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BENJAMIN CRUZ <speaker@senatorbjcruz.com>

## MC Fwd: GCC Board Reporting Requirement - February 2018

1 message

**BENJAMIN CRUZ** <speaker@senatorbjcruz.com>
To: 34th Guam Legislature Clerks <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

Fri, Mar 2, 2018 at 4:42 PM

| | | | | |
|---|---|---|---|---|
| 03/02/18 | 03/02/18 | Guam Community College | Guam Community College Board of Trustees for the Boards and Commission reporting requirement for February 2018.* | 34-18-1612 |

GL#1 34-18-1612
Speaker Benjamin J.F. Cruz

MAR 0 2 2018
Time: 442 [ ] AM [ ] PM File No.
Received By

---------- Forwarded message ----------
From: **Bertha Guerrero** <bertha.guerrero@guamcc.edu>
Date: Fri, Mar 2, 2018 at 4:25 PM
Subject: GCC Board Reporting Requirement - February 2018
To: speaker@senatorbjcruz.com
Cc: Edward Pocaigue <epocaigue@senatorbjcruz.com>

*To: Office of Speaker Benjamin J.F. Cruz*

*Hafa Adai,*

*Attached is the official transmittal relative to the Guam Community College Board of Trustees for the Boards and Commission reporting requirement for February 2018.*

*Please acknowledge receipt.*

Si Yu'us mâ'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 manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananâgui yan i fina'na'guen cho'cho' para Maikronesiha.*

GUAMCOMMUNITYCOLLEGE

*E-mail administered by Guam Community College*

2018 MAR -2 PM 4:45

OFFICE OF SPEAKER BENJAMIN J.F. CRUZ

Committee on Appropriations and Adjudication

*I Mina'trentai Kuattro na Liheslaturan Guåhan*

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

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

**2 attachments**

**2.16.18 letter to Speaker re reporting requirement.pdf**
23K

GUAMCOMMUNITYCOLLEGE

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

February 16, 2018

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 – February 2018**

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 February 16, 2018.

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

*Senseramente,*

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

Attachment



Doc. No. 34GL-18-1612 *

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**
**Monthly Meeting – Friday, February 16, 2018, 12:00 p.m.**
**President's Conference Room, Building 2000**

# AGENDA

## I. CALL TO ORDER

1. Swearing In and Administration of the Oath of Office for appointment of Trustee Member Carlo Leon Guerrero
2. Roll Call
3. Recital of Mission Statement

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

## II. APPROVAL OF MINUTES

1. Monthly Meeting of January 19, 2018

## 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 #6)
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. New Policy – Digital Resources Policy (1ST Reading)
2. Policy Review
3. President's Travel Request (additional March 2018 travel)

**VIII.** **EXECUTIVE SESSION**

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

**IX.** **ADJOURNMENT**

*GUAM COMMUNITY COLLEGE*
*Board of Trustees*

# *OATH OF OFFICE*

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

***MEMBER, BOARD OF TRUSTEES***
***Guam Community College***

***Pursuant to 6 GCA §4308, I declare that the foregoing is true and correct, Executed at Mangilao-Guam Community College on February 16, 2018.***

/ s /

*Member (Signature)*

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

/ s /

*Chairperson, Board of Trustees (Signature)*

**GUAM COMMUNITY COLLEGE**
**Board of Trustees**
**Monthly Meeting of January 19, 2018**

**Minutes**

## I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on January 19, 2018, 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. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; Mr. Luke Fernandez, Student Trustee. **Other members:** Mr. Richard P. Sablan, Vice Chairperson (schedule conflict) and Ms. Gina Ramos, Secretary (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Mr. Frederick Tupaz, Faculty 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; 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 – December 20, 2017

**MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF DECEMBER 20, 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

## III. COMMUNICATIONS –None at this time.

## 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 of December 31, 2017, the College received for the prior year appropriations in the total amount of $2,472,974, which closes out FY2017. At this time, the College does not anticipate any other funds for FY2017. There is an amount associated with the Man Power Development fund based on collections, however, the College has received all releases for FY2017.

FY2018. The College has received year-to-date $3,242,159, which equates to 47% of the total amount requested. This is overall 16% of the total amount budgeted for all funds.

After the 2017 budget was received, the College is now back on track with its allotment releases for FY2018 and is averaging receipt of approximately $380,000 per week. Last amount received was on January 18, 2018.

**Capital Improvement Projects and other activities:** President Okada reported the following:
-Several projects on campus are complete such as the contract for the painting project. Although the whole campus is not painted it will be a work in progress but anticipate Building D to be painted before the accreditation visit in March 2018.
-Due to a safety issue, the perimeter fence will be addressed as soon as possible.
-As previously reported, the air-conditioning bid has been awarded and issued.
-The ADA walkway/ramp between Building 1000 and 500 is a work in progress.
-The construction of the maintenance storage and temporary facility is also a work in progress.
-All CIP projects are ongoing to include the water chiller unit for the LRC.
-Fire suppression risers for Bldgs. 500, 600, 900, 1000 and 2000 due to deterioration.
-The new signage for the buildings will be replaced to include the new logo before the Accreditation visit in March 2018.
-During the upcoming months there will be additional capital improvement projects to be presented for the Board's consideration for design and funding.
-Awaiting legal counsel's review regarding Building 300 to allow the College to issue the contract for this construction project, which will be a LEED design.

