Gmail by Google

BENJAMIN CRUZ <speaker@senatorbjcruz.com>

GCC Board Reporting Requirement - May 2017

BENJAMIN CRUZ <speaker@senatorbjcruz.com> Fri, May 19, 2017 at 3:25 PM
To: 34th Guam Legislature Clerks <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

5/19/2017	5/19/2017	Guam Community College	Guam Community College Board of Trustees reporting requirement for May 2017.*E-Mailed	34-17-529

[Quoted text hidden]

OFFICE OF SPEAKER BENJAMIN J.F. CRUZ

Committee on Appropriations and Adjudication

I Mina'trentai Kuattro na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910

T: (671) 477-2520/1 | F: (671) 477-2522 | www.senatorbjcruz.com

GL# 34-17-529
Speaker Benjamin J.F. Cruz

MAY 19 2017
Time: 325 [ ] AM [/] PM File No.
Received By:

2017 MAY 19 PM 3:49

2 attachments

BOT Reporting Requirement to Speaker.May2017.pdf
25K

5-5-2017 BOT mtg.signed.pdf
341K

0529

GUAMCOMMUNITYCOLLEGE

OFFICE OF THE PRESIDENT
Mary A.Y. Okada, Ed.D.

May 5, 2017

The Honorable Benjamin J.F. Cruz
Speaker, 34th Guam Legislature
155 Hesler Place
Hagåtña, Guam 96910
(via email: senator@senatorbjcruz.com)

Re: Boards & Commissions Reporting Requirements –May 5, 2017

Dear Speaker Cruz:

Transmitted herewith is the reporting requirements for Boards and Commissions pursuant to Public Law 31-233 regarding the Guam Community College Board of Trustees meeting of May 5, 2017.

If there are any questions, please contact me at 735-5638.

Senseramente,

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

Attachment

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, May 5 2017, 12:00 p.m.
President's Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Swearing In and Administration of the Oath of Office for elected GCC Trustee Student Member, Luke Fernandez
2. Roll Call
3. Recital of Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of March 10, 2017

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report*:
   - Financial Status of the College
   - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
   - Student Trustee
   - Faculty Advisory Member
   - Support Staff Advisory Member
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
   - Building 100 and Forensic Lab
   - Building 300
   - Wellness Center

VII. **NEW BUSINESS**

1. Updated Positions:
   a. Coordinator of Admissions & Registration
   b. Nursing and Allied Health Administrator
2. President's Travel Request (June-July 2017)

VIII. **EXECUTIVE SESSION**

1. Personnel Matters
2. Labor Management Relations
3. Legal Matters

IX. **ADJOURNMENT**

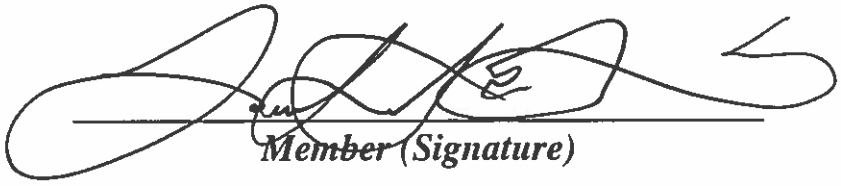
GUAM COMMUNITY COLLEGE
Board of Trustees

OATH OF OFFICE

I, LUKE FERNANDEZ, do solemnly swear in the presence of almighty God that I will well and faithfully support the Constitution of the United States, the laws of the United States applicable to Guam, and the laws of Guam, and that I will conscientiously and impartially discharge my duties as:

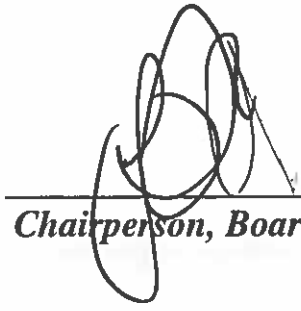
MEMBER, BOARD OF TRUSTEES
Guam Community College

Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct, Executed at Mangilao-Guam Community College on May 5, 2017.



Member (Signature)

The Oath of Office was administered by the Chairperson, Board of Trustees.



Chairperson, Board of Trustees (Signature)

CERTIFICATE OF

Election

GUAMCOMMUNITYCOLLEGE

Awarded to:

LUKE FERNANDEZ

Duly elected by the students of GCC and certified by the election committee, the above named individual is sworn in this 5th day of May 2017 as the student member of the Board of Trustees, to serve until April 2018.

