Speaker's Office <speaker@guamlegislature.org>

Fwd: GCC Board Reporting Requirement - November 2018

Speaker's Office <speaker@guamlegislature.org>
To: Carl Sanchez <clerks@guamlegislature.org>, Rennae Meno <rennae@guamlegislature.org>

Tue, Nov 27, 2018 at 9

11-26-18	22:26	11-26-18	Guam Community College Board of Trustees Meeting Agenda and Materials for November 9, 2018 . *Email	Guam Community College	34GL-18-2599

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OFFICE OF ACTING SPEAKER THERESE M. TERLAJE
I Mina'trentai Kuåtro na Liheslaturan Guåhan
Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
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7 attachments

- **BOT Chief Human Resources Officer 11092018.FINAL.from Joann.HR.pdf** 140K
- **BOT Environmental Health Safety Officer 11092018.FINAL.from Joann.HR.pdf** 107K
- **BOT Chief Information Technology Officer 11092018.FINAL.from Joann.HR.pdf** 121K
- **11-9-18 BOT Agenda.Updated.pdf** 45K
- **Travel Schedule Request.Dec. 2018-Feb. 2019.pdf** 13K
- **11.9.2018 letter to speaker re Reporting Requirement.pdf** 19K
- **11.9.2018 BOT Minutes.signed.pdf** 95K

Vice Speaker Therese M. Terlaje
34GL-18-2599
NOV 27 2018
Time: 22:26 pm
Received by:

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GUAMCOMMUNITYCOLLEGE

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

November 9, 2018

The Honorable Therese M. Terlaje
Acting Speaker, 34th Guam Legislature
163 Chalan Santo Papa
Hagåtña, Guam 96910
(via email: speaker@guamlegislature.org)

Re: Boards & Commissions Reporting Requirements – November 2018

Dear Speaker Terlaje:

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 9, 2018.

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

Senseramente,

Mary A.Y. Okada

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

Attachment

Doc. No. 34GL-18-2599.

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, November 9, 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 October 12, 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. Construction Projects Updates
   - Building 100 and Forensic Lab
   - Building 300
   - Wellness Center

VII. **NEW BUSINESS**

1. AACC Workforce Development Institute (January 30 – February 2, 2019)
2. Position Description Updates
   a. Chief Information Technology Officer
   b. Chief Human Resources Officer
   c. Environmental Health & Safety Officer
3. President's Travel Request (December 2018-February 2019)

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 12, 2018

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on October 12, 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. Gina Ramos, Secretary; Mr. Carlo Leon Guerrero; Ms. May Ann "MJ" Aloit, Student Trustee. **Other members**: Richard P. Sablan, Vice Chairperson (schedule conflict); Ms. Deborah C. Belanger (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, Office of Communications and Promotions; Attorney Rebecca Wrightson.

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 – September 21, 2018

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF SEPTEMBER 12, 2018, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – None.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

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

FY2018: As of October 12, 2018, the College received $14,666,478 of the $20,641,441 of the FY18 budget. Breakdown is $13,277,123.020 for the General Fund; $588,671.38 for the

LPN/Vocational Guidance; $576,529.42 for the General Fund Apprenticeship program; $24,154 for the Tourist Attraction Fund for the ProStart/LMP; $300,000 for the First Generation Trust fund; and none received for the MDF.

The College is still following up on FY2018 because there are still collections for MDF because by law there is 70% of the total collections for GCC. Also following up to see if DOA will release more of the General Fund remaining for FY2018.

The President explained that there are things in the current budget law that will cause additional problems and the College has submitted a request to Senator San Augustin regarding this. Asking for the senator to introduce legislation to help alleviate some of those issues, which are the following three items:

1. Requesting for continuing appropriations.
2. Exemption from BBMR control, as BBMR has instituted a 15% across the board hold on GCC's allotment.
3. Appropriation of the Tobacco Series Fund interest to use for CIP.

The President will follow up on these requests with the senator. The President also met with the UOG President to join in the same requests.

FY2019: The first check for this fiscal year was received in the amount of $328,846.06. Breakdown is $310,574.42 for the General Fund; $14,677.06 for the LPN/Vocational Guidance; $3,594.58 for the General Fund Apprenticeship program. The total current allotment hold with BBMR is $2.564 Million on GCC's appropriation, which is the amount the College is asking to be exempted from.

Capital Improvement Projects and other activities: President Okada reported the following:
-Ongoing projects are as follows: Closing out for FY2018, the LRC's water chiller unit project replacement has begun and is ongoing. A pre-construction meeting was held in September 2018. Beginning the 1st and 3rd Thursdays beginning October 4, 2018 are the construction coordination meetings; repair/replacement A/C units campus wide will be based on priorities and are part of the FY2019 budget; the bid for the campus wide painting will be going out for a few of the buildings that have yet to be painted, will continue during the Christmas break; barrel vault photovoltaic canopy; the generators for the buildings has been cancelled due to quotations being significantly higher than what was budgeted; currently identifying rooms to pilot for a new electronic key locking system similar to hotel keys having QR code on phones, which can be programmed and reprogrammed to allow certain individuals access to certain areas for security reasons; and with the bathroom renovations done, a request to inspect it for partitions will be done by facilities.

Other activities:
-President Okada is in discussions with Dr. Thomas Krise, UOG President, regarding joining activities and reviewing the current articulation agreements between GCC and UOG. To review areas that could need improvement such as some students taking courses here and not having any more courses that can be transferred to UOG. This includes the reverse transfer that was done with UOG years ago.
-Updating all MOAs and recently updated those with all the clinics in anticipation of the paramedic program that will be launching in conjunction with the Joint Region Marianas with Kapiolani

Community College scheduled to start early 2019. Further discussions regarding this agreement will be held with the Kapiolani Chancellor who will be visiting later this month.
-Due to the FY2019 budget, the College has been instituting several additional cost cutting measures. There is no funding for grounds maintenance services but a suggestion was made to "adopt a zone."
Additional cost cutting measures also include the following:

- Security guard services has been reduced.
- Custodial services has also been reduced primarily in the administration offices but remain the same for classrooms and restrooms for students.
- Changed the online payment provider for credit cards, which resulted in a significant savings.

-The College is currently working on additional power and water conservation measures, plus some revenue generating opportunities.
-The planning process for the next Institutional Strategic Master Plan (ISMP) has begun, which the Board has been invited to participate. The President reported that the whole GCC campus community will also be included in the planning process such as the Fall College Assembly on November 6, 2018.

2. Monthly Activities Report.

Student Trustee: Trustee MJ Aloit reported the following:
-Students have an opportunity to register to vote with Mr. Gerald Cruz at the Center for Student Involvement (CSI) until October 15, 2018.
-A week before the General Election, CSI and COPSA will be encouraging students to pledging and will receive a GCC vote button.

Faculty Advisory Member: Mr. Fred Tupaz reported the following.
-Faculty are currently in mid-terms.
-Gubernatorial forums were held last week on Oct. 4-5, 2018 and was a success.
-Senatorial forums are on Oct. 24, 2018 (Democratic Forum) and Oct. 25, 2018 (Republican Forum) in the MPA.
-The last day to vote for the General Election is Oct. 26, 2018.
-The successful Cardboard Challenge was held last week Oct. 5-6, 2018 in the MPA.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
- The President issued a memo regarding the impact of the FY2019 budget, which was helpful.
-The Fall College Assembly is on Nov. 6, 2018, 8am-12pm in the MPA.

Board of Trustees Community Outreach Report.
-Sept. 25, 2018, Tiyan High campus: Trustees Arriola and Leon Guerrero attended the launch of the new CTE Telecommunications program at Tiyan High School.
-Chairman Arriola was in Palau recently and met with the Dean of the Palau Community College. The Chairman delivered information regarding the Career and Technical Education (CTE) Summit to be held February 22-23, 2019 at GCC. The Chairman reported that they are interested in sending several representatives to attend.

Dr. Somera will be sending an invitation to the Palau Community College President. President Okada informed the Board that PPEC members will be on Guam October 2018 and information will be provided to them as well. The Chairman asked if there were ways to assist the islands within the region to generate participation such as helping with accommodations. Dr. Somera mentioned he has some ideas.

VI. UNFINISHED BUSINESS

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

-Bldg. 100: Currently 91.7% complete. Waiting on another change order for a time extension to January 31, 2019. Purchase orders for the furniture and network equipment were issued. Also, waiting on a proposal for the water tank that will serve Buildings 100 and 200, which has to be fixed due to a leak.