**Accreditation Updates:**
-The President extended her thank you to Board members who completed their Accreditation Basics course. Board members are encouraged to ask for assistance should they need it.
-100% of the approximately 250 employees completed the Accreditation Basics online course as of December 2017.
-The College received an updated list of the visiting team members for the Accreditation visit which includes nine individuals and the Chair's Assistant. A pre-visit phone conference was held, however, there will be no physical pre-visit to Guam due to the long distance travel.
-Dr. Somera's office is coordinating the hotel and transportation accommodations for the accreditation team.
-All of the Accreditation Team members should have received their ISER documents.
-The on campus site visit is March 7-9, 2018.
-The Accreditation 2018 website is online and everyone is invited to look at this, which includes the GCC process since the last Accreditation visit through the upcoming visit next month.
-Dr. Somera prepared a visit guidebook for all the Accreditation Team members and will also be distributed to GCC stakeholders. The guidebook explains to visitors of what to expect.

**Data Extract #5: Copies were provided to the Board and the President reported the following:**
-Data Extract #5 could potentially be discussed during the Accreditation visit in March 2018.
-The topic of the data is "Closing the Loop" for an "Associate & Certificate Degree Programs (Group A)" covering the topics for Medical Assisting and Education; and for the "Administrative

& Student Services Units (Group C)" covering the topics Assessment & Counseling; and the Learning Resource Center.
-As an example, Dr. Ray Somera provided some information on Medical Assisting for a Certificate and Associate of Science with a Student Learning Outcome (SLO).
-The diagram shows how the accreditation review and program review works for each of the programs.
-The process includes a "Plan," "Data & Results," "Implementation Status," and the "Use of Assessment Results."
-This diagram is one idea of how the plan is identified, identify what are the data, implement the plan and then use the assessment results for continuous quality improvement, which is the cycle for closing the loop.
-Another example used was the Education for a Certificate and an Associate of Arts.
- The President further explained that these are what the College anticipates the assessment results to be and based on these results will determine how to modify or add to the curriculum, or to help provide intervention to students to help them succeed. This is the statistical process that the College does for the different types of programs.

Dr. Ray Somera then explained further as follows:
-That these data are extracted from the TracDat system for the College.
-All of the College programs go through a TracDat program review every two (2) years.
-There are also special program reviews for specific programs in cases of enrollment decline, or special circumstances such as the Cosmetology program and the Practical Nursing.
-That these are ways by which the Board can use to illustrate to the Accreditation Team when they ask how the College uses data in its decision making regarding curriculum, resources, faculty, etc., just as an example.

President Okada further reported:
-There is data showing a decrease of enrollment.
-After review of this, the results were due to the revamp of the developmental education courses: Two (2) courses were integrated with a new numbering system decreasing the number of courses and students enrolled.
-Another reason for the decrease is due to the introduction of the CLYMER program. This is the program that does not require students to take the placement test that would have been in development education. This result is a positive data because these students are now enrolled in college courses.
-The first result of the CLYMER data will be presented to the Board after a final review.
-Decrease of enrollment does not necessarily mean a negative result but could be due to the revamping of programs such as the example with the developmental education.

**Other activities:**
-The STEEP program was held on campus with 21 students participating. This is part of the sustainability workshop and this year's showcase was the floral art display created by students. Students were also able to sell their floral arrangements through an auction.
-A completion ceremony will be held on January 19, 2018 for the police cycle and on January 20, 2018, will be the pinning ceremony for the LPN.
-Public hearings are scheduled on campus on January 29-30, 2018 for adjustments of student

fees. These hearings are a requirement for any fee reduction or increase in fees. On the agenda is the proposed maintenance fee for the Criminal Justice Emergency Vehicle Operator's Course (EVOC) and proposed reduction for transcripts fees.

**2. Monthly Activities Report.**

**Student Trustee:** Trustee Luke Fernandez reported the following:
-January 10, 2018, beginning of Spring semester.
-February 2, 2018, COPSA's general membership meeting, plus the new Student Organization Officer & Advisor Training for Spring semester; Simon Sanchez High School ProStart campus tour.
-February 20-21, 2018, "Meet the President."

**Faculty Advisory Member:** Mr. Fred Tupaz reported the following:
-Spring semester has started and some faculty are planning their activities for the semester.
-Some classrooms had issues especially with the changes and capital improvement projects; also issues with some books, however, the Department Chairs are working with the Bookstore on this.

**Support Staff Advisory Member:** Mr. Kenneth Bautista was not in attendance.

**3. Board of Trustees Community Outreach Report.**
-Student Trustee Fernandez was part of a Registration video.
-Trustee Hara attended the Executive of the Year award gala on January 13, 2018. At this time Trustee Hara recommended to nominate President Mary Okada as Executive of the Year and noted that her accomplishments to date are phenomenal. Although she was nominated years ago, it was also mentioned that these awards are usually for private businesses but maybe to take into consideration for another time.

## VI. UNFINISHED BUSINESS

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

-Bldg. 100. A change order was just reviewed on January 18, 2018, however, still waiting on modifications to this. One of the issues is a power line near the building resulting in additional costs and another issue is a deduction regarding the removal of the Cosmetology Lab to another area.

-Forensic Lab. This project is still on appeal with OPA. There is a hearing scheduled on January 28, 2018 and is anticipated to be continued the following day.

-Building 300. This project is pending a final document from legal counsel and then will execute the construction contract.

-Wellness Center. Two projects will be presented to the Board for consideration and anticipate this within two months. One of the projects is the Wellness Center.

