

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of November 17, 2008

Minutes

The meeting of November 17, 2008 was called to order at 6:10 p.m., by Chairperson Ms. Gina Y. Ramos. The meeting was held in the President's Conference Room located at the Student Services & Administration Building.

At this time, Chair Ramos administered the Oath of Office to Messrs. Eduardo R. Ilaio and Frank P. Arriola. Messrs. Ilaio & Arriola were recently appointed by Governor Camacho to serve each a term of five years on GCC's Board. Congratulations were extended to both Trustees.

I. ROLL CALL

Trustees Present: Ms. Gina Y. Ramos, Mr. Eduardo R. Ilaio, Ms. Deborah C. Belanger, Mr. Frank P. Arriola
Not in attendance: Ms. Maria Dilanco Garcia (prior commitment), Ms. Charlene K. Flores (has class Mondays & Wednesdays).

Others in attendance: Ms. Mary A. Y. Okada, President, Mr. Barry Mead, Faculty Advisory Member, Mr. Kenneth Bautista, Support Staff Advisory Member, Attorney David Hopkins, Legal Counsel, Dr. Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen K. Santos, Vice President, Business & Finance Division, Mr. John Camacho, Vice President, Administrative Services Division, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Dr. Michelle Santos, Dean, School of Technology & Student Services, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Mr. Robert D. Golding, faculty/photographer.

II. APPROVAL OF MINUTES

1. October 2, 2008 Meeting

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE EDUARDO R. ILAIO, THAT THE BOARD APPROVES THE MEETING MINUTES OF OCTOBER 2, 2008, SUBJECT TO CORRECTIONS. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS - None.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

1. President's Report:

Financial Status of the College: President Okada reported that as of date the remaining balance due to GCC for FY2008 is about \$581,401 (4%). For FY2009, GCC along with other autonomous and semi-autonomous

agencies have not yet received any funds from the Department of Administration.

FY2009 Capital Projects: President Okada reported on the following:

- Quotations are currently being solicited for the replacement of the Library's double door and the rear door at Building 200.
- Assessment is currently being conducted to prioritize the renovation and/or repairs of restrooms on campus.
- Receipt of quotations for the relocation of the water tank and the repair of windows at the Student Services & Administration Building (Bldg 2000)
- Specifications are currently being developed for the installation of typhoon shutters at the Student Services & Administration Building (Bldg 2000).
- The review and approval by the Budget Resource Committee are still pending relative to the the approximate \$100,000 of excess funds from FY2008 CIP.

Memorandum of Agreement (MOA) between GCC & GCA: President Okada invited board members to attend the signing of the MOA between GCC and the Guam Contractors' Association Trades Academy, on Thursday, November 20, 11:30am @ the Westin Hotel in Tumon.

Violent Behavior/Active Shooter Response Protocol (Draft): President Okada apprized the Board that she is in receipt of the "draft" report from the Crisis Management Team regarding the "Violent Behavior/Active Shooter Response Protocol." Information obtained during ACCT's conference, and Fema's comprehensive report were given to the committee to review and to potentially incorporate some of the information and ideas into the report.

GPSS' Calendar: President Okada reported that a copy of legal counsel's response relative to the GPSS calendar will be provided to Mr. Mead.

2. Monthly Activities Report

Student Trustee: No report.

Faculty Advisory Member: Mr. Barry Mead reported on the following.

- The Governor's Annual Golf Cup Tournament is scheduled for December 6-7, 2008. As part of GCC's "in-kind" sponsorship, "Grab & Go" snack-bags will be prepared and provided by GCC's culinary arts students.

Support Staff Advisory Member: Mr. Ken Bautista reported on the following:

- The success of the Joint Professional Development Day (JPDD) held in October for all administrators, faculty and staff. The next JPPD is scheduled for February 2009.
- On-going training with SunGard representatives on the financial portion of the Banner system.
- Invited board members to GCC's Thanksgiving Luncheon to be held on November 21 @ the Multipurpose Auditorium

VI. UNFINISHED BUSINESS

1. New Allied Health Building (Update)

President Okada noted that construction is underway and that the first payment to the contractor was made recently.

2. New Student Center (Update)

At the Foundation Board of Governor's November 12 meeting, President Okada noted she made a request to the Board to consider financing the Student Center 100%. President Okada said she will provide the Foundation Board a report outlining payback options to the Foundation. A special Foundation meeting may be scheduled to specifically address this request.

3. GCC's 5-Year Academic Calendar, AY2008-2013 (Revised)

The 5-year academic calendar presented this evening includes the recently approved Martin Luther King Holiday. Board approval is requested.

MOTION

IT WAS MOVED BY TURSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD ACCEPTS THE REVISED 5-YEAR ACADEMIC CALENDAR. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (Copy attached)

4. BOARD ASSESSMENT:

Goal 3 -- Review of Board Policies

- Financial Policies (Series 200) (For approval)
- Curriculum Policies (Series 300) (For approval)

President Okada reported that the review of the Financial and Curriculum policies were done during a Board Retreat held on October 29 in New York. All recommended amendments and changes have been incorporated and are now presented this evening for Board consideration.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES THE FINANCIAL POLICIES (SERIES 200) AND THE CURRICULUM POLICIES (SERIES 300).

At the recommendation of legal counsel, all board policies that refer to or cite a public law, be replaced with the Guam Code Annotated citation as opposed to Public Law citations.

Trustee Ilaos noted that because majority of the policies were last reviewed in 1994 and laws may have been repealed and/or amended, he recommended that all board policies that reflect, refer or cite a public law(s) and/or regulations be provided to legal counsel for review prior to board approval. Members concurred.

After discussions, the MOTION to approve the Financial and Curriculum Policies, subject to changes to be made related to the Guam Code Annotated language, CARRIED UNANIMOUSLY. (Voting:

4 ayes, 0 nays) (A copy of the policy listing, series 200 & 300, attached)

VII. NEW BUSINESS

1. GCC's 2009-2014 Institutional Strategic Master Plan (ISMP)

Board members requested more time to review the ISMP before approval.

