

**Guam Community College  
Staff Senate Executive Council  
Thursday, January 28, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes—December 17, 2015**
- V. Old Business**
  - A. Morale Problem Survey—Transmittal to President Okada
  - B. By-Laws – Transmittal to President Okada
  - C. Supply requests
  - D. SSEC Meeting dates
  - E. Merit Bonus (1995-2009)
- VI. New Business**
  - A. Budget submission for FY2017
  - B. SSGM Meeting on February 8, 2016
- VII. Committee Reports**
  - A. Resource Planning & Facility
  - B. College Governance Committee
  - C. Committee on College Assessment
  - D. College Technology Committee
  - E. Joint Leadership Committee
  - F. Board of Trustees
  - G. GCC Logo Group
  - H. OSH/ADA Task Force
  - I. PLA Task Force
  - J. Staff/Administrator Development Committee
- VIII. Staff Concerns**
- IX. Announcements**
  - A. February 8, 2016 – College Assembly
  - B. Nominations for Staff Senate Executive Council ends on February 26, 2016 at 3:00 p.m.
- X. Next Meeting – February 25, 2016, CSI Conference Room**
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Thursday, January 28, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**MINUTES**

- I. **Call Meeting to Order**  
Latisha Leon Guerrero called meeting to order at 3:45 p.m.
- II. **Roll Call**  
**Present:** Latisha Leon Guerrero, Ana Mari Atoigue, Ken Bautista, Kimberly Bautista, Vivian Guerrero, Donnie Lizama, Tara Pascua, Rosie Quitugua, Apolline San Nicolas, and Barbara Blas.
- III. **Recital of the Guam Community College Mission Statement**  
Everyone present recited the mission.
- IV. **Approval of Minutes of December 17, 2015.**  
**Donnie Lizama moved to approve the minutes of December 17, 2015 with corrections, seconded by Ken Bautista; after further discussion, all in favor, motion carried unanimously.**
- V. **Old Business**
  - A. Morale Problem Survey – a copy was transmitted to President Okada’s office by Antonia Chamberlain. Latisha Leon Guerrero gave Barbara Blas a stamped copy for Staff Senate files. Latisha Leon Guerrero will request for a meeting with President Okada and Staff Senate officers to discuss any issues or concerns as a result of this survey.
  - B. By-Laws – transmittal of by-laws to President Okada has not been done. Staff Senate Executive Council members signed two original copies. One copy will be submitted to President Okada’s office and the other copy is for Staff Senate files.
  - C. Supply requests – pens, certificate paper, notepad, and notebooks were requested for purchase. Any additional request will be sent via email to Ana Mari Atoigue or Latisha Leon Guerrero. Latisha Leon Guerrero questioned C. Santos (Finance & Administration VP), who signs the requisitions once they are prepared? Latisha Leon Guerrero has not received a response.
  - D. SSEC Meeting dates – 02/25/2016, 03/17/2016, 04/28/2016, and 05/26/2016.
  - E. Merit Bonus (1995-2009) – nothing to report. Latisha Leon Guerrero will request for a meeting with President Okada to discuss any updates.
- VI. **New Business**
  - A. Budget submission for FY2017 – (See Attachments)
  - B. SSGM Meeting on February 8, 2016 – Latisha Leon Guerrero will prepare an agenda and send it via email for review.
- VII. **Committee Reports**
  - A. Resource Planning & Facility (RPF) – next meeting on Thursday, 02/04/2016.
  - B. College Governance Committee (CGC) – next meeting on Thursday, 02/04/2016.
  - C. Committee on College Assessment (CCA) – none
  - D. College Technology Committee (CTC) – Tara Pascua reported the following:
    - i. Computer bids specs are posted.
    - ii. Projector projects and concerns.

- E. Joint Leadership Meeting – none
- F. Board of Trustee (BOT) – nothing to report.
- G. GCC Logo Group – Latisha Leon Guerrero reported committee is still meeting to finalize the design. Unveiling will be in 2017.
- H. OSHA/ADA Task Force – Kimberly Bautista reported meeting schedule for Thursday, January 28, 2016 but it was cancelled due to no quorum.
- I. PLA Task Force – none
- J. Staff/Administrator Development Committee – Vivian Guerrero reported deadline for application submission on February 05, 2016.

**VIII. Staff Concerns**  
None

- IX. Announcements**
- A. College Assembly is scheduled for February 8, 2016.
  - B. Nominations for Staff Senate Executive Council ends on February 26, 2016 at 3:00 p.m.
  - C. Adjunct Contract Signing – February 08–12, 2016.

**X. Next Meeting**  
Thursday, February 25, 2016 at 3pm at CSI Conference Room

- XI. Adjournment**  
Ana Mari Atoigue moved to adjourn the meeting at 4:11 p.m.; seconded by Kimberly Bautista. No discussion, all in favor, motion carried unanimously.

**SUBMITTED BY:**



**BARBARA J. BLAS**  
Recording Secretary

**ATTESTED BY:**



**ANA MARI ATOIGUE**  
Vice President, Staff Senate

**APPROVED BY:**



**LATISHA ANN LEON GUERRERO**  
President, Staff Senate



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Accredited by the  
Western Association of  
Schools and Colleges

**Staff Senate Executive Council Meeting**  
**CSI Conference Room**  
**3:00p.m.**  
**January 28, 2016**  
**Thursday**

**ATTENDANCE SHEET**

Name		Signature
1.	Atoigue, Ana Mari	
2.	Bautista, Kenneth	
3.	Bautista, Kimberly	
4.	Blas, Barbara	
5.	Guerrero, Vivian	
6.	Leon Guerrero, Latisha	
7.	Lizama, Donnie	
8.	Pascua, Tara	
9.	Quitugua, Rosita	
10.	San Nicolas, Apolline	
11.		

Executive Meetings occur the third Thursday of the month.

Reminder:

**Next Meeting:** \_\_\_\_\_

**Guam Community College  
Staff Senate Executive Council  
Thursday, February 25, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes—January 28, 2016**
- V. Old Business**
  - A. By-Laws – Transmittal to President Okada
  - B. Supply requests
  - C. Budget submission for FY2017
  - D. Merit Bonus (1995-2009)
- VI. New Business**
  - A. Staff Survey
- VII. Committee Reports**
  - A. Resource Planning & Facility
  - B. College Governance Committee
  - C. Committee on College Assessment
  - D. College Technology Committee
  - E. Joint Leadership Committee
  - F. Board of Trustees
  - G. GCC Logo Group
  - H. OSH/ADA Task Force
  - I. PLA Task Force
  - J. Staff/Administrator Development Committee
- VIII. Staff Concerns**
- IX. Announcements**
  - A. Nominations for Staff Senate Executive Council ends on February 26, 2016 at 3:00 p.m.
- X. Next Meeting – March 24, 2016 at 3pm; location TBA**
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Thursday, February 25, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

**The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.**

**MINUTES**

- I. Call Meeting to Order**  
Latisha Leon Guerrero called meeting to order at 3:15 p.m.
- II. Roll Call**  
**Present:** Latisha Leon Guerrero, Ana Mari Atoigue, Ken Bautista, Vivian Guerrero, Donnie Lizama, Tara Pascua, Apolline San Nicolas, and Barbara Blas.  
**Absent:** Kimberly Bautista and Rosie Quitugua.
- III. Recital of the Guam Community College Mission Statement**  
Everyone present recited the mission.
- IV. Approval of Minutes of January 28, 2016.**  
**Donnie Lizama** moved to approve the minutes of January 28, 2016 with corrections, seconded by **Tara Pascua**; after further discussion, all in favor, motion carried unanimously.
- V. Old Business**
  - A. By-Laws – Latisha Leon Guerrero will follow-up with President Okada if the copy was found; if not, she will resubmit a new copy of By-Laws.
  - B. Supply requests – Any additional request please send too Ana Mari Atoigue or Latisha Leon Guerrero. Ana Mari Atoigue has submitted many requisitions.
  - C. Budget Submission for FY2017 – approved for \$1,000. When budget is due, Latisha Leon Guerrero, or the next Staff Senate President, will submit a budget growth request with the budget request.
  - D. Merit Bonus (1995-2009) – nothing to report. Latisha Leon Guerrero and Ana Mari Atoigue met with President Okada to discuss updates. There is no legislative law that requires agencies to pay merit bonuses from 1995-2009, but from 2013 to current it has been frozen. President Okada commented that agencies still have to pay out 2013- to current when funds are available and the freeze has been lifted.
- VI. New Business**
  - A. Staff Survey – (See Attachment) Discussion was held regarding survey results. Executive Council will finalize the results and Latisha Leon Guerrero will forward it to President Okada by end of March 2016.
- VII. Committee Reports**
  - A. Resource Planning & Facility (RPF) – Latisha Leon Guerrero reported the following:
    - i. No monies received.
    - ii. Audit completed.
    - iii. Call out for CIP17 has been posted.
  - B. College Governance Committee (CGC) – next meeting on Tuesday, 03/01/2016.
  - C. Committee on College Assessment (CCA) – next meeting on Friday, 02/26/2016.

- D. College Technology Committee (CTC) – nothing to report. Latisha Leon Guerrero will request for a training on how to operate the newly installed projectors. If anyone has any training ideas please send suggestions to CTC.
- E. Joint Leadership Meeting – none
- F. Board of Trustee (BOT) – nothing to report.
- G. GCC Logo Group – Latisha Leon Guerrero reported committee is still meeting to finalize the design. Unveiling will be in 2017.
- H. OSHA/ADA Task Force – none
- I. PLA Task Force – none
- J. Staff/Administrator Development Committee – New staff member needed to replace Pascual Artero. Vivian Guerrero reported on February 12, 2016 four applications were approved.

**VIII. Staff Concerns**

None

**IX. Announcements**

- A. Nominations for Staff Senate Executive Council ends on Friday, February 26, 2016 at 3:00 p.m.
- B. Spring Fest – 03/31/2016 from 4:00p.m. – 8:00p.m.
- C. FestPac Volunteers – volunteer forms, please see Latisha Leon Guerrero.
- D. EduRisk Part 2 – “Workplace Harassment,” announcement will be posted. Deadline Friday, 03/29/2016.
- E. President’s Parade of Shoes – 04/08/2016 at “The Joint” from 6-10pm, \$25 per ticket.

**X. Next Meeting**

Thursday, March 17, 2016 at 3pm at CSI Conference Room

**XI. Adjournment**

Ana Mari Atoigue moved to adjourn the meeting at 4:09 p.m.; seconded by Vivian Guerrero. No discussion, all in favor, motion carried unanimously.


**SUBMITTED BY:**

  
\_\_\_\_\_  
**BARBARA J. BLAS**  
Recording Secretary

**ATTESTED BY:**

  
\_\_\_\_\_  
**ANA MARI ATOIGUE**  
Vice President, Staff Senate

**APPROVED BY:**

  
\_\_\_\_\_  
**LATISHA ANN LEON GUERRERO**  
President, Staff Senate



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Accredited by the  
Western Association of  
Schools and Colleges

**Staff Senate Executive Council Meeting**  
**CSI Conference Room**  
**3:00p.m.**  
**February 25, 2016**  
**Thursday**

**ATTENDANCE SHEET**

Name		Signature
1.	Atoigue, Ana Mari	
2.	Bautista, Kenneth	
3.	Bautista, Kimberly	
4.	Blas, Barbara	
5.	Guerrero, Vivian	
6.	Leon Guerrero, Latisha	
7.	Lizama, Donnie	
8.	Pascua, Tara	
9.	Quitugua, Rosita	
10.	San Nicolas, Apolline	
11.		

Executive Meetings occur the third Thursday of the month.

Reminder:

**Next Meeting:** \_\_\_\_\_



**Guam Community College  
Staff Senate Executive Council  
Thursday, March 17, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes—February 25, 2016**
- V. Old Business**
  - A. By-Laws – Transmittal to President Okada
  - B. Supply requests
  - C. Staff Survey
  - D. Merit Bonus (1995-2009)
  - E. Merit Bonus (2014-current)
- VI. New Business**
  - A. Staff Senate Elections
  - B. End of the Year Report
- VII. Committee Reports**
  - A. Resource Planning & Facility
  - B. College Governance Committee
  - C. Committee on College Assessment
  - D. College Technology Committee
  - E. Joint Leadership Committee
  - F. Board of Trustees
  - G. GCC Logo Group
  - H. OSH/ADA Task Force
  - I. PLA Task Force
  - J. Staff/Administrator Development Committee
- VIII. Staff Concerns**
- IX. Announcements**
  - A. March 31, 2016 – Spring Festival from 4pm – 8pm
- X. Next Meeting – April 28, 2016 at the CSI Conference Room**
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Thursday, March 17, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**MINUTES**

- I. **Call Meeting to Order**  
Latisha Leon Guerrero called meeting to order at 3:05 p.m.
- II. **Roll Call**  
**Present:** Latisha Leon Guerrero, Ana Mari Atoigue, Kimberly Bautista, Vivian Guerrero, Donnie Lizama, Tara Pascua, Rosie Quitugua, Apolline San Nicolas, and Barbara Blas.  
**Absent:** Ken Bautista (on leave).
- III. **Recital of the Guam Community College Mission Statement**  
Everyone present recited the mission.
- IV. **Approval of Minutes of February 25, 2016.**  
**Donnie Lizama moved to approve the minutes of February 25, 2016 with corrections, seconded by Tara Pascua; after further discussion, all in favor, motion carried unanimously.**  
03/17
- V. **Old Business**
  - A. By-Laws – Latisha Leon Guerrero will submit memo to President Okada's office.
  - B. Supply requests – Any additional request please send to Ana Mari Atoigue or Latisha Leon Guerrero.
  - C. Staff Survey – tabled
  - D. Merit Bonus (1995-2009) – no update.
  - E. Merit Bonus (2014-current) – no update.
- VI. **New Business**
  - A. Staff Senate Elections – Friday, 03/18/2016 from 8:00a.m. – 5:00p.m. Apolline San Nicolas will prepare electronic voting system through google docs. Each Staff Senate member will only be able to vote one time.
  - B. End of the Year Report – due by end of April 2016 to President Okada via Dr. Somera and Marlena Montague (AIER).  
**Donnie Lizama moved to appropriate \$300.00 from Staff Senate budget for an Executive Council working luncheon meeting on Friday, April 15, 2016, seconded by Ana Mari Atoigue; after further discussion, all in favor, motion carried unanimously.**
- VII. **Committee Reports**
  - A. Resource Planning & Facility (RPF) – meeting scheduled on Thursday, 03/10/2016 was cancelled due to no quorum.
  - B. College Governance Committee (CGC) – next meeting on Tuesday, 04/28/2016.
  - C. Committee on College Assessment (CCA) – nothing to report.
  - D. College Technology Committee (CTC) – Ana Mari Atoigue reported projects and researches are status quo. Announcement posted on MyGCC regarding MIS network maintenance update scheduled from 03/21/2016 – 03/25/2016. Debbie Duenas is the newly appointed staff representative.
  - E. Joint Leadership Meeting – none
  - F. Board of Trustee (BOT) – none

- G. GCC Logo Group – Latisha Leon Guerrero reported committee is still meeting to finalize the design. Unveiling will be in 2017.
- H. OSHA/ADA Task Force – meeting scheduled for Monday, 03/14/2016 was cancelled due to no quorum.
- I. PLA Task Force – none
- J. Staff/Administrator Development Committee – New staff member needed to replace Pascual Artero. Vivian Guerrero reported the following:
  - i. 2 applications were approved, 1 pending, and 1 denied.
  - ii. The committee will reopen application processing by next week. Latisha Leon Guerrero recommended to hold wait until registration period begins to give applicants some time to submit their applications.