Chairperson
Board of Trustees

Doc. No. 34GL-17-0259.*

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of March 10, 2017

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on March 10, 2017, was called to order at 12:00 p.m., by Chairperson Frank Arriola, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Frank P. Arriola, Chairperson; Mr. Richard P. Sablan, Vice Chairperson; Mr. Eloy P. Hara, Treasurer; Mr. Adrian Davis, Student Trustee; Ms. Deborah C. Belanger; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Ms. Gina Ramos, Secretary (schedule conflict); Mr. John Benito (off-island).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, Dean, TPS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Ms. Doris Perez, Assistant Director, Planning & Development; Attorney Rebecca Wrightson, Legal Counsel.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – February 3. 2017

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 3, 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS– None.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

1. President's Report: President Okada reported on the following:
Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2017: Based on the amount billed, the College has received a collective total of approximately 33% of its budget for FY2017, which equates to the following: $3 million from the General Fund, $154,000 from the General Fund that supports LPN and Vocational Guidance; $77,490 from the Apprenticeship Fund/General Fund; $182,400 for MDF; $24,154 from the Tourist Attraction Fund that supports LMP/ProStart.

FY2016: No additional funds were received for FY2016 but anticipate to receive something before the GCC audit is released. The College continues to communicate with DOA regarding this.

Capital Improvement Projects and other activities: President Okada reported the following:
-Anticipate a demonstration of the mass notification fire alarm system to take place on Monday, March 20, 2017 during the College Assembly. Will listen to the different sounds associated with the different drills. This was a $500,000 upgrade.
-Awaiting for the bid to be issued for the repair of structural cracks for Building 3000 and Building 4000.
-Another formal bid for the acquisition of air-conditioners will also be issued. Last year's bid was cancelled.
-The doors for the MPA building will be replaced. The Purchase Order for Kautz & Sons were already issued.
-The College has been successful with the water bottle filling stations throughout the campus and planning on expanding this.
-Bid proposals for the painting of the facility will be going out for bid.
-As part of GCC's sustainability initiatives:

- The sustainability office have a schedule for sorting mixed paper from the various GCC buildings and properly discarded.
- Since January 2017, the following were recycled: 37,000 lbs. of aluminum, 23 lbs. of plastic, 11 lbs. of metal and 30 lbs. of glass.
- This includes the proper disposal of 115 lbs. of trash and waste.

-As of February 28, 2017, all elevators on campus are properly working.

Other activities:
Accreditation updates:
-The President provided updates relating to Accreditation to be aware of the status of the preparations. She explained that Dr. Somera served as a member of the ACCJC evaluation team on an accreditation visit to Irvine Community College in California, Feb. 26-March 2, 2017; during the same period, Ms. Marlena Montague, Assistant Director for AIER, also served as a member of the ACCJC evaluation team on a visit to Saddleback College in California.

On their return to Guam, both Dr. Somera and Ms. Montague attended an assessment workshop, "Making Student Learning Assessment Useful and Used," hosted by the Kapiolani University in Hawaii. This was facilitated by Dr. Linda Suskie who was contracted by the ACCJC.

-The Institutional Self Evaluation Report (ISER) is in its second draft form and is also posted on MyGCC for the campus community feedback by the end of the week.
-Drafts from the Standards Chairs I-IV are being reviewed by a team of advisors before submission into a template developed by Dr. Somera.
-ISER writing process will be given during the College Assembly on March 20, 2017. Trustee Belanger will be providing comments on Standard IV, Leadership and Governance.
-Monday, March 13, 2017, is the official countdown for GCC's Accreditation visit, which will be 364 days before the visit.
-The Accreditation visit is May 12-15, 2018 and the President asked everyone to mark their calendar. A countdown meter will be displayed on the homepage of MyGCC to include a memo from Dr. Somera regarding the ISER timelines.
-A Joint meeting of the boards will be scheduled before the Accreditation visit to review the ISER and receive information on the accreditation process.
-The final ISER is due to ACCJC in December 2017 but will be submitted to them in late October, early November 2017 to provide the evaluation team a head start should they require additional information.
-To date, there are no issues that the College is aware of, however, the GCC Administrators have as a component of their evaluation, a specific Standard. For example, Financial Standards is part of the Finance & Administration Vice President's evaluation.
-The College has 512 apprentices, anticipate 100 completing.
-Graduation is May 12, 2017 at 4:00 p.m., at the UOG Calvo Field House.
-Effective October 1, 2017, several faculty members will be promoted. Each have received their letter of certification from the President. They are Jonah Concepcion, Dr. Toni Rose Concepcion, Eric Ji, Jose Lopez, Pilar Pangelinan, Zhaopei Teng and Trisha Unten.
-In preparation for Accreditation, the College is currently working with TRMA with the color code schematics for the buildings and will move forward for a RFP process for painting.
-As discussed with the Board in previous meetings, generators will be purchased for the Allied Health Center and Building A.
-Based on some work done by the department and in cooperation with the RIF Team and the Dean, the Cosmetology instructional space will be considered beginning this summer. Anticipate launching the Cosmetology program by Fall 2017. Working on the space because the curriculum program has since been updated.
-Major success for the College is the Resolution for the Career and Technical Education Program with the Department of Education.