## VII. NEW BUSINESS.

**1. FY2019 Budget Requests.** The Board was provided with the proposed GCC FY2019 Budget Request prior to today's meeting for its consideration. A final draft was also submitted to the Resource & Planning Facility committee, which was approved. The budget request included the Government of Guam budget, the Special Projects budget and the NAF budget. After several discussions, the following motion was made:

**MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE PROPOSED GUAM COMMUNITY COLLEGE BUDGET REQUEST FOR FISCAL YEAR 2019, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**2. PRESIDENT'S TRAVEL REQUEST (March-April 2018).** The President informed the Board of the following travel request:

-REL Pacific Governing Board meeting, March 21-23, 2018, in Honolulu, Hawaii, 100% REL funded.
-PREL Board meeting, March 26, 2018, in Honolulu, Hawaii, 100% PREL funded.
-PPEC Spring meeting, April 4-5, 2018, in Pohnpei, 50% PPEC funded.

After discussions, the following motion was made:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR MARCH-APRIL 2018, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At approximately 12:50 p.m., the meeting went into Executive Session.

## VIII. EXECUTIVE SESSION

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

At 1:30 p.m., the meeting reconvened to open session and a motion was made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE DEBORAH BELANGER THAT THE MEETING RECONVENE TO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, a motion was made to accept the President's report, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE LUKE FERNANDEZ THAT THE PRESIDENT'S REPORT BE ACCEPTED, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, Trustee Belanger welcomed back the staff, faculty and administrators to another semester.

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

**MOTION**

**IT WAS MOVED BY TRUSTEE LUKE FERNANDEZ, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE MEETING OF JANUARY 19, 2018, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of January 19, 2018, adjourned at approximately 1:30 p.m.

**SUBMITTED BY:**

Bertha M. Guerrero FEB 16 2018
**BERTHA M. GUERRERO**
**Recording Secretary**

**ATTESTED BY:**

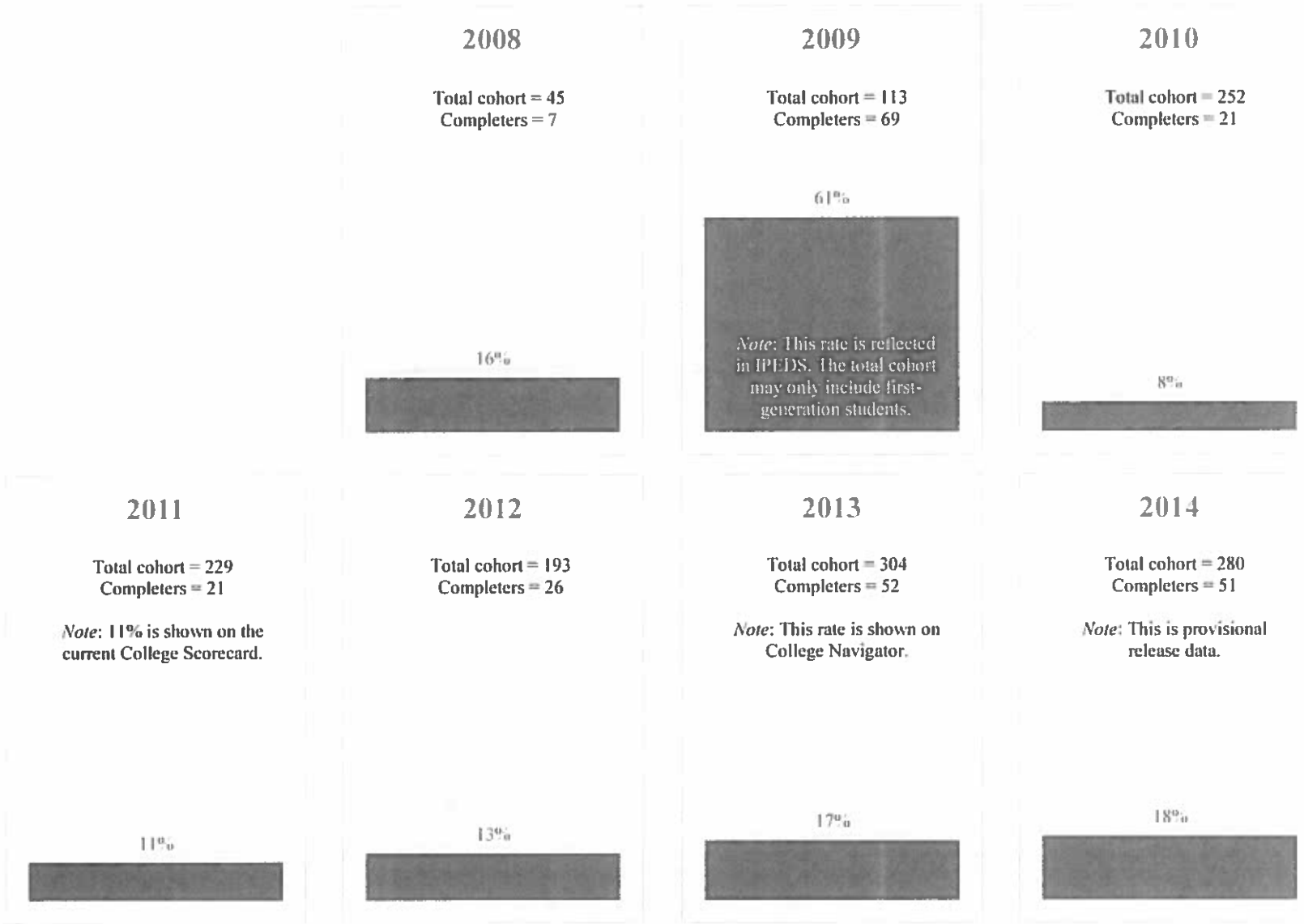
FEB 16 2018
**GINA Y. RAMOS**
**Secretary**

