

**Guam Community College
Staff Senate
Executive Council
Thursday, June 28, 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 23, 2012 and May 24, 2012**
- V. Old Business**
 - A. Article V – Elections
- VI. New Business**
 - A. Staff Development Day
 - B. Schedule of meeting of Staff Senate Executive Council & Staff Senate General Membership
- VII. Next Meeting – To be announced**
- VIII. Adjournment**

**Guam Community College
Staff Senate
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
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.

Guam Community College
Staff Senate
Meeting
Thursday, June 28, 2012
SIGN IN SHEET

NAME

SIGNATURE

Duenas, Elizabeth, President

Johanna Camacho, Vice President

Garcia, Ava, Secretary/Treasurer

Anderson, Catherine, Representative At Large

Atoigue, Ana Mari, Representative At Large

Guerrero, Vivian, Representative At Large

Hiura, Tamara Therese, Representative At Large

Leon Guerrero, Latisha Ann, Representative At Large

Lizama, Donnie, Representative At Large

Apolline San Nicolas, Personnel Specialist III, HR Advisory Member

Barbara Blas, GCC Senate Word Processing Secretary II

**Guam Community College
Staff Senate Executive Council
Thursday, June 28, 2012
MINUTES**

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:08 p.m.

II. Roll Call

Elizabeth Duenas, Johanna Camacho, Ava Garcia, Catherine Anderson, Ana Mari Atoigue, Vivian Guerrero, Tamara. Hiura, Latisha Leon Guerrero, Donnie Lizama, Apolline San Nicolas, Barbara Blas

III. Recital of GCC Mission Statement

Everyone present recited the mission.

IV. Approval of Minutes of May 23, 2012 and May 24, 2012

A. Garcia made a motion to approve minutes of May 23, 2012, motion was seconded by A. Atoigue. No discussion, motion passed unanimously.

A. Garcia made a motion to approve minutes of May 24, 2012, motion was seconded by A. Atoigue. No discussion, motion passed unanimously.

V. Old Business

A. By-Law, Article V - Elections

Discussed, Part B. (1, 3, and 5) verbiage *should* was changed to *shall*. Number one (1) was revised to include: *Due to circumstances such as an act of God, but not limited to, that will prevent the election, the election will take place the next available Friday as determined by the Staff Senate Executive Council.*

E. Duenas will post the changes that were made to the By-Law on MyGCC Group Studio (Staff Senate). E. Duenas asked that each Staff Senate Executive Council member review the Staff Senate Constitution for discussion next meeting.

VI. New Business

A. Staff Development Day

M. Okada recommended July 19, 2012 would be the best time for Staff Development Day.

E. Duenas will send out a survey for Staff members input on the following:

1. Microsoft Office 2003, 2007, 2010
2. Topics for Staff Development Day (work related)

Possible trainings needed:

- a. Customer Service Training
- b. Microsoft Office Training
- c. Participatory Governance
- d. Ways to De-Stress Session
- e. Evaluation Session

B. Schedule of meeting of Staff Senate Executive Council & Staff Senate General Membership
Ava Garcia made a motion to schedule Staff Senate Executive Council meetings every last Thursday of every month @ 2:00 p.m. in the CSI Conference room. All members agreed on the following scheduled calendar meetings:

- July 26, 2012
- August 30, 2012
- September 27, 2012
- October 25, 2012
- November 29, 2012
- December 27, 2012
- January 31, 2013
- February 28, 2013
- March 28, 2013
- April 25, 2013
- May 30, 2013

Staff Senate General Member meetings @ 2:00 p.m. in the MPA:

- September 28, 2012
- February 22, 2013
- May 31, 2013

E. Duenas will confirm the above schedule with M. Okada.

VII. Announcement

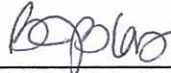
No announcement

VIII. Next Meeting – Thursday, July 26, 2012 at 2:00 pm, Location: CSI Conference Room

IX. Adjournment

D. Lizama made a motion to adjourn the meeting at 3: 54 p.m. motion was seconded by T. Hiura.
No discussion, motion passed 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
Staff Senate
Executive Council
Thursday, July 26, 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 June 28, 2012**
- V. Old Business**
 - A. Article V – Elections revised
 - B. Review/Discuss Survey Results
 - C. Executive & General Membership Meeting schedule dates
- VI. New Business**
 - A. Staff Senate Structure
 - B. 2012-2013 Schedule of Activities and Reports
 - C. Staff Development Day
 - D. Agenda for General Membership Meeting, July 27, 2012
- VII. Staff Concerns**
 - A. Representative to the Board of Trustee
 - B. Staff Office Keys
 - C. Staff Salary
- VIII. Next Meeting – August 30, 2012, CSI Conference Room**
- IX. Adjournment**

**Guam Community College
Staff Senate
Thursday, June 28, 2012
MINUTES**

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:08 p.m.

II. Roll Call

Elizabeth Duenas, Johanna Camacho, Ava Garcia, Catherine Anderson, Ana Mari Atiogue, Vivian Guerrero, Tamara. Hiura, Latisha Leon Guerrero, Donnie Lizama, Apolline San Nicolas, Barbara Blas

III. Recital of GCC Mission Statement

Everyone present recited the mission.

IV. Approval of Minutes of May 23, 2012 and May 24, 2012

A. Garcia made a motion to approve minutes of May 23, 2012, motion was seconded by A. Atoigue. No discussion, motion passed unanimously.

A. Garcia made a motion to approve minutes of May 24, 2012, motion was seconded by A. Atoigue. No discussion, motion passed unanimously passed.

V. Old Business

A. By-Law, Article V - Elections

Discussed, Part B. (1, 3, and 5) verbiage *should* was changed to *shall*. Number one (1) was revised to include: *Due to circumstances such as an act of God, but not limited to, that will prevent the election, the election will take place the next available Friday as determined by the Staff Senate Executive Council.*

E. Duenas will post the changes that were made to the By-Law on MyGCC Group Studio (Staff Senate). E. Duenas asked that each Staff Senate Executive Council member review the Staff Senate Constitution for discussion next meeting.

VI. New Business

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M. Okada recommended July 19, 2012 would be the best time for Staff Development Day.

E. Duenas will send out a survey for Staff members input on the following:

1. Microsoft Office 2003, 2007, 2010
2. Topics for Staff Development Day (work related)

Possible trainings needed:

- a. Customer Service Training
- b. Microsoft Office Training
- c. Participatory Governance
- d. Ways to De-Stress Session
- e. Evaluation Session

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- February 28, 2013
- March 28, 2013
- April 25, 2013
- May 30, 2013

Staff Senate General Member meetings @ 2:00 p.m. in the MPA:

- September 28, 2012
- February 22, 2013
- May 31, 2013

E. Duenas will confirm the above schedule with M. Okada.

VII. Announcement

none

VIII. Next Meeting – Thursday, July 26, 2012 at 2:00 pm, Location: CSI Conference Room

IX. Adjournment

D. Lizama made a motion to adjourn the meeting at 3: 54 p.m. motion was seconded by T. Hiura.
No discussion, unanimous vote, motion carried.

SUBMITTED BY:

BARBARA J. BLAS
Recording Secretary

ATTESTED BY:

AVA T. GARCIA
Secretary/Treasurer, Staff Senate

APPROVED BY:

ELIZABETH J. DUENAS
President, Staff Senate

Article V – ELECTIONS

- A. The Election Committee shall consist of a Chairperson (appointed by the President of Staff Senate Executive Council) and four 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 shall take place on the last Friday of March (Refer to Article VI – Elections of the Staff Senate Constitution). Due to circumstances such as an act of God, but not limited to, that will prevent the election, the election will take place the next available Friday as determined by the Staff Senate Executive Council;
 - 2. All full time permanent support staff is eligible for election to the Staff Senate Executive Council;
 - 3. Nominations shall 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 should be printed and voting shall 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 ____ - ELECTORATE

- A. The electorate (hereinafter referred to as the Staff Senate) shall include all classified staff members of Guam Community College. A classified staff member is one who is hired by the Guam Community College as part of the "appointment through the Merit system" (Title 4 and Title 17 of the Guam Code Annotated) to fill a permanent classified position.
- B. In special instances the Staff Senate may make specific interpretations as to who may be members of the electorate. It is the general intent and spirit of the Staff Senate to represent all members of the classified staff.
- C. While temporary employees of the College are not formally considered classified employees, they are encouraged to bring topics of concern to the Staff Senate at any time. The Senate can represent the concerns of this group as needed for the benefit of the College.

Article ____ - MEMBERSHIP

Any person who is a member of the classified staff and is eligible to vote (see Article ____ [Electorate]) may be a member of the Staff Senate.

Staff Senate Training Needs Survey

The purpose of this survey is to collect information about staff's training needs. This information will then be viewed and used by planners for the Staff Development session. Planners will then seek to meet the needs that have been described by this survey. The survey form is due by 4 p.m., July 6, 2012 via email to staff.senate@guamcc.edu. Thank you in advance for your participation.

Please indicate your response by clicking a box to mark your choice.

1. What hardware do you use in your office?

A. ☐ Mac

B. ☐ PC

If you are using Microsoft Office, indicate which software is used.

A. ☐ Microsoft Office 2003

B. ☐ Microsoft Office 2007

C. ☐ Microsoft Office 2010

D. ☐ Don't Know

Suggested Topic/Training

Ranking Preference

Please mark only one box per line

A.	Customer Service Training	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	No Preference	<input type="checkbox"/>
B.	Microsoft Office Training	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	No Preference	<input type="checkbox"/>
C.	What is Participatory Governance?	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	No Preference	<input type="checkbox"/>
D.	Ways to De-Stress Session	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	No Preference	<input type="checkbox"/>
E.	Understanding Your Evaluation	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	No Preference	<input type="checkbox"/>

You are encouraged to provide additional topic(s)/training(s) as related to work which are not listed above. Please key your suggestion(s) below.

F.

G.

H.

Staff Senate Training Needs Survey

The purpose of this survey is to collect information about staff's training needs. This information will then be viewed and used by planners for the Staff Development session. Planners will then seek to meet the needs that have been described by this survey. The survey form is due by 4 p.m., July 6, 2012 via email to staff.senate@guamcc.edu. Thank you in advance for your participation.

Please indicate your response by clicking a box to mark your choice.

1. What hardware do you use in your office?

- A. ☐ Mac Only one person indicated that they use both MAC and PC.
 B. ☐ PC 40 & Only one person indicated that they use both MAC and PC.

If you are using Microsoft Office, indicate which software is used.

- A. ☐ Microsoft Office 2003 02
 B. ☐ Microsoft Office 2007 29
 C. ☐ Microsoft Office 2010 07
 D. ☐ Don't Know 01
 2003 & 2007 01
 2007 & 2010 01

Suggested Topic/Training

Ranking Preference

Please mark only one box per line

- A. Customer Service Training 1 = 14 ; 2 = 06 ; 3 = 03 ; 4 = 04 ; 5 = 11 ;
 Blank = 1 ; No Preference = 02
 B. Microsoft Office Training 1 = 22 ; 2 = 06 ; 3 = 04 ; 4 = 04 ; 5 = 03 ;
 Blank = 2 ; No Preference = 00
 C. What is Participatory Governance 1 = 08 ; 2 = 06 ; 3 = 10 ; 4 = 08 ; 5 = 05 ;
 Blank = 01 ; No Preference = 03
 D. Ways to De-Stress Session 1 = 10 ; 2 = 10 ; 3 = 12 ; 4 = 03 ; 5 = 05 ;
 Blank = 00 ; No Preference = 01
 E. Understanding Your Evaluation 1 = 11 ; 2 = 05 ; 3 = 07 ; 4 = 07 ; 5 = 09 ;
 Blank = 01 ; No Preference = 01

F. Emergency preparation (i.e. typhoon, earthquake, fire and etc.)

G. Web Site Training

H. Xerox Copier/Scanner/Printer/Fax-how to maximize use

I. Training in Records Management

- J. Basics on how to use a computer
- K. How to backup files and documents
- L. Preventing viruses and malware from infecting a computer
- M. MS Office Training should be specific to one application (i.e. MS Excel, MS Word, MS Access, MS Powerpoint, MS Publisher. This should cover more than squeezing MS Office into an hour span. 2X
- N. Fitness/Health Sessions
- O. CPR/ALS Training
- P. Self-Defense Class
- R. Interpersonal Communication Skills/Improving Communication
- S. Anger Management/Self-Management Techniques
- T. Leadership Skills/Refresher – AND – I. MS Office Program Refresher Sessions
- U. Understanding more on safety goals at work and OSH training program
- V. Employee harassed at the work site-training program
- W. Waste management and disposal program to the college
- X. Understanding Change / Change Readiness
- Y. Leadership
- Z. Effective Communication to include listening skills, nonverbal communication, proper use of language, and written communication
- AA. Time Management or Business Ethics or Harassment
- AB. Management & Supervisory Skills
- AC. Computer & programs training
- AD. Department procedures updated
- AE. Safety issues
- AF. Time Management Training 2X
- AG. Team Building Exercises
- AH. Macintosh Applications Training
- AI. More TracDat on-hands training-as a requirement (not assumed already proficient in using after initial introduction)

- AJ. Intro for employees re GCC Certificate Programs/benefits available
- AK. Intro for employees as a GCC Student re benefits available
- AL. Communications Workshop for Staff/Employees/Administrators – Expectations now for next Accreditation Visit
- AM. Introduction to Financial Aid for employees
- AN. Banner Training
- AO.
- AP.
- AQ.
- AR.

STAFF SENATE EXECUTIVE COUNCIL
2012-2013 Monthly Meeting Schedule

June 29, 2012

LOCATION: Room 5101, CSI Conference Room

Time: 2:00 -3:00 p.m.

No.	Meeting Date Last Thurs of every month	Agenda Due **	Post Meeting Notice *	Post Approved Minutes For Prior Month ***
1	28-Jun-12	June 18, 2012	June 19, 2012	--
2	26-Jul-12	July 17, 2012	July 16, 2012	July 12, 2012
3	30-Aug-12	August 19, 2012	August 20, 2012	August 20, 2012
4	27-Sep-12	September 18, 2012	September 17, 2012	August 13, 2012
5	25-Oct-12	October 16, 2012	October 15, 2012	October 11, 2012
6	29-Nov-12	November 20, 2012	November 19, 2012	November 03, 2012
7	27-Dec-12	December 18, 2012	December 17, 2012	December 13, 2012
8	31-Jan-13	January 22, 2012	January 21, 2012	January 10, 2012
9	28-Feb-13	February 19, 2012	February 18, 2012	February 14, 2012
10	28-Mar-13	March 16, 2012	March 15, 2012	March 14, 2012
11	25-Apr-13	April 16, 2012	April 15, 2012	April 11, 2012
12	30-May-13	May 21, 2012	May 20, 2012	May 09, 2012

Notes:

Date calculated using working days and not calendar days.

* Post Agenda and information packages in the MyGCC Group Studio with seven (7) days prior to next regular meeting (Article IV C.5., By-Laws). *Dates shown in column are meant for guidance and the actual date will be based on when Minutes are actually approved.*

** Meetings shall be conducted once a month at a designated time posted no later than one (1) week before such meeting. (Article VII B.1., By-Laws)

*** Post approved minutes on MyGCC Group Studio ten (10) days after approval (Article IV C.4., By-Laws)

STAFF SENATE SUPPORT STAFF GENERAL MEMBERSHIP
2012-2013 Meeting Schedule

LOCATION: Multi-purpose Auditorium

No.	Meeting Date Quarterly	Post Meeting Notice *
1	5/7/2012+	
2	5/25/2012+	
Item numbers 3- 5 are TENTATIVE meeting dates proposed during the 6/28/2012 Staff Senate Executive Council meeting.		
3	9/28/2012^	September 13, 2012
4	3/1/2013 ^	February 11, 2013
5	5/31/2013^	May 13, 2013
Item numbers 6- 8 are TENTATIVE meeting dates proposed by President of Staff Senate Executive Council.		
6	07/27/2012@	July 19, 2012
7	3/29/2013@	March 11, 2013
8	12/14/2013@	December 7, 2013

Notes:

Date were calculated using working days and not calendar days.

