

**Guam Community College
Staff Senate
General Meeting
Thursday, May 03, 2012
AGENDA**

- I. Call To Order**
- II. Introductions**
- III. New Business**
 - A. Draft Constitution & By-Laws
- IV. Next Meeting – Friday, May 04, 2012 8:30am** Location: CSI Conference Room (5102)
- V. Adjournment**

**Guam Community College
Staff Senate
Meeting Minutes of May 03, 2012**

I. Call To Order

E. Duenas called the meeting to order at 10:20 a.m.

Attendance: Kenneth Bautista, Elizabeth Duenas, Carol Guerrero and Cheryl San Nicolas

II. Introductions

A brief statement was made by C. Guerrero creating an interim committee to formulate a constitution and by-laws for a Staff Senate governance organization as recommended in standard 4 of WASC accreditation.

The following documents provided by Latisha Leon Guerrero and E. Duenas were used as working documents in creating the draft Staff Senate Constitution and By-Laws:

- GCC Faculty Senate Constitution and By-Laws
- Radford Staff Senate Constitution and By-Laws
- Virginia Tech Staff Senate Constitution & By-Laws
- Council On Postsecondary Student Affairs (COPSA) Constitution and By-Laws

III. New Business

A. Draft Constitution and By-Laws

The following Staff Senate Constitution articles were discussed and drafted for further review:

Article I-NAME
Article II-AUTHORITY
Article III-PURPOSE
Article IV-MEMBERSHIP
Article VII-AMENDMENTS

Article on Amendments was tabled for further discussion at the next meeting.

IV. Next Meeting – Friday, May 04, 2012 8:30am Location: CSI Conference Room (5102)

V. Adjournment

Meeting was adjourned at 5:00pm.

**Guam Community College
Staff Senate
General Meeting
Friday, May 04, 2012
AGENDA**

- I. Call To Order**
- II. Roll Call**
- III. Recital of the Guam Community College 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.
- IV. Old Business**
 - A. Draft Constitution & By-Laws
- V. Next Meeting – Monday, May 7, 2012 8:30am** Location: CSI Conference Room (5102)
- VI. Adjournment**

**Guam Community College
Staff Senate
Meeting Minutes of May 04, 2012**

I. Call To Order

Meeting was called to order at 9:08 a.m.

II. Roll Call

Sign-In Sheet attached

With the support and encouragement from President Okada and the administrators, the employees who volunteered during the Staff meeting held on February 15, 2010, were informed that they will be part of the committee in creating the Staff Senate.

C. Guerrero mentioned that samples of constitutions and by-laws in effect at other institutions are serving as instruments to create the draft Constitution and By-laws for Staff Senate. The goal is to have a first draft by Monday, May 07, 2012 for presentation during the scheduled 1:00 p.m. General Staff Meeting. This draft will also serve as a guide line in conducting nominations and elections of Staff Senate Executive Council members.

III. Recital of the Guam Community College Mission Statement

The mission was recited.

IV. Old Business

A. Draft Constitution & By-Laws

Staff members continued to review and create draft articles listed:

Article IV – MEMBERSHIP

Article V - TERMS OF OFFICE

Article VI – ELECTIONS

Article VII – COMMITTEE

Article VIII – AMENDMENTS

Article IX - ADOPTION OF CONSTITUTION

Meeting adjourned for lunch at 12:30 p.m.

Staff Senate committee meeting reconvened at 1:53 p.m.

E. Duenas reminded the committee that before the committee adjourned for lunch, that the current draft of the Constitution is what will be presented to all support staff members on Monday May 7, 2012 and therefore the committee needs to move forward and start to create the draft By-Laws. The committee understood that there are still some revisions to the Constitution.

Started the discussion on creating articles in the By-Laws

Article I - Duties of Officers, Representatives At-Large, Human Resources Advisory Member, and Full Time Limited Term Appointment Member

Article II – Elections

Article III – Committees

**Guam Community College
Staff Senate
Meeting Minutes of May 04, 2012**

After completing some of the articles, the committee agreed to the following schedule meeting dates to finalize the Staff Senate Constitution and By-laws to be presented to the General members for ratification:

- Friday, May 11, 2012 from 8:30 to 12:30 p.m.
- Wednesday, May 16, 2012 from 8:30 to 12:30 p.m.
- Wednesday, May 23, 2012 from 8:30 to 12:30 p.m.

v. **Next Meeting – Monday, May 7, 2012 8:30am** Location: CSI Conference Room (5102)

vi. **Adjournment**
Meeting adjourned at 4:55 p.m.

