

**Guam Community College  
Staff Senate Executive Council  
Thursday, January 29, 2015**

**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 December 18, 2014**
- V. Old Business**
  - A. Merit Bonus Award
  - B. Approval Process of Constitution and By-Laws
  - C. Draft of Professional Development Plan (4<sup>th</sup>)
- VI. New Business**
  - A. GCC Budget Request for FY16
  - B. Participatory Governance Structure Handbook Training
  - C. General Membership Meeting
- 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. College Assembly, Mandtory – February 2. MPA, 1:00 – 5:00p.m.
  - B. GovGuam Group Life Insurance Open Enrollment –ends January 30, 2015
  - C. President's Parade of Shoes – March 6, 2015, 6:00-10:00p.m., MPA
  - D. Signing of Midterm Report on February 6, 2015, to be sent to ACCJC.
  - E. Spring 2015 New Student Orientation on January 7, 2015 @ MPA
  - F. Spring 2015 Semester begins on Wednesday, January 14, 2015.
- X. Next Meeting** February 26, 2015 @ 3pm @ CSI Conference Room
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Thursday, March 26, 2015  
President's Conference Room**

**Staff Senate Mission Statement**

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

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes--Meeting of January 29, 2015**
- V. Old Business**
  - A. Merit Awards
  - B. Approval Process of Constitution and By-Laws
  - C. SS Comments on Draft 5 of Comprehensive Professional Development Plan
- VI. New Business**
  - A. General Membership Meeting--Tuesday, March 31, 2015
  - B. Faculty Year-End Picnic
  - C. 2014-2015 Institutional Priorities
- VII. Committee Reports**
  - A. Resource Planning & Facility (RPF)
  - B. College Governance Committee (CGC)
  - C. Committee on College Assessment (CCA)
  - D. College Technology Committee (CTC)
  - E. Joint Leadership Committee
  - F. Board of Trustees
  - G. GCC Logo Group
- VIII. Staff Concerns**
- IX. Announcements**
  - A. GCC Career Night--Thursday, March 26, 6:00-8:00 p.m., MPA
  - B. 2015 DPR Softball League--first GCC game is scheduled for Friday, March 27
  - C. Gupot Mes Chamorro Luncheon--MPA, Friday, March 27, 11:30-1:30
  - D. Basic Cross Fit Demo--Friday, March 27, 4-5 p.m., E Bldg, Fitness Room
  - E. Spring Break--March 30-April 3, 2015
  - F. Staff General Membership Meeting -- Tuesday, March 31
  - G. GCCEA Car Wash Fundraiser--Sunday, April 12
  - H. GCCEA Color-filled Family Celebration, Saturday, April 18
  - I. Graduation Gowns--for sale at GCC Bookstore for \$50 (gown, cap, & tassel)
  - J. Graduation Rehearsal--Thursday, May 14, 1:00-4:00p.m., UOG Field House
  - K. Graduation Commencement Ceremony--Friday, May 15, 6:00p.m., UOG Field House
  - L. Staff/Administrator Development Day--Thursday, June 4
- X. Next Meeting -- April 30, 2015, 3:00 p.m., CSI Conference Room**
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Thursday, April 30, 2015  
SSA Conference Room**

**Staff Senate Mission Statement**

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

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes--Meeting of March 26, 2015**
- V. Old Business**
  - A. Constitution and By-Laws
  - B. Professional Development Plan--Staff Training Needs Survey
  - C. 2014-2015 Institutional Priorities
- VI. New Business**
  - A. General Membership Meeting
  - B. Public Law 32-228, Relative to Sick Leave
- VII. Committee Reports**
  - A. Resource Planning & Facility (RPF)
  - B. College Governance Committee (CGC)
  - C. Committee on College Assessment (CCA)
  - D. College Technology Committee (CTC)
  - E. Joint Leadership Committee
  - F. Board of Trustees
  - G. GCC Logo Group
- VIII. Staff Concerns**
- IX. Announcements**
  - A. Graduation Gowns--for sale at GCC Bookstore for \$50 (gown, cap, & tassel)
  - B. Graduation Rehearsal--Thursday, May 14, 1:00-4:00p.m., UOG Field House
  - C. Graduation Commencement Ceremony--Friday, May 15, 6:00p.m., UOG Field House
  - D. Memorial Day Holiday, May 25th
  - E. Staff/Administrator Development Day/General Membership Meeting--Thursday, June 4
- X. Next Meeting – May 28, 2015, 3:00 p.m., SSA Conference Room**
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Thursday, May 28, 2015  
CSI Conference Room**

**Staff Senate Mission Statement**

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

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes--Special Meeting of May 7, 2015; Meeting of April 30, 2015; and Meeting of March 26, 2015(Tabled)**
- V. Old Business**
  - A. AY 2014-2015 Year End Report
  - B. Constitution and By-Laws
  - C. Comprehensive Professional Development Plan
- VI. New Business**
  - A. Agenda for June 4<sup>th</sup> General Membership Meeting
- VII. Committee Reports**
  - A. Resource Planning & Facility (RPF)
  - B. College Governance Committee (CGC)
  - C. Committee on College Assessment (CCA)
  - D. College Technology Committee (CTC)
  - E. Joint Leadership Committee
  - F. Board of Trustees
  - G. GCC Logo Group
  - H. OSH/ADA Task Force
  - I. PLA Task Force
- VIII. Staff Concerns**
- IX. Announcements**
  - A. GCCEA Recruitment of New Members
  - B. Staff/Administrator Development Day/General Membership Meeting--Thursday, June 4
  - C. GCCEA Calendar of Events
  - D. GCCEA Happy Hour Fundraiser, June 5<sup>th</sup> at The Joint
- X. Next Meeting – June 26, CSI Conference Room**
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Thursday, June 25, 2015  
CSI Conference Room**

**Staff Senate Mission Statement**

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

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes—Meeting of May 25, 2015**
- V. Old Business**
  - A. Constitution and By-Laws
  - B. Comprehensive Professional Development Plan
  - C. General Membership Meeting
- VI. New Business**
- VII. Committee Reports**
  - A. Resource Planning & Facility (RPF)
  - B. College Governance Committee (CGC)
  - C. Committee on College Assessment (CCA)
  - D. College Technology Committee (CTC)
  - E. Joint Leadership Committee
  - F. Board of Trustees
  - G. GCC Logo Group
  - H. OSH/ADA Task Force
  - I. PLA Task Force
  - J. Staff/Administrator Development
- VIII. Staff Concerns**
- IX. Announcements**
  - A. GCCEA Fundraiser – Onward Waterpark Ticket Sales \$15
  - B. GCCEA Fundraiser – Tickets for the movie Minions @ Agana Shopping Center Theater @ 10:00 am on Saturday, July 10, 2015
- X. Next Meeting – July 30, CSI Conference Room**
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Thursday, July 30, 2015  
CSI Conference Room**

**Staff Senate Mission Statement**

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

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes— June 25, 2015 Staff Senate**
- V. Old Business**
  - A. Constitution and By-Laws
  - B. Comprehensive Professional Development Plan
  - C. Merit Bonus (1995-2009)
- VI. New Business**
  - A. Morale Problem Survey
- VII. Committee Reports**
  - A. Resource Planning & Facility (RPF)
  - B. College Governance Committee (CGC)
  - C. Committee on College Assessment (CCA)
  - D. College Technology Committee (CTC)
  - E. Joint Leadership Committee
  - F. Board of Trustees
  - G. GCC Logo Group
  - H. OSH/ADA Task Force
  - I. PLA Task Force
  - J. Staff/Administrator Development Committee
- VIII. Staff Concerns**
- IX. Announcements**
  - A. GCCEA:
    - 1. Guma Tasa, August 28, 2015
    - 2. Guma Tasa, September 25, 2015
    - 3. Halloween Party, October 30, 2015
    - 4. Movie Premier, “The Hunger Games”, November 20, 2015
  - B. Convocation, August 17, 2015, 5:00-7:00p.m., MPA
  - C. Labor Day Picnic, September 6, 2015, Ypao Beach
- X. Next Meeting – August 27, CSI Conference Room**
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Thursday, August 27, 2015  
CSI Conference Room**

**Staff Senate Mission Statement**

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

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes—July 30, 2015**
- V. Old Business**
  - A. Morale Problem Survey
  - B. Constitution and By-Laws
  - C. Comprehensive Professional Development Plan
  - D. Merit Bonus (1995-2009)
- VI. New Business**
  - A. Goals List
- VII. Committee Reports**
  - A. Resource Planning & Facility
  - B. College Governance Committee
  - C. Committee on College Assessment
  - D. College Technology Committee
  - E. Joint Leadership Committee
  - F. Board of Trustees
  - G. GCC Logo Group
  - H. OSH/ADA Task Force
  - I. PLA Task Force
  - J. Staff/Administrator Development Committee
- VIII. Staff Concerns**
  - A. MyGCC calendar website
- IX. Announcements**
  - A. GCCEA:
    - 1. Guma Tasa, August 28, 2015
    - 2. Guma Tasa, September 25, 2015
    - 3. Halloween Party, October 30, 2015
    - 4. Movie Premier, “The Hunger Games”, November 20, 2015
  - B. Labor Day Picnic, September 6, 2015, Ypao Beach
- X. Next Meeting – September 24, CSI Conference Room**
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Thursday, October 29, 2015  
CSI Conference Room**

**Staff Senate Mission Statement**

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

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes—August 27, 2015**
- V. Old Business**
  - A. Morale Problem Survey
  - B. By-Laws
  - C. Comprehensive Professional Development Plan
  - D. Merit Bonus (1995-2009)
- VI. New Business**
  - A. Goals List
- VII. Committee Reports**
  - A. Resource Planning & Facility
  - B. College Governance Committee
  - C. Committee on College Assessment
  - D. College Technology Committee
  - E. Joint Leadership Committee
  - F. Board of Trustees
  - G. GCC Logo Group
  - H. OSH/ADA Task Force
  - I. PLA Task Force
  - J. Staff/Administrator Development Committee
- VIII. Staff Concerns**
  - A. MyGCC calendar website
- IX. Announcements**
  - A. 2016 Spring Semester Registration Now Open
  - B. Annual Halloween Costume Parade & Merienda, Friday, October 30, 9a.m.
  - C. Job Announcements: 1) Systems Programmer; 2) Facilities Engineer Administrator
  - D. GCCEA:
    - 1. Halloween Bash, October 30, 2015, 6-8:30p.m., MPA
    - 2. Movie Premier, "The Hunger Games", November 20, 2015
- X. Next Meeting – November 26, CSI Conference Room**
- XI. Adjournment**



**Guam Community College  
Staff Senate Executive Council  
Thursday, December 17, 2015  
CSI Conference Room**

**Staff Senate Mission Statement**

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

**AGENDA**

- I. Call Meeting To Order**
- II. Roll Call**
- III. Recital of the Guam Community College Mission Statement**  
Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.
- IV. Approval of Minutes—October 29, 2015**
- V. Old Business**
  - A. Morale Problem Survey—Transmittal to President Okada
  - B. By-Laws—Original Document Submitted 2/10/15
  - C. Goals List
  - D. Merit Bonus (1995-2009)
- VI. New Business**
  - A. Committee Appointments
  - B. GCC Open Competitive Announcements
  - C. Supply request
  - D. Call for nominations for Staff Senate Executive Council for 2016 -2018
- VII. Committee Reports**
  - A. Resource Planning & Facility
  - B. College Governance Committee
  - C. Committee on College Assessment
  - D. College Technology Committee
  - E. Joint Leadership Committee
  - F. Board of Trustees
  - G. GCC Logo Group
  - H. OSH/ADA Task Force
  - I. PLA Task Force
  - J. Staff/Administrator Development Committee
- VIII. Staff Concerns**
  - A. MyGCC calendar website
- IX. Announcements**
  - A. Staff/Administrator Development Applications, due 12/24/15
  - B. 2015 MagPro Award--Jerome Blas, Employee of the Year
  - C. Cafeteria Plan Assessment – HRO issue
- X. Next Meeting – January 28, 2016, CSI Conference Room**
- XI. Adjournment**

**Guam Community College  
Staff Senate Executive Council  
Thursday, January 29, 2015**

**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 3:10 p.m.
- II. Roll Call**  
**Present:** Antonia Chamberlain, Ana Mari Atoigue, Latisha Leon Guerrero, Ken Bautista, Kimberly Bautista, Donnie Lizama, Tara Pascua, Rosie Quitugua, Apolline San Nicolas and Barbara Blas.  
**Absent:** Vivian Guerrero
- III. Recital of the Guam Community College Mission Statement**  
Everyone present recited the mission.
- IV. Approval of Minutes of December 18, 2014**  
**D. Lizama moved to approve the minutes of December 18, 2014 with changes, seconded by T. Pascua; after further discussion motion carried unanimously.**
- V. Old Business**
  - A. Merit Awards – Tabled
  - B. Approval Process of Constitution and By-Laws – A. Chamberlain reported she will submit the Constitution and By-Laws to President Okada.
  - C. Draft of Professional Development Plan (4<sup>th</sup>) – Renamed: Comprehensive Development Plan (See Attachment). Associate Dean, Dr. E. Diego requested for staff comments to be submitted by February 06, 2015. A. Chamberlain recommended that all members who have comments send it via email by February 03, 2015. Then she will forward the feedback to Associate Dean, Dr. E. Diego.
- VI. New Business**
  - A. GCC Budget Request for FY2016 – (See Attachment) Staff Senate's proposed budget request was \$5000.00. However, C. Santos (Finance & Administration VP) met with A. Chamberlain, L. Leon Guerrero, and A. Atoigue to discuss the proposed budget request and cuts were made. C. Santos met with A. Chamberlain for a second time, settled amount was \$1,000.00. C. Santos cut the requested budget amount from \$5,000.00 to \$1,000.00 due to not enough justification. The budget request was approved by both the RPF and CGC committee's with 8 votes and 3 abstained.
  - B. Participatory Governance Structure Handbook Training – A. Chamberlain reported the training did not turn out as expected. The announcement that was posted was meant for all college stakeholders (staff, administrator, and faculty) to attend. President Okada requested that A. Chamberlain inform Staff Senate Executive Council members to attend the training. L. Leon Guerrero suggested if there is a plan to have another training that it be included as part of the agenda of GCC Staff/Administrator Professional Development Day.
  - C. General Membership Meeting – scheduled for Tuesday, March 31, 2015. Please email agenda items to A. Chamberlain. A. Chamberlain will submit a request to President Okada as soon as she prepares the agenda.
- VII. Committee Reports**
  - A. Resource Planning & Facility (RPF) – A. Atoigue reported the following:
    - i. NAF 2016 Budget was approved.
    - ii. NAF 2016 Special Projects Budget was approved.
    - iii. Sustainability Policy was approved.
    - iv. Fees – Prior Learning Assessment, Adult Education, and Continuing Education was approved.
    - v. The FY16 Budget was tabled. Special meeting will be scheduled.
  - B. College Governance Committee (CGC) – information reported on RPF was reported at CGC.
  - C. Committee on College Assessment (CCA) – A. Chamberlain reported that they are having a retreat.

- D. College Technology Committee (CTC) – Meeting scheduled for 01/29/2015 was postponed.
- E. Joint Leadership Meeting – No meeting.
- F. Board of Trustee (BOT) – Ken Bautista:
  - i. GCC received 2.4M, 14% of allotment.
  - ii. 400 series have been approved. However, policy 410 was tabled (standard conduct regarding drugs and alcohol). A. Chamberlain asked if the Board is willing to have the staff make comments regarding the policy. Ken Bautista will present comments and requests from Staff Senate Council members to the Board.
- G. GCC Logo Group – L. Leon Guerrero reported that J. Flores will announce a logo competition for GCC staff, faculty, and students. Anticipating competition to be held in March 2015.

#### VIII. Staff Concerns

None

#### IX. Announcements

- A. College Assembly, Mandatory – February 02, MPA, 1:00 – 5:00 p.m.
- B. Gov Guam Group Life Insurance Open Enrollment – ends January 30, 2015.
- C. President's Parade of Shoes – March 06, 2015, 6:00 – 10:00 p.m., MPA.
- D. Midterm Report Signing by the Board for ACCJC – February 06, 2015.
- E. Year End Report Draft
- F. Employee Association General Membership meeting scheduled for February 17, 2015 and Spaghetti Dinner fundraiser.
- G. GCC Christmas Party @ Hilton Hotel on December 05, 2015.
- H. Suggestions for Professional Development please email Pascual Artero, [pascual.artero1@guamcc.edu](mailto:pascual.artero1@guamcc.edu) by Wednesday, February 04, 2015.

X. Next Meeting – Thursday, February 26, 2015 @ 3:00 p.m. in CSI Conference Room.

#### XI. Adjournment

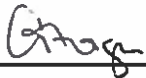
L. Leon Guerrero moved to adjourn the meeting at 4:19 p.m.; seconded by Ken Bautista. No discussion, motion carried unanimously.

