

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

I. Call Meeting To Order

II. Roll Call

III. Recital of the Guam Community College Mission Statement

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

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

V. Old Business

A. Article V – Elections

VI. New Business

A. Staff Development Day

B. Staff Senate Schedule of meeting for Executive Council and General Membership meeting.

VII. Next Meeting – To be announced

VIII. Adjournment

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

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.
- IV. Approval of Minutes of June 28, 2012**
- V. Old Business**
 - A. Article V – Elections revised
 - B. Review/Discuss Survey Results
 - C. Executive & General Membership Meeting schedule dates
- VI. New Business**
 - A. Staff Senate Structure
 - B. 2012-2013 Schedule of Activities and Reports
 - C. Staff Development Day
 - D. Agenda for General Membership Meeting, July 27, 2012
- VII. Staff Concerns**
 - A. Representative to the Board of Trustee
 - B. Staff Office Keys
 - C. Staff Salary
- VIII. Next Meeting – August 30, 2012, CSI Conference Room**
- IX. Adjournment**

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

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.
- IV. Approval of Minutes of July 26, 2012**
- V. Old Business**
 - A. Article V – Elections
 - B. Staff Development Day
 - 1. Pending Date
 - 2. Food quotation
 - 3. Incentive – T-shirt, gas cards, etc.
 - C. Representative to the Board of Trustee
 - D. Staff Office Keys
 - E. Staff Salary
- VI. New Business**
 - A. Labor Day – September 2, 2012, Ypao beach
 - B. Christmas Party – Dec 07, 2012
 - C. Membership to Committees
 - 1. College Governance Committee (CGC) - Elizabeth Duenas and Johanna Camacho
 - 2. Resource Planning & Facility (RPF) - Elizabeth Duenas and Ava Garcia
 - 3. Committee on College Assessment (CCA)
 - 4. College Technology Committee (CTC)
- VII. Staff Concerns**
- VIII. Next Meeting – September 27, 2012, CSI Conference Room**
- IX. Adjournment**

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

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.
- IV. Approval of Minutes of July 26, 2012 and August 30, 2012**
- V. Old Business**
 - A. Article V – Elections
 - B. Staff/Administrator Development Day
 - 1. November 23, 2012
 - 2. Food quotation – Submitted
 - 3. Incentive – Gas cards, Caps, and Composition Sticky Note & Pen
 - 4. Workshop
 - C. Representative to the Board of Trustee
 - D. Staff Office Keys
 - E. Staff Salary
 - F. Labor Day – September 2, 2012, Ypao beach
 - G. Christmas Party – Dec 06, 2012 – Westin
 - H. Membership to Committees
 - 1. Committee on College Assessment (CCA)
 - 2. College Technology Committee (CTC)
- VI. New Business**
 - A. Mailbox
- VII. Committee Reports**
- VIII. Staff Concerns**
- IX. Next Meeting – October 25, 2012, CSI Conference Room**
- X. Adjournment**

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

NAME

SIGNATURE

Duenas, Elizabeth, President

Johanna Camacho, Vice President

Garcia, Ava, Secretary/Treasurer

Anderson, Catherine, Representative At Large

Atoigue, Ana Mari, Representative At Large

Guerrero, Vivian, Representative At Large

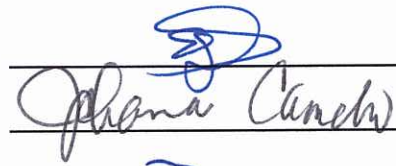
Hiura, Tamara Therese, Representative At Large

Leon Guerrero, Latisha Ann, Representative At Large

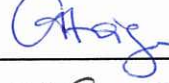
Lizama, Donnie, Representative At Large

Apolline San Nicolas, Personnel Specialist III, HR Advisory Member

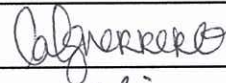
Barbara Blas, GCC Senate Word Processing Secretary II















**Guam Community College
Staff Senate
Thursday, October 25, 2012
AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.
- IV. Approval of Minutes of July 26, 2012, August 30, 2012 and September 27, 2012**
- V. Old Business**
 - A. Article V – Elections
 - B. Staff/Administrator Development Day
 - C. Representative to the Board of Trustees
 - D. Staff Office Keys
 - E. Staff Salary
 - F. Membership to Committees
 - G. Mailbox
 - H. Meeting with President Okada – E. Duenas & J. Camacho
 - I. Cross-Training for Staff
- VI. New Business**
- VII. Committee Reports**
 - A. College Governing Council (CGC) - Elizabeth Duenas and Johanna Camacho
 - B. Resource, Planning, & Facilities (RPF) - Elizabeth Duenas and Ava Garcia
 - C. Committee on College Assessment (CCA) – Johanna Camacho
 - D. College Technology Committee (CTC) – Ana Mari Atoigue
 - E. Standard Committee
- VIII. Staff Concerns**
- IX. Announcement**
 - A. Halloween Parade – Oct 31, 2012
 - B. Foundation Ribbon Cutting – Nov 05, 2012
 - C. Thanksgiving Luncheon – Nov 16, 2012
 - D. Staff/Administrator Development Day – Nov 23, 2012
 - E. Christmas Luncheon – Dec 21, 2012
 - F. Christmas Children Party & New Year's Luncheon – Dec 28, 2012
- X. Next Meeting – November 29, 2012, CSI Conference Room**
- XI. Adjournment**