**APPROVED BY:**

FEB 16 2018
**FRANK P. ARRIOLA**
**Chairperson**

# DATA EXTRACT #6
**(Meaningful Data for the GCC Board)**

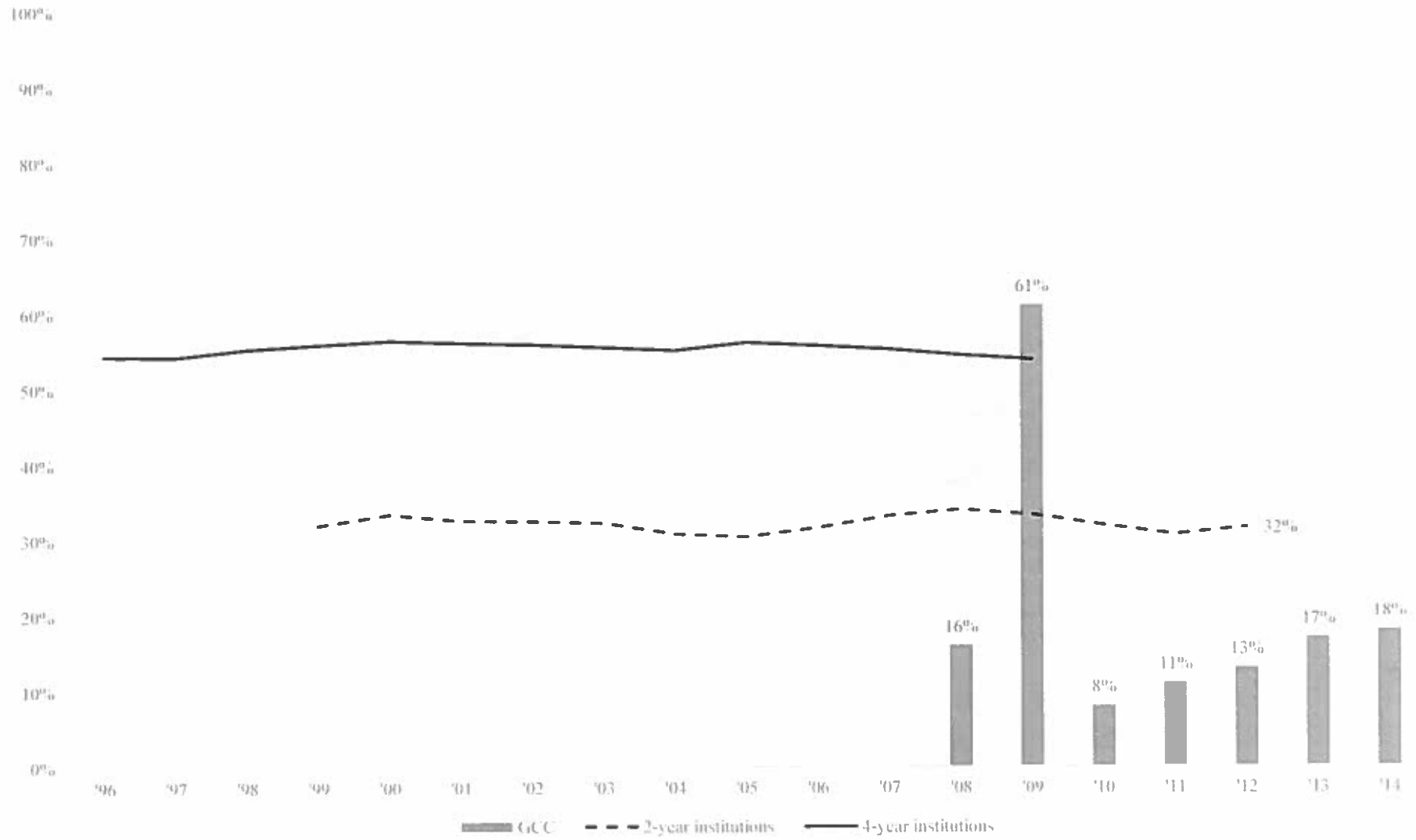
## IPEDS 150% Graduation Rate
Fall Cohort: first-time, full-time & degree-seeking students




Doc. No. 34GL-18-1612 *

# DATA EXTRACT #6
**(Meaningful Data for the GCC Board)**

## IPEDS 150% Graduation Rate by Cohort
GCC compared to 2-year and 4-year institutions




Doc. No. 34GIL-18-1612.*

*(1st Reading)*
**Policy 196**

**Guam Community College**
**Board of Trustees**
**Resolution ___- 2018**

## DIGITAL RESOURCES POLICY

**WHEREAS,** digital resources refer to the use of computer, mobile and other web-based educational resources such as e-books, e-textbooks, mobile apps, web tools, web resources and other digitally accessed materials/programs; and

**WHEREAS,** digital resources are convenient, flexible, current and cost effective in providing learning resources; and

**WHEREAS,** the college supports the use of open source material in classroom delivery to lower costs for students and the college; and

**WHEREAS,** the access of web-based tools and resources in the classroom should be secured, unfettered and immediate;

**NOW, THEREFORE, BE IT RESOLVED,** that Guam Community College will encourage, support and provide resources, as available, for the use of, and access to, digital resources (i.e., e-textbooks, e-books, mobile apps, web tools and other electronic resources) to transform teaching in all programs and classes.