SUBMITTED BY:



BARBARA J. BLAS  
Recording Secretary

ATTESTED BY:



ANA MARI ATOIGUE  
Secretary/Treasurer, Staff Senate

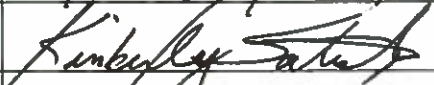

APPROVED BY:



ANTONIA CHAMBERLAIN  
President, Staff Senate

**Staff Senate Executive Council Meeting**  
**CSI Conference Room**  
**3:00p.m.**  
**January 29, 2015**  
**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, Donnie	
9.	Pascua, Tara	
10.	Quitugua, Rosita	
11.	San Nicolas, Apolline	

Executive Meetings occur the third Thursday of the month.

Reminder:

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

**Guam Community College**  
**2016 BUDGET REQUEST - NAF**

	PRIOR YEARS		
	ACTUAL as of 09/30/14	2015 BUDGET REQUEST	FY 2016 PROJECTION
<b>PROJECTED REVENUES</b>			
<b>Educational and General Operations Revenue</b>			
Tuition Net of Capital Improvement	7,194,774	2,889,000	2,794,000
1 Capital Improvement Fees (Resolution 4-99)		734,000	710,000
4 Technology Fee for Upgrades (Resolution 11-2000)		195,000	188,000
4 Technology Fee for Current Operations (Resolution 11-2000)		195,000	188,000
Student Activity Fee		80,000	77,000
Perm. Faculty & Staff/Admin Positions (Resolution 5-2006)		2,741,881	2,851,584
Other Fees Net of Tech and Stud Act Fees		322,000	304,000
Lab Fees		229,000	236,000
<b>Total General Operations Subsidy</b>	<b>7,194,774</b>	<b>7,385,881</b>	<b>7,148,584</b>
<b>Auxiliaries Revenue</b>			
Bookstore Sales	1,194,582	1,208,250	1,208,250
Food Services	16,800	31,200	31,200
<b>Total Auxiliaries</b>	<b>1,211,382</b>	<b>1,237,450</b>	<b>1,237,450</b>
<b>Other Sources Revenue</b>			
Administrative Recoveries	133,170	90,000	120,000
Interest/Miscellaneous Income	40,479	55,000	45,000
Other (Citi Foundation, NSTI and PREL Grant)	115,000		
<b>Total Other Sources</b>	<b>288,649</b>	<b>145,000</b>	<b>165,000</b>
<b>TOTAL PROJECTED REVENUE</b>	<b>8,694,785</b>	<b>8,768,311</b>	<b>8,551,034</b>
<b>PROJECTED EXPENDITURES</b>			
<b>Educational and General Expenditures</b>			
GovGuam Supplement - Other	1,958,129	1,475,130	1,475,130
GovGuam Supplement - Adjunct/Substitutes	1,507,781	1,200,000	1,350,000
GovGuam Supplement - PT Salaries			
7 Perm. Faculty & Staff/Admin Positions (Resolution 5-2006)	1,483,728	2,741,881	2,851,584
4 Technology Fee for Current Operations	182,870	195,000	188,000
4 Technology Fee for Upgrades (Resolution 11-2000)	182,870	195,000	188,000
<b>Total E &amp; G Expenditures</b>	<b>5,285,358</b>	<b>5,806,991</b>	<b>5,852,724</b>
<b>Other Educational and General Expenditures</b>			
Promotion and Development	121,871	200,000	200,000
Professional Development - Faculty	74,532	75,000	75,000
Professional Development - Staff	49,274	50,000	50,000
5 Student Activity Fee - Dean Accts.	1,937	18,000	15,400
Pacific Island Student Transition	4,528	6,475	6,475
Graduation	11,800	12,000	12,000
Bank Fee Expenditures	81,013	55,000	63,000
Board of Trustees Travel	17,316	25,000	25,000
Faculty Senate	4,183	5,000	5,000
WP Secretary II (Salaries & Benefits)	35,970	35,970	38,328
USDA Loan Repayment	179,989	289,373	289,373
Cosmetology	19,916	10,782	11,205
Education / ASL	20,078	29,556	27,684
Computer Science	417	14,525	14,068
Electronics	7,833	12,597	12,439
Office Technology	8,589	18,804	18,018
Automotive	14,706	23,772	14,525
Allied Health	21,877	30,028	25,139
Visual Communications	9,886	18,733	18,732
English	18,977	17,442	17,100
Criminal Justice	3,920		5,040
Science	9,891	19,380	19,080
Culinary	42,273	37,240	22,680
Faculty/BOT Negotiations			10,025
Staff Senate			1,000
<b>Total Other E &amp; G Expenditures</b>	<b>740,336</b>	<b>978,875</b>	<b>972,311</b>
<b>Total E &amp; G Expenditures</b>	<b>6,025,694</b>	<b>6,785,866</b>	<b>6,825,035</b>
<b>Auxiliaries Expenditures</b>			
Bookstore	857,127	959,044	959,044
<b>Total Auxiliaries</b>	<b>857,127</b>	<b>959,044</b>	<b>959,044</b>
<b>TOTAL CURRENT EXPENDITURES</b>	<b>6,882,821</b>	<b>7,744,710</b>	<b>7,784,079</b>
<b>TRANSFER</b>			
Transfer from Foundation - Pacific Island Endowment	-6,475	-6,475	-6,475
Transfer from Foundation - Other			
Transfer to Foundation			
Transfer to Capital Improvement Fees	732,000	734,000	710,000
Transfer to Student Activity Fees	64,000	84,000	61,800
<b>Total Transfer</b>	<b>789,525</b>	<b>791,525</b>	<b>781,125</b>
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>7,672,346</b>	<b>8,536,235</b>	<b>8,565,204</b>
<b>INCREASE (USE) OF RESERVE</b>	<b>1,012,439</b>	<b>232,076</b>	<b>1,840</b>

- Notes: 1) The FY2015 Original Budget Amount reflects the initial budget approved.  
2) The FY2014 Actual Amount is based on the Banner Expense and Revenue reports as of 09/30/14.  
3) Tuition & Fees projection is based on SP14, BU14, & FA14 enrollment figures. No increase budgeted. SP15 N/A.  
4) Of the \$73.00 Technology fee, \$38.50 is reserved for the Upgrades and \$34.50 is for Computer Operations.  
5) Student Activity Fee - Dean's Acct is based on 20% of Student Activity Fee projected.  
6) The revenue for Capital Improvement Fees is included in the revenue for Tuition and Fees.  
7) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 50% and 20%, respectively.

**GCC is accredited by the Accrediting Commission of Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WASC).**

### **Vision**

Guam Community College will be the premiere educational institution for providing globally recognized educational and workforce development programs.

### **Mission**

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

### **Sinagan Misión**

#### **(Chamorro translation)**

Guiya i Kulehon Kumunidat Guahan, i mas takhilo mamanaguen fina che cho yan i teknika t na kinahulo i manfa fache cho ya u na gua guaha nu i manakhilo yan manmaolek na tiningo ni i manmafanana gui yan i fina na guen cho cho

This document is a concerted effort between organizational members, divisions, and committees within the College. It's fruition would not have been possible without the input of the Academic Vice-President, the Professional Development Review Committee, (PDRC) and the Faculty, and Staff Senates.

The Comprehensive Professional Development Plan simply referred to as the Plan in this document, underwent a number of iterations, critique, and discussions over a one year period. It was largely guided by the College's mission, and values, informed by those goals and initiatives in the Institutional Strategic Master Plan directly connected to Professional Development initiatives, and is based on current educational and organizational research, and the needs of the faculty, staff, and administrators as indicated on the surveys.

The Plan's main purpose is to serve as a guiding instrument establishing a comprehensive approach to the College's Professional Development. The Plan also provides a distinct focus in which Professional Development (whether it be at the individual, group, or institutional level), is implemented with the central goals of improving instructional practices and increasing the delivery of services to our students. Lastly, the Plan gives us all an opportunity to engage in thoughtful discussions and activities regarding our changing needs, collaborate further, and to respond accordingly.

Please direct any comments or suggestions for improvement to this document to the Associate Dean of Trades and Professional Services

# GUAM COMMUNITY COLLEGE COMPREHENSIVE PROFESSIONAL DEVELOPMENT PLAN

## Table of Contents

### Foundation for Professional Development

- A. Introduction—Accreditation Standard III
- B. Background of Professional Development Initiatives
- C. Guam Community College's Guiding Principles for Professional Development
- D. Purposes of the College's Professional Development
- E. Professional Development Approach

### Professional Development Components

- A. Faculty Professional Development
- B. Staff and Administrators' Professional Development

### Organizational Structure

- A. Support Structures
- B. Professional Development Logic Model
- C. Implementation Timeline

## IV. Evaluation

### Appendices

- A. Board of Trustees Policy 440
- B. Academic Vice-President's Memorandum
- C. Professional Development Review Committee (PDRC)
- D. Faculty Survey Results
- E. Staff and Administrators' Survey Results

## GUAM COMMUNITY COLLEGE COMPREHENSIVE PROFESSIONAL DEVELOPMENT PLAN

### Foundation for Professional Development

#### **Introduction**

Standard III of the Accrediting Commission for Community and Junior Colleges (ACCJC) provides the impetus for Guam Community College's Comprehensive Professional Development Plan. As stated in Section A.14:

The institution plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on evolving pedagogy, technology, and learning needs. The institution systematically evaluate professional development programs and uses the results of these evaluations as the basis for improvement (ACCJC Accreditation Handbook, 2014).

Similarly, a Board Policy on professional development also exists (Please refer to Appendix for the policy in its entirety). In 2009, the Guam Community College Board of Trustees amended and adopted Policy 400 on Professional Development, which states that "the Board of Trustees recognizes the importance of a well-trained staff to more effectively carry out the mission of the College and the Board of Trustees is committed to providing resources to support professional development activities".

#### **Background**

Efforts at the college to develop a comprehensive professional development plan commenced in Academic Year 2014 to more effectively address the accreditation standard. The purpose of the Comprehensive Professional Development Plan (CPDP) is to provide a framework for college-wide professional development consistent with the institutional mission. CPDP incorporates three major parts: faculty professional development, staff and administrators' professional development, and evaluation.

Over the course of several years, Guam Community College has implemented a number of initiatives providing the building blocks for this plan. As evident in the college's mission, the institution is committed to providing the highest quality student-centered education. Two of the College's core values place emphasis on a learning-centered and student-focused environment. Additionally, GCC established Institutional Learning Outcomes (ILOs) representing broad outcomes the institution endeavors students will achieve through their cumulative college experience.



The Institutional Strategic Master Plan (ISMP) was updated in 2014 setting direction for the College over the next several years. The specific ISMP provisions directly related to the Comprehensive Professional Development Plan (henceforth referred to as the Plan in this document) are outlined below:

**Goal 1: Retention and Completion—**Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

**Initiative 1:** Incorporate the student-centered learning model into the curriculum and the classroom.

**Initiative 2:** Strengthen the professional development support for faculty to effectively implement the student-centered teaching model.

Extensive work went into the Plan beginning in Spring of 2014 with research on best instructional and organizational practices. A faculty survey was devised in late Spring with significant input from various members of the College. A staff and administrator survey followed in Spring of 2015. The data from these surveys were aggregated and the information utilized to inform respective parts of the Plan. Data results for both surveys can be found in the Appendix. Student evaluations from the 2013 IDEA survey results and classroom observation data were included (Refer to Appendix for Summary of results) . Classroom observations were

### **Guiding Principles for Professional Development at the College**

This Plan is informed by current educational and organizational research about what makes for effective professional development. The review of literature reveals that short-term, episodic, and disconnected professional development is unlikely to produce sustained improvement.

The conceptual basis, strategies, and activities incorporated in this plan take into consideration the following guiding principles as enumerated by the research:

- Good teachers are grown, fostered, and supported
- Faculty learning is stimulated through collaborative opportunities among peers pertaining to issues of teaching and learning
- People gain and learn more through active construction of knowledge rather than through passive reception of information
- Excellence in teaching increases student learning

- A collegial and collaborative culture whereby regular dialogue is encouraged and supported, innovative ideas are fostered, and teaching and learning initiatives are faculty driven strengthens the organization's ability to achieve goals
- Reflection is built-in as a way to process and make connections to a particular learning experience
- People have an inherent desire to learn and contribute
- Learning is both fun and rewarding
- Occurs over time and is seen and implemented as an on-going process.
- Purposefully designed to meet the needs of the adult learner and is implemented for one of four purposes:
  1. Awareness/Exploration—those professional development activities that address those first stages of concern/interest/understanding regarding an innovation.
  2. Skill-building—those activities that are designed to help participants build and apply specific skills that are assumed to include follow-up coaching and support.
  3. Program Improvement - includes activities requiring both individual and team development combined with systemic change. Improvement occurs when individuals or teams engage in continuous, collaborative, and problem-solving processes.
  4. Strategic Planning/Systems Thinking- effective professional development and change initiatives must acknowledge that complex, interdependent relationships exist among the various aspects of an educational system. All professional development activities must share the common elements of a comprehensive approach to change that facilitates effective operation and integration of all components of the system. This plan incorporates both.
- Job-embedded—All within the system must strive to incorporate professional development into the fabric of daily practice. Adequate time must be provided to engage in active, productive, and job-embedded learning experiences. Effective professional development must be designed to respect the leadership capacity of members in the college community while promoting continuous inquiry and improvement embedded in the everyday life of the institution.

- **Integrated Planning**— Change is complex and individuals require on-going high quality professional development even after the in-service training has occurred. They include time to practice new skills and receive structured feedback, peer support, technical assistance. An integrative approach driven by a compelling vision related to increasing knowledge, awareness, and skills are critical in order for meaningful and lasting change to take root.
- **Systems Thinking**—Systems thinking centers on the complex, interdependent interrelationships among the various aspects of an entire system. Effective professional development activities despite variation, should share common elements and focus. This comprehensive approach to change significantly increases the potential that all components of a system (e.g., assessment, curriculum, evaluation and services) compliment each other and work toward a measurable set of outcomes related to improving student achievement.

The Plan incorporates additional elements substantiated by research. In order for professional development to be effective, it must be grounded in the following:

- Sustained over time which more likely will deepen knowledge and skills to meet intended goals
- Reflects a supportive, respectful, and trusting climate which enables successful implementation of desired change
- Incorporates modeling, coaching and feedback on the theories, strategies, and techniques that are research-based best practices for teaching and learning

The proposed activities and strategies included in the Plan have been purposefully selected based on the principles and elements derived from research. Effective professional development is an essential and indispensable process without which organizations cannot hope to achieve their desired goals for student achievement. The elements included in this plan are premised on the belief that the continued growth and ongoing development of faculty, staff and administrators are critical to the effectiveness of the organization and key in retaining the best people. The Plan is designed to incorporate activities and strategies with the vision that an individual who has opportunities to learn, reflect, and apply skills, can best extend those opportunities to students.

## **Professional Development Conceptual Framework**

Effective professional development programs are characterized by diversity of ideas, people, and support practices. As such, they acknowledge and value the uniqueness of concerns and interests among departments, divisions, and staff. This Plan therefore, is an amalgamation of activities and approaches recognizing the diversity of needs.

Professional development at GCC will be approached from the following perspectives:

**Growing Students:** To serve in our roles so that students develop to their fullest potential, professional development leading to an increase in knowledge, skills, and abilities must be intentional, well-planned, well-connected, and systemic.

**Growing Yourself:** Viable organizations seek to create a dynamic work environment that encourages and is supportive of growth and development. Effective leaders act on the belief that members of the organization have present value and future potential and assume the responsibility for increasing the capacity of people. Professional development addressing this perspective considers two facets: self care and professional growth.

**Growing Your Organization:** To effectively navigate the college through systemic change, this Plan includes system-wide organizational development. It refers to an intentionally planned, on-going, and systematic process through institution-wide efforts to increase the organization's effectiveness thereby enabling the college to achieve its goals. This section is informed by current organizational research of what makes an institution sustainable. The values that underscore organizational development have a humanistic basis which seek ways of making interactions within the organization more effective and more humane.

Organizational development examines the institution as a whole by looking at its parts such as organizational structure, cliques, individuals, values, sub-components, environment, processes, systems, interactions within the institution and how these affect the functioning of people within the organization as well as the impact such interactions have on the organization itself.

The rationale supporting this approach is to engage in a process that provides the opportunity for the organization to improve its capacity to handle internal and external functioning and relationships. This includes improved interpersonal and group processes, more effective communication, organizational climate and culture, enhanced ability to cope with organizational problems, more effective decision-making processes, more appropriate leadership styles, improved skill in dealing with destructive conflict, and developing improved levels of trust and cooperation among organizational members. Overall, organizational development involves continuous diagnosis, action planning, implementation, and evaluation with the end goal of equipping the organization and its members with the knowledge and skills and abilities to improve its capacity to solve problems and manage future change.

## GUAM COMMUNITY COLLEGE COMPREHENSIVE PROFESSIONAL DEVELOPMENT PLAN

### Professional Development Components

This section of the Plan is divided into two parts to better address the specific needs of groups within the organization. The first addresses the professional development of faculty. The second addresses the needs of staff and administrators. There will be some overlap of professional development that will apply to all members of the organization regardless of position. (i.e., Organizational Development workshops). The over-arching goal is to develop and implement a cohesive professional learning community that will foster an environment encouraging and supporting student-centered education.

