

**Guam Community College
Staff Senate
Executive Council
Thursday, January 30, 2014
AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.
- IV. Approval of Minutes of November 21, 2013 and December 12, 2013**
- V. Old Business**
 - A. Staff Salary/Hay Study
 - B. Membership to Committees
 - 1. Standard Committee
 - 2. CTC
 - 3. CCA
 - C. Meeting with President Okada
 - D. Cross-Training for Staff
 - E. Staff Senate Mission Statement
 - F. Merit Awards
 - G. Updates of policies, procedures, and documents
 - H. Staff Evaluation
 - I. Online Accreditation Course
 - J. Staff/Administrator Development Procedures
 - K. Mailbox deadline and Guidelines
 - L. General Membership Meeting – March 28, 2014
 - M. Review and make changes of the Staff Senate Constitution & By-Laws
 - N. In-House Clearance
 - O. Staff Senate Year-End Reports and Evidence
- VI. New Business**
 - A. Welcome Ken Bautista as anew Representative at Large
 - B. Announcement of Election Nominees
- VII. Committee Reports**
 - A. Resource Planning & Facility (RPF) - E. Duenas and L. Leon Guerrero
 - B. College Governance Committee (CGC) - E. Duenas and J. Camacho
 - C. Committee on College Assessment (CCA) - J. Camacho and C. Anderson
 - D. College Technology Committee (CTC) - A. Atoigue and C. Camacho
- VIII. Staff Concerns**
- IX. Announcements**
 - A. General Membership Meeting – March 28, 2014, 4:00pm
- X. Next Meeting – February 27, 2014, CSI Conference Room**
- XI. Adjournment**

**Guam Community College
Staff Senate
Executive Council
Thursday, February 27, 2014**

AGENDA

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.
- IV. Approval of Minutes of November 21, 2013 and December 12, 2013**
- V. Old Business**
 - A. Staff Salary/Hay Study
 - B. Membership to Committees
 - 1. Standard Committee
 - 2. CTC
 - 3. CCA
 - C. Cross-Training for Staff
 - D. Staff Senate Mission Statement
 - E. Merit Awards
 - F. Online Accreditation Course
 - G. Staff/Administrator Development Procedures
 - H. General Membership Meeting – March 28, 2014
 - I. Review and make changes of the Staff Senate Constitution & By-Laws
 - J. In-House Clearance
 - K. Staff Senate Year-End Reports and Evidence
 - L. Election
- VI. New Business**
- VII. Committee Reports**
 - A. Resource Planning & Facility (RPF) - E. Duenas and L. Leon Guerrero
 - B. College Governance Committee (CGC) - E. Duenas and J. Camacho
 - C. Committee on College Assessment (CCA) - J. Camacho and C. Anderson
 - D. College Technology Committee (CTC) - A. Atoigue and C. Camacho
 - E. Leadership Joint Meeting – E. Duenas, J. Camacho and L. Leon Guerrero
- VIII. Staff Concerns**
- IX. Announcements**
 - A. General Membership Meeting – March 28, 2014, 4:00pm
- X. Next Meeting – March 27, 2014, CSI Conference Room**
- XI. Adjournment**

**Guam Community College
Staff Senate
Executive Council
Thursday, March 27, 2014**

AGENDA

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes of January 30, 2014 and February 27, 2014**
- V. Old Business**
 - A. Staff Salary/2014 Competitive Wage
 - B. Membership to Committees
 - C. Cross-Training for Staff
 - D. Staff Senate Mission Statement
 - E. Merit Awards
 - F. Online Accreditation Course
 - G. Staff/Administrator Development Procedures
 - H. General Membership Meeting – March 28, 2014
 - I. Review and make changes of the Staff Senate Constitution & By-Laws
 - J. In-House Clearance
 - K. Staff Senate Year-End Reports and Evidence
 - L. Election
- VI. New Business**
 - A. Staff Senate Concern form
- VII. Committee Reports**
 - A. Resource Planning & Facility (RPF) – E. Duenas and L. Leon Guerrero
 - B. College Governance Committee (CGC) – E. Duenas and J. Camacho
 - C. Committee on College Assessment (CCA) – J. Camacho and C. Anderson
 - D. College Technology Committee (CTC) – A.M. Atoigue and C. Camacho
 - E. Leadership Joint Meeting - E. Duenas, J. Camacho and L. Leon Guerrero
- VIII. Staff Concerns**
- IX. Announcements**
 - A. General Membership Meeting – March 28, 2014, 4:00pm
- X. Next Meeting – April 24, 2014, CSI Conference Room**
- XI. Adjournment**

**Guam Community College
Staff Senate
Executive Council
Thursday, April 24, 2014**

AGENDA

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes of March 27, 2014**
- V. Old Business**
 - A. Staff Salary/2014 Competitive Wage
 - B. Membership to Committees
 - C. Merit Awards
 - D. Online Accreditation Course
 - E. Staff/Administrator Development Day
 - F. Staff Senate Constitution & By-Laws
 - G. Staff Senate Year-End Reports and Evidence
 - H. Election
- VI. New Business**
- VII. Committee Reports**
 - A. Resource Planning & Facility (RPF) – E. Duenas and L. Leon Guerrero
 - B. College Governance Committee (CGC) – E. Duenas and J. Camacho
 - C. Committee on College Assessment (CCA) – J. Camacho and C. Anderson
 - D. College Technology Committee (CTC) – A.M. Atoigue and C. Camacho
 - E. Leadership Joint Meeting - E. Duenas, J. Camacho and L. Leon Guerrero
 - F. Board of Trustee – K. Bautista
- VIII. Staff Concerns**
- IX. Announcements**
 - A. May 07, 2014 – Last day of classes
 - B. May 15, 2014 – Graduation Rehearsal
 - C. May 16, 2014 – Graduation Day
 - D. June 13, 2014 – Staff/Administrator Development Day
- X. Next Meeting – May 29, 2014, CSI Conference Room**
- XI. Adjournment**

**Guam Community College
Staff Senate
Executive Council
Special Meeting
Wednesday, May 21, 2014**

AGENDA

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Old Business**
 - A. Staff Senate Year-End Reports and Evidence
 - B. Staff Senate Constitution & By-Laws
- V. Announcements**
- VI. Next Meeting – May 29, 2014, CSI Conference Room**
- VII. Adjournment**

Staff Senate Mission Statement

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

**Guam Community College
Staff Senate
Executive Council
Thursday, May 29, 2014**

Staff Senate Mission Statement

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

AGENDA

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes of April 24, 2013 and May 21, 2013**
- V. Old Business**
 - A. Staff Salary/2014 Competitive Wage
 - B. Membership to Committees
 - C. Merit Awards
 - D. Online Accreditation Course
 - E. Staff/Administrator Development Day – June 13, 2014
 - F. Staff Senate Year-End Reports and Evidence
 - G. Staff Senate Constitution & By-Laws
- VI. New Business**
- VII. Committee Reports**
 - A. Resource Planning & Facility (RPF) - E. Duenas and L. Leon Guerrero
 - B. College Governance Committee (CGC) - E. Duenas and J. Camacho
 - C. Committee on College Assessment (CCA) - J. Camacho and C. Anderson
 - D. College Technology Committee (CTC) - A. Atoigue and C. Camacho
 - E. Leadership Joint Meeting – E. Duenas, J. Camacho and L. Leon Guerrero
 - F. Board of Trustee – K. Bautista
- VIII. Staff Concerns**
- IX. Announcements**
 - A. June 06, 2014 – First day of Summer Classes
 - B. June 13, 2014 – Staff/Administrator Development Day
- X. Next Meeting – June 26, 2014, CSI Conference Room**
- XI. Adjournment**

**Guam Community College
Staff Senate
Executive Council
Thursday, June 26, 2014**

Staff Senate Mission Statement

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

AGENDA

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes of May 29, 2013**
- V. Old Business**
 - A. Staff Salary/2014 Competitive Wage
 - B. Membership to Committees
 - C. Merit Awards
 - D. Online Accreditation Course
 - E. Staff/Administrator Development Day – June 13, 2014
 - F. Staff Senate Year-End Reports and Evidence
 - G. Staff Senate Constitution & By-Laws
- VI. New Business**
- VII. Committee Reports**
 - A. Resource Planning & Facility (RPF) - E. Duenas and L. Leon Guerrero
 - B. College Governance Committee (CGC) - E. Duenas and A. Chamberlain
 - C. Committee on College Assessment (CCA) - J. Camacho and C. Anderson
 - D. College Technology Committee (CTC) - A. Atoigue and C. Camacho
 - E. Leadership Joint Meeting – E. Duenas, A. Chamberlain and L. Leon Guerrero
 - F. Board of Trustee – K. Bautista
- VIII. Staff Concerns**
- IX. Announcements**
 - A. MagPro call for nominations submit documents to GCC HRO by July 25, 2014 @ 5:00pm..
- X. Next Meeting – July 31, 2014, CSI Conference Room**
- XI. Adjournment**

**Guam Community College
Staff Senate
Executive Council
Thursday, July 31, 2014**

Staff Senate Mission Statement

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

MINUTES

- I. Call Meeting To Order** E. Duenas called meeting to order at 3:10 p.m.
- II. Roll Call**
Present: Elizabeth Duenas, Latisha Leon Guerrero, Kenneth Bautista, Vivian Guerrero, Donnie Lizama, Tara Pascua, and Barbara Blas

Absent: Antonia Chamberlain (leave), Ana Mari Atoigue (leave), Bertha Guerrero and Apolline San Nicolas (emergency)
- III. Recital of the Guam Community College Mission Statement**
Everyone present recited the mission.
- IV. Approval of Minutes of June 26, 2014**
T. Pascua moved to approve the minutes of June 26, 2014 with changes, seconded by D. Lizama; after further discussion motion carried unanimously.
- V. Old Business**
A. Staff Salary/2014 Competitive Wage – No update. E. Duenas will follow up with A. San Nicolas.
B. Membership to Committees – E. Duenas will send a letter to President Okada of the names (representatives) for some of the committees. Need to verify staff members for other committees.
C. Merit Awards – 1995-2009, no funding identified.
D. Online Accreditation Course – 6 staff members have yet to complete the course, majority LTA. B. Guerrero informed E. Duenas that the Student BOT should take the course.
E. Staff/Administrator Development Day – no date has been scheduled.
- VI. New Business**
None
- VII. Committee Reports**
A. Resource Planning & Facility (RPF) – E. Duenas, A. Chamberlain, and L. Leon Guerrero – No update, summer break.
B. College Governance Committee (CGC) – E. Duenas, A. Chamberlain, and L. Leon Guerrero – No update, summer break.
C. Committee on College Assessment (CCA) – No update, summer break.
D. College Technology Committee (CTC) – A. Atoigue – No update, summer break.
E. Leadership Joint Meeting – E. Duenas, A. Chamberlain and L. Leon Guerrero – No update, summer break.

- F. Board of Trustee – K. Bautista reported that on July 2014 meeting: allocations for GCC funds at 60%, President Okada will be traveling on September for ACCJC, building 200 is at 75% completion (ribbon cutting in October 2014). and approved the 100 series policies.