+ PAST meeting dates recorded for information.

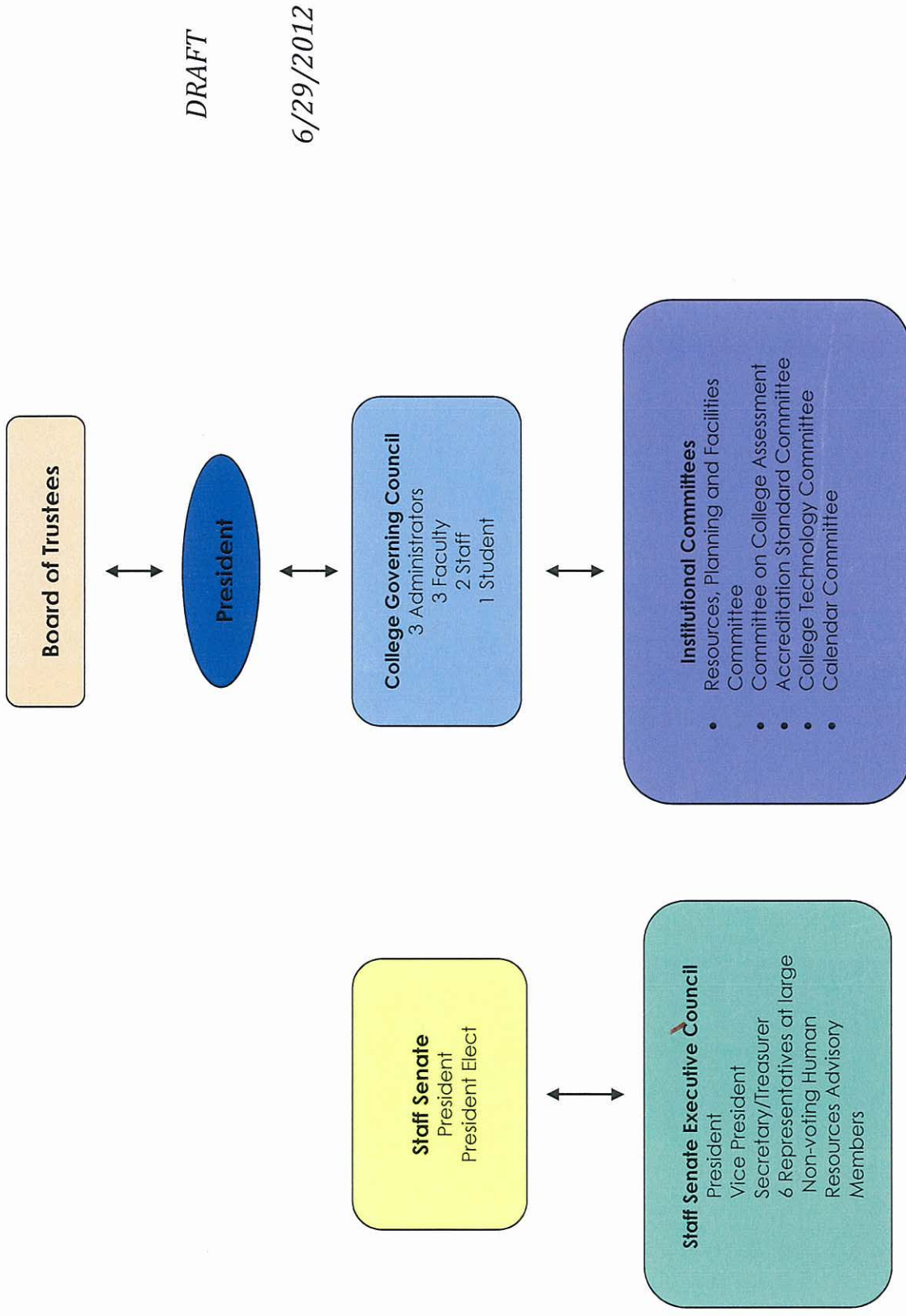
^ TENTATIVE meeting dates proposed during the Staff Senate Executive Meeting held 6/28/2012.

@ TENTATIVE meeting dates proposed by Staff Senate President.

* 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. (By-Laws, Article VII A.1.)

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 (By-Laws Article VII, A.3.).

PARTICIPATORY GOVERNANCE STRUCTURE



2011-2013 SCHEDULE OF ACTIVITIES AND REPORTS

Month	Day	Action Item	Frequency
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2011

November	17	Email to confirm interested parties	
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2012

May

- | | | | |
|----|--|--|--|
| 03 | | Meeting with President
Begin creating framework for Staff Senate | |
| 04 | | Continue creating framework | |
| 07 | | Continue creating framework
General Membership
Presentation of Draft By-laws & Constitution
Nominations for Officer's | |
| 11 | | Refinement of framework | |
| 16 | | Refinement of framework | |
| 23 | | General Membership | |
| 24 | | Finalize Draft By-laws & Constitution | |
| 25 | | General Membership
Elections
Announcement of Officers
Ratification of By-laws & Constitution | |

June

- | | | | |
|----|--|---|---------|
| 01 | | Newly elected Staff Senate Executive Council assume position
President elect shadows current President | |
| 18 | | Post on MyGCC Notice of Staff Senate Executive Council Meeting | Monthly |
| 19 | | Agenda Due to Executive Members | Monthly |
| 28 | | Regular Meeting
Schedule of Executive Meetings
*TENTATIVE Schedule of General Membership meetings
Revise By-laws, Article V - Elections
Draft Staff Senate Organizational Chart
Discuss Staff Development Day
Draft Training Survey | Monthly |

July

- | | | | |
|----|--|--|-----------|
| 02 | | Email Survey to Staff | |
| 06 | | Survey Due | |
| 12 | | Post approved minutes on MyGCC Group Studio | Monthly |
| 16 | | Post on MyGCC Notice of Staff Senate Executive Council Meeting | Monthly |
| 17 | | Agenda Due to Executive Members | Monthly |
| 19 | | TENTATIVE Staff Development Day | Annually |
| 20 | | + TENTATIVE Agenda Due to General Members | Quarterly |
| 26 | | + TENTATIVE General Membership Meeting | Quarterly |

	26	Regular Meeting Discuss/Approve Organizational Chart Discuss/Designate Chairs to Standing Committees Discuss/Establish/Designate Ad-hoc committees Calendar vs Work Days (by-laws) Robert's Rules of Order, New Revised 2 nd Quarter Financial Report of Expenditures from Business Office Submit 2 nd Quarter Staff Senate Executive Council Expenditure Report	Monthly Quarterly Quarterly
August	20	Post on MyGCC Notice of Staff Senate Executive Council Meeting	Monthly
	21	Agenda Due to Executive Members	Monthly
	30	Regular Meeting	Monthly
September	13	TENATIVE Post approved minutes on MyGCC Group Studio	Monthly
	17	Post on MyGCC Notice of Staff Senate Executive Council Meeting	Monthly
	18	Agenda Due to Executive Members	Monthly
	19	*TENTATIVE Agenda Due to General Members	Monthly
	27	Regular Meeting	Monthly
	28	*TENTATIVE General Membership Meeting	Quarterly
October	11	TENATIVE Post approved minutes on MyGCC Group Studio	Monthly
	12	*TENATIVE Post General Membership approved minutes on MyGCC Group Studio	Monthly
	15	Post on MyGCC Notice of Staff Senate Executive Council Meeting	Monthly
	16	Agenda Due to Executive Members	Monthly
	25	Regular Meeting 3 rd Quarter Financial Report of Expenditures from Business Office Submit 3 rd Quarter Staff Senate Executive Council Expenditure Report	Monthly Quarterly Quarterly
November	02	TENATIVE Post approved minutes on MyGCC Group Studio	Monthly
	19	Post on MyGCC Notice of Staff Senate Executive Council Meeting	Monthly
	20	Agenda Due to Executive Members	Monthly
	29	Regular Meeting	Monthly
December	03	+ TENTATIVE Agenda Due to General Members	Quarterly
	14	+ TENTATIVE General Membership Meeting	Quarterly
	17	Post on MyGCC Notice of Staff Senate Executive Council Meeting	Monthly
	13	TENATIVE Post approved minutes on MyGCC Group Studio	Monthly
	18	Agenda Due to Executive Members	Monthly
	27	Regular Meeting Budget Discussions/Preparation	Monthly Annually

2013**January**

—	Calendar Year 2014 OPEN Call For Nominations	
10	TENATIVE Post approved minutes on MyGCC Group Studio	Monthly
21	Post on MyGCC Notice of Staff Senate Executive Council Meeting	Monthly
22	Agenda Due to Executive Members	Monthly
31	Regular Meeting	Monthly
	Budget Submission	Annually
	4 th Quarter Financial Report of Expenditures from Business Office	Quarterly
	Submit 4 th Quarter Staff Senate Executive Council Expenditure Report	Quarterly

February

14	TENATIVE Post approved minutes on MyGCC Group Studio	Monthly
18	Post on MyGCC Notice of Staff Senate Executive Council Meeting	Monthly
19	Agenda Due to Executive Members	Monthly
20	*TENTATIVE Agenda Due to General Members	Quarterly
16	Post on MyGCC Notice of Staff Senate Executive Council Meeting	Monthly
28	Regular Meeting	Monthly
—	Calendar Year 2014 CLOSE Call For Nominations	

March

01	* TENTATIVE General Membership Meeting	Quarterly
14	TENATIVE Post approved minutes on MyGCC Group Studio	Monthly
18	+ TENTATIVE Agenda Due to General Members	Quarterly
	Post on MyGCC Notice of Staff Senate Executive Council Meeting	Monthly
19	Agenda Due to Executive Members	Monthly
28	Regular Meeting	Monthly
29	+ TENTATIVE General Membership Meeting	Quarterly

April

11	TENATIVE Post approved minutes on MyGCC Group Studio	Monthly
15	Post on MyGCC Notice of Staff Senate Executive Council Meeting	Monthly
16	Agenda Due to Executive Members	Monthly
25	Regular Meeting	Monthly
	1 st Quarter Financial Report of Expenditures from Business Office	Quarterly
	Submit 1 st Quarter Staff Senate Executive Council Expenditure Report	Quarterly

May

09	TENATIVE Post approved minutes on MyGCC Group Studio	Monthly
20	Post on MyGCC Notice of Staff Senate Executive Council Meeting	Monthly
21	Agenda Due to Executive Members	Monthly
22	*TENTATIVE Agenda Due to General Members	Quarterly
30	Regular Meeting	Monthly
31	*TENTATIVE General Membership Meeting	Monthly

**Guam Community College
Staff Senate
General Meeting
Friday, July 27, 2012
AGENDA**

- I. Call To Order**
- II. Roll Call and Introductions**
- 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 25, 2012**
- V. Old Business**
 - A. Review Article V-Elections
 - B.
- VI. New Business**
 - A. SS Executive Meeting Schedule
 - B. SS General Membership Meeting Schedule
 - C. Staff Salary
 - D.
- VII. Next Meeting – To be announced**
- VIII. Adjournment**

**Guam Community College
Staff Senate
General Meeting
Friday, May 25, 2012
Minutes**

I. Call To Order

At 1:00pm Staff Senate General Membership signed in and was provided a ballot to elect the Staff Senate Executive Council members.

After all members present voted, E. Duenas called the meeting to order at 1:55 p.m. and announced that Election Committee members A. San Nicolas, B. Blas and M. Concepcion will be counting the ballots and will provide the names of the newly elected members at a later time during our meeting.

II. Roll Call and Introductions

Sign-In Sheet attached

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

IV. Approval of Minutes of May 07, 2012

K. Bautista made a motion to approve minutes of May 07, 2012, motion was seconded by D. Lizama. No discussion, motion passed unanimously.

V. Old Business

A. Voting of Officers

B. Ratification of Staff Senate Constitution and By-Laws

C. San Nicolas made a motion to ratify the Staff Senate Constitution with changes, motion was seconded by T. Hiura. After further discussion, 45 of the Staff Senate General Membership present unanimously vote, motion carried.

J. Benavente made a motion to ratify the Staff Senate By-Laws with minor corrections and that the newly elected Staff Senate Executive Council will revisit Article V-Elections of the By-Laws for further clarification and other changes as needed motion was seconded by G. Mesa. After further discussion, 46 of the Staff Senate General Membership present unanimously vote, motion carried.

E. Duenas called a 10 minute break at 2:45 p.m.

E. Duenas reconvened the meeting at 2:55 p.m and the Election Committee announced the newly elected Staff Senate Executive Committee.

The newly elected Staff Senate Executive Committee members are:

President - Elizabeth Duenas

Vice President – Johanna Camacho

Secretary/Treasurer – Ava Garcia

Representative at Large – Donnie Lizama, Latisha Leon Guerrero, Vivian Guerrero, Ana Mari Atoigue, Tamara Hiura, Cathy Anderson

VI. New Business

None

VII. Next Meeting – To be announced

VIII. Adjournment

M. Aguilar made a motion to adjourn the meeting at 3: 05 p.m., motion was seconded by A. Garcia. No discussion, unanimous vote, motion carried.

Guam Community College
Staff Senate
Meeting
Thursday, July 26, 2012
SIGN IN SHEET

NAME

SIGNATURE

Duenas, Elizabeth, President

Johanna Camacho, Vice President

Garcia, Ava, Secretary/Treasurer

Anderson, Catherine, Representative At Large

Atoigue, Ana Mari, Representative At Large

Guerrero, Vivian, Representative At Large





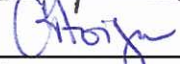

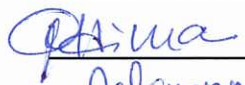
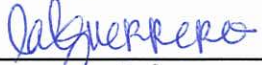
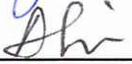
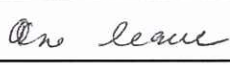

Hiura, Tamara Therese, Representative At Large

Leon Guerrero, Latisha Ann, Representative At Large

Lizama, Donnie, Represetative At Large

Apolline San Nicolas, Personnel Specialist III, HR Advisory Member

Barbara Blas, GCC Senate Word Processing Secretary II

Guam Community College
Staff Senate Executive Council
Thursday, July 26, 2012
MINUTES

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:03 p.m.

II. Roll Call

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

Absent: Vivian Guerrero (Appointment), Apolline San Nicolas (Attending to HR customers (short of staff)), Bobbie Blas (Leave)

Others Present: Joe Benavente

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

J. Camacho introduced Joe Benavente, Planner IV and informed the group that he was there to discuss leadership and governance. Joe Benavente provided documents on Governance which is a requirement of ACCJC. He presented the importance of governance and the creation of Staff Senate because administrators, faculty and students are currently represented, staff did not have the same representation. After further discussion, he indicated that he is available to assist us should we have any question or concerns regarding the process. He was amazed with the work that Staff Senate has done and he recommends that everyone review the Accreditation report regarding staff.

IV. Approval of Minutes of June 28, 2012

L. Leon Guerrero moved to approve minutes of June 28, 2012 with corrections, motion was seconded by A. Garcia. No further discussion, motion passed unanimously.

V. Old Business

A. Article V – Elections revised

Article V-Elections was discussed and revised during the last meeting and will be presented tomorrow during the Staff Senate General Membership meeting at 4:00pm, the Executive Council does not want to hold on to the revision too long. After presentation to the General Membership of the revisions stated above, during the next membership meeting these revisions will be voted on and approved.

In your packet, there is a recommended article for your review. The Constitution and By-Laws should not be changed all the time, we should revisit the constitution and by-laws once a year, two months prior to election and what was recommended should be considered at that time.

B. Review/Discuss Survey Results

E. Duenas stated that there was a sufficient amount of members (41 or 53%) who responded to the Survey regarding Staff/Administrators Professional Development Day. The staff members that did not respond had concerns regarding privacy. E. Duenas advised those who had this concern to send it to her office. J. Camacho did some research on how electronic can be done privately. A. Garcia indicated that boxes could be station throughout the college to accommodate the concerns of the staff. She indicated that there is a Survey Monkey, which is sent out to everyone, and when it comes back it's only a result. From this survey, E. Duenas was able to check the status of why two (2) staff still were using the Microsoft 2003 because of information from the college old system NIAS is still being used. After further discussion, J. Camacho will continue to research on electronic surveys.