#### **Faculty Professional Development**

Current research suggests that there are specific practices that lead to improved student learning. Specifically, overall quality of teaching correlates positively with student growth in areas such as motivation, openness to diversity and change, critical thinking and moral reasoning. The research also indicates that students are not getting enough of these learning conditions and teaching practices. For widespread and systemic change in student learning to take effect, specific pedagogical support for faculty plays an essential role.

It remains a foundational premise in most educational organizations that faculty are the driving force behind an institution. Therefore, the Plan outlines professional development leading to student-centered instruction but most importantly, provides the pedagogical support in assisting both full-time and adjunct instructors in becoming better prepared to meet the new demands and complexities of the new paradigm.

This part of the Plan is informed by research on effective instructional practices, the needs and interests as indicated in the Faculty survey conducted in the Spring of 2014 and student evaluation of teacher effectiveness in the IDEA survey results from Fall 2013 as presented in the table that follows.

<b>Activity/Concept:</b>	<b>Rationale:</b>	<b>Goals:</b>
<b>Brown Bag/Mini Training Sessions</b>	<p>Research suggests that when instructors talk about their teaching, learn from each other, and reflect about their teaching practices, they are apt to make positive changes in their teaching. Faculty indicated they would like more opportunities to engage in pedagogical discussion and sharing of ideas.</p> <p>One hour, successive sessions allow for information to be “chunked” or broken into manageable portions that can be more easily digested and applied. Faculty indicated they have a preference for short sessions over a period of time.</p>	<p>Provide informal opportunities to share and exchange ideas and to reflect on current teaching practices</p> <p>Retain currency on latest educational research</p> <p>Discuss instructional challenges and get feedback from peers</p> <p>Provide continuous interactive training of short duration on best instructional practices</p>
<b>Credentialing</b>	<p>Building capacity among members of the organization that strengthens the organization’s ability to provide quality education</p>	<p>Provide support to individuals who pursue advanced credentialing</p> <p>Encourage individuals to seek and complete credentialing</p>
<b>On-line training</b>	<p>Identified as the main approach to address accessible training specifically for adjuncts but not limited to them.</p>	<p>Provide self-paced online training opportunities specifically in the area of pedagogy and current best instructional practices</p> <p>Support teacher certification program for adjunct faculty</p> <p>Maximize use of current technology as a tool for faculty training</p>
<b>Webinars</b>	<p>Offers wider range of topics/issues specific to the needs that may be applicable to a few individuals or specialized area.</p>	<p>Provide online opportunities that address specific topics pertinent to individual departments and/or faculty</p>

<b><u>Activity/Concept:</u></b>	<b><u>Rationale:</u></b>	<b><u>Goals</u></b>
Leadership/ Organizational Development Seminars	To encourage the implementation and sustainability of student-centered education, effective leadership at all levels is crucial. Closing the gap between how the concept is implemented and the kind of leadership required to sustain new initiatives is critical to the institution's success.	<p>Examine current effective models of leadership</p> <p>Identify the appropriate leadership strategies that support organizational health</p> <p>Implement leadership techniques and tools for roles in the classroom, committee work, and for other settings and situations that may benefit from or require effective leadership skills.</p> <p>Create a forum for thoughtful examination and reflection on the role and responsibilities of faculty/department Chairs</p> <p>To identify strengths and development of needs based on a variety of assessment tools and feedback from colleagues</p>
Local/Off-Island Conferences and Workshops/Training	These activities provide additional opportunities that faculty may identify as an area of need, to network with others in their field, stay current in a specialty area	<p>Acquire new ideas for innovative teaching</p> <p>Provide opportunity for faculty to present/conduct training for others in the innovative teaching</p>
Teaching Demonstration Lab (Pedagogy)	Implementation of new practices work best when instructors practice and engage in constructive and immediate feedback	<p>Provide opportunities to practice effective instructional techniques</p> <p>Provide opportunities to analyze one's instructional practices</p> <p>Provide opportunities to reflect on one's instructional practices</p>

<b><u>Activity/Concept:</u></b>	<b><u>Rationale:</u></b>	<b><u>Goals</u></b>
<b>Mentoring</b>	New or beginning instructors have a greater chance to succeed in their instruction if they are supported by others who have gained the classroom experience and have developed effective instructional practices	<p>Examine current mentoring program for effectiveness</p> <p>Implement formal procedures to strengthen feedback and communication between mentor and mentee</p>
<b>Peer Coaching</b>	<p>Follow-up support is as important as initial training. Instructors who have experience with new, innovative practices are in a better position to support the efforts of colleagues.</p> <p>Instructors offering support for one another increases the likelihood that the innovation will be implemented and established as an instructional practice</p>	<p>Examine models of peer mentoring to identify those factors which make a program successful</p> <p>Provide training in effective peer coaching strategies</p> <p>Establish a peer mentoring program that will provide structures feedback and support to successfully implement new instructional methods</p>
<b>Training of Trainers</b>	The craft of teaching is best transmitted by teachers. Teachers know more about classroom culture and competencies than do those who have had limited classroom experience or visit the classroom occasionally.	<p>To build capacity among faculty</p> <p>Utilize existing specialized expertise among faculty</p> <p>Train a group of instructors to be certified as "experts" on best instructional practices</p>



## **Staff and Administrators' Professional Development**

Research emphasizes two central concepts that are characteristic of effective professional development programs. This Plan has incorporated high quality professional development concurrent with organizational development; and, improvement of performance through both individual achievement and systemic change.

This part of the Plan was informed by research on best practices of effective organizations and the needs as indicated on the staff survey conducted in Spring of 2015.

<b>Activity/Concept:</b>	<b>Rationale:</b>	<b>Goals:</b>
Credentialing	An educated and trained work-force leads to a stronger organization	Encourage on-going formal credentialing and certification among organizational members
On-line Training	Respond to member needs in specialized areas	Provide accessible online training in identified areas of need
Webinars	Offers broader flexibility and access	Provide specialized training and topics specific to subgroups or individuals within the college
Peer Support	Support after training is critical for initiatives to take root	Provide peer support in a non-threatening, encouraging partnership  Provide and encourage positive feedback, discussion, and reflection of implemented strategies/practices
Skill Development Lab	Demonstrations bring to life the intent of specific training so that members model the best practices	Provide interactive/live experiences of best practices in service
Leadership/Organizational Development Seminars	A most often taken for granted but necessary area to be addressed is the development of the organization as a whole. It is imperative to the health of the organization that initiatives and leadership be aligned, members implement effective organizational practices to increase individual and group effectiveness	Provide training opportunities that will increase awareness and implementation of effective organizational practices that increase individual and group effectiveness.  Provide training that identifies characteristics of effective organizations  Provide opportunity to implement effective organizational practices

Topics listed below have been compiled from the faculty, staff, and IDEA survey and research based on best practices:

**Curriculum and Instruction**

**Maximizing technology in the classroom to improve instruction/**

**Rigor and Relevance**

**Teaching Implications of Adult Learning Theory (Andragogy)**

**Brain Research**

**Student/Learner-Centered Instruction**

**Curriculum and Instruction Alignment—Matching your student learning outcomes, instructional activities, and assessment**

**Developing Rubrics/Classroom Assessment Tools**

**Active Learning**

**Critical Thinking**

**Higher Level Questioning Strategies/Thoughtful Questions**

**The Interactive Lecture**

**Goals to Grades Connections**

**Climate setting**

**Fostering learner responsibility**

**Metacognition**

**Rewarding learner participation**

**Learning Styles**

**Reflective Responses**

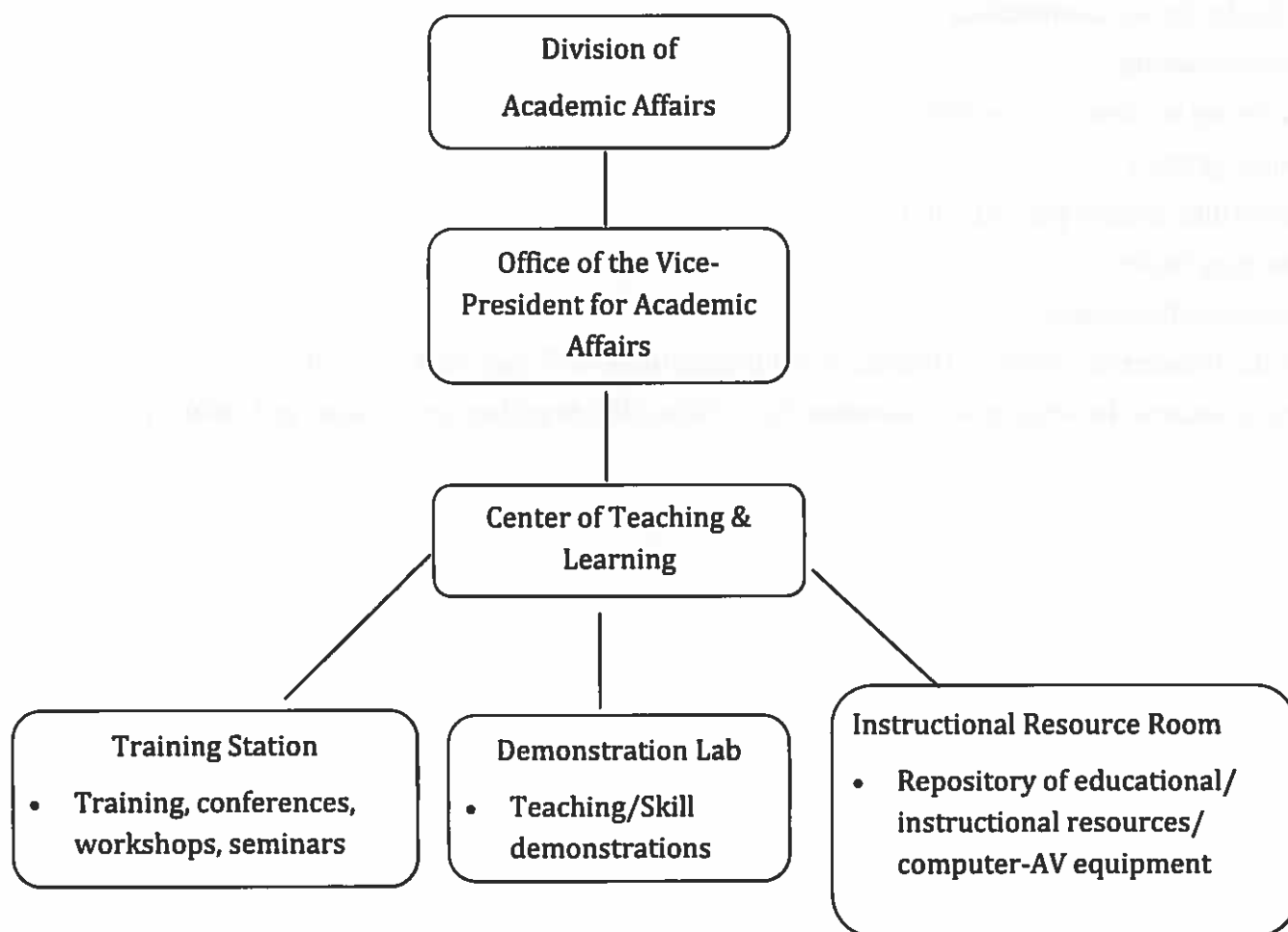
**Student-Centered Learning: Definition and Implications for Teaching & Learning**

**Organizational Development (characteristics of a healthy organization, climate, and culture)**

## GUAM COMMUNITY COLLEGE COMPREHENSIVE PROFESSIONAL DEVELOPMENT PLAN

### Organizational Structure

The Plan takes into consideration the organizational structure and support necessary in the implementation of student-centered instruction. Colleges and universities throughout the nation are recognizing the importance of positioning teaching and learning at the epicenter of the institution. Consequently, teaching and learning centers provide the nexus to facilitate campus-wide improvement. The Plan proposes the establishment of a Teaching and Learning Center that will serve as the central venue in which current research on exemplary teaching and learning comes to life. The diagram below outlines the conceptual structure of the Center for Teaching and Learning, its subcomponents, and its position within the organizational structure of the College:



Effective implementation requires resource support, monitoring of implementation, communication, linkage to other organizational initiatives, identification of unsolved problems, and clear and concise problem-solving action. The Center of Teaching and Learning will provide the mechanism in which these occur.

The goals of the Center for Teaching and Learning (CTL) are:

- To serve as the central venue for activities in support of teaching and learning initiatives
- To function as the implementation center for the College's Comprehensive Professional Development Plan
- To provide for a range of professional development activities which address overall initiatives and specific program needs
- To support and encourage the faculty mentoring program and peer support, and staff/administrator peer coaching
- To provide a central venue for the application of research-based and practice of instruction

### **Recommendations and Timeline for Plan Implementation**

Based on research on best professional development practices, the following recommendations are made to effectively implement the Comprehensive Professional Development Plan and its evaluation.

**Recommendation 1-** That a pre-implementation training be conducted providing the background, rationale, and recommendations for effective implementation. A pre-survey of professional development perceptions be conducted to establish a baseline for data collection purposes and identification of training.

Conduct work session to determine and finalize implementation of schedule of professional development based on recommendations and/or alternatives suggested (PDRC, Office of the VP, Staff Committee)

**Recommendation 2-** That the Comprehensive Professional Development Plan be incrementally implemented based on the following schedule and tasks:

#### **1<sup>st</sup> Year**

Continuance of existing professional development: brown bag sessions, mentoring (PDRC) evaluation of existing professional development to determine effectiveness and areas of needed improvement (PDRC, Office of the VP, AIER)

## **2<sup>nd</sup> Year**

**Implementation of Center of Teaching and Learning**

**Expansion of training, workshops (online, stand and deliver) and existing professional development activities under the Center of Teaching and Learning (PDRC, Staff Committee)**

**Implementation of peer coaching (Center of Teaching and Learning, PDRC, Staff Committee)**

**Monitor and Evaluate professional development**

## **3<sup>rd</sup> Year**

**Teacher/Training Lab (Center of Teaching and Learning, PDRC)**

**Implementation of teaching/training demonstrations (Center of Teaching and Learning)**

**Instructional Resource Room (Center of Teaching and Learning, Office of the VP, PDRC)**

**Monitor and Evaluate Professional Development (CTL, AIER)**

## **4<sup>th</sup> Year**

**Establishment of an Instructional Repository**

**(online resources, teaching resources, best practices strategies/current research, computer lab, other audio visual equipment)**

**Monitor and Evaluate professional development**

## **5<sup>th</sup> Year**

**Expansion of Professional Development activities to include CTL (large scale) Conferences and Seminars**

**Professional Development Logic Model**

**Recommendation 3:** That AIER in close collaboration with the Center of Teaching and Learning apply best practices in establishing various evaluation tools and techniques for professional development

**Recommendation 4:** That PDRC/Staff Professional Development Committee monitor and review professional evaluation data to determine changes that need to be made to better accommodate professional development needs

**Recommendation 5:** That an Professional Development Evaluation Team be established consisting of the AIER Assistant Director, Associate Dean of TPS, a member of the LOC, and CCA.

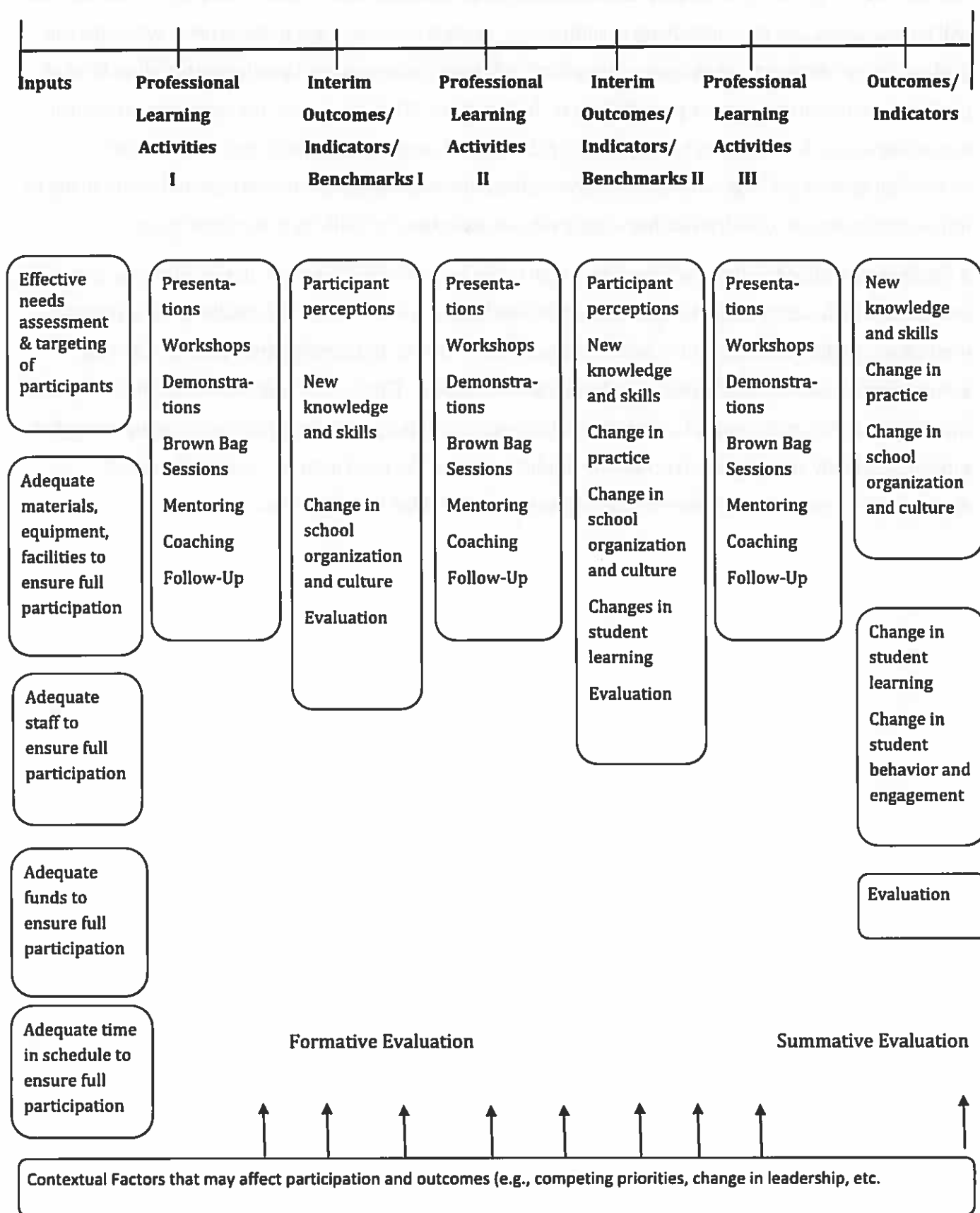
## **Professional Development Logic Model**

The overall design of a professional development program takes into consideration key elements that will be evaluated and the underlying assumptions. Several questions are underscored: what are the goals of the professional development program? Who are the anticipated participants? What kind of professional learning will take place? What is the timeline? What resources are necessary to ensure the professional development takes place as planned and results in intended outcomes? What contextual factors are likely to influence professional development, and how are these factors likely to influence the extent to which teachers apply new knowledge and skills in their classrooms?

A framework utilized in the drafting of this Plan is the Logic Model (diagram on the following page). It is a useful tool in addressing the questions previously posed. Essentially, the model is an important instrument in the identification of key components of professional development, the underlying assumptions, determining timeline, and expected outcomes. This model was utilized in the drafting of this Plan in an effort to conceptualize the various aspects of long-term professional development that must be critically considered. Overall, the model serves as the road map for how professional development occurs, the systems in place to support it, and for its evaluation.

## Timeline (in months/over an extended period)

### Iterative Process



**GUAM COMMUNITY COLLEGE COMPREHENSIVE  
PROFESSIONAL DEVELOPMENT PLAN****Evaluation of Professional Development**

Professional Development is assessed primarily by its effectiveness in changing instructional and organizational practice and how such change impacts student achievement. Research has indicated that professional development is successful when it is adapted to the complex and dynamic characteristics of specific contexts. Given the complexity, the change process requires an extended period of time for long-term instructional and organizational behavior and practices and significant learner performance to occur. The purpose therefore, of evaluation is to provide information on the impact of professional development and also, to provide data for refining and adjusting professional development activities on an iterative basis.

An on-going and systematic process is an essential component of professional development and therefore, will be implemented to collect evidence with the goal of ascertaining to what extent professional development activities are effective. These include but are not limited to data collection on brown bag sessions, classroom observations, professional development evaluations and feedback, IDEA survey results, student work and evaluations, evaluation of support programs such as peer mentoring and coaching, and staff support initiatives. The evaluation process will coincide with the schedule as indicated in the Logic Model.

This Plan will include three measures of evaluation:

**Planning** (What are the needs? What will the professional development approaches be? What is the timeline? What resources are necessary?)

**Application/Implementation** (Did the training meet the participants' needs? Was it of high quality? Does professional development alter long-term behavior? Are the participants receiving job-embedded, reflective opportunities to assist in their application and utilization of new knowledge in an effort to improve educational practices/delivery of services? How will professional development activities be monitored?)

**Impact/Evaluation** (How do we know that professional development activities improve learner performance? To what extent have goals been met? What mechanisms can be adopted to ensure change can be made to procedures, activities, goals, and timelines? What are the measurable results? What should be done with the results?)



**The Plan is further based on guiding assumptions about evaluating professional development as indicated in the research and derived from the National Staff Development Council. They are:**

**No single “best” approach to evaluation exists and the recommendations included apply to professional development in general.**

**Evaluation planning should be an integral part of professional development planning**

**Teachers play a key role in evaluating professional development**

**Evaluations of professional development should be separate and distinct from teacher performance appraisals.**

**GUAM COMMUNITY COLLEGE COMPREHENSIVE  
PROFESSIONAL DEVELOPMENT PLAN****Appendices****Board of Trustees Policy 440**

In 2009, the Guam Community College Board of Trustees amended and adopted Policy 400 on Professional Development. Policy 400 states:

Whereas, the Board of Trustees recognizes the importance of a well-trained staff to more effectively carry out the mission of the College; and

Whereas, the Board of trustees is committed to providing resources to support professional development activities; and

Whereas, procedures for the selection of faculty and support personnel professional development are on file in the office of the President of the College.

Now, therefore, be it resolved, that the Guam Community College Board of Trustees established a Professional Development Account of the Non-Appropriated Fund for the professional development of faculty and support personnel. The President shall annually submit a budget for professional development for approval by the Board of Trustees.

Be it further resolved, that the Board of Trustees authorizes the following:

The selection of faculty will be through the Professional Development Review Committee. The recommendation of selected faculty will then go to the President for final selection.

Be it further resolved, that administrative leave may be granted for professional development activities under any of the following conditions:

The professional development activity is required by the employee's supervisor as part of an employee improvement plan

The employee is a participant in the Pedro "Doc" Sanchez Scholarship Program.

The professional development activity is conducted off-island

The professional development activity is an integral part of the employee's job classification

The professional development activity is offered only during normal working hours.

The scheduling of the professional development activity will not compromise the critical operations of the department and the Guam Community College.



## **GCC Professional Development Plan, Draft 4**

### **Staff Senate Comments**

**January 29, 2015**

The proposed Professional Development Training Plan is very well written but too general as to the actual training that will take place. The training plan is almost all faculty related but also too general as to what training is going to be conducted, how it is going to be delivered, the timeline in which the training is going to occur, and who is responsible to coordinate and conduct the training.

As for staff, the plan provides very little information as to the framework of staff development. The plan generically mentioned leadership/Organizational Development seminars such as in the areas of providing training that identifies characteristics of effective organizations and providing opportunity to implement effective organizational practices. The suggested training brings forth enhanced professionalism for staff. The professional development for staff should also include credentialing where staff be given the opportunity to earn postsecondary degrees so they can increase their skills and be marketable in advancing themselves to higher and more challenging positions. The plan should include a section for professional development for postsecondary degrees for staff.

The institutional professional development plan should include a matrix for outlining a 5-year professional development plan for staff. The matrix should identify the type of transition available.

On page 15 of Draft 4, under “The Goals of the Center for Teaching and Learning (CTL) are:”, we recommend that bullet #4 be stated “To support and encourage the faculty mentoring program and peer support, staff/administrator peer coaching, faculty to administrator, staff to faculty”

The Staff Senate applauds the professionally written “Professional Development Plan, Draft 4”, and hope that the input provided is considered and added to the Plan.

**Guam Community College  
Staff Senate Executive Council  
Thursday, March 26, 2015**

**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 3:11 p.m.
- II. **Roll Call**  
**Present:** Antonia Chamberlain, Latisha Leon Guerrero, Ken Bautista, Donnie Lizama, Rosie Quitugua, Apolline San Nicolas and Barbara Blas.  
**Absent:** Ana Mari Atoigue (appointment), Kimberly Bautista, Vivian Guerrero, and Tara Pascua (conducting testing).
- III. **Recital of the Guam Community College Mission Statement**  
Everyone present recited the mission.
- IV. **Approval of Minutes of January 29, 2015**  
**Ken Bautista moved to approve the minutes of January 29, 2015, seconded by D. Lizama; after further discussion motion carried unanimously.**
- V. **Old Business**
  - A. Merit Awards – President Okada reported that all bonuses have been paid based on the legal opinion that was given to the college. All merit bonuses are based on a legal authority to pay or an authorization to pay. There is no legislative law that states bonuses must be paid out from 2009-1991. In order for GCC to pay merit bonuses for those years, there must be a legislative approval and funding. Additionally, merit bonuses for 2014 and after, have been frozen because of the implementation of the Competitive Wage Act. GCC has not paid out merit bonuses since January 2014. President Okada offered to explain the issue to the general membership. Additionally, should SSEC decide to remove this from their agenda, it can be archived until there is legislative movement to pay for merit bonuses from 1991-2009.
  - B. Approval Process of Constitution and By-Laws – President Okada stated that the formation of the SS and FS had to do with the process of college governance associated with the accreditation process. It was a structure that accreditation required GCC to institute so that there was a collective voice from all levels of the institution. The current structure of SS compared to FS is lopsided. FS includes 5 members and SS includes 9 voting members and 2 non-voting members which put more weight on SS structure. However, President Okada stated, “It is fine as long as the structure is effective.” The effectiveness of SS is what is assessed by accreditation. Ken Bautista and L. Leon Guerrero explained why the SS structure includes 9 voting members and 2 non voting members. President Okada also stated that when the Constitution and By-Laws were created no one was aware of what was created and it was not brought to the Board only for informational purposes. When requesting for a budget it must be based on the need for assessment. As soon as SS approves the Constitution and By-Laws it will be acknowledged and presented to the Board. SS Constitution and By-Laws will be sent out to the general membership to review and submit feedback before Staff/Administrator Professional Development Day, June 04, 2015.
  - C. Draft of Professional Development Plan (5<sup>th</sup>) – (See Attachment) Associate Dean, Dr. E. Diego requested for staff comments for draft 6. A. Chamberlain will meet with Associate Dean, Dr. E. Diego on Monday, 03/31/2015 to update survey plans. A. San Nicolas suggested that the survey results be forwarded to M. Montague (Staff/Administrator Development, President). Please send all comments to A. Chamberlain (Friday, April 10, 2015 deadline) and she will forward to Associate Dean, Dr. E. Diego.

## **VI. New Business**

- A. General Membership Meeting – President Okada disapproved the request for Tuesday, March 31, 2015 because it is too late to inform staff based on bylaws. President Okada suggested that the SSGM meet on Thursday, June 04, 2015; Staff/Administrator Development Day. SS Constitution and By-Laws will be sent out to the general membership to review and submit feedback before Staff/Administrator Professional Development Day, June 04, 2015.  
**Ken Bautista moved that SS general membership meeting SSEC post multiple announcements and updates, seconded by L. Leon Guerrero; after further discussion motion carried unanimously.**
- B. Faculty Year-End Picnic – FS President Anthony Roberto invited staff to join FS on May 09, 2015 at Ypao Beach Park. All SSEC members agreed not to participate because too many activities going on.
- C. 2014-2015 Institutional Priorities – Dr. Somera encourages feedback due by Wednesday, 04/22/2015. Please send feedback to A. Chamberlain by Monday, 04/20/2015.

## **VII. Committee Reports**

- A. Resource Planning & Facility (RPF) – L. Leon Guerrero reported the following:
  - i. GCC, received 24% of appropriations
  - ii. Launching of DE pilot courses.
  - iii. CIP14 has been completed.
  - iv. CIP15 are ongoing.
  - v. CIP 16, 70 proposed projects. Committee will review listing on May 2015 meeting.
- B. College Governance Committee (CGC) – information reported on RPF was reported at CGC. Additionally, student representative suggested setting up a central college calendar for campus announcements and events.
- C. Committee on College Assessment (CCA) – A. Chamberlain reported the following:
  - i. Curriculum associate degrees and certificate programs under 5 years are currently being reviewed by LOC.
  - ii. Working on finalizing the date for the Fall 2015 Leadership Summit.
- D. College Technology Committee (CTC) – No report
- E. Joint Leadership Meeting – No meeting.
- F. Board of Trustees (BOT) – Ken Bautista stated that all the information reported on RPF was reported at BOT. Additionally, GCC received 14<sup>th</sup> year clean audit.
- G. GCC Logo Group – L. Leon Guerrero reported the competition is ongoing for employees, students, and alumni. Deadline is Monday, 04/06/2015.

## **VIII. Staff Concerns**

- A. By-laws and Constitution – Discussion was held and all members agreed to keep the Staff Senate Executive Council (SSEC) as is. By-laws and Constitution will be presented for approval to the general membership for approval on Thursday, June 04, 2015 (Staff/Administrator Development Day).
- B. Tuition Waiver – Ken Bautista requested that all forms be created as fill able on MyGCC.
- C. Benefits Plan – Ken Bautista requested that all forms be created as fill able on MyGCC.

## **IX. Announcements**

- A. GCC Career Night – Thursday, March 26, 2015 from 6:00-8:00 p.m., MPA.
- B. 2015 DPR Softball League – First GCC game is scheduled for Friday, March 27, 2015.
- C. Gupot Mes Chamorro Luncheon – Friday, March 27, 2015 from 11:30-1:30 p.m., MPA.
- D. Basic Cross Fit Demo – Friday, March 27, 2015 from 4:00-5:00 p.m., E Building, Fitness Room
- E. Spring Break – March 30 – April 03, 2015

- F. Staff General Membership Meeting – 4:00 p.m. to 5:00 p.m. on Thursday, June 4, 2015.
- G. GCCEA Car Wash Fundraiser – Sunday, April 12, 2015
- H. GCCEA Color-filled Family Celebration – Saturday, April 18, 2015
- I. Graduation Gowns – for sale at GCC bookstore for \$50 (gown, cap, and tassel)
- J. Graduation Rehearsal – Thursday, May 14, 2015 from 1:00-4:00 p.m., UOG Field House
- K. Graduation Commencement Ceremony – Friday, May 15, 2015 at 6:00 p.m., UOG Field House
- L. Staff/Administrator Development Day – Thursday, June 04, 2015.

X. **Next Meeting – Thursday, April 30, 2015 @ 3:00 p.m. in SSA Conference Room.**

XI. **Adjournment**

**L. Leon Guerrero moved to adjourn the meeting at 4:36 p.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**





3/26/2015

# GCC Staff Senate

1. Antonia Chamberlain President *Soni C.*
2. Latisha Leon Guerrero Vice President *Lalguerrero*
3. Ana Mari Atoigue Secretary/Treasurer (appointment)
4. Rosita Quintigua MAL *Off*
5. Donnie ~~Leon~~ *Lizama* MAL *Off*
6. Kenneth Bautista MAL *Kenneth Bautista*
7. Vivian Guerrero MAL
8. Tara Pasqua MAL (conducting testing)
9. Barbara Blas Recording Secretary *B Blas*
10. Apolline San Nicolas HR Advisor *Apolline*
11. Kimberly Bautista MAL

## Comprehensive Professional Development Plan, Draft 5

Comments By Staff Senate  
March 23, 2015

Draft 5 of the professional development plan provides more detailed information on the training goals and objectives for faculty administrators and staff. However, the recommendations and timeline section of the plan is more faculty-focused, which is quite evident on the timeline section (i.e. year 1, year 2, and so on). Also, on the timeline section, it mentioned professional development logic model which show recommendations 3, 4, and 5, but nowhere on the draft shows what recommendations 1 and 2 are. If the recommendations are based on the previous page of the timeline, then there are only 4 recommendations not 5. This needs to be clarified and corrected if need be.

On a more critical note, the Staff Senate recommends that the name “Center of Teaching and Learning” be changed to “Center for Professional Development and Excellence” (CPDE). The name change will appropriately cover all employees of the college for professional development purposes.

Thank you for the opportunity to provide input to this important document.