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD TABLE THE "GCC 2009-2014 INSTITUTIONAL STRATEGIC MASTER PLAN" UNTIL THE DECEMBER 2008 MEETING. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

2. GCC/GFT 2008 Faculty Contract Revisions - Article XII

President Okada reported that what is presented to the Board this evening is in response to ACCJC's requirements on Shared Governance. The document provided represents the result of the negotiations between the Faculty & Administration on Article XII. The update to this section of the BOT-Faculty Union Contract reflects the reclassification of Shared Governance to now be classified as "Participatory Governance," and to re-address the structure of committees contained in the Contract. Dr. Somera added that the revisions made to Article XII addresses the advisory received from ACCJC last May 2008, which basically focused on Standard IV-Governance & Leadership. Additionally, he emphasized that the framework used during the negotiations was Interest Based Bargaining.

Mr. Mead briefly noted that revisions made to the document include,

- The reclassification of Shared Governance to Participatory Governance,
- The re-alignment of committees,
- Clarification on the reporting lines for each committee,
- Clarification on the "charge" for each committee,
- Deletion, creation, and/or renaming of some committees,
- Relocation of the Faculty Senate Constitution from Article XII to now be an appendix to the Contract, which will now allow the faculty to amend the Constitution.

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO THAT THE BOARD ACCEPTS THE REVISIONS MADE TO ARTICLE XII OF THE BOT-FACULTY CONTRACT. THERE BEING NO SECOND TO THE MOTION, THE MOTION FAILED.

Trustee Belanger at this time requested that the Board be given more time to review the document and asked that she be provided a copy of the Board-Faculty Contract.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THIS ITEM BE TABLED FOR THE DECEMBER MEETING.

At this time, Mr. Mead expressed his appreciation to the Board for requesting more time to read the document however asked the Board to reconsider approval this evening. President Okada added that the recommended revisions made to Article XII are the result of the faculty and administration getting together to discuss and agree to the changes. Should the Board requests for any changes or clarification, it will need to go back to the faculty & administration negotiating team to address, and then be brought back to the faculty as a whole for approval. Additionally, she apprized the Board that the faculty voted and approved the revisions made to Article XII during Professional Development Day held in October 2008 with the next Professional Development Day scheduled for February 2009. It is hoped that with the approval of the Board this evening, implementation of Article XII will take place in January 2009 (Spring semester) through 2010. Negotiations on the entire Contract are scheduled to beg in at the end of the Fall semester of 2009.

In light of the explanation provided by President Okada and that time is of the essence in implementing Article XII, Trustees Belanger and Arriola withdrew their motion to table. The following motion was therefore made:

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD ACCEPTS THE REVISIONS MADE TO ARTICLE XII OF THE BOT-FACULTY CONTRACT. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

4. Trip Reports: Attendance at the 2008 Association of Community College Trustees (ACCT) Leadership Congress, October 29-November 1, 2008, New York City

President Okada & Trustee Belanger – ACCT Leadership Congress, New York City:

With over 70 concurrent sessions offered at the Leadership Congress, President Okada highlighted some of the sessions she and board members attended, such as a Pre-Congress session on Crisis Preparedness & Response, Campus of the Future–Sustainability Practices & Green Technologies, Dual Enrollment Outcomes as a Strategic Initiative, A Global World & Its Effects on Higher Education, Student Trustees Meeting, Professional Board Staff Work Session, the City University of NY Model for Financial Stability, Increasing Access to College through Financial Aid Awareness, etc. Trustee Belanger added that her participation at the Leadership Congress afforded her a better understanding of the functions of ACCT and how this Association can benefit the Guam Community College through networking with other Trustees, identifying scholarships for students, a better insight into the role of a Trustee, and a better understanding on the inner-workings of ACCT’s elections and business meetings.

President Okada & Trustee Belanger – Washington, DC:

- Met with the Guam Society of America (GSA) and obtained information on the Asia Pacific Scholarship program that is available to our students, attended one of GSA’s meetings and was briefed on some of the activities for the college, preparation for the military build-up, and had some discussions on the idea of creating a Chamorro Registry/Database for ANA Planning Grant funds.

- Met with Janet Erickson, Legal Counsel for Congresswoman Christensen's office, and Mr. Eric Wilson from the Department of Interior, Bureau of Indian Affairs to discuss Title 25 Native Chamorro Acknowledgment.
- Met with Mr. Tony Babauta, Staff Director for Delegate Christensen, to discuss several issues on obtaining initial federal resources for training programs. Mr. Babauta is also working on potentially increasing the amount of money that Guam receives from Compact Impact Funds which includes the overall allocation of the CIF.
- Met with Thomas Bussanich, Department of Interior, Insular Affairs regarding the possibility of applying for OMIT Funds to support our Allied Center.
- Met with Laura Messinger from the Office of Vocational & Adult Education, and with Christine Jackson and Janette Lim from USDOE to discuss the letter that Governor Camacho sent to PREL requesting that the Perkins money that is currently at the Guam Public School System be re-directed to GCC.
- Met with Neil Horikoshi from the Gates Millennium Foundation Asian & Pacific Islanders American Scholarship Fund regarding scholarship programs that are available to our students and how the information is disseminated. Also had some discussion regarding AA&PI Serving Institution under the College Cost Reduction and Access Act.
- Met with Andy Walquist who is interested in having some discussions with our college architects, the Board of Trustees, faculty and GCC management to determine the potential use of our GCC 314 acres of property, and training opportunities for our students as well as providing additional facilities for the college.
- Met with Rick Kelsey from the Institute of Urban Game Design to discuss training opportunities for our students seeking advance careers.

At 7:40 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 8:45 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)


At this time, Chair Ramos on behalf of the Board extended:

- Congratulations to President Okada on being the featured person on the cover of Directions Magazine.


IX. ADJOURNMENT

There being no further discussions, the meeting of November 17, 2008 adjourned at 8:50 p.m.