Based on the survey results, below is a list of training sessions for the upcoming Staff/Administrator Professional Development Day.

- Microsoft Training is first
- Customer Service
- Understanding Your Evaluation
- Ways to De-Stress
- What is Participatory Governance

There were additional requests that the Executive Council will consider at a later date.

C. Executive & General Membership Meeting schedule dates

J. Camacho provided a document with Executive meeting schedule dates which was approved during the last meeting and what needs to be done after approval of minutes as per the By-Laws. After further discussion, she will revise the schedule and provide copies.

E. Duenas indicated that the dates for the general membership meeting which was discuss in the previous meeting and approved as per the By-Laws needs to be changed to July, March and December. She continues to keep President Okada informed regarding meeting dates and she requested for July 27, 2012 because of Article V-Election. And because President Okada is looking at Staff/Administrator Development Day in July and changed to October 8, that will be used for our December general meeting.

VI. **New Business**

A. Staff Senate Structure

J. Camacho provided the Participatory Governance Structure. She indicated that we might have to review the committees and distinguish Institutional from Union committees. E. Duenas indicated that she currently is a member of the College Governance Committee (CGC) and Resources Planning & Facilities (RPF) committees, which a letter was provided by the Union Chairperson. As per our Constitution and By-Laws, it states that the Staff Senate will appoint Staff Senate members for these committees. The members appointed by this senate or as per the constitution and by-laws will vote. The senate will request for equal representation on the Institutional Committees as per the Constitution and By-laws.

B. 2012-2013 Schedule of Activities and Reports

J. Camacho

C. Staff Development Day

E. Duenas reported that with the consensus of President Okada October 8, 2012 is scheduled for Staff/Administrator Development Day. The Staff Senate will assist the Staff/Administrator Development Committee in preparing agenda, getting presenters, and other items needed for the event.

D. Agenda for General Membership Meeting, July 27, 2012

VII. Staff Concerns

A. Representative to the Board of Trustee

1. Staff concerns regarding better representation in the BOT. The Staff Senate Executive Council will prepare a memo to the President regarding the Staff Representative for the BOT.

B. Staff Office Keys

1. Staff members located in the new buildings do not have keys to their respective offices. Questions are, Will this affect everyone and when will keys be returned back?

C. Staff Salary

1. During the RPF meeting in May there was conversation regarding budget and increment freeze for FY2013. Cheryl San Nicolas and E. Duenas attended this meeting and after faculty and administrators discuss their concerns, C. San Nicolas and E. Duenas asked how that would affect the staff because staff received increments in ways whereas the faculty and administrator receive theirs on a yearly basis. Board approved during the June meeting an increment freeze for administrators and faculty and staff will continue to receive their increments, which was approved during the July BOT meeting.

VIII. **Next Meeting** – August 30, 2012, CSI Conference Room

IX. **Adjournment**

A. Garcia moved to adjourn the meeting at 3: 30 p.m. motion was seconded by T. Hiura. No discussion, motion passed unanimously.

SUBMITTED & ATTESTED BY:



AVA M. GARCIA

Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS

President, Staff Senate

**Guam Community College
Staff Senate
Executive Council
Thursday, August 30, 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 July 26, 2012**
- V. Old Business**
 - A. Article V – Elections
 - B. Staff Development Day
 - 1. Pending Date
 - 2. Food quotation
 - 3. Incentive – T-shirt, gas cards, etc.
 - C. Representative to the Board of Trustee
 - D. Staff Office Keys
 - E. Staff Salary
- VI. New Business**
 - A. Labor Day – September 2, 2012, Ypao beach
 - B. Christmas Party – Dec 07, 2012
 - C. Membership to Committees
 - 1. College Governance Committee (CGC) - Elizabeth Duenas and Johanna Camacho
 - 2. Resource Planning & Facility (RPF) - Elizabeth Duenas and Ava Garcia
 - 3. Committee on College Assessment (CCA)
 - 4. College Technology Committee (CTC)
- VII. Staff Concerns**
- VIII. Announcement**
- IX. Next Meeting – September 27, 2012, CSI Conference Room**
- X. Adjournment**

Guam Community College
Staff Senate
Meeting
Thursday, August 30, 2012
SIGN IN SHEET

NAME

SIGNATURE

Duenas, Elizabeth, President

Johanna Camacho, Vice President

Garcia, Ava, Secretary/Treasurer

Anderson, Catherine, Representative At Large

Atoigue, Ana Mari, Representative At Large

Guerrero, Vivian, Representative At Large

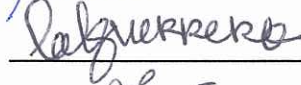
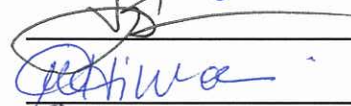
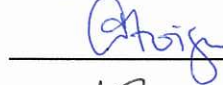
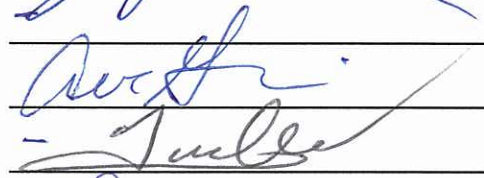
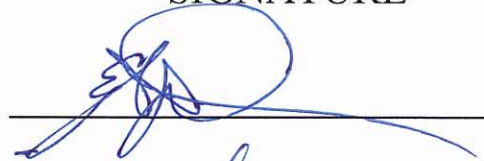
Hiura, Tamara Therese, Representative At Large

Leon Guerrero, Latisha Ann, Representative At Large

Lizama, Donnie, Representative At Large

Apolline San Nicolas, Personnel Specialist III, HR Advisory Member

Barbara Blas, GCC Senate Word Processing Secretary II



Guam Community College
Staff Senate Executive Council
Thursday, August 30, 2012
MINUTES

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:09 p.m.

II. Roll Call

Present: Elizabeth Duenas, Ava Garcia, Catherine Anderson, Ana Mari Atoigue, Vivian Guerrero, Tamara Hiura, Latisha Leon Guerrero, Donnie Lizama, Apolline San Nicolas, and Bobbie Blas

Absent: Johanna Camacho

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 July 26, 2012

L. Leon Guerrero made a motion to table the minutes of July 26, 2012, seconded by A. Atoigue. Motion passed unanimously.

V. Old Business

A. Article V – Changes were made and was presented at the general membership. This issue will remain on the agenda until the documents approval. As of August 30, 2012 no feedback from other staff members submitted.

B. Staff/Administrative Development Day

October 08, 2012 was the committed date of event. However, because it is no longer a holiday the date will change, preferably scheduled on a Friday. E. Duenas has spoken to the president in regards to the date. The president will get back to E. Duenas for the final date. D. Lizama and T. Hiura volunteered to provide food quotations for a continental breakfast, lunch and light marienda (for 140 individuals). October 19, 2012 will be used as a tentative date for food quotes. L. Leon Guerrero volunteered to provide price quotations for the following: polo shirts (150), lanyards, travel coffee mugs, umbrella, green bags, tumblers, and hats (fishing).

C. Representative to the Board of Trustee

The committee agreed to send a memo to the president. E. Duenas will draft a memo to the president that will ensure staff representation is provided in some committees. The president is aware that a memo is forthcoming.

D. Staff office keys

Any new buildings that are being built, keys are not going to be given out to anyone only administrators. Administrators for new buildings will obtain keys for the new building.

E. Staff Salary

E. Duenas will draft a memo to the president requesting for GCC staff representation at Government of Guam Agency meetings in regards to salaries concerning GCC.

VI. New Business

A. Labor Day – Sunday, September 02, 2012 at Ypao Beach. Please come out and join GCC

celebrate.

- B. Christmas Party – Thursday, December 06, 2012 at the Westin Hotel. If you have any decorating ideas please see A. Garcia. “Disco Theme”
- C. Membership to Committees- all representatives are required to submit a report to the Staff Senate Executive Council.
 - 1. College Governing Council Committee (CGC) – Elizabeth Duenas and Johanna Camacho
 - 2. Resource Planning & Facilities (RPF) – Elizabeth Duenas and Ava Garcia
 - 3. Committee on College Assessment (CCA) – Zhaopei Teng (chairperson)
 - 4. College Technology Committee (CTC) – Marlena Montague (chairperson). A. Atoigue will provide CTC a copy of the SSEC Bylaws & Constitution.

VII. Staff Concerns

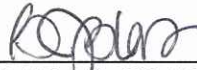
- A. A suggestion box will be placed in the following buildings: Administration building (Rotunda), Student Support Service building, and Student Center building.
- B. If anyone brings up a concern please inform the committee. Also, get more details about the persons concern before bringing it to the committee.

VIII. Next Meeting – September 27, 2012, CSI Conference Room

IX. Adjournment

- A. Atoigue made a motion to adjourn the meeting at 3:19 p.m. motion was seconded by L. Leon Guerrero. 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
Staff Senate
Executive Council
Thursday, September 27, 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 July 26, 2012 and August 30, 2012**
- V. Old Business**
 - A. Article V – Elections
 - B. Staff/Administrator Development Day
 - 1. November 23, 2012
 - 2. Food quotation – Submitted
 - 3. Incentive – Gas cards, Caps, and Composition Sticky Note & Pen
 - 4. Workshop
 - C. Representative to the Board of Trustee
 - D. Staff Office Keys
 - E. Staff Salary
 - F. Labor Day – September 2, 2012, Ypao beach
 - G. Christmas Party – Dec 06, 2012 – Westin
 - H. Membership to Committees
 - 1. Committee on College Assessment (CCA)
 - 2. College Technology Committee (CTC)
- VI. New Business**
 - A. Mailbox
- VII. Committee Reports**
- VIII. Staff Concerns**
- IX. Next Meeting – October 25, 2012, CSI Conference Room**
- X. Adjournment**

Guam Community College
Staff Senate
Meeting
Thursday, September 27, 2012
SIGN IN SHEET

NAME

SIGNATURE

Duenas, Elizabeth, President

Johanna Camacho, Vice President

Garcia, Ava, Secretary/Treasurer

Anderson, Catherine, Representative At Large

Atoigue, Ana Mari, Representative At Large

Guerrero, Vivian, Representative At Large

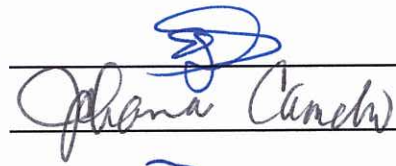
Hiura, Tamara Therese, Representative At Large

Leon Guerrero, Latisha Ann, Representative At Large

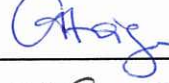
Lizama, Donnie, Representative At Large

Apolline San Nicolas, Personnel Specialist III, HR Advisory Member

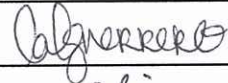
Barbara Blas, GCC Senate Word Processing Secretary II















Guam Community College
Staff Senate Executive Council
Thursday, September 27, 2012
Minutes

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:20 p.m.

II. Roll Call

Present: Elizabeth Duenas, Johanna Camacho, Catherine Anderson, Ana Mari Atoigue, Vivian Guerrero, Latisha Leon Guerrero, Donnie Lizama, Apolline San Nicolas

Absent: Ava Garcia, Tamara Hiura, Bobbie Blas (Reassigned to B-Building in the evening)

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

IV. Approval of Minutes of July 26, 2012 and August 30, 2012

J. Camacho moved to table minutes of July 26, 2012 and August 30, 2012, motion was seconded by C. Anderson. No discussion, motion passed unanimously.

V. Old Business

A. Article V – Elections

Article V - Elections will stay in the agenda until the General Membership meeting in Nov 23.

B. Staff Development Day

1. November 23, 2012

October 8, 2012 was the original date but due to classes are in session for postsecondary and high school, the date was rescheduled to November 23, 2012. After further discussion, E. Duenas informed the council that a division had already informed their staff that no one will be able to take leave on this day.

2. Food quotation – Submitted

Thank you D. Lizama and T. Hiura for finalizing the menu and getting quotations. E. Duenas submitted the requisition, which was approved, she informed Culinary that they are the vendor and once the check is release to pick up purchase order with the check.

3. Incentive – Gas cards, Caps, and Composition Sticky Note & Pen

E. Duenas has the Gas Card purchase order for 20 cards at \$25 per card; cards will be used as give away during the event. Because we were pressing for time we were not able to get T-shirts, umbrella and tumblers, we were able to purchase caps, about 50 pieces and Composition notepad with pens. Thank you L. Leon Guerrero, the requisitions were submitted and approved, please informed Loco Promos and American Printing that we are awaiting the deposit check, which will be delivered. These items will be distributed during the Development Day.

4. Workshop

Staff/Administrator Committee is working at getting the presenters; some of the workshops are Customer Services and Microsoft. E. Duenas will ask Elaine Fejerang to present the Microsoft workshop with the assistance of those who have their certification because we will show that the Staff/Administrator Development supported those who received their certification. J. Camacho asked would it be okay for those who were certificated to assist,

E. Duenas indicated that it is okay because if there are any question and the staff are not able to answer those question then E. Fejerang would be able to answer the questions. Other workshop is Evaluation, which Joann Muna will present; Distress, Barbara Mafnas was asked and if she is still available for the Nov 23, she will conduct the workshop. If she is not available, there are others, example Pinky Lujan from Calvo's, Kelly Sukola from JFK; and there are other workshops. L. Leon Guerrero asked could they have I Pad and Smart Phone, which can be presented by Wes Gima, E. Fejerang or Troy Lizama. E. Duenas will let the Staff/Administrator Development know of additional workshop and will inform the council what other workshops are going to be presented.

C. Representative to the Board of Trustee

E. Duenas will work in completing a letter to request a Staff Representative selected by Staff Senate Council to sit on Board Of Trustees to represent all employees. President Okada is aware of this concern.

D. Staff Office Keys

Staff not having keys to their office and having Administrators in charge of keys is still a concern to some staff. D. Lizama indicated that some staff reported that they open office that is not even their office and that person is not an administrator. J. Camacho asked can that authority be delegated? E. Duenas said yes, Bobbie Leon Guerrero is an administrator, and has given her the key but B. Leon Guerrero is still the primary responsible person. Procedure of distribution of keys only to administrators has started for the Student Center building due to the theft issue previously, which makes some staff feel that they are the thief. This procedure will continue with any renovation or upcoming buildings. Staff Senate Council will wait and see what happens when the Foundation building is completed. After further discussion, there is a concern regarding classrooms being unlocked and left unattended, if they are concern about employees they should also be concern about students. After were further discussion regarding the keys, J. Camacho asked is it the intent of this body to say we want equal that as designated administrators. After further discussion E. Duenas will talk to the President Okada to have a meeting to discuss concerns.

L. Leon Guerrero and A. Atoigue brought up about staff concern or suggestion boxes, which were previously discussed. After further discussion, E. Duenas will email President Okada requesting that Staff Senate be assign a mailbox in the Mailroom.

E. Staff Salary

E. Duenas will communicate with the President that if there is any upcoming concerns involving staff salaries that there be some Staff Representative to accompany her to these meetings. E. Duenas will also request to meet with the President on concern topics, so that these topics do not stay in the agenda. J. Camacho asked will E. Duenas be meeting with the President monthly. E. Duenas indicated monthly or when there is a concern that needs to be address.

F. Labor Day – September 2, 2012, Ypao beach

For those of you who participated or joined in the Labor Day, thank you for assisting and thank you to A. San Nicolas for her hard work during this event. GCC won 3rd place \$100 on the Table contest. Breakfast will be provided using the winning money, which President Okada will match. The committee appreciated all those who assisted.

J. Camacho asked regarding Staff Salary, if E. Duenas will seek representation for staff regarding any concerns on staff salary. L. Leon Guerrero asked that would be in the CGC meeting, E. Duenas indicated that there is representative CGC but when something happens at the legislator, Governor's office or Civil Services. After further discussion, E. Duenas indicated yes.