**Guam Community College  
Staff Senate Executive Council  
Thursday, April 30, 2015  
SSA Conference Room**

**Staff Senate Mission Statement**

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

**MINUTES**

- I. **Call Meeting To Order** A. Chamberlain called meeting to order at 3:07 p.m.
- II. **Roll Call**  
**Present:** Antonia Chamberlain, Latisha Leon Guerrero, Ana Mari Atoigue, Ken Bautista, Kimberly Bautista, Vivian Guerrero, Donnie Lizama, Rosie Quitugua, Apolline San Nicolas and Barbara Blas.  
**Absent:** Tara Pascua
- III. **Recital of the Guam Community College Mission Statement**  
Everyone present recited the mission.
- IV. **Approval of Minutes of March 26, 2015**  
**Ken Bautista moved to table the minutes of March 26, 2015, seconded by Kim Bautista; after further discussion motion carried unanimously.**
- V. **Old Business**
  - A. Constitution and By-Laws – A. Chamberlain will send out a mass email to all staff members to review and comments. Deadline for comments and feedback is May 22, 2015. Upon completion the documents will be presented for approval on June 06, 2015 general membership meeting.
  - B. Professional Development Plan – Results of staff development fact sheet survey. (See Attachment)
  - C. 2014-2015 Institutional Priorities – A. Chamberlain reported she submitted Staff Senates no comment to Dr. Somera.
- VI. **New Business**
  - A. General Membership Meeting – June 04, 2015 from 4:00 – 5:00 p.m. in MPA. V. Guerrero presented a draft of Staff/Administrator Professional Development Day. (See Attachment)
  - B. Public Law 32-228, Relative to Sick Leave – For informational purposes. (See Attachment)
- VII. **Committee Reports**
  - A. Resource Planning & Facility (RPF) – L. Leon Guerrero reported the following:
    - i. Facilities report – all CIP projects have been completed. CIP16 project, the committee will review listing on May 2015 meeting.
  - B. College Governance Committee (CGC) – nothing to report, no meeting.
  - C. Committee on College Assessment (CCA) – A. Chamberlain reported the Leadership Summit is tentatively scheduled for September 25, 2015.
  - D. College Technology Committee (CTC) – A. Atoigue reported meeting scheduled for April 30, 2015 was cancelled due to no quorum.
  - E. Joint Leadership Meeting – Meeting scheduled for Friday, May 08, 2015 at 9:00 a.m. in the LRC room 112.
  - F. Board of Trustee (BOT) – Ken Bautista reported the following:
    - i. Building 100 will soon begin renovations.
  - G. GCC Logo Group – L. Leon Guerrero reported the contest winners were announced on MyGCC. Logo will be unveiled in 2017.

- H. Staff/Administrator Development Committee – V. Guerrero reported there is still funding available, so please submit applications. 8 applications for staff and 2 for administrators were submitted.

**VIII. Staff Concerns**

- A. SSEC Meeting Location – Ken Bautista requested that meetings be conducted in CSI building. All members agreed to continue SSEC meeting in CSI Conference Room.
- B. Year-End Report – A. Chamberlain will prepare the report and send out to SSEC members to review before special SSEC meeting on Thursday, May 07, 2015 at 10:00 a.m. Deadline for submission to the AVP's office is Monday, May 11, 2015.

**IX. Announcements**

- A. Graduation Gowns – for sale at GCC bookstore for \$50 (gown, cap, and tassel)
- B. Graduation Rehearsal – Thursday, May 14, 2015 from 1:00-4:00 p.m., UOG Field House
- C. Graduation Commencement Ceremony – Friday, May 15, 2015 at 6:00 p.m., UOG Field House
- D. Staff/Administrator Development Day – Thursday, June 04, 2015.
- E. GCCEA Onward tickets are being sold for \$15, beginning May 04, 2015.
- F. GCCEA fundraiser at "The Joint" on June 05, 2015 from 5:30 – 10:00 p.m. Tickets are being sold for \$10.

- X. **Next Meeting – Thursday, May 28, 2015 @ 3:00 p.m. in CSI Conference Room.**  
**Monday, May 19, 2015 @ 10:00 a.m. in CSI Conference Room.**

**XI. Adjournment**

- D. Lizama moved to adjourn the meeting at 4:06 p.m.; seconded by Kim Bautista. 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

Kolehon Kominidat Guahan

Accredited by the  
Western Association of  
Schools and Colleges

## Staff Senate Executive Council Meeting




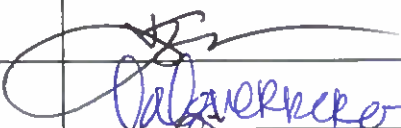


SSA Conference Room

3:00p.m.

April 30, 2015

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, Donnie	
9.	Pascua, Tara	
10.	Quitugua, Rosita	
11.	San Nicolas, Apolline	

Executive Meetings occur the third Thursday of the month.

Reminder:

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

# Staff/Administrator Development Day

## The Many Faces of GCC

### Thursday, June 4, 2015

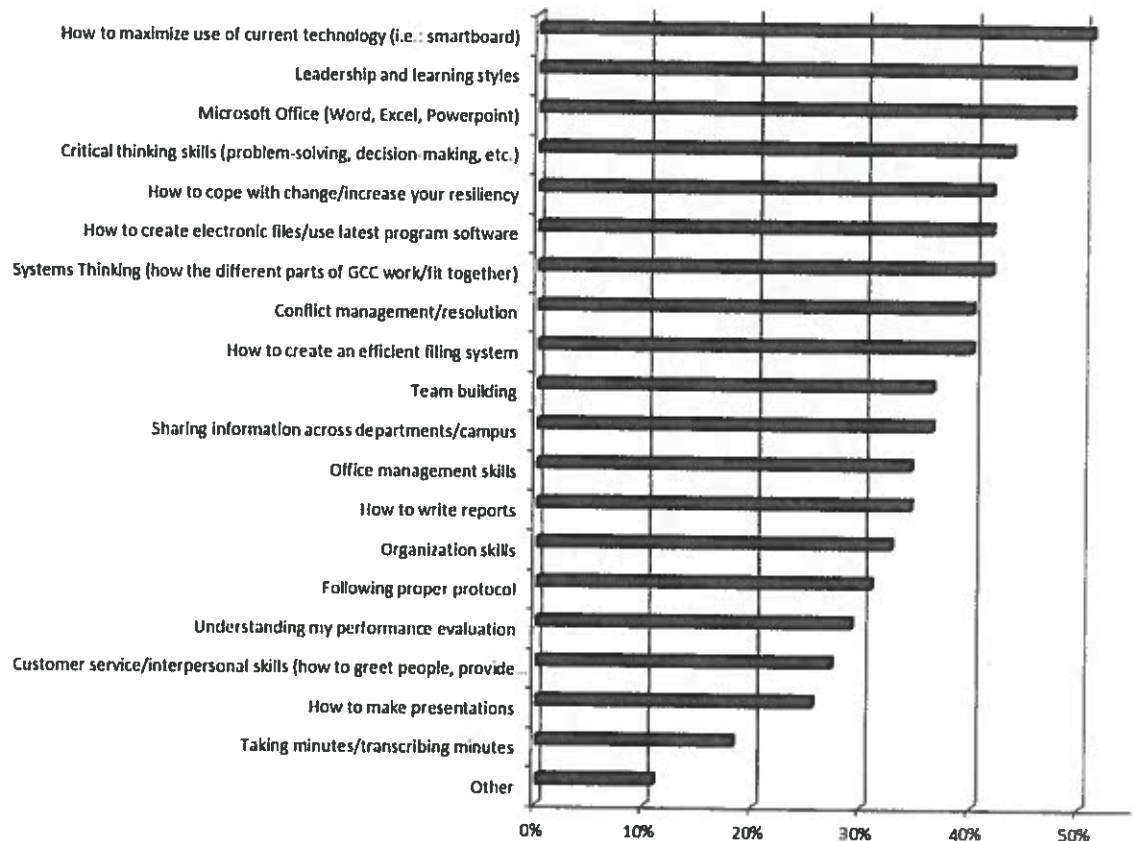
8:00 am - 8:30 am	BREAKFAST & SIGN-IN				
8:30 am - 8:35 am	WELCOMING REMARKS VP Ray and VP Carmen				
8:35 am - 9:05 am	ICEBREAKER Bobbie Leon Guerrero				
9:05 am - 11:45 am	GCC Division/Program Presentations				
11:45 am - 12:45 pm	LUNCH				
12:45 pm - 1:45 pm	Employment Laws and Supervisory Requirements Joann Muna	iPad Tips and Tricks Wes Gima	How to Create an Efficient Filing System Aaron Parker		Stress Management Barbara Mafnas
1:55 pm - 2:55 pm	Effective Presentations Jayne Flores	Organizing for Success Marlena Montague	iPad Tips and Tricks Wes Gima	50 Plus- Part I Pilar Pangelinan	Stress Management Barbara Mafnas
3:10 pm - 3:30 pm	BREAK				
3:30 pm - 4:00 pm	GCC WORKSITE WELLNESS PROGRAM Danilo Bilong and Rose Siguenza				
4:00 pm - 5:00 pm	STAFF SENATE GENERAL MEMBERSHIP MEETING				
	ADMINISTRATOR'S MEETING				

## Staff Professional Development Fact Sheet

Staff Professional  
Development Survey 2015  
55 out of 104 responded to the  
survey.

○ 53% response rate

### What Do Staff Want in Professional Development?



Response	Percent
How to maximize use of current technology (i.e.: smartboard)	50.90%
Microsoft Office (Word, Excel, Powerpoint)	49.10%
Leadership and learning styles	49.10%
Critical thinking skills (problem-solving, decision-making, etc.)	43.60%
Systems Thinking (how the different parts of GCC work/fit together)	41.80%
How to create electronic files/use latest program software	41.80%
How to cope with change/increase your resiliency	41.80%
How to create an efficient filing system	40.00%
Conflict management/resolution	40.00%
Sharing information across departments/campus	36.40%
Team building	36.40%
How to write reports	34.50%
Office management skills	34.50%
Organization skills	32.70%
Following proper protocol	30.90%
Understanding my performance evaluation	29.10%
Customer service/interpersonal skills (how to greet people, provide efficient and friendly service)	27.30%
How to make presentations	25.50%
Taking minutes/transcribing minutes	18.20%
Other	10.90%
<b>Total Respondents: 55</b>	



EDDIE BAZA CALVO  
Governor

RAY TENORIO  
Lieutenant Governor

*Office of the Governor of Guam*

DEC 31 2014

Honorable Judith T. Won Pat, Ed.D.  
Speaker

*I Mina'trentai Dos Na Liheslaturan Guåhan*  
155 Hesler Street  
Hagåtña, Guam 96910

33-15-0016  
Office of the Speaker  
Judith T. Won Pat, Ed.D.

Date: 01/06/15  
Time: 3:51 PM  
Received By: CARL SANCHEZ, MPA

Dear Madame Speaker:

Transmitted herewith is Bill No. 405-32 (COR) "AN ACT TO AMEND § 4108 (c)(2) OF CHAPTER 4, TITLE 4, GUAM CODE ANNOTATED, RELATIVE TO SICK LEAVE" which I signed into law on December 30, 2014, as Public Law 32-228.

Senseramente,

  
EDDIE BAZA CALVO

2015 JUN -6 PM 4:31

0016

P.O. Box 2950 • Hagatna, Guam 96932

Tel: (671) 472-8931 • Fax: (671) 477-4826 • [governor.guam.gov](http://governor.guam.gov) • [calendar.guam.gov](http://calendar.guam.gov)

 Eddie Baza Calvo

 @eddiebazacalvo

 @governorcalvo

 governorofguam



***I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN***  
**2014 (SECOND) Regular Session**

**CERTIFICATION OF PASSAGE OF AN ACT TO *I MAGA'LAHEN GUÅHAN***

This is to certify that **Bill No. 405-32 (COR), "AN ACT TO AMEND § 4108 (c)(2) OF CHAPTER 4, TITLE 4, GUAM CODE ANNOTATED, RELATIVE TO SICK LEAVE,"** was on the 17<sup>th</sup> day of December, 2014, duly and regularly passed.



**Judith T. Won Pat, Ed.D.**  
**Speaker**

Attested:



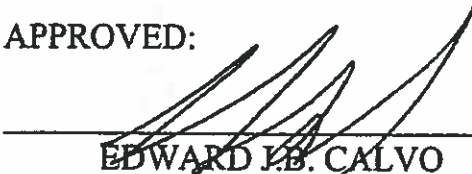
**Tina Rose Muña Barnes**  
**Legislative Secretary**

This Act was received by *I Maga'laken Guåhan* this 21 day of Dec,  
2014, at  
6:35 o'clock P.M.



**Assistant Staff Officer**  
***Maga'lahi's Office***

APPROVED:



**EDWARD I.B. CALVO**  
***I Maga'laken Guåhan***

Date: DEC 30 2014

Public Law No. 32-228

***I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN***  
**2014 (SECOND) Regular Session**

**Bill No. 405-32 (COR)**

As amended on the Floor.

Introduced by:

T. R. Muña Barnes  
V. Anthony Ada  
Aline A. Yamashita, Ph.D.  
Michael F. Q. San Nicolas  
Judith T. Won Pat, Ed.D.  
T. C. Ada  
FRANK B. AGUON, JR.  
B. J.F. Cruz  
Chris M. Dueñas  
Michael T. Limtiaco  
Brant T. McCreddie  
Tommy Morrison  
R. J. Respicio  
Dennis G. Rodriguez, Jr.

**AN ACT TO *AMEND* § 4108 (c)(2) OF CHAPTER 4,  
TITLE 4, GUAM CODE ANNOTATED, RELATIVE TO  
SICK LEAVE.**

**BE IT ENACTED BY THE PEOPLE OF GUAM:**

**Section 1. Legislative Findings and Intent.** *I Liheslaturan Guåhan* finds that often times employees find the need to be absent from duty to provide for the health care of an immediate family member and are currently required to exhaust all their annual leave and compensatory time prior to utilizing their sick leave. *I Liheslaturan Guåhan* finds that employees should not be penalized for having to care for immediate family members who are seriously ill or injured by having to

1 exhaust their annual leave and compensatory time prior to being allowed to use  
2 accrued sick leave.

3       **Section 2. The first paragraph of § 4108 (c)(2) of Chapter 4, Title 4,**  
4 **Guam Code Annotated, is *amended* to read:**

5               “(2) The employee is compelled to be absent from duty to provide  
6 health care for a member of the employee’s immediate family as a result of  
7 serious illness or injury.”

**Guam Community College  
Staff Senate Executive Council  
Thursday, May 28, 2015  
CSI Conference Room**

**Staff Senate Mission Statement**

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

**MINUTES**

**I. Call Meeting To Order** A. Chamberlain called meeting to order at 3:10 p.m.

**II. Roll Call**

**Present:** Antonia Chamberlain, Latisha Leon Guerrero, Ana Mari Atoigue, Ken Bautista, Kimberly Bautista, Vivian Guerrero, Tara Pascua, Rosie Quitugua, Apolline San Nicolas and Barbara Blas.  
**Absent:** Donnie Lizama (excused)

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

Everyone present recited the mission.

**IV. Approval of Minutes of March 26, 2015(tabled), April 30, 2015, and Special Meeting May 7, 2015.**

**Ken Bautista** moved to approve the minutes of March 26, 2015 with corrections, seconded by V. Guerrero; after further discussion motion carried unanimously.

**Ken Bautista** moved to approve the minutes of April 30, 2015, seconded by Kim Bautista; after further discussion motion carried unanimously.

**L. Leon Guerrero** moved to approve the minutes of Special Meeting on May 07, 2015, seconded by Ken Bautista; after further discussion motion carried unanimously.

**V. Old Business**

- A. AY 2014-2015 Year End Report – B. Blas will upload the report on Staff Senate MyGCC group page. A. Chamberlain will request for M. Montague to provide her access to upload documents on Staff Senate group page.
- B. Constitution and By-Laws – Discussion held regarding comments and feedback from members. L. Leon Guerrero will make the revisions as discussed and then send it via email to all SSEC members for their approval.  
**L. Leon Guerrero** moved to send revised version of Staff Senate By-Laws to the Staff Senate general membership for their review, seconded by T. Pascua; after further discussion motion carried unanimously.
- C. Comprehensive Professional Development Plan – A. Chamberlain reported that it was presented at the CGC meeting on May 7, 2015, by Dr. Elizabeth Diego. CGC did not take any action but was recommended that Dr. Elizabeth Diego request for President Okada to give all college employees the opportunity to provide comments and feedback regarding this issue; deadline September 30, 2015.

**VI. New Business**

- A. General Membership Meeting – June 04, 2015 from 4:00 – 5:00 p.m. in MPA. Agenda items were discussed and L. Leon Guerrero will prepare the agenda for the general membership.

**VII. Committee Reports**

- A. Resource Planning & Facility (RPF) – L. Leon Guerrero reported the following:
  - i. Travel Policy was discussed and approved.

- ii. Comprehensive Development Plan – committee requested to put a hold on implementation.
- B. College Governance Committee (CGC) – same as RPF committee report.
- C. Committee on College Assessment (CCA) – A. Chamberlain reported the Leadership Summit is tentatively scheduled for September 25, 2015.
- D. College Technology Committee (CTC) – No meeting until Fall 2015.
- E. Joint Leadership Meeting – Meeting scheduled for Friday, May 08, 2015 at 9:00 a.m. in the LRC room 112. A. Chamberlain reported that the meeting was conducted in workshop fashion. The following information discussed: the changes of the accreditation standards, the reorganization of the governance structure, the decision making roles and process, the 27 pay periods (more for faculty members), employment vacancies, and revisited the Institutional Priorities.
- F. Board of Trustee (BOT) – nothing to report.
- G. GCC Logo Group – Winners of logo contest announced. Task group will put together a design. New GCC Logo will be unveiled in 2017. A. San Nicolas informed committee the Chamorro spelling on current logo is misspelled.
- H. OSHA/ADA Task Force – no quorum.
- I. PLA Task Force – no quorum.
- J. Staff/Administrator Development Committee – no quorum.

