Gmail

BENJAMIN CRUZ <speaker@senatorbjcruz.com>

GCC Board Reporting Requirement - April 2018

2 messages

Bertha Guerrero <bertha.guerrero@guamcc.edu>
To: BENJAMIN CRUZ <speaker@senatorbjcruz.com>, Edward Pocaigue <epocaigue@senatorbjcruz.com>

Sat, Apr 28, 2018 at 8:51 AM

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 April 2018.

GL#34-18-1814
Speaker Benjamin J.F

Please acknowledge receipt.

Si Yu'os Mà'ase ~"Thank You"
Bertha M. Guerrero, Board Secretary
Board of Trustees & Foundation Board of Governors
Guam Community College
Office: 671-735-5638 * Fax: 671-734-1003
P.O. Box 23069; Barrigada, Guam 96921

APR 30 2018
Time: 10:17 AM
Received By

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.

2018 APR 30 AM 10:34

E-mail administered by Guam Community College

2 attachments

Speaker's letter4.12.18.pdf
23K

4.12.18 BOT mtg.signed.pdf
345K

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

Mon, Apr 30, 2018 at 10:17

4/28/18	4/28/18	Guam Community College	GCC Board Reporting Requirement - April 2018	34-18-1814

[Quoted text hidden]

OFFICE OF SPEAKER BENJAMIN J.F. CRUZ

Committee on Appropriations and Adjudication

I Mina'trentai Kuattro na Liheslaturan Guåhan

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

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

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Speaker's letter4.12.18.pdf
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1814

GUAMCOMMUNITYCOLLEGE

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

April 12, 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 – April 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 April 12, 2018.

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, April 12, 2018, 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 February 16, 2018

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

1. New Policy – Digital Resources Policy (2nd Reading)
2. Construction Projects Updates
   - Building 100 and Forensic Lab
   - Building 300
   - Wellness Center

Updated 4/6/18

VII. **NEW BUSINESS**

1. Proposed Fee Adjustments Resolution (Transcript & EVOC)
2. Proposed Resolution re Building B
3. Proposed Adjunct Associate Dean Position
4. Article XV-Financial Exigency/Reduction-in-Force/Licensed Practical Nursing Program
5. Proposed Resolution re Fiscal Planning
6. President's Travel Request (May-June 2018)
7. Board Travel - Proposed

VIII. **EXECUTIVE SESSION**

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

IX. **ADJOURNMENT**

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of February 16, 2018

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on February 16, 2018, was called to order at 12:05 p.m., by Chairperson Frank Arriola, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Swearing In and Administration of the Oath of Office. The Board Chairperson, Frank Arriola, swore in the newly appointed GCC Board of Trustees Member, Mr. Carlo Leon Guerrero.

2. Roll Call. Trustees Present: Mr. Frank P. Arriola, Chairperson; Mr. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; and Mr. Carlo Leon Guerrero. **Other members:** Mr. Richard P. Sablan, Vice Chairperson (schedule conflict); Ms. Gina Ramos, Secretary (schedule conflict); and Mr. Luke Fernandez, Student Trustee (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Dr. Michael Chan, Dean, TSS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Attorney Rebecca Wrightson, Legal Counsel.

3. 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 – January 19, 2018

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF JANUARY 19, 2018, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS. The College received a letter dated January 29, 2018, from the Speaker of the Guam Legislature to the Governor of Guam regarding the appointment of Mr. Carlo Leon Guerrero as a member of the GCC Board of Trustees.

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:

FY2018. The College has received year-to-date $4,367,000, which equates to 50% of the total amount requested. The total amount the College has requested year-to-date is $8.6 million. This equates to 21% of the overall budget for the fiscal year.

Met with DOA Director Ms. Christine Baleto before she left and have been receiving regular allotment releases every week. Mr. Edward Birn is the current DOA Acting Director and Mr. Vince Arriola is the Deputy Director, who are both aware of the allotment releases for the College.

The College also received information from BBMR regarding the estimated shortfall for FY2018 on the anticipated non-collection based on the new tax cuts under the Trump Administration. The College is not subject to BBMR's allotment releases but projected about an 8.7% cut of the College's total budget. It is not subjected to BBMR's release because it is exempt.

There is a 10% cash reserve at the beginning of every fiscal year. The College has been able to work with this, however, the estimated 8.7% was when the $40 million was first introduced as the costs savings amount. There is discussion that the amount is now at $60 million plus but have not seen the effects of this yet.