- This is basically the funding for Title V that supports the various high schools programs.
- There is a bridge agreement that has been entered between GCC and Department of Education in cooperation and support with Senator Joe San Agustin and the Governor's Office through Eric Palacios.
- Have met with GDOE to provide the bridge funding for all CTE programs.
- As a result of this bridge agreement, the Culinary Team for LMP ProStart for Okkodo High School will be traveling for the national competition.
- Today, March 10, 2017, the College received the official notice from GDOE that the RFP

services for CTE has been released and the College will also be responding to this.
-When the new logo was launched, the Trustees have new t-shirts and will be provided with one.

2. Monthly Activities Report.

Student Trustee: Trustee Adrian Davis reported the following:
-March 3, 2017, "The Edge" student conference at the Westin Resort: Conference was a success with good attendance.
-March 30, 2017, Spring Festival in the Student Center Courtyard, 4pm-8pm: Student organizations will be selling food. Board members were invited to attend.

Faculty Advisory Member: Mr. Fred Tupaz reported the following:
-Most of faculty are in mid-term and are also preparing for the Spring Festival.
-Looking forward to the College campus visit with high school students. CTE employees will be assisting.
-Preparing for a GCC showcase event at the Micronesia Mall.
-Regarding the LOC documents, a record number of curriculum documents were reviewed in the same line as what the President explained in terms of assessment and accreditation.
-Spring 2018 schedule trying to get students to register with the Chalani 365 program.
-Further details regarding the BOT/Faculty Agreement will be explained under the New Business.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
-During the upcoming College Assembly on Monday, March 20, 2017, employees will be updated regarding the 2018 accreditation visit.

At this time, the Chair asked if there is an accreditation schedule especially for faculty. The President explained that everyone will be provided an accreditation update during the College Assembly, including posting of the ISER draft report on the website to give the campus community an opportunity to provide feedback to the Standards Chairs which are all faculty members.

3. Board of Trustees Community Outreach Report.
-Trustee Belanger attended the Engineer Week luncheon and the Guam Museum exhibition reception.
-Trustee Sablan attended the Lt. Governor's birthday on March 9, 2017.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Building 100 and Forensic Lab Extension Loan.

-Bldg. 100. The first change order was issued on February 22, 2017, submitted and approved for the removal of the Cosmetology area, which will be situated in another area. Also, included are the typhoon shutters for Bldg. 100 and Bldg. E to include window blinds. Anticipate another change order with regards to capping off the power source to Bldg. 100. The power source to this facility is old, which is tripping the generators in Bldg. E. The Chair requested to also have an assessment of the water pipes for leaks.

-Forensic Lab. Finalizing the protest on this project and response to this was sent out today, March 10, 2017. The College will have to wait for a response in fifteen (15) days and anticipate a resolution by this time.

-Building 300. Per last information received from Homeland Security regarding the FEMA funds, they are waiting for the Bureau of Budget and Resource Management Office to set up the account number so that they can issue the award. Once the account is set up, College will then go forward with the bid.

-Wellness Center. This project is still on hold but will review this with the other construction project timelines.

