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BENJAMIN CRUZ <speaker@senatorbjcruz.com>

MC Fwd: GCC Board Reporting Requirement - November 2017

BENJAMIN CRUZ <speaker@senatorbjcruz.com> Fri, Dec 1, 2017 at 8:26 AM
To: 34th Guam Legislature Clerks <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

12/1/2017	12/1/2017	Guam Community College	GCC Board Reporting Requirement - November 2017*	34-17-1283

---------- Forwarded message ----------
From: **Bertha Guerrero** <bertha.guerrero@guamcc.edu>
Date: Thu, Nov 30, 2017 at 2:13 PM
Subject: GCC Board Reporting Requirement - November 2017
To: speaker@senatorbjcruz.com
Cc: Edward Pocaigue <epocaigue@senatorbjcruz.com>

GL# 34-17-1283
Speaker Benjamin J.F. Cruz

DEC 0 1 2017
Time: 826 [ ] 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 November 2017.

Please acknowledge receipt.

2017 DEC -1 AM 8:27

Si Yu'us må'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 Kumunidåt Guåhan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikåt na kinahulo' i manfåfache'cho' ya u na' guåguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananågui yan i fina'na'guen cho'cho' para Maikronesiha.

GCC GUAMCOMMUNITYCOLLEGE

1283

E-mail administered by Guam Community College

--

OFFICE OF SPEAKER BENJAMIN J.F. CRUZ

Committee on Appropriations and Adjudication

I Mina'trentai Kuattro na Liheslaturan Guahan

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

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

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2 attachments

11.16.17 Reporting Requirements.to Speaker.pdf
26K

11.16.17.BOTmtg.signed.pdf
978K

GUAMCOMMUNITYCOLLEGE

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

November 16, 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 – November 2017

Dear Speaker Cruz:

Transmitted herewith is the reporting requirements for Boards and Commissions pursuant to 5 GCA, Chapter 8, §8113.1 regarding the Guam Community College Board of Trustees meeting of November 16, 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, November 16, 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 October 19, 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#4)
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 By-Laws update
2. President's Travel Request (December 2017-January 2018)

VIII. **EXECUTIVE SESSION**

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

IX. **ADJOURNMENT**

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of October 19, 2017

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on October 19, 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 represented by Ms. Jonita Kerr; 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. Doris Perez, Assistant Director, Planning and Development; 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 – August 11, 2017

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF AUGUST 11, 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – Certificate as a "Member of Good Standing" received from the Association of Community College Trustees (ACCT) for July 1, 2017-June 30, 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: As the College closed FY2017, it received 79% of the General Fund for its appropriations.

The College has received year to date 83% of its allotment for FY2017 which equates to the following: $14,078,648 from the General Fund to support operations, approximately $696,333 from the General Fund that supports LPN and Vocational Guidance; $312,000 from the Apprenticeship Fund/General Fund; $182,400 for MDF; $24,154 from the Tourist Attraction Fund to support the ProStart and Culinary Program.

Do not anticipate receiving any funds for MDF but Apprenticeship programs will continue. Received $278,922 for the USDA repayment loan. None received for the First Generation Fund of $200,000. To date the College is owed a balance of $3 million with the 10% set aside for FY2017. Anticipate receiving the balance before December 31, 2017. Will continue to track this and work with the Department of Administration.

FY2018: The College received $1.4 million as of October 2017. Received $700,000 twice and anticipate receiving $1.4 million every month. Still working on trying to collect the remainder of last fiscal year's funds but have been receiving for FY2018 appropriations making the cash flow good and will continuously work with DOA on this.

Capital Improvement Projects and other activities: President Okada reported the following:
-Several CIP projects are ongoing since last fiscal year such as the painting on campus beginning with the Anthony Leon Guerrero Allied Health building, the Learning Resource Center (LRC), the Student Center and the Foundation Building.
-Phase II of the painting project will be for the Technology Center and the administration building. This will be done when students are out during the Christmas break and again so as not to interfere with the students navigating on campus and especially since the weather has been very windy.
-The GCC maintenance crew will continue to assist with the water blasting of the remainder of the buildings before the Accreditation visit.
-The fire sprinkler system for Building 2000 has been leaking and last time it was changed out was 2009 when the College received ARRA funds but now would need to be replaced.
-The bid for Rooms A6, A7 and A8 for cosmetology has been awarded, including for the ADA ramp located due to students' concern of the steep slope leading down from the Tech building to Building 500.
-Solar light batteries for the parking lights would have to be replaced. Bids will go out for this but in the meantime GCC Maintenance have been using floodlights as a temporary measure.
-Including as an option on the air-conditioning specifications for energy efficient systems, which the College already has some on campus.
-Since the last meeting in August 2017, there has been discussions with the Governor's office regarding the free college concept. Will have further discussions with the Governor to pilot this program with programs the College is already offering. The anticipated timeline to pilot this program is Fall 2018. The College is currently offering programs such as the Adult Education, Developmental Education, and CTE programs that can be made a part of this free college concept. This is part of the quality focus essay associated with Accreditation but will move forward on this after the Accreditation visit in March 2018.
-Several College employees attended a Cyber Trap seminar hosted by UOG.
-Sixteen (16) participants within the region completed the inaugural Regional Marine and Terrestrial Conservation Enforcement Academy on campus with funding support through NOAA,

Department of Interior, U.S. Forest Service, USAid, the FSM government, and the office of Raymond James Asia Pacific Group. Training for this focused on law enforcement professionals in the region as it relates to conservation in marine and wildlife, including human trafficking.
-Completed partnership with Andersen Air Force Base for pre-architectural drafting and surveying class at GCC with the AutoCAD program with 24 participants from the 554th Construction Battalion taking the MASTERSuite test.
-The President also explained the Federal program operated by Mr. Carlos Camacho regarding building houses for individuals with lower income. One of the federal grant requirement is for owners to put in sweat equity. Through a participative agreement with the GCC Construction Trades programs, students in this class participate as part of their lab work out in the field at the construction site as part of the sweat equity requirement. Some of these students might also be eligible for this housing program. There has been positive feedback with this program. Moving forward these students also have an opportunity to be employed with Mr. Camacho using their skills.
-Working on the generators for the buildings with the primary generators to be used for those with instructional classrooms and will be put out to bid with specifications to include the housing for the generators and not just installing generators.
-The chiller system in the LRC would have to be replaced.
-In preparation for the accreditation visit, anticipate signage for all buildings including numbers and directional signs on campus to be complete.

Other activities:
-A final copy of the ISER report should be provided to the Board of Trustees (BOT) sometime in November 2017, and a BOT retreat together with the Foundation Board of Governors (FBOG) should be scheduled to explain the report. Both the BOT and FBOG will be given a period of time to also review for input.

At this time Dr. Ray Somera explained that the final draft should be completed approximately November 6, 2017. This will also be posted on MyGCC for an approximately two (2) weeks comment period to give the GCC community opportunity to provide input.

For clarification, Trustee Belanger asked if Board members are randomly selected to be interviewed during the ACCJC accreditation visit. President Okada explained that interviews have to be scheduled but there will also be an open forum. Interviews could be with Trustees available and usually with the individual responsible with Standard IV.

President Okada also explained that meeting to discuss the ISER report is important especially should the Board recommend something to be included in the report, the comment period as explained by Dr. Ray is an opportunity to submit input.
-The President further explained the importance of knowing what is in the ISER report because it will be signed by the different College governance bodies to include the Board of Trustees, the President, Vice President, Faculty Senate, etc.

Trustee Belanger explained that the BOT By-Laws should be updated. A preliminary review of the By-Laws will be scheduled next month and also presented for further review. She further explained that other components of the Board also need to be updated. Need to start aligning

everything with the current process of the institution. The President explained that modifications will then be processed similar to a policy review.

-A Joint Educational Board (Tri-Board) meeting will be scheduled in December 2017.
-A BOT/FBOG retreat will be scheduled for January 2018.

Accreditation Updates (with Data Extract): The President reported Data Extract #3 as follows:
-One side explained information extracted relating to the Apprenticeship program.
-This data shows which public and private sector companies are currently participating under the GCC Apprenticeship program and the number of employees each company has that are in the program.
-Based on this data there are currently 546 apprentices.
-This number does not represent everyone who are enrolled at the same time but depends on how the courses are scheduled and what are offered during each semester.
-This is where the money for MDF in the Apprenticeship program out of the General Fund goes to support tuition, fees, and books for all these apprentices.

2. Monthly Activities Report.

Student Trustee: Trustee Luke Fernandez reported the following:
The Student Organization Officer & Advisor Induction Ceremony on September 1, 2017, was a successful event.
-All who participated in the Student Organization Health Certificate Workshop passed the test.
-Approximately 500 plus students participated during the Fall Festival and the Tour of the Pacific on September 21, 2017. 209 surveys were collected for the Tour of the Pacific survey, and 2,900 COPSA dollars were deposited into the organizational accounts.
-150 participated in the "Need to Lead" student conference on September 29, 2017.
-October 26, 2017, 4pm-8pm: COPSA Halloween costume contest.
-October 20, 2017, 12pm: COPSA General membership meeting.

Faculty Advisory Member: Mr. Fred Tupaz was represented by Ms. Jonita Kerr and reported the following:
-Thanked the President for a very successful Government of Guam Labor Day celebration on Sun., September 3, 2017 at Ypao.
-GCC will be hosting a Marianas Terrestrial Conservation workshop on Nov. 17-18, 2017, in the MPA. This is in collaboration with faculty from Iowa State and with various individuals from different agencies on Guam such as the Dept. of Agriculture and the U.S. Fisheries and Wildlife. Those interested in conservation in the Northern Marianas, including students were invited.

Support Staff Advisory Member: No report provided.

3. Board of Trustees Community Outreach Report.
-ACCT Leadership Congress conference in Las Vegas, Nevada, Sept. 26-29 2017, were attended by Trustees Arriola, Hara, Sablan and the President.
-September 2017, Trustee Arriola and the President met with government officials in Washington D.C. prior to the ACCT conference. Met with representatives at the U.S. Department of Interior,

USDA and with Congresswoman Bordallo's staff.

The President reported that with USDA, the College is working to help USDA facilitate a P3 conference on Guam because USDA funding models have shifted towards more public private partnerships. This is similar to the conference some of the Trustees attended in San Diego but we are waiting for dates. Anticipate bringing this workshop to Guam because USDA really want to utilize the leveraging of their federal money with private partners that can help move projects forward.

Two projects were presented to USDA that the College is seeking assistance with funding. This is for the Wellness Center and the parking garage, which are the two major capital projects for the College with the collaboration of public private partnerships.

-Trustee Belanger has been attending ongoing Standard IV and the Accreditation Steering Committee (ASC) team meetings at the College.
-Trustee Sablan participated during the GCC golf tournament on September 30, 2017.

VI. UNFINISHED BUSINESS

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

-Bldg. 100. This project is progressing and as of October 1, 2017, is 50.4% complete. Still waiting for the extension request due to the H2 workers issue.

-Forensic Lab. This project went out to bid because of a protest. A response was issued and anticipate it will be resolved in two weeks. If the protest is resolved, the winning bidder will proceed.

-Building 300. The bid was reissued because there were no submissions the first time. This time there are three potential bidders. Bid opening is scheduled for November 1, 2017.

A question was asked as to why there were no bidders the first time the bid was issued. Companies who normally submit bids were notified and asked this. One reason was the timing due to bonding projects and until lifted then can they submit a bid.

Bldg. 100 and Forensic Lab are tied into a $5 million USDA loan. A Resolution will be submitted to the Foundation Board to increase this loan because of a cost overrun with the Forensic Lab and maximize the buying power of the debt service repayment.

-Wellness Center. *As previously presented in the President's report.*

VII. NEW BUSINESS.

1. BOT FISCAL CALENDAR (2017-2018). The Board was presented with the Board of Trustees Fiscal Calendar for 2017-2018. This is also in line with reporting requirements to the Guam Legislature and also subject to change and subject to quorum. After discussions and

review, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE LUKE FERNANDEZ, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES FISCAL CALENDAR FOR 2017-2018, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

The Board Chair requested to have the calendar highlighted with schedules specific to the accreditation. Trustee Belanger also asked that the Board have access to the accreditation information under MyGCC. The President informed the Board that the College is still populating this online. Dr. Ray mentioned that this link will be provided to the Board and to also register each Board member as member under Accreditation 2018.

2. **BOT ASSESSMENT PLAN (2018-2020).** The Board was presented with the Board of Trustees Assessment Plan for 2018-2020. The President explained that every unit of the institution has to conduct an assessment. She further explained this is in line with what Trustee Belanger mentioned earlier with the evaluation and amendments to the Board policies and By-Laws to align the processes. This includes the objectives of each of the assessment plan activities, its timeline and individuals responsible for the activities, such as the Board of Trustees with the support of the College administration. The first goal is to update the BOT policies, By-Laws and BOT membership Handbook; second goal is engagement of stakeholders of the College and continued assessment and planning processes; and the third goal is the Governance Evaluation and has to do with the participatory governance structure as identified in Standard IV.

After discussions, the following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE LUKE FERNANDEZ, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES ASSESSMENT FOR 2018-2020, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. **PRESIDENT'S TRAVEL REQUEST** (October-November 2017). The President informed the Board of the following travel request:

-REL Board Meeting, October 3-6, 2017 Honolulu, Hawaii, 100% REL funded. This was previously approved electronically by the Board.
-WestCare Tri Annual Board of Directors Meeting, October 27-30, 2017, Las Vegas, Nevada, 100% WestCare funded.
-17th Annual Pacific Regional Investment Conference, November 30-December 1, 2017, Manila,PI, reimbursement is $500 for travel and lodging and the President will be recertified. This APAFS conference is highly recommended for both the Board of Trustees and the Foundation Board of Governors due to their fiduciary responsibilities. This is part of the Fiduciary Essentials

training that was held on Guam recently.

After discussions, the following motion was made:

MOTION

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

At approximately 1:02 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:35 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 ELOY HARA, SECONDED BY TRUSTEE RICHARD SABLAN, 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 DEBORAH BELANGER, SECONDED BY TRUSTEE RICHARD SABLAN, 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 October 19, 2017, adjourned at approximately 1:37 p.m.

SUBMITTED BY:

Bertha M. Guerrero NOV 16 2017

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

NOV 16 2017

GINA Y. RAMOS
Secretary

APPROVED BY:

NOV 16 2017

FRANK P. ARRIOLA
Chairperson

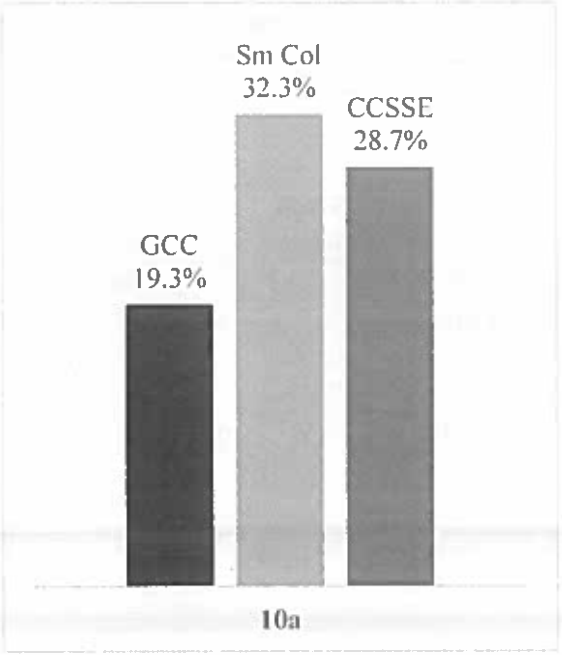
DATA EXTRACT #4
(Meaningful Data for the GCC Board)

Community College Survey of Student Engagement

Aspects of Lowest Student Engagement[1]

2016 CCSSE Cohort Student Respondent Profile

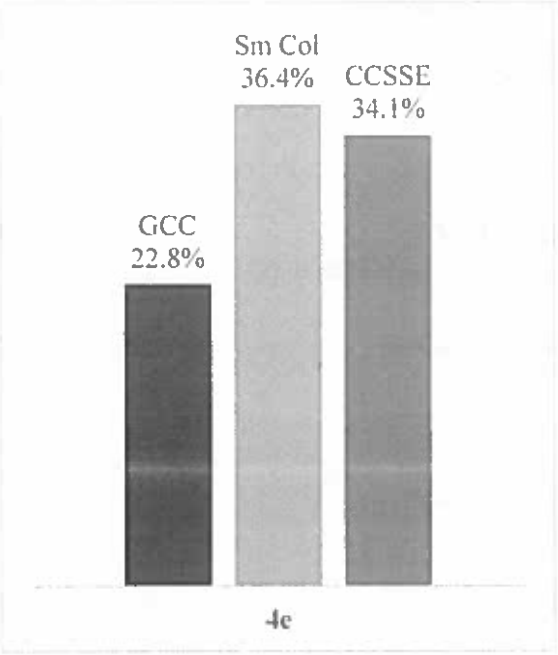
- Three-year cohort (2014, 2015 and 2016 respondent data)
- Includes 701 institutions
  - 326 Small Colleges (<4,500 students)
- Nationwide survey
  - 46 states
  - 3 Canadian provinces
  - Guam, Micronesia, Marshall Islands
- Over 425,000 student respondents



Item 10: About how many hours do you spend in a typical 7-day week doing each of the following?
10a. Preparing for class (studying, reading, writing, rehearsing, doing homework, or other activities related to your program)

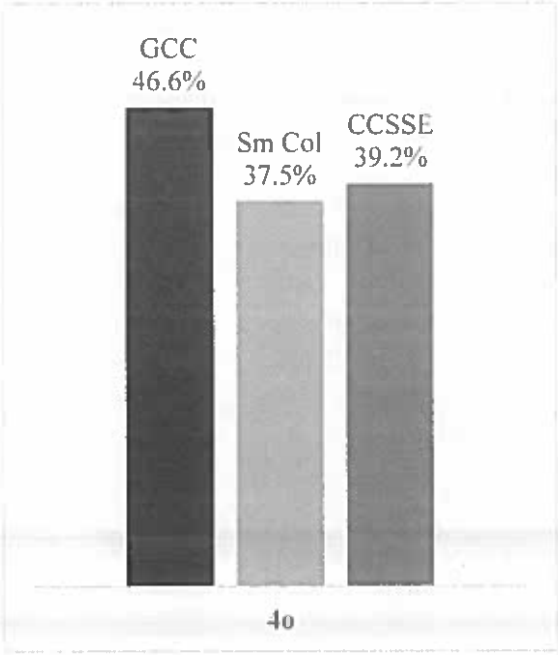
	GCC	Small Colleges	2016 Cohort
None	1.1%	1.8%	1.6%
1-5 hours	49.6%	39.0%	39.5%
6-10 hours	30.0%	29.5%	30.2%
11-20 hours	11.9%	18.5%	18.4%
21-30 hours	4.2%	7.0%	6.7%
More than 30 hours	3.1%	4.2%	3.7%
Total	n=542	n=133,273	n=425,154

[1] The three (of five) aspects of lowest student engagement were extracted from the CCSSE 2016 Key Findings for GCC report produced by the Center for Community College Student Engagement. The three (of five) items represent the largest differences between the mean scores of the 2016 CCSSE Cohort and GCC.



