

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

- I. Call To Order**
- II. Roll Call and Introductions**
- III. Recital of the Guam Community College Mission Statement**  
The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.
- IV. New Business**
  - A. Draft Constitution & By-Law
  - B. Nomination of Staff Senate Executive Council
- V. Announcements**
  - A. Voting of Officers
  - B. Approval Constitution and By-Laws
- VI. Next Meeting – Fridays, May 25, 2012 1:00pm, Location: MPA**
- VII. Adjournment**

# **GUAM COMMUNITY COLLEGE STAFF SENATE CONSTITUTION**

## **Article I – NAME**

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

## **Article II – AUTHORITY**

- A. The Staff Senate derives authority independently through the voice and intentions of staff, defined as non-faculty salaried and non-student wage employees of Guam Community College.
- B. The recommendation of this senate shall not conflict with the Board-Union Contract, Personnel Rules & Regulations or existing laws.

## **Article III – PURPOSE**

- A. To accept and share responsibility with the administration, faculty, and students in all efforts to attain the stated goals of the college.
- B. To serve as the representative body for the full time permanent and full time limited term employees of the college, hereinafter referred to as the support staff.
- C. To collaborate with the Board Union Staff Member in an advisory capacity to the college administration and governance structure.
- D. To collaborate with the Board Union Staff Member to appoint or recommend staff representatives to the college wide, standing committees and other ad hoc committees as appropriate.
- E. To provide a two-way medium for the exchange of information between the staff and the administration.
- F. To foster a spirit of unity and cooperation.
- G. To provide referral for individual and/or general staff concerns and problems to appropriate organizations or personnel.

## **Article IV – MEMBERSHIP**

- A. The Staff Senate Executive Council shall consist of 9 voting members that are elected by the support staff general membership which shall consist of 3 officers (President, Vice President, and Secretary) and six representatives at large.
- B. There shall be two non voting members appointed by the Staff Senate Executive Council;
  - one member from the Human Resources Department and
  - one member from the full time limited term appointment.

## **Article V - TERMS OF OFFICE**

- A. The term of office for Staff Senate Executive Council shall be for two years to commence on June 1.
- B. In the event that a vacancy occurs the Executive Council shall refer to the Bylaws for the replacement process under Article .
- C. A representative may be re-elected but may not serve more than two consecutive elected terms. An appointed term does not count as an elected term.
- D. The retiring President of the Staff Senate shall serve as an advisor to the Staff Senate Board for one year. If his/her elected term as a representative has expired, he/she shall serve as a non-voting member of the Staff Senate and the Staff Senate Executive Board.

#### **Article VI-ELECTIONS**

Elections by the Senate shall be conducted on the last Friday of March on the second year of term in accordance with the Bylaws.

#### **Article VII-COMMITTEE**

In collaboration with the Board Union Staff Member the President may designate standing, special, and/or ad hoc committees as approved by the Staff Senate Executive Council.

#### **Article VIII-AMENDMENTS**

Amendments to the Constitution may be acted upon only at a general membership meeting of the Staff Senate. If presented in writing to all general membership of the Staff Senate at least thirty (30) days prior to a general membership meeting at which the proposed change is to be considered, such an amendment may be adopted by a two-thirds vote of the membership present.

#### **Article IX-ADOPTION OF CONSTITUTION**

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

#### **Article X - SIGNATURES**

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

\_\_\_\_\_  
Kenneth Bautista

\_\_\_\_\_  
Elizabeth J. Duenas

\_\_\_\_\_  
Carol Guerrero

\_\_\_\_\_  
Joanne M. I. Blas

\_\_\_\_\_  
Marilyn Concepcion

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Gerry Dacanay

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Ava Garcia

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Tamara Therese Hiura

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Latisha Leon Guerrero

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Tara Rose Pascua

\_\_\_\_\_  
Cheryl San Nicolas

# **GUAM COMMUNITY COLLEGE STAFF SENATE BY-LAWS**

## **Article I - DUTIES OF OFFICERS, REPRESENTATIVES AT-LARGE, HUMAN RESOURCES ADVISORY MEMBER, AND FULL TIME LIMITED TERM APPOINTMENT MEMBER**

### **A. The President shall:**

1. Preside at all regular and special meetings,
2. Enforce all regulations and policies,
3. Preside over the Senate executive board,
4. Prepare the organizational chart of the Senate,
5. Submit the budget to the Staff Senate Executive Council at the July regular meeting for approval each year,
6. Call special meetings,
7. Prepare an agenda for the Staff Senate secretary to distribute to the Staff Senate members and non-voting members of the Staff Senate seven days prior to the next regular meeting,
8. Authorize disbursement of funds,
9. Designate chairs of the standing committees as appropriate,
10. Establish ad hoc committees as approved by the Staff Senate appoint designated member to existing committees and appoint chair for any new committees,
11. Perform other such duties as associated with this office,
12. Serve as ex-officio member of all committee.

### **B. The Vice President shall:**

1. Preside in the absence of the President,
2. Serve as the principal assistant to the President,
3. Fulfill any term vacated by the President, and
4. Secure/Reserve meeting places,
5. Perform other such duties associated with this office,
6. Serve as ex-officio member of all committees,
7. In the event of the President's position is officially determined to be vacant, the Vice President shall automatically become the President.

