clerks@guamlegislature.org

From: Speaker's Office <speaker@guamlegislature.org>
Sent: Thursday, July 2, 2020 4:17 PM
To: Clerks Office
Cc: Rennae Meno
Subject: M&C Fwd: GCC Board Reporting Requirement - June 2020
Attachments: 6.19.2020.Speaker's letter re reporting requirement.pdf; 6-19-2020 BOT mtg.signed.pdf; Email-GCC Board Reporting Requirement-June 2020.pdf

07-01-20	4:17 PM	06-19-20	Boards and Commission Reporting Requirements- June 2020	Guam Community College	35GL-20-1957

Sinseru yan Minagåhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

---------- Forwarded message ---------
From: **Bertha Guerrero** <bertha.guerrero@guamcc.edu>
Date: Wed, Jul 1, 2020 at 4:17 PM
Subject: GCC Board Reporting Requirement - June 2020
To: Speaker's Office <speaker@guamlegislature.org>

To: The Honorable Tina Muña Barnes

Speaker, 35th Guam Legislature

Hafa Adai,

Attached is the official transmittal relative to the Guam Community College Board of Trustees for the Boards and Commission reporting requirement for June 19, 2020.

Please acknowledge receipt.

Si Yu'us ma'åse'

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 manmafananågui yan i fina'na'guen cho'cho' para Maikronesiha.

E-mail administered by Guam Community College

Speaker's Office <speaker@guamlegislature.org>

GCC Board Reporting Requirement - June 2020

2 messages

Bertha Guerrero <bertha.guerrero@guamcc.edu>
Reply-To: bertha.guerrero@guamcc.edu
To: Speaker's Office <speaker@guamlegislature.org>

Wed, Jul 1, 2020 at 4:16 PM

35GL-20-1957
Speaker Tina Rose Muña Barnes

To: The Honorable Tina Muña Barnes
Speaker, 35th Guam Legislature

JUL 01 2020
Time 4:16 ( )AM (X)PM
Received By: MgH

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Please acknowledge receipt.

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GUAMCOMMUNITYCOLLEGE

E-mail administered by Guam Community College

2 attachments

6.19.2020.Speaker's letter re reporting requirement.pdf
29K

6-19-2020 BOT mtg.signed.pdf
886K

GUAMCOMMUNITYCOLLEGE

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

June 19, 2020

The Honorable Tina Muña Barnes
Speaker, 35th Guam Legislature
163 Chalan Santo Papa
Hagåtña, Guam 96910
(via email: speaker@guamlegislature.org)

Re: Boards & Commissions Reporting Requirements – June 2020

Dear Speaker Muña Barnes:

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 June 19, 2020.

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 – Friday, June 19, 2020, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. **Swearing In and Administration of the Oath of Office for elected GCC Trustee Student, Krystal Ramos**
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 February 7, 2020

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. BOT Election
2. Recruitment Policy (2nd Reading)
3. Construction Projects Updates
   - Building 100 and Forensic Lab
   - Building 300
   - Wellness Center
   - Building B

VII. NEW BUSINESS

1. Vice President, Academic Affairs Division - Position Description Update
2. Five Year Academic Calendar, AY2020 to AY2025 (Updated)
3. BOT Policy Updates (Series 100, Part 1)

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, KRYSTAL MAE RAMOS, *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:*

STUDENT MEMBER
of the
GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES

Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct, Executed at Mangilao-Guam Community College on ***June 19, 2020.***

Member (Signature)

The Oath of Office was administered by Frank P. Arriola, Chairperson, Board of Trustees.

Chairperson, Board of Trustees (Signature)

CERTIFICATE OF

Election

GCC TRUSTEES

Awarded to:

KRYSTAL MAE RAMOS

Duly elected by the students of GCC and certified by the election committee, the above named individual is sworn in this 19th day of June 2020 as the student member of the Board of Trustees, to serve until April 2021.

