

Fred Tupaz

From: Joann Waki Muna [joann.muna@guamcc.edu]
Sent: Monday, December 03, 2012 10:33 AM
To: frederick.tupaz@guamcc.edu
Subject: RE: Standard III - Human Resources

Hi Fred,
See my clarification in red.
Have a great day!

Joann Waki Muna, SPHR
Human Resources Administrator
Guam Community College
P.O. Box 23069
Barrigada, Guam 96921
joann.muna@guamcc.edu
tel: (671) 735.5539

From: Fred Tupaz [mailto:frederick.tupaz@guamcc.edu]
Sent: Friday, November 30, 2012 5:18 PM
To: joann.muna@guamcc.edu
Subject: RE: Standard III - Human Resources

Joann,

Thank you for taking the time to meet with me today.

Further to our discussion, the following summarizes the status of the actionable items relative to Human Resources under Standard 3:

3A1b. Is HR working with Staff Senate or are you reviewing or revising the performance evaluation tool for staff in an effort to improve and enhance the performance evaluation process?

UPDATE:

- Staff senate was established in June 2012.
- HR is working closely with Staff Senate to ensure that all evaluators are properly trained to handle staff evaluations
- Performance Evaluation Training will be incorporated into Staff and Administrator's Professional Development Day scheduled for February 22, 2013. A survey will be conducted to see how the staff evaluation tool can be improved upon. Information will be shared with the College and the Human Relations Coordinating Council (GovGuam) to help improve the evaluation process at the College and to be shared with other government agencies that fall under the Classified positions of DOA and the Civil Service Commission.
- Performance Evaluations are subject to the GCC's Classified Personnel Rules and Regs of GovGuam and has been approved by Executive Order 99-02 (i.e. mirrors DOA's Rules and Regs). Changes to the process here at the

College for the Classified Personnel Rules and Regs are subjected to the Governor's Executive Order authority and/or public laws (i.e. DOA's amendments). This process has been placed on hold due to lack of funding.

- Revisions to the current evaluation methods are difficult due to the issues regarding the Hay Study implementation and the antiquated compensation structure of GovGuam.

3A1d. Is HR planning to review or evaluate the Code of Ethics Policy for all GCC constituents (including the board) to align processes and procedures, and make amendments as necessary and appropriate.

UPDATE:

- Effective January 2013, all GCC's BOTs' policies and procedures will be undergoing review as part of the governance process here at the College
- Exact date of when the Code of Ethics policy will be reviewed is unknown at this time

3A3b. Does HR have a plan in place to electronically back-up employee records or store information off-campus (through a server or other means) for additional security?

UPDATE:

- This is an ongoing process. HR has been diligently working on getting all "official" documentation for ACTIVE FTE employees, scanned, back-up and updated.
- HR's goal was 80% but due to logistical challenges, they are currently at 5% completion of scanning pertinent material into Banner.
- HR has gotten approval to hire one FTE position. The job announcement is scheduled to be published December 3rd. Completion of the recruitment and hiring process is anticipated to be completed by EOM January 2013.
- A dedicated scanner is being requested by HR. Budget and Equipment purchase pending.
- Ultimately, HR's goal is to have all employees, past and present information filed electronically and back-up for future reference.

3A4b. Does HR advertise or is considering advertising faculty positions within Micronesia to recruit faculty of Micronesia descent to contribute to the diversity profile of GCC Faculty?

UPDATE:

- HR has been very proactive in this process by posting job announcements on the College's website and utilizing their networks throughout Micronesia, the Region and Nationally for Faculty and other staff positions here at the College.
- Publication of job announcements via the internet is a more effective tool that provides greater reach at minimal costs to the College
- More importantly, GCC's Faculty is already rich in diverseness and reflects the composition of its student population accordingly

3C1B. Is HR considering increasing the availability of technology training for all college constituents so that they become familiar in the latest instructional technologies that would gradually lead toward an expanded Distance Education (DE) program?

UPDATE:

- In order to address this issue in greater detail, the ITSP must be completed.
- HR's role in this process is to be able to allocate the resources necessary to ensure all of the College's Constituents get the proper training to ensure they are familiar with the latest instructional technologies for on-site and DE.

- Before HR can proceed, the College needs to determine if DE is going to be fully integrated into its curriculum. DE may prove to be more costly, especially given the current economics surrounding implementation of this program. Therefore, the ITSP remains integral in determining the feasibility of this method of delivery for the educational services here at the College.