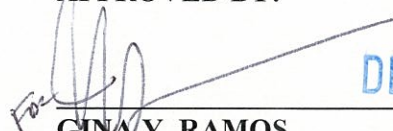
SUBMITTED BY:


LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:


DEC - 4 2008
DEBORAH C. BELANGER
Member

APPROVED BY:


DEC - 4 2008
GINA Y. RAMOS
Chairperson

Attachments:

1. GCC Five-Year Academic Calendar, AY2008-2013
2. Listing of Board Financial Policies (Series 200)
3. Listing of Board Curriculum Policies (Series 300)
4. Copy of 2008 Article XII Revisions--GCC/GFT Faculty Contract

**Guam Community College
FIVE-YEAR ACADEMIC CALENDAR
AY2008 – AY2013**

FALL TERM	2008	2009	2010	2011	2012
Faculty Start Date	08/08/08	08/14/09	08/13/10	08/12/11	08/10/12
First Day of Weekday Classes	08/13/08	08/19/09	08/18/10	08/17/11	08/15/12
First Day of Monday-Wednesday Classes	08/13/08	08/19/09	08/18/10	08/17/11	08/15/12
First Day of Tuesday-Thursday Classes	08/14/08	08/20/09	08/19/10	08/18/11	08/16/12
First Day of Friday Classes	08/15/08	08/21/09	08/20/10	08/19/11	08/17/12*
First Day of Saturday Classes	08/16/08	08/22/09	08/21/10	08/20/11	08/18/12
Labor Day Holiday	09/01/08	09/07/09	09/06/10	09/05/11	09/03/12
Professional Development Day (Columbus Day – no classes)	10/13/08	10/12/09	10/11/10	10/10/11	10/08/12
All Soul's Day Holiday (observed)	11/03/08	11/02/09	11/02/10	11/02/11	11/02/12
Veteran's Day Holiday (observed)	11/11/08	11/11/09	11/11/10	11/11/11	11/12/12
Thanksgiving Break	11/27/08-11/29/08	11/26/09-11/28/09	11/25/10-11/27/10	11/24/11-11/26/11	11/22/12-11/24/12
Our Lady of Camarin Day (observed)	12/08/08	12/08/09	12/08/10	12/08/11	12/07/12
Last Day of Classes	12/03/08	12/14/09	12/09/10	12/09/11	12/05/12
Last Day of Monday-Wednesday Classes	12/03/08	12/14/09	12/06/10	12/07/11	12/05/12
Last Day of Tuesday-Thursday Classes	12/02/08	12/03/09	12/09/10	12/01/11	11/29/12
Last Day of Friday Classes	11/21/08	12/04/09	12/03/10	12/09/11	11/30/12*
Last Day of Saturday Classes	11/22/08	12/05/09	12/04/10	12/03/11	12/01/12
Semester Ends / Grades Due	12/09/08	12/17/09	12/14/10	12/14/11	12/11/12
Potential Make-up Days	11/21, 11/28, 12/5	11/20, 11/27, 12/4	11/19, 11/26, 12/3	11/18, 11/25, 12/02	11/16, 11/23, 11/30
SPRING TERM	2009	2010	2011	2012	2013
Faculty Start Date	01/09/09	01/08/10	01/14/11	01/13/12	01/11/13
First Day of Weekday Classes	01/14/09	01/13/10	01/19/11	01/18/12	01/16/13
First Day of Monday-Wednesday Classes	01/14/09	01/13/10	01/19/11	01/18/12	01/16/13
First Day of Tuesday-Thursday Classes	01/15/09	01/14/10	01/20/11	01/19/12	01/17/13
First Day of Friday Classes	01/16/09	01/15/10	01/21/11	01/20/12	01/18/13
First Day of Saturday Classes	01/17/09	01/16/10	01/22/11	01/21/12	01/19/13
Martin Luther King Day (observed)	01/19/09	01/18/10	01/17/11	01/16/12	01/21/13
Professional Development Day (President's Day – no classes)	02/16/09	02/15/10	02/21/11	02/20/12	02/18/13
Spring Break	04/06/09-04/12/09	03/29/10-04/04/10	04/18/11-04/24/11	04/02/12-04/08/12	03/25/13-03/31/13
Last Day of Classes	05/11/09	05/10/10	05/11/11	05/09/12	05/13/13
Last Day of Monday-Wednesday Classes	05/11/09	05/10/10	05/11/11	05/09/12	05/13/13
Last Day of Tuesday-Thursday Classes	05/05/09	05/04/10	05/10/11	05/08/12	05/07/13
Last Day of Friday Classes	05/01/09	04/30/10	05/06/11	05/04/12	05/03/13
Last Day of Saturday Classes	05/02/09	05/01/10	05/07/11	05/05/12	05/04/13
Academic Year Ends / Grades Due	05/14/09	05/13/10	05/16/11	05/14/12	05/16/13
Commencement	05/22/09	05/14/10	05/20/11	05/18/12	05/17/13
Memorial Day Holiday (observed)	05/25/09	05/31/10	05/30/11	05/28/12	05/27/13
Potential Make-up Days	4/24, 5/1, 5/8	4/23, 4/30, 5/7	4/22, 4/29, 5/6	04/20, 04/27, 05/04	04/19, 04/26, 05/03
SUMMER TERM	2009	2010	2011	2012	2013
Faculty Start Date / 1st Day of Classes	06/05/09	06/04/10	06/03/11	06/01/12	06/07/13
Independence Day Holiday (observed)	07/03/09	07/05/10	07/04/11	07/04/12	07/04/13
Last Day of Classes	07/17/09	07/16/10	07/15/11	07/13/12	07/19/13
Liberation Day Holiday (observed)	07/21/09	07/21/10	07/21/11	07/20/12	07/22/13
Grades Due	07/23/09	07/22/10	07/20/11	07/18/12	07/25/13
Potential Make-up Days	7/17, 7/20, 7/22	7/16, 7/19, 7/20	7/15, 7/18, 7/19	07/13, 07/16, 07/17	07/23, 07/24, 07/25

NOTE:

- 1) Secondary classes will follow Guam Public School System approved calendar for that particular High School.
- 2) Summer Term 60 hour classes or those meeting once a week require prior approval from the Dean.
- 3) This schedule is subject to change.
- 4) *Minutes will need to be added to Friday only classes during Fall 2012 to meet required instructional hours.

GCC Mission Statement

Guam Community College is a public, open access secondary and post-secondary institution. We serve the diverse communities of Guam as a regional focal point for Micronesia within the Asia-Pacific Rim. We provide education and vocational training that is premised on lifelong learning. GCC is committed to providing quality learning opportunities in occupational, vocational-technical, technological, academic and continuing education reflective of our community and industry needs. -- Adopted: January 3, 2008 --

Approved: _____

Gina Ramos, Chairperson
 Board of Trustees

Date: 11/17/08



GUAM COMMUNITY COLLEGE

Kolehon Kumunidat Guahan
Accredited by the
Western Association of
Schools and Colleges

Academic Affairs Division

R. Ray D. Somera, Ph.D
Vice President

MEMORANDUM

TO: Mary A. Y. Okada *Myokada*
President

FROM: Dr. R. Ray D. Somera
Vice President for Academic Affairs

SUBJECT: 2008 Article XII Contract Revisions

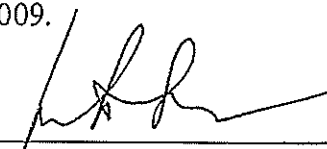
DATE: October 14, 2008

RECEIVED
PRESIDENT'S OFFICE
DATE: OCT 14 2008
TIME: _____
INITIAL: *RS*

This memo requests that the Board be informed of the conclusion of the Article XII negotiations by a team composed of representatives from faculty and management, as appointed by the President.