Frank P. Arriola
Chairperson, Board of Trustees

ACCREDITED BY THE ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (ACCJC)

Doc. No. 35GL-20-1957.*

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of February 7, 2020

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on February 7, 2020, was called to order at 12:04 p.m., by Chairperson Frank P. Arriola in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Frank Arriola, Chairperson; Mr. Richard P. Sablan, Vice Chairperson; Ms. Gina Ramos, Secretary; Ms. Rozene Pecson, Student Trustee. **Other members**: Mr. Eloy P. Hara, Treasurer; Mr. Carlo Leon Guerrero (off-island); Ms. Deborah Belanger (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Carmen K. Santos, Vice President, Finance and Administration; Dr. Michael Chan, Dean, TSS; Dr. Virginia Tudela, Dean, TPS; Mr. Carl Torres II, Faculty Advisory Member; Mr. John Dela Rosa, Assistant Director, 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 – January 10, 2020

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF JANUARY 10, 2020, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS. None received.

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:

FY2020: As of February 3, 2020, the College received a total of $5,711,703 for all funds. $255,180 for the LPN/Vocational Guidance; $65,150 for the General Fund Apprenticeship Program; $156,508 from the MDF; $24,154 to support General Fund Lodging Management; and $59,616

for the First-Generation Trust Fund Initiative. This equates to 76% of the amount billed to date and funds continue to be received on a weekly basis.

The President further reported that the College anticipates receiving funding for the Capital Improvement Fund due to property tax collections for February 2020.

Also, there is a Bill introduced before the Guam Legislature regarding the GCC Endowment Fund held by GEDA. Once this is appropriated, projects for this funding will be presented to the Board. The goal is to place fiber optic cables underground.

Capital Improvement Projects and other activities:

Ongoing CIP projects:
Phase I of the Barrel Vault Canopy is 82.79% complete. Phase II has already started which is the preparation of the concrete footings and columns. As reported during previous Board meetings, this is a pilot walkway project with PV systems. The GCC Sustainability Office is currently monitoring all the PV batteries for the parking lot lights and the maintenance personnel have been trained to maintain all the PV panels on campus.

Other activities:
The College will start working on its 2+2 articulation program with Criminal Justice with UOG and will follow through with the 2+2 for articulation with Computer Science.

There is some interest in the College considering a high school program in Criminal Justice and there will be discussions in-house first.

As a result of the Leadership Dinner, the College has been in communication with Black Construction and have referred students for employment. The College will also identify students who might be eligible for a truck driving course.

On Monday, February 10, 2020, the College announced it will launch its Bachelor of Science in Career & Technical Education (BSCTE) program, which was approved by ACCJC. The first cohort will begin in Fall 2020 for a maximum of twenty-five (25) students. The College will be reaching out to all students who have completed their Associates Degree in any CTE field that is currently ongoing at the College and to also prepare them to be eligible to teach in every level.

The following grants were recently submitted: TRIO program for the Student Support Services, a FEMA grant for Building 600, and an AANAPISI Designation grant.

Computers on campus are being upgraded due to Windows 7 that will no longer be supported and has to be replaced with Windows 10.

Building 100 has a Basic LEED Certification and anticipate to increase this to a higher level.

2. Monthly Activities Report.

Student Trustee: Trustee Rozene Pecson reported the following:
Jan. 24, 2020, the first COPSA General Membership meeting was held and are planning a Spring Festival and a "Tour of the Pacific" event. In the past, student organizations would pick a country of their choice within the Pacific and showcase a decoration piece representing that country. This year, COPSA suggested student organizations decorate a lantern to represent their country.
Feb. 7 (today) and Feb. 21, 2020, next COPSA General Membership meeting.
Feb. 13, 2020, COPSA "Sweets for your Sweet": This is a Valentine's cookie decorating activity for students. Encouraging other student organizations to have a fundraiser the same day as an opportunity to showcase their club.
Feb. 11 and Feb. 12, 2020, 4:00 p.m.: Meet the President in the MPA. An average of at least 100 students each day attend this event.
March 6, 2020, Fri., 8am-4pm at Dusit Thani: "The EDGE" student conference. This will be similar to last year's conference but will focus more on resume writing and soft/hard job skills.

The President recommended as a keynote speaker, the HR representative from Docomo, who presented at the Chamber of Commerce job fair on February 5, 2020, regarding pointers on a resume and job interviews. The President will forward the information to Trustee Pecson. Trustee Arriola also mentioned that should COPSA need help with keynote speakers, to let the Board know.

Faculty Advisory Member: Mr. Carl Torres II reported the following:
Jan. 24, 2020, Fri., MPA, E2 Symposium: Was well attended by faculty and heard a lot of positive comments, especially with having the Cruickshank brothers attending.
March 16, 2020, College Assembly: Has been working closely with Dr. Ray in preparation for this event.

