget guidelines and with the current freeze on faculty and administrator increments, there are no increments for any GCC employees in this FY2014 proposal.

-However, because the freeze is for AY12-AY13, the assumption was that in August when the new academic year began, there would be an adjustment of some sort pending funding availability for faculty and administrators.

This was discussed during the Joint Leadership Committee meeting comprised of Faculty Senate representatives, the Management Team, and Staff Senate.

The Faculty Senate was asked to survey how the adjustment was to be proposed. A vote was conducted and were given three (3) options:

1. Use the AY2012 evaluation as the basis for the adjustment.

2. Use the FY2013 evaluation for the adjustment, or

3. Use the average of the two (2) years.

There was a 90% majority vote to use the AY2012 as the basis for the adjustment for the budget submission. AY2013 and AY2014 will be dealt with at another time.

-Also noted by RPF and CGC is that there was no request for retroactive pay included in the FY2014.

-Included in the FY2014 budget are the basics for contractual services necessary to operate the college. \$19,364,943 is the total appropriation for the FY2014 budget request, which includes the General Fund, Vocational Guidance and Counseling under the Gen. Fund, and the Manpower Development Fund. This funding is for 215 employees.

-The President pointed out the line item of \$100,000 from the liquid fuel tax to support the loan associated with the USDA loan for Building 200. There are hardly any funds for supplies. There are no equipment or capital outlay identified under the General Fund.

For FY2013 the budget appropriated was \$15.7 Million, but \$2.3 is on reserve. No monies have been received for the fiscal year under the MDF.

The President informed the Board that this budget request does not include the non-appropriated fund budget which will be submitted sometime in April 2013 for the Board's consideration.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2014 BUDGET REQUEST. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays).

2. **FY2013 CIP Projects.** The President informed the Board that when the NAF budget was approved, \$618,000 was included for CIP Projects. The projects have been processed through the Resources, Planning and Facilities (RPF) committee and the CGC. A copy was provided listing these projects for the Board's consideration. A question was asked as to the availability of funds. This amount has been set aside from the tuition increase over the last five years and specifically for CIP. A motion was then made as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE 2013 CAPITAL IMPROVEMENT PROJECTS AS PRESENTED. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

3. **2011-2015 Physical Master Plan.** A Physical Master Plan draft report was received from Architects TRMA. Opportunities were provided for employees to make comments to said report through the GCC portal. All documentations with regards to any changes were compiled via the leadership of Dr. Ray Somera, Vice President of Academic Affairs. This plan has also gone through the Governance process and was recently approved. Some minor changes such as updating location and data were recently made by RPF and approved by CGC.

The previous Physical Master Plan through 2010 was updated with the completion of the three (3) new buildings. Identifying areas for possible improvements was necessary so that once funding was available,

a plan would already be in place and ready for submission. This is also part of the accreditation requirement. Phases are not necessarily done in order but will be based on funding availability. Some anticipated changes would be additional parking and extension of the MPA.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE 2011-2015 PHYSICAL MASTER PLAN WITH CHANGES. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

4. **DCAPS Recording Fee – proposed.** The President mentioned that the DCAPS program is the articulation agreement between GCC and the secondary programs allowing student to take courses at the secondary level that suffice for college credits. A \$30 DCAPS recording fee for its application was proposed for the Board's consideration. A motion was then made as follows:

MOTION

IT WAS MOVED BY TRUSTEE JAMES PANGELINAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PROPOSED \$30.00 DCAPS RECORDING FEE. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays).

5. **President's Travel Schedule (April 2013).** The President will be attending the 93rd AACC Annual Convention in San Francisco, California, in which she will also make a presentation regarding leveraging of financial resources. This convention also ties in with the Phi Theta Kappa inviting students to attend. A GCC student will also be in attendance.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL SCHEDULE FOR APRIL 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

6. **Write-Off of Uncollectible Receivables-FY2012.** The President explained that in 2007 the student information system was converted to Banner. The Board then approved an estimated write-off of approximately \$900,000.00. A Resolution was presented to the Board to write-off the remaining balance of \$790,914.16 for Fiscal Year 2012. This amount has already been recorded as a bad debt expense for FY2010. A collection agency is also in place.

Vice President Carmen Santos explained that collections have gone up with some of the past due amounts especially with the new payment procedures of dropping students for nonpayment and placing a hold on accounts. There is a time limitation by law when notices for outstanding debts are no longer allowed to be issued, however, should students request for transcripts, they would first have to clear their accounts. A suggestion was made to put a levy on student's tax refunds but this would need the Guam Legislature's approval. A motion was then made as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD ADOPTS THE RESOLUTION FOR THE "WRITE-OFF OF UNCOLLECTIBLE RECEIVABLES, FISCAL YEAR 2012," WITH CHANGES. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

At approximately 4:50 p.m., the meeting went into Executive Session.