VIII. Staff Concerns

None

IX. Announcements

- A. New Student Orientation – August 06, 2014
- B. First Day of Class – August 13, 2014
- C. GCCEA: Fundraising at Guma` Tasa – August 15, 2014
 - Nomination for Officers – October 2014
 - Election of Officers – November 2014
 - Announcement of Elected Officers – December 05, 2014 during Christmas Party (Onward)
- D. Labor Day – August 31, 2014
- E. Convocation – August 11, 2014 from 4:00-8:00pm
- F. Mass drop of classes – August 12, 2014 after 5:00pm

X. Next Meeting – Thursday, August 28, 2014 @ 3:00 p.m. in CSI Conference Room.

XI. Adjournment

D. Lizama moved to adjourn the meeting at 3:33 p.m.; seconded by K. Bautista. No discussion, motion carried unanimously.

SUBMITTED BY:

BARBARA J. BLAS
Recording Secretary

ATTESTED BY:

LATISHA LEON GUERRERO
Secretary/Treasurer, Staff Senate

APPROVED BY:

ELIZABETH J. DUENAS
President, Staff Senate

**Guam Community College
Staff Senate
Executive Council
Thursday, August 28, 2014**

Staff Senate Mission Statement

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

AGENDA

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes of July 31, 2014**
- V. Old Business**
 - A. Staff Salary/2014 Competitive Wage
 - B. Membership to Committees
 - C. Merit Awards
 - D. Online Accreditation Course
 - E. Staff/Administrator Development Day
- VI. New Business**
- VII. Committee Reports**
 - A. Resource Planning & Facility (RPF) – E. Duenas, A. Chamberlain, and L. Leon Guerrero
 - B. College Governance Committee (CGC) – E. Duenas, A. Chamberlain, and L. Leon Guerrero
 - C. Committee on College Assessment (CCA) –
 - D. College Technology Committee (CTC) – A.M. Atoigue
 - E. Leadership Joint Meeting - E. Duenas, A. Chamberlain, and L. Leon Guerrero
 - F. Board of Trustee – K. Bautista
- VIII. Staff Concerns**
- IX. Announcements**
 - A. Labor Day – August 31, 2014
 - B. GCCEA: Fundraising at Guma Tasa – October 17, 2014
 - Nomination for Officers – October 2014
 - Election of Officers – November 2014
 - Announcement of Elected Officers – December 05, 2014
 - C. College Assembly, Mandatory – November 21, 2014, MPA, 8:30am – 3pm
 - D. GCCEA Christmas Party – December 05, 2014, Onward Aqua Ball Room, 6pm-10pm
- X. Next Meeting – September 25, 2014, CSI Conference Room**
- XI. Adjournment**

**Guam Community College
Staff Senate
Executive Council
Thursday, September 25, 2014**

Staff Senate Mission Statement

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

AGENDA

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes of August 28, 2014**
- V. Old Business**
 - A. Staff Salary/2014 Competitive Wage
 - B. Membership to Committees
 - C. Merit Awards
 - D. Online Accreditation Course
 - E. Staff/Administrator Development Day
 - F. Vacant Executive Council Position
 - G. Meet and Greet
- VI. New Business**
 - A. Budget for FY2015-2016
 - B. Staff representative on Logo Taskforce
- VII. Committee Reports**
 - A. Resource Planning & Facility (RPF) – A. Chamberlain, L. Leon Guerrero, and A. Atoigue
 - B. College Governance Committee (CGC) – A. Chamberlain, L. Leon Guerrero, and A. Atoigue
 - C. Committee on College Assessment (CCA) –
 - D. College Technology Committee (CTC) – A. Atoigue
 - E. Leadership Joint Meeting - A. Chamberlain, L. Leon Guerrero, and A. Atoigue
 - F. Board of Trustee – K. Bautista
- VIII. Staff Concerns**
- IX. Announcements**
 - A. GCCEA: Fundraising at Guma Tasa – October 17, 2014
 - Nomination for Officers – October 2014
 - Election of Officers – November 2014
 - Announcement of Elected Officers – December 05, 2014
 - B. College Assembly, Mandatory – November 21, 2014, MPA, 8:30am – 3pm
 - C. GCCEA Christmas Party – December 05, 2014, Onward Aqua Ball Room, 6pm-10pm
- X. Next Meeting – October 30, 2014, CSI Conference Room**
- XI. Adjournment**

**Guam Community College
Staff Senate
Executive Council
Thursday, November 06, 2014**

Staff Senate Mission Statement

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

AGENDA

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes of September 25, 2014**
- V. Old Business**
 - A. Membership to Committees
 - B. Merit Bonus Award
 - C. Online Accreditation Course
 - D. Staff/Administrator Development Day
 - E. Vacant Executive Council Position
 - F. Meet and Greet
- VI. New Business**
 - A. Budget for FY2015-2016
 - B. Staff representative on Logo Taskforce
 - C. Participatory Governance Structure Handbook Training
 - D. Clarification of Secretary/Treasurer Position
- VII. Committee Reports**
 - A. Resource Planning & Facility (RPF) – A. Chamberlain, L. Leon Guerrero, and A. Atoigue
 - B. College Governance Committee (CGC) – A. Chamberlain, L. Leon Guerrero, and A. Atoigue
 - C. Committee on College Assessment (CCA)
 - D. College Technology Committee (CTC) – A. Atoigue
 - E. Joint Leadership Meeting--A. Chamberlain, L. Leon Guerrero, and A. Atoigue
 - F. Board of Trustees – K. Bautista
- VIII. Staff Concerns**
- IX. Announcements**
 - A. GCCEA: Nomination for Officers – October 2014
Election of Officers – November 2014
Announcement of Elected Officers – December 05, 2014
 - B. College Assembly, Mandatory – November 21, 2014, MPA, 8:30am – 3pm
 - C. GCCEA Christmas Party – December 05, 2014, Onward Aqua Ball Room, 6pm-10pm
- X. Next Meeting – November 20, 2014, CSI Conference Room**

**Guam Community College
Staff Senate
Executive Council
Thursday, November 06, 2014**

Staff Senate Mission Statement

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

XI. Adjournment

**Guam Community College
Staff Senate Executive Council
Thursday, November 20, 2014**

Staff Senate Mission Statement

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

AGENDA

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes--Meeting of November 6, 2014**
- V. Old Business**
 - A. Staff/Administrator Development Day
 - B. Vacant Member-at-Large Position--filled by Kimberly Bautista
 - C. Membership to Committees
 - D. FY2015-2016 Budget
 - E. Staff/Administrator Development Review Committee
 - F. Participatory Governance Structure Handbook Training
 - G. Merit Bonus Award
 - H. Online Accreditation Course
- VI. New Business**
 - A. New Vacant Member-at-Large Position--Bertha Guerrero
 - B. Constitution and By-Laws
- VII. Committee Reports**
 - A. Resource Planning & Facility (RPF) – A. Chamberlain, L. Leon Guerrero, and A. Atoigue
 - B. College Governance Committee (CGC) – A. Chamberlain, L. Leon Guerrero, and A. Atoigue
 - C. Committee on College Assessment (CCA)
 - D. College Technology Committee (CTC) – A. Atoigue
 - E. Joint Leadership Meeting--A. Chamberlain, L. Leon Guerrero, and A. Atoigue
 - F. Board of Trustees – K. Bautista
 - G. GCC Logo Group--L. Leon Guerrero
- VIII. Staff Concerns**
- IX. Announcements**
 - A. GCCEA: Call for Nominations for Officers--deadline was November 19, 2014
Announcement of Elected Officers – December 05, 2014
 - B. College Assembly, Mandatory – November 21, 2014, MPA, 8:30am – 3pm
 - C. Announcements for Staff Position--Graphic Artist Technician I and Refrigeration Mechanic
(both closing on December 4, 2014)
 - D. Staff Rep for DAR Assistant Director Interview Panel (week of 11/24 or 12/1/14)
 - E. GCCEA Christmas Party – December 05, 2014, Onward Aqua Ball Room, 6pm-10pm
 - F. New Employee Orientation--December 11, 2014
 - G. Ribbon Cutting Ceremony for Building E (200)--December 12, 2014
- X. Next Meeting – November 21, 2014, General Membership, SC Training Room 5108**
- XI. Adjournment**

**Guam Community College
Staff Senate Executive Council
Thursday, December 18, 2014**

Staff Senate Mission Statement

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

AGENDA

- I. Call Meeting To Order**
- II. Roll Call and Introductions**
- III. Recital of the Guam Community College Mission Statement**
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes--Meeting of November 20, 2014**
- V. Old Business**
 - A. Merit Bonus Award
 - B. Online Accreditation Course
 - C. Two Vacant Positions for Member-at-Large
 - D. Approval Process of Constitution and By-Laws
- VI. New Business** A. 2nd draft of professional development plan
- VII. Committee Reports**
 - A. Resource Planning & Facility (RPF) – A. Chamberlain, L. Leon Guerrero, and A. Atoigue
 - B. College Governance Committee (CGC) – A. Chamberlain, L. Leon Guerrero, and A. Atoigue
 - C. Committee on College Assessment (CCA)
 - D. College Technology Committee (CTC) – A. Atoigue
 - E. Joint Leadership Meeting--A. Chamberlain, L. Leon Guerrero, and A. Atoigue
 - F. Board of Trustees – K. Bautista
 - G. GCC Logo Group--L. Leon Guerrero
- VIII. Staff Concerns**
- IX. Announcements**
 - A. AAD Appreciation Party is on Friday, December 19, 2014 @ the Student Lounge from 3pm – 5pm.
 - B. GCCEA: Congratulations to the New Officers!
 - C. Government of Guam Annual Group Life Enrollment period for employees to increase their supplemental coverage begins January 12, 2015 and ends January 30, 2015.
 - D. Staff/Administrator Development Program Committee accepting applications December 15, 2014 - January 16, 2015
 - E. NO NURSE ON DUTY from December 11 – 31, 2014. FOR HEALTH CLEARANCES proceed to the Rotunda (Bldg. 2000) from 8:00am to 12:00pm.
 - F. Spring 2015 New Student Orientation on January 7, 2015 @ MPA
 - G. Spring 2015 Semester begins on Wednesday, January 14, 2015.
- X. Next Meeting** January 29, 2014 @ 3pm @ CSI Conference Room
- II. Adjournment**

**Guam Community College
Staff Senate
Executive Council
Thursday, January 30, 2014**

MINUTES

- I. Call Meeting To Order** E. Duenas called meeting to order at 2:22 p.m.
- II. Roll Call**
Present: Elizabeth Duenas, Johanna Camacho, Latisha Leon Guerrero, Ana Mari Atoigue, Donnie Lizama, Kenneth Bautista, 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 new mission. A. Atoigue will provide E. Duenas a copy of the new GCC Mission Statement.
- IV. Approval of Minutes of November 21, 2013 and December 12, 2013**
A. Atoigue moved to approve the minutes of November 21, 2013 with corrections; D. Lizama seconded. All in favor, motion passed unanimously.

J. Camacho moved to approve the minutes of December 12, 2014 with corrections; A. Atoigue seconded. All in favor, motion passed unanimously.
- V. Old Business**
A. Staff Salary/Hay Study
B. Membership to Committees
 1. Standard Committee
 i. Standard I – Chair: Theresa Datuin (not yet confirmed); Staff Representative: needed
 ii. Standard II – Chair: Tonirose Realica; Staff Representative: needed
 iii. Standard III – Chair: Vera De Oro; Staff Representative: L. Leon Guerrero
 iv. Standard IV – Chair: Pilar Pangelinan; Staff Representative: needed
 2. CTC – A. Atoigue and C. Camacho, 2 other representatives. J. Camacho nominated Vivian Cruz and Danny Okada, secondary: Frances Untalan and Joey Roberto, Pascua Artero as back up.
 3. CCA – E. Aguon, J. Benavente, J. Camacho, and A. Chamberlain. A. Chamberlain was nominated and accepted on December 2013 General Membership meeting.
C. Meeting with President Okada – Will remove from the agenda until there is a need to meet.
D. Cross-Training for Staff – A. Atoigue reported that the training on December 19-20, 2014, was successful; 14 staff attended and was trained in Data Entry Standards, Admissions & Registration guidelines and procedures, Student Health Services guidelines and procedures, and Continuing Education procedures.
E. Staff Senate Mission Statement – E. Duenas has been communicating with M. Montague. She has reassigned this to A. Atoigue.

**Guam Community College
Staff Senate
Executive Council
Thursday, January 30, 2014**

MINUTES

- F. Merit Awards – President Okada will inquire about payments for 1995-2009.
- G. Updates of policies, procedures, and documents – Procurement office is conducting training.
- H. Staff Evaluation – K. Bautista reported that staff positions are based on a point system as an evaluation tool.
- I. Online Accreditation Course – E. Duenas reported that she submitted a letter to President Okada requesting dates for Staff to have time to complete the online accreditation course. However, President Okada disapproved her request. Staff have to make arrangements with their supervisors.
- J. Staff/Administrator Development Procedures – Tuition waiver for staff and administrators was presented to RPF and CGC, which was approved with corrections. President Okada is reviewing with the changes from the Procedures. After her review and changes if needed, she will present it to BOT for review and approval.
- K. Mailbox deadline and guideline – This was discussed during General Membership meeting in December.
- L. General Membership Meeting – The next meeting is scheduled for March 28, 2014.
- M. Review and make changes of Staff Senate Constitution & By-Laws – E. Duenas reported that we need to submit our changes so that we can have it ready for the General Membership meeting. All suggestions will be discussed at the next month's SSEC meeting.
- N. In-House Clearance – E. Duenas asked members to review the form that was submitted. Please have any suggestions or revisions by next meeting.
- O. Staff Senate Year-End Reports and Evidence – Two other suggestions were added to be included in this report. 1) Mentorship form for career advancement and 2) End of Year Presentation to the general membership.

VI. New Business

- A. Welcome Ken Bautista as a new Representative at Large
- B. Announcement of Election Nominees – The announcement was made at the General Membership meeting for election of new officer and members-at-large. J. Camacho will post on Staff Senate's MyGCC groups page that the last day for nominations will be on February 28, 2014.
- C. GCC/Bellevue University Articulation – J. Camacho reported that there is a unique opportunity to achieve a Bachelor's degree with Bellevue University. There is an articulation agreement with Bellevue and GCC. Anyone interested, please contact A. Atoigue for more information.

VII. Committee Reports

- A. Resource Planning & Facility (RPF) – E. Duenas reported the next meeting is on 01/31/2014 @ 9:00 a.m. in C2.
- B. College Governance Committee (CGC) – E. Duenas reported the next meeting is on 01/31/2014 @ 10:00 a.m. in C2.

