



Guam Community College
P.O. Box 23069, Barrigada, Guam 96921
www.guamcc.edu

MEMORANDUM

TO: President, Guam Community College

FROM: President, Staff Senate

DATE: May 11, 2015

SUBJECT: Year End Report for AY 2014-2015

STAFF SENATE

Executive Officers

Antonia M. Chamberlain, President

Latisha Leon Guerrero, Vice President

Ana Mari Atoigue, Secretary/Treasurer

Representatives-at-Large

Ken Bautista

Vivian Guerrero

Donnie Lizama

Tara Pascua

Kimberly Bautista

Rosie Quitugua

HR Representative: Apolline San Nicolas

Recording Secretary: Barbara Blas

Initiatives		Completed	Carried Forward	Will Not Pursue	Status Description
1.	Implement Staff Senate By-Laws upon review and approval of general membership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ratified by general membership on 6/13/14. Annual review.
2.	Get staff salary/2014 Competitive Wage implemented	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in GCC's 2015 budget; 100% paid, effective 10/1/14; including retroactive pay back to 1/26/14.
3.	Get Merit Bonus Awards paid back to 1995	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GCC only paid back three years as authorized by law in 2013; President Okada advised Staff Senate; thereafter, that payment was based on legal authority, and only upon legislative approval and funding can the rest of the merit awards be paid.

4.	Complete Online Accreditation Basic Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100% of staff employees completed the course.
5.	Get staff representation in GCC's Standing Committees, Ad Hoc Committees, as well as on interview panels for various position vacancies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	President Okada endorsed all staff representatives to RPF, CGC, CCA, CTC, Staff/Administrator Development Program Committee; Staff Senate Executive Officers attended Joint Leadership meeting with Faculty Senate and COPSA; also, Staff Senate Vice President represented staff in newly formed GCC Logo Committee; Kim Bautista is the staff representative on the OSH/ADA Task Force; and Staff Senate President is the staff representative on the AVP's PLA Task Force.
6.	Provide input in staff professional development initiatives such as the drafting of the "Comprehensive Professional Development Plan"	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff Senate submitted Comments on Draft 4 on 1/29/15; staff employees also participated in a "Staff Training Needs Survey" (of 99 employees, 55 participated). SSEC officers were provided a copy of the latest draft, which was on CGC's last meeting agenda. SSEC will get a copy for review and discussion at the next regular meeting .
7.	Provide input in other college initiatives/policies, such as the 2014-2015 Institutional Priorities document	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No comment from Staff Senate on current document
8.	Submit Staff Senate 2016 Budget Request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Of proposed \$5,000, only \$1,000 was approved.
9.	Provide input on the Participatory Governance Structure Handbook Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Participated in Participatory Governance Structure Handbook Training on 1/23/15, in collaboration with Associate Dean Gary Hartz, Faculty Senate, and COPSA.
10.	Continue to advocate for additional benefits for staff employees in professional development programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supported Tuition Benefit Program-- was supported and approved by RPF, CGC, and GCC Board of Trustees.
11.	Encourage staff to apply for Staff/Administrator Professional Development Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supported Staff/Administrator Professional Development Program-- 10 staff were approved for 2014 Spring semester, 9 were disapproved; for 2014 Summer, 2 staff were approved; for 2014 Fall, 8 staff were approved, 7 disapproved; for 2015 Spring, 14 staff were approved, 2 disapproved.
12.	Provide a two-way medium of exchange of	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GCC president was invited to attend

	information between staff and college stakeholders				SSEC 3/26/15 meeting to address two agenda items of great concern to staff employees: Merit awards funding, and the approval process of the Staff Senate Constitution and By-Laws.
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Self Assessment

- To what degree has the committee met its roles and responsibilities?
In accordance with the Staff Senate By-Laws, the vice president moved up in rank as the president, the secretary/treasurer moved up as the vice president, and a secretary/treasurer was appointed from the representatives-at-large, and the representative-at-large position was filled. Executive membership meetings occur monthly and all staff are welcome to attend. On every Staff Senate agenda, a "Staff Concerns" item is included to allow for any staff concern to be discussed.
- How could the committee improve its effectiveness in regard to meeting its roles and responsibilities?
Staff Senate is currently in the process of revisiting the Constitution & By-Laws. A message to all staff was sent out to get their input as to whether they want to leave it status quo or make changes (scheduled to be discussed at the next general membership meeting of June 4, 2015).
- How effective was the committee in completing its goals?
Based on the initiatives listed, Staff Senate has been successful, and will continue to carry forward other initiatives into the upcoming academic year.
- How might the committee improve its effectiveness in regard to accomplishing its initiatives?
One recommendation would be to improve communications with staff on what were their concerns/issues, and how was the matter resolved. Second recommendation would be to establish Staff Senate goals.
- What resources are needed to assist the committee in achieving its goals?
For FY2016 Staff Senate submitted a budget request in the amount of \$5,000, but was reduced and only \$1,000 was approved. Based on the initiatives and goals, a budget will be used effectively. Quick review on MyGCC's Staff Senate community site will be conducted at each general membership meeting. Provision for staff training in using the MyGCC Staff Senate Site will be helpful to ensure that all staff can navigate the Staff Senate Site in order to stay informed. Continue reaching out to staff by personal contact, email communications, campus announcements, and use of the Staff Senate mail box located in the college's central mail room.
- List the committee's recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.
Set up Staff Senate goals--revisit and reassess.

Recommendations

- What topics should be addressed by this committee next year?
 1. **Staff Senate Goals**
 2. **Staff Certifications/Re-certifications for training workshops (i.e., Microsoft Professional Certification, Grant Writing, etc.)**
 3. **Improving Communications with all staff employees**
- Are there any additional roles or responsibilities this committee should be addressing?
Recommend staff representation in the Accreditation Standards Committees; reduce the number of representatives-at-large from six to two; add a sergeant-at-arms position; remove the secretary position and leave the Treasurer position now that the Staff Senate has a FY2016 budget approved. Removing the secretary position will eliminate duplication of responsibilities and confusion between the secretary position and the recording secretary (Word Processing Secretary).
- What issues, initiatives or work has the committee identified that other committee(s) and/or departments should address next year?
Accreditation
College governance process
Facilities and maintenance issues

Please upload this document to the appropriate GCC site page, and submit an electronic copy to the Office of Assessment, Institutional Effectiveness and Research (AIER) at aier@guamcc.edu