- VIII. EXECUTIVE SESSION**
- 1. Personnel Matters**
 - 2. Labor Management Relations**
 - 3. Legal Matters**

At 5:12 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD ACCEPT PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time Chairwoman Belanger, on behalf of the Board, mentioned the following:
-Congratulations to Dean Reilly Ridgell for his book, "Pacific Nations and Territories: The Islands of Micronesia, Melanesia, and Polynesia" and to the college for the successful and continual use of this as a textbook for educational purposes in Guam, Hawaii and other Pacific Islands.


IX. ADJOURNMENT

MOTION


IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE MEETING OF FEBRUARY 4, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of December 20, 2012 adjourned at approximately 5:15 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

MEMORANDUM

To: Deborah C. Belanger
Chair, Board of Trustees

Via: Dr. Mary A.Y. Okada
President

From: Dr. R. Ray D. Somera
Vice President for Academic Affairs
Chief Negotiator for Management

R. Gary Hartz
President, GCC Faculty Union

Subject: Clarifying memorandum on request to restructure participatory
governance committee memberships (Article VII)

Date: February 25, 2013

CC: College Governing Council, Chair and co-chair
Resources, Planning & Facilities Committee, Chair & co-chair


This memorandum is for information purposes only, hence, no action is required.

On November 14 and 21 respectively, separate requests were received from the Resources Planning and Facilities (RPF) Committee and the College Governing Council (CGC) to restructure committee memberships to reflect the changes in participatory governance processes at the college. The creation of a new Staff Senate was the impetus for this request.

As a result of our meeting to discuss such requests, we decided to take the following steps:

1. Issue a clarification regarding the Intent of Article VII – Participatory Governance, as stated in the Agreement. Specifically, Article VII. D.1.d.(1).III, pages 24-26 (as it relates to RPF) and Article VII.C, page 24 (as it relates to CGC). Both negotiators agree that the purpose of "broad participation" (the exact verbiage used in the Article) is to provide wide-ranging opportunities for all key players on campus (i.e., faculty, staff, administrators, and students) to contribute to the process of institutional decision-making. This must be consistent however with the Accrediting Commission for Community and Junior Colleges (ACCJC) standard on Leadership and Governance (Standard IV) which states that these key players "exercise a substantial voice in institutional policies, planning, and budget *that relate to their areas of responsibility and expertise* (Standard IV A.2.a; our emphasis). The committee memberships specified in the current Agreement is a recognition of this broad participation (again, our emphasis), and hence, should not require changes in the contract. The negotiators therefore suggest that such restructuring of committee composition should be written and documented as part of the committee by-laws. Implementation of these changes should be in effect once the by-laws are ratified by members of the respective committees.

2. Address the committee requests through this memorandum of clarification. This memorandum will be added to the Board-Faculty Union Agreement, 2010-2016 as Appendix K.
3. Inform the Board (through this memo) of upcoming changes in the participatory governance structure of the college, as it applies to the **Staff Senate**.
4. Advise any committee or committees requesting for similar changes in the future for **Staff Senate** participation to be guided by this memorandum of clarification.


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

Date 2/26/2013


R. Gary Hartz
President, GCC Faculty Union

Date 2.26.13

MEMORANDUM

To: Deborah C. Belanger
Chair, Board of Trustees

Via: Dr. Mary A.Y. Okada
President

From: Dr. R. Ray D. Somera
Vice President for Academic Affairs
Chief Negotiator for Management

Dr. Karen M.S. Sablan
President, GCC Faculty Union
Chief Negotiator for the Faculty

Subject: Permanent full-time faculty members serving in a GCC BOT approved administrator limited term appointments

Date: November 26, 2012

CC: Faculty Promotions Committee, Chair

This memorandum is for information purposes only; no action is required.

The Faculty Promotions Committee seeks clarification if a faculty member who is serving in a limited term appointment as an academic administrator can apply and may qualify for advancement-in-rank. This memorandum serves as the official answer to the question being asked.

Articles of the Agreement between the GCC Faculty Union and the GCC Board of Trustees that apply to this question include the following:

Article I – Recognition states in part...

... for all academic personnel in the service of the Guam Community College including Assistant Instruct, Instructor, Assistant Professor, Associate Professor, Professor, and all other positions not mentioned in the following exclusions: supervisor, managers, Human Resources office employees in other than clerical capacity, part-time, limited term or temporary employees.

Article XXII – Sole Agreement states in part ...

...during the life of this Agreement if any laws or executive orders, rules and regulations or policies of the Board, or directives of the College President are enacted/promulgated that are related to any provision of this Agreement and that are beneficial to the faculty, such regulations, policies, or directive shall prevail.

Statement of facts:

Two (2) Academic Administrator positions have been created to allow permanent full-time faculty members the opportunity to serve on a limited term appointment in order to fulfill the College's need.

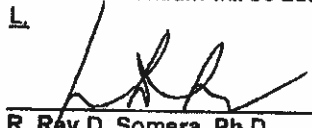
Adjunct Associate Dean job description was approved by the Board of Trustees on January 8, 1992. Permanent full-time faculty who serve in this position serve on a limited term appointment. Copy of job description attached.