**Guam Community College
Staff Senate
Thursday, November 29, 2012
AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.
- IV. Approval of Minutes of August 30, 2012 and October 25, 2012**
- V. Old Business**
 - A. Article V – Elections
 - B. Staff/Administrator Development Day
 - C. Representative to the Board of Trustees
 - D. Staff Office Keys
 - E. Staff Salary
 - F. Membership to Committees: Standard
 - G. Meeting with President Okada – E. Duenas & J. Camacho
 - H. Cross-Training for Staff
- VI. New Business**
 - A. Memo: Clarifying memorandum on request to restructure participatory governance committee memberships (Article VII)
 - B. Institutional Priorities for AY 2012-2013 Professional Development
 - C. Staff Senate Mission Statement
- VII. Committee Reports**
 - A. College Governance Committee (CGC) - Elizabeth Duenas and Johanna Camacho
 - B. Resource Planning & Facility (RPF) - Elizabeth Duenas and Ava Garcia
 - C. Committee on College Assessment (CCA) – Johanna Camacho
 - D. College Technology Committee (CTC) – Ana Mari Atoigue
 - E. Standard Committee
- VIII. Staff Concerns**
- IX. Announcement**
 - A. Christmas Adult Party – Dec 6, 2012, Westin
 - B. Christmas Luncheon – Dec 21, 2012
 - C. Christmas Children Party & New Year's Luncheon – Dec 28, 2012
- X. Next Meeting – December 27, 2012, CSI Conference Room**
- XI. Adjournment**

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

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.
- IV. Approval of Minutes of November 29, 2012**
- V. Old Business**
 - A. Article V – Elections
 - B. Staff/Administrator Development Day
 - C. Representative to the Board of Trustees
 - D. Staff Office Keys
 - E. Staff Salary
 - F. Membership to Committees: Standard Committee
 - G. Meeting with President Okada – E. Duenas & J. Camacho
 - H. Cross-Training for Staff
 - I. Staff Senate Mission Statement
- VI. New Business**
- VII. Committee Reports**
 - A. College Governance Committee (CGC) – Elizabeth Duenas and Johanna Camacho
 - B. Resource Planning & Facility (RPF) - Elizabeth Duenas and Ava Garcia
 - C. Committee on College Assessment (CCA) – Johanna Camacho
 - D. College Technology Committee (CTC) – AnaMari Atoigue
 - E. Standard Committee
- VIII. Staff Concerns**
Staff Position for departments
- IX. Announcement**
 - A. Christmas Children Party & New Year’s Luncheon – December 28, 2012
- X. Next Meeting – January 31, 2013, CSI Conference Room**
- XI. Adjournment**

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

I. Call Meeting To Order

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

II. Roll Call

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

III. Recital of GCC Mission Statement

Everyone present recited the mission.

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

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

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

V. Old Business

A. By-Law, Article V - Elections

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

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

VI. New Business

A. Staff Development Day

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

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

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

Possible trainings needed:

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

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

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

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

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

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

VII. Announcement

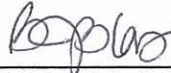
No announcement

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

IX. Adjournment

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

SUBMITTED BY:



BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



AVA M. GARCIA
Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS
President, Staff Senate

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

I. Call Meeting To Order

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

II. Roll Call

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

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

Others Present: Joe Benavente

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

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

IV. Approval of Minutes of June 28, 2012

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

V. Old Business

A. Article V – Elections revised

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

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

B. Review/Discuss Survey Results

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

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

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

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

C. Executive & General Membership Meeting schedule dates

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

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

VI. **New Business**

A. Staff Senate Structure

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

B. 2012-2013 Schedule of Activities and Reports

J. Camacho

C. Staff Development Day

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

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

VII. Staff Concerns

A. Representative to the Board of Trustee

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

B. Staff Office Keys

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

C. Staff Salary

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

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

IX. **Adjournment**

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

SUBMITTED & ATTESTED BY:



AVA M. GARCIA

Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS

President, Staff Senate

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

I. Call Meeting To Order

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

II. Roll Call

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

Absent: Johanna Camacho

III. Recital of the Guam Community College Mission Statement

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

IV. Approval of Minutes of July 26, 2012

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

V. Old Business

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

B. Staff/Administrative Development Day

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

C. Representative to the Board of Trustee

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

D. Staff office keys

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

E. Staff Salary

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

VI. New Business

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

celebrate.