Item 4: In your experiences at this college during the current school year, about how often have you done each of the following?
4e. Came to class without completing readings or assignments

	GCC	Small Colleges	2016 Cohort
Never	22.8%	36.4%	34.1%
Sometimes	58.5%	51.0%	52.4%
Often	15.0%	8.9%	9.6%
Very often	3.7%	3.7%	3.9%
Total	n=548	n=134,566	n=429,365



Item 4: In your experiences at this college during the current school year, about how often have you done each of the following?
4o. Received prompt feedback (written or oral) from instructors on your performance

	GCC	Small Colleges	2016 Cohort
Never	9.1%	6.2%	7.0%
Sometimes	37.5%	31.3%	32.2%
Often	35.7%	40.0%	39.2%
Very often	17.7%	22.4%	21.6%
Total	n=549	n=134,447	n=429,061

GUAM COMMUNITY COLLEGE
Board of Trustees

BY-LAWS

ARTICLE I

THE INSTITUTION

SECTION 1. NAME OF THE COLLEGE

~~The name of the College shall be the "Guam Community College" in accordance with Section 5116 of the Government Code of Guam.~~Guam Community College was created by the Community College Act of 1977. [1]

ARTICLE II

BOARD OF TRUSTEES

SECTION 1. TRUSTEES

The Board of Trustees shall consist of seven (7) trustees; of the seven, one is to represent organized labor on ~~organized labor~~ island, one is to represent business & industry and employer organizations, one is to represent the students of the College, and the remainder shall be members of the general public; [2](provided, however, that at least two (2) of the seven (7) trustees shall be women.)

~~There may be in addition to the trustees, advisors who shall be without vote.~~

SECTION 2. APPOINTMENT

Trustees shall be nominated and appointed by *I Maga'lahen Guahan* ~~the Governor of Guam~~ with the advice and consent of *I Liheslaturan Guahan*~~the Guam Legislature~~. ~~Advisors to the Board of Trustees shall be appointed by and serve at the pleasure of the Board.~~

Student member shall be elected by a plurality vote of students of the school. The student member must be a student at the college and may be re-elected to no more than one (1) successive one-year term. The procedures for election of the student members shall be

[1] 17 GCA § 30101
[2] 17 GCA § 31101 (b)

developed by The Board of Trustees. [3]

SECTION 3. TERM OF OFFICE

A. Three (3) ~~T~~trustees ~~are~~ shall be appointed ~~each for a term~~ for a term of ~~five~~ three (~~5~~3) years, three (3) trustees shall be appointed to terms of five (5) years and the seventh (7th) shall be an elected student member who shall serve a term of one (1) year. ~~with the exception of the student member who is elected for a term of one (1) year*.~~ All vacancies occurring on the Board of Trustees, with the exception of the student member, shall be filled by the ~~Governor~~ *I Maga'lahen* ~~with~~*Guahan* with the advice and consent of ~~the Legislature~~ *I Liheslaturean Guahan* for the unexpired term. [4] ~~*Guidelines for Student Trustee Election to the Board of Trustees*~~

B. No person may serve as a trustee if he/she is a Government of Guam employee or if such

service would amount to a conflict of interest.

SECTION 4. OATH OF OFFICE

Before service on the Board of Trustees, each trustee shall take the oath of office required of all officers of the Government of Guam.

SECTION 5. POWERS AND DUTIES

The Board of Trustees shall adopt policies, rules, and regulations necessary ~~to~~ for the operation of the College. They shall also appoint and evaluate the President of the College.

The Board shall have the following duties: [5]

[3] 17GCA §31101 (a)
[4] 17GCA §31101 (a)
[5] 17GCA §31108 (a-g)

(a) to evaluate existing and potential job skills needed in the territory of Guam, including business, industry, territorial and federal governments;
(b) to coordinate and recommend improvements in career and technical educational programs in order to match career and technical education programs with current and existing job needs;
(c) to encourage work-study programs in industry and more scholarships funded by private employers, labor unions, territorial and federal governments;
(d) to encourage retraining programs for the unemployed and under-employed in order to provide a guaranteed work force;
(e) to evaluate and make recommendations for executive and legislative action to improve programs regarding job innovation and development;
(f) to act as the Board of Control for Vocational Education; and
(g) to formulate plans and objectives in measurable terms and to continuously evaluate, in terms of those plans and objectives, the various programs operated by the College to determine if the College is complying with its statutory mandate and to that end, to provide for five (5) year follow-up studies of the various graduates of the various programs operated by the College.

SECTION 6. COMPENSATION

The voting trustees shall receive the sum of fifty dollars ($50.00) for each attendance at the meeting of the Board at which a quorum is present, but such compensation shall be limited to not more than one-hundred dollars ($100.00) in any calendar month. Trustees shall be reimbursed for actual travel, in accordance with Travel Policy. Ssubsistence, and out-of-pocket expenses incurred in the discharge of their responsibilities shall be reimbursed in accordance with GCC Procurement Regulations. ~~. (Note - Revised 4/5/95; from $75 to $50)~~

ARTICLE III

MEETINGS

SECTION 1. ANNUAL MEETINGS

The annual meeting of the College shall be held as a special meeting in addition to the regular meetings during the month of November of each year at such time, date, and place within Guam as selected by the Board and shall be for passing upon reports for the previous fiscal year and transacting such other business as may come before the meeting. It shall be the responsibility of

the President to make adequate plans and preparations for the annual meeting.

SECTION 2. MEETINGS OPEN TO THE PUBLIC

All regular and special meetings of the Board of Trustees shall be open to the public, except during such times as are provided by the laws of Guam.

SECTION 3. REGULAR MEETINGS

Regular meetings of the Board of Trustees shall be held at such date, time, and place as may from time to time be determined by the Board. A copy of the agenda, with documentation, is to be delivered to Board members at least five (5) calendar days prior to the meeting. Any documentation delivered less than (5) calendar days prior to the meeting may result in the agenda item being deferred until the next regular or special meeting.

SECTION 4. SPECIAL MEETINGS

A special meeting may be called at any time by the Chairman, or by the majority of the Trustees of the College, by delivering personally written notice or by mail a written notice to each member of the Board of Trustees. Notice to Trustees and the media shall take place at least twenty-four (24) hours prior to meeting time. The call and notice shall specify the time and place of the meeting and the agenda with supporting documentation. No other business shall be considered at the special meeting. The twenty-four (24) hour notice may be waived in the event of an emergency certified in writing by the Chairperson or majority of the Board of Trustees. Written notice may be dispensed with as to any member who at, prior to the time the meeting convenes, files with the Secretary of the Board of Trustees, a written waiver of notice. Said written notice may be dispensed with as to any member who is actually present at the meeting at the time it convenes.

SECTION 5. NOTICE OF MEETINGS

All meetings, both regular and special, shall be widely announced to the public. Such notice shall be given to all media on Guam at least 24 hours prior to the meeting time.

SECTION 6. QUORUM

Four (4) trustees shall constitute a quorum of the Board of Trustees for the purpose of conducting the business of the College and exercising its powers, and for all other purposes. The concurrence of four (4) trustees shall be necessary for the validity of any act of the Board at a duly called and noticed regular or special meeting.