As a result of Interest-Based Bargaining, attached is the final document that has gone through unanimous faculty voting, as indicated in the memo from Faculty Union Chair Barry Mead (see attached memo). The revised Article XII document clearly addresses the ACCJC advisory letter from Dr. Beno and reveals that faculty and administration have unity in purpose in dealing with issues that pertain to the improvement of the institution's governance process.

We now recommend that the Board approve this document for implementation in Spring 2009.



Dr. R. Ray D. Somera
Vice President, Academic Affairs



Fighting for Guam's
Working Families Since 1965

**Guam Community College Faculty Union
Guam Federation of Teachers
Local 1581 AFT AFL/CIO**

MEMORANDUM


Barry L. Mead
Chair

Karen M. S. Sablan
Vice-Chair

Juanita M. Tenorio
Recorder

DATE: July 14, 2008

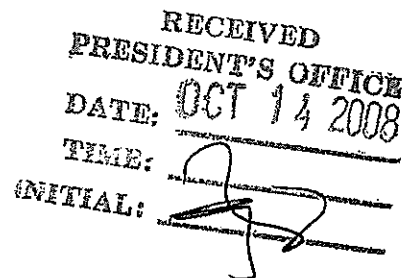
TO: Dr. Rene Ray D. Somera
Vice President of Academic Affairs

FROM:  Barry L. Mead, CFBE, CHE
Assistant Professor
GCC Faculty Union Chair

SUBJECT: 2008 Contract Revisions Ratification

On October 13, 2008 the faculty voted unanimously to approve the recently concluded changes to Article XII of the GFT/BOT Agreement.

Therefore I concur and recommend that the revisions be sent to the President for presentation to the Guam community College Board of Trustees for their approval.



**Article XVIII
Joint Committees**

This Article was deleted and its contents were moved to and incorporated into Article XII.

**Article XII
Participatory Governance**

A. PURPOSE

The intent of this article is to establish and implement a means for providing broad participation by faculty, staff, administrators, and students in the decision making processes that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the Board and the President. In keeping with the Accrediting Commission's standard on Leadership and Governance, the College recognizes and utilizes institution-wide contributions for continuous improvement.

The Board and the Faculty Union agree that the faculty shall join in participatory governance of the College through the Faculty Senate and Governing Council. Committees for this purpose are defined in Article XII, Section D and Appendix J-1 and J-2.


B. THE FACULTY SENATE

The Faculty Senate represents the Faculty of the College in academic and professional matters. The Senate may delegate its authority to specific committees or to individual faculty members for limited duration and purposes. This provision shall not conflict with the Board-Union Contract, Personnel Rules & Regulations or existing laws.

Reference Appendix K for the Faculty Senate Constitution.

C. THE COLLEGE GOVERNING COUNCIL

This Council serves to provide broad participation by faculty, staff, administrators, and students in the decision making processes regarding institutional issues. This Council will also serve as a conduit to this process by facilitating dialog where issues are clarified between the council and relevant constituencies. Further the Council promotes participatory college decision-making processes, and supports the Faculty Senate's role in making recommendations related to academic and professional matters. The Council, with input from its respective constituencies, shall make and/or forward recommendations for action to the College President. The Council shall consist of a total of nine (9) members which shall be comprised as follows: three (3) members shall be appointed from the College Administration by the College President; three (3) members shall be the members of the Faculty Senate, specifically, the President of the Faculty Senate, the Past President and the President Elect of


OCT 08 2008

the Faculty Senate; two members from the Staff of the College appointed by the Staff Union Chair, and one (1) member shall be a representative of the Student Body appointed by COPSA with one (1) vote on the council (the student member shall not be employed by the College in excess of 20 hours per week).

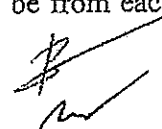
D. COMMITTEES

I. Committees at the College are composed of constituency representatives and consider matters pertaining to a designated charge or subject. A committee reports its recommendations to appropriate representative bodies.

- a. Committee work is reflected in the Full-Time Regular Load
- b. Participation in committees is outlined in Article VIII.
 - The list of committees eligible for inclusion as part of the Faculty Workload is outlined in Appendix J-1. College committees will be institutional in nature, with joint membership that includes faculty, staff, students, and administrators, as necessary and appropriate. Faculty Senate Committees however, will be exclusive to faculty in membership.
- c. No other committees shall be formed by the College to conduct the same or similar functions as those committees formed by this Agreement. In the event it is determined other committees are needed to address institutional issues, the requester will complete the Council/Committee Request Form Appendix J-3 and submit to the respective Chief Negotiators of this Agreement for review and action.
- d. Faculty participation in the Faculty Job Specifications & Faculty Evaluation Committee shall be by appointment of the Unit Chairperson.
- e. The Financial Exigency Committee and Reduction in Force Committee shall be convened as outlined in Article XI C & D. Faculty membership shall be by appointment of the Unit Chairperson and shall be compensated as noted in Article VIII B.
- f. Committee Chairs must identify their membership for the next Academic Year by the last duty day of April and shall update membership no later than the last duty day of September. Committee membership shall be forwarded to the Faculty Senate by the last duty day of April.
- g. The charge of these committees shall in no way be cause for interference in the normal day-to-day operations of the college.

II. PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE (PDRC)

- a. Membership
 - i. The Professional Development Review Committee (PDRC) shall consist of six (6) faculty members holding the rank of assistant professor or higher at the time of election who have been employed by the College as full time faculty for at least three (3) years. Three (3) members shall be from each of the schools of the College.