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

VII. Staff Concerns

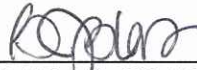
- A. A suggestion box will be placed in the following buildings: Administration building (Rotunda), Student Support Service building, and Student Center building.
- B. If anyone brings up a concern please inform the committee. Also, get more details about the persons concern before bringing it to the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

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

IX. Adjournment

- A. Atoigue made a motion to adjourn the meeting at 3:19 p.m. motion was seconded by L. Leon Guerrero. No discussion, motion carried unanimously.

SUBMITTED BY:



BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



AVA M. GARCIA
Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS
President, Staff Senate

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

I. Call Meeting To Order

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

II. Roll Call

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

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

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

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

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

V. Old Business

A. Article V – Elections

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

B. Staff Development Day

1. November 23, 2012

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

2. Food quotation – Submitted

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

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

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

4. Workshop

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

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

C. Representative to the Board of Trustee

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

D. Staff Office Keys

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

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

E. Staff Salary

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

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

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

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

G. Christmas Party – Dec 06, 2012 – Westin

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

H. Membership to Committees

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

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

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

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

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

VI. New Business

A. Mailbox

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

VII. Committee Reports

A. College Governing Committee (CGC)

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

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

B. Resources, Planning and Facilities Committee (RPF)

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

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

VIII. Staff Concerns

A. Cross training


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

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

X. Adjournment

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

SUBMITTED & APPROVED BY:



ELIZABETH J. DUENAS
President, Staff Senate

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

I. Call Meeting To Order

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

II. Roll Call

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

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

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

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

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

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

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

V. Old Business

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

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

C. Representative to the Board of Trustees

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

D. Staff office keys

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

E. Staff Salary

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

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

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

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

VI. New Business
None

VII. Committee Reports

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

VIII. Staff Concerns
None

IX. Announcements

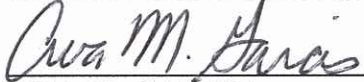
- A. Halloween Party/Parade-Wednesday, October 31, 2012 @ 9:30am; party in the Rotunda and parade at the Admin Parking Lot.
- B. Foundation Building Ribbon Cutting-Monday, November 5, 2012 10:00am; D. Okada has been chosen to represent staff.
- C. Thanksgiving Luncheon-Friday, November 16, 2012 @ 10:00am.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

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

XI. Adjournment

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

SUBMITTED & ATTESTED BY:



AVA M. GARCIA

Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS

President, Staff Senate

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

I. Call Meeting To Order

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

II. Roll Call

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

Absent: Latisha Leon Guerrero (exam)

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

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

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

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

V. Old Business

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

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

C. Representative to the Board of Trustees

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

D. Staff office keys

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

E. Staff Salary

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

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

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

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

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

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

VI. New Business

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

VII. Committee Reports

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

VIII. Staff Concerns

None

IX. Announcements

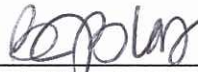
- A. Staff/Administrative Development Day-Friday, November 23, 2012. The committee is recommending that the date be changed to January 2013. However, E. Duenas has not submitted the memo to the president requesting for the change.
- B. GCC Adult Christmas Party-Thursday, December 6, 2012 @ the Westin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

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

XI. Adjournment

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

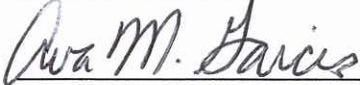
SUBMITTED BY:



BARBARA J. BLAS

Recording Secretary

ATTESTED BY:



AVA M. GARCIA

Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS

President, Staff Senate

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

I. Call Meeting To Order

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

II. Roll Call

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

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

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

IV. Approval of Minutes of November 29, 2012

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

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

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

V. Old Business

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

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

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

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

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

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

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

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

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

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

VI. New Business

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

VII. Committee Reports

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

VIII. Staff Concerns

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

IX. Announcements

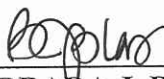
Children Christmas/New Year's Luncheon- E. Duenas reported that the party is scheduled for December 28, 2012 from 10:00 a.m. to 3:00 p.m.

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

XI. Adjournment

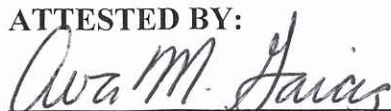
A. Garcia made a motion to adjourn the meeting at 4:01 p.m. motion was seconded by J. Camacho. No discussion, motion carried unanimously.

SUBMITTED BY:



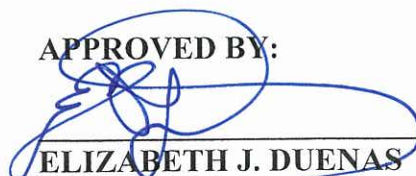
BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



AVA M. GARCIA
Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS
President, Staff Senate