SECTION 7. ORDER OF BUSINESS

The following shall be the order of business:

1. Roll Call
2. Approval of Minutes (previous meeting)
3. Communications
4. Public Discussion
5. President's Report
6. ~~Committee~~ Monthly Activity Reports
7. Unfinished Business
8. New Business
9. Executive Session (if necessary)
10. Reopening of Meeting to Public
11. Adjournment

SECTION 8. PUBLIC DISCUSSION

Public Discussion shall be for the purpose of allowing anyone the opportunity to bring pertinent matters before the Board. A request to make a presentation during Public Discussion must be made at least forty-eight (48) hours prior to the Board meeting and must be accompanied by a

copy of the presentation to be made. No action of the Board may be taken on any item of Public Discussion at the meeting first presented with the sole exception being the referral of the item to the President or other official of the College for follow-up.

SECTION 9. BOARD CALENDAR

The Chairperson of the Board shall cause to be developed an annual Board Calendar which indicates items which routinely require Board action, periodic reports, and the meeting dates for that calendar year.

SECTION 10. OFFICIAL ACTIONS

All policy decisions shall be in written resolution form; the resolution as approved shall be attached to the official minutes of the meeting at which it was approved.

Whenever a handbook, state plan, or similar extensive document is approved, one copy of that document shall be placed in the Recording Secretary's file and one copy shall be placed in the Board of Trustees library.

Other Board of Trustees official actions, except as provided by law, which are topic specific and not general policy statements need not be in resolution form. These motions as approved shall

be a part of the regular minutes of the meeting at which they were approved.

SECTION 11. RULES OF ORDER

All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order".

ARTICLE IV

OFFICERS

SECTION 1. OFFICERS, ELECTION, AND TERM

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.

SECTION 2. CHAIRPERSON

The Chairperson shall determine the agenda of meetings, preside at all meetings of the Board of Trustees, shall appoint all committees, shall have all the powers and duties conferred upon him/her by law, and shall perform such other duties as may be prescribed by the Board.

SECTION 3. VICE CHAIRPERSON

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairman. In case of resignation, removal, or death, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until a new Chairperson is elected.

SECTION 4. SECRETARY

The Secretary shall cause to be kept the minutes of each meeting and shall authenticate the signature of the Chairperson or Vice Chairperson, by attesting to it. The Secretary shall have custody of the seal to all resolutions, contracts, and instruments authorized to be executed by the College requiring this seal. In the absence of the Secretary, the Treasurer shall act in that capacity.

SECTION 5. TREASURER

The Treasurer shall authorize the President to deposit the funds of the College in the name of the College in such banks as the Board may select. In the absence of the Treasurer, the Secretary shall act in that capacity.

SECTION 6. VACANCIES

Any vacancy among the officers of the Board shall be filled by election among the members; the person so elected shall complete the remainder of the term of office until the next regular elections are held.

SECTION 7. COMMITTEES

The Board may establish Ad Hoc Committees from time-to-time as necessary to conduct the business of the Board. Committee recommendations are subject to approval of the Board. Such committees shall automatically expire upon completion of their assigned task.

The Board shall establish Advisory Committees for each of the different career programs or levels of instruction and appoint committee members from among people in the community who can best advise the Board in their area of expertise or on matters pertaining to the Board's responsibilities as established by law. [6]~~permanent Standing Committees to conduct the business of the Board. Committee recommendations are subject to approval of the Board. Standing Committee chairpersons will be elected among the Board members.~~
~~**(The above amendment was approved by the Board of Trustees on December 29, 2005)**~~

~~**Responsibilities of Board Standing Committees:**~~

~~1. Academic Affairs Standing Committee~~

~~The Academic Affairs Standing Committee shall review Board level policy concerns and transactions related to academic programs and student services and provide the full Board its advice and counsel relative to such matters. It will also assist the Board in assuring that educational and all other academic activities of the college are consistent with GCC's mission, goals and the Institutional Strategic Master Plan (ISMP).~~

~~2. Business and Finance Standing Committee~~

[6] 17GCA § 31102

~~The Business and Finance Standing Committee shall consider, review, and make recommendations to the full Board on matters relative to the fiscal management and business operations of the college. It will also assist the Board in assuring that educational and all other academic activities of the college are consistent with GCC's mission, goals and the Institutional Strategic Master Plan (ISMP).~~

~~3. Administrative Services Standing Committee~~

~~The Administrative Services Standing Committee shall review Board level policy concerns and transactions related to physical facilities, administrative services, and information management systems and to provide the full board its advice and counsel to such matters. It will also assist the Board in assuring that educational and all other academic activities of the college are~~ ~~CheckBox1~~ ~~consistent with GCC's mission, goals, and the Institutional Strategic Master Plan (ISMP).~~

ARTICLE V

PRESIDENT AND OTHER OFFICIALS

SECTION 1. PRESIDENT

The President is an unclassified employee appointed by the Board of Trustees who shall fix the compensation for the office; the President can only be removed for cause by the Board. The President is the Chief Executive Officer of the College and the executive officer of the Board and shall have full charge and control, not in conflict with the policy making authority of the Board of Trustees, of the administration and business affairs of the College.

The powers of the President include the following:[7]

A. To see that all policies, ~~policies,~~ rules, and regulations are enforced.

B. To attend all meetings of the Board and submit a ~~monthly President's Report on~~general report of the affairs of the College, and to keep the Board advised of the needs of the College.

[7] 17GCA § 31110

C. To devote his/her entire ~~full~~ time to the business ~~affairs~~ of the College; to select and appoint the employees of the College; to plan, organize, coordinate and control the services of such employees exercising such power under the general direction of the Board.

D. To have prepared the budget submission of the College for the consideration and approval of the Board of Trustees.

E. To cause to be submitted to ~~the Governor~~*I Maga'lahi (the Governor)* and ~~*(the I*~~ *Liheslatura (the Legislature)* one hundred twenty (120) days from the end of each fiscal year a report describing the condition and progress of career and technical education during the year including a financial report showing, the result of operations for the preceding fiscal year and financial status of the College on the last day. The report shall be made in the manner provided by the Board.~~Legislature those required status and financial reports when due and in the manner prescribed by the Board.~~

F. To act, in cases where action must be taken within the College, where the Board of Trustees has provided no guides for administrative action, provided, however, that all actions and/or decisions shall be subject to review and concurrence by the Board of Trustees at the next regular meeting. It shall be the duty of the President

~~———~~to inform the Board promptly of such action and to recommend a policy therefore.

G. To perform such duties as the Board may require.

SECTION 2. OTHER PERSONNEL

The President shall hire other personnel as necessary to carry out the business of the College. The qualifications, duties, and salary ranges of such personnel shall be determined by the Board subject to the laws of the Territory of Guam. All employees of the College with the exception of the President and Private Executive Secretary are classified employees.