VIII. **Staff Concerns**  
None

IX. **Announcements**

- A. Spring Fest – Thursday, 03/31/2016 from 4:00p.m. – 8:00p.m. Student Center Courtyard.
- B. Employee Association Fundraiser – Thursday, 04/21/2016 at Frannie's Lounge from 6:00p.m. – 10:00p.m.
- C. Staff Senate Executive Council Election – Friday, 03/18/2016 from 8:00a.m. – 5:00p.m.

X. **Next Meeting**

Thursday, April 28, 2016 at 3pm at CSI Conference Room  
*Special Meeting scheduled for Friday, April 15, 2016, location TBD.*

XI. **Adjournment**

Tara Pascua moved to adjourn the meeting at 3:36 p.m.; seconded by Donnie Lizama. No discussion, all in favor, motion carried unanimously.

SUBMITTED BY:



BARBARA J. BLAS  
Recording Secretary

ATTESTED BY:



ANA MARI ATOIGUE  
Vice President, Staff Senate










APPROVED BY:



LATISHA ANN LEON GUERRERO  
President, Staff Senate

**Staff Senate Executive Council Meeting**  
**CSI Conference Room**  
**3:00p.m.**  
**March 17, 2016**  
**Thursday**

**ATTENDANCE SHEET**

Name		Signature
1.	Atoigue, Ana Mari	
2.	Bautista, Kenneth	On leave
3.	Bautista, Kimberly	
4.	Blas, Barbara	
5.	Guerrero, Vivian	
6.	Leon Guerrero, Latisha	
7.	Lizama, Donnie	
8.	Pascua, Tara	
9.	Quitugua, Rosita	
10.	San Nicolas, Apolline	
11.		

Executive Meetings occur the third Thursday of the month.

Reminder:

Next Meeting: April 28, 2016

**Guam Community College  
Staff Senate Executive Council  
Monday, April 18, 2016  
Special Meeting**

**Staff Senate Mission Statement**

**The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.**

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. End of Year Report**
- V. Next Meeting – April 28, 2016 at the CSI Conference Room**
- VI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Special Meeting**

**Monday, April 18, 2016**


**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**MINUTES**

- I. **Call Meeting to Order** Latisha Leon Guerrero called meeting to order at 12:20 p.m.
- II. **Roll Call**  
**Present:** Latisha Leon Guerrero, Ana Mari Atoigue, Ken Bautista, Kimberly Bautista, Vivian Guerrero, Tara Pascua, Rosie Quitugua, Apolline San Nicolas and Barbara Blas.  
**Absent:** Donnie Lizama
- III. **2014-2015 Year End Report**  
Staff Senate Executive Council members discussed Staff Senate goals and the preparation of the year end report. Latisha Leon Guerrero will prepare a narrative of the report and present to Staff Senate Executive Council on Thursday, April 28, 2016, meeting. The report is due to the Academic Vice President on Thursday, May 12, 2016. Staff Senate Executive Council goal recommendations for AY2016-2017 are due to Latisha Leon Guerrero by Friday, April 22, 2016.
- IV. **Next Meeting – Thursday, April 28, 2016 @ 3:00 p.m. in CSI Conference Room.**
- V. **Adjournment**  
Kimberly Bautista moved to adjourn the meeting at 1:02 p.m.; seconded by Tara Pascua. No discussion, motion carried unanimously.


**SUBMITTED BY:**

  
\_\_\_\_\_  
**BARBARA J. BLAS**  
Recording Secretary

**ATTESTED BY:**

  
\_\_\_\_\_  
**ANA MARI ATOIGUE**  
Vice President, Staff Senate

**APPROVED BY:**

  
\_\_\_\_\_  
**LATISHA LEON GUERRERO**  
President, Staff Senate

**Staff Senate Executive Council Meeting**  
**SPECIAL MEETING**  
**Fiesta Hotel – World Cafe**  
**11:30a.m.**  
**April 18, 2016**  
**Monday**

**ATTENDANCE SHEET**

Name		Signature
1.	Atoigue, Ana Mari	
2.	Bautista, Kenneth	
3.	Bautista, Kimberly	
4.	Blas, Barbara	
5.	Guerrero, Vivian	
6.	Leon Guerrero, Latisha	
7.	Lizama, Donnie	
8.	Pascua, Tara	
9.	Quitugua, Rosita	
10.	San Nicolas, Apolline	
11.		

**Guam Community College  
Staff Senate Executive Council  
Thursday, April 28, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

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**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes—March 17, 2016 and April 18, 2016**
- V. Old Business**
  - A. By-Laws – Transmittal to President Okada
  - B. Supply requests
  - C. Staff Survey
  - D. Merit Bonus (1995-2009)
  - E. Merit Bonus (2014-current)
  - F. Staff Senate Elections & Results
  - G. End of the Year Report
- VI. New Business**
- VII. Committee Reports**
  - A. Resource Planning & Facility
  - B. College Governance Committee
  - C. Committee on College Assessment
  - D. College Technology Committee
  - E. Joint Leadership Committee
  - F. Board of Trustees
  - G. GCC Logo Group
  - H. OSH/ADA Task Force
  - I. PLA Task Force
  - J. Staff/Administrator Development Committee
- VIII. Staff Concerns**
- IX. Announcements**
  - A. Job Announcements for Staff
    - a. JA005-16 Program Coordinator II
    - b. JA006-16 Program Coordinator I
    - c. JA007-16 Institutional Researcher
- X. Next Meeting – May 26, 2016 @ CSI Conference Room**
- XI. Adjournment**



**Guam Community College  
Staff Senate Executive Council  
Thursday, April 28, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**MINUTES**

**I. Call Meeting to Order**

Latisha Leon Guerrero called meeting to order at 3:10 p.m.

**II. Roll Call**

**Present:** Latisha Leon Guerrero, Ana Mari Atoigue, Ken Bautista, Kimberly Bautista, Vivian Guerrero, Donnie Lizama, Tara Pascua, Rosie Quitugua, and Barbara Blas.

**Absent:** Apolline San Nicolas

**III. Recital of the Guam Community College Mission Statement**

Everyone present recited the mission.

**IV. Approval of Minutes of March 17, 2016 and April 18, 2016 Special Meeting.**

Ana Mari Atoigue moved to approve the minutes of March 17, 2016 with changes, seconded by Donnie Lizama; after further discussion, all in favor, motion carried unanimously.

Ken Bautista moved to approve the special minutes of April 18, 2016 with changes, seconded by Vivian Guerrero; after further discussion, all in favor, motion carried unanimously.

**V. Old Business**

- A. By-Laws – Latisha Leon Guerrero will schedule to meet with President Okada after the Joint Leadership meeting on Friday, April 29, 2016 regarding transmittal of the Staff Senate by-laws. If she does not have a copy, Latisha Leon Guerrero will prepare a memo and submit to President Okada.
- B. Supply requests – The following requisitions have been submitted: file cabinet, (2) external hard drive, the Parliamentary Book and a digital recorder. Staff Senate budget \$437.45 remaining. Remaining balance will be used for the following supplies: notebooks, pens, folders, binders, and card stock paper (for certificates). Deadline to submit requisitions is August 19, 2016.
- C. Staff Survey – tabled. Ana Mari Atoigue requested for a copy to be provided to Staff/Administrator Development Committee. The committee can use the survey as a tool for scheduling trainings for support staff.
- D. Merit Bonus (1995-2009) – no update.
- E. Merit Bonus (2014-current) – no update.
- F. Staff Senate Elections & Results – announcement were sent out via email. Newly elected members will be invited to attend the May 2016 Staff Senate Executive Council meeting.
- G. End of the Year Report – will be prepared in narrative form to be submitted to Academic Vice President. Latisha Leon Guerrero will send a copy to all Staff Senate Executive Council members via email.

**VI. New Business**

None

**VII. Committee Reports**

- A. Resource Planning & Facility (RPF) – next meeting scheduled for Wednesday, 05/11/2016 at 1:00 p.m. Received 100% for 2015 budget and 40% of 2016 budget.
- B. College Governance Committee (CGC) – same as RPF. Final meeting was on Thursday, 04/28/2016 unless a special meeting needs to be scheduled.
- C. Committee on College Assessment (CCA) – currently coordinating Fall 2016 Assessment Leadership Summit. Courses in Group A that have not been updated in the last 5 years have been updated and submitted to LOC for approval. Last meeting is scheduled for Friday, 05/06/2016.
- D. College Technology Committee (CTC) – Tara Pascua reported committee goals were reviewed. There was a Visual Desktop Infrastructure (VDI) presentation. Last meeting is scheduled for Thursday, 05/12/2016.
- E. Joint Leadership – meeting scheduled for Friday, April 29, 2016.
- F. Board of Trustee (BOT) – same as RPF.
- G. GCC Logo Group – Latisha Leon Guerrero requested for Jayne Flores to present the design to Staff Senate Executive Council hopefully by next meeting.
- H. OSHA/ADA Task Force – nothing to report.
- I. PLA Task Force – nothing to report.
- J. Staff/Administrator Development Committee – meeting scheduled for Monday, May 02, 2016.

**VIII. Staff Concerns**

**A. Elections -**

- 1. As stated on the Staff Senate by-laws “Election should be held on the last Friday of March” which should have been on March 25, 2016. Due to it being a holiday and most staff members signed leave, election was moved up a week earlier.
- 2. The election was redone – many staff member’s names were placed on the ballot because staff members did not respond to their nominations. Some staff members who did not know about the re-voting did not know about the re-vote, so some votes were probably lost. Staff members were not given enough time to vote.
- 3. Staff stated that he/she is not against electronic voting as long as the votes are anonymous. He/she is concerned that the electronic vote was not anonymous because staff members had to log in by using their email address. If a staff member requested to audit the election results he/she would be able to view who each staff voted for. Staff requested for Staff Senate Executive Council to review the Staff Senate election guidelines and make some changes to avoid situations like this issue.

**IX. Announcements**

**A. Job Announcements for Staff**

- 1. JA005-16 Program Coordinator II
- 2. JA006-16 Program Coordinator I
- 3. JA007-16 Institutional Researcher

- B. Employee Association Fundraiser – Friday, 05/27/2016 at Frannie’s Lounge from 6:00p.m. – 10:00p.m.

**X. Next Meeting**

**XI. Adjournment**

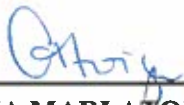
Ana Mari Atoigue moved to adjourn the meeting at 4:43 p.m.; seconded by Donnie Lizama. No discussion, all in favor, motion carried unanimously.

**SUBMITTED BY:**



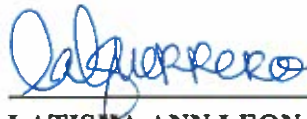
**BARBARA J. BLAS**  
Recording Secretary

**ATTESTED BY:**



**ANA MARI ATOIGUE**  
Vice President, Staff Senate

**APPROVED BY:**



**LATISHA ANN LEON GUERRERO**  
President, Staff Senate


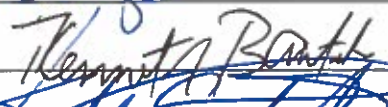



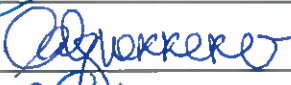







Kulchaon Kunitidat Gudhan  
Accredited by the  
Western Association of  
Schools and Colleges

**Staff Senate Executive Council Meeting**  
**CSI Conference Room**  
**3:00p.m.**  
**April 28, 2016**  
**Thursday**

**ATTENDANCE SHEET**

Name		Signature
1.	Atoigue, Ana Mari	
2.	Bautista, Kenneth	
3.	Bautista, Kimberly	
4.	Blas, Barbara	
5.	Guerrero, Vivian	
6.	Leon Guerrero, Latisha	
7.	Lizama, Donnie	
8.	Pascua, Tara	
9.	Quitugua, Rosita	
10.	San Nicolas, Apolline	
11.		

Executive Meetings occur the third Thursday of the month.

Reminder:

**Next Meeting:** \_\_\_\_\_

**Guam Community College  
Staff Senate Executive Council  
Friday, May 27, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes— April 28, 2016**
- V. Old Business**
  - A. By-Laws – Transmittal to President Okada
  - B. Supply requests
  - C. Staff Survey
  - D. Merit Bonus (1995-2009)
  - E. Merit Bonus (2014-current)
  - F. End of the Year Report
- VI. New Business**
- VII. Committee Reports**
  - A. Resource Planning & Facility
  - B. College Governance Committee
  - C. Committee on College Assessment
  - D. College Technology Committee
  - E. Joint Leadership Committee
  - F. Board of Trustees
  - G. GCC Logo Group
  - H. OSH/ADA Task Force
  - I. PLA Task Force
  - J. Staff/Administrator Development Committee
- VIII. Staff Concerns**
- IX. Announcements**
  - A. May 27, 2016, GCCEA Fundraiser at Frannie Cheers @ 5:30pm-9:00pm
  - B. Dean Rivera
  - C. End of term farewell
- X. Next Meeting – TBA**
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Friday, May 27, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**MINUTES**

**I. Call Meeting to Order**

Latisha Leon Guerrero called meeting to order at 3:02 p.m.

**II. Roll Call**

**Present:** Latisha Leon Guerrero, Ana Mari Atoigue, Ken Bautista, Kimberly Bautista, Donnie Lizama, Tara Pascua, Rosie Quitugua, Apolline San Nicolas and Barbara Blas.

**Absent:** Vivian Guerrero

**III. Recital of the Guam Community College Mission Statement**

Everyone present recited the mission.

**IV. Approval of Minutes of April 28, 2016.**

**Donnie Lizama moved to approve the minutes of April 28, 2016 with changes, seconded by Kimberly Bautista; after further discussion, all in favor, motion carried unanimously.**

**V. Old Business**

- A. By-Laws – Latisha Leon Guerrero and Ana Mari Atoigue met with President Okada regarding transmittal of the Staff Senate by-laws. President Okada informed them she has received the Staff Senate by-laws.
- B. Supply requests – Staff Senate budget \$437.45 remaining. Remaining balance will be used for the following supplies: notebooks, pens, folders, binders, and card stock paper (for certificates). Deadline to submit requisitions is August 19, 2016. Latisha Leon Guerrero requested from Faculty Senate President, Sarah Leon Guerrero to store Staff Senate filing cabinet in Faculty Senate Office. Sarah Leon Guerrero approved her request. All supplies purchased will be stored in the filing cabinet.
- C. Staff Survey – (See Attachment) Latisha Leon Guerrero will prepare a narrative, then send narrative with attached survey to President Okada via AIER and Staff/Administrator Development Committee.
- D. Merit Bonus (1995-2009) – no update.
- E. Merit Bonus (2014-current) – no update.
- F. End of the Year Report – (See Attachment) has been submitted to AVP's office.

**VI. New Business**

None

**VII. Committee Reports**

- A. Resource Planning & Facility (RPF) – Latisha Leon Guerrero reported the following meeting discussions of May 10, 2016:
  - i. Received 30% of 2016 appropriations were received, 100% 2015 appropriation was received, and \$2M cash is still in reserve for 2016 appropriation.
  - ii. CIP17 will be presented at next RPF meeting in Fall 2016.
  - iii. Computer upgrades in rooms: D2, D3, D10, and A27.
- B. College Governance Committee (CGC) – none

- C. Committee on College Assessment (CCA) – Curriculum documents have been updated, submitted and completed. AIER office is expecting more assessment reports in Fall 2016. Also, AIER is working on scheduling a Leadership Summit for Fall 2016.
- D. College Technology Committee (CTC) – none
- E. Joint Leadership – University of Guam currently offering free developmental courses.
- F. Board of Trustee (BOT) – same as RPF.
- G. GCC Logo Group – A teaser was shown at the Joint Leadership meeting. Latisha Leon Guerrero requested for Jayne Flores to present the design to Staff Senate Executive Council hopefully by next meeting. Due to website protest the logo unveiling is scheduled for January 2017.
- H. OSHA/ADA Task Force – Kimberly Bautista reported a campus walk through was conducted on 05/12/2016. Will not move forward until John Diaz and John Payne conduct their walkthrough and submit their reports.
- I. PLA Task Force – none
- J. Staff/Administrator Development Committee – on May 18, 2016 three staff applications were approved, 2 staff applications are pending review. Committee is accepting applications until June 02, 2016. Apolline San Nicolas reported more EduRisk Learning System Online Trainings will be required, as soon as John Payne and Greg Manglona conduct their assessment and submit their reports.

**VIII. Staff Concerns**  
None

**IX. Announcements**

- A. Friday, May 27, 2016, GCCEA Fundraiser at Frannie Cheers @ 5:30pm-9:00pm.
- B. Dean Rivera – Mass being said nightly at 6:00 p.m. at Santa Teresita Church in Mangilao. Funeral is scheduled for Tuesday, May 31, 2016.
- C. End of term farewell to Ana Mari Atoigue, Ken Bautista, Tara Pascua, and Rosie Quitugua.
- D. New Employees – Roma Okada-Cashier and Roland Manglona-Library Tech.

**X. Next Meeting – TBA ( will be discussed with new members)**

**XI. Adjournment**

**Ken Bautista moved to adjourn the meeting at 3:50 p.m.; seconded by Donnie Lizama. No discussion, all in favor, motion carried unanimously.**

**SUBMITTED BY:**

  
\_\_\_\_\_  
**BARBARA J. BLAS**  
Recording Secretary

**ATTESTED BY:**

  
\_\_\_\_\_  
**ANA MARI ATOIGUE**  
Vice President, Staff Senate











**APPROVED BY:**

  
\_\_\_\_\_  
**LATISHA ANN LEON GUERRERO**  
President, Staff Senate



**Staff Senate Executive Council Meeting**  
**CSI Conference Room**  
**3:00p.m.**  
**May 27, 2016**  
**Thursday**

**ATTENDANCE SHEET**

Name		Signature
1.	Atoigue, Ana Mari	
2.	Bautista, Kenneth	
3.	Bautista, Kimberly	
4.	Blas, Barbara	
5.	Guerrero, Vivian	on leave
6.	Leon Guerrero, Latisha	
7.	Lizama, Donnie	
8.	Pascua, Tara	
9.	Quitugua, Rosita	
10.	San Nicolas, Apolline	
12.	BLAS, JOANNE M. I.	
13.		
14.		
15.		
16.		
17.		
18.		

MEMORANDUM

TO: President's Office

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

FROM: Latisha Ann Leon Guerrero, Staff Senate President *Latisha Leon Guerrero*

DATE: May 25, 2016

SUBJECT: Governance Committees' Year End Report for AY 2015-2016

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Received  
*Latisha Leon Guerrero*  
MAY 25 2016  
Academic Affairs Division  
President's Office

This Staff Senate Year End Report is respectfully submitted by the 2014-2016 Staff Senate Executive Council Members:

1. Latisha Ann Leon Guerrero, President
2. Ana Mari Atoigue, Vice President
3. Kenneth Bautista, Representative-at-Large
4. Kimberly Bautista, Representative-at-Large
5. Vivian Guerrero, Representative-at-Large
6. Donnie Lizama, Representative-at-Large
7. Tara Pascua, Representative-at-Large
8. Rosita Quitugua, Representative-at-Large
9. Apolline San Nicolas, Human Resources Representative
10. Barbara Blas, Recording Secretary

During the academic year, Staff Senate had 8 initiatives that we wanted to accomplish. The initiatives are: (1) 100% staff participation in Staff Senate Community Site on MyGCC; (2) Staff representation in GCC's standing Committees and AD HOC committees; (3) Provide input in the Staff professional development initiatives; (4) Provide input in College initiatives and policies; (5) Advocate for additional benefits for staff employees in professional development programs; (6) Encourage all staff to apply for Staff/Administrator Professional Development Programs; (7) Find methods to advertising elections which will allow staff members to review the candidates running and making informed decisions. During election of staff senate officers, include information on different committees that need staff representation and also include in election. The representatives will also serve a two-year term to follow with the Staff Senate Executive Officer election process; and (8) Bolster and increase Staff Senate's presence and visibility on campus.

Initiative one, 100% staff participation in Staff Senate Community Site on MyGCC. Unfortunately, we did not meet that goal and will carry forward to the next academic year. Currently, of the 103 staff employed at GCC, there are only 48 members. Current officers have been encouraging and are still encouraging other staff to join. For the incoming Staff Senate Executive Council (SSEC) 2016-2018, we encourage them to email and maybe include at the first general membership meeting to show how to join. If possible, maybe have laptops available or have meeting at a computer lab so that staff can join then and there or even have them do so on their smart phones during the general membership meeting. We also strongly encourage the SSEC to actively use the Staff Senate Community Site on MyGCC to its full advantage and frequently update the site.

Initiative two, staff representative in GCC's standing committees and AD HOC committees. All committees had staff representation. There were some issues on members not actively participating by going to meetings and we have tried to address the situation. A recommendation for the next SSEC is to follow-up on attendance with meetings for the different committees and to also have good communication with committee chairs.

Initiative three, provide input in staff professional development initiatives. We had three staff sitting in the Staff/Administrative Professional Development Program committee. They do provide their input in what they feel we should have for professional development days. SSEC also put out a survey that included moral questions and professional development suggestions. The survey summary will be forwarded to the Professional Development committee.

Initiative four, provide input in College initiatives and policies. For this initiative, we had active staff participation in the review and revise of Policy 185 – Sexual Harassment & Sexual Discrimination Prevention. The staff that were part of the committee are also working on the procedures on handling any violations from the policy which is still in the process.

Initiative five, advocate for additional benefits for staff employees in professional development programs. The summary of the moral survey will be forwarded to the committee. Staff made suggestions as to what professional development activities they would like to have.

Initiative six, encourage all staff to apply for Staff/Administrator Professional Development programs. Throughout the year, whenever Staff/Administrator development has been announced, an email has been sent out to Staff that strongly encourages them to participate. Also, This past academic year, a total of 21 staff were approved for Staff/Administrator development .

Initiative seven, find methods of advertising the elections, which will allow staff members to review the candidates running and making informed decisions. Also, during election of staff senate officers, include information on different committees that need staff representation and also include in election. The representatives will also serve a two-year term to follow with the

Staff Senate Executive Officer election process. Unfortunately, this election, we were unable to promote. However, suggestions will be forwarded to Staff Senate Executive Council 2016-2018. An email will be sent out to current representatives on committees if they would like to continue serving on that committee for another two years. Within the next two weeks, she will send out another email to Staff describing committees and recruiting members.

Initiative eight, bolster and increase Staff Senate's presence and visibility on campus. Currently the activities that we attend as Staff Senate are convocation and representation on committees to have staff voice and input. Plans to also increase visibility is it also increase funds for Staff Senate so that we could budget to purchase lanyards or some sort of promotional item to give to staff that has the Staff Senate brand on it. Our goal is to submit a growth budget to match what is given to Faculty Senate.

All eight initiatives are strongly encouraged to be carried forward for the next academic year.

Staff Senate has been working diligently to ensure that staff have input and feedback in regards to GCC – in College governance committees as well as College activities – and have been effective in meeting several of our goals. The SSEC meet monthly to address staff senate business and to ensure that staff concerns are heard and addressed. We would like to be given the amount of budget that Faculty Senate receives every year and will be putting in a growth budget to increase the funds. An increased budget will help improve the effectiveness in regards to our roles and responsibilities as Staff Senate. Hopefully, as a part of the College's Master Plan, there will be an employee lounge for staff to use during their breaks or lunch.

Recommendations to the incoming Staff Senate Executive Council 2016-2018:

1. Change in by-laws in regards to vacancies for officers. *This recommendation is given because we had a hard time fulfilling the Secretary/Treasurer position, and per our by-laws, two officers must be present to make quorum. Because current by-laws state that a position can stay vacant if there is an upcoming election, we chose to leave it vacant. However, that left the remaining two officers to ensure that they would be at all meetings. It is recommended that the by-laws be changed to state that all officer positions be filled.*
2. Change in by-laws for methods of election to include on-line voting. *This recommendation is given because of the most recent election we had online.*

Additional roles or responsibilities that Staff Senate should be addressing are in regards to getting supervisor approval for joining Staff Senate and/or other governance committees and how could staff use their involvement in the participatory governance participation in their evaluation. Both issues have been brought up to the President for ideas and recommendations and we are awaiting updates.

# GCC Staff General Membership Survey 2016

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1. I have been working for GCC for:  
20 Less than 2 years  
11 2-4 years  
11 4-6 years  
46 over 6 years
2. I am a:  
73 Permanent Employee  
3 Probationary Employee  
12 Limited Term Appointment Employee
3. My division is:  
26 Finance and Administration  
38 Academic Affairs  
3 President's Office  
5 Blank/No Answer  
1 Other  
1 Other – Business & VisCom  
1 Other – SSS  
1 Other – Allied Health  
3 Other – TSS  
5 Other – Planning & Development  
1 Other – CACGP  
1 Other – Allied Health  
1 Other – Project AIM  
1 Other – CEWD
4. I have been working in this division for  
24 Less than 2 years  
63 More than 2 years  
1 Blank/No Answer

5. What are the strengths of GCC based on your personal or professional experience as an employee of the College?

- Staff, Admin, Faculty New Year's Appreciation Celebration
- Family oriented (4 responses)
- Willing to do teamwork
- Inter-office morale
- Student Centered (5 responses)
- Quality services provided/ togetherness & appreciation the administrators show (2 responses)
- Training opportunities
- In the short time, I see a level of dedication from the staff to their jobs
- Diverse work environment
- At the end of the year w/ the division Christmas party (4 responses)
- Clean audits
- Staff/Admin Development Day
- Always think positive
- Staff Development
- Cooperation & collaboration among departments/offices
- Campus maintenance & growth
- Being able to assist students
- Opportunities for professional development
- College is constantly evolving
- Family-like environment
- Collective work with other Dept. to work together
- Customer service
- Campus comradery with students, staff, administrators
- Recognition by management for overall college success
- Professional development
- Employee morale
- Strength of improving the college & its programs into the future
- We are the prime example for the Gov't of Guam on our clean audits
- Great Leadership from our president kudos (3 responses)
- Great leadership from administrators
- Employee orientation
- Always trying to improve facilities & professional development
- Student centered environment
- Professional atmosphere
- Encouraged professional growth
- Staff morale
- Fiscal accountability – 14 years
- Working under pressure
- Staff communication
- Good working environment
- Diversity students and employees
- Good working relationship among employees
- Great staff, faculty, and administrators
- Expanding campus
- Provide trainings
- Updates provided on building phase and campus info
- Great benefits for employees
- Knowledgeable people in departments
- Many in-service/educational trainings offered
- Education opportunity
- Upward mobility
- They are good at backstabbing and snitching
- Minding other peoples business
- Student facilities
- Community based programs
- Adapting to the change of technology
- Best financially run GovGuam agency
- No legal issues as far as public is concerned
- In the process of college-wide transformation
- Allow employees to take classes