Allied Health & Nursing Administrator job description was approved by the Board of Trustees on June 13, 2012. Permanent full-time faculty who serve in this position serve on a limited term appointment. Copy of job description attached.

The intent with both job descriptions is to allow permanent full-time faculty members the opportunity to serve in a **limited term appointment** as an administrator in order to fulfill the College's need. Furthermore, the intent is for a faculty member not to be penalized for accepting a limited term appointment. The job descriptions state that the faculty member shall retain all rights and privileges afforded to faculty.

In consideration of the above provisions and statement of facts, the Chief Negotiators agree to the intent of providing permanent full-time faculty members all rights and privileges as it pertains to faculty for advancement-in-rank (reference Article VIII – Advancement-In-Rank) while serving on a limited term appointment (i.e. Adjunct Associate Dean and Allied Health & Nursing Administrator).

This memorandum will be added to the Board-Faculty Union Agreement, 2010-2016, as Appendix L.


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

Date: 11-26-2012


Karen M.S. Sablan, Ed.D.
President, GCC Faculty Union

Date: 11-26-2012

**Guam Community College
Board of Trustees**

FY 2013 Operations Fund

WHEREAS, the Guam Community College was created by public Law 14-77; and

WHEREAS, the Guam Community College submitted its fiscal year 2013 budget to the 31st Guam Legislature; and

WHEREAS, the 31st Guam Legislature and I Magalahen Guahan passed Public Law 31-233 on September 7, 2012, appropriating the fiscal year 2013 budget to the Guam Community College amounting to \$15,719,271; and

WHEREAS, the fiscal year 2013 budget appropriation resulted in an overall 1% increase from fiscal year 2012 budget appropriation; and the General Fund appropriation of \$14,006,669 will only be enough to cover employees' salaries and benefits for fiscal year 2013; and

WHEREAS, Bureau of Budget and Management Research issued Circular 13-01 is still imposing a 15% reserve or \$2,357,890.65 of \$15,719,271 on all FY2013 appropriations; and

WHEREAS, the College requires an estimated \$3,052,136 for the fiscal year to cover contractual, utilities, and critical operation costs, of which \$1,675,093 has been already budgeted in the non-appropriated funds; and

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees authorizes the additional sum of \$700,000 to be allocated to the "GCC Operations Fund" for fiscal year 2013 operations up to June 30, 2013; and

BE IT FURTHER RESOLVED, that the Board of Trustees, upon recommendation by the GCC administration authorizes the use of Non-Appropriated Fund Balance to support the Operations of the college up to June 30, 2013.

Adopted: _____
Resolution _____

Financial Aid Coordinator

NATURE OF WORK

This is complex and responsible professional work in student financial aid. This position provides leadership and management to the Student Financial Aid Office. Administers federal, local and institutional aid programs in compliance with federal and local laws, regulations, and industry standards. Reports to the Vice President for Finance and Administration.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Plans, organizes, directs, and controls the activities of the Financial Aid Office.

Identifies and qualifies the College for participation in appropriate financial aid programs.

Develops and implements student financial aid policies, programs, processes and procedures for the College.

Administers federal and local financial aid programs, scholarships and veteran's educational benefits.

Ensures compliance with all federal and local regulations regarding the distribution of all financial aid including: institutional scholarship and grant programs, federal grants and need-based loan, federal and institutional work study, and all supplemental loan programs

Counsel, advises and assist students in the preparation of financial aid packets and programs.

Determines and certifies student eligibility for various financial aid programs.

Serves as the Certifying Officer for the Veterans Administration.

Coordinate campus wide communications, updates and training on financial aid requirements and changes impacting students and enrollment.

Responsible for gathering and reporting financial aid information for related institutional, academic, and program accreditation and reporting requirements.

Maintains up-to-date knowledge of proposed and current legislation, and informs Senior Management (i.e. President and Vice Presidents) of all changes that may impact financial aid programs and student enrollment.

Prepares and submits all required institutional applications and reports for federal and local financial aid programs.

Monitors and prepares the office annual operating budget and expends funds in accordance with college policies.

Leads in the development, implementation and management of the Student Financial Aid module of the College's integrated information system.

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local student financial programs, rules and regulations.

Knowledge of basic financial management principles.

Ability to administer and manage financial aid programs for an institution of higher education.

Ability to develop and implement methods and procedures for improving, maintaining, and facilitating an effective student financial aid office.

Ability to make decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in student financial aid laws, rules, regulations, policies and procedures to improve program effectiveness.

Ability to work harmoniously with administrators, faculty and students.

Ability to work with and respect diverse population.

Ability to communicate effectively, orally and in writing.

Skill in the use of technology (i.e. integrated data base system) and statistical data analysis.

Skill in developing and conducting employee information and orientations sessions.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Counseling, Psychology, Sociology, Business Administration, Public Administration or related field; or
- B. Bachelor's degree in Counseling, Psychology, Sociology, Business Administration, Public Administration or related field plus two (2) years of work experience in student financial aid or related area, with at least one (1) year of supervisory experience.

Ratified: _____

CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade _____