Gmail

BENJAMIN CRUZ <speaker@senatorbjcruz.com>

MC Fwd: GCC Board Reporting Requirement - October 2017

BENJAMIN CRUZ <speaker@senatorbjcruz.com> Wed, Nov 22, 2017 at 2:37 PM
To: 34th Guam Legislature Clerks <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

11/22/2017	11/22/2017	Guam Community College	Guam Community College Board of Trustees reporting requirement for October 2017.*	34-17-1260

---------- Forwarded message ----------
From: **Bertha Guerrero** <bertha.guerrero@guamcc.edu>
Date: Wed, Nov 22, 2017 at 2:33 PM
Subject: GCC Board Reporting Requirement - October 2017
To: speaker@senatorbjcruz.com
Cc: Edward Pocaigue <epocaigue@senatorbjcruz.com>

GL#34-17-126
Speaker Benjamin J.F. Cruz

NOV 22 2017
Time: 2:54 [ ] AM [ ] PM File No.
Received By:

To: Office of Speaker Benjamin J.F. Cruz

Hafa Adai,

Attached is the official transmittal relative to the Guam Community College Board of Trustees reporting requirement for October 2017.

Please acknowledge receipt.

Si Yu'us má'ase,

Bertha Guerrero, Administrative Secretary

Board of Trustees & Foundation Board of Governors

Guam Community College

Office: 671-735-5638 * Fax: 671-734-1003

P.O. Box 23069 GMF; Barrigada, Guam 96921

Email: bertha.guerrero@guamcc.edu

Guam Community College 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.

Guiya i Kulehon Kumunidát Guahan, i mas takhilo' mamanagüen fina'che'cho' yan i teknikát

na kinahulo' i manfafache'cho' ya u na' guaguaha nu i manakhilo' yan manmanlek na tininge'

ni i mammafunanágui yan i fina'na'guen cha'cho' para Mikronesiha.

2017 NOV 22 PM 2:54

E-mail administered by Guam Community College

OFFICE OF SPEAKER BENJAMIN J.F. CRUZ

Committee on Appropriations and Adjudication

I Mina'trentai Kuatro na Liheslaturan Guahan

Guam Congress Building · 163 Chalan Santo Papa | Hagåtña, GU 96910

t (671) 477-2520 | f (671) 477-2522 www.senatorbjcruz.com

2 attachments

10.19.17 Reporting Requirements.to Speaker.pdf
26K

10-19-2017.BOTmtg.signed.pdf
423K

GUAMCOMMUNITYCOLLEGE

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

October 19, 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 – October 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 October 19, 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 – Thursday, October 19, 2017, 12:00 p.m.
President's Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. 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 August 11, 2017

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report*:
   - Financial Status of the College
   - Capital Improvement Projects (CIP)
   - Accreditation Update (with Data Extract)
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. BOT Fiscal Calendar (2017-2018)
2. BOT Assessment Plan (2018-2020)
3. President's Travel Request (October-November 2017)

VIII. **EXECUTIVE SESSION**

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

IX. **ADJOURNMENT**

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of August 11, 2017

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on August 11, 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; Ms. Deborah C. Belanger; Mr. Luke Fernandez, Student Trustee. **Other members:** Ms. Gina Ramos, Secretary (schedule conflict); Mr. John Benito (off-island).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Dr. Michael Chan, Dean, TSS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; 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 – June 1, 2017

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF JUNE 1, 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – Letter from ACCJC regarding adjustments to the accreditation visit to March 6-9, 2018 due to an upcoming Guam holiday in observance of Guam History and Chamorro Heritage Day and a retreat previously scheduled for the ACCJC Commissioners that coincides with the initial visit in 2018.

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: Since the last meeting, which was in June 2017, there is good news with the College's

financial status. As of August 11, 2017, the College is now in a good cash position due to receiving 65% of its total General fund allotment. There were discussions with DOA and have agreed to initially release $500,000 to the College every week. After further discussions and in order to catch up with the College's allotment releases, DOA increased the amount to a total of $700,000 each week. Allotment releases has been consistent and anticipate will be caught up before FY2017 ends.