- Allow employees to participate in wellness program
- Good Tech team/dept.
- Interpersonal relationships
- Interdepartmental relationships
- Accommodating student needs
- Always trying to keep up with new changes
- Developing ways to improve GCC and its employees
- Finding grants and being accredited
- Good instructors
- High-tech equipment
- They really do take care of their employees
- The people
- Volleyball
- Softball
- Employees – friendliness
- Being able to celebrate our Division Christmas party as a division because of the closeness and relationship we have with one another

- The available trainings offered to employees and awareness
- Have not worked here long enough to determine that as of yet
- All good
- Awesome staff
- Most employees work well together
- The staff are the backbone of the institution
- Education support for employees (F/T)
- Communication (i.e. Website info)
- Friendly
- Cooperative
- Having great staff speakers
- Networking with other departments
- The accessibility to students of different socio-economic backgrounds
- The facilities
- Professional staff, admin

6. How can GCC improve based on your personal or professional experience as an employee of the College?

- Customer Service attitude
- Listen, Listen & Listen
- Weak in customer service
- Transformation – continue
- Allowing LTA employees to access health & wellness programs
- Continue the division X-mas party
- Include LTA's in wellness program (onsite) (3 responses)
- Provide a good customer service to everyone ( include students & employees)
- Weak in offices/department functions
- Concentrate on potential graduates
- Employee parking options
- Professional development training
- mentorship opportunities
- Quicker requisition processing
- Highly support staff members
- Professional development
- Community/outside support program
- Office space
- Customer service queue for financial aid, registration, Business office
- Need to improve health for wait line
- Staff should have keys to their offices (6 responses)
- Customer service ticketing que for all registration areas i.e. nurses, counseling, financial aide, etc.
- Customer service training bi-annually
- Give support staff keys to their office in new buildings
- Continue open dialogue between staff & administrators
- More employee interactions outside work
- LTA to participate in wellness program
- Boss should be more trusting of employee productivity
- Stop being political
- improvement on customer service for employees
- introduction to GCC on new staff
- resources available for everyone
- Maintenance
- Better attitude from administration
- More participation
- Cross training
- Improve skill sets of employees
- Vision
- Opportunities for professional development
- Student-centered
- Needs more improvement in customer service
- Morale
- Registration process
- Work together and be transform
- More time allotted for job/duties
- More permanent job options
- Administrators/Faculty need to respect instead of disrespect
- Staff moral low due to insufficient time given for deadlines
- When emergency needed for employee/family, harder to get everything approved, not very understanding
- Staff participation
- Stop backstabbing and snitching and minding other people business and grow up already
- Be fair – too many favorites
- Appearance
- Walkways for rain
- Quad area
- Bigger meeting place
- Planning ahead of time for change to success
- Increase program completes and graduates



- Improve customer service especially where students are serviced directly
- More time for training, not just after working hours
- More communication and planning with interdepartmental
- Do your share if you are complaining; you are part of the problem
- Give me a permanent position
- Keep up workshops and trainings
- Not allow Ms. President to retire
- Maintain good instructors
- Continue to grow with students needs
- More trips off-island
- Open communication
- Listening to staff opinions
- Optimal work environment
- More online training – not necessarily mandated, but by choice to help on their job
- Keep all trainings fun and engaging
- Plant flowering trees to brighten our outside environment
- Collaboration 100%
- Provide staff keys to their respective offices for new buildings. Do not wait one year to get keys
- Communication (Customer Service)
- Cross Training (Coverage)
- Uniforms (more professionalism)
- Have tuition free classes
- More feedback/involvement in policy changes
- Empower productivity
- Implement uniforms to remain the leader in workforce development
- Fair treatment of Staff
- Better planning of key access to offices

7. What changes do you feel will help improve staff governance in the College's decision-making processes?

- Get involved in committees
- For online survey, I believe "not" too many people want to join, they want to do at onsite meeting
- Still in process
- Actually seeing issues discussed and addressed
- grant writing
- identifying funding sources
- Involving staff from different divisions in planning
- Include LTA's on health & wellness development
- Computer/technical training
- Creating a more serious environment so real issues can be addressed. Meetings need to be taken more seriously
- Working w/ and teaching at-risk students
- LTA involvement
- Conduct general membership meeting quarterly
- Surveys done need to be presented to staff (results) before submitting to the President
- At least 2 executive council members be present when meeting with the president
- Quarterly staff senate general membership meeting
- Names- continues list of members in Chachalani
- Staff training off-island
- Staff awards
- Just more participation
- To be transparent and vocal on issues
- None at this time, sorry
- More permanent jobs (job options)
- Staff involvement
- Include even the "Pee-ons"
- Build up morale
- Multi-mini training sessions
- Transformation
- LTA staff should have the same benefits as permanent staff do
- More aggressive leaders
- More meetings
- Breaking into smaller groups of discussion as to one large group; groups should be with employees of different departments
- Good
- Get all constituents input before decisions are made
- Employee morale
- Collaboration
- Sergeant-At-Arms at meetings
- Being able to participate in classes with free tuition
- Engaging staff during times not after college assemblies
- Including all employees
- LTA staff should have the same benefits as permanent staff do
- More aggressive leaders

8. How would you rate your knowledge of your core area?

28 Extremely good

25 Above average

24 Average

1 Below average

1 I know very little

9 Blank/No Answer

9. In order to succeed in my area of responsibility, I need additional training on: (List in order of importance with the first being the most important.)

Listed on 1

- TA's process
- Communication skills
- Data Quality
- Customer Service
- Handling fights/chaos with students
- Procurement
- COGNOS/ 1<sup>st</sup> generation students
- Computer software
- Food for staff
- Budgets
- Transformation
- Oracle
- Time management
- Every function/program my office uses
- More Continuing Education opportunities
- Training campus wide
- Leadership
- Actual training/personal experiences in that job
- Excel Training (3 responses)
- Technology
- Safety
- Office technology
- Banner integrated
- CASAS/TopsPro Enterprise
- Trips off-island
- Microsoft training – online preferred (2 responses)
- Brush up on Excel and MS Word as how it was offered years ago to Administrative Assistants
- How to understand upper management think of their staffs
- Train the Trainer
- GCC available resources for HS students
- Whatever the latest in the Global Security/Operating Systems
- IT Technical Training

Listed on 2

- Time Management (3 responses)
- Presentation skills workshop
- More student centric workforce development
- Staff Day
- Curriculum/Acalog
- Stress relief
- Forms on Banner
- Conference/service trainings needed
- Computer Technology
- Timesaving techniques
- Community engagement

Listed on 3

- Accounting workshops
- Staff recognition
- Assessment
- Team building exercises
- New practices/methods "stay current"
- Program development/implementation
- Helpful organization systems (digital and physical) for out desktops and systems

10. I use Banner in these areas (Mark all that apply)

*248 responses*

- 8 Advancement
- 15 Banner Document Management System
- 20 Catalog and Schedule
- 8 Cognos Business Intelligence
- 5 Discoverer Business Intelligence
- 37 Finance
- 2 Financial Aid
- 6 FormsFusion
- 23 Human Resources
- 23 Luminis (MyGCC)
- 13 Procurement
- 20 Registration
- 30 Room Utilization
- 28 Student
- 9 Health Records
- 1 Other - Faculty



**Guam Community College  
Staff Senate Executive Council Meeting  
Thursday, August 25, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**AGENDA**

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  - A. Staff Survey—Transmittal to President Okada
  - B. Supplies
  - C. Merit Bonus (1995-2009)
  - D. Merit Bonus (2014-current)
- VI. New Business**
  - A. Staff Senate Constitution & Bylaws
  - B. Staff Senate Goals
  - C. Sexual Harassment Procedures Review
  - D. Committee Representation
    - a. Resource, Planning & Facility
    - b. College Governance Committee
    - c. Committee on College Assessment
    - d. Joint Leadership Committee
    - e. Board of Trustees
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  - H. OSH/ADA Task Force
  - I. PLA Task Force
  - J. Staff/Administrator Development Committee
- VIII. Staff Concerns**
- IX. Announcements**
- X. Next Meeting – September 29, 2016, CSI Conference Room**

**Guam Community College  
Staff Senate Executive Council  
Thursday, August 25, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**MINUTES**

- I. Call Meeting to Order**  
Latisha Leon Guerrero called meeting to order at 3:03 p.m.
- II. Roll Call**  
**Present:** Latisha Leon Guerrero, Carol Guerrero, Joanne Blas, Kimberly Bautista, Marilyn Concepcion, Vivian Guerrero, Donnie Lizama, Tishawanna Smith, Apolline San Nicolas and Barbara Blas.  
**Absent:** Debbie Duenas
- III. Recital of the Guam Community College Mission Statement**  
Everyone present recited the mission.
- IV. Approval of Minutes of May 27, 2016.**  
**Donnie Lizama moved to approve the minutes of May 27, 2016 with changes, seconded by Kimberly Bautista; after further discussion, all in favor, motion carried unanimously.**
- V. Old Business**
  - A. Staff Survey – (See Attachment) Latisha Leon Guerrero will submit a copy of the survey with a memo to President Okada's office.
  - B. Supplies – Latisha Leon Guerrero sent an email to C. Santos requesting for an extension for requisitions from Staff Senate submission.
  - C. Merit Bonus (1995-2009) – no movement has been made due to legal issues. There is no legislative law stating the GCC has to pay out. All members were asked to encourage their senators to push for pay out.
  - D. Merit Bonus (2014-current) – freeze began in 2014 until today. No movement, due to no funding.
- VI. New Business**
  - A. Staff Senate Constitution & Bylaws – Latisha Leon Guerrero will email a copy of both constitution and bylaws to SSEC members to review and make suggestions. Deadline for submission by Friday, September 23, 2016.
  - B. Staff Senate Goals – (See Attachment) Latisha Leon Guerrero requested for SSEC members to review and make suggestions for AY2016-2017 goals. Deadline for submission by Friday, September 23, 2016.
  - C. Sexual Harassment Procedures Review – (See Attachment) Latisha Leon Guerrero requested that all SSEC members review and submit suggestions to Ms. Jayne Flores by September 16, 2016. She will also send a copy to all staff members to review and submit suggestions.
  - D. Committee Representation
    - Resource, Planning & Facilities – SSEC Officers
    - College Governing Council – SSEC Officers
    - Committee on College Assessment – Vangie Aguon, Doris Manibusan, and Johanna Camacho. Latisha Leon Guerrero will send them an email requesting if they would still like to remain on the committee to represent staff.
    - Joint Leadership Committee – SSEC Officers
    - Board of Trustees – Ken Bautista
    - Staff/Administrator Development Committee – Marilyn Concepcion and Vivian Guerrero. Tishawanna Smith volunteered as staff representative. One more staff representative is needed.



- OSH/ADA Task Force – Kimberly Bautista and John Diaz.
- PLA Task Force – Toni Chamberlain

**VII. Committee Reports**

- A. Resource Planning & Facility (RPF) – none
- B. College Governance Committee (CGC) – none
- C. Committee on College Assessment (CCA) – none
- D. College Technology Committee (CTC) – none
- E. Joint Leadership – none
- F. Board of Trustee (BOT) – none
- G. GCC Logo Group – none
- H. OSHA/ADA Task Force – none
- I. PLA Task Force – none
- J. Staff/Administrator Development Committee – none

**VIII. Staff Concerns**

- A. Wellness Room, Building E – Student organization purchased a ping pong table which was placed in the wellness room. The issue is the room is always locked, students have no access into room when they want to play ping pong.
  - Last semester (Spring 2016) the room was unlocked from 8:00am to 5:00pm to accommodate the students. However, if there were planned events, students must be aware and leave the room.
  - This semester (Fall 2016) students will have to schedule when they are going to use the room. Latisha Leon Guerrero was informed that HR has purview of the room. Students sent a request for explanation to HR. Students are still waiting for a response.

**IX. Announcements**

- A. GCCEA Fundraiser – September 24, 2016, Bingo Night at Sinajana Mayor's office. Games begin at 6:00pm. \$20 per ticket, dinner is included.
- B. GCC Christmas Party – December 10, 2016 at the Westin Resort from 6:00pm-11:00pm. Rooms are available for \$150.00 + 11% tax (site GCC Christmas Party).
- C. GCCEA Election – Call for nominations in October 2016. Election in November 2016. Winners will be announced at the GCC Christmas Party.