VII. NEW BUSINESS.

1. Additional FY2017 Capital Improvement Project. The President provided an overview of this project, as follows:
-In November 2015, a CIP project was identified as part of the 2017 CIP proposal that was approved by the Board to address the walkway between Buildings 1000 and 500.
-Today's request for the Board's consideration is to identify another project, which is to purchase the extension that a former vendor, Orchid Café, built while it was still in operation as a courtyard cafe.
-While Orchid Café was renting the courtyard café, an extension was built with the College's approval.
-In order for the College to purchase this extension, it would require the Board's approval.
-The College is requesting the Board's approval for an ADA covered walkway/ramp project so that it can submit this to GEDA as part of the funding for the Tobacco Series B.
-The authorization from the Board would be to reallocate the funding for the projects herein.
-The interest earned on the Tobacco Series B funds will be used to construct the walkway; and because the café extension is already built, it will be funded as a CIP project.
-As of December 2016, there is an available balance of $141,273 in the Tobacco Series B Endowment fund.
-Recommending this fund be used for the ADA walkway/ramp as part of the GCC CIP project.

There were questions from the Board as to what is included in the extension. The President confirmed that this extension has air-conditioning and is a furnished area that the students are

currently utilizing. After several discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD AUTHORIZES THE COLLEGE TO USE THE TOBACCO SERIES B ENDOWMENT FUND IN THE AMOUNT OF ONE HUNDRED FORTY-ONE THOUSAND TWO HUNDRED SEVENTY-THREE DOLLARS ($141,273) TO USE TO SUPPORT THE COST OF THE ADA COVERED WALKWAY/RAMP AS A GCC CAPITAL IMPROVEMENT PROJECT, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. BOT/Faculty Agreement. At this time, Trustee Belanger thanked Dr. Ray Somera, and Mr. Fred Tupaz, Chief Negotiators for the BOT-Faculty Union negotiations and for going through the negotiations process.

Trustee Belanger then reported as follows:
-The initial attempt began on March 2016 and was unsuccessful.
-Negotiations reconvened in September 2016 and completed negotiations on December 2016.
-The group collectively spent over 200 hours negotiating.
-Approach used was an Interest-Based Bargaining (IBB), which emphasized student success and mission excellence.
-The new Agreement will go into effect during Fall 2017 (Academic Year 2017-2018) through Fall 2023 (Academic Years 2022-2023) for six (6) years.

-The following were reported as highlights of changes in the Agreement:

- Faculty Senate/College Governing Council now have separation from the Union oversight.
- Faculty, including the Department Chairs, are defined as 9-month faculty.
- Separate provisions exist now for respective faculty (Secondary/Post Secondary Instructional & Secondary/Post Secondary Non Instructional).
- The Department Chair responsibilities are now more defined in the context of Administrative vs. Academic.
- Department Chairs will have options for 10, 11, 12 months periods and these will be separate from their workload.
- The Participatory Governance Committees have changes. The Local Union committees are included in the contract. Institutional committees are now under the purview of the Vice President for Academic Affairs (VPAA); and there will be a one year transition period.
- The Negotiations committee, formerly the Job Specs/Evaluation, convenes two (2) years prior to the contract expiration to make any suggestions for the next contract.
- The Advancement in Rank changes have new deadlines and the leadership requirement are only for certain ranks.

- There are four (4) additional personal days for leave for faculty but no payment for unused leave.
- There are additional articles: Secondary Non-Instructional; placeholder articles on Distance Education and Year Round Education.
- Workload changes are clearer and emphasize on instructional/non-instructional. responsibilities, not committee work. Faculty will report in 2 days prior to start of semester; last day is 3 duty days after last class; alternative working assignments require discussion with the Dean.
- Evaluation is more flexible in terms of mutually agreed upon timelines; flexible criteria for GenEd and Non Instructional; 4 ISMP goals in old evaluation rubric now changed to 7 categories + 8th category for Exceptional Activities. This must be approved by the evaluator, Dean and VPAA.
- The Agreement is easier to read, and is better formatted. It is also more flexible, focused on core duties and responsibilities. It is in line with the institutional goals (ISMP), which emphasize on student success and achievement and a high quality of work-life for faculty.

-At this time, Mr. Tupaz mentioned he wanted to also thank Dr. Ray Somera, Trustee Belanger and the rest of the administrative team for their part in the negotiations. He then reported the following:

- On January 20, 2017, faculty was to ratify the contract but asked for an extension during the last Board of Trustees meeting and was granted.
- Faculty was given until February 3, 2017 to review and provide comments.
- Faculty then met and also had a meeting with the Administrative team to go through the comments. Opportunity was provided for discussions on issues brought up.
- Training regarding the contract were scheduled for faculty on February10 and February 17, 2017.
- Twenty (20) faculty members attended the Feb. 10th training and none participated on Feb. 17th.
- A vote to ratify was scheduled on February 24, 2017.
- 71 of the 84 Faculty Union members turned out to participate in the vote. 45 voted in favor of ratification reflecting 63.3% of the 71 votes casted. 26 voted not to ratify and 13 members did not show up.
- The Union Executive Council met twice before officially certifying the results and address an issue regarding the election.
- As a result, the Union Executive Council made a decision to move forward with the ratification.
- Certification of the votes was provided to Dr. Somera on February 29, 2017.