G. Christmas Party – Dec 06, 2012 – Westin

Two dates changed in the Chachalani Adult Christmas Party is December 6 and the Children's Christmas is December 28. The Adult Christmas party theme is Disco, will check with Ava about decoration and if anyone wants to assist, please let us know. After further discussion, GCCEA will oversee the Adult party and the President will inform us who will be in charge for the Children party.

H. Membership to Committees

E. Duenas submitted CGC and RPF Staff Representative Members to President Okada. The council needs to have someone sit on the Committee on College Assessment (CCA). The committee is requesting for two members for they have met 3 times already and there is no staff representative. The committee meets every Friday at 2pm. Is there anyone who wants to volunteer for this committee? J. Camacho indicated that we need to work in getting representation on all the committees.

College Technology Committee (CTC), Chris Camacho sat in CTC and approached me if he can continue. I told him that I will bring to Staff Senate and if all agree then I can submit a letter to Marlena Montague. A. Atoigue asked how many in the committee? E. Duenas reviewed the Constitution and By-Laws; there is four faculty and equal representation from Administrators. A. Atoigue further discussed how the committee was selected in the past. E. Duenas will work with M. Montague to inform her that as per our Constitution and By-Laws, we would like equal representation. E. Duenas request to the senate to have C. Camacho remain in the committee. After further discussion, the council agreed that C. Camacho continue to be a staff member in the committee.

CCA is requesting for two members or at least one right now so that there be staff representation. J. Camacho will volunteer for now so that staff will be presented.

After further discussion, A. Atoigue mention that she also attends the CTC, because she is the note taker and because the council wants equal representation, she wants to be a staff representative for CTC. D. Lizama nominated A. Atoigue and C. Camacho for CTC, seconded by J. Camacho. After further discussion, the council agreed that A. Atoigue and C. Camacho would be Staff Representation for CTC.

D. Lizama would like E. Duenas to document all meetings with the President. After further discussion, E. Duenas indicated that she and J. Camacho would attend meetings with the President regarding concerns from the Staff Senate Council meetings. They will also ask the President if they can document the meetings.

VI. New Business

A. Mailbox

After further discussion as mention above, E. Duenas will email President Okada requesting that Staff Senate be assign a mailbox in the Mailroom.

VII. Committee Reports

A. College Governing Committee (CGC)

E. Duenas reported that during the meeting discussion was on Faculty concern regarding

GCC's Official Anniversary Date due to GCC had a Gala on May. Carmen Santos will check into the date. Joanne Ige from B-Building is working on the Procedure in Prisoners & Sex Offenders. A. San Nicolas indicated that instructors are aware if they have prisoners as students because she was aware with her two classes. The guards are not to accompany the student into the classroom because other students are not aware that they are inmates. E. Duenas indicated that if inmates are using the library, DOC needs to provide a memo; and the committee is reviewing the By-Laws to make changes.

B. Resources, Planning and Facilities Committee (RPF)

E. Duenas reported that she did not attend the RPF, but communicated with A. Garcia and she indicated that they were reviewing the By-Laws to make changes.

Once the Constitution and By-Laws are change, with the consensus of the council because Carol Guerrero has sat in the CGC and would like to continue that she be the third representative. With RPF, changing it representative from two to four with the consensus of the council because Cheryl San Nicolas will be the third rep because she does a lot of the reports and she would like to continue and J. Camacho will be the fourth representation. After further discussion the council agreed with Carol Guerrero for CGC and Cheryl San Nicolas and J. Camacho for RPF.

VIII. Staff Concerns

A. Cross training


J. Camacho informed the council that a staff approached her and requested that Cross training be discuss. E. Duenas will insert the concern to old business for the next meeting with additional information.

IX. Next Meeting – October 25, 2012, CSI Conference Room

X. Adjournment

L. Leon Guerrero moved to adjourn the meeting at 3: 37 p.m., motion was seconded by J. Camacho. No discussion, motion passed unanimously.

SUBMITTED & APPROVED BY:



ELIZABETH J. DUENAS
President, Staff Senate

**Guam Community College
Staff Senate
Executive Council
Thursday, October 25, 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 July 26, 2012, August 30, 2012 and September 27, 2012**
- V. Old Business**
 - A. Article V – Elections
 - B. Staff/Administrator Development Day
 - C. Representative to the Board of Trustees
 - D. Staff Office Keys
 - E. Staff Salary
 - F. Membership to Committees
 - G. Mail Box
 - H. Meeting with President Okada – E. Duenas & J. Camacho
 - I. Cross-Training for Staff
- VI. New Business**
- VII. Committee Reports**
 - A. College Governance Committee (CGC) - Elizabeth Duenas and Johanna Camacho
 - B. Resource Planning & Facility (RPF) - Elizabeth Duenas and Ava Garcia
 - C. Committee on College Assessment (CCA) – Johanna Camacho
 - D. College Technology Committee (CTC) – Ana Mari Atoigue
 - E. Standard Committee
- VIII. Staff Concerns**
- IX. Announcement**
 - A. Halloween Parade – Oct 31, 2012
 - B. Foundation Ribbon Cutting – Nov 05, 2012
 - C. Thanksgiving Luncheon – Nov 16, 2012
 - D. Staff/Administrator Development Day – Nov 23, 2012
 - E. Christmas Adult Party – Dec 6, 2012, Westin
 - F. Christmas Luncheon – Dec 21, 2012
 - G. Christmas Children Party & New Year's Luncheon – Dec 28, 2012
- X. Next Meeting – November 29, 2012, CSI Conference Room**
- XI. Adjournment**

**Guam Community College
Staff Senate
Thursday, July 26, 2012
MINUTES**

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:03 p.m.

II. Roll Call

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

Absent: Vivian Guerrero (Appointment), Apolline San Nicolas (Attending to HR customers (short of staff)), Bobbie Blas (Leave)

Others Present: Joe Benavente

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

J. Camacho introduced Joe Benavente, Planner IV and informed the group that he was there to discuss leadership and governance. Joe Benavente provided documents on Governance which is a requirement of ACCJC. He presented the importance of governance and the creation of Staff Senate because administrators, faculty and students are currently represented, staff did not have the same representation. After further discussion, he indicated that he is available to assist us should we have any question or concerns regarding the process. He was amazed with the work that Staff Senate has done and he recommends that everyone review the Accreditation report regarding staff.

IV. Approval of Minutes of June 28, 2012

L. Leon Guerrero moved to approve minutes of June 28, 2012 with corrections, motion was seconded by A. Garcia. No further discussion, motion passed unanimously.

V. Old Business

A. Article V – Elections revised

Article V-Elections was discuss and revised during the last meeting and will be presented tomorrow during the Staff Senate General Membership meeting at 4:00pm, the Executive Council does not want to hold on to the revision too long. After presentation to the General Membership of the revisions stated above, during the next membership meeting these revisions will be voted on and approved.

In your packet, there is a recommended article for your review. The Constitution and By-Laws should not be changed all the time, we should revisit the constitution and by-laws once a year, two months prior to election and what was recommended should be considered at that time.

B. Review/Discuss Survey Results

E. Duenas stated that there was a sufficient amount of members (41 or 53%) who responded to the Survey regarding Staff/Administrators Professional Development Day. The staff members that did not respond had concerns regarding privacy. E. Duenas advised those who had this concern to send it to her office. J. Camacho did some research on how electronic can be done privately. A. Garcia indicated that boxes could be station throughout the college to accommodate the concerns of the staff. She indicated that there is a Survey Monkey, which is sent out to everyone, and when it comes back it's only a result. From this survey, E. Duenas was able to check the status of why two (2) staff still were using the Microsoft 2003 because of information from the college old system NIAS is still being used. After further discussion, J. Camacho will continue to research on electronic surveys.

Based on the survey results, below is a list of training sessions for the upcoming Staff/Administrator Professional Development Day.

- Microsoft Training is first
- Customer Service
- Understanding Your Evaluation
- Ways to De-Stress
- What is Participatory Governance

There were additional requests that the Executive Council will consider at a later date.

C. Executive & General Membership Meeting schedule dates

J. Camacho provided a document with Executive meeting schedule dates which was approved during the last meeting and what needs to be done after approval of minutes as per the By-Laws. After further discussion, she will revise the schedule and provide copies.

E. Duenas indicated that the dates for the general membership meeting which was discuss in the previous meeting and approved as per the By-Laws needs to be changed to July, March and December. She continues to keep President Okada informed regarding meeting dates and she requested for July 27, 2012 because of Article V-Election. And because President Okada is looking at Staff/Administrator Development Day in July and changed to October 8, that will be used for our December general meeting.

VI. **New Business**

A. Staff Senate Structure

J. Camacho provided the Participatory Governance Structure. She indicated that we might have to review the committees and distinguish Institutional from Union committees. E. Duenas indicated that she currently is a member of the College Governance Committee (CGC) and Resources Planning & Facilities (RPF) committees, which a letter was provided by the Union Chairperson. As per our Constitution and By-Laws it states that the Staff Senate will appoint Staff Senate members for these committees. The members appointed by this senate or as per the constitution and by-laws will vote. The senate will request for equal representation on the Institutional Committees as per the Constitution and By-laws.

B. 2012-2013 Schedule of Activities and Reports
J. Camacho

C. Staff Development Day

E. Duenas reported that with the consensus of President Okada October 8, 2012 is scheduled for Staff/Administrator Development Day. The Staff Senate will assist the Staff/Administrator Development Committee in preparing agenda, getting presenters, and other items needed for the event.

D. Agenda for General Membership Meeting, July 27, 2012

VII. Staff Concerns

A. Representative to the Board of Trustee

1. Staff concerns regarding better representation in the BOT. The Staff Senate Executive Council will prepare a memo to the President regarding the Staff Representative for the BOT.

B. Staff Office Keys

1. Staff members located in the new buildings do not have keys to their respective offices. Questions are, Will this affect everyone and when will keys be returned back?

C. Staff Salary

1. During the RPF meeting in May there was conversation regarding budget and increment freeze for FY2013. Cheryl SN and I attended this meeting and after faculty and administrators discuss their concerns, Cheryl and I asked how that would affect the staff because staff received increments in ways whereas the faculty and administrator receive theirs on a yearly basis. Board approved during the June meeting an increment freeze for administrators and faculty and staff will continue to receive their increments, which was approved during the July BOT meeting.

VIII. Next Meeting – August 30, 2012, CSI Conference Room

IX. Adjournment

A. Garcia moved to adjourn the meeting at 3: 30 p.m. motion was seconded by T. Hiura. No discussion, motion passed unanimously.

SUBMITTED & ATTESTED BY:

APPROVED BY:

AVA M. GARCIA
Secretary/Treasurer, Staff Senate

ELIZABETH J. DUENAS
President, Staff Senate

**Guam Community College
Staff Senate
Thursday, September 27, 2012
Minutes**

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:20 p.m.

II. Roll Call

Present: Elizabeth Duenas, Johanna Camacho, Catherine Anderson, Ana Mari Atoigue, Vivian Guerrero, Latisha Leon Guerrero, Donnie Lizama, Apolline San Nicolas

Absent: Ava Garcia, Tamara Hiura, Bobbie Blas (Reassigned to B-Building in the evening)

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

IV. Approval of Minutes of July 26, 2012 and August 30, 2012

J. Camacho moved to table minutes of July 26, 2012 and August 30, 2012, motion was seconded by C. Anderson.

V. Old Business

A. Article V – Elections

Article V - Elections will stay in the agenda until the General Membership meeting in Nov 23.

B. Staff Development Day

1. November 23, 2012

October 8, 2012 was the original date but due to classes are in session for postsecondary and high school, the date was rescheduled to November 23, 2012. After further discussion, E. Duenas informed the council that a division had already informed their staff that no one will be able to take leave on this day.

2. Food quotation – Submitted

Thank you D. Lizama and T. Hiura for finalizing the menu and getting quotations. E. Duenas submitted the requisition, which was approved, she informed Culinary that they are the vendor and once the check is release to pick up purchase order with the check.

3. Incentive – Gas cards, Caps, and Composition Sticky Note & Pen

E. Duenas has the Gas Card purchase order for 20 cards at \$25 per card; cards will be used as give away during the event. Because we were pressing for time we were not able to get T-shirts, umbrella and tumblers, we were able to purchase caps, about 50 pieces and Composition notepad with pens. Thank you L. Leon Guerrero, the requisitions were submitted and approved, please informed Loco Promos and American Printing that we are awaiting the deposit check, which will be delivered. These items will be distributed during the Development Day.

4. Workshop

Staff/Administrator Committee is working at getting the presenters; some of the workshops are Customer Services and Microsoft. E. Duenas will ask Elaine Fejerang to present the Microsoft workshop with the assistance of those who have their certification because we will show that the Staff/Administrator Development supported those who received their certification. J. Camacho asked would it be okay for those who were certificated to assist,

E. Duenas indicated that it is okay because if there are any question and the staff are not able to answer those question then E. Fejerang would be able to answer the questions. Other workshop is Evaluation, which Joann Muna will present; Distress, Barbara Mafnas was asked and if she is still available for the Nov 23, she will conduct the workshop. If she is not available, there are others, example Pinky Lujan from Calvo's, Kelly Sukola from JFK; and there are other workshops. L. Leon Guerrero asked could they have I Pad and Smart Phone, which can be presented by Wes Gima, E. Fejerang or Troy Lizama. E. Duenas will let the Staff/Administrator Development know of additional workshop and will inform the council what other workshops are going to be presented.

C. Representative to the Board of Trustee

E. Duenas will work in completing a letter to request a Staff Representative selected by Staff Senate Council to sit on Board Of Trustees to represent all employees. President Okada is aware of this concern.

D. Staff Office Keys

Staff not having keys to their office and having Administrators in charge of keys is still a concern to some staff. D. Lizama indicated that some staff reported that they open office that is not even their office and that person is not an administrator. J. Camacho asked can that authority be delegated? E. Duenas said yes, Bobbie Leon Guerrero is an administrator, and has given her the key but B. Leon Guerrero is still the primary responsible person. Procedure of distribution of keys only to administrators has started for the Student Center building due to the theft issue previously, which makes some staff feel that they are the thief. This procedure will continue with any renovation or upcoming buildings. Staff Senate Council will wait and see what happens when the Foundation building is completed. After further discussion, there is a concern regarding classrooms being unlocked and left unattended, if they are concern about employees they should also be concern about students. After were further discussion regarding the keys, J. Camacho asked is it the intent of this body to say we want equal that as designated administrators. After further discussion E. Duenas will talk to the President Okada to have a meeting to discuss concerns.

L. Leon Guerrero and A. Atoigue brought up about staff concern or suggestion boxes, which were previously discussed. After further discussion, E. Duenas will email President Okada requesting that Staff Senate be assign a mailbox in the Mailroom.

E. Staff Salary

E. Duenas will communicate with the President that if there is any upcoming concerns involving staff salaries that there be some Staff Representative to accompany her to these meetings. E. Duenas will also request to meet with the President on concern topics, so that these topics do not stay in the agenda. J. Camacho asked will E. Duenas be meeting with the President monthly. E. Duenas indicated monthly or when there is a concern that needs to be address.

F. Labor Day – September 2, 2012, Ypao beach

For those of you who participated or joined in the Labor Day, thank you for assisting and thank you to A. San Nicolas for her hard work during this event. GCC won 3rd place \$100 on the Table contest. Breakfast will be provided using the winning money, which President Okada will match. The committee appreciated all those who assisted.

J. Camacho asked regarding Staff Salary, if E. Duenas will seek representation for staff regarding any concerns on staff salary. L. Leon Guerrero asked that would be in the CGC meeting, E. Duenas indicated that there is representative CGC but when something happens at the legislator, Governor's office or Civil Services. After further discussion, E. Duenas indicated yes.

G. Christmas Party – Dec 06, 2012 – Westin

Two dates changed in the Chachalani Adult Christmas Party is December 6 and the Children's Christmas is December 28. The Adult Christmas party theme is Disco, will check with Ava about decoration and if anyone wants to assist, please let us know. After further discussion, GCCEA will oversee the Adult party and the President will inform us who will be in charge for the Children party.