**X. Next Meeting – September 29, 2016, CSI Conference Room**

**XI. Adjournment**

**Tishawanna Smith moved to adjourn the meeting at 3:46 p.m.; seconded by Donnie Lizama. No discussion, all in favor, motion carried unanimously.**

**SUBMITTED BY:**



**BARBARA J. BLAS**  
Recording Secretary

**ATTESTED BY:**



**CAROL GUERRERO**  
Vice President, Staff Senate










**APPROVED BY:**



**LATISHA ANN LEON GUERRERO**  
President, Staff Senate

**Staff Senate Executive Council Meeting**  
**CSI Conference Room**  
**3:00 p.m.**  
**August 25, 2016**  
**Thursday**

**ATTENDANCE SHEET**

Name	Signature
1. CAROL A GUERRERO	
2. MARILYN L. CONCEPCION	
3. TISHAWNS SMITH	
4. DONNIE LUCIUS ADOIGUE LIZANA	Donnie Lucius Adoigue Lizana (CB)
5. VIRIAN GUERRERO	
6. JOANNE M.I. BLAS	
7. KIM BAUTISTA	
8. LATISHA ANN LEON GUERRERO	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19. BARBARA BLAS	
20. APOLLINA SAN NICOLAS	

# GCC Staff General Membership Survey 2016

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*88 surveys completed*

1. I have been working for GCC for:  
20 Less than 2 years  
11 2-4 years  
11 4-6 years  
46 over 6 years
2. I am a:  
73 Permanent Employee  
3 Probationary Employee  
12 Limited Term Appointment Employee
3. My division is:  
26 Finance and Administration  
38 Academic Affairs  
3 President's Office  
5 Blank/No Answer  
1 Other  
1 Other – Business & VisCom  
1 Other – SSS  
1 Other – Allied Health  
3 Other – TSS  
5 Other – Planning & Development  
1 Other – CACGP  
1 Other – Allied Health  
1 Other – Project AIM  
1 Other – CEWD
4. I have been working in this division for  
24 Less than 2 years  
63 More than 2 years  
1 Blank/No Answer

5. What are the strengths of GCC based on your personal or professional experience as an employee of the College?

- Staff, Admin, Faculty New Year's Appreciation Celebration
- Family oriented (4 responses)
- Willing to do teamwork
- Inter-office morale
- Student Centered (5 responses)
- Quality services provided/ togetherness & appreciation the administrators show (2 responses)
- Training opportunities
- In the short time, I see a level of dedication from the staff to their jobs
- Diverse work environment
- At the end of the year w/ the division Christmas party (4 responses)
- Clean audits
- Staff/Admin Development Day
- Always think positive
- Staff Development
- Cooperation & collaboration among departments/offices
- Campus maintenance & growth
- Being able to assist students
- Opportunities for professional development
- College is constantly evolving
- Family-like environment
- Collective work with other Dept. to work together
- Customer service
- Campus comradery with students, staff, administrators
- Recognition by management for overall college success
- Professional development
- Employee morale
- Strength of improving the college & its programs into the future
- We are the prime example for the Gov't of Guam on our clean audits
- Great Leadership from our president kudos (3 responses)
- Great leadership from administrators
- Employee orientation
- Always trying to improve facilities & professional development
- Student centered environment
- Professional atmosphere
- Encouraged professional growth
- Staff morale
- Fiscal accountability – 14 years
- Working under pressure
- Staff communication
- Good working environment
- Diversity students and employees
- Good working relationship among employees
- Great staff, faculty, and administrators
- Expanding campus
- Provide trainings
- Updates provided on building phase and campus info
- Great benefits for employees
- Knowledgeable people in departments
- Many in-service/educational trainings offered
- Education opportunity
- Upward mobility
- They are good at backstabbing and snitching
- Minding other peoples business
- Student facilities
- Community based programs
- Adapting to the change of technology
- Best financially run GovGuam agency
- No legal issues as far as public is concerned
- In the process of college-wide transformation
- Allow employees to take classes

- Allow employees to participate in wellness program
- Good Tech team/dept.
- Interpersonal relationships
- Interdepartmental relationships
- Accommodating student needs
- Always trying to keep up with new changes
- Developing ways to improve GCC and its employees
- Finding grants and being accredited
- Good instructors
- High-tech equipment
- They really do take care of their employees
- The people
- Volleyball
- Softball
- Employees – friendliness
- Being able to celebrate our Division Christmas party as a division because of the closeness and relationship we have with one another

- The available trainings offered to employees and awareness
- Have not worked here long enough to determine that as of yet
- All good
- Awesome staff
- Most employees work well together
- The staff are the backbone of the institution
- Education support for employees (F/T)
- Communication (i.e. Website info)
- Friendly
- Cooperative
- Having great staff speakers
- Networking with other departments
- The accessibility to students of different socio-economic backgrounds
- The facilities
- Professional staff, admin

6. How can GCC improve based on your personal or professional experience as an employee of the College?

- Customer Service attitude
- Listen. Listen & Listen
- Weak in customer service
- Transformation – continue
- Allowing LTA employees to access health & wellness programs
- Continue the division X-mas party
- Include LTA's in wellness program (onsite) (3 responses)
- Provide a good customer service to everyone ( include students & employees)
- Weak in offices/department functions
- Concentrate on potential graduates
- Employee parking options
- Professional development training
- mentorship opportunities
- Quicker requisition processing
- Highly support staff members
- Professional development
- Community/outside support program
- Office space
- Customer service queue for financial aid, registration, Business office
- Need to improve health for wait line
- Staff should have keys to their offices (6 responses)
- Customer service ticketing que for all registration areas i.e. nurses, counseling, financial aide, etc.
- Customer service training bi-annually
- Give support staff keys to their office in new buildings
- Continue open dialogue between staff & administrators
- More employee interactions outside work
- LTA to participate in wellness program
- Boss should be more trusting of employee productivity
- Stop being political
- improvement on customer service for employees
- introduction to GCC on new staff
- resources available for everyone
- Maintenance
- Better attitude from administration
- More participation
- Cross training
- Improve skill sets of employees
- Vision
- Opportunities for professional development
- Student-centered
- Needs more improvement in customer service
- Morale
- Registration process
- Work together and be transform
- More time allotted for job/duties
- More permanent job options
- Administrators/Faculty need to respect instead of disrespect
- Staff moral low due to insufficient time given for deadlines
- When emergency needed for employee/family, harder to get everything approved, not very understanding
- Staff participation
- Stop backstabbing and snitching and minding other people business and grow up already
- Be fair – too many favorites
- Appearance
- Walkways for rain
- Quad area
- Bigger meeting place
- Planning ahead of time for change to success
- Increase program completes and graduates

- Improve customer service especially where students are serviced directly
- More time for training, not just after working hours
- More communication and planning with interdepartmental
- Do your share if you are complaining; you are part of the problem
- Give me a permanent position
- Keep up workshops and trainings
- Not allow Ms. President to retire
- Maintain good instructors
- Continue to grow with students needs
- More trips off-island
- Open communication
- Listening to staff opinions
- Optimal work environment
- More online training – not necessarily mandated, but by choice to help on their job
- Keep all trainings fun and engaging
- Plant flowering trees to brighten our outside environment
- Collaboration 100%
- Provide staff keys to their respective offices for new buildings. Do not wait one year to get keys
- Communication (Customer Service)
- Cross Training (Coverage)
- Uniforms (more professionalism)
- Have tuition free classes
- More feedback/involvement in policy changes
- Empower productivity
- Implement uniforms to remain the leader in workforce development
- Fair treatment of Staff
- Better planning of key access to offices

7. What changes do you feel will help improve staff governance in the College's decision-making processes?

- Get involved in committees
- For online survey, I believe "not" too many people want to join, they want to do at onsite meeting
- Still in process
- Actually seeing issues discussed and addressed
- grant writing
- identifying funding sources
- Involving staff from different divisions in planning
- Include LTA's on health & wellness development
- Computer/technical training
- Creating a more serious environment so real issues can be addressed. Meetings need to be taken more seriously
- Working w/ and teaching at-risk students
- LTA involvement
- Conduct general membership meeting quarterly
- Surveys done need to be presented to staff (results) before submitting to the President
- At least 2 executive council members be present when meeting with the president
- Quarterly staff senate general membership meeting
- Names- continues list of members in Chachalani
- Staff training off-island
- Staff awards
- Just more participation
- To be transparent and vocal on issues
- None at this time, sorry
- More permanent jobs (job options)
- Staff involvement
- Include even the "Pee-ons"
- Build up morale
- Multi-mini training sessions
- Transformation
- LTA staff should have the same benefits as permanent staff do
- More aggressive leaders
- More meetings
- Breaking into smaller groups of discussion as to one large group; groups should be with employees of different departments
- Good
- Get all constituents input before decisions are made
- Employee morale
- Collaboration
- Sergeant-At-Arms at meetings
- Being able to participate in classes with free tuition
- Engaging staff during times not after college assemblies
- Including all employees
- LTA staff should have the same benefits as permanent staff do
- More aggressive leaders



8. How would you rate your knowledge of your core area?

28 Extremely good

25 Above average

24 Average

1 Below average

1 I know very little

9 Blank/No Answer

9. In order to succeed in my area of responsibility, I need additional training on: (List in order of importance with the first being the most important.)

Listed on 1

- TA's process
- Communication skills
- Data Quality
- Customer Service
- Handling fights/chaos with students
- Procurement
- COGNOS/ 1<sup>st</sup> generation students
- Computer software
- Food for staff
- Budgets
- Transformation
- Oracle
- Time management
- Every function/program my office uses
- More Continuing Education opportunities
- Training campus wide
- Leadership
- Actual training/personal experiences in that job
- Excel Training (3 responses)
- Technology
- Safety
- Office technology
- Banner integrated
- CASAS/TopsPro Enterprise
- Trips off-island
- Microsoft training – online preferred (2 responses)
- Brush up on Excel and MS Word as how it was offered years ago to Administrative Assistants
- How to understand upper management think of their staffs
- Train the Trainer
- GCC available resources for HS students
- Whatever the latest in the Global Security/Operating Systems
- IT Technical Training

Listed on 2

- Time Management (3 responses)
- Presentation skills workshop
- More student centric workforce development
- Staff Day
- Curriculum/Acalog
- Stress relief
- Forms on Banner
- Conference/service trainings needed
- Computer Technology
- Timesaving techniques
- Community engagement

Listed on 3

- Accounting workshops
- Staff recognition
- Assessment
- Team building exercises
- New practices/methods "stay current"
- Program development/implementation
- Helpful organization systems (digital and physical) for out desktops and systems

10. I use Banner in these areas (Mark all that apply)

*248 responses*

- 8 Advancement
- 15 Banner Document Management System
- 20 Catalog and Schedule
- 8 Cognos Business Intelligence
- 5 Discoverer Business Intelligence
- 37 Finance
- 2 Financial Aid
- 6 FormsFusion
- 23 Human Resources
- 23 Luminis (MyGCC)
- 13 Procurement
- 20 Registration
- 30 Room Utilization
- 28 Student
- 9 Health Records
- 1 Other - Faculty



## Guam Community College

### DRAFT Sexual Discrimination and Harassment Complaint/Grievance Procedures

*Note: Items highlighted in blue indicate procedural forms being drafted (e.g. "GCC employee informs complainant of mandatory requirement of duty to inform... - GCC will have the complainant sign a document acknowledging the GCC requirement for mandatory reporting of an incident to College officials.)*

### THE PROCESS: INITIAL STEPS

#### 1.0 INITIAL REPORT AND NOTIFICATION

- 1.1 Any GCC employee who is approached by an individual or who discovers an individual and it appears that an alleged rape, physical assault, extreme psychological or emotional distress or other occurrences threatening the health and safety of the person has occurred; they shall immediately contact the Guam Police Department (GPD). The employee should then stay with the individual and call a GCC Point of Contact (POCs are identified as: Administrator of Student Support Services (AOSS), Title IX Coordinator (T9C), Center for Student Involvement (CSI) Program Specialist, Human Resource Administrator (HRA), or Environmental Health & Safety Administrator (ENSA). The POC must notify the Title IX Coordinator immediately in all cases pertaining to students.
- 1.2 Any GCC employee who is approached by someone on campus (students, employees, visitors, applicants, or vendors) reporting that the person, or a third party, has been sexually harassed or assaulted, is mandated to report any cases of alleged sexual misconduct to a Point of Contact (POC), GCC employee informs complainant of assistance and GCC resources available, and that the college regards the complainant's safety as priority. The POC must notify the Title IX Coordinator immediately in all cases pertaining to students.
- 1.3 **GCC employee informs complainant of mandatory requirement of duty to inform college officials with or without their consent.**
- 1.4 GCC employee obtains the complainant's name and current contact information.
- 1.5 GCC employee shall refer the complainant to any of the POCs for appropriate action: In cases that occur after working hours, the GCC employee shall provide a follow up to ensure the complainant has met with the identified POC.
- 1.6 **Failure To Report Initial Incident.** If a complainant reports an initial incident, but no action is taken, and the complainant tells another

GCC employee, that employee shall inform a POC of the complaint and failure on the part of the initial employee to report the incident.

- 1.7 POC shall immediately report any suspected "failure to report" cases to the HRA.
- 1.8 HRA will follow the GCC Personnel Rules and Regulations, and the BOT and Faculty Union agreement concerning grievances and adverse action.
- 1.9 The POC will ensure that **written incident report** statements from the GCC employee and the complainant are completed no later than two working days after initial notification and filed with the T9C (involving student complainants) or HRA (involving employee complainants). All other party complaints shall be filed with the EHSA.

**2.0 INTERIM ACTION (Action taken between initial notification and initial assessment/course of action.)**

- 2.1 Based upon initial assessment, appropriate Interim Action may be established, and may be adjusted during the course of the process.
- 2.2 T9C, HRA or EHSA may impose a "no-contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending any investigation and hearing. T9C, HRA or EHSA will document confirmation of receipt of notice.
- 2.3 T9C, HRA or EHSA may take any further protective action deemed appropriate concerning the interaction of the parties pending the hearing, provided, however, that every reasonable effort will be made to allow the complainant to continue in his or her academic and/or College employment arrangements.
- 2.4 Violation(s) of the T9C, HRA or EHSA directive and/or protective actions will constitute related offenses that may lead to disciplinary action.
- 2.5 Any OPD referral will automatically initiate the internal GCC "Formal Resolution" process. (See Section 7.0. Formal Resolution Procedures)

**3.0 INITIAL ASSESSMENT AND COURSE OF ACTION**

- 3.1 The POC will conduct an **initial assessment**, gathering facts from the complainant.
- 3.2 Based on the assessment, the POC must make a determination on a specific course of action: **Documented Incident, Direct Resolution, or**

**Formal Resolution.** POC will inform respondent of the allegations and course of action to be taken.

#### 4.0 RESOLUTION TERMS AND DESCRIPTIONS

- 4.1 **Documented Incident:** Complainant chooses not to pursue resolution or requests confidentiality. The College will execute its due diligence to investigate, document findings and take reasonable action in response to the complainant's information. The College, with the preponderance of evidence of sexual misconduct against the accused, may elect to proceed with formal resolution.
- 4.2 **Direct Resolution:** Documented administrative action that involves either face-to-face meeting with complainant and respondent, or official meeting with respondent only, wherein respondent is told to stop the offending action against the complainant.
- 4.3 **Formal Resolution:** Sexual Misconduct Panel is convened. Panel investigates incident, conducts a hearing and possibly calls for testimony of witnesses. Resolution is reached by the panel, based on the GCC Board of Trustees Policy 185: Sexual Harassment and Sexual Discrimination Prevention Policy.