The Board then made a motion as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD RATIFY THE AGREEMENT BETWEEN THE GCC FACULTY UNION, LOCAL 6476 AFT/AFL-CIO AND THE GCC BOARD OF TRUSTEES FOR FACULTY FOR ACADEMIC YEAR 2017-2023, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 12:37 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

1. **Personnel Matters**
2. **Labor Management Relations**
3. **Legal Matters**

At 12:57 p.m., the meeting reconvened to open session.

At this time, Trustee Deborah Belanger thanked and acknowledged the Negotiating Team for participating in the negotiations process, as follows:

For the Board: Dr. Ray Somera as the Chief Negotiator, Deborah Belanger, Dr. Mary Okada, Carmen Santos, Dr. Gina Tudela, Dr. Mike Chan, Joann Muna, and Pilar Williams.

For the Faculty: Fred Tupaz as the Chief Negotiator, Carl Torres II, Sally Sablan, Donna Cruz Christopher Dennis, Eric Chong, Barry Mead, and Dr. Karen Sablan.

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

IX. ADJOURNMENT. At this time, a motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE MEETING OF MARCH 10, 2017, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of March 10, 2017, adjourned at approximately 1:00 p.m.

SUBMITTED BY:

MAY 05 2017

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

MAY 05 2017

GINA Y. RAMOS
Secretary

APPROVED BY:

MAY 05 2017

FRANK P. ARRIOLA
Chairperson

COORDINATOR OF ADMISSIONS AND REGISTRATION

NATURE OF WORK IN THIS CLASS:

The Coordinator of Admissions and Registration is charged with the establishment and supervision of a comprehensive registration system, which will fulfill divisional as well as institutional needs that greatly benefit students. Responsibilities include the establishment and continuous assessment of a process for admission, retention, and completion of students for the whole institution as well as the development and maintenance of a computerized, centralized record keeping system for all divisions.

ILLUSTRATIVE EXAMPLES OF WORK (These examples may not include all the duties which may be assigned; and any one position may not include all the duties listed).

Develops a comprehensive registration system for all divisions – a quick and non-bureaucratic registration system which covers counter and web-based registration.

Establishes a system for the maintenance of all student records for the College. The system must conform to nationally accepted standards.

Supervises the transfer of student records to a central location as may be necessary from time to time.

Establishes a folder/file for each student which will be easily available when needed and where only pertinent information is kept.

Handles all admissions and registration inquires about the college and provided information to students who express interest in registering.

Reviews all applications for admission of foreign student and, when warranted, issues I-20 forms. Also handles requests for work-permits, extensions and multiple entry I-20.

Evaluates records for graduating students.

Reviews and certifies all official transcripts, diplomas and certificates.

Coordinates with all divisions for the issuance of diplomas and leads in arrangements for graduation ceremonies.

Directs and implements the print or online publication of the master class schedule each semester and the college catalog each academic year.

Meets and confers with various institutional constituents to gain understanding of institutional needs in the areas of admissions, registration, retention and completion of students.

Directs, administers, and maintains the student module of the student information system, in coordination and consultation with other department's modules.

Provides leadership for the department's continuous assessment process that aligns with institutional reporting deadlines.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Extensive knowledge of student admissions and registration policies and procedures of both the secondary and post-secondary levels.

Knowledge of nationally accepted standards in the development and maintenance of student records.

Knowledge of the provisions of the Family Educational Rights and Privacy Act (FERPA), including capability to conduct FERPA training for relevant college stakeholders.

Knowledge of course requirements in the various certificate and associate degree programs.

Ability to evaluate credits earned in other educational institutions and determine their acceptability/transferability to GCC.

Ability to make decisions in accordance with institutional policies and guidelines.

Ability to interpret and apply pertinent laws, regulations and policies governing student admissions and registration.

Skill in analyzing course contents of proposed new courses to determine if said new course will duplicate any existing course.