H. Membership to Committees

E. Duenas submitted CGC and RPF Staff Representative Members to President Okada. The council needs to have someone sit on the Committee on College Assessment (CCA). The committee is requesting for two members for they have met 3 times already and there is no staff representative. The committee meets every Friday at 2pm. Is there anyone who wants to volunteer for this committee? J. Camacho indicated that we need to work in getting representation on all the committees.

College Technology Committee (CTC), Chris Camacho sat in CTC and approached me if he can continue. I told him that I will bring to Staff Senate and if all agree then I can submit a letter to Marlena Montague. A. Atoigue asked how many in the committee? E. Duenas reviewed the Constitution and By-Laws; there is four faculty and equal representation from Administrators. A. Atoigue further discussed how the committee was selected in the past. E. Duenas will work with M. Montague to inform her that as per our Constitution and By-Laws, we would like equal representation. E. Duenas request to the senate to have C. Camacho remain in the committee. After further discussion, the council agreed that C. Camacho continue to be a staff member in the committee.

CCA is requesting for two members or at least one right now so that there be staff representation. J. Camacho will volunteer for now so that staff will be presented.

After further discussion, A. Atoigue mention that she also attends the CTC, because she is the note taker and because the council wants equal representation, she wants to be a staff representative for CTC. D. Lizama nominated A. Atoigue and C. Camacho for CTC, seconded by J. Camacho. After further discussion, the council agreed that A. Atoigue and C. Camacho would be Staff Representation for CTC.

D. Lizama would like E. Duenas to document all meetings with the President. After further discussion, E. Duenas indicated that she and J. Camacho would attend meetings with the President regarding concerns from the Staff Senate Council meetings. They will also ask the President if they can document the meetings.

VI. New Business

A. Mailbox

After further discussion as mention above, E. Duenas will email President Okada requesting that Staff Senate be assign a mailbox in the Mailroom.

VII. Committee Reports

A. College Governing Committee (CGC)

E. Duenas reported that during the meeting discussion was on Faculty concern regarding

GCC's Official Anniversary Date due to GCC had a Gala on May. Carmen Santos will check into the date. Joanne Ige from B-Building is working on the Procedure in Prisoners & Sex Offenders. A. San Nicolas indicated that instructors are aware if they have prisoners as students because she was aware with her two classes. The guards are not to accompany the student into the classroom because other students are not aware that they are inmates. E. Duenas indicated that if inmates are using the library, DOC needs to provide a memo; and the committee is reviewing the By-Laws to make changes.

B. Resources, Planning and Facilities Committee (RPF)

E. Duenas reported that she did not attend the RPF, but communicated with A. Garcia and she indicated that they were reviewing the By-Laws to make changes.

Once the Constitution and By-Laws are change, with the consensus of the council because Carol Guerrero has sat in the CGC and would like to continue that she be the third representative. With RPF, changing it representative from two to four with the consensus of the council because Cheryl San Nicolas will be the third rep because she does a lot of the reports and she would like to continue and J. Camacho will be the fourth representation. After further discussion the council agreed with Carol Guerrero for CGC and Cheryl San Nicolas and J. Camacho for RPF.

VIII. Staff Concerns

A. Cross training

J. Camacho informed the council that a staff approached her and requested that Cross training be discuss. E. Duenas will insert the concern to old business for the next meeting with additional information.

IX. Next Meeting – October 25, 2012, CSI Conference Room

X. Adjournment

L. Leon Guerrero moved to adjourn the meeting at 3: 37 p.m., motion was seconded by J. Camacho. No discussion, unanimous vote, motion carried.

SUBMITTED & APPROVED BY:

ELIZABETH J. DUENAS
President, Staff Senate

Guam Community College Staff Senate

TO: Mary A.Y. Okada, Ed.D.
President, GCC

FROM: Elizabeth J. Duenas
President, Staff Senate

SUBJECT: Staff Member to the GCC Board of Trustees

DATE: October 23, 2012

The Staff Senate meets once a month and discusses concerns that was brought up by support staff. One of the concerns that the senate discuss is the Staff Representation to the Board of Trustees. With the creation of Staff Senate and being part of the governance, we the senate would like to request that a member of the Staff Senate become a representative to the GCC Board of Trustees. We understand that there is a Union Representative; though not all the GCC support staff are members of the GCC/GFT Support Staff Union and with the creation of the Staff Senate we would like for you to consider this request.

Full Time Staff as of 24-October-2012

	Name	Position Title	Home	Work Phone	Email Address
1	Lam, Pik Man	Accountant I	Business Office	6717355501	pikman.lam@guamcc.edu
2	Guerrero, Carol A.	Accountant II	Business Office	6717355552	carol.guerrero@guamcc.edu
3	Santos Torres, Linda	Accountant II	Business Office	6717355548	linda.santostorres@guamcc.edu
4	Mayo, Lucille A.	Accounting Technician II	Business Office	6717355501	lucille.mayo@guamcc.edu
5	Mesa, Marlene R.	Accounting Technician II	Business Office	6717355501	marlene.mesa@guamcc.edu
6	Bautista, Kimberly C.	Administrative Aide	Dean's Office - TSS	6717355597	kimberly.bautista@guamcc.edu
7	Blas, Joanne M.	Administrative Aide	Tourism	6717355629	joanne.blas1@guamcc.edu
8	Cabrito, Antonita F.	Administrative Aide	Night Administration	6717355555	antonita.cabrito@guamcc.edu
9	Cruz, Ana Q.	Administrative Aide	Dean's Office - TPS	6717355589	ana.cruz@guamcc.edu
10	Mendiola, Erlinda S.	Administrative Aide	GED	6717355584	erlinda.mendiola2@guamcc.edu
11	Pascua, Tara Rose A.	Administrative Aide	Continuing Education	6717355574	tararose.pascua@guamcc.edu
12	Untalan, Frances E.	Administrative Aide	Admissions	6717355532	frances.untalan1@guamcc.edu
13	Aguilar, Marina C.	Administrative Assistant	Dean's Office - TPS	6717355656	marina.aguilar@guamcc.edu
14	Aguon, Evangeline M.	Administrative Assistant	AIER	6717355520	evangeline.aguon@guamcc.edu
15	Anderson, Catherine B.	Administrative Assistant	Assessment and Counseling	6717355583	catherine.anderson@guamcc.edu
16	Arceo, Josephine T.	Administrative Assistant	Planning and Development	6717355521	josephine.arceo@guamcc.edu
17	Arceo, Tania C.	Administrative Assistant	Continuing Education	6717355574	tania.arceo@guamcc.edu

Full Time Staff as of 24-October-2012

	Name	Position Title	Home	Work Phone	Email Address
18	Chamberlain, Antonia M.	Administrative Assistant	Planning Programs	6717355514	antonia.chamberlain@guamcc.edu
19	Cruz, Vivian D.	Administrative Assistant	VP Business	6717355548	vivian.cruz@guamcc.edu
20	Guerrero, Teresita C.	Administrative Assistant	Continuing Education	6717355627	teresita.guerrero@guamcc.edu
21	Hiura, Tamara Therese T.	Administrative Assistant	Practical Nursing	6717355632	tamaratherese.hiura@guamcc.edu
22	Leon Guerrero, Latisha Ann N	Administrative Assistant	Early Childhood Education	6717355614	latishaann.leonguerrero@guamcc.edu
23	Manibusan, Doris E.	Administrative Assistant	Dean's Office - TSS	6717355589	doris.manibusan@guamcc.edu
24	Mesa, Genevieve P.	Administrative Assistant	Health Services Center	6717355586	genevieve.mesa@guamcc.edu
25	Quitugua, Rosita G.	Administrative Assistant	Criminal Justice	6717355622	rosita.quitugua@guamcc.edu
26	Salas, Frank C.	Administrative Assistant	Admin Support Services	6717355506	frank.salas@guamcc.edu
27	Terlaje, Kenneth C.	Administrative Assistant	Student Financial Aid	6717355543	kenneth.terlaje@guamcc.edu
28	Garcia, Ava M.	Administrative Officer	VP Academic Affairs Division	6717355527	ava.garcia@guamcc.edu
29	Guerrero, Bertha M.	Administrative Secretary II	Office of the President	6717355638	bertha.guerrero@guamcc.edu
30	Okada, Daniel T.	Bookstore Manager	Bookstore	6717355545	daniel.okadal@guamcc.edu
31	Palacios, Patricia U.	Buyer I	Materials Management	6717355542	patricia.palacios@guamcc.edu
32	Rideb, Priscilla K.	Buyer II	Materials Management	6717355542	priscilla.rideb@guamcc.edu

Full Time Staff as of 24-October-2012

	Name	Position Title	Home	Work Phone	Email Address
33	Borja, Levonne G.	Cashier II	Business Office	6717355550	levonne.borja@guamcc.edu
34	Santos, Irene J.	Clerk Typist III	Student Support Services	6717355555	irene.santos@guamcc.edu
35	David, Margarita Q.	Computer Operator II	Management Information Systems	67173555619	margarita.david@guamcc.edu
36	Duque, Richard O.	Computer Systems Analyst I	Management Information Systems	6717355513	richard.duque@guamcc.edu
37	Dacanay, Gerard L.	Computer Systems Analyst II	Management Information Systems	6717355513	gerard.dacanay@guamcc.edu
38	De Leon, Benedict C.	Computer Technician II	Management Information Systems	6717358884	benedict.deleon@guamcc.edu
39	Fabro, Jefferson V.	Computer Technician II	Management Information Systems	6717358885	jefferson.fabro@guamcc.edu
40	San Nicolas, Cheryl B.	General Accounting Supervisor	Business Office	6717355560	cheryl.sannicolas@guamcc.edu
41	Rios, Theda R.	Inventory Management Office	Materials Management	6717355542	theda.rios@guamcc.edu
42	Vacant	Library Technician I	Learning Resource Center	6717350228	
43	Eclavea, Mark E.	Library Technician I	Learning Resource Center	6717350228	mark.eclavea@guamcc.edu
44	Cheipot, Steve S.	Library Technician II	Learning Resource Center	6717350229	steve.cheipot@guamcc.edu

Full Time Staff as of 24-October-2012

Name	Position Title	Home	Work Phone	Email Address
45 Sgambelluri, Juanita I.	Library Technician Supervisor	Learning Resource Center	6717350230	juanita.sgambelluri@guamcc.edu
46 Toves, Calvin F.	Maintenance Leader	Facilities	6717355522	calvin.toves@guamcc.edu
47 Quenga, Benny John R.	Maintenance Supervisor	Facilities	6717355522	bennyjohn.quenga@guamcc.edu
48 Roberto, Joey C.	Maintenance Worker	Facilities	6717355522	joey.roberto@guamcc.edu
49 Rosario, Joaquin U.	Maintenance Worker	Facilities	6717355522	joaquin.rosario@guamcc.edu
50 Toves, Albert S.	Maintenance Worker	Facilities	6717355522	albert.toves1@guamcc.edu
51 Siguenza, Rose Marie L.	Personnel Specialist I	Human Resources	6717355537	rosemarie.siguenza@guamcc.edu
52 Rojas, Josephine T.	Personnel Specialist II	Human Resources	6717355538	josephine.rojas@guamcc.edu
53 San Nicolas, Apolline C.	Personnel Specialist III	Human Resources	6717355538	apolline.sannicolas@guamcc.edu
54 Benavente, Joseph L.	Planner IV	AIER	6717355520	joseph.benavente@guamcc.edu
55 Muna, Esther A.	Private Secretary	Office of the President	6717355700	esther.muna@guamcc.edu

Full Time Staff as of 24-October-2012

	Name	Position Title	Home	Work Phone	Email Address
56	Joker, Darwin K.	Program Coordinator I	Adult Basic Education	6717355584	darwin.joker@guamcc.edu
57	Camacho, Johanna L.	Program Coordinator II	Admissions	6717355534	johanna.camacho@guamcc.edu
58	Guerrero, Vivian C.	Program Coordinator II	Student Financial Aid	6717355543	vivian.guerrero@guamcc.edu
59	Lizama, Donnie L.	Program Coordinator II	Center for Student Involvement	6717355518	donnie.lizama@guamcc.edu
60	Orioste, Karllin T.	Program Coordinator II	Planning Programs	6717355517	karllin.torres@guamcc.edu
61	Duenas, Elizabeth J.	Program Coordinator III	Civic Engagement	6717355630	elizabeth.duenas@guamcc.edu
62	Concepcion, Marilyn L.	Records & Registration Super	Admissions	6717355535	marilyn.concepcion@guamcc.edu
63	Masnayon, Edgar C.	Records & Registration Tech	Admissions	6717355531	edgar.masnayon@guamcc.edu
64	Paulus, Vincent K.	Records & Registration Tech	Admissions	6717355532	vincent.paulus@guamcc.edu
65	Quichocho, Joseph R.	Refrigeration Mechanic II	Facilities	7355521	joseph.quichocho@guamcc.edu
66	Diaz, John L.	Safety Inspector I	Environmental Health and Safety	6717355555	john.diaz1@guamcc.edu
67	Cruz, Harold R.	School Aide II	Student Support Services	6717355555	harold.cruz3@guamcc.edu
68	Hussey, Lorraine R.	School Aide III	Student Support Services	6717355555	lorainne.hussey@guamcc.edu

Full Time Staff as of 24-October-2012

	Name	Position Title	Home	Work Phone	Email Address
69	Blas, Jerome M.	Supply Expediter	Materials Management	6717355542	jerome.blas@guamcc.edu
70	Bautista, Kenneth C.	Systems Programmer	Management Information Systems	6717355513	kenneth.bautista@guamcc.edu
71	Solidum, Catherine M.	Systems Programmer	Management Information Systems	6717355513	catherine.solidum@guamcc.edu
72	Camacho, Christopher J.	Teleprocessing Netwk Coord	Management Information Systems	67173555619	christopher.camacho@guamcc.edu
73	Ridgell, Joel E.	Teleprocessing Netwk Coord	Management Information Systems	67173555619	joel.ridgell@guamcc.edu
74	Cruz, Evangeline P.	Test Examiner	GED	67173555625	evangeline.cruz@guamcc.edu
75	Atoigue, Ana Mari C.	Word Processing Secretary II	Dean's Office - TSS	6717353033	anamari.atoigue@guamcc.edu
76	Cabatic, Antonia M.	Word Processing Secretary II	Dean's Office - TSS	6717355579	antonia.cabatic@guamcc.edu
77	Blas, Barbara J.	Word Processing Secretary II	VP Academic Affairs Division	6717355527	barbara.blas4@guamcc.edu

Position Title	# of Permanent Employees	# of LTA Employees
Accountant I	1	
Accountant II	2	
Accounting Technician II	2	
Administrative Aide	7	1
Administrative Assistant	15	4
Administrative Officer	1	
Administrative Secretary II	1	
Bookstore Manager	1	
Buyer I	1	
Buyer II	1	
Cashier II	1	
Clerk Typist III	1	
Computer Operator II	1	
Computer Systems Analyst I	1	
Computer Systems Analyst II	1	
Computer Technician II	2	
General Accounting Supervisor	1	
Inventory Management Officer	1	
Library Technician I	2	
Library Technician II	1	
Library Technician Supervisor	1	
Maintenance Leader	1	
Maintenance Supervisor	1	
Maintenance Worker	3	
Office Aide	0	1

Position Title		# of Permanent Employees		# of LTA Employees
Personnel Specialist I		1		
Personnel Specialist II		1		
Personnel Specialist III		1		
Planner IV		1		
Private Secretary		1		
Program Coordinator I		1		3
Program Coordinator II		4		4
Program Coordinator III		1		
Records & Registration Superv		1		
Records & Registration Tech		2		
Refrigeration Mechanic II		1		
Safety Inspector I		1		
School Aide II		1		
School Aide III		1		
Supply Expediter		1		
Systems Programmer		2		
Teleprocessing Netwk Coord		2		
Test Examiner		1		
Word Processing Secretary II		3		

Participating Governance Committees
2012-2013 Schedule Meeting

College Governing Council (CGC)