OCT 08 2008

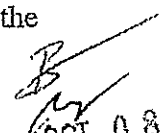
- ii. Members of the Committee shall be elected by their respective school's faculty at the last Governance meeting of the academic year. The election shall be by secret ballot and the Unit Chairperson shall certify the results to the President.
- iii. If a vacancy occurs on the Committee the faculty of the underrepresented school shall elect a replacement committee member within fifteen (15) duty days.
- iv. Staggered terms shall continue based on current years of service.
- v. Members may not serve two consecutive terms.

b. Responsibilities

- (1) Recommends 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 the mission, vision, and needs of the College, their School and department.
- (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 development activities, credentialing, sabbatical leave, etc.
- (3) Facilitate Faculty Development Day activities scheduled in coordination with the Calendar Committee. Development days will occur once in the middle of each semester.
 - To meet this responsibility, the Committee shall:
 - (a) Respond to professional development priorities established by the College.
 - (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 and its improvement plan.
- (4) Before the end of the Spring Semester submit the Committee's Annual Report to the President with a copy to the Unit Chairperson. The Annual 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 committee shall also provide a semi-annual written report to the President via the Academic Vice President no later than February 1 and September 1 each year. This semi-annual report shall include information relative to the number of faculty awarded study opportunities, off-island travel, costs, plans, and other related topics.

c. Operations

- (1) Before the end of the Spring Semester the members of the PDRC shall elect their officers.
- (2) A quorum shall consist of a majority of the Committee's members.
- (3) Members shall not apply for sabbatical leave while serving on the


OCT 08 2008

Professional Development Review Committee; however, a member may apply for any other professional development activity.

For all professional development activities except Sabbatical Leave:

The members of the PDRC shall:

- (4) On or before August 31, examine the previous Committee's annual 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.
- (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 justification, to the President, via the Vice President for Academic Affairs.

The PDRC, as a whole, shall:


- (9) Evaluate and recommend for approval or disapproval each application for professional development and notify each applicant of its decision.
- (10) Meet with an applicant whose application was not recommended to discuss why the application was disapproved.

The President shall:

- (11) Forward each application for professional development, and a copy of his decision, to the Vice President for Academic Affairs, the applicant's Dean, Committee Chairperson, the applicant, and to the Human Resources Administrator for safe keeping.

For Sabbatical Leave

- (12) The Chairperson of the PDRC shall: At least four (4) months prior to the effective date of the sabbatical, receive an Application for Sabbatical Leave, consisting of a certificate of eligibility from the Human Resources Office (the certificate of eligibility shall be applied for on or before October 1), Resume, and a detailed professional development plan from each faculty member applying for sabbatical leave, and
- (13) Upon receipt of the application packet, provide a copy of the Committee's internal operating procedures to each applicant for sabbatical leave.
- (14) At the direction of the Committee, secure additional information pertaining to each applicant's professional performance.
- (15) Within two weeks of receipt of the applications, announce names of applicants for sabbatical leave, and invite written testimony, to be



OCT 08 2008

- 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.
- (16) Notify each applicant for whom testimony is received, provide access to such testimony, and accept the applicants written rebuttals prior to their decision.
 - (17) Notify each applicant of its decision at least six weeks prior to the start date of the proposed sabbatical.
 - (18) At least six weeks prior to the start of the proposed sabbatical, submit the Committee's written Sabbatical Leave Report to the President and forward each Application and supporting documents to the President's office. The Committee's Report shall contain a justified written recommendation for approval or disapproval of each application for sabbatical leave, shall rank order each recommendation for approval, and may suggest plans to implement the Committee's recommendations. The Committee may recommend disapproval of all of the Applications for Sabbatical Leave submitted, if it so chooses.
 - (19) Arrange for the distribution of sabbatical leave information to the faculty at the beginning of the next academic year.
 - (20) Transfer Sabbatical Committee files to the newly elected chairperson of the Committee.

The members of the PDRC shall:

- (21) Interview each applicant at least seven (7) weeks prior to the start of the proposed sabbatical.
- (22) Evaluate each Application for Sabbatical Leave using all of the following criteria:
 - (a) The applicant's eligibility for sabbatical leave, and
 - (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, and
 - (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, and
 - (e) Recommendations of peers and supervisors, and
- (23) At least five (5) duty days prior to notifying the applicants of its decision, deliberate on and vote to approve or disapprove each Application for Sabbatical Leave.
- (24) At the request of the applicant, meet with an applicant whose Application for Sabbatical Leave was not recommended to discuss its reason for disapproval.

The President shall:


OCT 08 2008

- (25) At least one month prior to the start date of the proposed sabbatical, forward to the applicant notice of approval (funded or unfunded by the College) or disapproval of sabbatical leave. All notices of disapproval shall specify the reason(s) for disapproval. The President shall send a copy of all notices to the Chairperson of the Sabbatical Committee, the applicant's Dean, and forward each Application, and a copy of his decision on it, to the Human Resources Administrator for safe keeping.

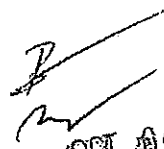
The Committee shall:

- (26) The Committee shall hold its first meeting of the academic year to discuss submitted application no later than September 30, and thereafter meet at least once per month throughout the academic year on a published schedule, or until funds are exhausted.
- (27) The Committee shall 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.
- (28) Members shall 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.
- (29) The chairperson-elect is responsible for maintaining committee membership rolls.
- (30) The Committee shall establish, using Robert's Rules of Order (Revised) as a guide, its own operating procedures.
- (31) A quorum of the Committee consists of a majority of its members.
- (32) Minutes of each meeting shall be kept. 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.
- (33) Copies of approved minutes shall be made available to committee members within five duty days following each committee meeting.
- (34) Committee members shall be notified in writing and provided an agenda three days prior to any committee meeting date.

III. PROMOTIONS COMMITTEE

a. Membership

- The Promotions Committee shall consist of six (6) faculty members holding the rank of assistant professor or higher at the time of election who have been employed by the College as full time faculty for at least three (3) years. Three (3) members shall be from each of the schools of the College.
- (1) Members of the Committee shall be elected by their respective school's faculty at the last Governance meeting of the academic year. The election shall be by secret ballot and the Unit chair shall certify the results to the President.
- (2) If a vacancy occurs on or before November 15 the faculty of the underrepresented School shall elect a replacement.
- (3) If a vacancy occurs after November 15, but before January 31, the


OCT 08 2008

remaining members of the committee shall select a replacement committee member from the under-represented school. Such replacement members shall have had prior experience as a member of the Promotions Committee if possible.