SECTION 3. AFFIRMATIVE ACTION

The Guam Community College adheres to the policy of equal opportunity and affirmative action in education, training, and employment of all persons regardless of race, religion, color, sex (including gender identity or expression), age, handicap, or national origin.

~~Furthermore, the Guam Community College is committed to comply with all Guam and Federal statutes, rules, and regulations which prohibit discrimination in its policies and to direct affirmative action, including but not limited to Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1978 Education Amendments; Title II, 1976 Education Amendments to the Vocational Education Act of 1963; Executive Order 11246, as amended; Public Law 14-46, June 30, 1977; Executive Order 76-9, March 25, 1976; Title VI of the Civil Rights Act of 1964 (Public Law 88-352), 42 USC Section 2000d et seq.;
Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), 29 USC Section 794 et seq.; the Americans with Disabilities Act of 1990, (Public Law 101-336 (s.933)); and all requirements imposed by or pursuant to the Regulations (34 CFR parts, 12, 100, 104, and 106 issued pursuant the Act and now in effect); and any other law or Executive Order concerning discrimination of any kind.~~

SECTION 4. BONDING

The Treasurer/Secretary and any other officer or agent of the College charged with responsibility for the custody of any of its funds or property shall be bonded in such sum and with such surety as the Board shall determine. The Board at its discretion may also require any other officer,

agent, or employee of the College to be bonded in such amount and with such surety as it may determine.

ARTICLE VI

FINANCIAL CONSIDERATIONS

SECTION 1. CONTRACTS

Except as otherwise provided in these by-laws, the Board may authorize by resolution any

officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and behalf of the College and such authority may be general or confined to specific instances.

SECTION 2. CHECKS, DRAFTS, AND ORDERS FOR PAYMENT

All checks, drafts, or other orders for payment of money issued in the name of the College shall be signed by such officer or officers, agent or agents, employee or employees of the College in such manner as shall from time-to-time be determined by official action of the Board in the form of a resolution.

SECTION 3. DEPOSITS

All funds with the exception of petty cash, ~~in an amount not to exceed $1,000,~~ shall be deposited daily to the credit of the College in such bank or banks as the Board may select.

SECTION 4. FISCAL YEAR

The fiscal year of the College shall begin on the first day of October of each year and shall end on the thirtieth day of September of the following year.

SECTION 5. FUNDING

The Guam Community College, as an semi-autonomous Government of Guam agency, is funded by the Government of Guam through Legislative appropriations. The Board of Trustees shall seek Federal funds and grants, private donations and grants, and any other funding which will enable the College to provide as broad a range of educational programs as possible.

SECTION 6. GUAM COMMUNITY COLLEGE FOUNDATION

There shall be a Guam Community College Foundation administered by a Board of Governors which shall have the responsibility to oversee the financial management of the endowment funds of the College. Members of the Board of Governors are selected by that body.

In accordance with the Articles of Incorporation of the Board of Governors, the Chairperson of the Board of Trustees (or his designee) and another member of the Board of Trustees, selected by that body, shall be members of the Board of Governors.

ARTICLE VII

MISCELLANEOUS

SECTION 1. POLICIES, RULES, AND REGULATIONS

~~The Board of Trustees shall have the power to make and adopt such policies, rules, and regulations, not inconsistent with law, or these by-laws, as it may find necessary for the management of the business and affairs of the College~~The Board shall adopt reasonable policies, rules and regulations not inconsistent with the laws of the United States and this Territory (a) for its own governance, (b) for the governance of the College and (c) for the purpose of carrying out all other duties and powers herein conferred. [8]

All policies, rules and regulations adopted by the Board shall be made available to the public.~~.~~ [9]

SECTION 2. SEAL OF THE COLLEGE

The seal of the College shall be surrounded by the name of the College and the date of creation in the form of a circle containing the College logo. The seal shall be affixed to all resolutions and contracts.

ARTICLE VIII

AMENDMENTS

[8] 17GCA § 31104
[9] 17GCA § 31105

GCC Board of Trustees
By-Laws

SECTION 1. AMENDMENT TO BY-LAWS

These by-laws may be amended by the Board to the extent permitted by applicable laws and by-laws at a regular or special meeting, provided that any proposed amendment to be voted on at any meeting shall be included in the notice of such meeting.

~~GCC Board of Trustees~~
~~By-Laws~~
~~Page 11~~

IN WITNESS WHEREOF, the undersigned, being the current members of the Board of Trustees of Guam Community College, have hereunto subscribed their names this ~~15th~~ _____ day of ~~December, 1993~~ _____, 2017.

~~/s/~~ _____ _____ _____
~~RICHARD G. TENNESSEN, Ed.D.~~FRANK P. ARRIOLA ~~JOSE T. MUNOZRI~~
Chairman ———**Vice Chairman**

_____ _____
~~/s/~~ _____
~~ATANACIO T. DIAZ~~ ~~MARCUS P.~~
~~MAGALLANES~~GINA Y. RAMOS ELOY P. HARA
Secretary ———**Treasurer**

_____ _____
~~/s/~~ ~~/s/~~
~~LORRAINE C. YAMASHITA, Ed.D~~DEBORAH C. BELANGER. ~~ESTHER L. CRUZL~~
Member ———**Member**

GUAM COMMUNITY COLLEGE
Board of Trustees

FIRST AMENDED BY-LAWS

ARTICLE I

THE INSTITUTION

SECTION 1. NAME OF THE COLLEGE

Guam Community College was created by the Community College Act of 1977. [1]

ARTICLE II

BOARD OF TRUSTEES

SECTION 1. TRUSTEES

The Board of Trustees shall consist of seven (7) trustees; of the seven, one is to represent organized labor on island, one is to represent business & industry and employer organizations, one is to represent the students of the College, and the remainder shall be members of the general public; [2] (provided, however, that at least two (2) of the seven (7) trustees shall be women.)

SECTION 2. APPOINTMENT

Trustees shall be nominated and appointed by *I Maga'lahen Guahan* with the advice and consent of *I Liheslaturan Guahan.*

Student member shall be elected by a plurality vote of students of the school. The student member must be a student at the college and may be re-elected to no more than one (1) successive one-year term. The procedures for election of the student members shall be developed by The Board of Trustees. [3]

SECTION 3. TERM OF OFFICE

A. Three (3) trustees shall be appointed for a term of three (3) years, three (3) trustees shall be appointed to terms of five (5) years and the seventh (7^{th}) shall be an elected student member who shall serve a term of one (1) year. All vacancies occurring on the Board of

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[1] 17 GCA § 30101
[2] 17 GCA § 31101 (b)
[3] 17GCA §31101 (a)

Trustees, with the exception of the student member, shall be filled by the *I Maga'lahen Guahan* with the advice and consent of *I Liheslaturan Guahan* for the unexpired term. [4]

B. No person may serve as a trustee if he/she is a Government of Guam employee or if such service would amount to a conflict of interest.

