



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

## MEMORANDUM

Received

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

VIA: R. Ray D. Somera, Ph.D.  
Vice President, Academic Affairs

FROM: Latisha Ann Leon Guerrero  
President, Staff Senate

DATE: June 21, 2017

SUBJECT: Governance Committees' Year End Report for AY 2016-2017

---

JUN 21 2017  
Academic Affairs Division  
Vice President's Office

This Staff Senate Year End Report is respectfully submitted by the 2016-2018 Staff Senate Executive Council (SSEC) Members:

- Latisha Ann Leon Guerrero, President
- Carol Guerrero, Vice President
- Joanne Blas, Secretary/Treasurer
- Kimberly Bautista, Representative-At-Large
- Marilyn Concepcion, Representative-At-Large
- Debbie Duenas, Representative-At-Large
- Vivian Guerrero, Representative-At-Large
- Donnie Lizama, Representative-At-Large
- Tishawanna Smith, Representative-At-Large
- Apolline San Nicolas, Human Resources Office Representative
- Barbara Blas, Recording Secretary

During the academic year, the Staff Senate had set seven goals/initiatives. The goals are: (1) Encourage staff to apply for Staff /Administrator Professional Development; (2) 100% staff participation in Staff Senate Community Site; (3) Staff representative in GCC's Standing Committees and AD HOC Committees; (4) Provide input in staff professional development activities; (5) provide input in College initiatives and policies; (6) advocate for additional benefits for staff employees in professional development programs; and (7) bolster and increase Staff Senate's presence and visibility on campus.

Initiatives		Completed	Carried Forward	Will Not Pursue	Status Description
1.	Encourage staff to apply for Staff/Administrator Professional Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whenever an announcement has been posted for the program, an email will be sent out to staff. In addition, SSEC members assist staff with applying should they need help.
2.	100% staff participation in Staff Senate Community Site	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Currently, only 53 staff has joined the site. Looking into other alternatives and ideas to get 100%
3.	Staff representative in GCC's Standing Committees and AD HOC Committees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some members sitting in committees would like to step down. Recruiting new representatives have proven to be difficult as we have not been able to find those replacements. SSEC representatives-at-large have expressed additional interest to sit in these other committees, but we would also like other Staff General Membership members, those who do not have a seat on the SSEC, to participate as well.
4.	Provide input in staff professional development activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff is represented in the committee. SSEC has also expressed interest in assisting with the next professional development day.
5.	Provide input in College initiatives and policies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff has participated in College initiatives and policies. The Logo Launch this past February had a lot of staff participation and turn out. In addition, there is staff representation on the Sexual Harassment Procedures initiative.
6.	Advocate for additional benefits for staff employees in professional development programs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The staff in the Professional Development committee advocates for staff as well as use the summary of the moral survey forwarded to the committee that has suggestions from staff as to what they would like to have during Professional Development Day.

7.	Bolster and increase Staff Senate's presence and visibility on campus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSEC members attend College functions and activities and we strongly encourage staff to do so as well.
----	---	-------------------------------------	-------------------------------------	--------------------------	--

### Self-Assessment

- To what degree has Staff Senate met its roles and responsibilities?
  - Staff Senate Executive Council Meetings happen monthly. As there were new members of the SSEC, it was difficult to meet during Summer 2016 and it made it very difficult to set goals for the academic year. We met fully as a committee in August and had to play catch up in getting those goals set. Once we got into the groove of meeting consistently every month, we were able to represent staff and address concerns.
  - Staff Senate General Membership (SSGM) Meetings happen quarterly (usually during a College Assembly date or Professional Development date)
  - SSEC Executive Members – President, Vice President, and Secretary Treasurer – sit on institutional committees: Resources, Planning, and Facilities Committee and the College Governance Council. SSGM Members sit on the following committees: Occupational Safety & Health / American Disability Act (ADA) Task Force; Banner Committee; College Technology Committee; Committee on College Assessment; Staff/Administrator Development Committee; and PLA Task Force
- How could Staff Senate improve its effectiveness in regard to meeting its roles and responsibilities?
  - Recruiting staff into being representatives in committees and, hopefully, running for Staff Senate Executive Council at the next election.
- How effective was Staff Senate in completing its goals?
  - When concerns were given, we addressed them and gave feedback to the concern to the person who brought it up. Usually, concerns were brought up during SSEC/SSGM meetings.
- How might Staff Senate improve its effectiveness in regard to accomplishing its initiatives?
  - Increase communication with Staff and use the Staff Senate community site more effectively.
- What resources are needed to assist Staff Senate in achieving its goals?
  - Budget to match what Faculty Senate is receiving.
  - SSEC is in the process of getting quotes for shirts for SSEC members to wear during College activities and events.
  - Promotional items to increase staff senate presence around campus.

- List the Staff Senate's recommendations for changing the description or composition of the Staff Senate to achieve its initiatives addressed for next year.
  - Will be discussed during summer meetings.

### **Recommendations**

- What topics should be addressed by the Staff Senate next year?
  - Review and revise Staff Senate By-Laws
  - Review and revise SSEC goals
  - Address recruitment and retaining of staff representatives in Institutional committees
  - Address how to mentor and recruit staff to become leaders in next SSEC 2018-2020
  - Address nominations and elections for Staff Senate elections
- Are there any additional roles or responsibilities Staff Senate should be addressing?
  - Will be discussed during the summer meetings.
- What issues, initiatives or work has the Staff Senate identified that other committee(s) and/or departments should address next year?
  - Will be discussed during summer meetings.