#### VIII. Staff Concerns

- A. Morale Problem – A. Chamberlain reported that two staff members brought up concerns of serious morale problems. The committee discussed suggestions on ways to enhance morale.

#### IX. Announcements

- A. GCCEA Recruitment of New Members – recruited 20 new members. A. San Nicolas reported a meeting will be called to revise the By-Laws to include LTA employees, and the terms and conditions of membership.
- B. Staff/Administrator Development Day/General Membership Meeting – Thursday, June 4, 2015.
- C. GCCEA Calendar of Events
- D. GCCEA Happy Hour Fundraiser, June 5<sup>th</sup> at “The Joint.”
- E. September 6, 2015, Labor Day Picnic at Ypao Beach Park; Registrar, CE, AIER and AVP office coordinating event.
- F. August 17, 2015, Convocation from 5:00 – 7:00 p.m. in MPA. Staff members are highly encouraged to attend.

X. Next Meeting – Thursday, June 25, 2015 @ 3:00 p.m. in CSI Conference Room.

#### XI. Adjournment

A. Atoigue moved to adjourn the meeting at 4:25 p.m.; seconded by Ken Bautista. No discussion, motion carried unanimously.

SUBMITTED BY:



**BARBARA J. BLAS**  
Recording Secretary

ATTESTED BY:



**ANA MARI ATOIGUE**  
Secretary/Treasurer, Staff Senate

APPROVED BY:



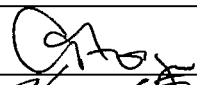
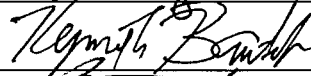

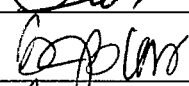
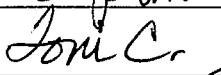
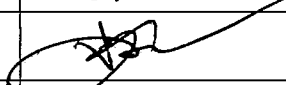
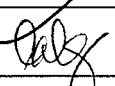
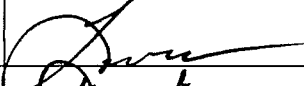
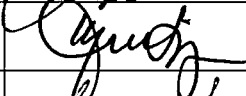
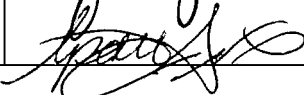
**ANTONIA CHAMBERLAIN**  
President, Staff Senate



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

**Staff Senate Executive Council Meeting**  
**CSI Conference Room**  
**3:00p.m.**  
**May 28, 2015**  
**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, Donnie	absent
9.	Pascua, Tara	
10.	Quitugua, Rosita	
11.	San Nicolas, Apolline	

Executive Meetings occur the third Thursday of the month.

Reminder:

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

## Barbara Blas

---

**From:** Marlena Montague [marlena.montague@guamcc.edu]  
**Sent:** Friday, May 08, 2015 9:07 AM  
**To:** antonia.chamberlain@guamcc.edu  
**Cc:** 'Latisha Leon Guerrero'; 'Ana Mari Atoigue'; 'Apolline San Nicolas'; 'Bobbie Blas'; 'Donnie Lizama'; 'Ken Bautista'; 'Kimberly Bautista'; 'Rosita Quitugua'; 'Tara Pascua'; 'Vivian Guerrero'  
**Subject:** RE: Request for Extension\_2014-2015 Year End Report

Good Morning Ms. Toni and Staff Senate:

Your two-week extension request to submit the 2014-2015 Staff Senate Year End Report has been granted and concurred by the AVP. Please do not hesitate to communicate any questions or clarifications needed as you finalize the report. Thank you for your commitment to institutional effectiveness and excellence!

*Marlena O.P. Montague*  
*Assistant Director*  
*Assessment, Institutional Effectiveness & Research*  
671.735.5612  
[www.guamcc.edu/Runtime/aier.aspx](http://www.guamcc.edu/Runtime/aier.aspx)

---

**From:** Antonia Chamberlain [mailto:[antonia.chamberlain@guamcc.edu](mailto:antonia.chamberlain@guamcc.edu)]  
**Sent:** Thursday, May 07, 2015 5:44 PM  
**To:** [marlena.montague@guamcc.edu](mailto:marlena.montague@guamcc.edu)  
**Cc:** Latisha Leon Guerrero; 'Ana Mari Atoigue'; Apolline San Nicolas; Bobbie Blas; Donnie Lizama; Ken Bautista; Kimberly Bautista; Rosita Quitugua; Tara Pascua; Vivian Guerrero  
**Subject:** Request for Extension\_2014-2015 Year End Report  
**Importance:** High

Hafa Adai Marlena,

On behalf of Staff Senate, I hereby request a two-week extension from the May 11, 2015 due date of the 2014-2015 Year-End Report to May 25, 2015. Thank you.

*Toni M. Chamberlain*  
CTE Programs  
Planning and Development Office  
Guam Community College  
P.O. Box 23069  
Guam Main Facility  
Barrigada, Guam 96921  
Phone: (671) 735-5514  
FAX: (671) 734-2942

“GCC is an equal opportunity provider and employer”







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

## MEMORANDUM

TO: President, Guam Community College  
FROM: President, Staff Senate  
DATE: May 11, 2015  
SUBJECT: Year End Report for AY 2014-2015

---

### STAFF SENATE

#### Executive Officers

**Antonia M. Chamberlain, President**  
**Latisha Leon Guerrero, Vice President**  
**Ana Mari Atoigue, Secretary/Treasurer**

#### Representatives-at-Large

**Ken Bautista**  
**Vivian Guerrero**  
**Donnie Lizama**  
**Tara Pascua**  
**Kimberly Bautista**  
**Rosie Quitugua**

**HR Representative: Apolline San Nicolas**  
**Recording Secretary: Barbara Blas**

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

					Recommendation at the same meeting was to bring it forth to the General Membership for their approval to move it from the agenda until there is legislative authority to pay for the year's between 05/ 1995-2009.
4.	Complete Online Accreditation Basic Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100% of staff employees completed the course
5.	Get staff representation in GCC's Standing and Ad Hoc Committees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	President Okada endorsed all staff representatives to RPF, CGC, CCA, CTC, Staff/Administrator Development Program Committee; Staff Senate Executive Officers attended Joint Leadership meeting with Faculty Senate and COPSA; also, Staff Senate Vice President represented staff in newly formed GCC Logo Committee and OSH/ADA Task Force.
6.	Provide input in staff professional development initiatives such as the drafting of the "Comprehensive Professional Development Plan"	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff Senate submitted Comments on Draft 4 on 1/29/15; staff employees also participated: a new draft was given to SSEC officers for review and suggestion was made to give to entire council for review next meeting. "Staff Training Needs Survey" (of 99 employees, 55 participated).
7.	Provide input in other college initiatives/policies, such as the 2014-2015 Institutional Priorities document	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No comment was given from Staff Senate
8.	Submit Staff Senate 2016 Budget Request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Of proposed \$5,000, only \$1,000 was approved by F&A VP
9.	Provide input on the Participatory Governance Structure Handbook Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Participated in Participatory Governance Structure Handbook Training on 1/23/15, in collaboration with Associate Dean Gary Hartz, Faculty Senate, and COPSA
10.	Continue to advocate for additional benefits for staff development in professional development programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Supported Tuition Benefit Program</b> , supported through RPF & CGC and approved by the Board
11.	Encourage staff to apply for Staff/Administrator Development Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Supported Staff/Administrator Development</b> , 10 staff were approved for 2014 Spring; 9 were disapproved; for 2014 Summer semester, 2 staff were approved, for 2014 Fall, 8 staff were approved, 7 disapproved; for 2015 Spring, 14 were approved, 2 were disapproved

12.	Provide a two-way medium of the exchange of information between staff and college stakeholders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
-----	--	--------------------------	-------------------------------------	--------------------------	--

### Self Assessment

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

## Recommendations

- What topics should be addressed by this committee next year?  
**Executive Council: suggestions please**
- Are there any additional roles or responsibilities this committee should be addressing?  
**Recommend staff representation in the Accreditation Standards Committees; reduce the number of representatives-at-large from six to four, and add a sergeant-at-arms.**
- What issues, initiatives or work has the committee identified that other committee(s) and/or departments should address next year?  
**Executive Council: suggestions please**

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

**Guam Community College  
Staff Senate Executive Council  
Thursday, June 25, 2015  
CSI Conference Room**

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

**MINUTES**

- I. **Call Meeting To Order** L. Leon Guerrero called meeting to order at 3:10 p.m.
- II. **Roll Call**  
**Present:** Latisha Leon Guerrero, Ana Mari Atoigue, Vivian Guerrero, Donnie Lizama, Rosie Quitugua, and Barbara Blas.  
**Absent:** Antonia Chamberlain (on leave), Ken Bautista (on leave), Kimberly Bautista (in training), Tara Pascua, and Apolline San Nicolas (on leave).
- III. **Recital of the Guam Community College Mission Statement**  
Everyone present recited the mission.
- IV. **Approval of Minutes of May 28, 2015.**
- V. **Guerrero moved to approve the minutes of May 28, 2015 with corrections, seconded by R. Quitugua; after further discussion, all in favor, motion carried unanimously.**
- Old Business**
  - A. Constitution and By-Laws – General membership approved to table until next general membership meeting in November 2015. Deadline for suggestions, comments, and feedback is Friday, July 31, 2015.
  - B. Comprehensive Professional Development Plan – General membership approved to table until next general membership meeting. Deadline for suggestions, comments, and feedback is Friday, July 31, 2015.
  - C. General Membership Meeting – Thursday, June 4, 2015 meeting went well. Several items were tabled for further review by staff until next general membership meeting. L. Leon Guerrero will send a reminder to staff in regards to tabled items.
- V. **New Business**  
None
- VI. **Committee Reports**
  - A. Resource Planning & Facility (RPF) – no meeting until Fall 2015.
  - B. College Governance Committee (CGC) – no meeting until Fall 2015.
  - C. Committee on College Assessment (CCA) – no meeting until Fall 2015.
  - D. College Technology Committee (CTC) – no meeting until Fall 2015.
  - E. Joint Leadership Meeting – no meeting.
  - F. Board of Trustee (BOT) – no report, Ken Bautista on leave.
  - G. GCC Logo Group – no meeting.
  - H. OSHA/ADA Task Force – no meeting.
  - I. PLA Task Force – no meeting.
  - J. Staff/Administrator Development Committee – V. Guerrero reported as of June 11, 2015. 8 applications were approved. Looking at the following dates: November 13, 2015 or December 18, 2015 for Staff/Administrator Development Day.

**VII. Staff Concerns**

- A. Morale Problem – L. Leon Guerrero will prepare survey questions for the Survey Monkey.

**VIII. Announcements**

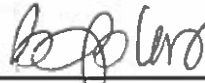
- A. GCCEA Fundraiser – Onward Waterpark Ticket Sales \$15  
B. GCCEA Fundraiser – Tickets for the movie Minions @ Agana Shopping Center Theater @ 10:00 a.m. on Saturday, July 10, 2015.  
C. GCC Employment Vacancies – Associate Dean

**IX. Next Meeting – Thursday, July 30, 2015 @ 3:00 p.m. in CSI Conference Room. TBA**

**X. Adjournment**


- D. Lizama moved to adjourn the meeting at 3:52 p.m.; seconded by R. Quitugua. No discussion, all in favor, motion carried unanimously.

**SUBMITTED BY:**



**BARBARA J. BLAS**  
Recording Secretary

**ATTESTED BY:**



**ANA MARI ATOIGUE**  
Secretary/Treasurer, Staff Senate






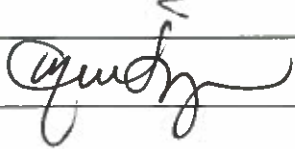
**APPROVED BY:**



**ANTONIA CHAMBERLAIN**  
President, Staff Senate

**Staff Senate Executive Council Meeting**  
**CSI Conference Room**  
**3:00p.m.**  
**June 25, 2015**  
**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, Donnie	
9.	Pascua, Tara	
10.	Quitugua, Rosita	
11.	San Nicolas, Apolline	

Executive Meetings occur the third Thursday of the month.

Reminder:

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

**Guam Community College  
Staff Senate Executive Council  
Thursday, July 30, 2015  
CSI Conference Room**

**Staff Senate Mission Statement**

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

**MINUTES**

- I. **Call Meeting to Order** A. Chamberlain called meeting to order at 3:23 p.m.
- II. **Roll Call**  
**Present:** Antonia Chamberlain, Ana Mari Atoigue, Ken Bautista, Kimberly Bautista, Donnie Lizama, Apolline San Nicolas, and Barbara Blas.  
**Absent:** Latisha Leon Guerrero (on leave), Vivian Guerrero, Tara Pascua (on leave), and Rosie Quitugua.
- III. **Recital of the Guam Community College Mission Statement**  
Everyone present recited the mission.
- IV. **Approval of Minutes of June 25, 2015.**  
**D. Lizama moved to approve the minutes of June 25, 2015, seconded by A. Atoigue; after further discussion, all in favor, motion carried unanimously.**
- V. **Old Business**
  - A. Constitution and By-Laws – Friday, July 31, 2015, deadline for suggestions, comments, and feedback. No comments were made.
  - B. Comprehensive Professional Development Plan – Friday, July 31, 2015, deadline for suggestions, comments, and feedback. No comments were made.
  - C. Merit Bonus (1995-2009) – General membership committee voted to keep this item on the agenda.
- VI. **New Business**
  - A. Morale Problem Survey – Tabled
- VII. **Committee Reports**
  - A. Resource Planning & Facility (RPF) – no meeting until Fall 2015.
  - B. College Governance Committee (CGC) – no meeting until Fall 2015.
  - C. Committee on College Assessment (CCA) – no meeting until Fall 2015.
  - D. College Technology Committee (CTC) – no meeting until Fall 2015.
  - E. Joint Leadership Meeting – no meeting.
  - F. Board of Trustee (BOT) – Ken Bautista reported the financial status update.
  - G. GCC Logo Group – no meeting
  - H. OSHA/ADA Task Force – tabled
  - I. PLA Task Force – A. Chamberlain reported that she did a testimonial and it is posted on MyGCC website. To view video clip click on Admissions tab – Prior Learning Assessment tab.
  - J. Staff/Administrator Development Committee – tabled
- VIII. **Staff Concerns**
  - A. MyGCC calendar website – staff requested for fixed guidelines.
- IX. **Announcements**
  - A. GCCEA Fundraiser:



1. Guma' Tasa, August 28, 2015
  2. Guma' Tasa, September 25, 2015
  3. Halloween Party, October 30, 2015
  4. Movie Premier, "The Hunger Games," November 20, 2015
- B. Convocation, August 17, 2015, 5:00-7:00 p.m., MPA. Staff are highly encouraged to attend.
- C. Labor Day Picnic, September 06, 2015, Ypao Beach.

X. **Next Meeting – Thursday, August 27, 2015 @ 3:00 p.m. in CSI Conference Room.**

XI. **Adjournment**

**Ken Bautista moved to adjourn the meeting at 3:59 p.m.; seconded by A. Atoigue. No discussion, all in favor, 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.**  
**July 30, 2015**  
**Thursday**

**ATTENDANCE SHEET**

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

Executive Meetings occur the third Thursday of the month.

Reminder:

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

**Guam Community College  
Staff Senate Executive Council  
Thursday, August 27, 2015  
CSI Conference Room**

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

**MINUTES**

**I. Call Meeting to Order**

L. Leon Guerrero called meeting to order at 3:04 p.m.

**II. Roll Call**

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

**Absent:** Antonia Chamberlain, Kimberly Bautista, Vivian Guerrero (on leave), Rosie Quitugua, and Apolline San Nicolas.

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

Everyone present recited the mission.

**IV. Approval of Minutes of July 30, 2015.**

**T. Pascua moved to approve the minutes of July 30, 2015 with corrections, seconded by D. Lizama; after further discussion, all in favor, motion carried unanimously.**

**V. Old Business**

- A. Morale Problem Survey – L. Leon Guerrero reported 39 staff responded. Discussion was held regarding the results. SSEC was asked to review results and advise on next meeting so that a memo will be prepared and forwarded to President Okada. It will also be posted on SSEC web page once memo has been received. (See Attachment)
- B. Constitution and By-Laws – No comments were made with extended deadline. Will be presented at the next general membership meeting for review and approval
- C. Comprehensive Professional Development Plan – No comments were made. Will be presented at the next general membership meeting.
- D. Merit Bonus (1995-2009) – Tabled.

**VI. New Business**

- A. Goals list – SSEC goals: At the next SSEC meeting, members will bring a list of goals to discuss and decide what our goals will be for this academic year.

**VII. Committee Reports**

- A. Resource Planning & Facility (RPF) – scheduled for 09/10/2015.
- B. College Governance Committee (CGC) – scheduled for 09/10/2015.
- C. Committee on College Assessment (CCA) – scheduled for 08/28/2015.
- D. College Technology Committee (CTC) – none
- E. Joint Leadership Meeting – none
- F. Board of Trustee (BOT) – Ken Bautista reported he did not attend due to conflict of another scheduled meeting.
- G. GCC Logo Group – scheduled for 08/27/2015.
- H. OSHA/ADA Task Force – tabled.
- I. PLA Task Force – tabled.