### **C. The Secretary shall:**

1. Conduct a roll call, record attendance and advise the President if a quorum is present at the beginning of each meeting,
2. Prepare minutes of all Staff Senate meetings and maintain them as permanent records,
3. Post approved minutes on Group Studio ten days after approval.
4. Post agenda and information packages in Group Studio within seven days prior to the next regular meeting.
5. Maintain all records of the Staff Senate including a. Fiscal records b. Mailing lists (electronic and campus). c. List of members serving on the standing committees, and college wide committees, with term of office, and
6. Make authorized disbursements of funds. Submit quarterly financial reports of expenditures to the Staff Senate Executive Council. Both the Staff Senate President, or Vice President in absence of the President, and the Secretary shall have fiscal authority, and
7. Advise the staff Senate President on at-large procedures in accordance with Robert's Rules of Order, Newly Revised,

8. Perform other such duties as required, and
9. In the event of the Vice President's position is officially determined to be vacant, the Secretary shall automatically become the Vice President.

**D. The Representative At-Large Member shall:**

1. Make informed decisions,
2. Vote on matters brought before the Staff Senate Executive Council,
3. Serve on at least one standing committee, and
4. Serve on college wide committees when appointed,
5. Regularly attend scheduled meetings,
6. Report to general memberships on issues brought before Staff Senate Executive Council,
7. Seek opinions from the general memberships on pertinent matters concerning the Staff Senate, and
8. Be accountable to the general membership,

**E. Support Staff General Membership:**

Support Staff are welcomed and encouraged to participate in all Staff Senate meetings and activities. Any support staff may be asked for assistance in planning and completing various events or activities.

**F. Human Resources Advisory Member:**

Human Resources Advisory member will serve as an advisor to ensure that the Staff Senate Executive Council follows all policies, procedures, and laws that governs the employees of the college.

**G. Full Time Limited Term Appointment Member:**

Time Limited Term Appointment Member, a non-voting member, will serve as a liaison between the Executive Council and all Limited Term Appointment Employees.

## **Article II – ELECTIONS**

- A. The Staff Senate Executive Council shall consist of 9 voting members that are elected by the support staff general membership which shall consist of 3 officers (President, Vice President, and Secretary) and six representatives at large.
- B. There shall be two non voting members appointed by the Staff Senate Executive Council;
  - one member from the Human Resources Department, and
  - one member from the full time limited term appointment.
- C. Election committee shall consist of a Chairperson (appointed by the President of Staff Senate Executive Council), two members selected by the Chairperson, a member of the Faculty Senate and a member of COPSA.
- D. The Election Committee shall conduct the election in accordance with the following guidelines:
  1. Elections for the senate shall take place on the last Friday of March.
  2. All full time permanent support staffs (salaried classified employees, 1,500-hour wage employees and alternates) are eligible for election to the Staff Senate Executive Council.
  3. Nominations will be call for on the first working day of January and closed on the last Friday of February.
  4. The nominees will be contacted by the Election Chairperson to indicate their acceptance or rejection of the nominations.

5. Ballots of the candidates will be printed and voting will take place on the last Friday of March at a General Membership meeting.
6. Election Committee shall conduct the vote count and award Staff Senate Executive Council seats based upon the results of highest count of each position.
7. The newly elected senate shall assume their position on June 1. The President elect will shadow the Current President for the remaining months of the Current Presidents term.

### **Article III – COMMITTEES**

#### **A. Policies and Issues Committee**

1. To serve as a link between the Staff Senate Executive Council and the Human Resources Office and/or college administration in general on personnel and related matters.
2. Bring to the Staff Senate Executive Councils attention any changes in policies and procedures that may affect the general membership on these issues. This includes monitoring of the activities of the Administrative and Professional Staff Senate, commissions, advisory Staff Senates, and committees that may affect the staff to include:
  - a. College Governance Committee
  - b. Resource, Planning, & Facilities Committee
  - c. Calendar Committee
  - d. College Technology Committee
  - e. Committee on Counsel Assessment
  - f. Standard I
  - g. Standard II
  - h. Standard III
  - i. Standard IV
  - j. Elections Committee
3. To provide a standard policy for each committee to include staff representation with full voting rights. The standing committee shall propose an amendment to the bylaws of the respective college committees to include a minimum of two staff representation with full voting rights.

### **Articles IV – MEETINGS & QUORUM**

1. Staff Senate Support Staff General Membership Meeting
  - a. General Membership Meeting shall be conducted no less than three times within the Calendar Year at a designated time posted no later than one (1) week before such meeting. This meeting shall not be more than four hours per meeting.
  - b. All General Membership meetings shall be conducted at a GCC designated location, unless otherwise specified.
  - c. A quorum shall consist of one-third of all general membership. Voting shall be two-thirds of the general membership present.
2. Staff Senate Executive Council Meeting
  - a. Executive Meeting shall be conducted once a month at a designated time posted no later than one (1) week before such meeting.
  - b. This meeting shall be conducted at a GCC designated location, unless otherwise specified, and time shall be determined by the consensus of the officers.
  - c. A quorum shall constitute five (5) Staff Senate Executive Council Officers. These Officers shall be two (2) who holds these positions: President, Vice President or Secretary and three (3) Representative-At-large.
  - d. Special meetings may be called by the Staff Senate Executive Council.