There will be a meeting as an institution next week with the Faculty Senate, Staff Senate, Union Representatives and the Management Team to identify what the potential impacts might be for the College. This is just for planning purposes, and updates will be made available to the faculty and staff when necessary.

The college is working to resolve the appeals with the competitive wage act in 2014.

The President further reported that internal discussions continue to identify where the College can cut and where to possibly generate revenue activities to stabilize the College should Bill 244 go in effect.

Capital Improvement Projects and other activities: President Okada reported the following:
-The air-conditioners are currently being set up for installation after a notice to cure was issued to the vendor.
-There is a vendor identified to paint Building D and in order to not interfere with students and classes, painting are scheduled on Friday, Saturday and Sunday. This will be last painting project before the Accreditation visit. All other painting projects thereafter will be during the summer.
-The fence replacement project is progressing.
-The maintenance storage construction is ongoing and have issued a notice of default and time to cure.

-The float valve has been replaced for the domestic water system for Bldg. 3000.
-The fire suppression system replacement for Bldg. 2000 is progressing.

Regarding the Manpower Development Fund (MDF), there are two funding sources, the H2 MDF; and the MDF from the general fund, which is currently being received, to date, in the amount of $136,394.

Accreditation Updates (Data Extract #6): Copies were provided to the Board and the President reported that this is part of the information provided to the board to understand how this is relevant to accreditation.
-Information in Data extract #6 is regarding the Integrated Postsecondary Education Data System (IPEDS). Every year the College fills out the IPEDS data survey, which is collected by the federal government for first-time, full-time, degree-seeking students, which is conducted during the fall.
-This shows the graduation rates of students who complete their degrees in 150% time.

Other activities:
The President reported the following:
-The GCC Culinary Arts program received an accreditation certificate from the American Culinary Federation (ACF) on February 12, 2018 and will be accredited through December 31, 2022. At this time, Ms. Marivic "Vicky" Schrage, Department Chair; Chef Paul Kerner; and Chef Bertrand J Haurillon were commended for their part with the ACF accreditation in their commitment to student success.
-Finalizing the collateral equipment requirement for Building 100 to go out to bid.
-Communicating with TRMA on the design for the renovation of Building B, which is the location of the Student Support offices in front of the campus to include a second floor for the student success center.

2. Monthly Activities Report.

Student Trustee: *Trustee Luke Fernandez was not in attendance.*

Faculty Advisory Member: Mr. Fred Tupaz reported the following:
-Nothing to report at this time other than Spring Semester has already begun for faculty.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:

-Working on the year end process.
-Two computer classrooms were upgraded with new computers, including the Student Center Lab.
-Any other replacements will be handled upon requests.
-Staff preparing for the Accreditation visit.
-College Assembly is scheduled for March 19, 2018.

3. Board of Trustees Community Outreach Report.

-Trustee Hara attended Dr. John Salas' state funeral and the Governor's state of the territory address.
-Trustees are also preparing for the Accreditation.

VI. UNFINISHED BUSINESS

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

-Bldg. 100. Currently 68.315% complete.

-Forensic Lab. This project is still pending an appeal and should receive a response by the end of February 28, 2018.

-Building 300. The contract has been reviewed by legal counsel. The initial construction meeting is scheduled on February 20, 2018.

-Wellness Center. Waiting for government estimates to proceed with the bid on this project and at such time when done this will be presented to the Board for funding.

VII. NEW BUSINESS.

1. New Policy – Digital Resources Policy (1st Reading). The Board was provided with a proposed policy for first ready as the Digital Resources Policy. This is a new policy approved by the College Governing Council consisting of representatives from the faculty, staff and student representatives. After several discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE TO MOVE THE DIGITAL RESOURCES POLICY INTO SECOND READING, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. POLICY REVIEW. The President reported that as a continuation of BOT Policy reviews, two more policies were previously reviewed and updated. Copies of the adopted policies with recommendations were provided to the Board for consideration, as follows: Board of Trustees Policies 340 for Distance Education and Policy 455 for Selection of President. After discussions and review, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD ADOPT THE UPDATED BOARD OF TRUSTEES POLICIES, AS FOLLOWS: POLICY 340-DISTANCE EDUCATION POLICY, AND

POLICY 455-SELECTION OF PRESIDENT, WITH CORRECTIONS, NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. PRESIDENT'S TRAVEL REQUEST (additional March 2018 travel). The President informed the Board of the following travel request:

-ACCJC Commission Development Workshop, March 13-16, 2018, in San Diego, California, 100% ACCJC funded.

After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, AND SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD APPROVE THE PRESIDENT'S ADDITIONAL TRAVEL REQUEST FOR MARCH 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 CARLO LEON GUERRERO 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 DEBORAH BELANGER THAT THE PRESIDENT'S REPORT BE ACCEPTED, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, the Chairperson congratulated the GCC Culinary Arts and Food Services Department for recently receiving a program accreditation certificate from the American Culinary Federation.

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 CARLO LEON GUERRERO, THAT THE MEETING OF FEBRUARY 16, 2018, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of February 16, 2018, adjourned at approximately 1:32 p.m.

SUBMITTED BY:

APR 12 2018
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

APR 12 2018
GINA Y. RAMOS
Secretary

APPROVED BY:

APR 12 2018
FRANK P. ARRIOLA
Chairperson

(2nd Reading)
Policy 196

Guam Community College
Board of Trustees
Resolution 4-2018

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 12th day of April 2018.

FRANK P. ARRIOLA
Chairperson

ATTESTED BY:

GINA Y. RAMOS
Secretary

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 3-2018

GCC NEW COURSE AND TRANSCRIPT ADJUSTMENT FEES

WHEREAS, Guam Community College (GCC) held public hearings on fee adjustments on January 29, 2018 and January 30, 2018 at the GCC campus in Room 3120 in the Allied Health Building for the purpose of gathering feedback regarding the establishment of a new course fee for the Criminal Justice Emergency Vehicle Operator's Course (EVOC), which is not listed in the GCC catalog, including adjustments (decrease) for existing transcript fees; and

WHEREAS, on April 12, 2018, a proposal of the establishment of a proposed fee for the GCC Criminal Justice Emergency Vehicle Operator's Course (EVOC) and adjustment of transcript fees was recommended to the GCC Board of Trustees, as follows:

New Course Fee:
Proposed Fee increase for new course to cover the cost of fuel, oil, tire replacement and preventative engine maintenance for marine vessels, EVOC vehicles, and all-terrain vehicles used to train cadets and trainees in the Criminal Justice Academies.

Course Number	Course Name	Proposed Fee
CJ132	Emergency Vehicle Operator's Course (EVOC)	$75.00

Proposed Transcript Fee changes:

Replacement of same-day service with RUSH service.

RUSH Service	**1-2 business days**

Change in price of transcript to $5 per copy (no longer $15 for first copy and $1 for additional copies)

Transcript Fee	**$5.00**

Change in price of RUSH transcript to $15 per copy (no longer $29 for first copy and $1 for additional copies)

RUSH Transcripts	**$15.00**

WHEREAS, on April 12, 2018, the above proposal was approved by the GCC Board of Trustees; and

NOW, THEREFORE, BE IT RESOLVED, that the above proposal for a Criminal Justice Emergency Vehicle Operator's Course (EVOC), and adjustment of transcript fees for Guam Community College are hereby approved as presented herein on April 12, 2018 to the GCC Board of Trustees and will be effective beginning Fall 2018.

ADOPTED the 12th day of April 2018.

FRANK P. ARRIOLA
Chairperson

ATTESTED BY:

GINA Y. RAMOS
Secretary

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 5-2018

REQUEST TO PROVIDE FUNDING FOR THE ARCHITECTURAL AND ENGINEERING FOR THE RENOVATION OF BUILDING B

WHEREAS, Guam Community College ("College") strives to continue to increase program completion rate by expanding learning resources and facilities; and

WHEREAS, the GCC Board of Trustees authorized the update of the Guam Community College Physical Master Plan on August 22, 2014; and

WHEREAS, the GCC Physical Master Plan, 2015-2020 identified the renovation of Building B from a single story to a two story facility; and

WHEREAS, renovation is necessary to primarily house the Student Support Office and GCC's Fire Alarm/Mass Notification System on the first floor and the Student Success Center computer lab on the second floor; and

WHEREAS, TRMA will provide the architectural and engineering services to include schematic design services, design development and construction documents services, LEED services, bidding services, and construction administration services for $178,440; and

WHEREAS, the renovation of Building B to a two-story facility will provide a total of 6,000 square feet; and

WHEREAS, the purpose of the GCC Foundation is to support the College activities, goal, plans, projects, and programs, to include funding for capital improvement projects; and

NOW, THEREFORE, BE IT RESOLVED, that the GCC Board of Trustees authorizes the President to proceed with this project and request that the GCC Foundation Board of Governors fund the architectural and engineering design for the renovation of Building B.

ADOPTED the 12th day of April 2018.

FRANK P. ARRIOLA
Chairperson

ATTESTED BY:

GINA Y. RAMOS
Secretary

ASSOCIATE DEAN
(Adjunct Appointment)

NATURE OF THE POSITION

Included as part of the administrative structure of the College the position of Adjunct Associate Dean is outside those regularly assigned to the Technology and Student Services Division (TSS) and the Technology and Professional Services Division (TPS). It is, in effect, a floating position subject to assignment as needed. It will be an adjunct administrative staff to the school to which assigned.

The position is assigned to the school in most need of services for the duration of the need, or assignment may be made to the school which will benefit the most with the employee's knowledge, skills and abilities. Assignment may rotate during the employee's term of appointment.

The position of Adjunct Associate Dean is a mid-level administrator at the College who reports directly to the assigned divisional dean. General responsibilities include working closely with the respective divisional dean, Vice President for Academic Affairs, and staff of the division in curriculum, assessment, student services, budgetary and personnel matters. Work is performed in accordance with established Board policies, laws, rules and regulations.

PURPOSE

The primary purpose of the adjunct Associate Dean is to provide critical services needed, where and when needed, within the instructional services of the College. Another purpose is to provide administrative in-service training to the College employees, especially faculty members, the end result of which is the formation of a pool or cadre of potential candidates for the position of Associate Dean or Dean.

TERMS AND CONDITIONS

Appointment to the position of adjunct Associate Dean will be accomplished through **TRANSFER/RECLASSIFICATION**, indicating therein the beginning and ending dates of the appointment. The appointment will stipulate that it is being made under limited-term, full-time basis. The salary will be an annual amount within the Associate Dean pay grade. The exact amount to be allocated will be determined by applicable guidelines. The pay may be higher than the amount received in the previous position. In no event, however, shall the appointment be construed as a promotion.

The term of the appointment will be for one academic year (for faculty) or fiscal year at a time. A consecutive second appointment may be made at the discretion of the President. However, there shall be no third consecutive appointment. A subsequent appointment may be made after a lapse of at least one year between appointments.

An employee within the College appointed as adjunct Associate Dean will be on duty status for twelve months and will be entitled to all benefits of a twelve-month employee. Upon the expiration of appointment as adjunct Associate Dean, the employee will be restored to his/her position or its equivalent. Time spent in the position of adjunct Associate Dean will be credited as part of the employee's previous position and made applicable upon the employee's reinstatement in his/her previous position as if the employee had never been transferred out of said position.

A faculty member who is appointed as adjunct Associate Dean may receive cash for summer vacation leave accrued by the employee at the end of the appointment. Likewise, the faculty member shall also receive cash for earned and unused annual leave upon reinstatement as a faculty member and resumption of the academic year duty status. On the other hand, a twelve-month employee who is appointed to adjunct Associate Dean shall not be eligible for cash payment of accrued and unused annual leave. The employee shall transfer all annual leave (and sick leave) to the adjunct Associate Dean for the duration of his/her appointment in said position, and then transfer such leave credits upon reinstatement back to the previous position.

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

Program Development and Management

- Provides technical assistance to instructional faculty and staff in the process of curriculum development, including documentation, review, improvement and/or creation.
- Provides assistance to instructional departments within the division in developing master schedules and room utilization within the division.
- Provides support to the dean in strategic planning to meet institutional goals.
- Works with the dean in preparation of student programs, policies, and handbooks.
- Assists in writing and /or managing various grants.
- Administers various programs as assigned by the Dean

Budget and Resources

- Provides assistance to instructional faculty in the budgetary process. Forms of assistance include budget development and expenditure processes.
- Assists in creating a safe environment for our students.
- Follows all budgeting processes relative to grants or student activities.
- Maintains inventory of division properties.

Leadership

- Serves as a member on College Committees as assigned.
- Provides liaison for coordination between divisions, departments and deans in instructional matters.