**ADOPTED the _____ day of _____2018.**

_____
**FRANK P. ARRIOLA**
**Chairperson**

**ATTESTED BY:**

_____
**GINA Y. RAMOS**
**Secretary**

*(Formatted policy)*

*(1st Reading)*
**Policy 196~~(341)~~**

**Guam Community College**
**Board of Trustees**
**Resolution ___ - 2018**

# DIGITAL RESOURCES POLICY

**WHEREAS,** digital resources refer to the use of computer, mobile and other web-based educational resources such as e-books, e-textbooks, mobile apps, web tools, web resources and other digitally accessed materials/programs; and

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**ADOPTED the _____ day of _____2018.**

_____
**FRANK P. ARRIOLA**
**Chairperson**

**ATTESTED BY:**

_____
**GINA Y. RAMOS**
**Secretary**

Policy 341
(Proposed)

GUAM COMMUNITY COLLEGE
Board of Trustees

**Digital Resources Policy**

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**Guam Community College**
**Board of Trustees**

**Distance Education Policy**

**WHEREAS,** distance education (hereinafter referred to as DE) refers to the practice of offering educational services – either instruction or support services – to students who are not physically co-located with the individuals providing the service. DE includes the use of computer and Internet-based educational services as well as video and audio services. Institutions use Internet technologies to bring students educational programming in either synchronous (students and the service provider are interacting on line at the same time) or asynchronous modes (students and the service provider not interacting on line at the same time). Educational interactions delivered through these means may occur on campus as well as off campus; and

Deleted: ,

**WHEREAS,** DE can be a convenient, flexible, and effective means of providing education. Nearly half of all the college students in the country are of the age group once thought of as nontraditional. They are working adults or adults seeking first educational credentials or retraining. Many working adult students with multiple demands on their time find DE to meet their needs better than campus-based education; and

Deleted: ,

**WHEREAS,** DE is also an opportunity for the College and the students to contribute to environmentally friendly practices. Courses that run through DE reduce the use of paper and copying, as resources are available digitally. In addition, students commute to campus less frequently than traditional courses, lessening the use of gas and related emissions into the environment; and

Deleted: ,

**WHEREAS,** in addition to working adults, the traditional-aged college students come to campus with extensive experience using digital technologies in their personal and school lives. For these students, DE that involves the use of Internet, web casts, text messaging, and other digital media is comfortable and familiar. As technology continues to expand world-wide, participation in DE assists students in preparing for the workforce; and

Deleted:

**WHEREAS,** the College has developed and is currently implementing a Distance Education strategic plan.

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**NOW, THEREFORE, BE IT RESOLVED,** that this document serves as a policy for the College to support the Policy on Distance Education and Correspondence Education of the Western Association of Schools and Colleges (WASC), Accrediting Commission for Community and Junior Colleges (ACCJC) (Revised August 2012).

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**BE IT FURTHER RESOLVED,** that a manual will be developed based on this policy. The manual will include specific forms, and other detailed processes that are necessary to ensure the policy is implemented.

**Amended & Adopted: February 2018**
**Resolution ____-2018**
**Adopted: July 7, 2010**
**Resolution No: 7-2010**

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**Guam Community College**
**Board of Trustees**

## Distance Education Policy

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**WHEREAS,** DE can be a convenient, flexible, and effective means of providing education. Nearly half of all the college students in the country are of the age group once thought of as nontraditional. They are working adults or adults seeking first educational credentials or retraining. Many working adult students with multiple demands on their time find DE to meet their needs better than campus-based education; and

**WHEREAS,** DE is also an opportunity for the College and the students to contribute to environmentally friendly practices. Courses that run through DE reduce the use of paper and copying, as resources are available digitally. In addition, students commute to campus less frequently than traditional courses, lessening the use of gas and related emissions into the environment; and

**WHEREAS,** in addition to working adults, the traditional-aged college students come to campus with extensive experience using digital technologies in their personal and school lives. For these students, DE that involves the use of Internet, web casts, text messaging, and other digital media is comfortable and familiar. As technology continues to expand world-wide, participation in DE assists students in preparing for the workforce; and

**WHEREAS,** the College has developed and is currently implementing a Distance Education strategic plan.

**NOW, THEREFORE, BE IT RESOLVED,** that this document serves as a policy for the College to support the Policy on Distance Education and Correspondence Education of the Western Association of Schools and Colleges (WASC), Accrediting Commission for Community and Junior Colleges (ACCJC) (Revised August 2012).

**BE IT FURTHER RESOLVED,** that a manual will be developed based on this policy. The manual will include specific forms, and other detailed processes that are necessary to ensure the policy is implemented.

**Amended & Adopted: February 16, 2018**
**Resolution 1-2018**
**Adopted: July 7, 2010**
**Resolution No: 7-2010**

**GUAM COMMUNITY COLLEGE**
**Board of Trustees**

**SELECTION OF PRESIDENT**

**WHEREAS,** while the authority and responsibility of the Board is clear (17 GCA, Chapter 31 subsection 31109 and subsection 31110), participation in the review and selection process by a wide variety of constituents has been the practice of the College, and the Guam Community College Board of Trustees is committed to maintaining the highest standards of quality and effective governance in fulfilling its responsibilities to the community; and

**WHEREAS,** the Guam Community College Board of Trustees is committed to maintaining the highest standards of quality, effective governance in fulfilling its responsibilities to the community; and

**WHEREAS,** the Board of Trustees is responsible for the selection of the President of the College whose performance is of vital importance to ensuring these highest standards which will enhance the educational opportunities provided to the residents of the community; and

**WHEREAS,** while the Board of Trustees feels that the selection of the President is one of its major responsibilities, it also recognizes that the participation by others in the screening of candidates for the Presidency is both desirable and educationally sound;

**NOW, THEREFORE, BE IT RESOLVED,** that when a vacancy in the Presidency will occur, the Board of Trustees shall appoint a Screening Committee whose responsibility shall be to advertise the position, accept, screen and interview applicants, and recommend to the Board of Trustees at least two but preferably three applicants who best meet the advertised criteria;

**BE IT FURTHER RESOLVED,** that the Screening Committee shall consist of one member of the Board of Trustees who is not the Chairperson of the Board of Trustees, the Student member of the Board of Trustees, the two advisory members to the Board of Trustees, the GCC Faculty Senate President, and two members of the general community chosen by the Board of Trustees, with five members constituting a quorum. Each shall have a vote within the Committee. The committee shall elect the Chairperson for the committee. Screening Committee Support is to be provided by the Vice President for Academic Affairs and the Human Resources Administrator.