#### 5.0 COURSE OF ACTION: Documented Incident

- 5.1 **Timeline:**
- 5.2 Complainant chooses not to pursue resolution or requests confidentiality. The College will execute its due diligence to investigate, document findings and take reasonable action in response to the complainant's information. The College, with the preponderance of evidence of sexual misconduct against the accused, may elect to proceed with formal resolution.

#### 6.0 COURSE OF ACTION: Direct Resolution

- 6.1 **Timeline:**
- 6.2 After completing the initial assessment, the complainant agrees to pursue a Direct Resolution, indicating whether the format of the direct resolution process will be "face to face" confrontation or an alternative means of communication (ie. "non face to face" confrontation").
- 6.3 POC of case informs either T9C (with regard to student complaints), HRA, or EHSA (for all other complaints). Respective administrator calls in alleged perpetrator for appropriate action. If face-to-face communication is chosen by complainant:

- 6.4 Before the Direct Resolution session begins, the T9C, HRA, or ESHA informs both complainant and accused that the objective of the Direct Resolution session:
- 6.4.1 provides an opportunity for the complainant to confront the accused without interruption;
  - 6.4.2 is not mediation;
  - 6.4.3 provides complainant the opportunity to communicate his or her feelings and perceptions regarding the incident, the impact of the incident, and his or her wishes and expectations regarding protection in the future and;
  - 6.4.4 The accused will have an opportunity to respond, but is not required to respond.
- 6.5 If "face-to-face" session is not desired by complainant, respective administrator will contact the alleged perpetrator to discuss the incident and a resolution, and then inform the complainant of the action(s) taken with the alleged perpetrator.
- 6.6 Respective administrator will follow all existing institutional policies, procedures, rules and regulations with regard to direct resolutions.
- 6.7 If inappropriate action on part of alleged perpetrator continues, case will be referred to the Formal Resolution.
- 6.8 If any party objects to the steps of Direct Resolution, the case will be forwarded to Formal Resolution and a hearing before the Sexual Misconduct Board will be scheduled within 14 working days.

## 7.0 FORMAL RESOLUTION

- 7.1 Formal resolution involves a closed (not open to the public) hearing that takes place before members of the Sexual Misconduct Panel, as described in this Section.
- 7.2 Formal resolution steps:
- 7.2.1 Panel convenes
  - 7.2.2 Notice of Panel Hearing
  - 7.2.3 Panel Hearing
  - 7.2.4 Panel Findings and Recommendations
  - 7.2.5 Appeals
- 7.3 **Sexual Misconduct Panel Convenes.** Upon determination by either the HRA, T9C, or EHSA that a formal resolution is to take place, the Vice President of Academic Affairs (VPAA) or the Vice President of Finance & Administration (VPFA) will convene the Sexual Misconduct Panel. The Sexual Misconduct Panel (or "Panel") is comprised of five members, composed of student(s), faculty, staff



and administrator(s) appointed by the Vice President of Academic Affairs (VPAA) or the Vice President of Finance & Administration (VPFA). The HRA, T9C, or EHSA will ensure that all Panel members receive training in their responsibilities. Once the Panel is convened, the five members will elect a Panel Chair. Panel will review all documentation pertinent to the alleged incident.

- 7.4 **Notice of Panel Hearing.** The Panel Chair will provide written notice to both parties (the "Notice of Hearing") stating: (1) the date, time, and place of the hearing, and (2) the names of the Panel members selected to serve in the formal hearing.

7.4.1 **SUPPORT PERSON.** The complainant or the respondent may bring *one* person to the hearing to provide moral/emotional support. The support person must remain silent (will not be allowed to address the panel or make comments during the proceeding). At any time, the panel chair can ask the support person to leave the proceeding.

- 7.5 **Panel Hearing.** After reviewing the documentation, including summaries of interviews with the complainant, the respondent and any third-party witness; and, where applicable: photographs or electronic evidence of the relevant site(s) and related information, the panel may call the complainant, the respondent, or any other individual that the panel wishes to call in for individual interviews. A typical investigation will be completed within 10 working days, but may take longer depending on circumstances surrounding availability of the complainant and/or respondent. The hearing will be documented.

7.5.1 **Impact Statement.** Both the complainant and the respondent may present the Panel with an impact statement based on the incident and proceedings.

7.5.2 The Panel is not bound by these statements in making any recommendations.

- 7.6 **Panel Findings and Recommendations.** The Panel submits "**Final Investigative Findings and Recommendations.**"

7.6.1 **Final Investigative Findings and Recommendations.** After the hearing, the panel will deliberate to determine whether a violation has occurred and recommend a course of action to the President, who shall make the final decision for the action within five (5) working days.

7.6.2 The panel will then reconvene, and decision of the President will be announced to both parties, concurrently, by the Chair at the conclusion of the hearing. In addition, the Chair will

provide a copy of the Formal Resolution Decision to both parties, concurrently, and to the Title IX Coordinator, HRA or EHSA, within five (5) calendar days following the decision of the President.

- 7.7 Appeals. Either *party* may appeal the President's decision to the GCC Board of Trustees, in accordance with the BOT hearing procedures.

## 8.0 GENERAL PROVISIONS

- 8.1 Student information is maintained by the College as an "education record" under FERPA or the "employee file" for GCC employees. Student records will be secured with the T9C Office and employee records will be secured with the GCC HRA Office. Vendor records will be secured with EHSA Office.
- 8.2 Time frames identified in these procedures may be adjusted due to emergency situations, unforeseen circumstances, or acts of God.

\_\_\_\_\_  
Mary A.Y. Okada, Ed.D  
GCC President

\_\_\_\_\_  
Date

## **QUESTIONS AND ANSWERS**

Here are some of the most commonly asked questions regarding Guam Community College's sexual misconduct policy and procedures.

- ***What if I'm not sure it was sexual harassment or assault?***

If the activity in question makes you feel bad or uncomfortable, it is harassment. GCC has adopted a policy (GCC Board of Trustees Policy 185) that affirmative consent must be given in order for sexual activity to take place between two people. Affirmative consent is defined as "an understandable exchange of affirmative words that indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given." If you did not give consent, or if at any time during any sexual activity, you told the other person to "stop," and the other person does not stop and forces you, then it is sexual assault. If you were drunk, or under the influence of medication or other drugs, it is sexual assault. If the other person was drunk, or under the influence of any type of drug, it is still not an excuse as it was still sexual assault. It is best to speak with one of the GCC counselors or a nurse at the GCC Student Health Center, or another trusted professional at the college if you believe you were sexually harassed or assaulted.

- ***Does information about a complaint remain private?***

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the College's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedures is not permitted. Violations of the privacy of the complainant or the accused student may lead to action by the College.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain Guam Community College administrators are informed of the outcome within the bounds of student privacy (e. g., the President of GCC, the Deans of the students involved, and the Associate Dean of Student Support Services). If there is a report of an act of alleged sexual misconduct to an official of the College and there is evidence that a felony has occurred, Guam Police Department will be notified. This does not mean charges will be automatically filed or that the victim must speak to the police, but the College is legally required to notify law enforcement authorities. The College also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

- ***Will my parents be told?***

No, not unless you tell them. Whether you are the complainant or the accused student, Guam Community College's primary relationship is to the student and not to the parent(s). In the event of major medical, disciplinary, or academic jeopardy, however; students are strongly encouraged to inform their parents. College officials will directly inform parents when requested to do so by a student in a life-threatening situation.

- ***Will the accused student know my identity?***

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused student has the right to know the identity of the complainant/alleged victim. If there is a hearing, the College does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a divider or using separate hearing rooms.

- ***Do I have to name the perpetrator?***

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality point above to better understand Guam Community College's legal obligations depending on what information you share with different college officials). Victims should be aware that not identifying the perpetrator may limit the College's ability to respond comprehensively.

- ***What do I do if I am accused of sexual misconduct?***

DO NOT contact the victim. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Student Support Services Office, which can explain the College's procedures for addressing sexual misconduct complaints. You may also want to talk to a College counselor or seek other community assistance.

- ***What about legal advice?***

Victims of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the Attorney General's Office. You may want to retain an attorney if you are the accused student or are considering filing a civil action. The accused student may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding.

- ***What should I do about preserving evidence of a sexual assault?***

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. You may also contact the Sexual

Assault Nurse Examiner of the Healing Heart Rape Crisis Center of the Guam Behavioral Health and Wellness Center. The Sexual Assault Nurse Examiner is a specially trained nurse who examines you for evidence of a sexual assault. The Sexual Assault Nurse Examiner will use a Rape Kit that is provided by the police for gathering and storing evidence of a sexual assault. The Sexual Assault Nurse Examiner is usually on call 24 hours a day, 7 days a week. Sexual assault examinations are conducted at the Healing Hearts Center. A victim advocate will be assigned to you from Victims' Advocates Reaching Out (VARO). Contact can be made through the Crisis Hotline. If a victim goes to the hospital, local police will be called, but a victim is not obligated to talk to the police or to pursue prosecution. Having the evidence gathered in this manner will help to keep all options available to a victim, but will not oblige him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

The Healing Hearts nurse will collect evidence from the victim, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the Rape Crisis Center in a clean, sanitary container such as a clean grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes you were wearing at the time of the alleged assault, bring a change of clothes with you, if possible, as they will likely keep the clothes you are wearing as evidence. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

- *Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?*

No. The severity of the infraction will determine the nature of the College's response, but whenever possible the college will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the College does not want any of the circumstances (e, g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

- *Will the use of drugs or alcohol affect the outcome of a sexual misconduct complaint?*

The use of alcohol and/drugs by either party will not diminish the accused student's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or drugs will never excuse a violation by an accused student.

- ***Will either party's prior use of drugs/alcohol be a factor when reporting sexual misconduct?***

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

- ***What should I do if I am uncertain about what happened?***

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of Guam Community College's student conduct policy, you should contact the college's Student Support Services Office or the Title IX Coordinator's office. Guam Community College provides advisors who can help you to define and clarify the event(s), and advise you of your options.