- (4) If a vacancy occurs after January 31, the vacancy shall be filled at the next regular election.
- (5) Staggered terms shall continue based on current years of service.
- (6) Members may not serve two consecutive terms. Members shall not apply for promotions while serving on the Promotions Committee.

b. Responsibilities

The applicant shall:

- (1) If applying for promotion to a rank up to and including Instructor, or before October 1st, request in writing, a Certificate of Eligibility for Advancement-in-Rank from the Human Resources Administrator.
- (2) On or before November 1st of the same year, the Human Resources Administrator will respond to each such request for a Certificate of Eligibility for Advancement-in-Rank.
- (3) The effective date of any promotion shall be the first day of the following fiscal year provided that on or before that date:
 - (a) the Minimum Experience and Training requirements have been met, and
 - (b) all substantiating documents have been received by the Human Resources Administrator.
 - (c) The faculty member must, if applying for promotion to a rank higher than Instructor, comply with the provisions of the Promotions Procedure.
 - (d) The faculty member must meet the requirements of the Faculty Job Specifications in effect on October 1st for any advancement-in-rank initiated in that school year.


c. Operations

The members of the Promotions Committee shall:

- (1) On or before October 15, elect a chairperson and other officers.
- (2) On or before November 1, examine the previous Committee's annual report, consider its recommendations, and adopt internal operating procedures and a Code of Ethics for the Promotions Committee.
- (3) Study each Promotion Portfolio and read each Letter of Recommendation and all testimony received.

The Promotions Committee chairperson or designee shall:
- (4) On or before November 1:


Receive a Letter of Intent, Certificate of Eligibility, and Resume from each faculty member applying for promotion to a professorial rank, and Provide a copy of the Committee's internal operating procedures and Code of Ethics to each applicant for promotion to a professorial rank
- (5) On or before November 15, receive a Promotion Portfolio from each applicant.
- (6) Receive letters of recommendations, including those from each


OCT 08 2008

- applicant's Dean and Department Chairperson, on or before November 30.
- (7) At the direction of the Committee, secure additional information pertaining to each applicant's professional performance.
 - (8) Within three (3) duty days of November 15:
 - (a) Announce names of applicants and the ranks for which they have applied, and
 - (b) Invite written testimony to be submitted by November 30 from faculty, staff, and students on the merits of each applicant.
 - (9) Notify each applicant for whom testimony is received, provide access to such testimony, and accept the applicants written rebuttals by December 15.
 - (10) On or before February 15, submit the Committee's written Promotion Report to the President and forward each Application and supporting documents to the President's office. The Promotion Report shall contain a justified written recommendation for approval or disapproval of each application for promotion. For any application disapproved, return to the applicant his/her Promotions Portfolio and any letters of recommendation received.
 - (11) On or before March 31, submit the Committee's Annual Report to the President and a copy to the Unit Chairperson. The Annual 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.
 - (12) Arrange for the distribution of promotions information to the faculty at the beginning of the next academic year.
 - (13) Transfer Promotions Committee files to the newly elected chairperson of the Committee.

The Promotions Committee shall:
 - (14) Interview each applicant.
 - (15) On or before January 31, deliberate on and vote to approve or disapprove each application for promotion and notify, on January 31, each applicant of its decision. For promotion to Professor five (5) affirmative votes are required. For lower ranks four (4) affirmative votes are required.
 - (16) After March 1 upon request meet with applicants whose applications for promotion were not recommended to discuss reasons for disapproval and ways to strengthen their next application.

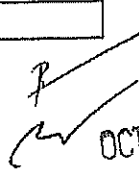
The President shall:
 - (17) Approve or disapprove and notify each applicant by February 28, taking into consideration recommendations of the Promotions Committee, and consistent with the provisions of the Promotions Procedure.
 - (18) Forward each Application, and a copy of his decision to the Human Resources Administrator.


OCT 08 2008

Committee on College Assessment (CCA)	
Charge	This committee guides and assists campus constituents to fulfill their assessment requirements through the careful review and feedback of assessment plans, reports, implementation strategies, and use of assessment results. This committee ensures that an assessment report review process, with meaningful input from faculty, ALO, and other key constituents, becomes an integral part of the preparation of institutional assessment documents for accreditation purposes.
Chair	One (1) elected Faculty member, Co-Chaired by the Asst. Director of AIE
Composition	No fewer than four (4) Faculty – two post-secondary instructional faculty, a non-instructional faculty, and a secondary faculty (non-secondary faculty may represent the interests of the secondary faculty if needed). Other members may be assigned by the Faculty Senate President if requested by the Chair.
	Members from the administration and staff shall be appointed by the Vice President for Academic Affairs of the College.
Term	No less than three years.

Standard 1 Self Study, "Institutional Mission and Effectiveness"	
Charge	Utilizing the ACCJC template, this committee gathers, organizes, and analyzes quantitative and qualitative data that promotes the college's efforts in meeting its mission statement, and the effectiveness by which the mission is successfully achieved. This committee writes the report, with the assistance and support of the self-study coordinator, and ensures that the end product is reviewed by faculty, ALO, and other key constituents before it is finalized for Board approval.
Chair	One (1) designated Faculty member by the Faculty Senate
Composition	No fewer than four (4) Faculty members.
	Members from the administration and staff shall be appointed by the Vice President for Academic Affairs of the College. Other members may be assigned by the Faculty Senate President if requested by the Chair.
Support	Administrative support provided by the self study coordinator.
Term	No less than two (2) years with staggered terms.

Standard 2 Self Study, "Student Learning Programs and Services"	
Charge	Utilizing the ACCJC template, this committee gathers, organizes, and analyzes quantitative and qualitative data that demonstrates the achievement of student learning outcomes (SLOs) in instructional programs and student services, including library and other learning support services. This committee writes the report, with the assistance and support of the self-study coordinator, and ensures that the end product is reviewed by faculty, ALO, and other key constituents before it is finalized for Board approval.
Chair	One (1) designated Faculty member by the Faculty Senate
Composition	No fewer than four (4) Faculty members.
	Members from the administration and staff shall be appointed by the Vice President for Academic Affairs of the College. Other members may be assigned by the Faculty Senate President if requested by the Chair.
Support	Administrative support provided by the self study coordinator.
Term	No less than two (2) years with staggered terms.