If you don't mind, I ask that you kindly review the above and make changes or provide additional input as you see fit. Thank you for your time and look forward to hearing from you soon.

Best Regards,
Fred

From: joann [<mailto:joann.muna@guamcc.edu>]
Sent: Friday, November 30, 2012 3:11 PM
To: frederick.tupaz@guamcc.edu
Subject: Re: Standards III - Human Resources

Ok
Sent from my BlackBerry® wireless device

From: Fred Tupaz <frederick.tupaz@guamcc.edu>
Date: Fri, 30 Nov 2012 14:54:28 +1000
To: 'Joann Waki Muna' <joann.muna@guamcc.edu>
ReplyTo: frederick.tupaz@guamcc.edu
Subject: RE: Standards III - Human Resources

I'll be over between 3:15 and 3:30 if that's ok?

From: Joann Waki Muna [<mailto:joann.muna@guamcc.edu>]
Sent: Friday, November 30, 2012 2:50 PM
To: frederick.tupaz@guamcc.edu
Subject: RE: Standards III - Human Resources
Importance: High

Hi Fred,
I'm available between 3 – 4 today.
Come on over if you are free.
Joann

From: Fred Tupaz [<mailto:frederick.tupaz@guamcc.edu>]
Sent: Friday, November 30, 2012 12:56 PM
To: 'Joann Waki Muna'
Subject: RE: Standards III - Human Resources

I'm here on campus and can meet with you later today if that would be o.k.?

From: Joann Waki Muna [<mailto:joann.muna@guamcc.edu>]
Sent: Friday, November 30, 2012 11:57 AM
To: frederick.tupaz@guamcc.edu
Subject: RE: Standards III - Human Resources

Hafa Adai Fred,

What times are you available to meet on Monday (Dec. 3)?

Joann Waki Muna, SPHR
Human Resources Administrator
Guam Community College
P.O. Box 23069
Barrigada, Guam 96921
joann.muna@guamcc.edu
tel: (671) 735.5539

From: Fred Tupaz [<mailto:frederick.tupaz@guamcc.edu>]
Sent: Friday, November 30, 2012 9:00 AM
To: joann.muna@guamcc.edu
Subject: RE: Standards III - Human Resources

Hafa Adai Joann,

Further to my earlier email, is HR working with Staff Senate or are you reviewing or revising the performance evaluation tool for staff in an effort to improve and enhance the performance evaluation process (Item 3A1b)?

Thanks again!

Regards,
Fred

From: Fred Tupaz [<mailto:frederick.tupaz@guamcc.edu>]
Sent: Friday, November 30, 2012 8:50 AM
To: 'joann.muna@guamcc.edu'
Subject: Standards III - Human Resources

Hafa Adai Joann,

In light of Frank Tung's retirement, I have recently taken on the responsibilities of the chair for Standards III. I was wondering if you could briefly update me with the status of some of the actionable items that were contained in GCC's ISER for 2012. These items include the following:

3A1d. Is HR planning to review or evaluate the Code of Ethics Policy for all GCC constituents (including the board) to align processes and procedures, and make amendments as necessary and appropriate.

3A3b. Does HR have a plan in place to electronically back-up employee records or store information off-campus (through a server or other means) for additional security?

3A4b. Does HR advertise or is considering advertising faculty positions within Micronesia to recruit faculty of Micronesia descent to contribute to the diversity profile of GCC Faculty?

3C1B. Is HR considering increasing the availability of technology training for all college constituents so that they become familiar in the latest instructional technologies that would gradually lead toward an expanded Distance Education (DE) program?

I would be more than happy to discuss these items with you at your convenience and could be reached at 687-6986. Otherwise I would greatly appreciate if you could give me a response nlt December 4th, 2012.

Thank you for your time and I look forward to working with you to address issues our College is facing with regards to Human Resources to ensure we continue to remain an accredited institution by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC).

Best Regards and Happy Holidays!
Fred

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2013.0.2793 / Virus Database: 2634/5925 - Release Date: 11/28/12

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2013.0.2793 / Virus Database: 2634/5925 - Release Date: 11/28/12

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2013.0.2793 / Virus Database: 2634/5925 - Release Date: 11/28/12

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2013.0.2805 / Virus Database: 2634/5952 - Release Date: 12/11/12