The President further reported that last semester there was a hold on professional and staff development travel, however, with the current financial status, it will be lifting this restriction.

The College has received year to date 68% of its allotment for FY2017 which equates to the following: $11,079,527.85 from the General Fund to support operations, approximately $626,700 from the General Fund that supports LPN and Vocational Guidance; $281,000 from the Apprenticeship Fund/General Fund; $182,437 for MDF; $24,000 from the Tourist Attraction Fund to support the ProStart and Culinary Program; plus capital improvement fund of $185,000. This equals to a total of $12,379,980.44 received for FY2017.

The College will continue to monitor its allotment releases, which has seven (7) weeks left to receive the remainder of its appropriations for FY2017.

Capital Improvement Projects and other activities: President Okada reported the following:
-Campus painting projects for four (4) major buildings at the front of the campus are ongoing. Should be completed by August 25, 2017. There is a little bit of an interference with the start of the semester but notices are posted online for the entire campus community.
-Anticipate the next series of buildings for the painting project will be put out for bid during the Christmas break so as not to interfere with the students navigating on campus.
-Completed the balancing of the humidity in Room 3127 in the Allied Health building and faculty is moving back into this facility as of today.
-Bid proposals for the ADA walkway is being evaluated. This area is located by Building 500, which is a very steep hill.
-There has been two (2) unsuccessful bids sent out twice for the renovation of the Cosmetology classrooms. The College, however, is soliciting price quotes from vendors so that this project can move forward.
-Another unsuccessful bid is for the Cloud base infrastructure for MIS. The College will also solicit price quotes for this project. The challenge for this is that most of the internet based companies are off-island, including those that the College has been dealing with throughout the years. It makes it difficult for these companies to submit bids while they are off-island.

Other activities:
-There are four (4) different academies that are concurrently ongoing at the College, which has not happened in a long time. The Criminal Justice Academy will be having its completion ceremony the evening of August 11, 2017.
-The College is hosting a first-ever Marine Terrestrial Law Enforcement Academy from around the Pacific Region to include Pohnpei, Kosrae, Chuuk, Palau, and Yap in collaboration with the Department of Agriculture. Also ongoing is the Department of Corrections cycle and the Guam Fire Department cycle.

-Recently, through a partnership with the University of Hawaii at Manoa, and through funding from the U.S. National Science Foundation (NSF), the College had an opportunity to bring representatives from the Pacific Region with the idea of increasing STEM majors among the Pacific Islanders. This collaboration was headed by Professor Joni Kerr from the GCC Science department.
-GCC participated in the 73rd Liberation Day Parade on July 21, 2017, the highlight of this event was to showcase the new GCC logo and in celebration of its 40th year anniversary.
-The College completed its testimony for its FY2018 Budget Request and President Okada also provided testimony for the bi-annual budget submitted by Speaker Cruz.

Accreditation Updates (with Data Extract): The President reported the following data:
-Provided data for the Board on what the institution's set standards are in terms of the graduation rates for college level students and pre-collegiate students for 2008-2013.
-She explained that on the table during the period of 2008-2013, the fall cohort institutional set standard is 25% of the fall cohort. This means the first time, full-time degree seeking students that graduate with 150% of the normal time. That the second table to the right is completion within 200% of the normal time.
-The President further explained that basically the 150% means that a 2-year degree takes 3 years for completion and 200% means a 2-year degree takes a student 3 years to complete.
-These are the institutional set standards that are identified as part of the accreditation process and how the College is tracking with that.
-It is difficult for Associate degree students because most of the enrollment are part-time students.
-Will continue to monitor these standards to ensure that they are obtainable and sustainable.
-Data will also be entered into the annual GCC Factbook.
-The Board were also informed that to date, that approximately 140 students are currently taking advantage of the CLYMER program, which includes, public, private and Department of Defense students.
-Data are also provided during the GCC Convocations and College Assembly.
-These data also helps GCC how to plan, budget, recruit, and facilities usage.

2. Monthly Activities Report.

Student Trustee: Trustee Luke Fernandez reported the following:
-Aug. 16, 2017 (Wed.): First day of classes for the new semester.
-Sept. 1, 2017 at the MPA: 8:30am is the Student Organization Officer & Advisor Induction Ceremony; Student Organization Officer & Advisor Training and the COPSA General Membership meeting; and the Student Organization Health Certificate Workshop.
-Sept. 15, 2017: COPSA General Membership Meeting.
-Sept. 21, 2017: Fall Festival and the Tour of the Pacific, 4pm-8pm in the Student Center Courtyard.
-Sept. 29, 2017: The "Need to Lead" student conference will be held at the Pacific Star Resort in Tumon.

There was a concern regarding unpainted areas that seemed incomplete but was informed the campus painting project is still ongoing.

Faculty Advisory Member: Mr. Fred Tupaz reported the following:
-Faculty are looking forward to the new academic year and anticipate working with the administration with the new BOT-Faculty Union contract in place.
-Some long term employees retired but some will return as adjuncts.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
-Staff are busy with registration for the new semester.
-Computer in the student lab and library have been upgraded.
-Waterblasting on campus especially within the parking areas with parking stalls being painted as well.

3. Board of Trustees Community Outreach Report.
-June 17, 2017, GCC 40th Anniversary Leadership dinner, attended by Trustees Gina Ramos, Richard Sablan, Frank Arriola, and Deborah Belanger.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

-Bldg. 100. Construction is ongoing and still progressing well and anticipated deadline is during the first quarter of 2018. Awaiting timeline extension from contractor due to losing his H2 workers.

-Forensic Lab. This was sent out for a rebid with two (2) potential bidders. Awaiting the final evaluations and anticipate receiving this before the end of the August 2017.

-Building 300. A bid will go out for this construction next week. Federal funding for this has been awarded and will continue to move forward on this project.

-Wellness Center. The President is currently working out a strategy with the Vice Presidents to put together a funding proposal. Anticipate completing the proposal in 2018, which will also go through the governance process to obtain feedback on this funding strategy.

Due to some of these projects being Federally funded there are certain obligations that has to be met and construction has to move forward even with other construction projects currently ongoing. The College will also be meeting with USDA regarding its loans.

VII. NEW BUSINESS.

1. BOT POLICY REVIEW (Continuation). The President reported that several months ago a BOT Policy review was scheduled and several policies were updated. Copies of the adopted policies with recommendations were provided to the Board for consideration. After discussions and review, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD ADOPT THE UPDATED BOARD OF TRUSTEES POLICIES, AS PRESENTED, WITH CORRECTIONS, AS FOLLOWS: POLICY 306-COMPREHENSIVE ASSESSMENT OF INSTRUCTIONAL PROGRAMS, STUDENT SERVICES, ADMINISTRATIVE UNITS AND THE BOARD OF TRUSTEES; POLICY 310-INSTRUCTIONAL CALENDAR, POSTSECONDARY AND SECONDARY; POLICY 315-SATELLITE CAREER/TECHNICAL PROGRAMS (CTE), AUTHORIZATION; POLICY 320-ARTICULATION AND TRANSFER AGREEMENTS; POLICY 325-GUAM'S CAREER AND TECHNICAL EDUCATION SYSTEM; POLICY 330-GUAM'S ADULT EDUCATION PROGRAMS; POLICY 335-WORKFORCE DEVELOPMENT ADVISORY COMMITTEES FOR CAREER AND TECHNICAL EDUCATION (CTE); POLICY 345-CREDIT HOUR POLICY; POLICY 350-PRIOR LEARNING ASSESSMENT; POLICY 400-PROFESSIONAL DEVELOPMENT; POLICY 410-STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL - EMPLOYEES; POLICY 420-RECRUITMENT ABOVE THE MINIMUM STEP; POLICY 425-PAY ADJUSTMENT OF PROMOTION; POLICY 430-VOLUNTEER POLICY-FOR INSTRUCTIONAL/NON-INSTRUCTIONAL SERVICES; POLICY 440-APPEALS TO THE CIVIL SERVICE COMMISSION; POLICY 465-EMERITI AT THE GUAM COMMUNITY COLLEGE; POLICY 470-THE GUAM COMMUNITY COLLEGE CODE OF ETHICS; POLICY 475-GCC'S MERIT BONUS POLICY; POLICY 500-POSTSECONDARY STUDENT HANDBOOK; POLICY 505-STUDENT CO-CURRICULAR ACTIVITIES; POLICY 510-ADMISSION AND ATTENDANCE OF INCARCERATED STUDENTS; POLICY 515-PACIFIC ISLANDS STUDENT ENDOWMENT FUND; POLICY 520-"ENRICHMENT STUDENT" CATEGORY; POLICY 711-GCC APPRENTICESHIP TRAINING PROGRAM. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. ABOVE STEP RECRUITMENT FOR THE NURSING & ALLIED HEALTH ADMINISTRATOR. The President explained that she would need to be comfortable with the administrative and process steps for GCC to hire a Nursing and Allied Health Administrator. That there are different policies that allow for this.