 OCT 08 2008

IV. FACULTY JOB SPECIFICATIONS / FACULTY EVALUATION COMMITTEE

The Union Chairperson and the Vice President for Academic Affairs will convene the Committee yearly to review the Faculty Job Specifications (Appendix A), and/or Faculty Evaluation process (Article XIII) as needed. The Committee will prepare written recommendations to the Board of Trustees.

1. The members of the Committee shall include:
 - a. Up to five (5) members selected by the Unit Chairperson, shall include the Unit Chairperson and one faculty member representing each of the schools, non-instructional faculty and secondary faculty, and
 - b. Up to five (5) members appointed by the President.
2. The Committee will be appointed on or before May 1st to begin work in the Fall Semester.
3. The Committee shall provide a copy of its written recommendations to the Board via President and to the Union by April 1st.
4. The Board of Trustees shall act on the written recommendations of the Committee at its regularly scheduled June meeting. Faculty Job Specifications and/or Faculty Evaluation processes will be approved by the Board of Trustees in June and shall be effective the first day of the following Fall Semester.
5. Clerical support for the Committee will be provided by the College.
6. The Board of Trustees shall initiate no changes in the Faculty Job Specifications without the concurrence of the Committee on Faculty Job Specifications.

V. OTHER COMMITTEES

College Technology Committee	
Charge	The Committee recommends action plans to support the technology needs and technology users of the College in promoting student learning outcomes. This committee maintains currency in computer technology and academic applications of computer technology for both students and faculty. The committee also addresses needs of technology planning and distance learning.
Chair	Elected by the Committee
Composition	4 Faculty – two post-secondary instructional faculty, a non-instructional faculty, and a secondary faculty (non-secondary faculty may represent the interests of the secondary faculty if needed). An equal number of members appointed by the President and one additional voting member selected by the committee.

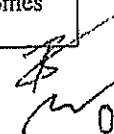
[Signature]
OCT 08 2008

Standard 3 Self Study, "Resources"	
Charge	Utilizing the ACCJC template, this committee gathers, organizes, and analyzes quantitative and qualitative data that provides support to the college's human, physical, technology, and financial resources to meet its broad educational goals, including SLOs, and overall institutional improvement. This committee writes the report, with the assistance and support of the self-study coordinator, and ensures that the end product is reviewed by faculty, ALO, and other key constituents before it is finalized for Board approval.
Chair	One (1) designated Faculty member by the Faculty Senate
Composition	No fewer than four (4) Faculty members.
	Members from the administration and staff shall be appointed by the Vice President for Academic Affairs of the College. Other members may be assigned by the Faculty Senate President if requested by the Chair.
Support	Administrative support provided by the self study coordinator.
Term	No less than two (2) years with staggered terms.

Standard 4 Self Study, "Leadership and Governance"	
Charge	Utilizing the ACCJC template, this committee gathers, organizes, and analyzes quantitative and qualitative data that evaluates how the college's governance process facilitates broad participation in decisions that support student learning programs and services, while acknowledging the designated responsibilities of the Board and the President. This committee writes the report, with the assistance and support of the self-study coordinator, and ensures that the end product is reviewed by faculty, ALO, and other key constituents before it is finalized for Board approval.
Chair	One (1) designated Faculty member by the Faculty Senate
Composition	No fewer than four (4) Faculty members.
	Members from the administration and staff shall be appointed by the Vice President for Academic Affairs of the College. Other members may be assigned by the Faculty Senate President if requested by the Chair.
Support	Administrative support provided by the self study coordinator.
Term	No less than two (2) years with staggered terms.

Faculty Professional Ethics	
Charge	The Committee shall maintain a set of professional ethical guidelines that will apply to all College Faculty. The Committee will develop the adjudication process, to include calling witnesses from members of the staff, faculty, employees and students of the College, conducting investigations into violations of such ethical guidelines and informing any relevant individual, the proper administrative department, or other entity of the College of its findings and/or recommendations.
Chair	Elected by the members of the Committee
Composition	No fewer than seven (7) Faculty members.
Term	No less than two (2) years with staggered terms.


Curriculum	
Charge	This committee ensures and regulates, through quality control, a curriculum that reflects the mission of the College, and that is academically sound, comprehensive, and responsible to the evolving needs of the community. This Committee fosters institutional dialog in support of Student Learning Outcomes (SLOs).

 OCT 08 2008

Chair	Chair and/or Chair Elect to be elected by the members of the Committee
Composition	No fewer than five (5) Faculty members.
Term	No less than two (2) years with staggered terms.


General Education	
Charge	This committee reviews, explores, and assesses the effectiveness of General Education policies and procedures, making recommendations to Faculty Senate, departmental chairpersons, committee chairpersons, and administrators as appropriate. The committee will involve administrators, faculty, staff members, and students in efforts to guide and continually improve the GCC General Education standards and its student learning outcomes.
Chair	Chair and/or Chair Elect to be elected by the members of the Committee
Composition	No fewer than five (5) Faculty members—preferably to include one Faculty member representing each of the following disciplines: English, Math, Science, Social Science and Career Technical disciplines.
Term	No less than two (2) years with staggered terms.

Calendar	
Charge	This committee proposes the academic calendar based on thorough analysis of relevant information. The proposed Academic Calendar is reviewed by the Faculty Senate and their written comments and/or recommendations are appended to the proposal. The Committee presents the proposal to the President via the Vice President for Academic Affairs on or before April 1. If the President does not concur with the proposal, then the proposal is returned to the Committee for revision. If the President concurs with the proposal, then the proposal will be presented to the Board of Trustees for adoption. The Committee shall also populate an electronic institutional calendar on MyGCC with activities and events and evaluate consistency of published calendars to provide current information.
Chair	Chair and/or Chair Elect to be elected from among the membership
Composition	Deans of each school, Coordinator for Registration and Admissions, and an equal number of faculty members representing the following constituencies: non-instructional faculty, postsecondary faculty, and a secondary faculty (non-secondary faculty may represent the interests of the secondary faculty if needed).


 OCT 08 2008

Resources, Planning and Facilities Committee	
Charge	This committee reviews the Facilities Master Plan and recommends the priority of capital improvement projects for the College and those projects that have great impact on student learning outcomes. It is a forum for discussion of any available or needed resources and facility issues or concerns. The committee may forward issues or concerns directly to the College Governing Council.
Chair	Chair and/or Chair Elect to be elected from among the membership
Composition	Faculty Senate President, President Elect, Past President, Faculty Union Chair, Vice President Bus. & Finance, Vice President Admin. Services, Dean TPS, Dean TSS, Two Staff Union Representatives, Student Representative.
Meetings	Quarterly or as needed (with a mandatory meeting at the start of the Fiscal Year or upon the approval of the budget).