### **Article V – PARLIAMENTARY AUTHORITY**

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

#### **Article VI – ATTENDANCE POLICY**

1. All Staff Senate Officers are required to attend every meeting (Executive and General Membership) unless otherwise excused.
2. For any legitimate illness, reason, or emergency, which may interfere with an Officer carrying out his/her duties, the absence must be reported to the President, Vice President, or Secretary prior to the event and/or meeting, to include the duration of their absence.
3. If a Staff Senate Officer leaves island for vacation, business, or any other reason, he/she must notify the President, Vice President, or Secretary verbally and in writing one (1) week or five (5) calendar days prior to departure, so arrangements can be made for another officer to take over their responsibilities and duties.
4. All Staff Senate Officers are allowed only two (2) consecutive unexcused absences.
5. Staff Senate Officers Attendance Policy shall consist of:
  - a. First Unexcused Absence – A verbal warning will be given to the individual.
  - b. Second Unexcused Absence – A written letter regarding their absence will be given to the individual by hand or through their immediate supervisor.
  - c. Third Unexcused Absence – A written letter removing them from office, with the approval of two-thirds of the voting Staff Senate Executive Council, will be given to the individual by hand or through their immediate supervisor.

#### **Article VII – MEMBER/OFFICER DISCIPLINARY PROCEDURES**

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

#### **Article VIII – IMPEACHMENT PROCEDURES**

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

- a. The President or Vice President and Human Resources Advisor shall meet with the Officer to discuss the failure to perform his/her duties.
- b. If the Officer still neglects to perform his/her duties a letter will be given by the Staff Senate Executive Council regarding issues.
- c. The Officer will have an opportunity to be heard within ten working days after acknowledging receipt of the letter.
- d. Within 20 working days after hearing any evidence and reviewing any documents, the Staff Senate Executive Council will render a final decision.

- e. Should an Officer be removed, Article IX; Vacancies, shall be followed.

#### **Article IX –VACANCIES**

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

1. Shall the vacancy be within 3 months until the end of the term the vacancy will remain vacant.
2. Shall the vacancy be before or by three months until the end of term the vacant position will be filled by the candidate with the next highest votes from the previous election results.
3. In the event an executive officers position becomes vacant the other executive officer will move up in rank.
4. The remaining vacant officer's position will be determined by majority vote within the Executive Council members.

#### **Article X – AMENDMENTS**

Notice of any proposal to amend the Bylaws shall be given in the agenda. Affirmative vote of the majority of the Executive Council Officers is required for adoption.

#### **Article XI - SIGNATURES**

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

\_\_\_\_\_  
Kenneth Bautista

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Elizabeth J. Duenas

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Carol Guerrero

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Tara Rose Pascua

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Cheryl San Nicolas

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Apolline San Nicolas























Guam Community College  
Staff Senate Meeting  
May 7, 2012 1:00PM

#	Home_Organization_Desc	Position_Title	Name	Signature
1	Dean's Office - TSS	Administrative Aide	Aguero, Michele M.	
2	Dean's Office - TPS	Administrative Assistant	Aguilar, Marina C.	
3	Assessment, Ins Effect and Research	Administrative Assistant	Aguon, Evangeline M.	
4	Assessment and Counseling	Administrative Assistant	Anderson, Catherine B.	
5	Business Office	Accounting Technician I	Anderson, Danielle B.	
6	Early Childhood	Program Coordinator I	Aquino, Elizabeth J.	
7	Planning and Development	Administrative Assistant	Arceo, Josephine T.	
8	Continuing Education	Administrative Assistant	Arceo, Tania C.	
9	Dean's Office - TSS	Program Coordinator II	Artero, Pascual S.	
10	Dean's Office - TSS	Word Processing Secretary II	Atoigue, Ana Mari C.	
11	Management Information Systems	Systems Programmer	Bautista, Kenneth C.	
12	Dean's Office - TSS	Administrative Aide	Bautista, Kimberly C.	
13	Assessment, Ins Effect and Research	Planner IV	Benavente, Joseph L.	
14	VP Academic Affairs Division	Word Processing Secretary II	Blas, Barbara J.	
15	Materials Management	Supply Expediter	Blas, Jerome M.	
16	Tourism	Administrative Aide	Blas, Joanne M.	
17	Dean's Office - TPS	Program Coordinator II	Borja, Catherine R.	
18	Business Office	Cashier II	Borja, Levonne G.	
19	Dean's Office - TSS	Word Processing Secretary II	Cabatic, Antonia M.	
20	Night Administration	Administrative Aide	Cabrito, Antonita F.	
21	Management Information Systems	Teleprocessing Netwk Coord	Camacho, Christopher J.	
22	Admissions	Program Coordinator II	Camacho, Johanna L.	
23	Planning and Development	Administrative Assistant	Chamberlain, Antonia M.	
24	Learning Resource Center	Library Technician II	Cheipot, Steve S.	
25	Admissions	Records & Registration Superv	Concepcion, Marilyn L.	
26	Dean's Office - TPS	Administrative Aide	Cruz, Ana Q.	