- Represent the Division at college events related to orientation, admissions and student programs.
- Provides support to faculty and programs in their assessment efforts.
- Develops adjunct faculty orientation, training, and services and identifies and recommends professional development opportunities for faculty and staff.
- Serves as representative for the Division as determined by Dean.

Personnel

- Evaluates faculty and staff and makes appropriate recommendations to the dean regarding rating and retention.
- Assists the dean in screening and interviewing applicants for full-time and part-time teaching and staff positions.
- Assists Dean with resolving issues and problems that arise with faculty, students, and staff.
- Maintains a positive and effective working relationship with faculty and staff.

Policy Administration

- Assists Dean in solving day-to-day personnel, supply, and equipment problems.
- Helps supervise student activities.
- Formulates student personnel policies, such as code of ethics.
- Maintains and oversees student behavior policies and related actions and records attendance and disciplinary procedures; keeps records of disciplinary actions; and confers with students, teachers and parents (in the secondary environment).
- Maintains records and prepares reports.
- Assists and advises the Dean as requested.
- Participates in the development and implementation of College policies and procedures.
- Ensures compliance with federal and local laws, rules and regulations, and Board policies in area of responsibilities.
- Insures the free exercise and protection of student rights on campus.

Continues to develop skills necessary for effective academic management and leadership.

Performs other related duties as required.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of school administration.

Knowledge of the goals and objective of the College and their relationship to the division.

Knowledge of the divisional programs.

Knowledge of all student activities and organizations.

Knowledge of ACCJC accreditation standards and how they impact all aspects of programs and services at the College.

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

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

Ability to comprehend and analyze detailed written mater.

Ability to organize and plan effectively.

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

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

Ability to understand and apply mathematical principles.

Ability to comprehend the scope and interrelationships between educational programs, program management, and the availability and use of financial and personnel resources.

Ability to make independent judgments on the relationship between programs and financial accounting.

Ability to supervise work and training of professional and non-professional employees.

Ability to maintain school discipline.

Ability to effectively relate to students, parents, and staff members while administering disciplinary policies.

Ability to use sound judgment in evaluating administrative problems and in making effective recommendations.

Ability to work effectively under pressure.

A good sense of humor.

Ratified: APR 12 2018

CHAIRPERSON
BOARD OF TRUSTEES

Updated 4/6/18

ARTICLE XV - FINANCIAL EXIGENCY / REDUCTION-IN-FORCE

A. INTENT

The Board recognizes that it is in the best interest of the College to promote stable employment for faculty at the College. The Board also recognizes that the existence of a financial exigency or a need for reduction-in-force is a serious circumstance. The Board agrees that a reduction-in-force shall be taken only as the final step of a planned process.

If the College President, with the concurrence of the Board, determines that circumstances exist which could ultimately require laying off faculty, the College President shall initially convene a Financial Exigency Committee or the Faculty Reduction-in-Force Committee in the case of other circumstances as defined below (Article XV.B.4). The College President is responsible for administering the financial exigency or reduction-in-force procedures.

B. DEFINITIONS

These definitions shall apply only to Article XV:

1. Demotion – a voluntary change in position to a position with a lower salary.
2. Financial Exigency – a reduction in College expenditures due to a reduction in the College budget that is beyond the control of the College.
3. Layoff – the involuntary termination of employment as a result of reorganization, lack of work, or lack of funds.
4. Other circumstances – instances involving program deletions or cutbacks due to prolonged diminished enrollment or prolonged inability to hire sufficient faculty members in a program, program deletions or cutbacks as a result of well documented changing island needs, and/or the reorganization of degree or curricular offerings or requirements resulting from a change in the Mission, academic requirements of the College, or technological changes. Instances such as these involve changes occurring over the course of more than one (1) academic year.
5. Reduction-In-Force – the laying off of faculty.
6. Reduction in Salary – a reduction in salary without a change in position.
7. Transfer – the lateral movement of a faculty member within the College without any change in position title or salary.
8. Inter-agency transfer – the movement to a different department or agency in the Government of Guam.