J. Staff/Administrator Development Committee – tabled.

VIII. **Staff Concerns**

A. MyGCC calendar website – staff requested for fixed guidelines and the over population of calendar.

IX. **Announcements**

A. GCCEA Fundraiser:

1. Guma' Tasa, Friday, August 28, 2015
2. Guma' Tasa, Friday, September 25, 2015
3. Halloween Party, Friday, October 30, 2015; MPA

B. Labor Day Picnic, Sunday, September 06, 2015, Ypao Beach

C. Fall Festival – Thursday, September 24, 2015

X. **Next Meeting**

Thursday, September 17, 2015 @ 3:00 p.m. in CSI Conference Room.

XI. **Adjournment**

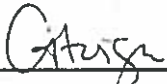
A. Atoigue moved to adjourn the meeting at 3:48 p.m.; seconded by Ken Bautista. No discussion, all in favor, motion carried unanimously.

**SUBMITTED BY:**



**BARBARA J. BLAS**  
Recording Secretary

**ATTESTED BY:**



**ANA MARI ATOIGUE**  
Secretary/Treasurer, Staff Senate



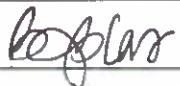
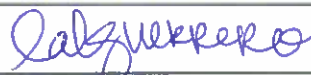


**APPROVED BY:**



**ANTONIA CHAMBERLAIN**  
President, Staff Senate

**Staff Senate Executive Council Meeting**  
**CSI Conference Room**  
**3:00p.m.**  
**August 27, 2015**  
**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, Donnie	
9.	Pascua, Tara	
10.	Quitugua, Rosita	
11.	San Nicolas, Apolline	

Executive Meetings occur the third Thursday of the month.

Reminder:

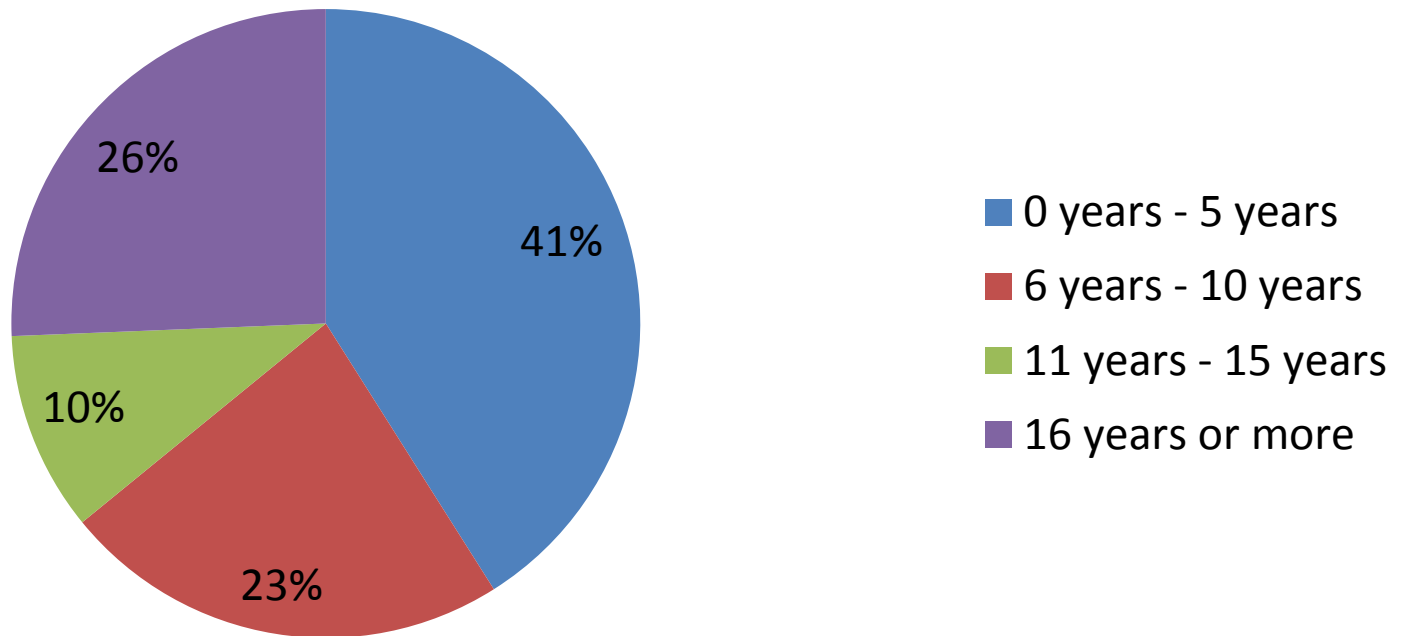
**Next Meeting:** \_\_\_\_\_

# Staff Morale Survey Results

39 participants

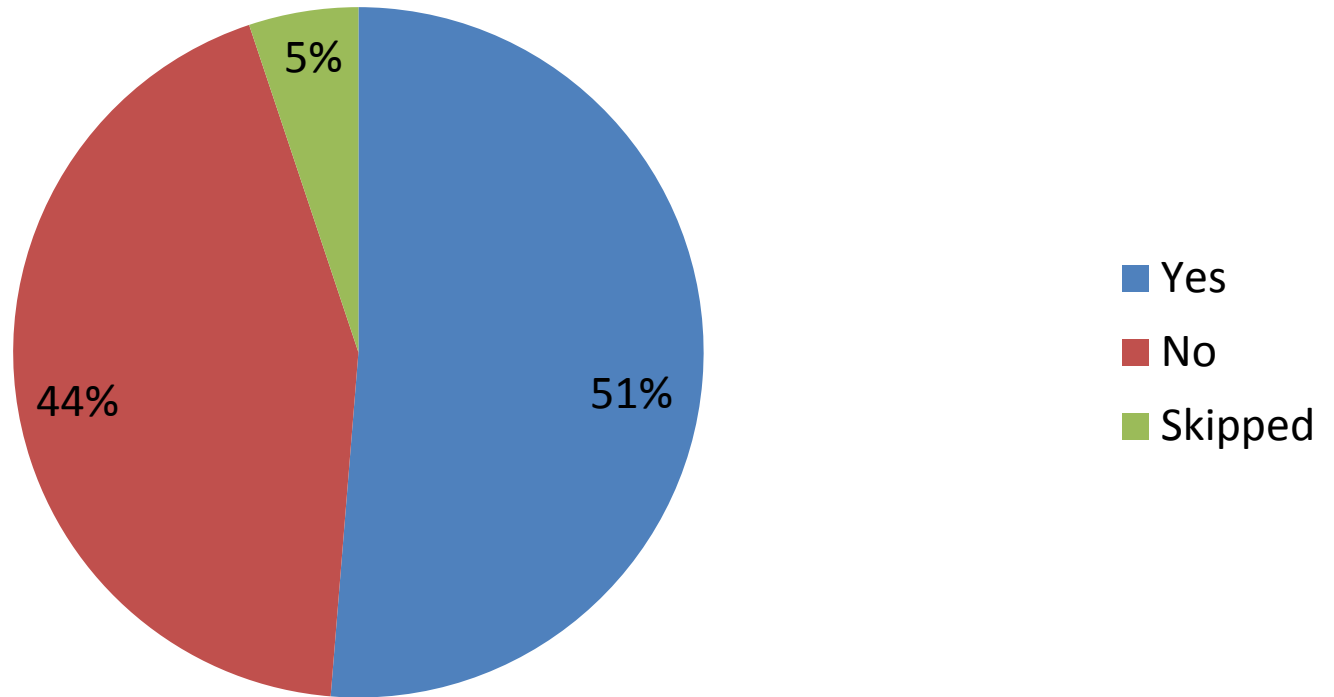
# Question #1

**How long have you been employed at Guam Community College?**



# Question #2

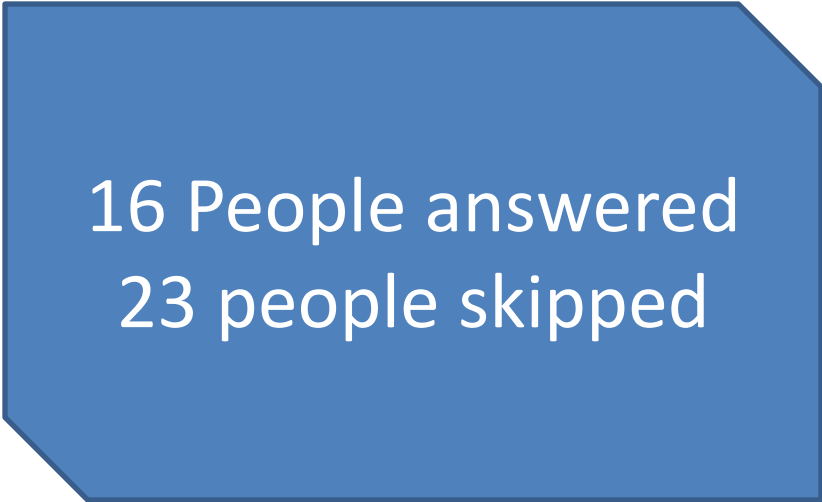
**Do you think Staff morale is low?**





## Question #3

If yes, you believe Staff morale is low, please give three suggestions/recommendations to raise Staff morale.

A blue rectangular box with a white border and a slight 3D effect, containing white text. The text is centered and reads: "16 People answered" followed by "23 people skipped" on the next line.

16 People answered  
23 people skipped

# Question #3 Responses

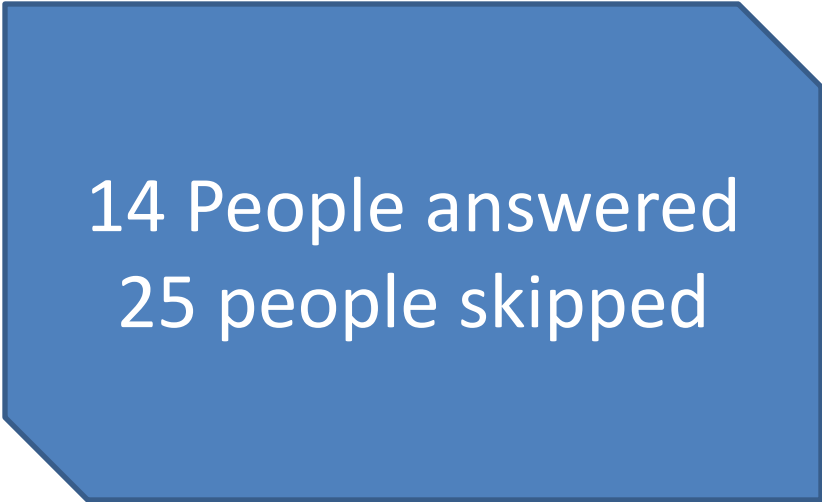
- Support staff appreciation day with team work, games, skits. We are the backbone, behind the scenes people who help the Campus function. Ex: F&As presentation during the Professional Dev. Employees were recognized and appreciated via skit. It brought laughter and boosted morale.
- 2) Happy Hour/Karaoke after work. You don't have to drink alcohol to have fun with great company.
- Refrain from dividing division events, parties, appreciation.
- More aggressive support (physical and communication) from upper management, more recognition for all the hard work from upper management, and better understanding of what we actually do from upper management.
- I have no recommendation at this time, with many deadlines and institution priorities, every department seems to be segregated to just their area and not teaming together. Just an observation 😊
- Have more outside fun activities that will foster teamwork and having an awesome time just being together, like bowling night.
- Pay too low for some staff that are more Specialized Trade Certificate.
- Administrators support not just their division but for ALL. If we are TEAM GCC then why is it we separate functions by division? Really shows what we know about UNITY!

# Question #3 Responses

- 1. Hire MORE support staff to assist department(s) with demand(s) during peak times. 2. Administrators and faculty need to PULL their weight in the work load; 3. Administrators and faculty need to show APPRECIATION with SINCERITY.
- No comments.
- Many staff working had all day and some staff (relatives of mgt) walk around visiting all day.
- Beer Fridays & BBQs for staff (at least every other Friday or once a month)
- Include LTA in ALL of GCC not just training. Personnel in admin position should demand respect. Supervisors need “how to talk to your employee” training.
- More Team Building Exercises, Support when manpower in departments are short (skeleton crew) and Acknowledgement/Appreciation of when Staff go above and beyond expectations or are “hanging in there” for a prolonged amount of time.
- Train employees to speak and behave professionally by speaking with appropriate language and not bad mouthing and yelling to others.
- I’ve noticed that some College events, Staff feel that they were forced to go and not happy to be there – like Labor Day. I feel that administration don’t really care about their staff, but there are some who are superb and you can see that by how they interact with their staff.

## Question #4

If no, you do not believe Staff morale is low, please give examples/situations where Staff morale was high.

A blue rectangular box with rounded corners and a slight 3D effect, containing white text.

14 People answered  
25 people skipped

# Question #4 Responses

- We have excellent camaraderie among the staff and it is even in the way we relate to one another.
- When there is a campus wide event, like at the recent Professional Staff Development training or at a holiday celebration when everyone is together and individuals are given to the opportunity/choice to mingle.
- Every site I go, I see people smile, even on a rainy day.
- Always there to help the student or outside.
- Parties
- This was clear during the Staff/Administrator development program recently
- Labor Day Picnic, Christmas Party, etc.
- I said yes.
- If concerns are brought up, it doesn't mean that morale is low. A lot of things may be affecting staff has to do with policy issues, i.e. staff have to be a permanent employee to qualify for certain benefits.
- N/A
- Great turnouts for college events and positive words of staff.
- Active in all activities.
- 1) Increments are on time. 2) We received merit bonuses (not all but still appreciative) 3) All staff received pay raises. There are some areas where staff can use a morale booster but I believe it depends on the individual and their outlook on their jobs. We all determine how our day is going to be and how we handle certain situations, it is not determined by the actions of others.

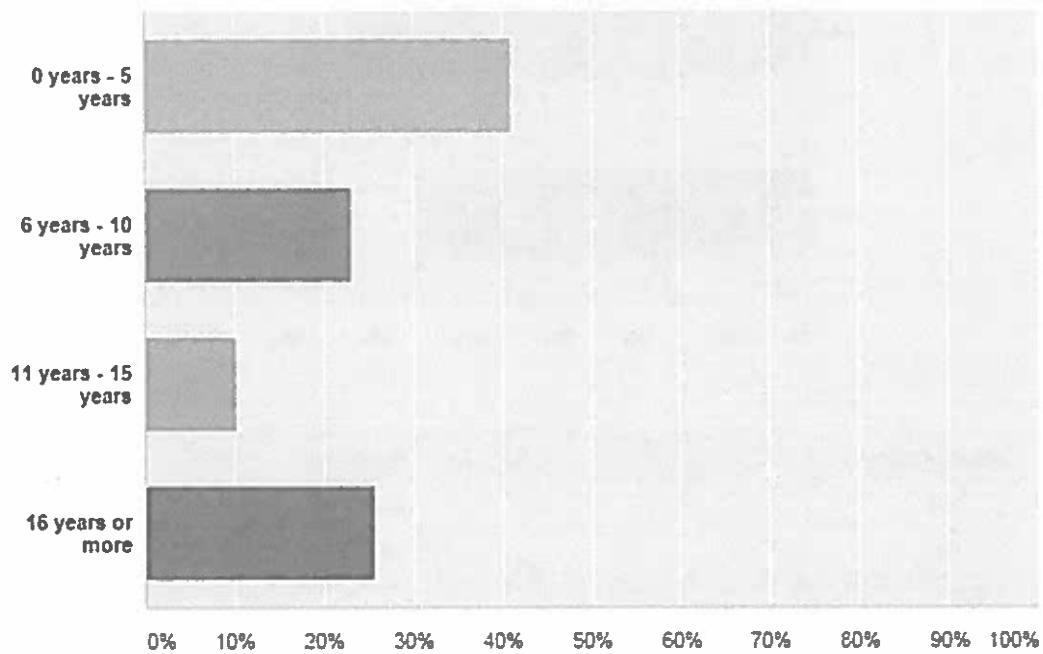
Q1

Customize

Export ▾

## How long have you been employed at Guam Community College?

Answered: 39 Skipped: 0



Answer Choices	Responses	
▾ 0 years - 5 years	41.03%	16
▾ 6 years - 10 years	23.08%	9
▾ 11 years - 15 years	10.26%	4
▾ 16 years or more	25.64%	10
Total		39

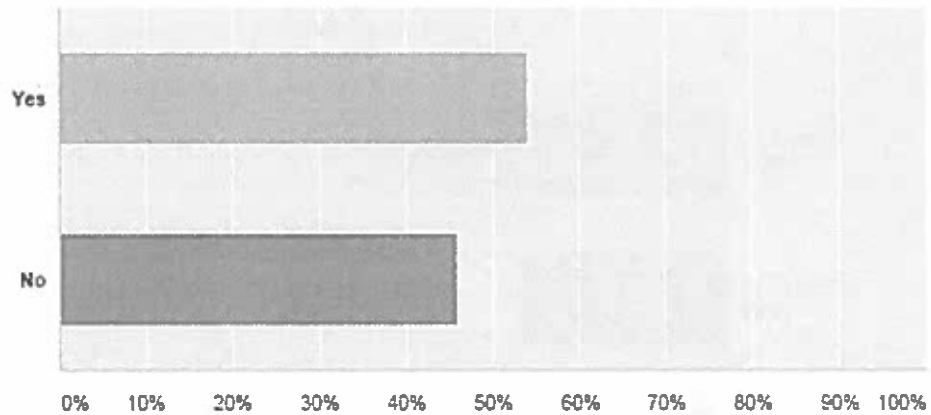
Q2

Customize

Export ▾

## Do you think that the Staff morale is low?

Answered: 37 Skipped: 2



Answer Choices	Responses
Yes	54.05% 20
No	45.95% 17
Total	37

**If yes, you believe that Staff morale is low,  
please give three  
suggestions/recommendations to raise  
Staff morale.**

Answered: 16 Skipped: 23

● Responses (16)

Text Analysis

My Categories

Categorize as... ▾

Filter by Category ▾

Search responses



Showing 16 responses

1)Support Staff appreciation day with team work games, skits.. We are the backbone, behind the scenes people who help the Campus function. Ex. F&A's presentation during the Professional Dev. Employees were recognized and appreciated via skit. It brought laughter and boosted morale. 2)Happy Hour/Karaoke after work. You don't have to drink alcohol to have fun with great company.