Resolution 2-2001 allows for the recruitment above the minimum step for allied health and emergency medical service professionals. This was for the full time faculty members that GCC was trying to recruit for Allied Health and nursing because it was having difficulties recruiting.

BOT Resolution 10-2008 allows for the recruitment for full-time nurses not to exceed Step 10.

Board of Trustees Policy 420 also allowed the President, "with the approval of the Board of Trustees, authorize recruitment at a higher Step not to exceed Step 10 if such action is based on recruitment difficulties or by the new employee's special or unusual qualifications or experience."

Then the Board recently approved the Allied Health Administrator position, which used to be a faculty position but labeled as an administrator in the old contract. In the new contract, it is an

administrative position.

These Resolutions and policies do not allow the President to hire the position of Nursing and Allied Health Administrator to Step 10. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE TO ALLOW THE GUAM COMMUNITY COLLEGE TO HIRE FOR THE POSITION OF NURSING AND ALLIED HEALTH ADMINISTRATOR FROM STEP 7 TO STEP 10, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. **5-Year Strategic Resource Plan.** The President explained that this plan was previously approved by the Board and has since been updated. This updated plan has gone through the College Governing Council and the Resource Planning and Facilities committee. The Board was then presented with the updated 5-Year Strategic Resource Plan for 2017-2021 for consideration.

After discussions, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE UPDATED 5-YEAR STRATEGIC RESOURCE PLAN FOR 2017-2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

4. **President's additional travel.** The President informed the Board of the following travel request: PPEC Fall meeting, October 12-13, 2017, in Honolulu, Hawaii, 50% PPEC reimbursement. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR OCTOBER 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Mr. Fred Tupaz announced that the annual John K. Lee 5K is scheduled for November 11, 2017 and asked the Board to save this date as part of the GCC 40th Anniversary celebration. He mentioned that the students are organizing this event, however, they are seeking additional support from the Board. BOT Chair Frank Arriola mentioned he will provide his support after the planning of the September 30, 2017 GCC golf tournament. Mr. Tupaz also mentioned he will be contacting the President regarding this.

At approximately 1:05 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:24 p.m., the meeting reconvened to open session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE LUKE FERNANDEZ, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE PRESIDENT'S REPORT BE ACCEPTED, WITH CORRECTIONS. 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 LUKE FERNANDEZ, THAT THE MEETING OF AUGUST 11, 2017, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of August 11, 2017, adjourned at approximately 1:25 p.m.