Council of Department Chairs	
Charge	This Council of Department Chairs discusses any issue directly related to departmental/academic discipline functions to include: budgets, College events and promotions, scheduling, advising, and other issues determined as necessary by the Council. The Council shall establish by-laws, keep minutes and set a meeting schedule reflective of the needs of the committee. The council shall make recommendations to the Faculty Senate, respective Deans, and Faculty Union Chair as determined by the action needed to be taken.
Chair	Chair and/or Chair Elect to be elected from among the membership
Composition	Chair of each department
Meetings	Monthly during the academic year


OCT 08 2008

APPENDIX J-1
COMMITTEES ELIGIBLE FOR FACULTY WORKLOAD

I. Faculty Senate Committees

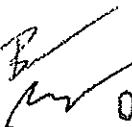
- Promotions
- Professional Development Review
- Faculty Professional Ethics
- Curriculum
- General Education

II. Institutional Committees

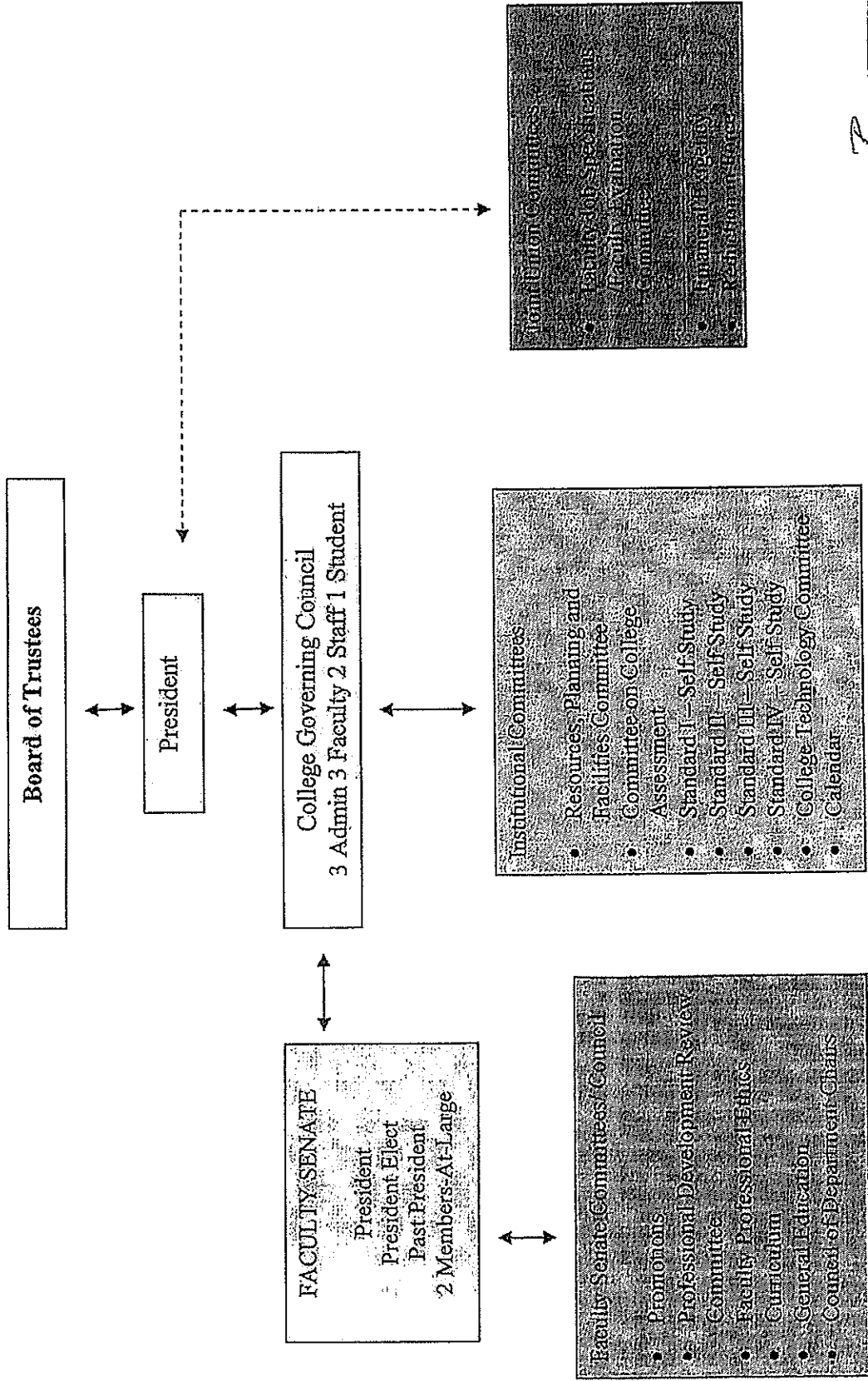
- College Committee on Assessment
- Standard I – Self Study
- Standard II – Self Study
- Standard III – Self Study
- Standard IV – Self Study
- College Technology Committee
- Resources, Planning and Facilities
- Calendar

III. Joint Union Committees

- Faculty Job Specifications/ Faculty Evaluation Committee


OCT 08 2008

PARTICIPATORY GOVERNANCE STRUCTURE



B
mt
 OCT 08 2008



COUNCIL/COMMITTEE REQUEST FORM

Directions: Please send your request to the Offices of the Chief Negotiators of the GFT/BOT Agreement.

Person(s) Submitting Request:		Date:	
Name of Council / Committee:			
Action Requested	<input type="checkbox"/>	Add	<input type="checkbox"/>
	<input type="checkbox"/>	Delete	<input type="checkbox"/>
	<input type="checkbox"/>	Change*	
Charge of Council or Committee: Give a concise description of what the council or committee seeks to accomplish.			
Proposed Meeting Schedule:			
Committee Composition: Identify individuals by position and not names (Example: Faculty representative from instructional division, Dean of TPS, Senate Representative, Staff Representative, etc.). Identify Chair and/or Co-Chair by position and not name.			
Would any other councils or committees be impacted by the formation, change, or rejection of this new council or committee? If yes, what would be the impact?			
Additional Information:			

* If change is requested, attach current structure and list proposed changes.

OCT 08 2008