**BE IT FURTHER RESOLVED,** that the Presidential searches are not usually hurried. It is a process that should be open to the public scrutiny, inclusive, dignified, careful, and methodical. While the process is open to public scrutiny, names and applications of applicants will remain confidential until the final recommendations report is forwarded to the Board of Trustees. A minimum amount of time for accepting application would be three (3) months. The procedures and timeline for the Presidential Search shall be as follows:

**Step 1**
Screening Committee notified and meets to review requirements stated in BOT Policy 455, including the search timeline and job description. The Screening Committee and the Board of Trustees shall be guided in the presidential search by these minimum qualifications for applicants for the presidency:

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a) Earned doctoral degree in education administration or closely related area from an accredited college or university, plus four (4) years of teaching and three (3) years of administrative experience at a post secondary institution; or any combination thereof equaling seven (7) years of experience in an educational institution.

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Preferred Experience: Experience at a Pacific Island community college or university is preferred.

**MINIMUM PROFESSIONAL QUALIFICATIONS:**

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Ability to work and communicate effectively with faculty, students, staff, board and alumni in addition to selecting, managing and supporting the most qualified persons in leadership positions.

Enthusiasm and stamina for an active student environment, challenging fund raising agenda and facility planning.

Personal qualities which demand respect from faculty, staff, students, community members and peers.

**Step 2**
The Committee will establish Advertising parameters (local and/or mainland US as needed). The first public advertising of the job announcement will occur and the Committee will prepare interview questions and submit them to the EEO Officer for review.

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Off-island interviews may be arranged as directed by the Committee.

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**Steps to the Presidential Search Process**
And while somewhat open to interpretation, the steps are intended to be rigorous, and generally are as follows:

**Acceptance of the current President's intent to vacate the position**

**Development of a transition plan**
The Presidential Search Process is the beginning of the transition plan. The Board, the current President and new President shall develop a transition plan to ensure the College is able to continue to operate successfully.

**Designation of an Interim President**
Needed if a new President is not able to start by _____.

**Development/update of job description**
Minimum Education and Experience
Minimum Professional Qualifications
Description of Duties
Methods of Evaluations
Range of compensation
Required documents
(Samples attached)

**Development of a detailed ad for publication**
Description of the Institution
Institutional philosophy
Job description
Instructions for the application process
Closing date and anticipated decision date
Methods of notification
(See file for previous announcements)

**Where to advertise**
GCC Website
Local Print Media (i.e. PDN, ~~Mariana Variety~~The Guam Daily Post)
Circulations of Job Announcement (referrals, nominations, etc.)

**Development/update of rating instruments and criteria**
(See file for past instrument)

**Presidential Search time lines**
(See attached Presidential Search time line)
- Collection, acknowledgment, and safeguarding of application materials
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- Assessment of qualified candidates
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- Review and discussion of each viable candidate attributes
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Amended & Adopted: February ___, 2018
Resolution ___-2018

**Amended & Adopted: January 8, 2009**
**Resolution 8-2009**

**Adopted: December 6, 1995**
**Resolution 1-96**

**Revised/Adopted: April 5, 2000**
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**Revised/Adopted: September 5, 2006**
**Resolution 14-2006**

# GUAM COMMUNITY COLLEGE
## Board of Trustees

## SELECTION OF PRESIDENT

**WHEREAS,** while the authority and responsibility of the Board is clear (17 GCA, Chapter 31 subsection 31109 and subsection 31110), participation in the review and selection process by a wide variety of constituents has been the practice of the College, and the Guam Community College Board of Trustees is committed to maintaining the highest standards of quality and effective governance in fulfilling its responsibilities to the community; and

**WHEREAS,** the Guam Community College Board of Trustees is committed to maintaining the highest standards of quality, effective governance in fulfilling its responsibilities to the community; and

**WHEREAS,** the Board of Trustees is responsible for the selection of the President of the College whose performance is of vital importance to ensuring these highest standards which will enhance the educational opportunities provided to the residents of the community; and

**WHEREAS,** while the Board of Trustees feels that the selection of the President is one of its major responsibilities, it also recognizes that the participation by others in the screening of candidates for the Presidency is both desirable and educationally sound;

**NOW, THEREFORE, BE IT RESOLVED,** that when a vacancy in the Presidency will occur, the Board of Trustees shall appoint a Screening Committee whose responsibility shall be to advertise the position, accept, screen and interview applicants, and recommend to the Board of Trustees at least two but preferably three applicants who best meet the advertised criteria;

**BE IT FURTHER RESOLVED,** that the Screening Committee shall consist of one member of the Board of Trustees who is not the Chairperson of the Board of Trustees, the Student member of the Board of Trustees, the two advisory members to the Board of Trustees, the GCC Faculty Senate President, and two members of the general community chosen by the Board of Trustees, with five members constituting a quorum. Each shall have a vote within the Committee. The committee shall elect the Chairperson for the committee. Screening Committee Support is to be provided by the Vice President for Academic Affairs and the Human Resources Administrator.