7/15/2015 8:37 AM [View respondent's answers](#)

Refrain from dividing division events, parties, appreciation.

7/14/2015 4:42 PM [View respondent's answers](#)

-

7/14/2015 3:47 PM [View respondent's answers](#)

More aggressive support (physical and communication) from upper management, more recognition for all the hard work from upper management, and better understanding of what we actually do from upper management

7/14/2015 3:37 PM [View respondent's answers](#)

I have no recommendations at this time, with many dead lines and institution priorities, every department seems to be segregated to just there area and not teaming together. just an observation :)

7/14/2015 11:36 AM [View respondent's answers](#)



Have more outside fun activities that will foster teamwork and having an awesome time just being together, like bowling night

7/14/2015 10:18 AM [View respondent's answers](#)

Pay to low for some staff that are more Specialized Trade Certificate

7/14/2015 10:09 AM [View respondent's answers](#)

Administrators support not just for their division but for ALL. If we are TEAM GCC then why is it we separate functions by division? Really shows what we know about UNITY!

7/14/2015 9:51 AM [View respondent's answers](#)

1. Hire MORE support staff to assist department(s) with demand(s) during peak times; 2. Administrators and faculty need to PULL their weight in the work load; 3. Administrators and faculty need to show APPRECIATION with SINCERITY

7/14/2015 9:48 AM [View respondent's answers](#)

no comments.

7/1/2015 10:11 AM [View respondent's answers](#)

Many staff working hard all day and some staff (relatives of mgt) walk around visiting all day.

6/29/2015 1:03 PM [View respondent's answers](#)

Beer Fridays & BBQs for staff (at least every other Friday or once a month)

6/29/2015 10:14 AM [View respondent's answers](#)

Include LTA in ALL of GCC not just training. Personnel in an admin position should demand respect. Supervisors need "how to talk to your employee" training

6/29/2015 9:30 AM [View respondent's answers](#)

More Team Building Exercises, Support when manpower in departments are short (skeleton crew), and Acknowledgement/Appreciation of when Staff go above and beyond expectations or are "hanging in there" for a prolonged amount of time.

6/29/2015 9:29 AM [View respondent's answers](#)

train employees to speak and behave professionally by speaking with appropriate language and not bad mouthing and yelling at others

6/29/2015 9:15 AM [View respondent's answers](#)

I've noticed that at some College events, Staff feel that they were forced to go and not happy to be there - like Labor Day. I feel that most administrators don't really care about their staff, but there are some who are superb and you can see that by how they interact with their staff.

6/29/2015 9:04 AM [View respondent's answers](#)

Q4

Export ▾

If no, you do not believe that Staff morale is low, please give examples/situations where Staff morale was high.

Answered: 14 Skipped: 25

● Responses (14)

Text Analysis

My Categories

Categorize as ▾

Filter by Category ▾

Search responses

Q

?

Showing 14 responses

7/14/2015 3:47 PM View respondent's answers

We have an excellent comradery among the staff and it is event in the way we relate to one another.

7/14/2015 10:55 AM View respondent's answers

When there is a campus wide event, like at the recent Professional Staff Development training or at a holiday celebration when everyone is together and individuals are given the opportunity/choice to mingle.

7/14/2015 10:40 AM View respondent's answers

every site i go i see people smile even on a rainy day.

7/14/2015 9:55 AM View respondent's answers

Always there to help the student, or outside

7/8/2015 4:03 PM View respondent's answers

Parties

7/6/2015 11:47 AM View respondent's answers

This was clear during the Staff/Administrator Development Program recently.

6/29/2015 4:50 PM View respondent's answers

Labor Day Picnic, Christmas Party, etc

6/29/2015 11:39 AM View respondent's answers

If concerns are brought up, it doesn't mean that morale is low. A lot of things that may be affecting staff has to do with policy issues i.e., staff have to be a permanent employee to qualify for certain benefits.

6/29/2015 9:44 AM View respondent's answers

N/A

6/29/2015 9:29 AM View respondent's answers

Great turnouts for college events and positive words of staff.

6/29/2015 9:27 AM View respondent's answers

active in all activities

6/29/2015 9:16 AM View respondent's answers

1) Increments are on time. 2) We received merit bonuses (not all but still appreciative) 3) All staff received pay raises. There are some areas where staff can use a morale booster but I believe it depends on the individual and their outlook on their jobs. We all determine how our day is going to be and how we handle certain situations, it is not determined by the actions of others.

6/29/2015 9:12 AM View respondent's answers

I said yes.

6/29/2015 9:04 AM

[View respondent's answers](#)

**Guam Community College  
Staff Senate Executive Council  
Thursday, October 29, 2015  
CSI Conference Room**

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

**MINUTES**

**I. Call Meeting to Order**

L. Leon Guerrero called meeting to order at 3:01 p.m.

**II. Roll Call**

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

**Absent:** Antonia Chamberlain, and Tara Pascua (on leave).

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

Everyone present recited the mission.

**IV. Approval of Minutes of August 27, 2015.**

**Ken Bautista** moved to approve the minutes of August 27, 2015 with corrections, seconded by **D. Lizama**; after further discussion, all in favor, motion carried unanimously.

**V. Old Business**

- A. Morale Problem Survey – A. Chamberlain will prepare a memo in regards to the Staff Morale Survey to President Okada .
- B. By-Laws – The Staff Senate General Membership approved the By-Laws on September 18, 2015. A. Chamberlain will prepare a final copy for signatures of the Staff Senate Executive Council. Once completed, the bylaws as well as the Constitution will be forwarded to President Okada.
- C. Comprehensive Professional Development Plan – Deadline was extended for feedback and comments of staff to Thursday, October 29, 2015.
- D. Merit Bonus (1995-2009) – Staff Senate Executive Council members can suggest to general membership to start advocating for the merit bonuses to be paid from 1995-2009.

**VI. New Business**

- A. Goals list – L. Leon Guerrero will email the final list of goals to all Staff Senate Executive Council members for review and approval.

**VII. Committee Reports**

- A. Resource Planning & Facility (RPF) – L. Leon Guerrero reported the following:
  - i. 66% allotment received as of 10/15/15
  - ii. BSC Café will close on 11/30/2015, new vendor “Manhattan” will move in and officially open on 01/01/2016.
  - iii. CIP16 proposal was finalized and approved with changes.
- B. College Governance Committee (CGC) – same as RPF committee report.
- C. Committee on College Assessment (CCA) – assessment reports were reviewed and approved.
- D. College Technology Committee (CTC) – goal was to get all computer standards to Office 2013.
- E. Joint Leadership Meeting – none
- F. Board of Trustee (BOT) – same as RPF committee report; also Board will be evaluating the President this month

- G. GCC Logo Group – still meeting to finalize design. Unveiling will be in 2018.
- H. OSHA/ADA Task Force – campus walkthrough in August 2016; no meeting scheduled yet.
- I. PLA Task Force – none
- J. Staff/Administrator Development Committee – FY2016 budget is \$50,000. Two staff have been approved for professional development. Possible date for next Staff/Administrator Development Day is 01/08/2016 and 05/27/2016.

**VIII. Staff Concerns**

- A. MyGCC calendar website – staff requested for fixed guidelines and the over population of calendar.
- B. Building Keys – Staff are not given keys for new buildings and some staff have to wait in the morning for doors to be opened to get to their office; can staff get keys?
- C. Workplace Harassment Training (Online) – Some staff did not receive the email for the online training. A. San Nicolas will post another announcement regarding username and password access to website.

**IX. Announcements**

- A. 2016 Spring Semester Registration Now Open
- B. Annual Halloween Costume Parade & Merienda, Friday, October 30, 2015 at 10:00a.m.
- C. Job Announcements: 1) Systems Programmer; 2) Facilities Engineer Administrator
- D. GCCEA Fundraisers:
  - 1. Halloween Bash, Friday, October 30, 2015; MPA from 6:00 – 8:30 p.m.
  - 2. Christmas Party, Saturday, December 5, 2015; Hilton Hotel from 6:00 – 12:00 a.m.

**X. Next Meeting**

Thursday, November 19, 2015 @ 3:00 p.m. in CSI Conference Room.

**XI. Adjournment**

**D. Lizama moved to adjourn the meeting at 4:00 p.m.; seconded by Ken Bautista. No discussion, all in favor, 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



Kulchon Kunitidat Guahan  
Accredited by the  
Western Association of  
Schools and Colleges


**Staff Senate Executive Council Meeting**  
**CSI Conference Room**  
**3:00p.m.**  
**October 29, 2015**  
**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, Donnie	
9.	Pascua, Tara	ON LEAVE
10.	Quitugua, Rosita	
11.	San Nicolas, Apolline	

Executive Meetings occur the third Thursday of the month.

Reminder:

Next Meeting: 11/29/15 

## Action Items

To be **completed** BEFORE the next Executive Council Meeting on September 17, 2015 or sooner.

1. Morale Survey
  - ❖ *Latisha will send results to Executive Council (EC) members; for next meeting, please come with a recommendation list so that we can combine ideas and create memo to have Toni submit memo to President Okada in regards to survey results and recommendations.*
2. Constitution and By-Laws
  - ❖ *No revisions sent by General Membership(GM). Deadline was July 31, 2015. Latisha will send out to GM for their review so that it can be approved by the next GM meeting.*
3. Comprehensive Professional Development Plan
  - ❖ *No revisions sent by GM. Deadline was July 31, 2015.*
4. Goals List
  - ❖ *For next meeting, executive council members were tasked to provide a suggested list of goals for this Academic Year. Goal list will be decided in September meeting.*
5. Follow-up for Toni
  - ❖ *Will there be a Staff Senate General Membership Meeting during the College Assembly on September 18?*
  - ❖ *Please advise if Constitution & By-Laws were submitted to President Okada to be presented to Board. If so, what is the status.*
  - ❖ *Please advise if a revised Year End Report for AY2014-2015 was submitted as there was a change in Initiative #3.*
6. Follow-up for Latisha
  - ❖ *Send out moral survey results to EC members.*
  - ❖ *Send out Constitution & By-Laws to GM members for their review.*

**Guam Community College  
Staff Senate Executive Council  
Thursday, December 17, 2015  
CSI Conference Room**

**Staff Senate Mission Statement**

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

**MINUTES**

- I. Call Meeting to Order**  
L. Leon Guerrero called meeting to order at 3:12 p.m.
- II. Roll Call**  
**Present:** Latisha Leon Guerrero, Ana Mari Atoigue, Ken Bautista, Kimberly Bautista, Vivian Guerrero, Donnie Lizama, Rosie Quitugua, Apolline San Nicolas, and Barbara Blas.  
**Absent:** Antonia Chamberlain, and Tara Pascua (on leave).
- III. Recital of the Guam Community College Mission Statement**  
Everyone present recited the mission.
- IV. Approval of Minutes of October 29, 2015.**  
**D. Lizama moved to approve the minutes of October 29, 2015 with corrections, seconded by Ken Bautista; after further discussion, all in favor, motion carried unanimously.**
- V. Old Business**
  - A. Morale Problem Survey – SSEC President should submit memo to President Okada's Office. Please have a copy stamped and received by President's Office. Copy should then be given to SSEC Secretary/Treasurer for filing purposes.
  - B. By-Laws – SSEC President should submit memo to President Okada's Office. Please have a copy stamped and received by President's Office. Copy should then be given to SSEC Secretary/Treasurer for filing purposes. SSEC Vice President will assist in getting signatures on new By-Laws to submit by next week.
  - C. Goals List – Goals were reviewed and revised by SSEC.  
**A. Atoigue moved to approve the revised goals list. Donnie Lizama seconded. No further discussion. All in favor. Motion carried.**
  - D. Merit Bonus (1995-2009) – nothing to report.
- VI. New Business**
  - A. Committee Appointments – All committees have staff representation. However, SSEC needs to ensure that all staff are committed to their committees.
  - B. GCC Open Competitive Announcements – LTAs are excluded from "GCC Competitive" because when they were hired by GCC they were not hired under the merit process but based on qualifications.
  - C. Supply Request – Please submit any supply requests for SSEC to A. Atoigue or L. Leon Guerrero.
  - D. Call for nominations for Staff Senate Executive Council for 2016-2018 – SSEC President shall send out a notice to all Staff a call for nominations, as stated per approved By-Laws and Constitution.
- VII. Committee Reports**
  - A. Resource Planning & Facility (RPF) – L. Leon Guerrero reported the following:
    - i. 1% funding received for FY2015-2016
    - ii. 72% of funding received for FY2014-2015
    - iii. Additional DE courses – OA230 and OA240
    - iv. Fillable water stations installed in Student Lounge at Student Center and Student Lounge on the first floor of Building E.
    - v. Audit for FY2014-2015 has started with completion no later than February 2016.
    - vi. Additional documentation was submitted to USDA for the \$5M loan. It is pending USDA submittal to DC and the loan documents are being reviewed by the Attorney



- vii. FY2016-2017 budget in process for Appropriated and Non-Appropriated funds, by January should be up for review to RPF and CGC and by February up for review by the Board.
- B. College Governance Committee (CGC) – next meeting in January.
- C. Committee on College Assessment (CCA) – in regards to the discussion of including in By-Laws – please contact HR as the staff and faculty are evaluated differently. HR issue.
- D. College Technology Committee (CTC) – No meeting due to no quorum (staff not present).
- E. Joint Leadership Meeting – none
- F. Board of Trustee (BOT) – next meeting in January.
- G. GCC Logo Group – still meeting to finalize design. Unveiling will be in 2018.
- H. OSHA/ADA Task Force – campus walkthrough in August 2016; no meeting scheduled yet.
- I. PLA Task Force – none
- J. Staff/Administrator Development Committee – December 4, 2015, four applications were approved. Accepting applications – Due by December 24, 2015.

#### VIII. Staff Concerns

- A. Office Keys – L. Leon Guerrero will ask for SOP's on requesting for door keys to be reviewed by Staff Senate Executive Council.

#### IX. Announcements

- A. Staff/Administrator Development Applications, due 12/24/2015
- B. 2015 MagPro Award – MagPRO Winners: **Jerome Blas** – Employee of the Year: Collection, Real Estate, Supply, & Misc. (Admin. – Purchasing, Surplus Property, Supply & Related); **Benedict Rachielug** – Customer Service Professional of the Year: Front Office & Support Services; and **Guam Community College** – Department of the Year
- C. Cafeteria Plan – Government of Guam Section 125 Cafeteria Plan open enrollment was from November 30, to December 11, 2015. Deductions will be effective pay period ending January 09, 2016.  
**Ken Bautista moved to amend the agenda to move Cafeteria Plan from New Business to Announcements. Kimberly Bautista seconded. After further discussion, all in favor, motion carried.**
- D. College Assembly is scheduled for February 8, 2016.

#### X. Next Meeting


Meeting dates from January 2016 – May 2016 will be held on the last Thursday of every month at 3:00 p.m. at CSI Conference room. Meeting dates are as follows:

- January 28, 2016
- February 25, 2016
- March 31, 2016
- April 28, 2016
- May 26, 2016

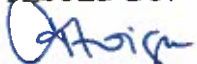
#### XI. Adjournment

**R. Quitugua moved to adjourn the meeting at 4:07 p.m.; seconded by Vivian Guerrero. No discussion, all in favor, motion carried unanimously.**


SUBMITTED BY:

  
 BARBARA J. BLAS  
 Recording Secretary

ATTESTED BY:

  
 ANA MARI ATOIGUE  
 Vice President, Staff Senate

APPROVED BY:

  
 LATISHA ANN LEON GUERRERO  
 President, Staff Senate