DATE	TIME
1. January 25, 2013	10:00am
2. March 22, 2013	10:00am
3. May 10, 2013	10:00am

Resources, Planning & Facilities (RPF)

DATE	TIME
1. November 09, 2012	3:30pm
2. December 06, 2012	3:00pm
3. January 25, 2013	9:00am
4. February 22, 2013	9:00am
5. March 22, 2013	9:00am
6. April 26, 2013	9:00am
7. May 10, 2013	9:00am

Committee on College Assessment (CCA)

Meeting every Friday at 2pm

College Technology Committee (CTC)

Guam Community College
Staff Senate
Meeting
Thursday, October 25, 2012
SIGN IN SHEET

NAME

SIGNATURE

Duenas, Elizabeth, President

Johanna Camacho, Vice President

Garcia, Ava, Secretary/Treasurer

Anderson, Catherine, Representative At Large

Atoigue, Ana Mari, Representative At Large

Guerrero, Vivian, Representative At Large


Hiura, Tamara Therese, Representative At Large

Leon Guerrero, Latisha Ann, Representative At Large

Lizama, Donnie, Representative At Large

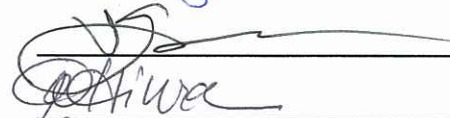
Apolline San Nicolas, Personnel Specialist III, HR Advisory Member

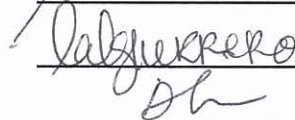
Barbara Blas, GCC Senate Word Processing Secretary II

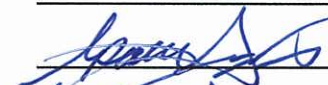

Elizabeth Duenas

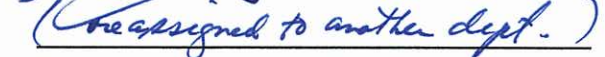
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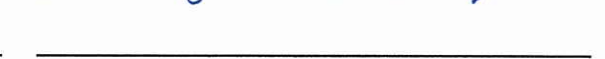

Johanna Camacho


Ava Garcia

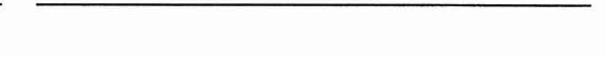

Catherine Anderson

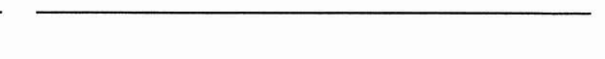

Ana Mari Atoigue

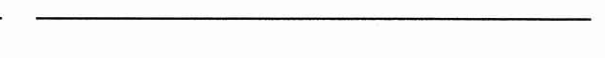

Vivian Guerrero


Tamara Therese Hiura

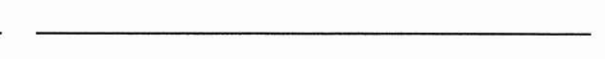

Latisha Ann Leon Guerrero

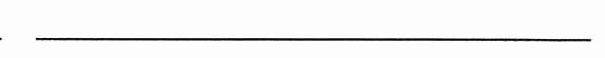

Donnie Lizama


Apolline San Nicolas


Barbara Blas


Barbara Blas


Barbara Blas


Barbara Blas


Barbara Blas


Barbara Blas


Barbara Blas


Barbara Blas

Guam Community College
Staff Senate Executive Council
Thursday, October 25, 2012
MINUTES

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:10 p.m.

II. Roll Call

Present: Elizabeth Duenas, Johanna Camacho, Ava Garcia, Ana Mari Atoigue, Vivian Guerrero, Tamara Hiura, Latisha Leon Guerrero, Donnie Lizama, and Apolline San Nicolas,

Absent: Catherine Anderson and Bobbie Blas (resigned to LRC)

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

IV. Approval of Minutes of July 26, 2012 & September 27, 2012

L. Leon Guerrero moved to approve minutes of July 26, 2012 with corrections, motion was seconded by D. Lizama. No further discussion, motion passed unanimously.

D. Lizama moved to approve minutes of September 27, 2012, motion was seconded by J. Camacho. No further discussion, motion passed unanimously.

L. Leon Guerrero made a motion to table the minutes of August 30, 2012, seconded by D. Lizama. Motion passed unanimously.

V. Old Business

A. Article V – Elections will remain on the agenda until the general membership meeting on November 23, 2012.

B. The Staff/Administrator Development Committee is looking at changing the date because many staff members would like to use this day as leave status. Also, the committee has not finalized the all the presenters for workshops. Date of consideration is somewhere around January or February 2013.

C. Representative to the Board of Trustees

E. Duenas provided the committee a draft of the memo to be presented to the president. A. Garcia stated that the purpose of the memo was a concern brought up by a staff member. The memo is requesting for a staff member to be included or change the staff representative of the Board of Trustees. This depends on the law of the contract.

D. Staff office keys

E. Duenas stated that once the meeting with the president is set this issue will be removed from the agenda.

E. Staff Salary

E. Duenas stated that once the meeting with the president is set this issue will be removed from the agenda. E. Duenas mentioned she prepared an agenda of concerns that will be discussed with the president.

F. Membership to committees has been finalized with the following committees: CTC, CCA, CGC, RPF. As of now the Staff Senates only concern are the Standard Committees. In the Staff Senates Constitution and By-Laws it is an accreditation standard. E. Duenas mentioned

to P. Pangelinan that she wants at least one staff representative to be included in each Standard Committees. Standard I – A. Garcia volunteered, Standard II – A. Garcia recommended D. Lizama, Standard III - D. Lizama recommended A. Atoigue, and Standard IV – E. Duenas volunteered.

- G. Mailbox-E. Duenas emailed the president for a mailbox to be assigned the Staff Senate in the mailroom. No response yet, but this issue is included on the agenda for the meeting with the president.
- H. Meeting with the president will be schedule by E. Duenas and J. Camacho by next week.
- I. Cross Training for staff members for other departments (Nurse Office, Student Support Services, and Admissions & Registration) basically looking at the WPSII, Administrative Assistant, and the Administrative Aide positions. A listing of all staff members not including LTA was provided (see attachment).

VI. New Business
None

VII. Committee Reports

- A. College Governance Committee (CGC):
E. Duenas reported the following:
 - 1. The anniversary date of GCC is November 11.
 - 2. The procedures for prisoners and sex offenders have been completed by J. Ige and have been forwarded to P. Clymer to review because we want to make sure it does not coincide with FERPA violations.
 - 3. By-laws of Staff Senate was worked on but because the creation of CGC was from the faculty contract a memo has to be written to Dr. Ray Somera and Dr. Karen Sablan because they are the lead individuals in regards to the contract. The Administrator and the Faculty need to come into an agreement in regards to changing the statement within the contract.
- B. Resource Planning & Facility (RPF):
E. Duenas reported the following:
 - 1. Financial situations were discussed. Faculty is still looking at reestablishing their salary increment they lost during this fiscal year.
 - 2. RPF and CGC have scheduled all meeting dates for AY2012-2013.
- C. Committee on College Assessment (CCA):
J. Camacho reported that there are 4 teams within this committee and one staff is assigned to each of the teams. They are looking to have more people join the team because there is a lot of work. The following staff members are assigned to the following teams: Team 1- J. Benavente, Team 2- no staff member, Team 3- A. Garcia, and Team 4-J. Camacho.
- D. College Technology Committee (CTC):
A. Atoigue reported the following:
 - 1. The committee discussed their budget for FY2013.
 - 2. They are trying to revise their By-Laws to reflect the Staff Senates By-Laws. They are just waiting for the Union to advise and guide the CTC By-Laws of any changes to be made.
- E. Standard Committee – Meeting scheduled on October 30, 2012.

VIII. Staff Concerns
None

IX. Announcements

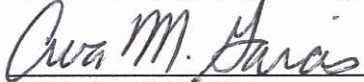
- A. Halloween Party/Parade-Wednesday, October 31, 2012 @ 9:30am; party in the Rotunda and parade at the Admin Parking Lot.
- B. Foundation Building Ribbon Cutting-Monday, November 5, 2012 10:00am; D. Okada has been chosen to represent staff.
- C. Thanksgiving Luncheon-Friday, November 16, 2012 @ 10:00am.
- D. Staff/Administrative Development Day-Friday, November 23, 2012. The committee is recommending that the date be changed to January 2013. However, E. Duenas has not submitted the memo to the president requesting for the change.
- E. GCC Adult Christmas Party-Thursday, December 6, 2012 @ the Westin Resort Hotel. More information will be forthcoming. GCC Employees Association is overseeing this event.

X. Next Meeting – November 29, 2012, CSI Conference Room

XI. Adjournment

- A. Garcia made a motion to adjourn the meeting at 3:20 p.m. motion was seconded by T. Hiura. No discussion, motion carried unanimously.

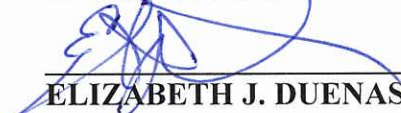
SUBMITTED & ATTESTED BY:



AVA M. GARCIA

Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS

President, Staff Senate

**Guam Community College
Staff Senate
Thursday, November 29, 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 August 30, 2012 and October 25, 2012**
- V. Old Business**
 - A. Article V – Elections
 - B. Staff/Administrator Development Day
 - C. Representative to the Board of Trustees
 - D. Staff Office Keys
 - E. Staff Salary
 - F. Membership to Committees: Standard Committee
 - G. Meeting with President Okada – E. Duenas & J. Camacho
 - H. Cross-Training for Staff
- VI. New Business**
 - A. Memo: Clarifying memorandum on request to restructure participatory governance committee memberships (Article VII)
 - B. Institutional Priorities for AY 2012-2013 Professional Development
 - C. Staff Senate Mission Statement
- VII. Committee Reports**
 - A. College Governance Committee (CGC) - Elizabeth Duenas and Johanna Camacho
 - B. Resource Planning & Facility (RPF) - Elizabeth Duenas and Ava Garcia
 - C. Committee on College Assessment (CCA) – Johanna Camacho
 - D. College Technology Committee (CTC) – Ana Mari Atoigue
 - E. Standard Committee
- VIII. Staff Concerns**
- IX. Announcement**
 - A. Christmas Adult Party – Dec 6, 2012, Westin
 - B. Christmas Luncheon – Dec 21, 2012
 - C. Christmas Children Party & New Year's Luncheon – Dec 28, 2012
- X. Next Meeting – December 27, 2012, CSI Conference Room**
- XI. Adjournment**

**Guam Community College
Staff Senate
Thursday, August 30, 2012
MINUTES**

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:09 p.m.

II. Roll Call

Present: Elizabeth Duenas, Ava Garcia, Catherine Anderson, Ana Mari Atoigue, Vivian Guerrero, Tamara Hiura, Latisha Leon Guerrero, Donnie Lizama, Apolline San Nicolas, and Bobbie Blas

Absent: Johanna Camacho

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 July 26, 2012

L. Leon Guerrero made a motion to table the minutes of July 26, 2012, seconded by A. Atoigue. Motion passed unanimously.

V. Old Business

- A. Article V – Changes were made and was presented at the general membership. This issue will remain on the agenda until the documents approval. As of August 30, 2012 no feedback from other staff members submitted.
- B. Staff/Administrative Development Day
October 08, 2012 was the committed date of event. However, because it is no longer a holiday the date will change, preferably scheduled on a Friday. E. Duenas has spoken to the president in regards to the date. The president will get back to E. Duenas for the final date. D. Lizama and T. Hiura volunteered to provide food quotations for a continental breakfast, lunch and light marienda (for 140 individuals). October 19, 2012 will be used as a tentative date for food quotes. L. Leon Guerrero volunteered to provide price quotations for the following: polo shirts (150), lanyards, travel coffee mugs, umbrella, green bags, tumblers, and hats (fishing).
- C. Representative to the Board of Trustee
The committee agreed to send a memo to the president. E. Duenas will draft a memo to the president that will ensure staff representation is provided in some committees. The president is aware that a memo is forthcoming.
- D. Staff office keys
Any new buildings that are being built, keys are not going to be given out to anyone only administrators. Administrators for new buildings will obtain keys for the new building.
- E. Staff Salary
E. Duenas will draft a memo to the president requesting for GCC staff representation at Government of Guam Agency meetings in regards to salaries concerning GCC.

VI. New Business

- A. Labor Day – Sunday, September 02, 2012 at Ypao Beach. Please come out and join GCC

celebrate.

- B. Christmas Party – Thursday, December 06, 2012 at the Westin Hotel. If you have any decorating ideas please see A. Garcia. “Disco Theme”
- C. Membership to Committees- all representatives are required to submit a report to the Staff Senate Executive Council.
 - 1. College Governing Council Committee (CGC) – Elizabeth Duenas and Johanna Camacho
 - 2. Resource Planning & Facilities (RPF) – Elizabeth Duenas and Ava Garcia
 - 3. Committee on College Assessment (CCA) – Zhaopei Teng (chairperson)
 - 4. College Technology Committee (CTC) – Marlena Montague (chairperson). A. Atoigue will provide CTC a copy of the SSEC Bylaws & Constitution.

VII. Staff Concerns

- A. A suggestion box will be placed in the following buildings: Administration building (Rotunda), Student Support Service building, and Student Center building.
- B. If anyone brings up a concern please inform the committee. Also, get more details about the persons concern before bringing it to the committee.

VIII. Next Meeting – September 27, 2012, CSI Conference Room

IX. Adjournment

- A. Atoigue made a motion to adjourn the meeting at 3:19 p.m. motion was seconded by L. Leon Guerrero. 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
Staff Senate
Thursday, October 25, 2012
MINUTES**

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:10 p.m.

II. Roll Call

Present: Elizabeth Duenas, Johanna Camacho, Ava Garcia, Ana Mari Atoigue, Vivian Guerrero, Tamara Hiura, Latisha Leon Guerrero, Donnie Lizama, and Apolline San Nicolas,

Absent: Catherine Anderson and Bobbie Blas (resigned to LRC)

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

IV. Approval of Minutes of July 26, 2012 & September 27, 2012

L. Leon Guerrero moved to approve minutes of July 26, 2012 with corrections, motion was seconded by D. Lizama. No further discussion, motion passed unanimously.

D. Lizama moved to approve minutes of September 27, 2012, motion was seconded by J. Camacho. No further discussion, motion passed unanimously.

L. Leon Guerrero made a motion to table the minutes of August 30, 2012, seconded by D. Lizama. Motion passed unanimously.

V. Old Business

A. Article V – Elections will remain on the agenda until the general membership meeting on November 23, 2012.

B. The Staff/Administrator Development Committee is looking at changing the date because many staff members would like to use this day as leave status. Also, the committee has not finalized the all the presenters for workshops. Date of consideration is somewhere around January or February 2013.

C. Representative to the Board of Trustees

E. Duenas provided the committee a draft of the memo to be presented to the president. A. Garcia stated that the purpose of the memo was a concern brought up by a staff member. The memo is requesting for a staff member to be included or change the staff representative of the Board of Trustees. This depends on the law of the contract.

D. Staff office keys

E. Duenas stated that once the meeting with the president is set this issue will be removed from the agenda.

E. Staff Salary

E. Duenas stated that once the meeting with the president is set this issue will be removed from the agenda. E. Duenas mentioned she prepared an agenda of concerns that will be discussed with the president.

F. Membership to committees has been finalized with the following committees: CTC, CCA, CGC, RPF. As of now the Staff Senates only concern are the Standard Committees. In the Staff Senates Constitution and By-Laws it is an accreditation standard. E. Duenas mentioned

to P. Pangelinan that she wants at least one staff representative to be included in each Standard Committees. Standard I – A. Garcia volunteered, Standard II – A. Garcia recommended D. Lizama, Standard III - D. Lizama recommended A. Atoigue, and Standard IV – E. Duenas volunteered.

