

Guam Community College
Staff Senate Executive Council
Thursday, January 31, 2013
MINUTES

I. Call Meeting To Order

E. Duenas called the meeting to order at 2:17 p.m.

II. Roll Call

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

Absent: Johanna Camacho and Apolline San Nicolas.

III. Recital of the Guam Community College Mission Statement

Everyone present recited the mission.

IV. Approval of Minutes of December 27, 2012

L. Leon Guerrero moved to approve minutes of December 27, 2012 motion was seconded by D. Lizama. No further discussion, motion passed unanimously.

V. Old Business

A. Article V – E. Duenas stated that this issue will remain on the agenda until March 26, 2013.

B. Staff/Administrator Development Day – scheduled for March 26, 2013 from 8:00 a.m. to 5:00 p.m. (no one can sign leave). The Staff/Administrator Development Committee are working to finalize an agenda and who would be conducting a presentation for this day.

C. Representative to the Board of Trustees - A. Garcia and J. Camacho are still working on finalizing the memo. As soon as the memo is revised E. Duenas will submit it to the president.

D. Staff office keys – will be discussed on RPF Committee reports.

E. Staff Salary – E. Duenas reported that as part of RPF and CGC the budget is still under review. FYI the governor has requested that when the FY14 Budget is submitted into the legislature it would not include any increments.

F. Membership to Standard Committees – E. Duenas stated that once all documents are set up by each Standard Committee, Staff Representation will be assigned.

G. Meeting with President Okada – E. Duenas reported that the president is off-island and will try to schedule a meeting upon her return.

H. Cross Training for staff members – A. Garcia stated that she needs to come up with a plan and a schedule for the summer time cross training. The plan is to rotate the administrative aides and administrative assistants by training them at a different department. Accountability is being done across the board to make GCC run more efficiently and effectively.

I. Staff Senate Mission Statement –A. Garcia reported her revision of the mission. E. Duenas will revise the changes and bring it to the next meeting for review.

VI. New Business

None

VII. Committee Reports

A. RPF: A. Garcia reported the following:

1. Meeting was held on Friday, January 25, 2013 which the budget was discussed and approved.

2. GCC will submit FY14 Proposed Budget with no increments.

3. Joint Leadership meeting was held on Friday, January 18, 2013- Staff, Faculty, and

Administrator were present. The main discussion was about Faculty/Administrator increments.

The following was proposed for faculty members to poll:

- a. Use their 2012 Performance Evaluation,
- b. Use their AY2012-2013 Performance Evaluation,
- c. Use the average of the two.

Option a. was chosen by faculty members.

B. CGC: E. Duenas reported the following:

1. CGC met in January and approved the FY2014 Budget with changes, which will be forwarded to President Okada before going to the Board of Trustees.
2. CGC will review the FY2011-2015 Master Plan.

C. CCA: A Garcia reported that CCA was supposed to have a meeting on Friday, February 1, 2013, but faculty members had their new evaluation tool training on the same day. Meeting was postponed until February 8, 2013.

D. CTC: A. Atoigue reported that the committee has not met, no schedule has been prepared. M. Montague is the current chairperson she is trying to get a schedule organized. M. Montague mentioned to A. Atoigue that she will be stepping down as committee chair due to her new position as AIER Director.

E. Standards: E. Duenas reported that faculty members are the only individuals meeting as of now.

VIII. Staff Concerns

E. Duenas informed J. Ige to GCC staff concerns regarding the Identification Cards.

IX. Announcements

A. A. Garcia reported that the Faculty Union President is G. Hartz and the Vice President is F. Tupaz.


B. Staff/Administrator Development Day- March 26, 2013 from 8:00p.m. - 5:00 p.m. E. Duenas suggested that signs be posted to ensure that students are aware of the offices being closed for this day.

X. Next Meeting – February 28, 2013, @ 2:00 p.m. CSI Conference Room

XI. Adjournment


T. Hiura made a motion to adjourn the meeting at 3:18 p.m. motion was seconded by C. Anderson. No discussion, motion carried unanimously.

SUBMITTED BY:



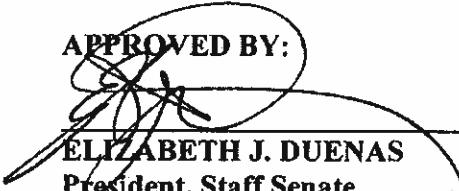
BARBARA J. BLAS
Recording Secretary

ATTESTED BY:



AVA M. GARCIA
Secretary/Treasurer, Staff Senate

APPROVED BY:



ELIZABETH J. DUENAS
President, Staff Senate