-Forensic Lab. Currently working with legal counsel to pursue another route to proceed on this project.

-Building 300. This project is currently 16% complete as of September 30, 2018. Obtained an estimate in the testing associated with the paint as to whether or not this lead based paint will be disposed on or off-island. Testing has determined this could be disposed on-island. A comparison will be done by separate quotes from other vendors. This is to ensure the contractor's estimate is within the budget.

-Wellness Center. This project is still on hold. At this point, the other construction projects would have to be completed first to ensure funding is available.

VII. NEW BUSINESS.

1. BOT FISCAL CALENDAR (2018-2019). The Board was presented with the Board of Trustees Fiscal Calendar for 2018-2019. After discussions and review the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD APPROVE THE BOARD OF TRUSTEES FISCAL CALENDAR FOR 2018-2019. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:30 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:20 p.m., the meeting reconvened to open session.

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 GINA RAMOS THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING OF OCTOBER 12, 2018, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of October 12, 2018, adjourned at approximately 1:20 p.m.

SUBMITTED BY:

Bertha M. Guerrero NOV 0 9 2018
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

NOV 0 9 2018
for **GINA Y. RAMOS**
Secretary

APPROVED BY:

NOV 0 9 2018
FRANK P. ARRIOLA
Chairperson

Chief Information Technology Officer

NATURE OF WORK

This is a complex and responsible professional work in information technology application systems in a higher education work environment.

The Chief Information Technology Officer (CITO) manages, directs, plans, coordinates and designs the College's information technology (IT) related services. Works closely with Management to identify, recommend, develop, implement and support cost effective technology solutions for the College. Oversees the development/update and maintenance of a secure infrastructure to meet users' needs; ensures a high level of customer satisfaction; creates and takes advantage of efficiencies in operations; and supports innovation.

Reports to the Vice President for Finance and Administration.

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

Develop, establish, and acquire IT initiatives, implement IT projects, and measure the return on investment and benefits realization through the entire life cycle of the investment/project.

Develop and lead the implementation of a highly effective IT strategy in support of the College's mission and strategic goals, and in partnership with leadership and campus stakeholders.

Develop an enterprise technology and information management strategy in collaboration with management.

Develop and monitor compliance regarding IT policies and procedures as well as operating and service standards.

Develop systems technology solutions for complex business problems that require ingenuity and innovation.

Develop consistent quality standards for vendors and manage vendor performance to ensure consistency with quality and contract standards.

Develop and implement departmental standard operating procedures and policies.

Improve IT controls and procedures, prioritize and manage risks, establish objectives and measure results, implement policies, guidelines and regulatory framework.

Manage and direct IT operations and maintenance of client server applications both on campus and cloud-based systems and services.

Manage and oversee application support including end user technical support services and desktop workstation activities and mobile computing systems, printers, facsimile machines and presentation equipment. Support electronic mail services and related contract/equipment.

Provide leadership direction in the review of new software and hardware acquisitions.

Collaborate with stakeholders to provide innovative technological approaches to advance the College's mission.

Ensure security of information assets.

Stay current in new technologies and platforms.

Prepares and maintains records and reports.

Manage IT budget and major expenditures for the College. Manage IT assets and financials and optimize services provided with acceptable total cost of ownership for all technology deployments. Develop and manage financial aspects of the IT department, including purchasing, budgeting, and budget reviews.

Serve as a liaison between industry groups, associations, and local service organizations concerning matters related to IT.

Manage and oversee the supervision of personnel, including training and employee development.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the standard principles, methods, practices, techniques of information technology such as information systems planning, database design, programming and systems implementation.

Knowledge of computer systems design, programming and operations.

Knowledge of computer hardware and software systems planning and technical support functions.

Knowledge of enterprise computer networking technologies and telecommunications systems and development.

Knowledge of organization, management, control of complex computer equipment and data processing facilities.

Ability to perform a broad range of supervisory responsibility over others.

Ability to relate complexities to individuals by presenting ideas in business-friendly and user-friendly language.

Ability to think critically and strategically.

Ability to be persuasive and professional in verbal and written communications with multiple constituencies including employees and other stakeholders.

Ability to work effectively with the public and employees and effectively prioritize and execute tasks in a high-pressure environment.