**Guam Community College
Staff Senate
Executive Council
Thursday, January 30, 2014**

MINUTES

- C. Committee on College Assessment (CCA) – J. Camacho reported that the first meeting (Retreat) for the semester is on Friday, 02/07/2014.
- D. College Technology Committee (CTC) – A. Atoigue reported that the first meeting for the semester is on Thursday, 02/06/2014.
- E. Joint Leadership Meeting – Meeting was conducted on January 17, 2014. L. Leon Guerrero and A. Atoigue attended the meeting. Discussed FY2015, Hay Study and other issues.

VIII. Staff Concerns

None

IX. Announcements


- A. General Membership Meeting – March 28, 2014 @ 4:00 p.m. in MPA
- B. K. Bautista made a motion for the SSEC meeting time changed from 2:00 p.m. to 3:00 p.m., J. Camacho seconded. All in favor, motion passed unanimously.
- C. Cosmetology is open for services Monday-Thursday at 9:00 a.m. – 3:30 p.m.

X. Next Meeting – February 27, 2014, @ 3:00 p.m. in CSI Conference Room

XI. Adjournment

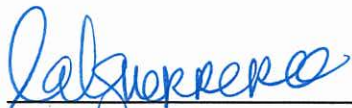
Atoigue moved to adjourn the meeting at 4:15 p.m.; seconded by D. Lizama. No discussion, motion carried unanimously.

SUBMITTED BY:




BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



LATISHA LEON GUERRERO
Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS
President, Staff Senate

Guam Community College
Staff Senate
Executive Council
Thursday, January 30, 2014
SIGN IN SHEET

NAME

SIGNATURE

Duenas, Elizabeth, President

Camacho, Johanna, Vice President

Leon Guerrero, Latisha, Secretary/Treasurer

Anderson, Catherine, Representative At Large

Atoigue, Ana Mari, Representative At Large

Bautista, Kenneth, Representative At Large

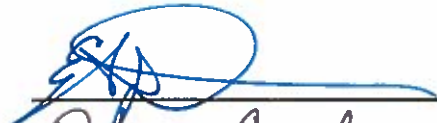
Guerrero, Vivian, Representative At Large

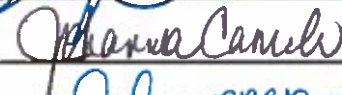
Hiura, Tamara Therese, Representative At Large

Lizama, Donnie, Representative At Large

Apolline San Nicolas, Personnel Specialist III, HR Advisory Member

Barbara Blas, GCC Senate Word Processing Secretary II

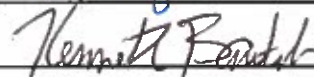










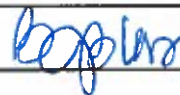












Guam Community College Staff Senate

TO: Zhaopei Teng
Chairperson, Committee on College Assessment (CCA)

FROM: Elizabeth J. Duenas
President, Staff Senate

SUBJECT: Staff Member to the Committee on College Assessment

DATE: February 3, 2014

With the creation of the Staff Senate and with the consensus of the Executive Council Officers, the fourth support staff member will be Antonia (Toni) Chamberlain. With Toni a part of your committee, the staff will have equal representation as per Staff Senate Constitution & By-Laws.

Thank you.

**Guam Community College
Staff Senate
Executive Council
Thursday, February 27, 2014**

MINUTES

- I. Call Meeting To Order** E. Duenas called meeting to order at 3:53 p.m.
- II. Roll Call**
Present: Elizabeth Duenas, Johanna Camacho, Latisha Leon Guerrero, Ana Mari Atoigue, Donnie Lizama, Vivian Guerrero, Tamara Hiura, Kenneth Bautista, Apolline San Nicolas and Bobbie Blas.

Absent: Catherine Anderson
- III. Recital of the Guam Community College Mission Statement**
Everyone present recited the mission.
- IV. Approval of Minutes of January 30, 2014 - Tabled**
- V. Old Business**
- A. Staff Salary/Hay Study – President Okada will address this issue on Friday, February 28, 2014 @ 4:00pm in Administration Building Rotunda (not mandatory).
 - B. Membership to Committees – E. Duenas received an email from President Okada regarding staff representation for committees. Staff representation for committees must be approved by staff member immediate supervisors. Staff Senate Officers will discuss issue and prepare a memo to President Okada.
 - C. Cross-Training for Staff – A. Atoigue needs to ensure staff coverage is within the job description of the staff.
 - D. Staff Senate Mission Statement – A. Atoigue provided a copy of the proposed staff senate mission statement with M. Montague’s recommendations. Further discussion at a later date.
 - E. Merit Awards – Status Quo.
 - F. Online Accreditation Course – Staff Senate Executive Council is no longer in charge of ensuring all staff members complete their online accreditation course. It now the charge of the staff members immediate supervisors.
 - G. Staff/Administrator Development Procedures – E. Duenas reported that the procedure with the Staff/Administrator Tuition Waiver was forwarded to President Okada on for her review. In addition, the next Staff/Administrator Development Day is scheduled for June 13, 2014.
 - H. General Membership Meeting – Scheduled for March 28, 2014. Election Day and By-Laws & Constitution review.

**Guam Community College
Staff Senate
Executive Council
Thursday, February 27, 2014**

MINUTES

- I. Review and make changes of Staff Senate Constitution & By-Laws – E. Duenas requested for submission recommendations. L. Leon Guerrero requested for a special meeting for further discussion.
- J. In-House Clearance – E. Duenas asked members to review the form and submit recommendations. E. Duenas suggested for any additional recommendation for clearance. After SSEC approves the form it will be submitted to HRO to request that it be part of the transitional process.
- K. Staff Senate Year-End Reports and Evidence – Please continue to make suggestions and collect evidence to compile SSEC reports before May 2014. Currently, there are 4 issues on the general membership meeting agenda.
- L. Election – March 28, 2014 at the General Membership Meeting. A. San Nicolas and B. Blas are in charge for collection of nominations for election (Deadline for nomination: Friday, February 28, 2014).

VI. New Business

- A. Staff Senate Concern Form – Tabled

VII. Committee Reports

- A. Resource Planning & Facility (RPF) – E. Duenas reported that the committee discussed the Adjunct Credit Hours and COPSA/BOT Tuition Waiver Policy. The committee approved and will forward to the CGC for their review and approval.
- B. College Governance Committee (CGC) – E. Duenas reported that a meeting will be scheduled to review the Adjunct Credit Hours and COPSA/BOT Tuition Waiver Policy requested by RPF Committee on Thursday, February 27, 2014 meeting.
- C. Committee on College Assessment (CCA) – J. Camacho reported that a Training session was conducted.
- D. College Technology Committee (CTC) – A. Atoigue reported that a meeting was held on Thursday, February 20, 2014, discussed the use of Technology Fees, and the request from COPSA regarding the student scanner in student labs (pending response), current computer standards for the next 6 months, the Social Media Policy, and the creation of the Technology Acquisition Checklist which is posted on MyGCC Group Studio.
- E. Joint Leadership Meeting – Latest meeting was held in Friday, January 17, 2014, still no updates.

VIII. Staff Concerns

None

**Guam Community College
Staff Senate
Executive Council
Thursday, February 27, 2014**

MINUTES

IX. Announcements

A. General Membership Meeting – March 28, 2014 @ 4:00 p.m. in MPA – E. Duenas will make a request to President Okada for the time of the general membership meeting to be changed to 3:00p.m.

B. Staff/Administrator Development Day – June 13, 2014 in MPA.

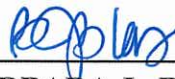
X. Next Meeting – March 27, 2014, @ 3:00 p.m. in CSI Conference Room

A special meeting will be held in March for officers to work on Constitution and By-Laws.

XI. Adjournment


J. Camacho moved to adjourn the meeting at 4:15 p.m., seconded by V. Guerrero. No discussion, motion carried unanimously.

SUBMITTED BY:



BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



LATISHA LEON GUERRERO
Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS
President, Staff Senate

Guam Community College
Staff Senate
Executive Council
Thursday, February 27, 2014
SIGN IN SHEET

NAME

SIGNATURE

Duenas, Elizabeth, President

Camacho, Johanna, Vice President

Leon Guerrero, Latisha, Secretary/Treasurer

Anderson, Catherine, Representative At Large

Atoigue, Ana Mari, Representative At Large

Bautista, Kenneth, Representative At Large

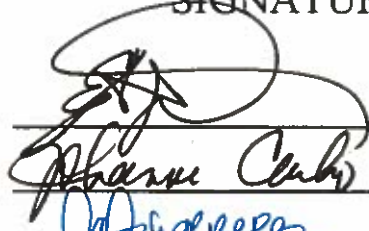
Guerrero, Vivian, Representative At Large

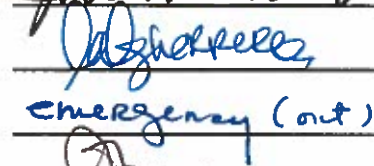
Hiura, Tamara Therese, Representative At Large

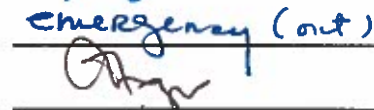
Lizama, Donnie, Representative At Large


Apolline San Nicolas, Personnel Specialist III, HR Advisory Member

Barbara Blas, GCC Senate Word Processing Secretary II

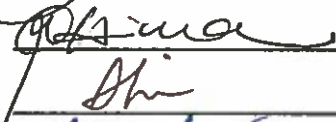


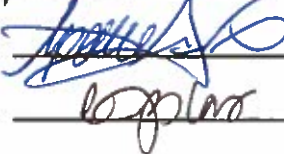


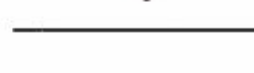






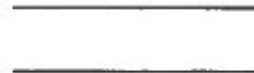


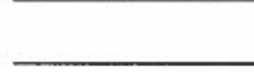
























Elizabeth Duenas

From: Elizabeth Duenas <elizabeth.duenas@guamcc.edu>
Sent: Monday, February 03, 2014 11:28 AM
To: 'Zhaopei Teng'
Cc: Toni Chamberlain; Doris Perez; Ana Mari Atoigue; Apolline San Nicolas; Blas, Bobbie; Cathy Anderson; Donnie Lizama; Elizabeth J. Duenas; Johanna Camacho; Latisha Ann Leon Guerrero; Tamara Hiura; Vivian Guerrero
Subject: CCA Staff Representative
Attachments: Members to CCA 2 3 14.docx

Hafa Adai Zhaopei,

Please see attach memo in regards to the additional member to the CCA from the support staff. This is to support the support staff as per Staff Senate Constitution & By-Laws.

Should you have any question, please contact me through email or by phone 735-5630.

Thank you yan Si Yu'us Ma'äse',

si Elizabeth J. Duenas
Program Coordinator III

Guam Community College Staff Senate

TO: Zhaopei Teng
Chairperson, Committee on College Assessment (CCA)

FROM: Elizabeth J. Duenas
President, Staff Senate

SUBJECT: Staff Member to the Committee on College Assessment

DATE: February 3, 2014

With the creation of the Staff Senate and with the consensus of the Executive Council Officers, the fourth support staff member will be Antonia (Toni) Chamberlain. With Toni a part of your committee, the staff will have equal representation as per Staff Senate Constitution & By-Laws.

Thank you.

Elizabeth Duenas

From: Mary <mary.okada@guamcc.edu>
Sent: Tuesday, February 04, 2014 1:57 PM
To: Elizabeth Duenas
Subject: Staff Senate appointments

Liz,
Please consult with staff supervisors before making any appointments to committees.

Mary

Mary A.Y. Okada, Ed.D.
President/CEO
Guam Community College
P.O. Box 23069
GMF, Guam 96921

Mary.okada@guamcc.edu
(671) 735-5700

Staff Senate Concern Form

Date Submitted _____

Name _____

Email _____

Contact Number _____

Check all that apply to your concern:

☐

Safety

☐

Academic

☐

Assessment

☐

Curriculum

☐

Ethics

☐

Facilities/Environment

☐

Staff Development

☐

Committee

☐

Technology

Have you addressed your concerns with a particular committee if appropriate? Yes/No _____

In three to five sentences please briefly explain your concern.

Please submit a copy of this form to the Staff Senate either by email or via SS mailbox number 37. A response within 14 calendar days after the next regularly executive scheduled meeting can be expected.

Received by _____

Date: _____

Action taken:

Date: _____

February 4, 2014

**Guam Community College
Staff Senate
Executive Council
Thursday, March 27, 2014**

MINUTES

- I. Call Meeting To Order** E. Duenas called meeting to order at 3:10 p.m.
- II. Roll Call**
Present: Elizabeth Duenas, Latisha Leon Guerrero, Ana Mari Atoigue, Vivian Guerrero, Donnie Lizama, Kenneth Bautista, Apolline San Nicolas and Barbara Blas

Absent: Catherine Anderson and Tamara Hiura.
- III. Recital of the Guam Community College Mission Statement**
Everyone present recited the mission.
- IV. Approval of Minutes of January 30, 2014 and February 27, 2014**
V. Guerrero moved to approve the minutes of January 30, 2014 with corrections, K. Bautista seconded. Motion passed unanimously.

D. Lizama moved to approve the minutes of February 27, 2014, A. Atoigue seconded. Motion passed unanimously.
- V. Old Business**
A. Staff Salary/Competitive Wage – A. San Nicolas reported that all actions are with President Okada in which retro is effective pay period ending April 05, 2014 to start on January 26, 2014; will be paid out on April 11, 2014.
B. Membership to Committees – E. Duenas received an email from President Okada regarding staff representation to committees; they must be approved by immediate supervisor. Staff Senate Officers need to further discuss and submit a memo to President Okada.
C. Cross-Training – Trainings completed.
D. Staff Senate Mission Statement – SSEC recommendations to be reviewed by M. Montague (See Attachment).
E. Merit Awards – President Okada continues to look for funding source for payouts for 1995-2009.
F. Online Accreditation Course – A. Atoigue reported that of 90 staff members, 32 were pending. A. San Nicolas requested for a copy from A. Atoigue to check with the listing she had.
G. Staff/Administrator Development Procedures –Pending President Okada comments regarding Staff/Administrator Tuition Waiver. In addition, Staff/Administrator Development Day is scheduled for June 13, 2014 from 8:00am to 5:00pm, MPA.

**Guam Community College
Staff Senate
Executive Council
Thursday, March 27, 2014**

MINUTES

- H. General Membership Meeting – Scheduled for March 28, 2014 @ 4:00pm Student Center Training Room (5108).
- I. Review and make changes of Staff Senate Constitution & By-Laws – All suggestions will be discussed at the next month's SSEC meeting.
- J. In-House Clearance – E. Duenas stated if there are no suggestions, she would forward the document to Joanne Muna (HR) for her review.
- K. Staff Senate Year-End Reports and Evidence – L. Leon Guerrero will forward the topic list to SSEC members for discussion in preparing the report.
- L. Election – SSEC election on March 28, 2014 @ 4:00pm in Student Center Training Room (5108).

VI. New Business

- A. Staff Concern Form – will be posted on MyGCC webpage. (See Attachment)

VII. Committee Reports

- A. Resource Planning & Facility (RPF) – L. Leon Guerrero reported the committee discussed the following: Financial Status Report, CIP13, CIP14, and the FY15 NAF Budget approval.
- B. College Governance Committee (CGC) – E. Duenas reported the next meeting is on 03/28/2014 @ 2:00 p.m. in C2.
- C. Committee on College Assessment (CCA) – J. Camacho reported assessment units not found or recorded that there will be consequences this year.
- D. College Technology Committee (CTC) – A. Atoigue reported meetings are bi-weekly, next meeting is scheduled for April 03, 2014.
- E. Leadership Joint Meeting – E. Duenas reported no meeting since December 2013.

VIII. Staff Concerns

- A. Bookstore – price for books are high because of freight costs. Need better planning in placing order.

IX. Announcements

- A. GM Meeting – March 28, 2014 @ 4:00pm (Election)
- B. College Assembly – April 11, 2014 (Mandatory) from 3:30pm to 5:15pm; MPA. Agenda has been posted on MyGCC webpage.
- C. Entertainment Night – April 02, 2014 from 6:00pm to 8:00pm
- D. Spring Festival – April 09, 2014
- E. Banner Orientation – April 04, 2014, targeted for new employees who key in banner.

**Guam Community College
Staff Senate
Executive Council
Thursday, March 27, 2014**

MINUTES

X. Next Meeting – April 24, 2014 @ 3:00 p.m. in CSI Conference Room

XI. Adjournment

L. Leon Guerrero moved to adjourn the meeting at 4:13 p.m.; seconded by A. Atoigue. No discussion, motion carried unanimously.

SUBMITTED BY:



BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



LATISHA LEON GUERRERO
Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS
President, Staff Senate

Guam Community College
Staff Senate
Executive Council
Thursday, March 27, 2014
SIGN IN SHEET

NAME

SIGNATURE

Duenas, Elizabeth, President

Camacho, Johanna, Vice President

Leon Guerrero, Latisha, Secretary/Treasurer

Anderson, Catherine, Representative At Large

Atoigue, Ana Mari, Representative At Large

Bautista, Kenneth, Representative At Large

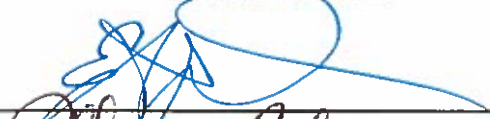
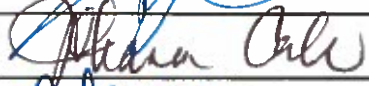
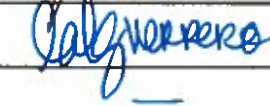

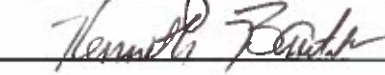

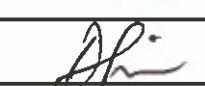


Guerrero, Vivian, Representative At Large

Hiura, Tamara Therese, 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 Mission Statement

The Guam Community College (GCC) Staff Senate shall serve GCC and its staff by providing a medium to support and nurture a positive and meaningful dialogue among GCC ~~shareholders~~^{STAKE}, advising in the decision-making process, serving as an advocate for staff, and recognizing staff's contribution to furthering and upholding the mission and values of GCC ~~AND STUDENT SUCCESS~~

2/27/2014 (2:06pm)

CONVO W/MARLENA

*PRIMARY FOCUS IS OUR STUDENT. NOTHING SAID ABOUT STUDENT LEARNING OR SUCCESS. RECOMMENDED WE LOOK AT FACULTY SENATE MISSION.

Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

(Board of Trustees Policy 100)

Faculty Senate Mission Statement

The mission of the Faculty Senate of Guam Community College is to serve as an inclusive forum for all College stakeholders to participate in the process of developing and recommending effective policies to benefit our students and the community we serve.



GUAM COMMUNITY COLLEGE

Kulehon Kumuniddat Guahan

GUAM COMMUNITY COLLEGE IN-HOUSE CLEARANCE PROCESS

Employee Name: _____

Department: _____

Employee Signature/Date

Supervisor/Authorized Employee
Signature/Date

1) KEYS:

- a) Office Door
- b) Building Key
- c) Desk
- d) Filing Cabinet(s)
- e) Storage Cabinet(s)
- f) _____
- g) _____

2) Computer/Program Access

- a) Computer
- b) Banner
- c) Outlook
- d) MyGCC
- e) _____
- f) _____

3) Files

- a) Office Inventory Listing
- b) _____
- c) _____

4) Other:

- a) _____
- b) _____
- c) _____
- d) _____

I certify that the he employee has been fully cleared from the department and is no longer responsible or liable for any of the items listed above.

Supervisor Name

Signature

Date

Staff Senate Concern Form

Date Submitted

Name

Email

Contact Number

Check all that apply to your concern:

☐

Safety

☐

Academic

☐

Assessment

☐

Curriculum

☐

Ethics

☐

Facilities/Environment

☐

Staff Development

☐

Committee

☐

Technology

Have you addressed your concerns with a particular committee if appropriate? Yes/No

In three to five sentences please briefly explain your concern.

Please submit a copy of this form to the Staff Senate either by email or via SS mailbox number 37. A response within 14 calendar days after the next regularly executive scheduled meeting can be expected.

Received by _____

Date: _____

Action taken:

Date: _____

February 4, 2014

**Guam Community College
Staff Senate
Executive Council
Thursday, April 24, 2014**

Staff Senate Mission Statement

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

MINUTES

- I. Call Meeting To Order** E. Duenas called meeting to order at 3:15 p.m.
- II. Roll Call**
Present: Elizabeth Duenas, Latisha Leon Guerrero, Catherine Anderson, Ana Mari Atoigue, Vivian Guerrero, Donnie Lizama, Kenneth Bautista, Apolline San Nicolas and Barbara Blas

Absent: Johanna Camacho and Tamara Hiura.
- III. Recital of the Guam Community College Mission Statement**
Everyone present recited the mission.
- IV. Approval of Minutes of March 27, 2014**
D. Lizama moved to approve the minutes of March 27, 2014, K. Bautista seconded. All in favor, motion passed unanimously.
- V. Old Business**
A. Staff Salary/2014 Competitive Wage – No updates on 50% release. A. San Nicolas reported she is working on the increment dates.
B. Membership to Committees – E. Duenas stated that this issue will remain on the agenda until the SSEC officers prepare a memo to President Okada regarding staff representation to committees.
C. Merit Awards – President Okada is working on trying to get funding.
D. Online Accreditation Course – An update will be provided at the next SSEC meeting.
E. Staff/Administrator Development Day – Scheduled for June 13, 2014 (mandatory meeting) from 8:00am-5:00pm, MPA. The Staff/Administrator Development committee is working on an agenda for the event. E. Duenas will send an email to Finance & Administration VP, Academic Affairs VP, and the Dean's to inform them of the Staff/Administrator Development Day schedule. All employees will have to convert their working hours to 8:00am-5:00pm for the scheduled Staff/Administrator Development Day.
F. Staff Senate Year-End Reports and Evidence – L. Leon Guerrero prepared a draft report (See Attachment). A. Atoigue suggested using the *3 P's Method (Pride, Planning, and Problems)*. *Pride*: accomplishments AY2013-2014, *Planning*: what the committee is looking forward to, and *Problems*: what problems the committee encountered. Please send suggestions to L. Leon Guerrero before May 15, 2014.

**Guam Community College
Staff Senate
Executive Council
Thursday, April 24, 2014**

- G. Election – Results have been posted on MyGCC webpage. Newly elected SSEC will begin their term on June 01, 2014.
- H. Staff Senate Mission Statement – Approved by SSGM on March 28, 2014. The mission statement will be placed on all SS documentation as footer.
- I. Staff Senate By-Laws – Special meeting scheduled for May 21, 2014 @ 3:00pm

VI. New Business

- A. 100 Series Board Policies – K. Bautista reported the board will be reviewing all 100 series policies at the next BOT meeting.

VII. Committee Reports

- A. Resource Planning & Facility (RPF) – L. Leon Guerrero reported the discussion of the following: Financial Status Report (40% in receiving what was requested, but 3 million behind), Facilities Report (CIP14) are currently ongoing, and the approval of FY15 NAF Budget by BOT. Last meeting for the semester, next meeting in August 2014.
- B. College Governance Committee (CGC) – E. Duenas reported the same issues mentioned for RPF, in addition the Student and Staff/Administrator Tuition Waiver (status quo). E. Duenas will request that the Tuition Waiver for Students and Staff/Administrator be presented at the next BOT meeting in May 2014.
- C. Committee on College Assessment (CCA) – Tabled
- D. College Technology Committee (CTC) – A. Atoigue reported the tech fee being requested by Accommodative Services, COPSA requested for scanners to be set up in the labs, and next meeting is tentatively scheduled for May 1, 2014 (last meeting for the semester).
- E. Leadership Joint Meeting – E. Duenas reported no meeting since December 2013.
- F. Board of Trustee – K. Bautista reported all information reported by RPF and CGC representatives were addressed at BOT meeting, reported the newly elected SSEC, recognition and thanks to HR for assistance in the release of pay increments, along with Management and BOT approval.

VIII. Staff Concerns

- A. Policy 197 – K. Bautista stated although the policy states certain things, there is no control as to what the employee can do when an administrator is searching the employee's computer. E. Duenas will review the policy.

IX. Announcements

- A. May 07, 2014 – Last day of classes
- B. May 09, 2014 – Graduation Committee Volunteer Meeting

**Guam Community College
Staff Senate
Executive Council
Thursday, April 24, 2014**

- C. May 15, 2014 – Graduation Rehearsal
- D. May 16, 2014 – Graduation Day
- E. June 13, 2014 – Staff/Administrator Development Day

- X. Next Meeting – Special Meeting on Wednesday, May 21, 2014 @ 3:00 p.m.
Thursday, May 29, 2014 @ 3:00 p.m. in CSI Conference Room**

XI. Adjournment

D. Lizama moved to adjourn the meeting at 4:59 p.m.; seconded by V. Guerrero. No discussion, motion carried unanimously.

SUBMITTED BY:



BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



LATISHA LEON GUERRERO
Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS
President, Staff Senate

Guam Community College
Staff Senate
Executive Council
Thursday, April 24, 2014
SIGN IN SHEET

NAME

SIGNATURE

Duenas, Elizabeth, President



Camacho, Johanna, Vice President

Leon Guerrero, Latisha, Secretary/Treasurer



Anderson, Catherine, Representative At Large



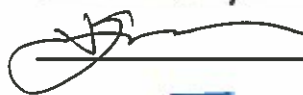
Atoigue, Ana Mari, Representative At Large



Bautista, Kenneth, Representative At Large



Guerrero, Vivian, Representative At Large



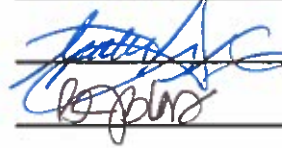
Hiura, Tamara Therese, Representative At Large



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 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

The Staff Senate Executive Council is defined as the President, Vice President, Secretary/Treasurer, six (6) 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 at the 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 (7) 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 (10) days after approval;
5. Post agenda and information packages in the MyGCC Group Studio within seven (7) 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 (1) standing committee; *when appointed*
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 an Executive Council 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. This does not prevent a Human Resources staff member from being nominated/elected into an executive council position, however, they cannot hold both positions.

Article V – ELECTIONS

- THE HR ADVISORY MEMBER AND RECORDING SECRETARY WITH THREE OTHER STAFF MEMBERS NOT NOMINATED FOR POSITION. GSEC*
- A. ~~The Election Committee shall consist of a Chairperson (appointed by the President of Staff Senate Executive Council) and four (4) members selected by the Chairperson.~~
 - B. The Election Committee shall conduct the election in accordance with the following guidelines:
 1. Elections for the Staff Senate shall take place on the last Friday of March (Refer to Article VI – Elections of the Staff Senate Constitution). Due to circumstances such as an act of God, but not limited to, that shall prevent the election, the election will take place the next available Friday as determined by the Staff Senate Executive Council;
 2. All full time permanent support staff is eligible for election to the Staff Senate Executive Council;
 - 1-3. Nominations shall be called for on the first working day of January and closed on the last Friday of February;

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4. The committee must notify the nominees no later than five business days after nominations close;
- 2-5. The nominees will be contacted by the committee for acceptance or non-acceptance
- Nominees have 5 working days to respond.
 - Should nominee fail to respond by the deadline, nomination will be constituted as a non-acceptance
- 3-6. In the event a nominee is nominated for more than one position, a nominee may accept one officer position and/or the member-at-large position.
- 4-7. Ballots shall be printed and voting shall take place on the last Friday of March at a general membership meeting;
- Absentee ballot - In the event employee is on official leave status that prevents them from being present during elections, the employee may request for an absentee ballot from the election committee prior to election date or via GCC email, which will constitute as your electronic signature.
8. 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;
- Results and ranking of elections will be published in the Staff Senate groups page.
- 5-9. 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 President's term.

Article V – ELECTIONS

- A. The Election Committee shall consist of a Chairperson (appointed by the President of Staff Senate Executive Council) and four (4) members selected by the Chairperson.
- B. The Election Committee shall conduct the election in accordance with the following guidelines:
- Elections for the Staff Senate should take place on the last Friday of March (Refer to Article VI – Elections of the Staff Senate Constitution);
 - All full time permanent support staff is eligible for election to the Staff Senate Executive Council;
 - Nominations should be called for on the first working day of January and closed on the last Friday of February;
 - The nominees will be contacted by the Election Chairperson to indicate their acceptance or rejection of the nominations;
 - Ballots will be printed and voting should take place on the last Friday of March at a general membership meeting;
 - The Election Committee shall conduct the vote count and award Staff Senate Executive Council seats based upon the results of the highest count of each position; and
 - 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 President's 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:
- College Governing Council;
 - Members shall consist of:
 - All executive officers, and
 - One representative-at-large member OR general member;
 - Resource, Planning, & Facilities Committee;
 - Members shall consist of:
 - All executive officers, and
 - One representative-at-large member OR general member;
 - Calendar Committee;

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- a) Members shall consist of:
 - i. One member-at-large/executive officer, and
 - ii. Three general members;
- 4. College Technology Committee;
 - a) Members shall consist of:
 - i. One member-at-large/executive officer, and
 - ii. Three general members;
- 5. Committee on College Assessment; ~~and~~
 - a) Members shall consist of:
 - i. One member-at-large/executive officer, and
 - ii. Three general members;
- 6. Accreditation Standard Committee(s)
 - a) Members shall consist of :
 - i. An executive council member OR a general member;
- 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.

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Articles VII – MEETINGS & QUORUM

- A. Staff Senate Support Staff General Membership Meeting
 - 1. Meetings shall be conducted no less than three (3) times within the Calendar Year at a designated time posted no later than two (2) weeks before such meeting.
 - 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 (2/3) 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

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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 (1st) Unexcused Absence – A verbal warning will be given to the individual;
 - 2. Second (2nd) Unexcused Absence – A verbal warning will be given to the individual;
 - 3. Third (3rd) Unexcused Absence – A written letter of reprimand regarding their absence will be given to the individual; and
 - 4. Fourth (4th) Unexcused Absence – A written letter removing them from office, with the approval of two-thirds (2/3) 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 (2) weeks or a maximum of three (3) months); and
 - 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 (2/3) 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 (10) working days after acknowledging receipt of the letter;
- D. Within twenty (20) working days after hearing any evidence and reviewing any documents, the Staff Senate Executive Council will render a final decision; and
- 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. ~~In the event an executive officer's position becomes vacant, the other executive officer will move up in rank. Should the vacancy be within three (3) months until the end of the term, the position will remain vacant.~~
- B. ~~The remaining vacant officer's position will be determined by majority vote within the Staff Senate Executive Council members. Should the vacancy be before or by three (3) 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. Should the vacancy be within three (3) months until the end of the term, the position will remain vacant.~~
- D. ~~Should the vacancy be before or by three (3) 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. 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 25th 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.

<u>Kenneth C. Bautista, Systems Programmer,</u>	<u>Elizabeth J. Duenas</u>	<u>Ana Mari C. Atoigue</u>	<u>Elizabeth J. Duenas, Program Coordinator III,</u>
<u>President</u>	<u>Management Information Systems</u>	<u>Representative-At-Large</u>	<u>Center for Civic Engagement</u>

<u>Johanna L. Camacho</u>	<u>Tamara Therese T. Hiura</u>
<u>Vice President</u>	<u>Representative-At-Large</u>
<u>Carol A. Guerrero, Accountant II, Business Office</u>	<u>Joanne M. I. Blas, Administrative Aide,</u>
<u>TPS, Tourism & Hospitality Office</u>	

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<u>Marilyn L. Concepcion, Records & Registration</u>	<u>Ava M. Garcia, Administrative Officer,</u>	<u>Latisha Ann Leon Guerrero</u>	<u>Vivian C. Guerrero</u>
<u>Secretary</u>	<u>Representative-At-Large</u>	<u>Supervisor, Admissions & Registration Office</u>	<u>Vice President's Office for Academic Affairs Division</u>

<u>Donnie L. Lizama</u>	<u>Catherine B. Anderson</u>	<u>Tamara Therese T. Hiura,</u>
<u>Administrative Assistant,</u>	<u>Latisha Ann N. Leon Guerrero,</u>	
<u>TPS, Allied Health</u>	<u>Administrative Assistant, TPS, Education</u>	
<u>Representative-At-Large</u>	<u>Representative-At-Large</u>	

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<u>Tara Rose A. Pascua, Administrative Aide,</u>	<u>Cheryl B. San Nicolas, General Accounting</u>
<u>Continuing Education & Workforce Development</u>	<u>Supervisor, Business Office</u>

Kenneth C. Bautista,
Representative-At-Large

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

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Staff
Senate
Year-End
Report

2014

The Guam Community College Staff Senate was officially recognized as a committee on May 2012. This body serves as a ... The executive members are the President, Vice President, Secretary/Treasurer and six Members-At-Large, in which members serve as a two-year term on the Senate. They have monthly executive meetings and quarterly general membership meetings.

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

There were four main issues recognized by the executive membership worked on since the beginning of its implementation:

1. Equal Staff Representation on all College committees
2. Cross-training staff
3. Staff Mentorship Form for Career Advancement
4. End-of-the-Year Presentation to General Membership

1. Equal Staff Representation on all College Committees

2. Cross-training of Staff

- December 19-20, 2013 – 14 staff attended and was trained on Data Entry Standards, Admissions & Registration guideline and procedures, Student Health Services guidelines and procedures, and Continuing Education procedures.

Insert a table of results?

3. Staff Mentorship Form for Career Advancement

4. End-of-the-Year Presentation to General Membership

**Guam Community College
Staff Senate
Executive Council
Thursday, May 21, 2014**

Staff Senate Mission Statement

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

MINUTES

- I. Call Meeting To Order** E. Duenas called meeting to order at 3:21 p.m.
- II. Roll Call**
Present: Elizabeth Duenas, Johanna Camacho, Latisha Leon Guerrero, Ana Mari Atoigue, Vivian Guerrero, Tamara Hiura, Donnie Lizama, and Barbara Blas

Absent: Catherine Anderson, Kenneth Bautista and Apolline San Nicolas
- III. Recital of the Guam Community College Mission Statement**
Everyone present recited the mission.
- IV. Old Business**
A. Staff Senate Year-End Reports and Evidence – E. Duenas prepared the following documents for submission to the AVPs office:
 1. Attendance report from June 2013 through May 2014.
 2. Draft memo to the AVP.
 3. Matrix of goals and achievements for FY2014.
B. Staff Senate By-Laws – Suggested revisions were made by committee. E. Duenas will make a final copy to present it at the next SSEC meeting.
- V. Announcements**
None
- VI. Next Meeting – Thursday, May 29, 2014 @ 3:00 p.m. in CSI Conference Room**
- VII. Adjournment**
A. Atoigue moved to adjourn the meeting at 5:00 p.m.; seconded by D. Lizama. No discussion, motion carried unanimously.

**Guam Community College
Staff Senate
Executive Council
Thursday, May 21, 2014**

SUBMITTED BY:



BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



LATISHA LEON GUERRERO
Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS
President, Staff Senate

**Guam Community College
Staff Senate
Executive Council
Thursday, May 29, 2014**

Staff Senate Mission Statement

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

MINUTES

- I. Call Meeting To Order** E. Duenas called meeting to order at 3:21 p.m.
- II. Roll Call**
Present: Elizabeth Duenas, Latisha Leon Guerrero, Catherine Anderson, Ana Mari Atoigue, Vivian Guerrero, Donnie Lizama, Apolline San Nicolas and Barbara Blas

Absent: Johanna Camacho, Kenneth Bautista and Tamara Hiura.
- III. Recital of the Guam Community College Mission Statement**
Everyone present recited the mission.
- IV. Approval of Minutes of April 24, 2014 and May 21, 2014**
D. Lizama moved to approve the minutes of April 24, 2014 with changes, seconded by A. Atoigue. After further discussion motion carried unanimously.
A. Atoigue moved to approve the minutes of May 21, 2014 with changes; seconded by V. Guerrero. After further discussion motion carried unanimously.
- V. Old Business**
A. Staff Salary/2014 Competitive Wage – Will remain on the agenda until 100% paid.
B. Membership to Committees – E. Duenas will prepare a letter to President Okada the names of representative for the committees in late July 2014.
C. Merit Awards – A. San Nicolas reported that there are no funds available at this time.
D. Online Accreditation Course – A. Atoigue reported that out of 91 staff, 27 have not completed. A. Atoigue and A. San Nicolas will compile the final listing.
E. Staff/Administrator Development Day– Scheduled for June 13, 2014 (mandatory) from 8:00am-5:00pm, MPA.
F. Staff Senate Year-End Reports and Evidence – The committee made changes to the report E. Duenas presented. E. Duenas will make the revisions and send via email to committee members.
D. Lizama moved to approve the Staff Senate Year-End Reports and Evidence; seconded by A. Atoigue. No discussion, motion carried unanimously.
G. Staff Senate By-Laws – During the Special meeting on May 21, 2014, committee made changes to the By-Laws which will be presented to all staff on June 13, 2014 General Membership meeting. **V. Guerrero moved to approve the Staff Senate By-Laws; seconded by C. Anderson. All in favor, motion carried unanimously.**

**Guam Community College
Staff Senate
Executive Council
Thursday, May 29, 2014**

VI. New Business

None

VII. Committee Reports

- A. Resource Planning & Facility (RPF) – E. Duenas and L. Leon Guerrero - No update, summer break.
- B. College Governance Committee (CGC) – E. Duenas and J. Camacho - No update, summer break.
- C. Committee on College Assessment (CCA) – J. Camacho - No update, summer break.
- D. College Technology Committee (CTC) – A. Atoigue and C. Camacho - No update, summer break.
- E. Leadership Joint Meeting – E. Duenas, J. Camacho, and L. Leon Guerrero - No update, summer break.
- F. Board of Trustee – K. Bautista - No report

VIII. Staff Concerns

When a decision is made when requesting for Staff/Administrator Development Application for classes, where does the applicant go to for reconsideration after its been denied? E. Duenas will check with the Staff/Administrator Development Committee for clarification.

IX. Announcements

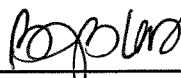
- A. June 06, 2014 – First day of Summer Classes
- B. June 13, 2014 – Staff/Administrator Development Day. Agenda not finalized.