###

**RESOURCES**  
**ON-CAMPUS**

**Title IX Coordinator & Office of Accommodative Services: 735-5597**

**Program Specialist & Administrative Aide**

**Location: Rooms 2138 & 2139**

**1<sup>st</sup> Floor of Building 2000**

**Student Support Services: 735-5555/56/58**

**Associate Dean of Student Support Services**

**Location: Room 2222**

**2<sup>nd</sup> Floor of Building 2000**

**Night Administrator & Staff**

**Campus security (contracted private company)**

**Location: B Bldg. near Gate 3**

**Student Health Center: 735-8889/5586**

**Nurse & Administrative Aide**

**Location: Room 5119**

**Student Center**

**Building 5000**

**Environmental Health & Safety Office: 788-2223/488-5826**

**Environmental Health & Safety Administrator**

**Safety Inspector**

**Location: Rooms 2219 & 2215**

**2<sup>nd</sup> Floor of Building 2000**

**Human Resources Office: 735-5539**

**Human Resources Administrator**

**Location: Room 2109**

**1<sup>st</sup> Floor of Building 2000.**

**Dean of Technology and Student Services: 735-5590**

**Location: Room 2229**

**2<sup>nd</sup> Floor of Building 2000**

**Dean of Trades and Professional Services: 735-5530**

**Location: Room 2233**

**2<sup>nd</sup> Floor of Building 2000**

**Center for Student Involvement: 735-5519/5518**

**Program Specialist & staff**

**Location: Room 5101**

**Student Center Building 5000**

**Assessment & Counseling: 735-5562/5582**

**Associate Professors**

**Location: Room 2133**

**1<sup>st</sup> Floor of Building**

**OFF-CAMPUS**

**Emergency Call Only: 911**

**Location: Guam Fire Department, DNA Bldg., Hagatna**

**Crisis Hotline**

**647-8833**

**Location: Guam Behavioral Health and Wellness Center, Tamuning**

**Victims' Advocates Reaching Out (VARO)**

**Office number 477-8276**

**Victim Advocate on Duty - Contacted through Crisis Hotline 647-8833**

**Advocate on duty will respond.**

**Healing Hearts Rape Crisis Center: 647-5351**

**Forensic Nurse Examiner & Social Workers**

**Location: Tamuning, near Guam Memorial Hospital**

**Guam Behavioral Health and Wellness Center**

**Clinical Services: 647-5325**

**Counselors/Psychologists**

**Location: Tamuning**

**Guam Memorial Hospital**

**Emergency Room: 647-2271/2489**

**Location: Tamuning**

**Guam Coalition Against Sexual Assault & Family Violence**

**Ada Plaza Center, Building B – 206B/207B**

**173 Aspinall Avenue, Hagatna, Guam 96910**

**Phone: 479-2277**

**Email: [info@guamcoalition.org](mailto:info@guamcoalition.org)**

**Website: [www.GuamCoalition.org](http://www.GuamCoalition.org)**

**Community Resource Directory – Online**

**[GuamServices.org](http://GuamServices.org)**



**[www.GuamServices.org](http://www.GuamServices.org)**

**Off-Island Resources**

**Office of Civil Rights—San Francisco Office**

**50 Beale Street, Suite 7200  
San Francisco, CA 94105**

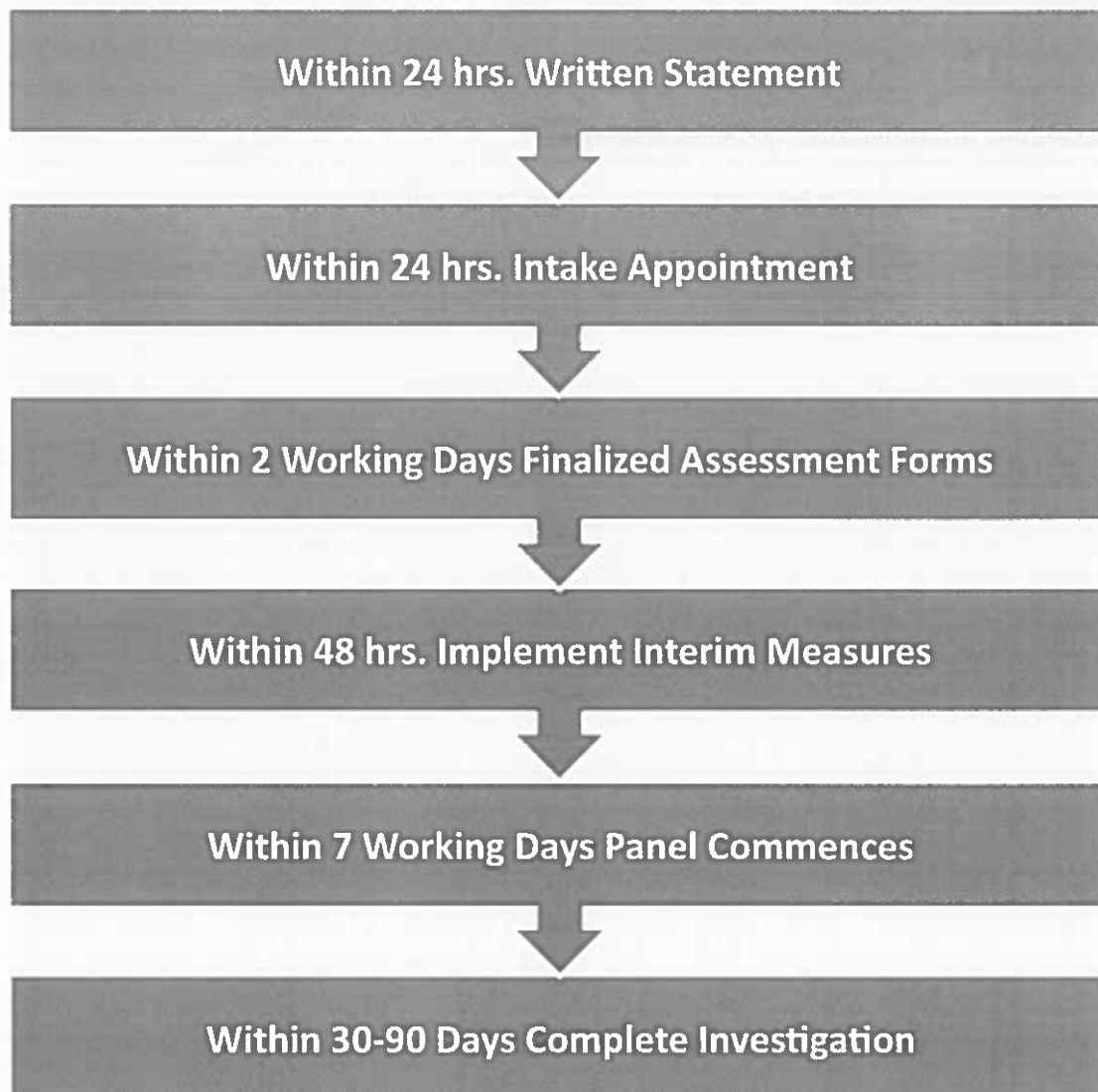
**Links:**

**[www2.ed.gov/about/contacts/gem/regions.html](http://www2.ed.gov/about/contacts/gem/regions.html)**

**<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>**

## **Addendum**

### **Sexual Discrimination and Harassment Procedures Timeline**





### **FY15-16 Staff Senate Executive Council Goals**

1. 100% staff participation in Staff Senate Community Site
2. Staff representation in GCC's Standing Committees and AD HOC Committees
3. Provide input in staff professional development initiatives (ex: Comprehensive Professional Development Plan)
4. Provide input in College initiatives and policies (ex: Institutional Priorities, Board policies)
5. Advocate for additional benefits for staff employees in professional development programs
6. Encourage staff to apply for Staff/Administrator Professional Development programs
7. Find methods of advertising the elections which will allow staff members to review the candidates running and making informed decisions. During election of new staff senate officers, include information on different committees that need staff representation and also include in election. The representatives will also serve a two-year term to follow with Staff Senate Executive Officer election process.
8. Bolster and increase the Staff Senate's presence and visibility on campus.

**Guam Community College  
Staff Senate Executive Council Meeting  
Thursday, September 29, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes—August 25, 2016**
- V. Old Business**
  - A. Staff Survey—Transmittal to President Okada
  - B. Supplies
  - C. Merit Bonus (1995-2009)
  - D. Merit Bonus (2014-current)
  - E. Staff Senate Constitution & Bylaws
  - F. Staff Senate Goals
  - G. Sexual Harassment Procedures Review
  - H. Committee Representation
    - 1. Resource, Planning & Facility
    - 2. College Governance Committee
    - 3. Committee on College Assessment
    - 4. Joint Leadership Committee
    - 5. Board of Trustees
    - 6. Staff/Administrator Development Committee
    - 7. OSH/ADA Task Force
    - 8. PLA Task Force
- VI. New Business**
- VII. Committee Reports**
  - A. Resource Planning & Facility
  - B. College Governance Committee
  - C. Committee on College Assessment
  - D. College Technology Committee
  - E. Joint Leadership Committee
  - F. Board of Trustees
  - G. GCC Logo Group
  - H. OSH/ADA Task Force
  - I. PLA Task Force
  - J. Staff/Administrator Development Committee
- VIII. Staff Concerns**
  - A. Staff Shortage
- IX. Announcements**
- X. Next Meeting – October 27, 2016, CSI Conference Room**
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Thursday, September 29, 2016  
Tech Conference Room 1210**

**Staff Senate Mission Statement**  
The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**MINUTES**

**I. Call Meeting to Order**

Carol Guerrero called meeting to order at 3:12 p.m.

**II. Roll Call**

**Present:** Carol Guerrero, Joanne Blas, Kimberly Bautista, Marilyn Concepcion, Debbie Duenas, Vivian Guerrero, Donnie Lizama, Tishawanna Smith, Apolline San Nicolas and Barbara Blas.

**Absent:** Latisha Leon Guerrero

**III. Recital of the Guam Community College Mission Statement**

Everyone present recited the mission.

**IV. Approval of Minutes of August 25, 2016.**

**Donnie Lizama moved to approve the minutes of August 25, 2016 with changes, seconded by Debbie Duenas; after further discussion, all in favor, motion carried unanimously.**

**V. Old Business**

- A. Staff Survey – no update
- B. Supplies – no update
- C. Merit Bonus (1995-2009) – no movement has been made due to legal issues. There is no legislative law stating the GCC has to pay out. All members were asked to encourage their senators to push for pay out.
- D. Merit Bonus (2014-current) – freeze began in 2014 until today. No movement, due to no funding.
- E. Staff Senate Constitution & Bylaws – extended deadline for submission by Friday, October 14, 2016.
- F. Staff Senate Goals – extended deadline for submission by Friday, October 14, 2016.
- G. Sexual Harassment Procedures Review – for feedback or comments submission, please send directly to J. Flores.
- H. Committee Representation
  - 1. Resource, Planning & Facilities – SSEC Officers
  - 2. College Governing Council – SSEC Officers
  - 3. Committee on College Assessment – Vangie Aguon, Doris Manibusan, and Johanna Camacho. Need to get confirmation with Latisha Leon Guerrero if Johanna Camacho is still willing to represent staff for this committee.
  - 4. College Technology Committee – Ana Mari Atoigue, Tara Pascua, and Chris Camacho. Ana Mari Atoigue and Tara Pascua would like to step down and give other staff members the opportunity to represent staff in this committee. The following staff will be invited to represent staff: Rose Aquinde and Josephine Arceo. Joyce Rosario will be invited if Rose Aquinde or Josephine Arceo do not accept the invitation.
  - 5. Joint Leadership Committee – SSEC Officers
  - 6. Board of Trustees – Ken Bautista
  - 7. Staff/Administrator Development Committee – Marilyn Concepcion, Tishawanna Smith, and Debbie Duenas.
  - 8. OSH/ADA Task Force – Kimberly Bautista and John Diaz.
  - 9. PLA Task Force – Toni Chamberlain

**VI. New Business**

None

## **VII. Committee Reports**

- A. Resource Planning & Facility (RPF) – none
- B. College Governance Committee (CGC) – C. Guerrero reported next meeting is scheduled for Thursday, October 06, 2016.
- C. Committee on College Assessment (CCA) – none
- D. College Technology Committee (CTC) – none
- E. Joint Leadership – none
- F. Board of Trustee (BOT) – Ken Bautista reported Board meeting is scheduled for Friday, 09/30/2016.
- G. GCC Logo Group – none
- H. OSHA/ADA Task Force – none
- I. PLA Task Force – none
- J. Staff/Administrator Development Committee – none

## **VIII. Staff Concerns**

- A. Staff Shortage – Staff shortage detailed to other departments. Staff do not mind being detailed, however, their work is starting to suffer. Staff noticed that only certain individuals are be detailed. Apolline San Nicolas suggested that concerns should be brought to the attention of the staff's immediate supervisor because all staff members have different job descriptions. The staff's immediate supervisor should be able to determine if they can or cannot be detailed.
- B. Safety Issue for Campus Community – discussion was held. Apolline San Nicolas suggested that this concern be presented to President Okada's attention in memo form. SSEC will prepare a memo stating the following suggestions and ideas on how to handle campus safety:
  - 1. Provide some type of alert system – different levels of threats.
  - 2. Lock side doors of Admin Building.
  - 3. Secure or monitor campus entrances.
  - 4. Enforce identification rules.
  - 5. More active shooter drills.
  - 6. Practice better communication links. How is the information going to be disseminated?SSEC members deadline for recommendations on how to handle campus safety on Thursday, October 06, 2016.

## **IX. Announcements**

- A. GCC Cardboard Challenge – in the MPA on Wednesday, October 05, and Thursday, October 06, 2016. Open to all students, employees, and family of GCC.
- B. GCCEA Election – Call for nominations in October 2016. Election in November 2016. Winners will be announced at the GCC Christmas Party.
- C. GCC Christmas Party – December 10, 2016 at the Westin Resort from 6:00pm-11:00pm. Rooms are available for \$150.00 + 11% tax (site GCC Christmas Party).
- D. GCC College Assembly – Monday, October 24, 2016 8-5pm in the MPA.

## **X. Next Meeting – Thursday, October 27, 2016, CSI Conference Room**

## **XI. Adjournment**

**Kimberly Bautista moved to adjourn the meeting at 4:08 p.m.; seconded by Debbie Duenas. No discussion, all in favor, motion carried unanimously.**

**SUBMITTED BY:**



**BARBARA J. BLAS**  
**Recording Secretary**

**ATTESTED BY:**



**CAROL GUERRERO**  
Vice President, Staff Senate

**APPROVED BY:**










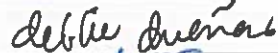
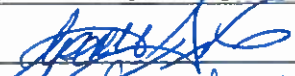


**LATISHA ANN LEON GUERRERO**  
President, Staff Senate





**Staff Senate Executive Council Meeting**  
**TC 1210 Conference Room**  
**3:00 p.m.**  
**September 29, 2016**  
**Thursday**

**ATTENDANCE SHEET**

Name		Signature
1.	Latisha Leon Guerrero, President	
2.	Carol Guerrero, Vice President	
3.	Joanne Blas, Secretary/Treasurer	
4.	Donnie Lizama, Member-At-Large	
5.	Kimberly Bautista, Member-At-Large	
6.	Vivian Guerrero, Member-At-Large	
7.	Marilyn Concepcion, Member-At-Large	
8.	Tishawanna Smith, Member-At-Large	
9.	Debbie Duenas, Member-At-Large	
10.	Apolline San Nicolas, HR Representative	
11.	Barbara Blas, Recording Secretary	
12.	Kenneth Bautista	
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**Guam Community College  
Staff Senate Executive Council Meeting  
Thursday, November 10, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
- IV. Approval of Minutes—September 29, 2016**
- V. Old Business**
  - A. Merit Bonus (1995-2009) – no movement has been made due to legal issues. There is no legislative law stating the GCC has to pay out. All members were asked to encourage their senators to push for pay out.
  - B. Merit Bonus (2014-current) – freeze began in 2014 until today. No movement, due to no funding.
  - C. Staff Survey
  - D. Staff Senate Constitution & Bylaws
  - E. Staff Senate Goals
  - F. Committee Representation
    - 1. Resource, Planning & Facility – SSEC Officers
    - 2. College Governance Committee – SSEC Officers
    - 3. Committee on College Assessment – Vangie Aguon, Doris Manibusan, and Johanna Camacho
    - 4. College Technology Committee – Rose Aquinde and Josephine Arceo. Joyce Rosario
    - 5. Joint Leadership Committee – SSEC Officers
    - 6. Board of Trustees – Ken Bautista
    - 7. Staff/Administrator Development Committee – Marilyn Concepcion, Tishawanna Smith, and Debbie Duenas.
    - 8. OSH/ADA Task Force – Kimberly Bautista and John Diaz.
    - 9. PLA Task Force – Toni Chamberlain
- VI. New Business**
  - None
- VII. Committee Reports**
  - A. Resource Planning & Facility (RPF) - none
  - B. College Governance Committee (CGC) – C. Guerrero reported next meeting is scheduled for Thursday, October 06, 2016.
  - C. Committee on College Assessment (CCA) – none
  - D. College Technology Committee (CTC) – none
  - E. Joint Leadership Committee – none
  - F. Board of Trustees (BOT) – Ken Bautista reported Board meeting is scheduled for Friday, September 30, 2016.
  - G. GCC Logo Group – none
  - H. OSH/ADA Task Force – none
  - I. PLA Task Force – none
  - J. Staff/Administrator Development Committee – none
- VIII. Staff Concerns**
  - A. Previous Concerns pending action items
    - 1. **Safety Issue for Campus Community** – *memo submitted to Safety Administrator*
  - B. New Concerns
- IX. Announcements**
- X. Next Meeting – Thursday, November 17, 2016, CSI Conference Room**
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Thursday, November 10, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**MINUTES**

**I. Call Meeting to Order**

Latisha Leon Guerrero called meeting to order at 3:09 p.m.