MINIMUM EXPERIENCE AND TRAINING:

A. Master's degree in computer science, psychology, educational administration or guidance counseling with one year experience in the area of admission and registration; or

B. Bachelor's degree in psychology, computer science, education or related field plus two (2) years experience in the area of admissions and registration.

Ratified: MAY 0 5 2017

FRANK P. ARRIOLA
CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade: M

Nursing and Allied Health Administrator

NATURE OF WORK:

The position of Nursing and Allied Health Administrator is a full-time academic administrator. The Nursing and Allied Health Administrator shall serve as the Director of Nursing and Department Chairperson for the Nursing and Allied Health programs. Primary responsibilities include planning, organizing, implementing, and evaluating the nursing and allied health programs. The Nursing and Allied Health Administrator shall work closely with the respective dean in curriculum, budgetary and personnel matters. Work is performed in accordance with established Board policies, laws, rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples may not include all the duties which may be assigned; and any one position may not include all the duties listed.)*

Ensures compliance with the Administrative Rules and Regulations for the Guam Board of Nurse Examiners as it pertains to the College's Nursing and Allied Health programs.

Directs, plans, organizes and coordinates all aspects of the Practical Nursing and Allied Health programs including funding, staffing, delivery and evaluation.

Works collaboratively with the Dean, faculty, and other staff to develop, implement and evaluate student admission, curriculum, retention, and graduation standards in the Practical Nursing and Allied Health programs.

Establishes and maintains partnerships with community-based organizations, hospitals, and other healthcare organizations.

Carries out functions of Nursing Director as regulated by the Guam Board of Nurse Examiners to ensure program compliance.

Provides leadership for the department's continuous assessment process that aligns with institutional reporting deadlines.

Supervises and evaluates assigned department faculty and staff; updates written job descriptions for staff positions; recommends the retention and employment of faculty and staff; coordinates department schedules and workload assignments.

Supervises the preparation, review and revision of the class schedule and the development of course curriculum, syllabi, catalogs or other materials related to the Practical Nursing Program and Allied Health programs.

Assists in the resolution of complaints and grievances by student, staff and faculty in accordance with College policies and procedures.

Works closely with the clinical site coordinators in arrangement of clinical sites and student compliance in clinical lab courses.

Develops annual budget; monitors and controls expenditures within adopted budget; oversees and prepares reports and ensures timely and accurate submission.

Tracks key academic metrics used to monitor performance of the Practical Nursing Program and Allied Health programs, including, but not limited to: NCLEX pass rates, graduation rates, student satisfaction, and graduate employment rates.

Participates on college committees and in community service opportunities as assigned.

Performs other related duties as required.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of nursing and allied health professions.

Knowledge of the institutional missions, goals and objectives of the College and their relationship to the nursing and allied health programs.

Ability to work effectively with a wide variety of people, both individually and in groups.

Ability to speak and write clearly, concisely, and effectively.

Ability to comprehend and analyze detailed written matter.

Ability to assess, organize and plan effectively.

Ability to prioritize work, establishes realistic timelines, and meets deadlines.

Ability to exercise independent judgment based on a thorough comprehension of pertinent rules and regulations.

Ability to supervise work and training of nursing and allied health personnel.

Ability to work effectively under pressure.

MINIMUM EXPERIENCE AND TRAINING:

A. A current, active and unencumbered registered nurse license on Guam; and

B. Must possess both a Bachelors' degree in nursing and a Master's degree in nursing; and

C. Educational preparation and at least two (2) years of experience in teaching and learning principles for adult education, including curriculum development and administration, and at least four (4) years of clinical experience; and

D. Current knowledge of nursing practice.

Ratified: MAY 05 2017

FRANK P. ARRIOLA
CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade: M

PRESIDENT'S TRAVEL SCHEDULE
June - July 2017

Conference Title/Sponsor	Date	Location
ACCJC Commission Meeting	**June 7-10, 2017**	**Oakland, CA**
ACCJC Presidential Search Final Interviews	**June 28-29, 2017**	**Novato, CA**
PPEC Summer Meeting	**July 15, 2017**	**Palau**
30th Pacific Education Conference	**July 16-18, 2017**	**Palau**

Funding Source in order of travel: 100% ACCJC reimbursement; 100% ACCJC reimbursement; 50% PPEC reimbursement; 100% PREL

Doc. No. 34GL-17-0259.*