X. Next Meeting – Thursday, June 26, 2014 @ 3:00 p.m. in CSI Conference Room. *New SSEC members first meeting.*

XI. Adjournment

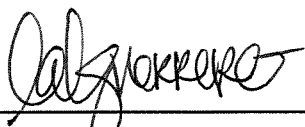
C. Anderson moved to adjourn the meeting at 4:14 p.m.; seconded by D. Lizama. No discussion, motion carried unanimously.

SUBMITTED BY:



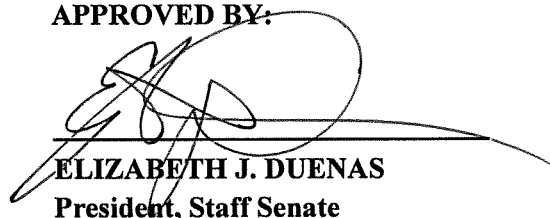
BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



LATISHA LEON GUERRERO
Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS
President, Staff Senate

Guam Community College
Staff Senate
Executive Council
Thursday, May 29, 2014
SIGN IN SHEET

NAME

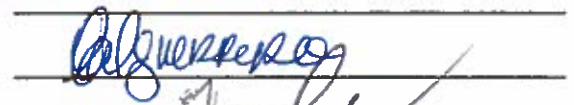
SIGNATURE

Duenas, Elizabeth, President

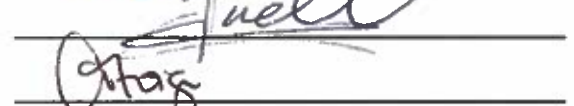


Camacho, Johanna, Vice President

Leon Guerrero, Latisha, Secretary/Treasurer



Anderson, Catherine, Representative At Large




Atoigue, Ana Mari, Representative At Large



Bautista, Kenneth, Representative At Large




Guerrero, Vivian, Representative At Large



Hiura, Tamara Therese, Representative At Large


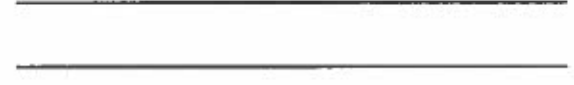


Lizama, Donnie, Representative At Large



San Nicolas, Apolline, Personnel Specialist III, HR Advisory Member

Blas, Barbara, GCC Senate Word Processing Secretary II



Guam Community College
Staff Senate
Executive Council
Thursday, June 27, 2014
SIGN IN SHEET

NAME

SIGNATURE

Duenas, Elizabeth, President



Chamberlain, Antonia, Vice President

Anton C.

Leon Guerrero, Latisha, Secretary/Treasurer

sick

Atoigue, Ana Mari, Representative At Large

Other

Bautista, Kenneth, Representative At Large

Kenneth Bautista

Guerrero, Bertha, Representative At Large

Bertha A. Guerrero

Guerrero, Vivian, Representative At Large



Lizama, Donnie, Representative At Large

Donnie

Pascua, Tara, Representative At Large

sick

San Nicolas, Apolline, Personnel Specialist III, HR Advisory Member



Blas, Barbara, GCC Senate Word Processing Secretary II

Barbara Blas

Guam Community College
Staff Senate
Executive Council
Thursday, July 31, 2014
SIGN IN SHEET

NAME

SIGNATURE

Duenas, Elizabeth, President



Chamberlain, Antonia, Vice President

Leave

Leon Guerrero, Latisha, Secretary/Treasurer



Atoigue, Ana Mari, Representative At Large

Leave

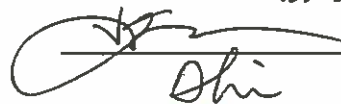
Bautista, Kenneth, Representative At Large



Guerrero, Bertha, Representative At Large

- emailed not able to attend
Bertha Guerrero

Guerrero, Vivian, Representative At Large



Lizama, Donnic, Representative At Large

Shi

Pascua, Tara, Representative At Large



San Nicolas, Apolline, Personnel Specialist III, HR Advisory Member

emergency not able to attend

Blas, Barbara, GCC Senate Word Processing Secretary II



**Guam Community College
Staff Senate
Executive Council
Thursday, August 28, 2014**

Staff Senate Mission Statement

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

MINUTES

- I. Call Meeting To Order** E. Duenas called meeting to order at 3:17 p.m.
- II. Roll Call**
Present: Elizabeth Duenas, Antonia Chamberlain, Latisha Leon Guerrero, Ana Mari Atoigue, Vivian Guerrero, Donnie Lizama, Tara Pascua, Apolline San Nicolas and Barbara Blas

Absent: Kenneth Bautista (leave) and Bertha Guerrero (leave).
- III. Recital of the Guam Community College Mission Statement**
Everyone present recited the mission.
- IV. Approval of Minutes of July 31, 2014**
D. Lizama moved to approve the minutes of June 26, 2014, seconded by T. Pascua; after further discussion motion carried unanimously.
- V. Old Business**
A. Staff Salary/2014 Competitive Wage – E. Duenas reported that when funding is available there will be full implementation.
B. Membership to Committees – E. Duenas submitted letters to President Okada of the names (representatives) for some of the committees. E. Muna is waiting for approval from President Okada if she will be able to be staff representative for Committee on College Assessment (CCA).
C. Merit Awards – 1995-2009, no funding identified.
D. Online Accreditation Course – 99% completion, 1% M. Aguilar (leave status).
E. Staff/Administrator Development Day– E. Duenas emailed President Okada requesting for a meeting in December 2014. President Okada responded, Staff Senate General Member can meet on November 21, 2014 after the College Assembly from 3:30pm – 5:00pm.
- VI. New Business**
A. Vacant Executive Council Position – A. Atoigue accepted the secretary/treasurer position. A. Chamberlain nominated Johanna Camacho for member at large. Should J. Camacho decline Pik Man Lam is the 2nd nominee.
B. Meet and Greet – some employees have not met the newly hired employees of GCC. Introductions will be on November 21, 2014.
- VII. Committee Reports**
A. Resource Planning & Facility (RPF) – E. Duenas reported the following:
i. Next meeting is scheduled for Thursday, September 11, 2014 @ 1:00 pm
ii. Financial and Facilities Report were discussed.

- iii. By-laws recommended to be reviewed.
- iv. FY15 Budget was approved by the governor.
- B. College Governance Committee (CGC) – No update, summer break.
- C. Committee on College Assessment (CCA) – E. Duenas reported committee is scheduled for a retreat on Friday, August 29, 2014.
- D. College Technology Committee (CTC) – A. Atoigue reported meetings are scheduled bi-weekly. The committee scheduled a special meeting on Thursday, September 04, 2014.
- E. Leadership Joint Meeting –No update.
- F. Board of Trustees – K. Bautista on leave.

VIII. Staff Concerns

None

IX. Announcements

- A. Labor Day – August 31, 2014
- B. GCCEA: Fundraising at Guma' Tasa – October 17, 2014
 - Nomination for Officers – October 2014
 - Election of Officers – November 2014
 - Announcement of Elected Officers – December 05, 2014
- C. College Assembly, Mandatory – November 21, 2014, MPA from 8:30am – 3:00pm
- D. GCCEA Christmas Party – December 05, 2014, Onward Aqua ball Room, 6pm-10pm

X. Next Meeting – Thursday, September 25, 2014 @ 3:00 p.m. in CSI Conference Room.

XI. Adjournment

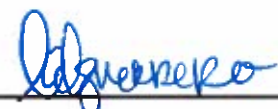
- A. Atoigue moved to adjourn the meeting at 4:46p.m.; seconded by V. Guerrero. No discussion, motion carried unanimously.

SUBMITTED BY:



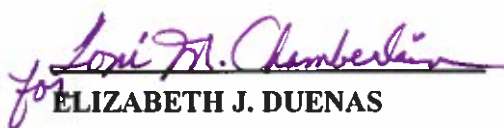
BARBARA J. BLAS
 Recording Secretary

ATTESTED BY:



LATISHA LEON GUERRERO
 Secretary/Treasurer, Staff Senate

APPROVED BY:



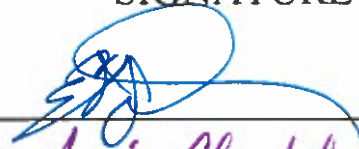
ELIZABETH J. DUENAS
 President, Staff Senate

Guam Community College
Staff Senate
Executive Council
Thursday, August 28, 2014
SIGN IN SHEET

NAME

SIGNATURE

Duenas, Elizabeth, President



Chamberlain, Antonia, Vice President



Leon Guerrero, Latisha, Secretary/Treasurer



Atoigue, Ana Mari, Representative At Large



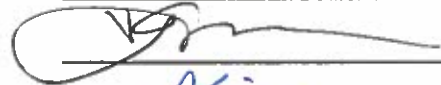
Bautista, Kenneth, Representative At Large



Guerrero, Bertha, Representative At Large



Guerrero, Vivian, Representative At Large



Lizama, Donnie, Representative At Large



Pascua, Tara, Representative At Large



San Nicolas, Apolline, Personnel Specialist III, HR Advisory Member



Blas, Barbara, GCC Senate Word Processing Secretary II



**Guam Community College
Staff Senate Executive Council
Thursday, September 25, 2014**

Staff Senate Mission Statement

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

MINUTES

- I. Call Meeting To Order** A. Chamberlain called meeting to order at 3:12 p.m.
- II. Roll Call**
Present: Antonia Chamberlain, Latisha Leon Guerrero, Ana Mari Atoigue, Ken Bautista, Vivian Guerrero, Donnie Lizama, Apolline San Nicolas and Barbara Blas.

Absent: Bertha Guerrero and Tara Pascua.
- III. Recital of the Guam Community College Mission Statement**
Everyone present recited the mission.
- IV. Approval of Minutes of August 28, 2014**
D. Lizama moved to approve the minutes of August 28, 2014 with corrections, seconded by K. Bautista; after further discussion motion carried unanimously.
- V. Old Business**
A. Staff Salary Competitive Wage – A. San Nicolas reported effective October 1, 2014 100% implementation plus 50% retro (beginning January 26, 2014 to current) will be paid out.
B. Membership to Committees – A. Chamberlain reported President Okada approved for E. Muna to represent staff in CCA.
C. Merit Awards – 1995-2009, no funding identified.
D. Online Accreditation Course – 99% pending M. Aguilar (leave status).
E. Staff/Administrator Development Day – Scheduled for Friday, November 21, 2014 from 8:00am – 3:30pm in the MPA. Staff Senate General Members meeting from 3:30pm – 4:00pm, Meet and greet for staff on November 21, 2014 from 4:00pm – 5:00pm in the MPA.
F. Vacant Executive Council Position – A. Chamberlain will contact J. Camacho (1st nominee) to verify if she is interested in becoming a member of the Staff Senate Executive Council. If J. Camacho declines, D. Lizama will contact Pik Man Lam (2nd nominee). Deadline for vacancy is October 06, 2014.
- VI. New Business**
A. Budget for FY2015-2016 – A. Atoigue and L. Leon Guerrero proposed a budget of \$5000.00 for the following items needed for Staff Senate Executive Council: file cabinet (store files/equipments), external hard drive for electronic files, laptop, and office supplies. There are several committees with staff representatives, supplies will be provided to the representatives of each committee. Budget deadline for 2016 is in November 2014. A. Chamberlain was assigned to check the Staff Senate mail box periodically. A suggestion box will be placed at the Student Support Services (Building B) for Staff Senate.
B. Staff representative on Logo Taskforce – A. Chamberlain will inform J. Flores (Public Information Officer) that L. Leon Guerrero volunteered to represent staff.
- VII. Committee Reports**
A. Resource Planning & Facility (RPF) – A. Chamberlain reported the following:
i. By-laws were reviewed and will be voted on electronically.
ii. Next meeting is scheduled for Thursday, October 16, 2014 @ 1:00 pm
iii. Financial and Facilities Report were discussed.
B. College Governance Committee (CGC) – A. Chamberlain reported the following:
i. Tuition waiver for Staff/Administrator was approved by the Board.
ii. Tuition waiver for BOT student member and COPSA officers was approved by the Board.
iii. Adjunct hour was increased from 125 to 135.

- iv. Social Media Policy was approved by the Board and posted on MyGCC website.
- v. D. Perez reported the Facilities Report.
- vi. C. Santos reported the Financial Report.
- vii. By-laws were reviewed and will be voted on electronically.
- viii. E. Duenas thanked the committee for including the Competitive Wage Plan on the 2015 budget which included the 50% retro pay.
- C. Committee on College Assessment (CCA) – A. Chamberlain reported AIER hosted an Assessment Summit on Friday, September 19, 2014. The assessment deadline is scheduled for Monday, October 13, 2014.
- D. College Technology Committee (CTC) – A. Atoigue reported the following:
 - i. Lacking one more staff representative
 - ii. Need a committee chair
 - iii. Multimedia
 - iv. Technology fees
 - v. Discussion for next meeting is the committee goals and plans for AY2014-2015.
 - vi. Internet service provider status
- E. Joint Leadership Meeting – A. Chamberlain reported President Okada called for a meeting scheduled for Friday, November 07, 2014 @ 10:00am. President Okada will meet with Faculty Senate and Staff Senate Executive Council Officers in the LRC; agenda is forthcoming.
- F. Board of Trustee – K. Bautista reported discussion of the Competitive Wage Plan and DOA has not released the allotment.