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**Resolution 2-2018**

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**Resolution 6-2000**

**Revised/Adopted: September 5, 2006**
**Resolution 14-2006**

## PRESIDENT'S TRAVEL SCHEDULE
## March 2018

| Conference Title/Sponsor | Date | Location |
|---|---|---|
| ACCJC Commission Development Workshop | March 13-16, 2018 | San Diego, CA |

*Funding Source in order of travel: ACCJC (100% funded)*

Doc. No. 34GL-18-1612 *

Fall 2017

# CLYMER Report

## Classroom Learning Yields Math & English Readiness

GUAMCOMMUNITYCOLLEGE

Michael Chan, Ed.D.
GCC Dean, Technology & Student Services

Doc. No. 34GL-18-1612.*

***Introduction***

The idea all began with the first cohorts of the Transformation Leadership Academy in spring and fall of 2016. Guam Community College (GCC) faculty, staff, and administrators set forth on a journey to identify areas of underperformance and overcome these underperformances by changing mindsets of approach to learning. The Classroom Learning Yields Math & English Readiness (CLYMER) program is a concrete example of changing mindsets. Many institutions rely heavily, if not solely, on placement exams to assess where a student should be placed for Math and English. CLYMER takes into account not just a student's knowledge, but a student's work ethic, sense of responsibility, and that the student had a great team of teachers to work with through the years.

***Eligibility Requirements & Participating Schools***

To Enroll Into MA110-Finite Mathematics

- Have completed Algebra II with a "B" or better in high school.
- Have a GPA of a 3.2 or better.

To Enroll Into MA161A-College Algebra & Trigonometry I

- Have completed Trig/Analytical Geometry with a "B" or better in high school.
- Have a GPA of a 3.4 or better.

To Enroll Into EN110-Freshman Composition

- Have completed English 12 with a "B" or better in high school.
- Have a GPA of a 3.2 or better

The eligibility requirements were derived from ten years' worth of data based on students who placed directly into college level Math and/or English at GCC. The data was analyzed to determine the common denominators of the students who placed directly into MA110, MA161A, and EN110 in terms of the high school Math and English courses taken, the grades earned in those classes, and overall GPA. As a result of the analysis, the eligibility requirements were



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developed and proposed to the Math and English faculty for feedback. The eligibility requirements and the CLYMER program was officially approved and launched by the Vice President for Academic Affairs in March 2017 with 105 approved applicants for EN110 and 67 approved applicants for MA110, and 4 approved applicants for MA161A. Applicants came from all six Guam Department of Education (GDOE) high schools, Notre Dame High School, Academy of Our Lady of Guam, Guam High School, and Marianas High School.

***Fall 2017 CLYMER Success Rates of Students***

The tables below detail the success rates of CLYMER students enrolled in English classes by grade and school of origin.

*EN110- Freshman Composition*

| Grade | Count | Percentage |
|---|---|---|
| A | 49 | 47% |
| B | 47 | 45% |
| C | 3 | 3% |
| D | 4 | 4% |
| F | 2 | 1% |
| Total | 105 | 100% |

*EN110- Freshman Composition by School*

| **George Washington High School** | | |
|---|---|---|
| A | 2 | 12% |
| B | 12 | 71% |
| C | 1 | 6% |



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| | | |
|---|---|---|
| D | 2 | 11% |
| F | 0 | 0% |
| Total | 17 | 100% |

| **John F. Kennedy High School** | | |
|---|---|---|
| A | 16 | 64% |
| B | 7 | 28% |
| C | 0 | |
| D | 0 | |
| F | 2 | 8% |
| Total | 25 | 100% |

| **Okkodo High School** | | |
|---|---|---|
| A | 13 | 48% |
| B | 12 | 44% |
| C | 1 | 4% |
| D | 1 | 4% |
| F | 0 | 0% |
| Total | 27 | 100% |

| **Simon Sanchez High School** | | |
|---|---|---|
| A | 6 | 27% |
| B | 14 | 63% |
| C | 1 | 5% |

| | | |
|---|---|---|
| D | 1 | 5% |
| F | 0 | 0% |
| Total | 22 | 100% |

| **Southern High School** | | |
|---|---|---|
| A | 3 | 75% |
| B | 1 | 25% |
| C | 0 | 0% |
| D | 0 | 0% |
| F | 0 | 0% |
| Total | 4 | 100% |

| **Tiyan High School** | | |
|---|---|---|
| A | 3 | 75% |
| B | 1 | 25% |
| C | 0 | 0% |
| D | 0 | 0% |
| F | 0 | 0% |
| Total | 4 | 100% |

| **Academy of Our Lady of Guam** | | |
|---|---|---|
| A | 2 | 100% |
| Total | 2 | 100% |

| **Guam High School** | | |
|---|---|---|
| A | 1 | 100% |
| Total | 1 | 100% |

| **Marianas High School** | | |
|---|---|---|
| A | 1 | 100% |
| Total | 1 | 100% |

| **Notre Dame High School** | | |
|---|---|---|
| A | 2 | 100% |
| Total | 2 | 100% |

A total of 105 high school students were approved for EN110 through the CLYMER program and completed the course. 99 of the students successfully completed EN110 with a grade of a "C" or better, which is a 94% success rate.

Of the 105 students who were approved for EN110 through the CLYMER program, 99 were GDOE high school students. Of the 99 GDOE high school students, 93 successfully completed EN110 with a grade of a "C" or better, which is a 94% success rate.

The high schools with the highest success rate of having more than 15 CLYMER students who successfully complete with a "C" or better were Okkodo High School with a success rate of 95% (27 students), followed by Simon Sanchez High School with a success rate of 95% (22 students), and John F. Kennedy High School with a success rate of 92% (25 students).