**Guam Community College
Staff Senate
Monday, May 07, 2012
AGENDA**

- I. Call To Order**
- II. Roll Call**
- III. Old Business**
 - A. Draft By-Law
- IV. Next Meeting – Fridays, May 11, 2012 1:00pm, Location: CSI Conference Room (5102)**
- V. Adjournment**

**Guam Community College
Staff Senate
Meeting Minutes of May 07, 2012**

I. Call To Order

E. Duenas called the meeting to order at 8:34 a.m.

II. Roll Call

Attached Sign-In Sheet

III. Old Business

A. Draft By-Law

Committee members continued on formulating the Draft By-laws as follows:

Articles IV – MEETINGS & QUORUM

Article V – PARLIAMENTARY AUTHORITY

Article VI – ATTENDANCE POLICY

Article VI – ATTENDANCE POLICY

Article VII – MEMBER/OFFICER DISCIPLINARY PROCEDURES

Article VIII – IMPEACHMENT PROCEDURES

Article IX – VACANCIES

Article X – AMENDMENTS

Article XI - SIGNATURES

Changes made to the scheduled meetings for finalization of Staff Senate Constitution and By-Laws are as follows:

- Friday, May 11, 2012 from 1:00 to 5:00 p.m.
- Wednesday, May 16, 2012 from 8:30 to 12:30 p.m.
- Wednesday, May 23, 2012 from 8:30 to 12:30 p.m.

Meeting adjourned at 12:14 p.m. to prepare for the 1:00 p.m. meeting with Staff Senate general members.

E. Duenas called the meeting to reconvene at 3:24 p.m.

The committee discussed an issue which was brought up during the Staff Senate general membership meeting concerning Full Time Limited Term Appointment Employees (LTA). HR Advisory member A. San Nicolas further explained the role of LTA's. She received a recommendation from the H/R Administrator to remove the LTA's as non-voting members from the Staff Senate Executive Council. LTA employees are at will employees who have to abide by Federal Guidelines. She continued to inform the committee that LTA employees may attend the general membership meetings but are not allowed to voice an opinion nor vote on issues presented to all members. More discussion was made and it was decided to table the discussion for the next meeting.

E. Duenas indicated that on the next meet, the LTA's membership status will be a part of the agenda and that the committee needs to work on compiling the names of the nominations so that the committee can notify each nominee to verify if they accept or decline their nomination.

IV. Next Meeting – Friday, May 11, 2012 1:00pm, Location: CSI Conference Room (5102)

v. Adjournment

Meeting was adjourned at 3:52 p.m.

**Guam Community College
Staff Senate
Friday, May 11, 2012
AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College 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.
- IV. Approval of Minutes**
- V. Old Business**
 - A. Draft Constitution and By-Law
 - B. Nomination Ballot
- VI. Next Meeting** – Wednesday, May 16, 2012 8:30am, Location: CSI Conference Room (5102)
- VII. Adjournment**

**Guam Community College
Staff Senate
Friday, May 11, 2012**

MINUTES

I. Call Meeting To Order

E. Duenas called the meeting to order at 1:10 p.m.

II. Roll Call

E. Duenas informed staff to sign the Attendance Sheet for the meeting.

III. Recital of the Guam Community College Mission Statement

The mission was recited by everyone present.

IV. Approval of Minutes

The Staff Senate committee meeting minutes of May 03, 04, and 07, 2012 have been unanimously approved via email and have also been presented to the President. The Staff Senate general membership meeting minutes of May 07, 2012 will be presented at the next Staff Senate general membership meeting on Friday, May 25, 2012.

V. Old Business

A. Draft Constitution and By-Law

Changes of the Staff Senate Constitution have been made to the following Articles:

- Article II – Authority
- Article III – Purpose
- Article IV – Membership
- Article V – Terms of Office-revisit appointed term in By-Laws
- Article VI- Elections
- Article VII – Committees
- Article VIII – Amendments
- Article IX – Adoption of Constitution

VI. Announcement

Nominations of Staff Senate Executive Council were listed and nominees were called (see attachment).

VII. Next Meeting – Wednesday, May 16, 2012 8:30 a.m., Location: CSI Conference Room (5102)

VIII. Adjournment

Meeting was adjourned at 5:00 p.m.

**Guam Community College
Staff Senate
Wednesday, May 16, 2012
AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College 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.
- IV. Approval of Minutes of May 11, 2012**
- V. Old Business**
 - A. Draft Constitution and By-Law
 - B. Nomination Ballot
- VI. Next Meeting** – Wednesday, May 23, 2012 8:30am, Location: CSI Conference Room (5102)
- VII. Adjournment**

**Guam Community College
Staff Senate
Wednesday, May 16, 2012**

MINUTES

I. Call Meeting To Order

E. Duenas called the meeting to order at 8:35 a.m.

II. Roll Call

E. Duenas informed staff to sign the Attendance Sheet for the meeting.

III. Recital of the Guam Community College Mission Statement

The mission was recited by everyone present.