- G. Mailbox-E. Duenas emailed the president for a mailbox to be assigned the Staff Senate in the mailroom. No response yet, but this issue is included on the agenda for the meeting with the president.
- H. Meeting with the president will be schedule by E. Duenas and J. Camacho by next week.
- I. Cross Training for staff members for other departments (Nurse Office, Student Support Services, and Admissions & Registration) basically looking at the WPSII, Administrative Assistant, and the Administrative Aide positions. A listing of all staff members not including LTA was provided (see attachment).

VI. New Business

None

VII. Committee Reports

- A. College Governance Committee (CGC):
 - E. Duenas reported the following:
 - 1. The anniversary date of GCC is November 11.
 - 2. The procedures for prisoners and sex offenders have been completed by J. Ige and have been forwarded to P. Clymer to review because we want to make sure it does not coincide with FERPA violations.
 - 3. By-laws of Staff Senate was worked on but because the creation of CGC was from the faculty contract a memo has to be written to Dr. Ray Somera and Dr. Karen Sablan because they are the lead individuals in regards to the contract. The Administrator and the Faculty need to come into an agreement in regards to changing the statement within the contract.
- B. Resource Planning & Facility (RPF):
 - E. Duenas reported the following:
 - 1. Financial situations were discussed. Faculty is still looking at reestablishing their salary increment they lost during this fiscal year.
 - 2. RPF and CGC have scheduled all meeting dates for AY2012-2013.
- C. Committee on College Assessment (CCA):
 - J. Camacho reported that there are 4 teams within this committee and one staff is assigned to each of the teams. They are looking to have more people join the team because there is a lot of work. The following staff members are assigned to the following teams: Team 1- J. Benavente, Team 2- no staff member, Team 3- A. Garcia, and Team 4-J. Camacho.
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 - A. Atoigue reported the following:
 - 1. The committee discussed their budget for FY2013.
 - 2. They are trying to revise their By-Laws to reflect the Staff Senates By-Laws. They are just waiting for the Union to advise and guide the CTC By-Laws of any changes to be made.
- E. Standard Committee – Meeting scheduled on October 30, 2012.

VIII. Staff Concerns

None

IX. Announcements

- A. Halloween Party/Parade-Wednesday, October 31, 2012 @ 9:30am; party in the Rotunda and parade at the Admin Parking Lot.
- B. Foundation Building Ribbon Cutting-Monday, November 5, 2012 10:00am; D. Okada has been chosen to represent staff.
- C. Thanksgiving Luncheon-Friday, November 16, 2012 @ 10:00am.
- D. Staff/Administrative Development Day-Friday, November 23, 2012. The committee is recommending that the date be changed to January 2013. However, E. Duenas has not submitted the memo to the president requesting for the change.
- E. GCC Adult Christmas Party-Thursday, December 6, 2012 @ the Westin Resort Hotel. More information will be forthcoming. GCC Employees Association is overseeing this event.

X. Next Meeting – November 29, 2012, CSI Conference Room

XI. Adjournment

- A. Garcia made a motion to adjourn the meeting at 3:20 p.m. motion was seconded by T. Hiura. No discussion, motion carried unanimously.

SUBMITTED & ATTESTED BY:

APPROVED BY:

AVA M. GARCIA
Secretary/Treasurer, Staff Senate

ELIZABETH J. DUENAS
President, Staff Senate

COPY

resolved
11-20-12 Rg

11/20/12 4:17 pm

Memorandum

To: Dr. Ray Somera (AVP) and Dr. Karen Sablan (GCCFU President)

From: Carmen K. Santos (Co-Chair)
Jose Munoz (Co-Chair)
Elizabeth Duenas (Co-Chair)
College Governing Council

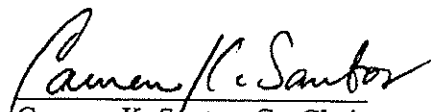
Date: 10/17/12

Re: Change to CGC composition

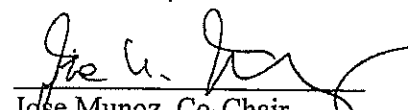
The 2010-2016 agreement between the Guam Community College Faculty Union Local 6476 AFT/AFL-CIO Article VII, currently defines the composition of the College Governing Council. The College Governing Council met on 10/11/12 and a request was made to change the composition of the committee as follows:

- From (2)two Staff members to (3)three Staff Senate representatives, specifically the President, Vice President, and a general member.
- From (1)one student representative to (2)two members appointed by COPSA specifically the President and Vice President.


All other members in the CGC will remain the same.
Therefore, we are requesting your approval to make the above changes.
Please let us know if you have any questions regarding the above.


Carmen K. Santos, Co-Chair

11/20/12
Date


Jose Munoz, Co-Chair

11/20/12
Date


Elizabeth Duenas, Co-Chair

11/20/12
Date

COPY

Wash. Community College
2012

MEMORANDUM

NOV 26 2012

ADMINISTRATIVE OFFICE

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

Date: November 26, 2012

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

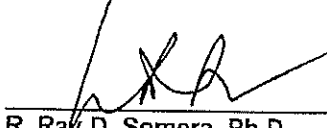
This memorandum is for information purposes only, hence, no action is required.

On November 14 and 21 respectively, both Chief Negotiators for the Board-Faculty Union Agreement, 2010-2016 received separate requests 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 a result of the revision of committee by-laws.
4. Advise any committee or committees requesting for similar changes in the future to be guided by this memorandum of clarification.


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

Kolehon Kunitidat Gudhan

Accredited by the
Western Association of
Schools and Colleges

Academic Affairs Division

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

MEMORANDUM

TO: GCC Campus Community

FROM: Dr. Mary A. Y. Okada
President

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

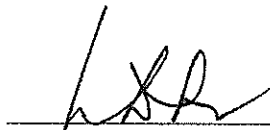
SUBJECT: Institutional Priorities for AY 2012-2013 Professional Development

DATE: October 26, 2012

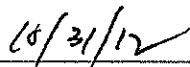
The attached list identifies two categories of institutional priorities that should serve to guide all professional development activities at the college, *regardless of funding source*. This is an updated list with input from the Professional Development Review Committee (PDRC) and the President's management team.

As these institutional priorities reflect, they aim to "ensure that funds awarded for faculty professional development activities support the college and its institutional strategic master plan" (BOT-GCC Faculty Union Agreement, 2010-2016, Article IX, p. 38). Moreover, these institutional priorities will also apply to the Staff/Administrators Professional Development Committee when it comes to funding decisions. Applications for other professional development activities, even when no college funding is involved, should likewise consider this institutional priority list.

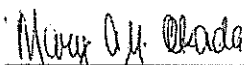
Please be guided accordingly.



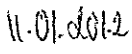
R. Ray D. Somera, Ph.D.
Vice President for Academic Affairs



Date



Mary A. Y. Okada, Ed.D.
President



Date

GUAM COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT PRIORITIES
ACADEMIC YEAR 2012-2013

RESOLVED
OCT 24 2012

INSTITUTIONAL PRIORITIES
by Topical Category

ORGANIZATIONAL PRIORITIES

- Compliance with federal/local/contractual requirements (e.g., grants, programs, contract, etc.)
- Diversification of funding sources and implementation of financial stabilization strategies
- Extending workforce development through community partnerships
- Improving delivery of services to students
- Modernization of classrooms, instructional technology, and facilities
- Professional career planning, leading to upward mobility program (UMP) for employees (through professional development, team building, and morale building)
- Succession planning
- Sustainability and “greening” of the campus (i.e., using renewable energy/alternative energy sources)

ACADEMIC PRIORITIES

- Accreditation- Student Learning Outcomes (SLOs), program review, linking institutional planning to budget
- Career and technical workforce development
- Communicating career pathways, career clusters, and career and educational plans
- Course and program level assessment, General Education, Institutional Learning Outcomes (ILOs)
- Curriculum and program expansion in career and technical education fields
- Enrichment in one’s content area, or improving staff or faculty competencies as related to their work (i.e. licensing, credentialing, and certification)
- “Greening” of the curriculum
- Linking secondary and postsecondary programs
- Science, Technology, Engineering, Mathematics (STEM)-related activities
- Student evaluation of learning and teaching processes in the classroom that effectuate critical thinking skills, diverse learning styles, and student motivation

Note: Priorities are in alphabetical order.

MEMORANDUM

TO: GCC Campus Community

FROM: Dr. Mary A.Y. Okada
President

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

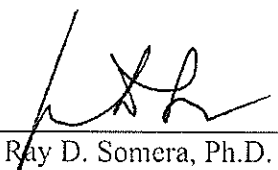
SUBJECT: Institutional Priorities for AY 2011-2012 Professional Development Activities

DATE: August 8, 2011

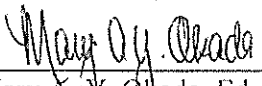
The attached list identifies two categories of institutional priorities that should serve to guide all professional development activities at the college, *regardless of funding source*. This is an updated list with input from the Professional Development Review Committee (PDRC) after a faculty needs assessment survey was conducted last year.

As these institutional priorities reflect, they aim to “ensure that funds awarded for faculty professional development activities support the college and its institutional strategic master plan” (BOT-GCC Faculty Union Agreement, 2010-2016, Article IX, p. 38). Moreover, these institutional priorities will also apply to the Staff/Administrators Professional Development Committee when it comes to funding decisions. Applications for other professional development activities, even when no college funding is involved, should likewise consider this institutional priority list.

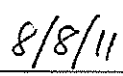
Please be guided accordingly.



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

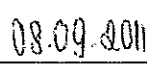


Mary A. Y. Okada, Ed. D.
President



8/8/11

Date



08.09.2011

Date

GUAM COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT PRIORITIES
ACADEMIC YEAR 2011-2012

INSTITUTIONAL PRIORITIES
by Topical Category

ORGANIZATIONAL PRIORITIES

1. Sustainability and "greening" of the campus
2. Modernization of classrooms, instructional technology, and facilities
3. Improving delivery of services to students
4. Compliance with federal/local/contractual ~~reporting~~ requirements (e.g., grants, programs, contract, etc.)
5. Renewable energy/ alternative energy sources
6. Diversification of funding sources
7. Professional career planning, leading to upward mobility program (UMP) for employees
8. Personal professional development, such as team building, career mobility, and morale building
9. Financial stabilization strategies
10. Succession planning

ACADEMIC PRIORITIES

1. Accreditation -Student Learning Outcomes (S LOs), program review, linking institutional planning to budget
2. Course and program level assessment, General Education, Institutional Learning Outcomes (ILOs)
3. "Greening" of the curriculum
4. Linking secondary and postsecondary programs
5. Career and technical workforce development
6. Enrichment in one's content area, or improving staff or faculty competencies as related to their work (i.e. licensing, credentialing, and certification)
7. Student evaluation of learning and teaching processes in the classroom that effectuate critical thinking skills, diverse learning styles, and student motivation
8. Science, Technology, Engineering, and Mathematics (STEM) - related activities
9. Curriculum and program expansion in career and technical education fields
10. Communicating career pathways, career clusters, and career and educational plans

Note: As community or institutional need dictates, other relevant topics will be added to the two categories of institutional priorities identified above. *The list of Academic Priorities above, in fact, has been updated to reflect the results of the Faculty Needs Assessment for Professional Development in February 2010.*

**GUAM COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE
MEMORANDUM**

DATE: October 3, 2012
TO: Dr. Rene Ray Somera, AVP
FROM: Troy Lizama, Chair, PDRC
RE: Institutional Priorities

Dear Dr. Somera,

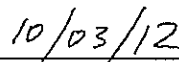
The Professional Development Review Committee has reviewed the Institutional Priorities and the members have made the following recommendation:

Keep the current Institutional Priorities intact as they currently read. The committee will review application based on how they meet the institutional priorities.

Respectfully submitted,



Troy Lizama, Chair, PDRC



Date:

Guam Community College Staff Senate Mission Statement

The Guam Community College Staff Senate shall serve Guam Community College (GCC) and its staff by providing a forum to foster and promote a positive and meaningful dialogue among staff, faculty, students and administration by advising in decision-making processes and serving as an advocate for GCC staff. And by recognition of GCC staff's contribution to furthering and upholding the mission and values of GCC.

Guam Community College
Staff Senate
Meeting
Thursday, November 29, 2012
SIGN IN SHEET

NAME

SIGNATURE

Duenas, Elizabeth, President

Johanna Camacho, Vice President

Garcia, Ava, Secretary/Treasurer

Anderson, Catherine, Representative At Large

Atoigue, Ana Mari, Representative At Large

Guerrero, Vivian, Representative At Large

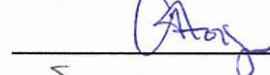
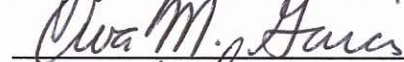
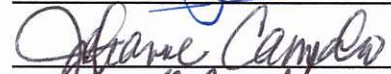
Hiura, Tamara Therese, Representative At Large

Leon Guerrero, Latisha Ann, Representative At Large

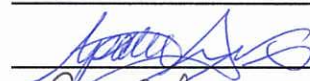
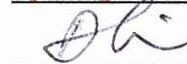
Lizama, Donnie, Represetative At Large

Apolline San Nicolas, Personnel Specialist III, HR Advisory Member

Barbara Blas, GCC Senate Word Processing Secretary II



going to class first



**Guam Community College
Staff Senate Executive Council
Thursday, November 29, 2012
MINUTES**

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:39 p.m.

II. Roll Call

Present: Elizabeth Duenas, Johanna Camacho, Ava Garcia, Catherine Anderson, Ana Mari Atoigue, Vivian Guerrero, Tamara Hiura, Donnie Lizama, Apolline San Nicolas, and Bobbie Blas

Absent: Latisha Leon Guerrero (exam)

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

IV. Approval of Minutes of August 30, 2012 & October 25, 2012

D. Lizama moved to approve minutes of August 30, 2012 motion was seconded by C. Anderson. No further discussion, motion passed unanimously.

A. Garcia moved to approve minutes of October 25, 2012 motion was seconded by D. Lizama. No further discussion, motion passed unanimously.

V. Old Business

A. Article V – Elections will remain on the agenda until the next general membership meeting.

B. E. Duenas submitted a recommendation to the president requesting that February 22, 2013 be scheduled for Staff/Administrator Development Day. Still waiting for president's approval.

C. Representative to the Board of Trustees

E. Duenas provided the committee a draft of the memo to be presented to the president. J. Camacho is still reviewing the memo. As soon as the memo is revised E. Duenas will submit it to the president. Timeline for submission is December 27, 2012.

D. Staff office keys

E. Duenas stated that until the meeting with the president is set this issue will remain on the agenda.

E. Staff Salary

E. Duenas stated that until the meeting with the president is set this issue will remain on the agenda.

F. Membership to Standard Committees - E. Duenas sent an email to Dr. Somera regarding staff representation in each Standard Committee. Standard I – A. Garcia, Standard II –D. Lizama, but has to step down, Standard III - A. Atoigue will accept if no one is available, and Standard IV – E. Duenas. E. Duenas stated that upon discussion with other staff and administrators a question was brought up. "When appointing a staff representative into a committee, does the staff member need approval from his or her immediate supervisor?" A. San Nicolas will get clarification before moving on.

G. Mailbox-E. Duenas emailed the president for a mailbox to be assigned to Staff Senate in the mailroom. No response yet, but this issue is included on the agenda for the meeting with the president.

H. Meeting with the president will be schedule by E. Duenas and J. Camacho before December 27, 2012.

I. Cross Training for staff members-E. Duenas asked committee members, "who can assist in putting

together a plan or procedure on how Staff Senate can do cross training?" E. Duenas recommended that A. Garcia work with Dr. Somera to request from each department; a description or responsibilities of the staff members, or simply request for the documents from Human Resources Office.