VIII. Staff Concerns

IX. Announcements

- A. Fall Festival – Thursday, October 02, 2014, Student Center Courtyard from 4:00pm – 8:00pm
- B. GCCEA: Fundraising at Guma' Tasa – October 17, 2014
 - Nomination for Officers – October 2014
 - Election of Officers – November 2014
 - Announcement of Elected Officers – December 05, 2014
- C. College Assembly, Mandatory – November 21, 2014, MPA from 8:30am – 3:00pm GCCEA Christmas Party – December 05, 2014, Onward Aqua Ball Room, 6pm-10pm

X. Next Meeting – Thursday, October 30, 2014 @ 3:00 p.m. in CSI Conference Room.

XI. Adjournment

V. Guerrero moved to adjourn the meeting at 4:17p.m.; seconded by D. Lizama. No discussion, motion carried unanimously.

SUBMITTED BY:



BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



ANA MARI ATOIGUE
Secretary/Treasurer, Staff Senate

APPROVED BY:



ANTONIA CHAMBERLAIN
President, Staff Senate

**Guam Community College
Staff Senate
Executive Council
Thursday, November 06, 2014**

Staff Senate Mission Statement

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

MINUTES

- I. Call Meeting To Order** A. Chamberlain called meeting to order at 3:14 p.m.
- II. Roll Call**
Present: Antonia Chamberlain, Ana Mari Atoigue, Ken Bautista, Bertha Guerrero, Vivian Guerrero, Apolline San Nicolas and Barbara Blas.

Absent: Latisha Leon Guerrero, Donnie Lizama, and Tara Pascua.
- III. Recital of the Guam Community College Mission Statement**
Everyone present recited the mission.
- IV. Approval of Minutes of August 28, 2014**
V. Guerrero moved to approve the minutes of September 25, 2014, seconded by K. Bautista; after further discussion motion carried unanimously.
- V. Old Business**
A. Membership to Committees – Cathy Solidum was nominated for staff representative for CCA.
B. Merit Awards – 1995-2009, no funding identified. A. Chamberlain will request for this issue to be included on the agenda for the next RPF meeting.
C. Online Accreditation Course – 99% pending M. Aguilar (leave status).
D. Professional Development Day – Scheduled for Friday, November 21, 2014 from 8:30am – 3:00pm in the MPA. Staff Senate General Members meeting from 3:00pm – 3:30pm. Meet and greet for staff from 3:30pm – 5:00pm in the MPA.
E. Vacant Executive Council Position – A. Chamberlain reported that both J. Camacho and Pik Man Lam declined the nomination. Kimberly Bautista was nominated and has accepted.
- VI. New Business**
A. Budget for FY2015-2016 – Budget deadline for 2016 is November 14, 2014. A. Atoigue prepared the budget request for Staff Senate (See Attachment). A. Chamberlain requested that Robert Rules of Order book be added to requested budget.
V. Guerrero moved to approve the proposed 2016 budget request for Staff Senate, seconded by B. Guerrero; after further discussion motion carried unanimously.
B. Staff representative on Logo Taskforce – P. Artero has been attending meetings. L. Leon Guerrero currently on leave status but has provided input via email.
C. Participatory Governance Structure Handbook Training – Campus-wide training is tentatively scheduled for January 23, 2015 for staff, faculty, and students.
D. Clarification of Secretary/Treasurer Position – Discussion regarding the recording secretary and Staff Senate Secretary/Treasurer position was held. Committee make-up will remain status quo.
E. Professional Development Program Committee – motion to table by K. Bautista, seconded by V. Guerrero. 1 opposed, 1 abstained.
- VII. Committee Reports**
A. Resource Planning & Facility (RPF) – A. Chamberlain reported the following:
i. By-laws were reviewed and will be voted on electronically.
ii. Next meeting is scheduled for Thursday, November 20, 2014 @ 1:00 pm
iii. Financial and Facilities Report were discussed.
B. College Governance Committee (CGC) – None

- C. Committee on College Assessment (CCA) – A. Chamberlain reported Finance & Administration submitted their assessment.
- D. College Technology Committee (CTC) – A. Atoigue reported the following:
 - i. Discussed committee goals and plans for AY2014-2015.
 - ii. Computer Standards
- E. Joint Leadership Meeting – A. Chamberlain reported President Okada called for a meeting for Friday, November 07, 2014 @ 10:00am. President Okada will meet with Faculty Senate and Staff Senate Executive Council Officers in the LRC; agenda is forthcoming.
- F. Board of Trustee – K. Bautista reported 16% funds not lapsed. None received for fiscal year 2014. Mass notification for remodeling. Building 200 Ribbon cutting on December 12, 2014.

VIII. Staff Concerns

- A. Staff Tuition Waiver – recommendation made to request revision on Staff/Administrator Development Program announcement to reflect tuition waiver.

IX. Announcements

- A. Fall Festival – Thursday, October 02, 2014, Student Center Courtyard from 4:00pm – 8:00pm
- B. GCCEA: Nomination for Officers – October 2014
Election of Officers – November 2014
Announcement of Elected Officers – December 05, 2014
- C. Professional Development Day, Mandatory – November 21, 2014, MPA from 8:30am – 3:00pm
- D. GCCEA Christmas Party – December 05, 2014, Onward Aqua Ball Room, 6pm-10pm

- X. Next Meeting – Thursday, November 20, 2014 @ 3:00 p.m. in CSI Conference Room.

XI. Adjournment


K. Bautista moved to adjourn the meeting at 4:52p.m.; seconded by A. Atoigue. No discussion, motion carried unanimously.

SUBMITTED BY:



BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



ANA MARI ATOIGUE
Secretary/Treasurer, Staff Senate

APPROVED BY:



ANTONIA CHAMBERLAIN
President, Staff Senate

Staff Senate Executive Council Meeting
President's Conference Room
3:00p.m.
November 6, 2014
Thursday

ATTENDANCE SHEET

Name		Signature
1.	Atoigue, Ana Mari	<i>Atoigue</i>
2.	Bautista, Kenneth	<i>Kenneth Bautista</i>
3.	Blas, Barbara	<i>Barbara Blas</i>
4.	Chamberlain, Antonia	<i>Antonia Chamberlain</i>
5.	Guerrero, Bertha	<i>Bertha Guerrero</i>
6.	Guerrero, Vivian	<i>[Signature]</i>
7.	Leon Guerrero, Latisha	ON LEAVE
8.	Lizama, Donnie	
9.	Pascua, Tara	
10.	San Nicolas, Apolline	<i>[Signature]</i>
11.	<i>Suenas, Elizabeth</i> <i>ex-officio</i>	<i>[Signature]</i>

Reminder:

Next Meeting: 11/20/14

2016 BUDGET REQUEST - SPECIAL PROJECTS (NAF)

AGENCY: Guam Community College

DIVISION: _____

DEPARTMENT: Staff Senate Council

CATEGORY/DESCRIPTION			QTY	UNIT	TOTAL
PROJECTED REVENUE					
TOTAL PROJECTED REVENUE					
PERSONNEL SERVICES					
110		FULL TIME SALARIES			
120		FULL TIME BENEFITS			
111		PART TIME SALARIES / ADJUNCT CONTRACTS			
120		PART TIME BENEFITS			
TOTAL PERSONNEL SERVICES					
220 TRAVEL/TRANSPORTATION					
TOTAL TRAVEL /TRANSPORTATION					
230 CONTRACTUAL SERVICES					
TOTAL CONTRACTUAL					
233 BUILDING SPACE RENTAL					
TOTAL BUILDING SPACE RENTAL					
240 SUPPLIES & MATERIALS					
		ROBERT'S RULES OF ORDER			
TOTAL SUPPLIES & MATERIALS					1,600
250 EQUIPMENT Under \$250					
TOTAL EQUIPMENT (Under \$250)					1,900
290 MISCELLANEOUS					
TOTAL MISCELLANEOUS					1,500
450 CAPITAL OUTLAY (Over \$250)					
TOTAL CAPITAL OUTLAY (Over \$250)					
TOTAL REVENUE					
LESS: EXPENDITURES					5,000
yes		ADMINISTRATIVE SUPPORT	15%		
yes		DEPARTMENTAL INCENTIVE	15%		
yes		CONTINUING EDUCATION	10%		
PROFIT (+) / LOSS (-)					-5,000

**Guam Community College
Staff Senate Executive Council
Thursday, November 20, 2014**

Staff Senate Mission Statement

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

MINUTES

- I. Call Meeting To Order** A. Chamberlain called meeting to order at 3:08 p.m.
- II. Roll Call**
Present: Antonia Chamberlain, Ana Mari Atoigue, Latisha Leon Guerrero, Ken Bautista, Kimberly Bautista, Vivian Guerrero, Donnie Lizama, Apolline San Nicolas, Barbara Blas and Carmen Santos (Guest).
Absent: Tara Pascua.
- III. Recital of the Guam Community College Mission Statement**
Everyone present recited the mission.
- IV. Approval of Minutes of November 06, 2014**
L. Leon Guerrero moved to approve the minutes of November 06, 2014 with changes, seconded by D. Lizama; after further discussion motion carried unanimously.
- V. Old Business**
- A. Professional Development Day – Scheduled for Friday, November 21, 2014 from 8:30 a.m. – 3:00 p.m. in the MPA. Staff Senate General Membership meeting from 3:00 p.m. – 3:30 p.m. Meet and greet for staff from 3:30 p.m. – 5:00 p.m. in the Student Center Training Room.
 - B. Vacant Member-at-Large Position – Kimberly Bautista was nominated and has accepted.
 - C. Membership to Committees – A. Chamberlain reported she will be formalizing the staff representation process by sending appointment memos to President Okada.
 - D. FY2015-2016 Budget – A. Chamberlain thanked A. Atoigue for preparing the Staff Senate budget request and submitting two days before deadline.
 - E. Staff/Administrator Development Review Committee – President Okada appointed Pascual Artero and Marilyn Concepcion because she stated she did not receive the Staff Senate recommendation memo submitted back in August 2014. A. Chamberlain will submit her recommendation for a third staff representative. C. Santos recommended the Staff Senate Executive Council submit letter of appointments to President Okada before next academic year.
A. Chamberlain recommended Vivian Guerrero as the third staff representative. **L. Leon Guerrero moved to approved Vivian Guerrero as a third Staff Representative for the Staff/Administrator Development Review Committee, seconded by Kim Bautista; after further discussion motion carried unanimously.**
 - F. Participatory Governance Structure Handbook Training – G. Hartz spearheading a college-wide training tentatively scheduled for January 23, 2015 for staff, faculty, and students.
 - G. Merit Awards – A. Chamberlain requested for this issue to be tabled until legal advice have been discussed.
D. Lizama moved to table the merit awards until documentation is provided, seconded by V. Guerrero; after further discussion motion carried. 1 abstained.
 - H. Online Accreditation Course – TPS Dean Virginia Tudela sent out an email reminder for M. Aguilar to complete the course before deadline (12/31/2014).
- VI. New Business**
- A. New Vacant Member-at-Large Position – Bertha Guerrero submitted her resignation on Wednesday, November 19, 2014. Rosie Quitugua was asked by A. Chamberlain to be a Member-at-Large for Staff Senate Executive Council; R. Quitugua accepted.
D. Lizama moved to accept Rosie Quitugua as a Member-at-Large for Staff Senate Executive Council, seconded by Kim Bautista; after further discussion motion carried unanimously.
 - B. Constitution and By-Laws – A. Chamberlain reported upon the creation of the Staff Senate Constitution and By-Laws, E. Duenas and Ken Bautista requested for staff members to meet for at least two hours on certain days from President Okada. E. Duenas and Ken Bautista signed a memo indicating when the

Constitution and By-Laws were ratified it would be submitted through CGC – President Okada – BOT for approval. According to President Okada this process was not followed. C. Santos recommended that the Constitution and By-laws be submitted through CGC – President Okada – BOT to rectify the situation.

L. Leon Guerrero moved to submit the Staff Senate Constitution and By-Laws to CGC – President Okada – BOT, seconded by D. Lizama. Motion was amended by Ken Bautista to submit the Staff Senate Constitution and By-Laws to President Okada then BOT, seconded by Kim Bautista; after further discussion L. Leon Guerrero and D. Lizama rescinded their motion, motion by Ken Bautista and Kim Bautista carried unanimously.

VII. Committee Reports

- A. Resource Planning & Facility (RPF) – Tabled
- B. College Governance Committee (CGC) – Tabled
- C. Committee on College Assessment (CCA) – Tabled
- D. College Technology Committee (CTC) – Tabled
- E. Joint Leadership Meeting – Tabled
- F. Board of Trustee (BOT) – Tabled
- G. GCC Logo Group – Tabled

L. Leon Guerrero moved to table the committee reports due to time limitation, seconded by Kim Bautista. Motion carried unanimously.

