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Academic Affairs Division
Vice President's Office

MEMORANDUM

TO: President's Office

Via: Dr. R. Ray D. Somera, Vice President for Academic Affairs

FROM: Latisha Ann Leon Guerrero, Staff Senate President

DATE: May 25, 2016

SUBJECT: Governance Committees' Year End Report for AY 2015-2016

This Staff Senate Year End Report is respectfully submitted by the 2014-2016 Staff Senate Executive Council Members:

1. Latisha Ann Leon Guerrero, President
2. Ana Mari Atoigue, Vice President
3. Kenneth Bautista, Representative-at-Large
4. Kimberly Bautista, Representative-at-Large
5. Vivian Guerrero, Representative-at-Large
6. Donnie Lizama, Representative-at-Large
7. Tara Pascua, Representative-at-Large
8. Rosita Quitugua, Representative-at-Large
9. Apolline San Nicolas, Human Resources Representative
10. Barbara Blas, Recording Secretary

During the academic year, Staff Senate had 8 initiatives that we wanted to accomplish. The initiatives are: (1) 100% staff participation in Staff Senate Community Site on MyGCC; (2) Staff representation in GCC's standing Committees and AD HOC committees; (3) Provide input in the Staff professional development initiatives; (4) Provide input in College initiatives and policies; (5) Advocate for additional benefits for staff employees in professional development programs; (6) Encourage all staff to apply for Staff/Administrator Professional Development Programs; (7) Find methods to advertising elections which will allow staff members to review the candidates running and making informed decisions. During election of staff senate officers, include information on different committees that need staff representation and also include in election. The representatives will also serve a two-year term to follow with the Staff Senate Executive Officer election process; and (8) Bolster and increase Staff Senate's presence and visibility on campus.

Initiative one, 100% staff participation in Staff Senate Community Site on MyGCC. Unfortunately, we did not meet that goal and will carry forward to the next academic year. Currently, of the 103 staff employed at GCC, there are only 48 members. Current officers have been encouraging and are still encouraging other staff to join. For the incoming Staff Senate Executive Council (SSEC) 2016-2018, we encourage them to email and maybe include at the first general membership meeting to show how to join. If possible, maybe have laptops available or have meeting at a computer lab so that staff can join then and there or even have them do so on their smart phones during the general membership meeting. We also strongly encourage the SSEC to actively use the Staff Senate Community Site on MyGCC to its full advantage and frequently update the site.

Initiative two, staff representative in GCC's standing committees and AD HOC committees. All committees had staff representation. There were some issues on members not actively participating by going to meetings and we have tried to address the situation. A recommendation for the next SSEC is to follow-up on attendance with meetings for the different committees and to also have good communication with committee chairs.

Initiative three, provide input in staff professional development initiatives. We had three staff sitting in the Staff/Administrative Professional Development Program committee. They do provide their input in what they feel we should have for professional development days. SSEC also put out a survey that included moral questions and professional development suggestions. The survey summary will be forwarded to the Professional Development committee.

Initiative four, provide input in College initiatives and policies. For this initiative, we had active staff participation in the review and revise of Policy 185 – Sexual Harassment & Sexual Discrimination Prevention. The staff that were part of the committee are also working on the procedures on handling any violations from the policy which is still in the process.

Initiative five, advocate for additional benefits for staff employees in professional development programs. The summary of the moral survey will be forwarded to the committee. Staff made suggestions as to what professional development activities they would like to have.

Initiative six, encourage all staff to apply for Staff/Administrator Professional Development programs. Throughout the year, whenever Staff/Administrator development has been announced, an email has been sent out to Staff that strongly encourages them to participate. Also, This past academic year, a total of 21 staff were approved for Staff/Administrator development .

Initiative seven, find methods of advertising the elections, which will allow staff members to review the candidates running and making informed decisions. Also, during election of staff senate officers, include information on different committees that need staff representation and also include in election. The representatives will also serve a two-year term to follow with the

Staff Senate Executive Officer election process. Unfortunately, this election, we were unable to promote. However, suggestions will be forwarded to Staff Senate Executive Council 2016-2018. An email will be sent out to current representatives on committees if they would like to continue serving on that committee for another two years. Within the next two weeks, she will send out another email to Staff describing committees and recruiting members.

Initiative eight, bolster and increase Staff Senate's presence and visibility on campus. Currently the activities that we attend as Staff Senate are convocation and representation on committees to have staff voice and input. Plans to also increase visibility is it also increase funds for Staff Senate so that we could budget to purchase lanyards or some sort of promotional item to give to staff that has the Staff Senate brand on it. Our goal is to submit a growth budget to match what is given to Faculty Senate.

All eight initiatives are strongly encouraged to be carried forward for the next academic year.

Staff Senate has been working diligently to ensure that staff have input and feedback in regards to GCC – in College governance committees as well as College activities – and have been effective in meeting several of our goals. The SSEC meet monthly to address staff senate business and to ensure that staff concerns are heard and addressed. We would like to be given the amount of budget that Faculty Senate receives every year and will be putting in a growth budget to increase the funds. An increased budget will help improve the effectiveness in regards to our roles and responsibilities as Staff Senate. Hopefully, as a part of the College's Master Plan, there will be an employee lounge for staff to use during their breaks or lunch.

Recommendations to the incoming Staff Senate Executive Council 2016-2018:

1. Change in by-laws in regards to vacancies for officers. *This recommendation is given because we had a hard time fulfilling the Secretary/Treasurer position, and per our by-laws, two officers must be present to make quorum. Because current by-laws state that a position can stay vacant if there is an upcoming election, we chose to leave it vacant. However, that left the remaining two officers to ensure that they would be at all meetings. It is recommended that the by-laws be changed to state that all officer positions be filled.*
2. Change in by-laws for methods of election to include on-line voting. *This recommendation is given because of the most recent election we had online.*

Additional roles or responsibilities that Staff Senate should be addressing are in regards to getting supervisor approval for joining Staff Senate and/or other governance committees and how could staff use their involvement in the participatory governance participation in their evaluation. Both issues have been brought up to the President for ideas and recommendations and we are awaiting updates.