SECTION 4. OATH OF OFFICE

Before service on the Board of Trustees, each trustee shall take the oath of office required of all officers of the Government of Guam.

SECTION 5. POWERS AND DUTIES

The Board of Trustees shall adopt policies, rules, and regulations necessary for the operation of the College. They shall also appoint and evaluate the President of the College.

The Board shall have the following duties: [5]

(a) to evaluate existing and potential job skills needed in the territory of Guam, including business, industry, territorial and federal governments;
(b) to coordinate and recommend improvements in career and technical educational programs in order to match career and technical education programs with current and existing job needs;
(c) to encourage work-study programs in industry and more scholarships funded by private employers, labor unions, territorial and federal governments;
(d) to encourage retraining programs for the unemployed and under-employed in order to provide a guaranteed work force;
(e) to evaluate and make recommendations for executive and legislative action to improve programs regarding job innovation and development;
(f) to act as the Board of Control for Vocational Education; and
(g) to formulate plans and objectives in measurable terms and to continuously evaluate, in terms of those plans and objectives, the various programs operated by the College to determine if the College is complying with its statutory mandate and to that end, to provide for five (5) year follow-up studies of the various graduates of the various programs operated by the College.

[4] 17GCA §31101 (a)
[5] 17GCA §31108 (a-g)

SECTION 6. COMPENSATION

The voting trustees shall receive the sum of fifty dollars ($50.00) for each attendance at the meeting of the Board at which a quorum is present, but such compensation shall be limited to not more than one-hundred dollars ($100.00) in any calendar month. Trustees shall be reimbursed for actual travel, in accordance with Travel Policy. Subsistence, and out-of-pocket expenses incurred in the discharge of their responsibilities shall be reimbursed in accordance with GCC Procurement Regulations.

ARTICLE III

MEETINGS

SECTION 1. ANNUAL MEETINGS

The annual meeting of the College shall be held as a special meeting in addition to the regular meetings during the month of November of each year at such time, date, and place within Guam as selected by the Board and shall be for passing upon reports for the previous fiscal year and transacting such other business as may come before the meeting. It shall be the responsibility of the President to make adequate plans and preparations for the annual meeting.

SECTION 2. MEETINGS OPEN TO THE PUBLIC

All regular and special meetings of the Board of Trustees shall be open to the public, except during such times as are provided by the laws of Guam.

SECTION 3. REGULAR MEETINGS

Regular meetings of the Board of Trustees shall be held at such date, time, and place as may from time to time be determined by the Board. A copy of the agenda, with documentation, is to be delivered to Board members at least five (5) calendar days prior to the meeting. Any documentation delivered less than (5) calendar days prior to the meeting may result in the agenda item being deferred until the next regular or special meeting.

SECTION 4. SPECIAL MEETINGS

A special meeting may be called at any time by the Chairman, or by the majority of the Trustees

of the College, by delivering personally written notice or by mail a written notice to each member of the Board of Trustees. Notice to Trustees and the media shall take place at least twenty-four (24) hours prior to meeting time. The call and notice shall specify the time and place of the meeting and the agenda with supporting documentation. No other business shall be considered at the special meeting. The twenty-four (24) hour notice may be waived in the event of an emergency certified in writing by the Chairperson or majority of the Board of Trustees. Written notice may be dispensed with as to any member who at, prior to the time the meeting convenes, files with the Secretary of the Board of Trustees, a written waiver of notice. Said written notice may be dispensed with as to any member who is actually present at the meeting at the time it convenes.

SECTION 5. NOTICE OF MEETINGS

All meetings, both regular and special, shall be widely announced to the public. Such notice shall be given to all media on Guam at least 24 hours prior to the meeting time.

SECTION 6. QUORUM

Four (4) trustees shall constitute a quorum of the Board of Trustees for the purpose of conducting the business of the College and exercising its powers, and for all other purposes. The concurrence of four (4) trustees shall be necessary for the validity of any act of the Board at a duly called and noticed regular or special meeting.

SECTION 7. ORDER OF BUSINESS

The following shall be the order of business:

1. Roll Call
2. Approval of Minutes (previous meeting)
3. Communications
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5. President's Report
6. Monthly Activity Reports
7. Unfinished Business
8. New Business
9. Executive Session (if necessary)
10. Reopening of Meeting to Public
11. Adjournment

SECTION 8. PUBLIC DISCUSSION

Public Discussion shall be for the purpose of allowing anyone the opportunity to bring pertinent matters before the Board. A request to make a presentation during Public Discussion must be made at least forty-eight (48) hours prior to the Board meeting and must be accompanied by a copy of the presentation to be made. No action of the Board may be taken on any item of Public Discussion at the meeting first presented with the sole exception being the referral of the item to the President or other official of the College for follow-up.

SECTION 9. BOARD CALENDAR

The Chairperson of the Board shall cause to be developed an annual Board Calendar which indicates items which routinely require Board action, periodic reports, and the meeting dates for that calendar year.

SECTION 10. OFFICIAL ACTIONS

All policy decisions shall be in written resolution form; the resolution as approved shall be attached to the official minutes of the meeting at which it was approved.

Whenever a handbook, state plan, or similar extensive document is approved, one copy of that document shall be placed in the Recording Secretary's file and one copy shall be placed in the Board of Trustees library.

Other Board of Trustees official actions, except as provided by law, which are topic specific and not general policy statements need not be in resolution form. These motions as approved shall be a part of the regular minutes of the meeting at which they were approved.

SECTION 11. RULES OF ORDER

All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order".

ARTICLE IV

OFFICERS

SECTION 1. OFFICERS, ELECTION, AND TERM

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.

SECTION 2. CHAIRPERSON

The Chairperson shall determine the agenda of meetings, preside at all meetings of the Board of Trustees, shall appoint all committees, shall have all the powers and duties conferred upon him/her by law, and shall perform such other duties as may be prescribed by the Board.

SECTION 3. VICE CHAIRPERSON

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairman. In case of resignation, removal, or death, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until a new Chairperson is elected.

SECTION 4. SECRETARY

The Secretary shall cause to be kept the minutes of each meeting and shall authenticate the signature of the Chairperson or Vice Chairperson, by attesting to it. The Secretary shall have custody of the seal to all resolutions, contracts, and instruments authorized to be executed by the College requiring this seal. In the absence of the Secretary, the Treasurer shall act in that capacity.