SUBMITTED BY:

OCT 19 2017

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

for OCT 19 2017

GINA Y. RAMOS
Secretary

APPROVED BY:

OCT 19 2017

FRANK P. ARRIOLA
Chairperson

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

Standards of Good Practice

In support of effective community college governance, the Board[1] believes:

- That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- That it must clearly define and articulate its role;
- That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
- That it always strives to differentiate between external and internal processes in the exercise of its authority;
- That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
- That its trustee members vote their conscience and support the decision or policy made;
- That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
- That it endeavors to remain always accountable to the community;
- That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

[1] *The term "board" refers to a community college board of trustees or appropriate governing authority*

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

Member in Good Standing

Presented to

Guam Community College

for

July 1, 2017 – June 30, 2018

Bakari G. Lee, ACCT Chair

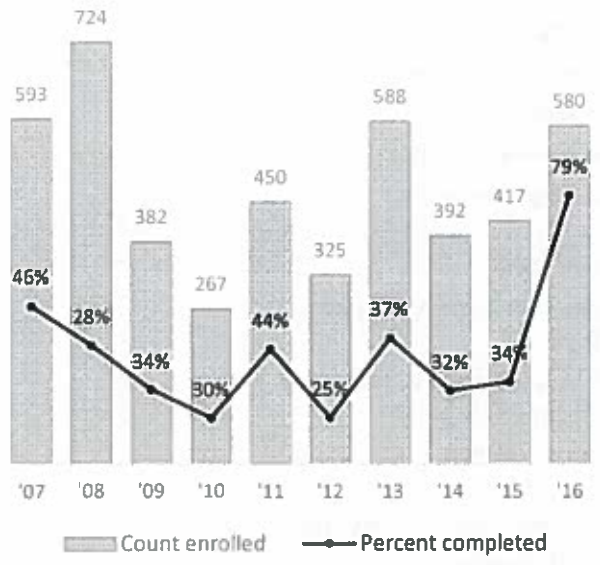
J. Noah Brown, ACCT President and CEO

DATA EXTRACT #3
(Meaningful Data for the GCC Board)

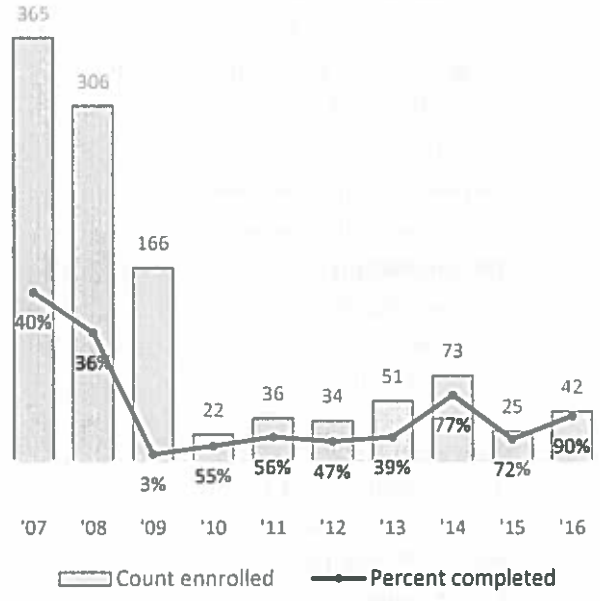
Adult Education

Percent Completers by Program[1,2]

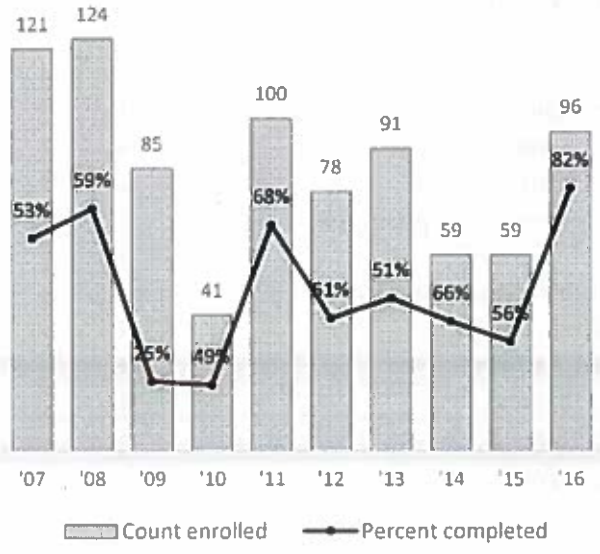
Adult Basic Education



Adult Secondary Education



English as a Second Language



2016 Enrollment by Age and Ethnicity

	Age Category (years old)					
	16-18	19-24	25-44	45-59	60+	Total
Native Hawaiian or Other Pacific Islander	101	196	157	25	1	480
Asian	20	33	75	34	9	171
Hispanic of Latino	9	9	14	1	1	34
Two or more races	4	6	5	2	0	17
White	3	3	2	1	2	11
American Indian or Alaska Native	0	1	1	0	0	2
Black or African American	0	1	2	0	0	3
Total	137	249	256	63	13	718