VI. New Business

- A. For informational purposes, E. Duenas stated that Staff Senate had to submit a memo to Dr. R. Somera (Management) and Dr. K. Sablan (Faculty) as chief negotiators of the Union contract. In regards to the submission of the memo, a memo came back. (see attachment) A. Garcia stated that the memo basically states that this is a participatory governance issue. This is due Staff Senate would like equal representation as faculty and administrators in the CGC and RPF committees. Staff Senate needs to appoint a staff representative who can relate to the committee being appointed for.
- B. Institutional Priorities - E. Duenas commented, "When staff development was created it was intended for upward mobility." E. Duenas asked the members to think about or create something such as a career path for staff members. Further discussion by next meeting (December 27, 2012).
- C. Staff Senate Mission Statement - J. Flores emailed E. Duenas requesting for the Staff Senate Mission Statement because she is working on a governance page on MyGCC. Staff Senate needs to reviewed the attached Mission Statement which E. Duenas and D. Lizama worked on. Further discussion by next meeting (December 27, 2012).

VII. Committee Reports

- A. CGC - E. Duenas reported that the next meeting is scheduled for January 25, 2012.
- B. RPF: E. Duenas reported the following:
 - 1. Financial report was discussed. Slowly receiving some funding but not what we should be receiving for this month.
 - 2. CIP 2011 was completed, but CIP 2012 is still not completed (Energy Audit and A/C). D. Perez presented the 2013 CIP. The committee prioritized the 12 projects presented by D. Perez and requested for her to provide an estimated cost for each project.
- C. CCA:
 - J. Camacho reported that the non-compliance report went out in October 2012 to show the units who did not complete assessment. She is not sure if it was posted on MyGCC or just shared with the Dean's. They are looking to have more people join the team because there is a lot of work needed to be done.
- D. CTC:
 - A. Atoigue reported that CTC is trying to revise their By-Laws and Constitution to reflect the Staff Senates By-Laws and Constitution. M. Montague is communicating with Dr. Somera in regards to changing the Constitution and By-Laws for equal representation of staff members.
- E. Standards:
 - 1. E. Duenas reported that faculty met with Dr. Somera and they are the first group starting off on the standard committees. The administrators, staff, and students are not yet involved but they might be seeking for staff assistance for informational purposes.
 - 2. Last meeting Staff Senate identified 2 out of the 4 standard committees staff representatives: Standard I; A. Garcia, Standard II; D. Lizama (stepped down), Standard III; A. Atoigue (if needed she will represent, but still seeking) E. Duenas asked C. Guerrero if she was able to represent staff but she declined, and Standard IV; E. Duenas. J. Camacho stated that M. Aguilar and P. Rideb have volunteered to be representatives if needed.

VIII. Staff Concerns

None

IX. Announcements

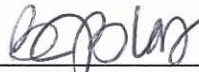
- A. Staff/Administrative Development Day-Friday, November 23, 2012. The committee is recommending that the date be changed to January 2013. However, E. Duenas has not submitted the memo to the president requesting for the change.
- B. GCC Adult Christmas Party-Thursday, December 6, 2012 @ the Westin Resort Hotel. E. Duenas sent out a reminder for deadline for purchase of tickets. 81 participants have confirmed, waiting on individuals who have said they will be purchasing tickets. Reservations for 100 pax are confirmed. Wednesday, December 6, 2012 is the latest date to make changes on the number of individuals attending the event.
- C. GCC Christmas Luncheon-E. Duenas stated, "To my understanding there is a luncheon scheduled for December 21, 2012, but not sure which department is preparing."
- D. Children Christmas/New Year's Party- E. Duenas reported that the party is scheduled for December 28, 2012.

X. Next Meeting – December 27, 2012, CSI Conference Room

XI. Adjournment

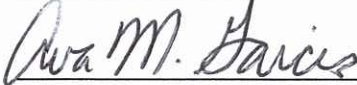
T. Hiura made a motion to adjourn the meeting at 3:30 p.m. motion was seconded by J. Camacho. No discussion, motion carried unanimously.

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
Staff Senate
Executive Council
Thursday, December 27, 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 November 29, 2012**
- V. Old Business**
 - A. Article V – Elections
 - B. Staff/Administrator Development Day
 - C. Representative to the Board of Trustees
 - D. Staff Office Keys
 - E. Staff Salary
 - F. Membership to Committees: Standard Committee
 - G. Meeting with President Okada – E. Duenas & J. Camacho
 - H. Cross-Training for Staff
 - I. Memo: Clarifying memorandum on request to restructure participatory governance committee memberships (Article VII)
 - J. Institutional Priorities for AY 2012-2013 Professional Development
 - K. Staff Senate Mission Statement
- VI. New Business**
- VII. Committee Reports**
 - A. College Governance Committee (CGC) - Elizabeth Duenas and Johanna Camacho
 - B. Resource Planning & Facility (RPF) - Elizabeth Duenas and Ava Garcia
 - C. Committee on College Assessment (CCA) – Johanna Camacho
 - D. College Technology Committee (CTC) – Ana Mari Atoigue
 - E. Standard Committee
- VIII. Staff Concerns**
Staff Position for departments
- IX. Announcement**
 - A. Christmas Children Party & New Year's Luncheon – Dec 28, 2012
- X. Next Meeting – January 31, 2013, CSI Conference Room**
- XI. Adjournment**

Guam Community College Staff Senate Mission Statement

The Guam Community College Staff Senate shall serve Guam Community College (GCC) and its staff by providing a forum to foster and promote a positive and meaningful dialogue among staff, faculty, students and administration by advising in decision-making processes and serving as an advocate for GCC staff. And by recognition of GCC staff's contribution to furthering and upholding the mission and values of GCC.

Thursday, December 27, 2012

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Guam Community College
Staff Senate Executive Council
Thursday, December 27, 2012
MINUTES

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:12 p.m.

II. Roll Call

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

Absent: Catherine Anderson, Vivian Guerrero, Tamara Hiura, and Apolline San Nicolas.

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

IV. Approval of Minutes of November 29, 2012

L. Leon Guerrero moved to approve minutes of November 29, 2012 motion was seconded by A. Garcia. No further discussion, motion passed unanimously.

E. Duenas requested to look back at previous agendas and minutes of the Staff Senate Executive Council and revise the letter head to state, "Staff Senate Executive Council."

D. Lizama moved to approve E. Duenas request to revise all previous agendas and minutes of Staff Senate Executive Council letter head changed to state, "Staff Senate Executive Council," motion was seconded by L. Leon Guerrero. No further discussion, motion passed unanimously.

V. Old Business

A. Article V – Elections will remain on the agenda until February 2013 general membership meeting.

B. Staff/Administrator Development Day – J. Muna is compiling a list of staff members who have taken advantage of Staff Development to present (informational purposes only) for Staff/Administrator Development Day which is scheduled for February 22, 2013. Food items and gas cards have been arranged.

C. Representative to the Board of Trustees - J. Camacho prepared a memo to be presented to the president, requesting for staff board representative. A. Garcia and J. Camacho will finalize the memo. As soon as the memo is revised, E. Duenas will submit it to the president.

D. Staff office keys – E. Duenas stated that until the meeting with the president is set this issue will remain on the agenda.

E. Staff Salary – E. Duenas stated that until the meeting with the president is set this issue will remain on the agenda.

F. Membership to Standard Committees – E. Duenas stated that this issue will remain on the agenda until the Staff Senate general membership meeting.

G. Meeting with President Okada – E. Duenas and J. Camacho will email Staff Senate Executive members once the meeting is scheduled.

H. Cross Training for staff members – A. Garcia stated that the Health Center is the first to be scheduled for training currently waiting for G. Mesa (Nurse Administrative Assistant) to send SOP's.

I. Mailbox – A. Garcia will assign a mailbox for Staff Senate. J. Camacho and B. Blas will have access to the mailbox.

J. Staff Senate Mission Statement – E. Duenas and D. Lizama prepared the mission statement and asked the committee to review the document. The committee made changes A. Garcia will work on the revisions and send it back via email for approval.

VI. New Business

- A. Calendar Committee – A. Garcia stated that a staff representative needs to be assigned.
- B. Safety Committee – For clarification on staff representation in this committee, E. Duenas and J. Camacho will bring issue up to president when meeting is scheduled.

VII. Committee Reports

- A. CGC- E. Duenas reported that the next meeting is scheduled for January 25, 2013.
- B. RPF: A. Garcia reported the following:
 - 1. No money, but are on track with collection of appropriations.
 - 2. CIP 2013 (13) projects have been prioritized.
 - 3. Increments, staffs still receiving increments but faculty are still pushing the issue.
- C. CCA:
 - J. Camacho reported that the last meeting was 3 weeks ago. There is a training scheduled for February 2013. A. Garcia and J. Camacho will request for training to be rescheduled.
- D. CTC:
 - A. Atoigue reported that meetings will reconvene in Spring 2013 (no date set).
- E. Standards:
 - Staff Representation for Standard II and Standard III will be addressed at the Staff Senate general membership meeting scheduled on February 22, 2013.

VIII. Staff Concerns

Staff position for departments – How was it looked at for new staff members being requested by a department or division? J. Camacho stated that this all ties in with the assessment process and communication with staff members and management.

IX. Announcements

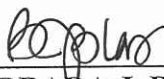
Children Christmas/New Year's Luncheon- E. Duenas reported that the party is scheduled for December 28, 2012 from 10:00 a.m. to 3:00 p.m.

X. Next Meeting – January 31, 2013, CSI Conference Room

XI. Adjournment

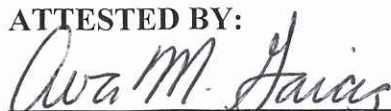
A. Garcia made a motion to adjourn the meeting at 4:01 p.m. motion was seconded by J. Camacho. No discussion, motion carried unanimously.

SUBMITTED BY:



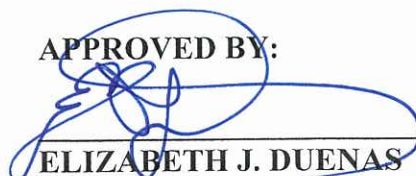
BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



AVA M. GARCIA
Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS
President, Staff Senate

**Guam Community College
Staff Senate
Executive Council
Thursday, January 31, 2013
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 December 27, 2012**
- V. Old Business**
 - A. Article V – Elections
 - B. Staff/Administrator Development Day – March 26, 2013
 - C. Representative to the Board of Trustees
 - D. Staff Office Keys
 - E. Staff Salary
 - F. Membership to Committees: Standard Committee
 - G. Meeting with President Okada – E. Duenas & J. Camacho
 - H. Cross-Training for Staff
 - I. Staff Senate Mission Statement
- VI. New Business**
- VII. Committee Reports**
 - A. College Governance Committee (CGC) - Elizabeth Duenas and Johanna Camacho
 - B. Resource Planning & Facility (RPF) - Elizabeth Duenas and Ava Garcia
 - C. Committee on College Assessment (CCA) – Johanna Camacho
 - D. College Technology Committee (CTC) – Ana Mari Atoigue
 - E. Standard Committee
- VIII. Staff Concerns**
- IX. Announcement**
Staff/Administrator Development Day – Mar 26, 2013
- X. Next Meeting – February 28, 2013, CSI Conference Room**
- XI. Adjournment**

Guam Community College
Staff Senate Executive Council
Thursday, December 27, 2012
MINUTES

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:12 p.m.

II. Roll Call

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

Absent: Catherine Anderson, Vivian Guerrero, Tamara Hiura, and Apolline San Nicolas.

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

IV. Approval of Minutes of November 29, 2012

L. Leon Guerrero moved to approve minutes of November 29, 2012 motion was seconded by A. Garcia. No further discussion, motion passed unanimously.

E. Duenas requested to look back at previous agendas and minutes of the Staff Senate Executive Council and revise the letter head to state, "Staff Senate Executive Council."

D. Lizama moved to approve E. Duenas request to revise all previous agendas and minutes of Staff Senate Executive Council letter head changed to state, "Staff Senate Executive Council," motion was seconded by L. Leon Guerrero. No further discussion, motion passed unanimously.

V. Old Business

- A. Article V – Elections will remain on the agenda until February 2013 general membership meeting.
- B. Staff/Administrator Development Day – J. Muna is compiling a list of staff members who have taken advantage of Staff Development to present (informational purposes only) for Staff/Administrator Development Day which is scheduled for February 22, 2013. Food items and gas cards have been arranged.
- C. Representative to the Board of Trustees - J. Camacho prepared a memo to be presented to the president, requesting for staff board representative. A. Garcia and J. Camacho will finalize the memo. As soon as the memo is revised, E. Duenas will submit it to the president.
- D. Staff office keys – E. Duenas stated that until the meeting with the president is set this issue will remain on the agenda.
- E. Staff Salary – E. Duenas stated that until the meeting with the president is set this issue will remain on the agenda.
- F. Membership to Standard Committees – E. Duenas stated that this issue will remain on the agenda until the Staff Senate general membership meeting.
- G. Meeting with President Okada – E. Duenas and J. Camacho will email Staff Senate Executive members once the meeting is scheduled.
- H. Cross Training for staff members – A. Garcia stated that the Health Center is the first to be scheduled for training currently waiting for G. Mesa (Nurse Administrative Assistant) to send SOP's.
- I. Mailbox – A. Garcia will assign a mailbox for Staff Senate. J. Camacho and B. Blas will have access to the mailbox.
- J. Staff Senate Mission Statement – E. Duenas and D. Lizama prepared the mission statement and asked the committee to review the document. The committee made changes A. Garcia will work on the revisions and send it back via email for approval.

VI. New Business

- A. Calendar Committee – A. Garcia stated that a staff representative needs to be assigned.
- B. Safety Committee – For clarification on staff representation in this committee, E. Duenas and J. Camacho will bring issue up to president when meeting is scheduled.

VII. Committee Reports

- A. CGC- E. Duenas reported that the next meeting is scheduled for January 25, 2013.
- B. RPF: A. Garcia reported the following:
 - 1. No money, but are on track with collection of appropriations.
 - 2. CIP 2013 (13) projects have been prioritized.
 - 3. Increments, staffs still receiving increments but faculty are still pushing the issue.
- C. CCA:
J. Camacho reported that the last meeting was 3 weeks ago. There is a training scheduled for February 2013. A. Garcia and J. Camacho will request for training to be rescheduled.
- D. CTC:
A. Atoigue reported that meetings will reconvene in Spring 2013 (no date set).
- E. Standards:
Staff Representation for Standard II and Standard III will be addressed at the Staff Senate general membership meeting scheduled on February 22, 2013.

VIII. Staff Concerns

Staff position for departments – How was it looked at for new staff members being requested by a department or division? J. Camacho stated that this all ties in with the assessment process and communication with staff members and management.

IX. Announcements

Children Christmas/New Year's Luncheon- E. Duenas reported that the party is scheduled for December 28, 2012 from 10:00 a.m. to 3:00 p.m.

X. Next Meeting – January 31, 2013, CSI Conference Room

XI. Adjournment

A. Garcia made a motion to adjourn the meeting at 4:01 p.m. motion was seconded by J. Camacho. 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
Staff Senate
Executive Council
Thursday, January 31, 2013
SIGN IN SHEET

NAME

SIGNATURE

Duenas, Elizabeth, President

Johanna Camacho, Vice President

Garcia, Ava, Secretary/Treasurer

Anderson, Catherine, Representative At Large

Atoigue, Ana Mari, Representative At Large

Guerrero, Vivian, Representative At Large

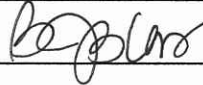
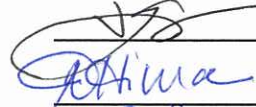
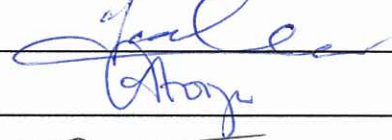
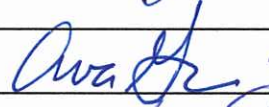
Hiura, Tamara Therese, Representative At Large

Leon Guerrero, Latisha Ann, Representative At Large

Lizama, Donnie, Representative At Large

Apolline San Nicolas, Personnel Specialist III, HR Advisory Member

Barbara Blas, GCC Senate Word Processing Secretary II



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.

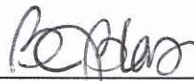
B. Staff/Administrator Development Day- March 26, 2013 from 8:00p.m. - 5:00 p.m. E. Duenas suggested that signs be posted to ensure that students are aware of the offices being closed for this day.

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