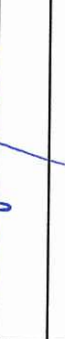




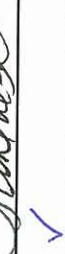

Guam Community College  
Staff Senate Meeting  
May 7, 2012 1:00PM

#	Home_Organization_Desc	Position_Title	Name	Signature
27	GED	Test Examiner	Cruz, Evangeline P.	
28	Student Support Services	School Aide II	Cruz, Harold R.	
29	Learning Resource Center	Library Technician I	Cruz, Joselyn C.	
30	VP Business	Administrative Assistant	Cruz, Vivian D.	
31	Management Information Systems	Computer Systems Analyst II	Dacanay, Gerard L.	
32	Dean's Office - TPS	Administrative Assistant	Damian, Eleanor A.	
33	Management Information Systems	Computer Operator II	David, Margarita Q.	
34	Management Information Systems	Computer Technician II	De Leon, Benedict C.	
35	Environmental Health and Safety	Safety Inspector I	Diaz, John L.	
36	Civic Engagement	Program Coordinator III	Duenas, Elizabeth J.	
37	Management Information Systems	Computer Systems Analyst I	Duque, Richard O.	
38	Learning Resource Center	Library Technician I	Eclavea, Mark E.	
39	Management Information Systems	Computer Technician II	Fabro, Jefferson V.	
40	TRIO Programs	Program Coordinator II	Fathal, James	
41	TRIO Programs	Administrative Assistant	Flores, Winona S.	
42	VP Academic Affairs Division	Administrative Officer	Garcia, Ava M.	
43	Office of the President	Administrative Secretary II	Guerrero, Bertha M.	
44	Business Office	Accountant II	Guerrero, Carol A.	
45	Continuing Education	Administrative Assistant	Guerrero, Teresita C.	
46	Student Financial Aid	Program Coordinator II	Guerrero, Vivian C.	
47	Practical Nursing	Administrative Assistant	Hiura, Tamara Therese T.	
48	Student Support Services	School Aide III	Hussey, Lorainne R.	
49	Adult Basic Education	Program Coordinator I	Joker, Darwin K.	
50	Dean's Office - TSS	Program Coordinator II	Joseph, Gaudencia N.	
51	Business Office	Accountant I	Lam, Pik Man	
52	Early Childhood Education	Administrative Assistant	Leon Guerrero, Latisha Ann N.	

Guam Community College  
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#	Home_Organization_Desc	Position_Title	Name	Signature
53	Center for Student Involvement	Program Coordinator II	Lizama, Donnie L.	
54	Dean's Office - TSS	Program Coordinator II	Lujan, Lila M.	
55	Dean's Office - TPS	Administrative Assistant	Manalo, Larni Joy L.	
56	Dean's Office - TSS	Administrative Assistant	Manibusan, Doris E.	
57	Admissions	Records & Registration Tech	Masnayon, Edgar C.	
58	Business Office	Accounting Technician II	Mayo, Lucille A.	
59	GED	Administrative Aide	Mendiola, Erlinda S.	
60	Automotive Technology	Automotive Repair Controller	Mendiola, Ricardo Lee H.	
61	Health Services Center	Administrative Assistant	Mesa, Genevieve P.	
62	Business Office	Accounting Technician II	Mesa, Marlene R.	
63	Office of the President	Private Secretary	Muna, Esther A.	
64	Bookstore	Bookstore Manager	Okada, Daniel T.	
65	Planning and Development	Program Coordinator II	Orioste, Karlin T.	
66	Materials Management	Buyer I	Palacios, Patricia U.	
67	Continuing Education	Administrative Aide	Pascua, Tara Rose A.	
68	Admissions	Records & Registration Tech	Paulus, Vincent K.	
69	Continuing Education	Program Coordinator I	Quan, Jaclyn L.	
70	Facilities	Maintenance Supervisor	Quenga, Benny John R.	
71	Facilities	Refrigeration Mechanic II	Quichocho, Joseph R.	
72	Dean's Office - TSS	Office Aide	Quichocho, Tiana R.	
73	Adult Basic Education	Administrative Assistant	Quinn, Georginia A.	
74	Criminal Justice	Administrative Assistant	Quitugua, Rosita G.	
75	Materials Management	Buyer II	Rideb, Priscilla K.	
76	Management Information Systems	Teleprocessing Netwk Coord	Ridgell, Joel E.	
77	Materials Management	Inventory Management Officer	Rios, Theda R.	
78	Facilities	Maintenance Worker	Roberto, Joey C.	

Guam Community College  
Staff Senate Meeting  
May 7, 2012 1:00PM

#	Home_Organization_Desc	Position_Title	Name	Signature
79	Human Resources	Personnel Specialist II	Rojas, Josephine T.	
80	Facilities	Maintenance Worker	Rosario, Joaquin U.	
81	Admin Support Services	Administrative Assistant	Salas, Frank C.	
82	Human Resources	Personnel Specialist III	San Nicolas, Apolline C.	
83	Business Office	General Accounting Supervisor	San Nicolas, Cheryl B.	
84	Dean's Office - TSS	Program Coordinator I	San Nicolas, Christopher H.	
85	Business Office	Accountant II	Santos Torres, Linda	
86	Student Support Services	Clerk Typist III	Santos, Irene J.	
87	Dean's Office - TSS	Administrative Assistant	Santos, Tanya-Marie T.	
88	Learning Resource Center	Library Technician Supervisor	Sgambelluri, Juanita I.	
89	Human Resources	Personnel Specialist I	Siguenza, Rose Marie L.	
90	Management Information Systems	Systems Programmer	Solidum, Catherine M.	
91	Student Financial Aid	Administrative Assistant	Terlaje, Kenneth C.	
92	Facilities	Maintenance Worker	Toves, Albert S.	
93	Facilities	Maintenance Leader	Toves, Calvin F.	
94	Admissions	Administrative Aide	Untalan, Frances E.	
95	Dean's Office - TSS	Computer Technician I	Zacarias, Zyrius G.	