The high schools with the most students receiving a grade of an "A" were John F. Kennedy High School with 16, followed by Okkodo High School with 13, and Simon Sanchez High School with 6.

The next set of tables show the success rates of CLYMER students enrolled in Math classes by grade and school of origin.

*MA110- Finite Mathematics*

| Grade | Count | Percentage |
|---|---|---|
| A | 43 | 64% |
| B | 15 | 23% |
| C | 7 | 10% |
| D | 0 | 0% |
| F | 2 | 3% |
| Total | 105 | 100% |

*MA110- Finite Mathematics by School*

| George Washington High School | | |
|---|---|---|
| A | 6 | 55% |
| B | 2 | 18% |
| C | 3 | 27% |
| D | 0 | 0% |
| F | 0 | 0% |
| Total | 11 | 100% |

| John F. Kennedy High School | | |
|---|---|---|
| A | 9 | 69% |
| B | 3 | 23% |
| C | 0 | 0% |
| D | 0 | 0% |
| F | 1 | 8% |
| Total | 13 | 100% |

| Okkodo High School | | |
|---|---|---|
| A | 12 | 80% |
| B | 1 | 7% |
| C | 2 | 13% |
| D | 0 | 0% |
| F | 0 | 0% |
| Total | 15 | 100% |

| Simon Sanchez High School | | |
|---|---|---|
| A | 9 | 60% |
| B | 5 | 33% |
| C | 1 | 7% |
| D | 0 | 0% |
| F | 0 | 0% |
| Total | 15 | 100% |

| **Southern High School** | | |
|---|---|---|
| A | 2 | 67% |
| B | 1 | 33% |
| C | 0 | 0% |
| D | 0 | 0% |
| F | 0 | 0% |
| Total | 3 | 100% |

| **Tiyan High School** | | |
|---|---|---|
| A | 3 | 60% |
| B | 1 | 20% |
| C | 0 | 0% |
| D | 0 | 0% |
| F | 1 | 20% |
| Total | 5 | 100% |

| **Academy of Our Lady of Guam** | | |
|---|---|---|
| A | 1 | 100% |
| Total | 1 | 100% |

| **Guam High School** | | |
|---|---|---|
| B | 1 | 100% |
| Total | 1 | 100% |

| **Marianas High School** | | |
|---|---|---|
| A | 1 | 100% |
| Total | 1 | 100% |

| **Notre Dame High School** | | |
|---|---|---|
| B | 1 | 100% |
| Total | 1 | 100% |

A total of 67 high school students were approved for MA110 through the CLYMER program and completed the course. 65 of the students successfully completed MA110 with a grade of a "C" or better, which is a 97% success rate.

Of the 67 students who were approved for MA110 through the CLYMER program, 63 were GDOE high school students. Of the 63 GDOE high school students, 61 successfully completed MA110 with a grade of a "C" or better, which is approximately a 97% success rate.

Three high schools with more than 10 CLYMER students had a 100% success rate include George Washington High School (11 students), Simon Sanchez High School (15 students), and Okkodo High School (16 students).

The high schools with the most students receiving a grade of an "A" were Okkodo High School with 12, followed by John F. Kennedy High School and Simon Sanchez High School each with 9.

*MA161A- College Algebra & Trigonometry*

| Grade | Count | Percentage |
|---|---|---|
| A | 2 | 50% |
| B | 1 | 25% |
| C | 1 | 25% |
| D | 0 | 0% |
| F | 0 | 0% |
| Total | 4 | 100% |

| **John F. Kennedy High School** | | |
|---|---|---|
| A | 1 | 50% |
| C | 1 | 50% |
| Total | 2 | 100% |

| **Okkodo High School** | | |
|---|---|---|
| A | 1 | 50% |
| B | 1 | 50% |
| Total | 2 | 100% |

CLYMER students for MA161A all successfully completed with a "C" or better. Two students were from Okkodo High School and the other two students were from John F. Kennedy High School.

***Conclusion***

Students come to postsecondary institutions with documents that contain much data and insight. For many years, postsecondary institutions have chosen to ignore that information. The Transformation that GCC has undergone has changed this practice. Transformation has opened GCC's eyes to valuable information that has always been there. No school is perfect. No teacher is perfect. However, GCC believes that the vast majority of the teachers in the island's schools, public and private, are dedicated professionals who want nothing but the best for their students.

GCC is taking into account the teaching professionals who have invested countless hours providing instruction and guidance, and have gotten to know the students' strengths and weaknesses. To put it simply, GCC is recognizing the strengths of incoming students when they decide to enroll at the College. GCC is recognizing the teachers who speak volumes through the data in the transcripts and the letters of recommendations they provide. The grades and numbers on transcripts tell more than the assessment results that a student achieves in a placement test. More often than not, a student's high school achievement also reflects a student's work ethic, sense of responsibility, and drive to succeed.

The beauty of Transformation is that it provides the opportunity to change mindsets. Although the CLYMER program is in its infancy stage, and no doubt this is a tremendous start, but GCC still needs more data to solidify these findings. The numbers don't' lie. The teachers at the primary and secondary levels should be given more credence than a two hour placement test that only assesses what the student is able to recall at that very moment. In the final analysis, it is indeed the result of the invaluable work of teachers that has caused classroom learning to yield

readiness to take college-level English and Math courses, hence the birth of the CLYMER program at GCC.

The CLYMER program at the College is also intended to honor the memory of Patrick Clymer, the College's former Registrar, who passed unexpectedly in July 2017. From the very beginning when the Dean explained the concept to him, he encouraged the Dean to push the idea forward and ran reports that yielded the relevant data for review and analysis.