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APR 17 2017

GUAM COMMUNITY COLLEGE  
Continuing Education & Workforce Development  
(671) 735-5574

Guam Community College  
Human Resources

MEMORANDUM

Date: April 14, 2017  
To: Mary A.Y. Okada, Ed.D.  
President  
Via: Dr. Ray D. Somera, Ph.D.  
Vice President for Academic Affairs  
From: Rowena Ellen Perez  
Assistant Director  
Subject: Administrative Aide FTE, Permanent

Guam Community College

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APR 14 2017

PRESIDENT'S OFFICE

Initials: 58

I am respectfully requesting approval to recruit and hire for the position of Administrative Aide, FTE, permanent for Continuing Education and Workforce Development (CEWD) vacated by Stephanie Fernandez who was promoted as the Test Examiner for the Test Center. To continue our pursuit of the highest quality of service to our internal and external customers, we would like this Administrative Aide, FTE, permanent position to be filled as soon as possible for the following reasons:

1. Provide uninterrupted testing services as key alternate Test Proctor. There has been a 53% increase in services, a 36% increase in test vendor requests for satellite site consideration, and a 40% increase in WorkKeys® assessments for community members seeking employment.
2. This is a critical time to hire and train an Administrative Aide for the continuity of administrative support for student services required for the department.
3. To address a major administrative staff void which will result in the impact of 2 key administrative staff requiring medical intervention within the next 6 months with an absence of 6 weeks or longer for each individual. ] temporary
4. Required military training for 1 key administrative staff within the next 6 months and possibility of military deployment in 2018. ] temporary
5. Possibility of retirement by the 1 key administrative staff in 2018.

Please see Attachment A of current and anticipated CEWD activity of student services being provided.

R. Ray D. Somera, Ph.D.  
Vice President for Academic Affairs

4/14/17

Recommend



Do Not Recommend ☐

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

4/14/2017

Approved



Disapproved ☐

Cc: HRO

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MAY 08 2017 *juv*

Guam Community College  
Human Resources



**School of Trades & Professional Services**

Guam Community College

RECEIVED

MAY 04 2017

PRESIDENT'S OFFICE

Initials: *[Signature]*

**MEMORANDUM**

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

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

**FROM:** Virginia Charfauros Tudela, Ph.D.,  
Dean, TPS *[Signature]*

**SUBJECT:** Request to Recruit One (1) Full-Time LTA Faculty Position -Education and  
Two (2) Full-Time Faculty Positions-Cosmetology

**DATE:** May 4, 2017

Received

*[Signature]*  
MAY 04 2017

Academic Affairs Division  
Vice President's Office

I am requesting the recruitment of the following three (3) Full-Time LTA Faculty positions for AY2017-2018:

- **One (1) Education Faculty**
- **Two (2) Cosmetology Faculty** (Please see attached eligibility and qualifications for cosmetological instructors from the Guam Barbering and Cosmetology Act 2000). According to the Barbering and Cosmetology Act, "There shall be no more than twenty (20) students permitted per instructor, no more than three (3) shall be student instructors." In order to meet this requirement and the total contact hours needed for CM101, two instructors are needed.

Thank you for your consideration.

☒ Recommend *[Signature]* ☐ Do not recommend

R. Ray Somera, Ph.D., Vice President for Academic Affairs

☒ Approved ☐ Disapproved

*[Signature]*  
Mary Y. Okada, Ed.D., President

*cc: HLO*



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MAR 24 2017  
Guam Community College  
Human Resources

OFFICE OF VICE PRESIDENT FOR ACADEMIC AFFAIRS  
R. Ray D. Somera, Ph.D.

Guam Community College

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MAR 23 2017

March 21, 2017

TO: Dr. Mary A. Y. Okada  
President

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

SUBJECT: Job Announcement for Coordinator, Admissions and Registration

CC: Joann W. Muna  
Administrator, Human Resources

This memo seeks your approval to announce the position of Coordinator for Admissions and Registration.

Since the sudden demise of Patrick Clymer in July of last year, this position has been filled with a limited term appointment (LTA).

This is a critical position that needs to be filled permanently because of our upcoming accreditation visit in March 2018.

Thank you.

☒ Approved  
☐ Disapproved

Mary A. Y. Okada  
Dr. Mary A. Y. Okada  
President

Date 3.23.2017

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