Guam Community College  
Staff Senate  
General Meeting  
Monday, May 07, 2012

**MINUTES**

**I. Call To Order**

L. Duenas call the meeting to order at 1:10 p.m.

**II. Roll Call and Introduction**

E. Duenas informed staff to sign the Attendance Sheet for the meeting located on the table in the back. Introductions of all the members of the Staff Senate committee were made. The purpose of the general staff meeting was explained.

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

The mission was recited by everyone present.

**IV. New Business**

**A. Draft Constitution & By-Laws**

Committee presented the first draft of the Staff Senate Constitution and By-laws. The committee requested from the general members to review the first draft of the Staff Senate Constitution and By-laws posted on the Staff Senate group studio via MyGcc portal and submit their comments, questions, or concerns via email no later than Friday, May 11, 2012.

**B. Nomination of Staff Senate Executive Council**

C. Guerrero described the duties and responsibilities of the Staff Senate Executive Council officers and representatives. She further explained nomination procedures before the Staff Senate general members made their nominations for the Staff Senate Executive Council.

Employees were given a nomination form to write in their nominees for the position of President, Vice-President, Secretary and six Representatives-At-Large. After nominations were submitted, E. Duenas announced that the committee will be notifying all nominees to request for their approval of nomination.

**C. Staff Senate Group Studio**

A. Garcia demonstrated how to access the Staff Senate Group Studio to view documents and information pertaining to staff governance.

**V. Announcements**

E. Duenas announced that voting for the Staff Senate Executive Council and ratification of the Constitution and By-Laws will be conducted during our next meeting.

**VI. Next Meeting – Friday, May 25, 2012 1:00pm, Location: MPA**

**VII. Adjournment**

Meeting was adjourned at 2:00 p.m.

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

- I. Call To Order**
- II. Roll Call and Introductions**
- III. Recital of the Guam Community College Mission Statement**  
The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.
- IV. Approval of Minutes of May 07, 2012**
- V. Old Business**
  - A. Voting of Officers
  - B. Ratification of Staff Senate Constitution and By-Laws
- VI. New Business**
- VII. Next Meeting – To be announced**
- VIII. Adjournment**

# **GUAM COMMUNITY COLLEGE STAFF SENATE CONSTITUTION**

## **Article I – NAME**

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

## **Article II – AUTHORITY**

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

## **Article III – PURPOSE**

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

## **Article IV – MEMBERSHIP**

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

## **Article V - TERMS OF OFFICE**

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

## **Article VI-ELECTIONS**

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

## **Article VII-AMENDMENTS**

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

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

#### **Article VIII-ADOPTION OF CONSTITUTION**

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

#### **Article IX - SIGNATURES**

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

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Kenneth C. Bautista, Systems Programmer,  
Management Information Systems

---

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

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Carol A. Guerrero, Accountant II, Business Office

---

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

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

---

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

---

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

---

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

---

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

---

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

---

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

# **GUAM COMMUNITY COLLEGE STAFF SENATE BY-LAWS**

## **Article I – NAME**

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

## **Article II – AUTHORITY**

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

## **Article III – PURPOSE**

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

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

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

### **A. The President shall:**

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

**B. The Vice President shall:**

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

**C. The Secretary/Treasurer shall:**

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

**D. The Representative At-Large Member shall:**

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

**E. The Human Resources Advisory Member shall:**

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

### **Article V – ELECTIONS**

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

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

#### **Article VI – COMMITTEES**

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

#### **Articles VII – MEETINGS & QUORUM**

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

#### **Article VIII – PARLIAMENTARY AUTHORITY**

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

#### **Article IX – ATTENDANCE POLICY**

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

2. Second Unexcused Absence – A verbal warning will be given to the individual.
3. Third Unexcused Absence – A written letter of reprimand regarding their absence will be given to the individual.
4. Fourth Unexcused Absence – A written letter removing them from office, with the approval of two-thirds of the voting Staff Senate Executive Council, will be given to the individual.

#### **Article X – MEMBER/EXECUTIVE COUNCIL MEMBER DISCIPLINARY PROCEDURES**

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

#### **Article XI – IMPEACHMENT PROCEDURES**

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

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

#### **Article XII –VACANCIES**

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

- A. Should the vacancy be within 3 months until the end of the term, the position will remain vacant.
- B. Should the vacancy be before or by three months until the end of term, the vacant position will be filled by the candidate with the next highest votes from the previous election results.
- C. In the event an executive officer’s position becomes vacant, the other executive officer will move up in rank.

- D. The remaining vacant officer's position will be determined by majority vote within the Staff Senate Executive Council members.