**II. Roll Call**

**Present:** Latisha Leon Guerrero, Carol Guerrero, Joanne Blas, Kimberly Bautista, Marilyn Concepcion, Debbie Duenas, Vivian Guerrero, Donnie Lizama, Tishawanna Smith, Apolline San Nicolas and Barbara Blas.

**III. Recital of the Guam Community College Mission Statement**

Everyone present recited the mission.

**IV. Approval of Minutes of September 29, 2016.**

**Donnie Lizama moved to approve the minutes of September 29, 2016 with changes, seconded by Debbie Duenas; after further discussion, all in favor, motion carried unanimously.**

**V. Old Business**

- A. Merit Bonus (1995-2009) – no movement has been made due to legal issues. There is no legislative law stating the GCC has to pay out. All members were asked to encourage their senators to push for pay out.
- B. Merit Bonus (2014-current) – freeze began in 2014 until today. No movement, due to no funding.
- C. Staff Survey – Latisha Leon Guerrero reported survey results were emailed to President Okada. President Okada emailed back asking for staff suggestions, what staff members feel should be done with the survey results? Latisha Leon Guerrero requested for Staff Senate Executive Council members to review the survey and generate ideas by next meeting on Thursday, November 17, 2016. (See Attachment)
- D. Staff Senate Constitution & Bylaws – Staff Senate Executive Council members reviewed and discussed the bylaws. Latisha Leon Guerrero will make the revisions then send via email for committee approval.
- E. Staff Senate Goals – Staff Senate Executive Council members reviewed and discussed the goals. (See Attachment)
- F. Committee Representation – Latisha Leon Guerrero will prepare a memo to President Okada regarding the following staff representation:
  1. Resource, Planning & Facilities – SSEC Officers
  2. College Governing Council – SSEC Officers
  3. Committee on College Assessment – Vangie Aguon, Doris Manibusan, and Johanna Camacho. Latisha Leon Guerrero will follow up with Johanna Camacho is she still willing to represent staff for this committee.
  4. College Technology Committee – Ana Mari Atoigue, Tara Pascua, and Chris Camacho. Ana Mari Atoigue and Tara Pascua would like to step down and give other staff members the opportunity to represent staff in this committee. Rose Aquinde and Josephine Arceo. Joyce Rosario will be invited if Rose Aquinde or Josephine Arceo do not accept the invitation.
  5. Joint Leadership Committee – SSEC Officers
  6. Board of Trustees – Ken Bautista
  7. Staff/Administrator Development Committee – Marilyn Concepcion, Tishawanna Smith, and Debbie Duenas.
  8. OSH/ADA Task Force – Kimberly Bautista and John Diaz.
  9. PLA Task Force – Toni Chamberlain

**VI. New Business**

None

**VII. Committee Reports**

- A. Resource Planning & Facility (RPF) – Carol Guerrero reported the following:
  - i. Budgets for FY2017 loaded on 10/10/2016

- ii. CIP 1 / approved
- iii. Facilities Engineer Position still remains vacant
- B. College Governance Committee (CGC) – Carol Guerrero reported next meeting is scheduled for Thursday, October 06, 2016.
- C. Committee on College Assessment (CCA) – none
- D. College Technology Committee (CTC) – none
- E. Joint Leadership – none
- F. Board of Trustee (BOT) – none
- G. GCC Logo Group – Latisha Leon Guerrero reported launching of the new logo scheduled for January 10, 2017.
- H. OSHA/ADA Task Force – none
- I. PLA Task Force – none
- J. Staff/Administrator Development Committee – An announcement was posted on MyGCC website, deadline for application submission is November 30, 2016.

#### VIII. Staff Concerns

- A. Previous concerns pending action items
  - I. Safety Issue for Campus Community – *memo submitted to Safety Administrator.*
- B. New Concerns – discussion regarding administrator calling staff member after working hours. What can be done? Who do the staff members confide in?

#### IX. Announcements

- A. GCC Job Announcements – Administrative Assistant (only GCC permanent employees). Deadline for application submission is Friday, November 10, 2016.
- B. Staff/Administrator Professional Development Program – applications are being accepted, deadline is Wednesday, November 30, 2016.
- C. Tuition Benefits Program – deadline for submission, Friday, December 02, 2016.
- D. Life Insurance – deadline for submission, Tuesday, November 22, 2016. Will be effective: Thursday, December 01, 2016.
- E. Cafeteria Plan Presentations – Friday, November 18, 2016 from 3:00pm - 4:30pm, Wednesday, November 30, 2016 from 9:00am – 10:00am, and Friday, December 02, 2016 from 3:00pm – 4:30pm in room A-28.
- F. GCC Christmas Party – Saturday, December 10, 2016 at the Westin Resort from 6:00pm-11:00pm. Rooms are available for \$150.00 + 11% tax (site GCC Christmas Party).
- G. GCCEA 50/50 Raffle – drawing is scheduled for Friday, November 18, 2016.
- H. Culinary Fundraiser – deadline for orders schedule for Wednesday, November 16, 2016.
- I. GCCEA Election – Call for nominations in October 2016. Election in November 2016. Winners will be announced at the GCC Christmas Party.
- J. Faculty Retreat – Joanne Blas reported faculty requested for staff members to participate in this event.

#### X. Next Meeting – Thursday, November 17, 2016, CSI Conference Room

#### XI. Adjournment

Kimberly Bautista moved to adjourn the meeting at 4:08 p.m.; seconded by Donnie Lizama. No discussion, all in favor, motion carried unanimously.

SUBMITTED BY:



**BARBARA J. BLAS**  
Recording Secretary

ATTESTED BY:



**CAROL GUERRERO**  
Vice President, Staff Senate












APPROVED BY:



**LATISHA ANN LEON GUERRERO**  
President, Staff Senate

**Staff Senate Executive Council Meeting**  
**CSI Conference Room**  
**3:00 p.m.**  
**November 10, 2016**  
**Thursday**

**ATTENDANCE SHEET**

Name		Signature
1.	Latisha Leon Guerrero, President	
2.	Carol Guerrero, Vice President	
3.	Joanne Blas, Secretary/Treasurer	
4.	Donnie Lizama, Member-At-Large	
5.	Kimberly Bautista, Member-At-Large	
6.	Vivian Guerrero, Member-At-Large	
7.	Marilyn Concepcion, Member-At-Large	
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**Guam Community College  
Staff Senate Executive Council Meeting  
Thursday, November 17, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

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**AGENDA**

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    - 8. OSH/ADA Task Force – Kimberly Bautista and John Diaz.
    - 9. PLA Task Force – Toni Chamberlain
- VI. New Business**
  - None
- VII. Committee Reports**
  - A. Resource Planning & Facility (RPF)
  - B. College Governance Committee (CGC)
  - C. Committee on College Assessment (CCA)
  - D. College Technology Committee (CTC)
  - E. Joint Leadership Committee
  - F. Board of Trustees (BOT)
  - G. GCC Logo Group
  - H. OSH/ADA Task Force
  - I. PLA Task Force
  - J. Staff/Administrator Development Committee
- VIII. Staff Concerns**
  - A. Previous Concerns pending action items
    - 1. **Staff receiving calls after working hours from administrators.** Discussion pursued and it was recommended that based on the situation, staff will determine whether or not to answer and advise administrator that they should only use their personal cellphone after hours if it's an emergency. If staff feels that the privilege is being abused, then should report to EEO/HR.
  - B. New Concerns
- IX. Announcements**
- X. Next Meeting – Thursday, November 17, 2016, CSI Conference Room**
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Thursday, November 17, 2016  
CSI Conference Room**

**Staff Senate Mission Statement**

The Staff Senate is committed to student success and shall serve as the official voice of the Members of the College Staff in the process of Participatory Governance and support the vision and mission of Guam Community College.

**MINUTES**

**I. Call Meeting to Order**

Latisha Leon Guerrero called meeting to order at 3:03 p.m.

**II. Roll Call**

**Present:** Latisha Leon Guerrero, Carol Guerrero, Joanne Blas, Kimberly Bautista, Marilyn Concepcion, Debbie Duenas, Donnie Lizama, Tishawanna Smith, Apolline San Nicolas and Barbara Blas.

**Absent:** Vivian Guerrero (leave)

**III. Recital of the Guam Community College Mission Statement**

Everyone present recited the mission.

**IV. Approval of Minutes of November 10, 2016.**

Joanne Blas moved to approve the minutes of November 10, 2016, seconded by Donnie Lizama; after further discussion, all in favor, motion carried unanimously.

**V. Old Business**

- A. Merit Bonus (1995-2009) – no movement has been made due to legal issues. There is no legislative law stating the GCC has to pay out. All members were asked to encourage their senators to push for pay out.
- B. Merit Bonus (2014-current) – freeze began in 2014 until today. No movement, due to no funding.
- C. Staff Survey – Carol Guerrero questioned, “What is President Okada looking for as far as Staff Senate Executive Councils suggestions?” Donnie Lizama replied, “Maybe something to do with Professional Development.” Staff Senate Executive Council suggested the following ideas:
  1. Customer service training (know our product).
  2. Training for students on how to navigate through MyGCC webpage. Incorporate it into the new student orientation.
  3. Provide circuit trainings during Staff/Administrator Professional Development Day. Work with Staff/Administrator Professional Development Committee.
- D. Staff Senate Constitution & Bylaws – Latisha Leon Guerrero requested for all Staff Senate Executive Council members to review the Constitution and Bylaws. Barbara Blas will post the latest copies of the constitution and bylaws. Further discussion at next Staff Senate Executive Council meeting on Thursday, December 22, 2016.
- E. Staff Senate Goals – Staff Senate Executive Council members reviewed and discussed the goals. Donnie Lizama moved to approve the FY2016-2017 Staff Senate Executive Council Goals with changes, seconded by Carol Guerrero; after further discussion, all in favor, motion carried unanimously.
- F. Committee Representation – Latisha Leon Guerrero will prepare memos to President Okada regarding the following staff representatives:
  1. Resource, Planning & Facilities – SSEC Officers
  2. College Governing Council – SSEC Officers
  3. Committee on College Assessment – Vangie Aguon, Doris Manibusan, and Johanna Camacho. Latisha Leon Guerrero will follow up with Johanna Camacho if she is still willing to represent staff for this committee.

4. College Technology Committee – Ana Mari Atoigue, Tara Pascua, and Chris Camacho. Rose Aquinde and Josephine Arceo will replace Ana Mari Atoigue and Tara Pascua.
5. Joint Leadership Committee – SSEC Officers
6. Board of Trustees – Ken Bautista
7. Staff/Administrator Development Committee – Marilyn Concepcion, Tishawanna Smith, and Debbie Duenas.
8. OSH/ADA Task Force – Kimberly Bautista and John Diaz.
9. PLA Task Force – Toni Chamberlain

## **VI. New Business**

None

## **VII. Committee Reports**

- A. Resource Planning & Facility (RPF) – Carol Guerrero reported the following:
  1. President Okada and Carmen Santos will meet with the DOA to discuss GCC allotment payments.
  2. No monies received for FY2017. FY2016 we are at 69%.
  3. Power and water cost have dropped.
  4. Safety – elevators are not working.
  5. The testing of the Fire Alarm System failed. Notification: Please keep windows and doorways clear.
  6. Next meeting is scheduled for December 07, 2016.
- B. College Governance Committee (CGC) – Latisha Leon Guerrero reported the next meeting is scheduled for December 07, 2016.
- C. Committee on College Assessment (CCA) – no response for request on updates.
- D. College Technology Committee (CTC) – Latisha Leon Guerrero reported that there was a meeting on November 17, 2016, the following topics were discussed:
  1. Lab upgrades.
  2. New computer bid specifications for PC and Macs.
  3. Multimedia Projector project will begin next Friday, November 25, 2016.
  4. Committee is working on a digital resource policy.
- E. Joint Leadership – none
- F. Board of Trustee (BOT) – none
- G. GCC Logo Group – Latisha Leon Guerrero reported launching of the new logo scheduled for January 10, 2017. Committee proposal is the first 100 employees to attend the launch will receive a free polo shirt. As an incentive the committee might be selling extra shirts for \$5.
- H. OSHA/ADA Task Force – none
- I. PLA Task Force – none
- J. Staff/Administrator Development Committee – An announcement was posted on MyGCC website, deadline for application submission is November 30, 2016.

## **VIII. Staff Concerns**

- A. Previous Concerns pending action items
  1. Staff receiving calls after working hours from administrators. Discussion pursued and it was recommended that based on the situation, staff will determine whether or not to answer and advise administrator that they should only use their personal cellphone after hours if it's an emergency. If staff feels that the privilege is being abused, then should report to EEO/HR.
- B. New Concerns – None

## **IX. Announcements**

- A. Thanksgiving Luncheon – Friday, November 18, 2016 from 11:30am – 1:30pm, in MPA.
- B. Last day to purchase 50/50 raffle drawing tickets for EA is during the Thanksgiving Luncheon. Winner will be pulled at the event.



X. Next Meeting – Thursday, December 22, 2016, CSI Conference Room

XI. Adjournment

Kimberly Bautista moved to adjourn the meeting at 4:16 p.m.; seconded by Donnie Lizama. No discussion, all in favor, motion carried unanimously.

SUBMITTED BY:



BARBARA J. BLAS  
Recording Secretary

ATTESTED BY:



CAROL GUERRERO  
Vice President, Staff Senate

APPROVED BY:



LATISHA ANN LEON GUERRERO  
President, Staff Senate





Staff Senate Executive Council Meeting












CSI Conference Room

3:00pm

November 17, 2016

Thursday

ATTENDANCE SHEET

Name	Signature
1 Latisha Leon Guerrero, President	
2 Carol Guerrero, Vice President	
3 Joanne Blas, Secretary/Treasurer	
4 Donnie Lizama, Member-At-Large	
5 Kimberly Bautista, Member-At-Large	
6 Vivian Guerrero, Member-At-Large	
7 Marilyn Concepcion, Member-At-Large	
8 Tishawanna Smith, Member-At-Large	
9 Debbie Duenas, Member-At-Large	
10 Apolline San Nicolas, HR Representative	
11 Barbara Blas, Recording Secretary	
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