[1] **Count enrolled**: number of students having acquired at least 12 hours of instruction during the program year. **Percent completed**: percent of students (i.e. "count enrolled") who have completed a level of competency.
[2] **ABE**: Adult Basic Education; **ASE**: Adult Secondary Education; **ESL**: English as a Second Language.

Apprenticeship

Enrollment by Employer[1]

Public Sector			
Guam Police Department	55	Guam Waterworks Authority	6
Department of Corrections	40	Judiciary of Guam	5
Department of Land Management	27	Port Authority of Guam	5
Guam Power Authority	19	Department of Youth Affairs	4
GHURA	14	Guam Law Library	2
Department of Education	10	Guam Housing Corp.	1
Department of Administration	7	Guam Legal Services	1
Private Sector			
Docomo Pacific	62	Baldyga Group	2
GTA Teleguam	50	Duenas, Camacho Associates	2
Cabras Marine	43	DZSP 21	2
G4S Security Systems	22	EURO Car Servicing, Inc.	2
Hawaiian Rock Products	11	G4S Secure Solutions	2
JMSI Electrical, LLC.	11	Ironwood Estates	2
Nissan Motors Guam	11	Ironwood Manor	2
Barrett Plumbing	9	Micro. Renewable Energy, Inc.	2
Gulf Copper	9	Pacific Biomedical	2
Nippo Corp.	9	RLS Services	2
Atkins Kroll	7	Sumitomo Mitsui	2
Core Tech Int'l	7	Universal Tire Supply	2
Lam Lam Tours	7	Addison Global Interiors	1
TLC Day Care	7	Arluis Weddling	1
IMCO General Incorporated	6	ASIG	1
Korando	5	Asu Smokehouse	1
Mid Pac Far East	5	Carrier Guam, Inc.	1
Perez Bros.	5	F.A.C.S. Inc.	1
AAFES Car Care	4	Island CERTS Corp.	1
Infant of Prague	4	Kloppenburg Enterprises, Inc.	1
P.R. Balagtas	4	Lots of Learning	1
Cars Plus	3	Pacific Human Resources	1
Guam Auto Spot	3	TG Engineers	1
Pacific Unlimited	3	United Tire Service	1
Tristar Terminals Guam, Inc.	3	V.P. Olivares	1
A/C Technology, Inc.	2	W.B. Flores & Co.	1
		Grand Total	546

[3] Enrollment count from October to December of each year.

GUAM COMMUNITY COLLEGE
Board of Trustees
Annual Fiscal Year Calendar, October 2017 thru September 2018
Approved by GCC Board of Trustees: October 19, 2017