VIII. Staff Concerns

- A. Staff Tuition Waiver – was approved by the Board. Deadline for application submissions was reopened due to low submission of applicant's on the first deadline.

IX. Announcements


- A. GCCEA: Nomination for Officers – Deadline was November 19, 2014
Announcement of Elected Officers – December 05, 2014
- B. Professional Development Day, Mandatory – November 21, 2014, MPA from 8:30 a.m. – 3:00 p.m.
- C. Announcements for Staff Position – Graphic Artist technician I and Refrigeration Mechanic (both closing on December 04, 2014)
- D. Staff Rep for DAR Assistant Director Interview panel (week of 11/24 or 12/01/14) – L. Leon Guerrero will get back to A. Chamberlain whether she is able to represent.
- E. GCCEA Christmas Party – December 05, 2014, Onward Aqua Ball Room, 6 p.m.-10 p.m.
- F. New Employee Orientation – December 11, 2014
- G. Ribbon Cutting Ceremony for Building E (200) – December 12, 2014 @ 10:00 a.m.

X. Next Meeting – Thursday, December 18, 2014 @ 3:00 p.m. in CSI Conference Room.

XI. Adjournment

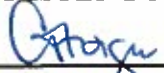
D. Lizama moved to adjourn the meeting at 4:09p.m.; seconded by L. Leon Guerrero. No discussion, motion carried unanimously.

SUBMITTED BY:



BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



ANA MARIATOIGÜE
Secretary/Treasurer, Staff Senate

APPROVED BY:












ANTONIA CHAMBERLAIN
President, Staff Senate



Kolehon Kumuniddat Guahan
Accredited by the
Western Association of
Schools and Colleges

Staff Senate Executive Council Meeting
CSI Conference Room
3:00p.m.
November 20, 2014
Thursday

ATTENDANCE SHEET

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

Executive Meetings occur the third Thursday of the month.

Reminder:

Next Meeting: December 18, 2014

-Carmen K. Santos






received
8/21/14

STAFF SENATE COUNCIL

Elizabeth J. Duenas
President

MEMORANDUM

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

FROM: Elizabeth J. Duenas 
President, GCC Staff Senate

SUBJECT: Staff Representative to Staff Administrator Development Committee

DATE: August 15, 2014

With the revision and ratification of the Staff Senate Constitution and By-Laws during June 13, 2014 Staff Senate General Membership meeting, the following staff representative for Staff Administrator Development Committee are Elizabeth Duenas, Latisha Leon Guerrero and Ana Mari Atoigue. Members will begin their membership in September 2014.

Thank you for continuously supporting the Participatory Governance for all employees.

c : Joann Muna
HR Administrator

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

The Staff Senate Executive Council is defined as the President, Vice President, Secretary/Treasurer, six (6) 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 at the 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 (7) 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 (10) days after approval;
 5. Post agenda and information packages in the MyGCC Group Studio within seven (7) 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 (1) standing committee when appointed by Staff Senate Executive Council;
 4. Serve on college wide committees when appointed by Staff Senate Executive Council;
 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 an Executive Council 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. This does not prevent a Human Resources staff member from being nominated/elected into an executive council position, however, they cannot hold both positions.

Article V – ELECTIONS

- A.** The Election Committee shall consist of the Human Resources Advisory member and the GCC Senate Word Processing Secretary and three (3) members (not running for any position) selected by the Human Resources Advisory member and the GCC Senate Word Processing Secretary.
- B.** The Election Committee shall conduct the election in accordance with the following guidelines:
 1. Elections for the Staff Senate shall take place on the last Friday of March (Refer to Article VI – Elections of the Staff Senate Constitution). Due to circumstances such as an act of God, but not limited to, that will prevent the election, the election will take place the next available Friday as determined by the Staff Senate Executive Council;
 2. All full time permanent support staff is eligible for election to the Staff Senate Executive Council with the exception of the Human Resources Advisory member and the GCC Senate Word Processing Secretary;
 3. Nominations shall be called for on the first working day of January and closed on the last Friday of February;
 4. The committee must notify the nominees no later than five business days after nominations;

5. The nominees will be contacted by the committee for acceptance or non-acceptance and
 - i. Nominees have 5 working days to respond.
 - ii. Should nominee fail to respond by the deadline, nomination will be constituted as a non-acceptance
 - iii. Nominee shall accept only one position
6. Ballots will be printed and voting shall take place on the last Friday of March within four (4) hours prior to the general membership meeting;
 - i. Absentee ballot - In the event an employee is on official leave status that prevents them from being present during elections, the employee may request for an absentee ballot from the election committee prior to the election or via GCC email, which will constitute as an electronic signature vote.
7. 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;
 - i. Results and ranking of elections will be published in the Staff Senate groups page.
8. The newly elected Staff Senate Executive Council shall assume their positions on the scheduled executive meeting in June. The President-elect will shadow the current President for the remaining months of the current President's 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 members shall consist of all executive officers,
 2. Resource, Planning, & Facilities Committee members shall consist of all executive officers and one (1) Representative-At-Large member OR general member;
 3. Calendar Committee members shall consist of an executive council member and a general member;
 4. College Technology Committee members shall consist of an executive council member and three (3) general members;
 5. Committee on College Assessment members shall consist of an executive council member and three (3) general members;
 6. Accreditation Standard Committee(s) members shall consist of an executive council member OR a general member;
 7. Staff/Administrator Development Committee members shall consist of three (3) members, selected by the President of the Staff Senate Council.
- 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 (3) times within the Calendar Year at a designated time posted no later than two (2) weeks 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 (2/3) 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 (1st) Unexcused Absence – A verbal warning will be given to the individual;
 - 2. Second (2nd) Unexcused Absence – A verbal warning will be given to the individual;
 - 3. Third (3rd) Unexcused Absence – A written letter of reprimand regarding their absence will be given to the individual; and
 - 4. Fourth (4th) Unexcused Absence – A written letter removing them from office, with the approval of two-thirds (2/3) 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 executive council member 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 (2) weeks or a maximum of three (3) months); and
 - 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 (2/3) 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 (10) working days after acknowledging receipt of the letter;
- D. Within twenty (20) working days after hearing any evidence and reviewing any documents, the Staff Senate Executive Council will render a final decision; and
- 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.

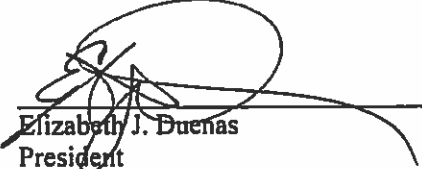
- A. In the event an executive officer's position becomes vacant, the next executive officer will move up in rank.
- B. The Secretary/Treasurer position shall be appointed by the President within the Representative-At-Large with the majority approval of the Staff Senate Executive Council.
- C. In the event a representative-at-large position becomes vacant, the President shall appoint any GCC staff senate member to the vacant position with the majority approval of the Staff Senate Executive Council. Should the vacancy be within three (3) months until the end of term, the vacant position will remain vacant for that term.

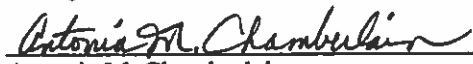
Article XIII – AMENDMENTS


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.

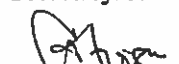
Article XIV - SIGNATURES

The organizing Staff Senate Committee duly signify by their signatures, this 13th day of June, 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.


Elizabeth J. Duenas
President


Antonia M. Chamberlain
Vice President



Latisha Ann Leon Guerrero
Secretary/Treasurer



Ana Mari C. Atoigue
Representative-At-Large


Kenneth C. Bautista
Representative-At-Large


Donnie L. Lizama
Representative-At-Large


Bertha M. Guerrero
Representative-At-Large


Vivian C. Guerrero
Representative-At-Large


Tara Rose A. Pascua
Representative-At-Large

**Guam Community College
Staff Senate Executive Council
Thursday, December 18, 2014**

Staff Senate Mission Statement

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

MINUTES

- I. Call Meeting To Order** L. Leon Guerrero called meeting to order at 3:09 p.m.
- II. Roll Call**
Present: Ana Mari Atoigue, Latisha Leon Guerrero, Ken Bautista, Kimberly Bautista, Vivian Guerrero, Donnie Lizama, Tara Pascua, Rosie Quitugua, Apolline San Nicolas and Barbara Blas.
Absent: Antonia Chamberlain
- III. Recital of the Guam Community College Mission Statement**
Everyone present recited the mission.
- IV. Approval of Minutes of November 20, 2014**
Ken Bautista moved to approve the minutes of November 20, 2014 with changes, seconded by V. Guerrero; after further discussion motion carried unanimously.
- V. Old Business**
 - A. Merit Awards – Tabled.
 - B. Online Accreditation Course – Staff are 100% complete.
 - C. Two Vacant Positions for Member-at-Large – Kimberly Bautista and Rosie Quitugua were nominated and both accepted.
 - D. Approval Process of Constitution and By-Laws – L. Leon Guerrero will follow up with A. Chamberlain to verify if she submitted the documents to President Okada.
- VI. New Business**
 - A. 2nd draft of professional development plan – L. Leon Guerrero recommended council to review plan. E. Diego is on leave, she will provide more information upon her return.
- VII. Committee Reports**
 - A. Resource Planning & Facility (RPF) – A. Atoigue reported the last meeting was on 12/04/2014. Status quo, no money has been received. Awaiting final documentation on \$5M loans. BOT policies are status quo, reviewing series 300, 400, and 500. Ribbon Cutting for Building E 12/12/2014. FY16 Budget is being compiled and will be presented at the 04/15/2014 BOT meeting. PIO is reviewing the GCC logo. Website change is scheduled to be launched for 2017. Updated information on CIP14 and CIP15 were presented.
 - B. College Governance Committee (CGC) – information reported on RPF was reported at CGC. Comments and feedback from faculty members was that they felt it did not require a full day presentation. They requested for more topics and more specific areas to be addressed. Food was not enough for everyone who attended. Faculty also requested results of survey taken. Ken Bautista questioned the voting numbers that staff holds versus faculty, administrators, and students. A. Atoigue reported it is three for faculty, administrator, and staff. However, for students it is one.
 - C. Committee on College Assessment (CCA) – No report.
 - D. College Technology Committee (CTC) – No meeting
 - E. Joint Leadership Meeting – No meeting
 - F. Board of Trustee (BOT) – Ken Bautista reported the following information: completed 100% for online accreditation and 2016 Budget will be discussed on February 2015.
 - G. GCC Logo Group – L. Leon Guerrero reported group is in the process of gathering designs and ideas. Group is really looking into the brand survey. She requested for everyone to take the survey online.

VIII. Staff Concerns

- A. Staff Development Form – Ken Bautista requested for the standards of the tuition waiver to be explained clearly for all employees of GCC. A. San Nicolas stated that the new procedures are posted online (Employee Service tab). The tuition waiver form is in the new staff/administrator development procedures. Staff Senate will redirect employees to the link online.

IX. Announcements

- A. AAD Appreciation Party is on Friday, December 19, 2014 @ Student Center Lounge from 3:00 p.m. – 5 p.m.
B. GCCEA: Congratulations to newly elected officers!
C. Government of Guam Annual Group Life Enrollment period for employees to increase their supplemental coverage begins January 12, 2015 and ends January 30, 2015. If you are planning to increase, you do not have to fill out the health survey.
D. Staff/ Administrator Development Program Committee accepting applications December 15, 2014 – January 16, 2015.
E. NO NURSE ON DUTY from December 11-31, 2014. FOR HEALTH CLEARANCES proceed to the Rotunda (Building 2000) from 8:00 a.m. – 12:00 p.m.
F. Spring 2015 New Student Orientation on January 7, 2015 @ MPA.
G. Spring 2015 Semester begins on Wednesday, January 14, 2015.

X. Next Meeting – Thursday, January 29, 2015 @ 3:00 p.m. in CSI Conference Room.

XI. Adjournment

- A. Atoigue moved to adjourn the meeting at 3:36 p.m.; seconded by T. Pascua. No discussion, motion carried unanimously.

SUBMITTED BY:



BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



ANA MARI ATOIGUE
Secretary/Treasurer, Staff Senate

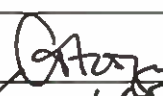



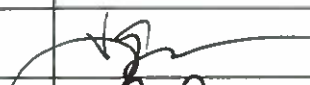
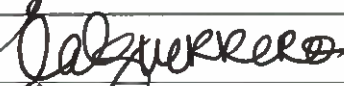
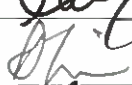



APPROVED BY:



ANTONIA CHAMBERLAIN
President, Staff Senate

Staff Senate Executive Council Meeting
CSI Conference Room
3:00p.m.
December 18, 2014
Thursday

ATTENDANCE SHEET

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

Executive Meetings occur the third Thursday of the month.

Reminder:

Next Meeting: 01/29/2015