#### **Article XIII – AMENDMENTS**

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

#### **Article XIV - SIGNATURES**

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

---

Kenneth C. Bautista, Systems Programmer,  
Management Information Systems

---

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

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Carol A. Guerrero, Accountant II, Business Office

---

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

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

---

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

---

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

---

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

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

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




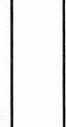







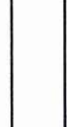




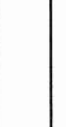




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Apolline C. San Nicolas, Personnel Specialist III,  
Human Resources Office

Guam Community College Staff Senate Voting Log as of 25-MAY-12

#	Position	Organization	Position Title	Name	Acknowledge Receipt of Ballot
1	NAF012	Dean's Office - TPS	Administrative Assistant	Aguilar, Marina C.	
2	AAD213	Assessment, Ins Effect and Research	Administrative Assistant	Aguon, Evangeline M.	
3	AAD073	Assessment and Counseling	Administrative Assistant	Anderson, Catherine B.	
4	BFD030	Business Office	Accounting Technician I	Anderson, Danielle B.	
5	ASD001	Planning and Development	Administrative Assistant	Arceo, Josephine T.	
6	AAD128	Continuing Education	Administrative Assistant	Arceo, Tania C.	
7	AAD119	Dean's Office - TSS	Word Processing Secretary II	Atoigue, Ana Mari C.	
8	ASD002	Management Information Systems	Systems Programmer	Bautista, Kenneth C.	
9	AAD006	Dean's Office - TSS	Administrative Aide	Bautista, Kimberly C.	
10	ASD004	Assessment, Ins Effect and Research	Planner IV	Benavente, Joseph L.	
11	NAF002	VP Academic Affairs Division	Word Processing Secretary II	Blas, Barbara J.	
12	BFD018	Materials Management	Supply Expediter	Blas, Jerome M.	
13	AAD070	Tourism	Administrative Aide	Blas, Joanne M.	
14	BFD008	Business Office	Cashier II	Borja, Levenne G.	
15	AAD042	Dean's Office - TSS	Word Processing Secretary II	Cabatic, Antonia M.	
16	AAD093	Night Administration	Administrative Aide	Cabrito, Antonita F.	
17	ASD011	Management Information Systems	Teleprocessing Netwk Coord	Camacho, Christopher J.	
18	AAD007	Admissions	Program Coordinator II	Camacho, Johanna L.	
19	FED024	Planning and Development	Administrative Assistant	Chamberlain, Antonia M.	
20	AAD099	Learning Resource Center	Library Technician II	Cheipot, Steve S.	
21	AAD184	Admissions	Records & Registration Superv	Concepcion, Marilyn L.	
22	AAD191	Dean's Office - TPS	Administrative Aide	Cruz, Ana Q.	
23	AAD079	GED	Test Examiner	Cruz, Evangeline P.	
24	AAD117	Student Support Services	School Aide II	Cruz, Harold R.	
25	AAD200	Learning Resource Center	Library Technician I	Cruz, Joselyn C.	
26	BFD013	VP Business	Administrative Assistant	Cruz, Vivian D.	
27	ASD027	Management Information Systems	Computer Systems Analyst II	Dacanay, Gerard L.	
28	ASD005	Management Information Systems	Computer Operator II	David, Margarita Q.	

Guam Community College Staff Senate Voting Log as of 25-MAY-12




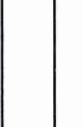




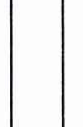


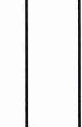
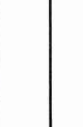
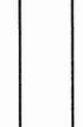

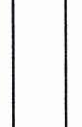

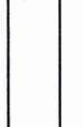

#	Position	Organization	Position Title	Name	Acknowledge Receipt of Ballot
29	ASD025	Management Information Systems	Computer Technician II	De Leon, Benedict C.	
30	ASD020	Environmental Health and Safety	Safety Inspector I	Diaz, John L.	
31	AAD013	Civic Engagement	Program Coordinator III	Duenas, Elizabeth J.	
32	ASD008	Management Information Systems	Computer Systems Analyst I	Duque, Richard O.	
33	AAD100	Learning Resource Center	Library Technician I	Eclavea, Mark E.	
34	ASD006	Management Information Systems	Computer Technician II	Fabro, Jefferson V.	
35	AAD077	VP Academic Affairs Division	Administrative Officer	Garcia, Ava M.	
36	PRE004	Office of the President	Administrative Secretary II	Guerrero, Bertha M.	
37	BFD005	Business Office	Accountant II	Guerrero, Carol A.	
38	AAD047	Continuing Education	Administrative Assistant	Guerrero, Teresita C.	
39	BFD027	Student Financial Aid	Program Coordinator II	Guerrero, Vivian C.	
40	AAD058	Practical Nursing	Administrative Assistant	Hiura, Tamara Therese T.	
41	AAD193	Student Support Services	School Aide III	Hussey, Lorainne R.	
42	AAD205	Adult Basic Education	Program Coordinator I	Joker, Darwin K.	
43	BFD004	Business Office	Accountant I	Lam, Pik Man	
44	AAD207	Early Childhood Education	Administrative Assistant	Leon Guerrero, Latisha Ann N.	
45	AAD106	Center for Student Involvement	Program Coordinator II	Lizama, Donnie L.	
46	AAD121	Dean's Office - TSS	Administrative Assistant	Manibusan, Doris E.	
47	AAD008	Admissions	Records & Registration Tech	Masnayon, Edgar C.	
48	BFD015	Business Office	Accounting Technician II	Mayo, Lucille A.	
49	AAD188	GED	Administrative Aide	Mendiola, Erlinda S.	
50	AAD155	Automotive Technology	Automotive Repair Controller	Mendiola, Ricardo Lee H.	
51	AAD002	Health Services Center	Administrative Assistant	Mesa, Genevieve P.	
52	BFD009	Business Office	Accounting Technician II	Mesa, Marlene R.	
53	BFD001	Bookstore	Bookstore Manager	Okada, Daniel T.	
54	FED028	Planning and Development	Program Coordinator II	Orioste, Karlin T.	
55	BFD020	Materials Management	Buyer I	Palacios, Patricia U.	
56	NAF003	Continuing Education	Administrative Aide	Pascua, Tara Rose A.	