C. PLANNING FOR FINANCIAL EXIGENCY

FINANCIAL EXIGENCY COMMITTEE

The purpose of this Committee will be to determine whether or not a true financial exigency exists. It will also be tasked with finding and recommending solutions to the perceived exigency which may include a recommendation for a college-wide Reduction-in-Force. Any finding or recommendation identified by the Financial Exigency Committee that includes any provision of section D of this Article shall not be implemented without the convening of the Reduction-in-Force Committee with the exception of the following, and using the Agreement to Alternative Assignment form (Appendix D):

1. Reprogramming of college-wide budget, or
2. Shared load between departments and/or programs, or
3. Reassignment to another department and/or program, or
4. Supplement assigned duties with alternative duties, or
5. Transfer within the College: A faculty member may elect to temporarily transfer to another comparable vacant position in the College, where qualified.

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 6-2018

RESOLUTION ON FISCAL PLANNING

WHEREAS, the Guam Community College was created by Public Law 14-77(amended by P.L. 31-99) and is a semi-autonomous agency of the Government of Guam; and

WHEREAS, the College was appropriated $20,253,107 through Public Law 22-34 from the Government of Guam for its fiscal year 2018 operations, which covers in total 55% of its operations and 78% of employees' salaries and benefits costs; and

WHEREAS, the last time the College implemented a furlough was in 2003, when the Board of Trustees approved a 10% reduction in pay for academic personnel and a 10% reduction in work hours for classified staff as part of the cost saving measures needed; and

WHEREAS, on January 24, 2018 and March 29, 2018, BBMR advised the College that a reduction of $1,911,064 or 9.7% in appropriations will be required due to projected reduction to General Fund revenue collections with the passage of the federal "Tax Cuts and Jobs Act of 2017"; and

WHEREAS, On March 2, 2018, Governor Eddie Baza Calvo signed Executive Order No. 2018-04, requiring all agencies of the Government of Guam to implement the furlough process of applying a 32 hour work week; and

WHEREAS, On March 20, 2018, Department of Administration Acting Director issued HRD No.: 18-182 requesting for information on the implementation of the Governor's Executive Order No. 2018-04; and

WHEREAS, On March 23, 2018, GCC responded that the Board of Trustees will be meeting in mid-April to discuss this matter and compliance with the EO 2018-04; and

WHEREAS, 17GCA, Chapter 31 GCC Administration, §31106, defines two classifications of employees for the Guam Community College, the Academic Personnel and Classified Staff. These different classification results in different processes for a furlough; and

WHEREAS, the "GCC Personnel Rules and Regulations for Classified Staff", Appendix H, Employee Furlough Procedures states in part …

> *"It is the policy of the government of Guam to resort to employee furlough, when necessary, to avoid layoff of employees and to ensure that the government meets its commitment to the people of Guam in areas of education, health, safety, and other vital services.* ***This procedure will be used only after all other efforts have been explored by GCC to cut operating costs.*** "; and

WHEREAS, The "Agreement Between the GCC Faculty Union & GCC Board of Trustees 2017-2023", Article XV – Financial Exigency/Reduction-in-Force states in part …

> *"The Board recognizes that it is in the best interest of the College to promote stable employment for faculty at the College. The Board recognizes that the existence of a*

financial exigency or a need for reduction-in-force is a serious circumstance. The Board agrees that a reduction-in-force shall be taken only as a final step of a planned process.

If the College President, with the concurrence of the Board, determines that circumstances exist which could ultimately require laying off faculty, ***the College President shall initially convene a Financial Exigency Committee****"*; and

WHEREAS, the Board of Trustees recognizes the Government of Guam's financial situation and the College's participation in previous budget reductions; and

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees authorizes the GCC President to research and work with the Executive Branch Administration in seeking alternatives before any Reduction in Force or Furloughs take place; and

BE IT FURTHER RESOLVED, that the Board of Trustees recommends that if further cost reduction measures are required that those reductions be shared among all employee classifications.; and

BE IT FURTHER ESOLVED, that the Board of Trustees authorizes the College President to convene a Financial Exigency Committee, if required.

ADOPTED the 12th day of April 2018.

FRANK R. ARRIOLA
Chairperson

ATTESTED BY:

GINA Y. RAMOS
Secretary

PRESIDENT'S TRAVEL SCHEDULE
April - June 2018

Conference Title/Sponsor	Date	Location
Baekseok University	April 29 – May 1, 2018	Seoul, Korea
ACCJC CEO Evaluation	May 4-7, 2018	Novato, CA
ACCJC Commissioner Meeting	June 4-10, 2018	San Francisco, CA

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