Ability to provide management direction in an environment of change and willingness to make difficult and challenging decisions.

Ability to provide clear expectations and direction.

Ability to conduct and direct research into IT issues and products as required.

MINIMUM EXPERIENCE AND TRAINING

A. Master's degree in Information Technology, Computer Science, or related field, plus two (2) years of information technology or computer networking work experience, and Professional Certification in Information Technology or Computer Science; or

B. Bachelor's degree in Information Technology, Computer Science, or related field, plus four (4) years of information technology or computer networking work experience, and Professional Certification in Information Technology or Computer Science.

Ratified: NOV 09 2018

CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade N

Rev.1.1

Chief Human Resources Officer

NATURE OF WORK

This is highly complex and responsible professional work in Human Resources Management in a higher education work environment.

The Chief Human Resources Officer (CHRO) has the primary responsibility for overseeing the College's compliance with Personnel Rules & Regulations, Board Employment Policies, Federal and Local Labor Laws and Union Agreements. Administers and manages all the Human Resources Programs and related programs. Is responsible for the planning, development and administration of all aspects of human resources, including recruitment, compensation, benefits, performance management, employee relations, labor relations, and the HR information systems/data management.

Reports to the Vice President for Finance and Administration.

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

Provide strategic Human Resources leadership for the College and all its departments and divisions.

Works with the President's Management Team and College leaders at all levels to ensure Human Resources strategies, perspectives and trends are a College priority.

Administers and manages the personnel systems for the College. This includes, but is not limited to: recruitment and staffing; examination and placement; test development; position classification; compensation and benefits; training and development; grievance and adverse actions; performance management; employee-relations and labor relations.

Evaluates the operations of the human resources office; develop, implement and modify plans and procedures for efficiencies and/or improvement.

Evaluate the operations and workflow between the human resources office and other departments (i.e. Business Office, Materials Management, Continuing Education and Workforce Development, Dean's Office, etc.) to develop and modify plans and procedures for increase efficiencies and/or improvement.

Oversees the administration and services for all employee benefits programs. This includes medical and dental insurance, cafeteria plans, retirement plans, leave sharing program, worker's compensation, etc.

Interpret and provide advice and consultancy to the management (i.e. President, Vice Presidents, Deans and Administrators) and Board Members regarding personnel rules & regulations, union agreements and labor laws.

Research, review and formulates College, Board and Legislative policies for President's approval.

Oversees all personnel actions and employment contracts.

Prepares and works in concert with Vice President of Finance and Administration on personnel staffing patterns and organizational charts.

Participates and leads in the Board and Faculty Union Agreements and Negotiations. Serves as a key negotiator in all employment contracts and union agreements.

Responsible for labor relations (i.e. employment complaints and grievances). Works closely with Union Representatives and Senior Management on all personnel matters that relates to grievances and adverse actions.

Serves and leads on numerous college committees and work groups.

Assist with the development and implementation of the employee professional development programs. Oversee the management and record keeping of the programs.

Coordinates, develops and conducts training for all areas of human resources.

Works in concert with Environmental Health and Safety Officer with safety training and workers' compensation matters.

Leads the development, implementation and management of the Human Resources and Payroll module of the College's integrated information system (i.e. Banner).

Serves as a Member of the President's Management Team. Participates in management meetings, directives and decisions. Perform special assignments as directed by the President.

Maintains records, prepares reports and conducts assessments.

Recruit, train, supervise, and evaluate Human Resources staff.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local employment laws.

Knowledge of contemporary principles of human resources management and public personnel practices and procedures.

Knowledge of technical public personnel work.

Knowledge of the principles and practices of public administration.

Knowledge of labor relations law and practices; contract negotiations, and contract administration.

Ability to administer and manage a human resource office and human resources programs for an institution of higher education.

Ability to interpret and apply employment laws, personnel rules and regulations, policies, union agreements and other program guidelines.

Ability to develop and install methods and procedures for improving, maintaining, and facilitating personnel processes.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in employment laws, rules, regulations, policies and procedures to improve program effectiveness.

Ability to work effectively with the public, faculty, administrators and staff.

Ability to deliver effective presentations and training.

Ability to communicate effectively, orally and in writing.

Skill in the use, management and evaluation of a Human Resources Integrated System (HRIS).

Skill in contract negotiation.