OCTOBER 2017	NOVEMBER 2017	DECEMBER 2017	JANUARY 2018
MARCH 6-9, 2018 ACCJC TEAM VISIT 19- Thurs., BOT monthly meeting (12pm) campus 23- College Assembly, 8am-4pm 25- Wed., Foundation Board of Governors mtg, 12pm, GCC campus **-GCC PAR EXCELLENCE GOLF TOURNAMENT (Leo Palace (scheduled in Sept. 2017)** -ACCT Annual Leadership Congress (was in Las Vegas Sept. 2017) **TBA - BOT Retreats** **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)	**MARCH 6-9, 2018 ACCJC TEAM VISIT** 03- Fri., BOT monthly meeting (12pm) 10- GCC 40th Anniversary Gala 12- Sun., Annual 2/5K Run (John K. Lee re scholarships) 29- Wed., Foundation Board of Governors mtg, 12pm, GCC campus **TBA Sat., -Board of Trustees /Foundation Board Annual Meeting** (Joint Boards Retreat) **(Per Board Bylaws, Article III, Section 1)** **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 **Reminder: BOT Elections December 2017** The officers of the Board of Trustees shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer. Officers are elected at the December meeting in odd numbered years and shall serve two (2) year terms. **TBA-POLICY REVIEWS**	**MARCH 6-9, 2018 ACCJC TEAM VISIT** 01- Thurs., BOT monthly meeting (12pm) **Reminder: BOT Elections 2017** 13- Wed., Foundation Board of Governors mtg, 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: 31- GCC's Annual Report to the Governor (**update BOT training) **Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(d): Continuing Education for Board and Commission Members. Each year, the members of each board and commission *shall*, as a form of continuing education, complete the applicable educational program for the board or commission on which they serve. **TBA-POLICY REVIEWS**	**MARCH 6-9, 2018 ACCJC TEAM VISIT** 05- Fri., BOT monthly meeting (12pm) 17- Wed., Foundation Board of Governors mtg, 12pm, GCC campus TBA Mtg .of the Joint Educational Board (P.L. #19-40, 17 GCA, Chapter 16A) NOTE: (**update BOT training) BOARDS & COMMISSION EDUCATIONAL REQUIREMENT **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7120.2) **TBA-POLICY REVIEWS**

*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "…complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."

PLEASE NOTE: Dates are subject to change.

Ver.3

OCT 19 2017

Doc. No. 34GL-17-1260.*

GUAM COMMUNITY COLLEGE
Board of Trustees
Annual Fiscal Year Calendar, October 2017 thru September 2018
Approved by GCC Board of Trustees: October 19, 2017

FEBRUARY 2018	MARCH 2018	APRIL 2018	MAY 2018
MARCH 6-9, 2018 ACCJC TEAM VISIT 2- Fri., BOT monthly meeting (12pm) 21- Wed., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 BOARD: No later than the 15th of February, submittal of GCC's annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature **TBA-POLICY REVIEWS**	2- Fri., BOT monthly meeting (12pm) 6-9 **ACCJC TEAM VISIT** 21- Wed., Foundation Board of Governors mtg, 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 **TBA-POLICY REVIEWS**	6- Fri., BOT monthly meeting (12pm) 8- Wed., Foundation Board of Governors mtg, 12pm, GCC campus *New Student Trustee elected **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: For FY2017 - Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7120.2) **TBA-POLICY REVIEWS**	4- Fri., BOT monthly meeting (12pm) (New Student Trustee sworn in) 11- Fri., **GCC COMMENCEMENT, 6:00pm.** 23- Wed., Foundation Board of Governors mtg, 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 **TBA-POLICY REVIEWS**

Doc. No. 34GL-17-1260.*

OCT 19 2017

*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "…complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."

PLEASE NOTE: Dates are subject to change.

Ver.3

GUAM COMMUNITY COLLEGE
Board of Trustees
Annual Fiscal Year Calendar, October 2017 thru September 2018
Approved by GCC Board of Trustees: October 19, 2017

JUNE 2018	JULY 2018	AUGUST 2018	SEPTEMBER 2018
1- Fri., BOT monthly meeting (12pm) 20- Wed., Foundation Board of Governors mtg, 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: **June 30th - Graduate** Employment Report due re Public Law 32-181 **TBA-POLICY REVIEWS**	6- Fri., BOT monthly meeting (12pm) 18- Wed., Foundation Board of Governors mtg, 12pm, GCC campus **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor (Per 5GCA, Chapter 43, §43107) BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7120.2) **TBA-POLICY REVIEWS**	3- Fri., BOT monthly meeting (6pm) TBA Convocation **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 BOT Annual Educational Requirements, Public Law #32-031 ***ACCT Leadership Congress, New York, New York, October 24-27, 2018** **TBA-POLICY REVIEWS**	7 or14- Fri., BOT monthly meeting (12pm) 19- Wed., Foundation Board of Governors mtg, 12pm, GCC campus TBA- Meeting of the Joint Education Boards (P.L. 19-40, Chapter 16A) ***ACCT Leadership Congress, New York, New York, October 24-27, 2018** TBA- **POLICY REVIEWS** **TBA- GCC PAR EXCELLENCE GOLF TOURNAMENT (Leo Palace, Sept. or Oct. 2018** **TBA-College Assembly** **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 **TBA-POLICY REVIEWS**

Adopted by the GCC Board of Trustees: **Date:** OCT 19 2017

FRANK P. ARRIOLA, Chairperson

*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "…complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."