Gum Community College Staff Senate Voting Log as of 25-MAY-12

#	Position	Organization	Position Title	Name	Acknowledge Receipt of Ballot
57	AAD005	Admissions	Records & Registration Tech	Paulus, Vincent K.	
58	ASD009	Facilities	Refrigeration Mechanic II	Quichocho, Joseph R.	
59	AAD186	Criminal Justice	Administrative Assistant	Quitugua, Rosita G.	
60	BFD016	Materials Management	Buyer II	Rideb, Priscilla K.	
61	ASD007	Management Information Systems	Teleprocessing Netwk Coord	Ridgell, Joel E.	
62	BFD017	Materials Management	Inventory Management Officer	Rios, Theda R.	
63	ASD036	Facilities	Maintenance Worker	Roberto, Joey C.	
64	BFD007	Human Resources	Personnel Specialist II	Rojas, Josephine T.	
65	ASD037	Facilities	Maintenance Worker	Rosario, Joaquin U.	
66	ASD017	Admin Support Services	Administrative Assistant	Salas, Frank C.	
67	BFD023	Human Resources	Personnel Specialist III	San Nicolas, Apolline C.	
68	BFD012	Business Office	General Accounting Supervisor	San Nicolas, Cheryl B.	
69	BFD010	Business Office	Accountant II	Santos Torres, Linda	
70	AAD114	Student Support Services	Clerk Typist III	Santos, Irene J.	
71	AAD097	Learning Resource Center	Library Technician Supervisor	Sgambelluri, Juanita I.	
72	BFD025	Human Resources	Personnel Specialist I	Siguenza, Rose Marie L.	
73	ASD039	Management Information Systems	Systems Programmer	Solidum, Catherine M.	
74	BFD014	Student Financial Aid	Administrative Assistant	Terlaje, Kenneth C.	
75	ASD022	Facilities	Maintenance Worker	Toves, Albert S.	
76	ASD048	Facilities	Maintenance Leader	Toves, Calvin F.	
77	AAD001	Admissions	Administrative Aide	Untalan, Frances E.	

# Staff SENATE Ratification of Constitution & Bylaws 25-MAY-2012

#	Organization	Position Title	Name	Signature
1	Dean's Office - TPS	Administrative Assistant	Aguilar, Marina C.	
2	Assessment, Ins Effect and Research	Administrative Assistant	Aguon, Evangeline M.	
3	Assessment and Counseling	Administrative Assistant	Anderson, Catherine B.	
4	Business Office	Accounting Technician I	Anderson, Danielle B.	
5	Planning and Development	Administrative Assistant	Arceo, Josephine T.	
6	Continuing Education	Administrative Assistant	Arceo, Tania C.	
7	Dean's Office - TSS	Word Processing Secretary II	Atoigue, Ana Mari C.	
8	Management Information Systems	Systems Programmer	Bautista, Kenneth C.	
9	Dean's Office - TSS	Administrative Aide	Bautista, Kimberly C.	
10	Assessment, Ins Effect and Research	Planner IV	Benavente, Joseph L.	
11	VP Academic Affairs Division	Word Processing Secretary II	Blas, Barbara J.	
12	Materials Management	Supply Expediter	Blas, Jerome M.	
13	Tourism	Administrative Aide	Blas, Joanne M.	
14	Business Office	Cashier II	Borja, Levenne G.	
15	Dean's Office - TSS	Word Processing Secretary II	Cabatic, Antonia M.	
16	Night Administration	Administrative Aide	Cabrilo, Antonita F.	
17	Management Information Systems	Teleprocessing Netwk Coord	Camacho, Christopher J.	
18	Admissions	Program Coordinator II	Camacho, Johanna L.	
19	Planning and Development	Administrative Assistant	Chamberlain, Antonia M.	
20	Learning Resource Center	Library Technician II	Cheipot, Steve S.	
21	Admissions	Records & Registration Superv	Concepcion, Marilyn L.	
22	Dean's Office - TPS	Administrative Aide	Cruz, Ana Q.	
23	GED	Test Examiner	Cruz, Evangeline P.	
24	Student Support Services	School Aide II	Cruz, Harold R.	
25	Learning Resource Center	Library Technician I	Cruz, Joselyn C.	
26	VP Business	Administrative Assistant	Cruz, Vivian D.	
27	Management Information Systems	Computer Systems Analyst II	Dacanay, Gerard L.	
28	Management Information Systems	Computer Operator II	David, Margarita Q.	