SECTION 5. TREASURER

The Treasurer shall authorize the President to deposit the funds of the College in the name of the College in such banks as the Board may select. In the absence of the Treasurer, the Secretary shall act in that capacity.

SECTION 6. VACANCIES

Any vacancy among the officers of the Board shall be filled by election among the members; the

person so elected shall complete the remainder of the term of office until the next regular elections are held.

SECTION 7. COMMITTEES

The Board may establish Ad Hoc Committees from time-to-time as necessary to conduct the business of the Board. Committee recommendations are subject to approval of the Board. Such committees shall automatically expire upon completion of their assigned task.

The Board shall establish Advisory Committees for each of the different career programs or levels of instruction and appoint committee members from among people in the community who can best advise the Board in their area of expertise or on matters pertaining to the Board's responsibilities as established by law. [6]

ARTICLE V

PRESIDENT AND OTHER OFFICIALS

SECTION 1. PRESIDENT

The President is an unclassified employee appointed by the Board of Trustees who shall fix the compensation for the office; the President can only be removed for cause by the Board. The President is the Chief Executive Officer of the College and the Executive Officer of the Board and shall have full charge and control, not in conflict with the policy making authority of the Board of Trustees, of the administration and business affairs of the College.

The powers of the President include the following: [7]

A. To see that all policies, rules and regulations are enforced.

B. To attend all meetings of the Board and submit a general report of the affairs of the College, and to keep the Board advised of the needs of the College.

C. To devote his/her entire time to the business of the College; to select and appoint the employees of the College; to plan, organize, coordinate and control the services of such employees exercising such power under the general direction of

[6] 17GCA § 31102
[7] 17GCA § 31110

the Board.

D. To have prepared the budget submission of the College for the consideration and approval of the Board of Trustees.

E. To cause to be submitted to *I Maga'lahi (the Governor)* and *I Liheslatura (the Legislature)* one hundred twenty (120) days from the end of each fiscal year a report describing the condition and progress of career and technical education during the year including a financial report showing, the result of operations for the preceding fiscal year and financial status of the College on the last day. The report shall be made in the manner provided by the Board.

F. To act, in cases where action must be taken within the College, where the Board of Trustees has provided no guides for administrative action, provided, however, that all actions and/or decisions shall be subject to review and concurrence by the Board of Trustees at the next regular meeting. It shall be the duty of the President to inform the Board promptly of such action and to recommend a policy therefore.

G. To perform such duties as the Board may require.

SECTION 2. OTHER PERSONNEL

The President shall hire other personnel as necessary to carry out the business of the College. The qualifications, duties, and salary ranges of such personnel shall be determined by the Board subject to the laws of the Territory of Guam. All employees of the College with the exception of the President and Private Executive Secretary are classified employees.

SECTION 3. AFFIRMATIVE ACTION

The Guam Community College adheres to the policy of equal opportunity and affirmative action in education, training, and employment of all persons regardless of race, religion, color, sex (including gender identity or expression), age, handicap, or national origin.

SECTION 4. BONDING

The Treasurer/Secretary and any other officer or agent of the College charged with responsibility for the custody of any of its funds or property shall be bonded in such sum and with such surety as the Board shall determine. The Board at its discretion may also require any other officer,

agent, or employee of the College to be bonded in such amount and with such surety as it may determine.

ARTICLE VI

FINANCIAL CONSIDERATIONS

SECTION 1. CONTRACTS

Except as otherwise provided in these by-laws, the Board may authorize by resolution any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and behalf of the College and such authority may be general or confined to specific instances.

SECTION 2. CHECKS, DRAFTS, AND ORDERS FOR PAYMENT

All checks, drafts, or other orders for payment of money issued in the name of the College shall be signed by such officer or officers, agent or agents, employee or employees of the College in such manner as shall from time-to-time be determined by official action of the Board in the form of a resolution.

SECTION 3. DEPOSITS

All funds with the exception of petty cash, shall be deposited daily to the credit of the College in such bank or banks as the Board may select.

SECTION 4. FISCAL YEAR

The fiscal year of the College shall begin on the first day of October of each year and shall end on the thirtieth day of September of the following year.

SECTION 5. FUNDING

The Guam Community College, as a semi-autonomous Government of Guam agency, is funded by the Government of Guam through Legislative appropriations. The Board of Trustees shall seek Federal funds and grants, private donations and grants, and any other funding which will

enable the College to provide as broad a range of educational programs as possible.

SECTION 6. GUAM COMMUNITY COLLEGE FOUNDATION

There shall be a Guam Community College Foundation administered by a Board of Governors which shall have the responsibility to oversee the financial management of the endowment funds of the College. Members of the Board of Governors are selected by that body.

In accordance with the Articles of Incorporation of the Board of Governors, the Chairperson of the Board of Trustees (or his designee) and another member of the Board of Trustees, selected by that body, shall be members of the Board of Governors.

ARTICLE VII

MISCELLANEOUS

SECTION 1. POLICIES, RULES, AND REGULATIONS

The Board shall adopt reasonable policies, rules and regulations not inconsistent with the laws of the United States and this Territory (a) for its own governance, (b) for the governance of the College and (c) for the purpose of carrying out all other duties and powers herein conferred. [8]

All policies, rules and regulations adopted by the Board shall be made available to the public. [9]

SECTION 2. SEAL OF THE COLLEGE

The seal of the College shall be surrounded by the name of the College and the date of creation in the form of a circle containing the College logo. The seal shall be affixed to all resolutions and contracts.

ARTICLE VIII

AMENDMENTS

[8] 17GCA § 31104
[9] 17GCA § 31105

SECTION 1. AMENDMENT TO BY-LAWS

These by-laws may be amended by the Board to the extent permitted by applicable laws and by-laws at a regular or special meeting, provided that any proposed amendment to be voted on at any meeting shall be included in the notice of such meeting.

IN WITNESS WHEREOF, the undersigned, being the current members of the Board of Trustees of Guam Community College, have hereunto subscribed their names this **16th** day of **November 16, 2017.**

FRANK P. ARRIOLA
Chairperson

RICHARD P. SABLAN
Vice Chairperson

GINA Y. RAMOS
Secretary

ELOY P. HARA
Treasurer

DEBORAH C. BELANGER
Member

LUKE FERNANDEZ
Member

PRESIDENT'S TRAVEL SCHEDULE
December 2017 – January 2018

Conference Title/Sponsor	Date	Location
REL Pacific Governing Board Meeting	December 11-14, 2017	Honolulu, HI
ACCJC Commissioner Meeting	January 9-13, 2018	Novato, CA
Visit to Ming Chuan University	January 23-26, 2018	Taiwan

Funding Source in order of travel: REL Pacific (100% funded); ACCJC (100% funded); Promo Account (100%)