IV. Approval of Minutes of May 11, 2012

Tabled for next meeting.

V. Old Business

A. Draft Constitution and By-Law

1. Changes of the Staff Senate Constitution have been made to the following Articles:

- Article V – Terms of Office
- Article VIII – Amendments

2. Changes of the Staff Senate By-Laws have been made to the following Articles:

- Article I – Name
- Article II – Authority
- Article III – Purpose
- Article IV – Duties of Offices, Representatives At Large, and Human Resources Advisory Member
- Article V – Elections
- Article VI – Committees
- Article VII – Meetings & Quorum
- Article IX – Attendance Policy

B. Nomination Ballot

Nominations of Staff Senate Executive Council were listed and nominees were called (see attachment). The majority ruled on allowing write-in votes. T. Huira was assigned to call the following individuals for nomination: J. Roberto, J. Quichocho, and J. Rosario.

VI. Announcement

VII. Next Meeting – Wednesday, May 23, 2012 8:30 a.m., Location: CSI Conference Room (5102)

VIII. Adjournment

Meeting was adjourned at 12:30 p.m.

**Guam Community College
Staff Senate
Wednesday, May 23, 2012
AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College 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.
- IV. Approval of Minutes of May 11, 2012 and May 16, 2011**
- V. Old Business**
 - A. Draft Constitution and By-Law
 - B. Ballot
- VI. Next Meeting – To be announced**
Next General Membership Meeting - Friday, May 25, 2012 1:00pm, Location: MPA
- VII. Adjournment**

**Guam Community College
Staff Senate Executive Council
Wednesday, May 23, 2012
MINUTES**

I. Call Meeting To Order

E. Duenas called the meeting to order at 8:44 a.m.

II. Roll Call

E. Duenas informed staff to sign the Attendance Sheet for the meeting.

III. Recital of the Guam Community College Mission Statement

The mission was recited by everyone present.

IV. Approval of Minutes of May 11, 2012 and May 16, 2011

A. Garcia made a motion to approve the minutes of May 11, 2012, motion was seconded by C. Guerrero. No discussion, motion passed unanimously.

L. Leon Guerrero made the motion to approve the minutes of May 16, 2012, motion was seconded by J. Blas. No discussion, motion passed unanimously.

V. Old Business

A. Draft Constitution and By-Law

Committee presented the draft of the Staff Senate Constitution and By-Laws for further review and changes.

1. Changes of the Staff Senate Constitution have been made to the following Articles:

- Article III – Purpose
- Article VIII – Amendments
- Article IX – Signatures

2. Changes of the By-Laws have been made to the following Articles:

- Article III – Purpose
- Article IV – Duties
- Article V – Elections
- Article VI – Committees
- Article VII – Meetings & Quorum
- Article IX – Attendance Policy
- Article X – Member/Executive Member Disciplinary Procedures
- Article XI – Impeachment Procedures
- Article XIII – Amendments
- Article IVX – Signatures

B. Ballot

J. Blas present the ballot sheet to be used during election on May 25th Staff General Membership Meeting. Committee reviewed and approved the ballot sheet.

VI. Next Meeting – To be announced

Next General Membership Meeting - Friday, May 25, 2012 1:00pm, Location: MPA

VII. Adjournment

Meeting adjourned at 12:20 p.m.

**Guam Community College
Staff Senate
Thursday, May 24, 2012
AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Old Business**
 - A. Draft Constitution and By-Law
- IV. Next Meeting – To be announced**
Next General Membership Meeting - Friday, May 25, 2012 1:00pm, Location: MPA
- V. Adjournment**

**Guam Community College
Staff Senate Executive Council
Thursday, May 24, 2012
MINUTES**

I. Call Meeting To Order

E. Duenas called the meeting to order at 4:10 p.m.

II. Roll Call

Attendance Sheet provided.

III. Old Business

A. Draft Constitution and By-Law

Dr. Okada attended the meeting and clarified the roles of the GCC GFT Support Staff Union Representative and the Staff Senate. Based on this clarification, the committee made changes to the draft Constitution and By-Laws Article III – Purpose and By-Laws Article VI – Committees sections.

The draft was finalized and ready to be presented at the next General membership for approval and ratification.

IV. Next Meeting – To be announced

Next General Membership Meeting - Friday, May 25, 2012 1:00pm, Location: MPA

V. Adjournment

Meeting adjourned at 6:05 p.m.