#	Organization	Position Title	Name	Signature
29	Management Information Systems	Computer Technician II	De Leon, Benedict C.	
30	Environmental Health and Safety	Safety Inspector I	Diaz, John L.	
31	Civic Engagement	Program Coordinator III	Duenas, Elizabeth J.	
32	Management Information Systems	Computer Systems Analyst I	Duque, Richard O.	
33	Learning Resource Center	Library Technician I	Eclavea, Mark E.	
34	Management Information Systems	Computer Technician II	Fabro, Jefferson V.	
35	VP Academic Affairs Division	Administrative Officer	Garcia, Ava M.	
36	Office of the President	Administrative Secretary II	Guerrero, Bertha M.	
37	Business Office	Accountant II	Guerrero, Carol A.	
38	Continuing Education	Administrative Assistant	Guerrero, Teresita C.	
39	Student Financial Aid	Program Coordinator II	Guerrero, Vivian C.	
40	Practical Nursing	Administrative Assistant	Hiura, Tamara Therese T.	
41	Student Support Services	School Aide III	Hussey, Lorainne R.	
42	Adult Basic Education	Program Coordinator I	Joker, Darwin K.	
43	Business Office	Accountant I	Lam, Pik Man	
44	Early Childhood Education	Administrative Assistant	Leon Guerrero, Latisha Ann N.	
45	Center for Student Involvement	Program Coordinator II	Lizama, Donnie L.	
46	Dean's Office - TSS	Administrative Assistant	Manibusan, Doris E.	
47	Admissions	Records & Registration Tech	Masnayon, Edgar C.	
48	Business Office	Accounting Technician II	Mayo, Lucille A.	
49	GED	Administrative Aide	Mendiola, Erlinda S.	
50	Automotive Technology	Automotive Repair Controller	Mendiola, Ricardo Lee H.	
51	Health Services Center	Administrative Assistant	Mesa, Genevieve P.	
52	Business Office	Accounting Technician II	Mesa, Marlene R.	
53	Bookstore	Bookstore Manager	Okada, Daniel T.	
54	Planning and Development	Program Coordinator II	Orioste, Karlin T.	
55	Materials Management	Buyer I	Palacios, Patricia U.	
56	Continuing Education	Administrative Aide	Pascua, Tara Rose A.	

#	Organization	Position Title	Name	Signature
57	Admissions	Records & Registration Tech	Paulus, Vincent K.	
58	Facilities	Refrigeration Mechanic II	Quichocho, Joseph R.	
59	Criminal Justice	Administrative Assistant	Quitugua, Rosita G.	
60	Materials Management	Buyer II	Rideb, Priscilla K.	
61	Management Information Systems	Teleprocessing Netwk Coord	Ridgell, Joel E.	
62	Materials Management	Inventory Management Officer	Rios, Theda R.	
63	Facilities	Maintenance Worker	Roberto, Joey C.	
64	Human Resources	Personnel Specialist II	Rojas, Josephine T.	
65	Facilities	Maintenance Worker	Rosario, Joaquin U.	
66	Admin Support Services	Administrative Assistant	Salas, Frank C.	
67	Human Resources	Personnel Specialist III	San Nicolas, Apolline C.	
68	Business Office	General Accounting Supervisor	San Nicolas, Cheryl B.	
69	Business Office	Accountant II	Santos Torres, Linda	
70	Student Support Services	Clerk Typist III	Santos, Irene J.	
71	Learning Resource Center	Library Technician Supervisor	Sgambelluri, Juanita I.	
72	Human Resources	Personnel Specialist I	Siguenza, Rose Marie L.	
73	Management Information Systems	Systems Programmer	Solidum, Catherine M.	
74	Student Financial Aid	Administrative Assistant	Terlaje, Kenneth C.	
75	Facilities	Maintenance Worker	Toves, Albert S.	
76	Facilities	Maintenance Leader	Toves, Calvin F.	
77	Admissions	Administrative Aide	Untalan, Frances E.	
78	LEWD	Program Coordinator I	Quin, Joclyn	
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**Guam Community College  
Staff Senate  
General Membership Meeting  
Friday, May 25, 2012  
Minutes**

**I. Call To Order**

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

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

**II. Roll Call and Introductions**

Sign-In Sheet attached

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

Everyone present recited the mission.

**IV. Approval of Minutes of May 07, 2012**

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

**V. Old Business**

A. Voting of Officers

B. Ratification of Staff Senate Constitution and By-Laws

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

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

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

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

The newly elected Staff Senate Executive Committee members are:

President - Elizabeth Duenas

Vice President – Johanna Camacho

Secretary/Treasurer – Ava Garcia

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

**VI. New Business**

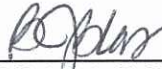
None

**VII. Next Meeting** – To be announced

**VIII. Adjournment**

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

**SUBMITTED BY:**



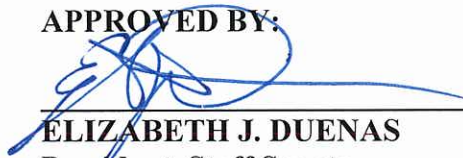
**BARBARA J. BLAS**  
Recording Secretary

**ATTESTED BY:**



**AVA T. GARCIA**  
Secretary/Treasurer, Staff Senate

**APPROVED BY:**



**ELIZABETH J. DUENAS**  
President, Staff Senate