PLEASE NOTE: Dates are subject to change. Ver.3

Doc. No. 34GL-17-1260.*

GUAM COMMUNITY COLLEGE
AY 2018-2020 Board of Trustees Assessment Activities & Timeline

GOAL #1 Review of Board Policies	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
Policy Review *(Continued).* Continue to evaluate and amend periodically Board Policies and update By-Laws to align processes and procedures, as necessary and appropriate.	**1a.** Follow and implement the established annual schedule for the evaluation of board policies (including the mission statement review) in compliance with Board of Trustees Membership Handbook **1b.** Conduct periodic review of the Board's Policies for publication both in print and electronic format. Include update of BOT membership Handbook.	**1a.** January 2018 **1b.** BOT monthly meetings and as scheduled.	Board of Trustees: *All BOT members Staff and President: * Divisional departments and Board's Administrative Secretary * Vice President, Academic Affairs * Vice President, Finance & Administration

CONCUR: X
DO NOT CONCUR: _____

OCT 19 2017

Frank P. Arriola
Chairperson, Board of Trustees

Doc. No. 34GL-17-1260.*

GUAM COMMUNITY COLLEGE
AY 2018-2020 Board of Trustees Assessment Activities & Timeline

GOAL #2 Board Assessment	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
Assessment *(Continued).* Continue to set an example by engaging all stakeholders in the College's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.	**2a.** Implement a regular schedule for board assessment training to increase and deepen members' knowledge of assessment and accreditation for accountability and improvement. **2b.** Include the input and participation of the Management Team, Faculty Senate, Staff Senate, and Council On Postsecondary Student Affairs (COPSA) in the Governing Board Assessment Questionnaire (GBAQ) process. **Outcome:** • Board of Trustees' forum for Faculty Senate, Staff Senate, and the Council on Postsecondary Student Affairs (COPSA)	**2a.** Semi-Annually • December 2017 • August 2018 **2b.** GBAQ to be conducted • November 2017 • Final Report: February 2018	Board of Trustees: Entire Board Staff: *Assistant Director, Office of Assessment, Institutional Effectiveness & Research (AIER) *Board's Administrative Secretary

CONCUR: X
DO NOT CONCUR: _____

OCT 19 2017

Frank P. Arriola
Chairperson, Board of Trustees

Doc. No. 34GL-17-1260.*

GUAM COMMUNITY COLLEGE
AY 2018-2020 Board of Trustees Assessment Activities & Timeline

GOAL #3 Governance	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
Governance Evaluation *(Continued).* Continue to assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.	3a. Participate actively in campus-wide governance survey. **Outcome:** • Evidence of input by the Management Team, faculty, staff and student representatives present at Board meetings will reflect their close connection with the participatory governance process.	3a. Spring 2018	Board of Trustees: *Entire Board Staff: *Assistant Director, Office of Assessment, Institutional Effectiveness & Research (AIER) *Board's Administrative Secretary

CONCUR: X
DO NOT CONCUR: ____

OCT 19 2017
Frank P. Arriola
Chairperson, Board of Trustees

Doc. No. 34GL-17-1260.*

PRESIDENT'S TRAVEL SCHEDULE
October - November 2017

Conference Title/Sponsor	Date	Location
REL Board Meeting	October 3-6, 2017	Honolulu, HI
WestCare Tri Annual Board of Directors Meeting	October 27-30, 2017	Las Vegas, NV
17th Annual Pacific Regional Investment Conference	November 30-December 1, 2017	Manila,PI

Funding Source in order of travel: McREL International (100% funded); WestCare (100% funded); APAFS reimbursement (TBD)

Doc. No. 34GL-17-1260.*