MINIMUM EXPERIENCE AND TRAINING

A. Master's degree in Human Resources Management, Organizational Development, Business Administration, Public Administration, Industrial/Labor Relations or related field, plus two (2) years of professional public human resources work experience, and two (2) years of supervisory experience or Human Resources Professional Certification; or

B. Bachelor's degree in Human Resources Management, Organizational Development, Business Administration, Public Administration, Industrial/Labor Relations or related field, with four (4) years of professional public human resources work experience, and four (4) years of supervisory experience or Human Resources Professional Certification.

Ratified: NOV 09 2018

CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade N

Environmental Health & Safety Officer

NATURE OF WORK

This is a complex and responsible professional work in environmental health, safety and emergency preparedness in a higher education work environment.

The Environmental Health & Safety Officer (EHSO) oversees the College's compliance with federal and local environmental health, safety and emergency preparedness laws, policies, programs and procedures. Is responsible for the planning, development, implementation and administration of all aspects of environmental health, safety and emergency preparedness for the campus.

Reports to the Vice President for Finance and Administration.

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

Develops and implements environmental health, safety and emergency preparedness policies, programs, processes and procedures for the College, the employees and the students.

Prepares and reports all required documents as applicable to comply with federal and local environmental health, safety and emergency preparedness mandates.

Facilitates and conducts environmental health, safety and emergency preparedness training. Maintains training programs and records as required by federal and local regulations. Support administrators, faculty and staff with specific environmental health and safety responsibilities.

Inspects and audits shops and laboratories to review procedures, identify the need for risk assessment and provide assistance for regulatory compliance. Assist with hazardous materials and waste identification, collection and disposal required by law.

Keeps management current on status of environmental compliance functions, prepares and presents reports/materials as needed.

Evaluate environmental health and safety risk and recommends ways to minimize them.

Develop and maintain emergency preparedness and evacuation plans. Provide guidance to college management team during emergency planning activities, as well as during an actual event. Acts as a liaison to/between external resources such as police and fire departments and other governmental agencies to ensure effective integration of actions.

Investigates environmental health and safety problems, complaints, incidents, accidents and injuries. Interacts and collaborates with students, employees, law enforcements and other stakeholders.

Work in concert with the Human Resources Officer on Worker's Compensation matters.

Work in concert with the Title IX Coordinator on Title IX matters.

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local environmental health and safety laws.

Knowledge of environmental health and safety practices and procedures.

Knowledge of emergency preparedness requirements for colleges.

Knowledge of risk assessment.

Ability to administer and manage environment health, safety and emergency preparedness programs for an institution of higher education.

Ability to interpret and apply environment health, safety and emergency preparedness regulations, policies and procedures.

Ability to develop and implement methods and procedures for improving, maintaining, and facilitating an effective environmental health, safety and emergency preparedness programs.

Ability to make decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in environment health, safety and emergency preparedness laws, rules, regulations, policies and procedures to improve program effectiveness.

Ability to work effectively with the public, students, faculty, administrators and staff.

Ability to deliver effective presentations and conduct training.

Ability to communicate effectively, orally and in writing.

Ability to multi-task and work under pressure.

Skill in the use of personal protective equipment and other safety devices.

Skill in CPR and First Aid.

MINIMUM EXPERIENCE AND TRAINING

A. Master's degree in Occupational Safety and Health, Environmental Health and Safety, Environmental Science or related field; or

B. Bachelor's degree in Occupational Safety and Health, Environmental Health and Safety, Environmental Science or related field plus two (2) years of work experience in environmental health and safety, or related area; or

C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Ratified: NOV 09 2018

CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade L

PRESIDENT'S TRAVEL SCHEDULE
December 2018 – February 2019

Conference Title/Sponsor	Date	Location
PREL Meeting/University of Hilo Meeting (PREL 100% / Promo Account)	**December 5, 2018**	**Honolulu, HI**
AACC WDI Conference (Promo Account)	**January 30-February 2, 2019**	**San Diego, CA**
DC Meeting (Promo Account)	**February 4-5, 2019**	**Washington, DC**
Westcare Foundation Board of Directors Meeting (100% Westcare)	**February 6-8, 2019**	**Las Vegas, NV**
Graduate School – Executive Leadership Development (100% Graduate School)	**February 9-16, 2019**	**Yap**