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

Board of Trustees Community Outreach Report.
January 2020: Trustee Arriola was recently in the Philippines and met with representatives at the St. Luke's Medical Center and St. Luke's Medical City. Both institutions are interested in contributing something to Guam such as a grant program. They anticipate meeting with Dr. Okada when they arrive towards the end of February 2020. The Medical City mentioned a partnership with GCC for funding.

VI. UNFINISHED BUSINESS

1. BOT Election. During the last Board meeting, it was approved that the 2020-2021 Guam Community College Board of Trustees election will be conducted electronically due to Trustees that were not present. The nominations are Mr. Frank P. Arriola, Chairperson; Mr. Carlo M. Leon Guerrero, Vice Chairperson; Mr. Richard P. Sablan, Treasurer. However, there are two nominees for Secretary, Ms. Gina Ramos and Ms. Deborah Belanger, and once resolved, the ballots will be issued electronically for a final vote and results will be provided at the next Board meeting.

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

Bldg. 100. This building was utilized for the E2 Symposium. GFD provided advice as to how to get clearance from DPW. The contractor is still working on the ATS system in connecting the fire pump to the generator. Once this is fully operational, GFD will conduct a final inspection.

Forensic Lab/DNA Building. January 31, 2020 was the anticipated date to receive the final environmental report but there was a delay and will not be available until February 7, 2020. A preliminary report was transmitted to the Department of Parks and Recreation (SHPO) regarding no archeological findings but SHPO still requires the final report before approving any clearances. To date, this project has been delayed 134 days due to the permit process.

Building 300. FEMA granted the College an extension and the project is continuing but are experiencing a manpower shortage. The contractors have been notified that FEMA will not grant funding beyond the new date. The College is required to meet with Homeland Security and provide updates so as to monitor the timeline.

Wellness Center. The College is working on a grant application through USDA for funding to support an advanced archeological study. As previously reported this study will be conducted before the bid process so as not to cause any delays for the contractor.

Building B. The College is waiting on TRMA to provide an updated schedule.

VII. NEW BUSINESS.

1. Fiscal Year 2021 Budget Request. The Guam Community College Fiscal Year 2021 Budget Request to include the Fiscal Year 2021 Non-Appropriated Funds (NAF) budget and the Special Projects Budget were presented to the Board. The President explained this has been reviewed by the Resource, Planning & Facilities Committee (RPF) and co-chaired by Ms. Carmen Santos, Vice President for Finance & Administration; and by Mr. Carl Torres II, Faculty Advisory Member.

Once the budget request is approved, it will be submitted to the Guam Legislature by February 14, 2020. Budget highlights were explained. The FY2021 Budget Request was then tabled to allow additional time for the Board's review and to vote electronically. After discussions, a motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD APPROVE TO TABLE THE FISCAL YEAR 2021 BUDGET REQUEST, WHICH INCLUDES THE NON-APPROPRIATED FUNDS AND SPECIAL PROJECTS BUDGETS AND TO ELECTRONICALLY VOTE AT LEAST BY THE CLOSE OF BUSINESS ON TUESDAY, FEBRUARY 11, 2020. NONE OPPOSED,

MOTION CARRIED. (Voting: 4 ayes, 0 nays

2. Recruitment Policy (Ist Reading). A draft of the Recruitment Policy was presented for first reading and was then moved into second reading. This is a new policy approved by the College Governing Council consisting of representatives from the faculty, staff and student representatives. A motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD APPROVE THE "RECRUITMENT POLICY" AS PRESENTED TO THE SECOND READING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays

3. President's Travel Request (March 2020 additional). The President informed the Board of an additional travel request, namely, the P3 Conference on March 18–19, 2020, to Saipan.

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE ROZENE PECSON, THAT THE BOARD APPROVE THE PRESIDENT'S ADDITIONAL TRAVEL FOR MARCH 2020. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 12:35 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 12:55 p.m., the meeting reconvened into Open Session.

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

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE RICHARD P. SABLAN THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

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

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING OF FEBRUARY 7, 2020, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of February 7, 2020, adjourned at 12:55 p.m.

SUBMITTED BY:

Bertha M. Guerrero JUN 19 2020

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

JUN 19 2020

DEBORAH C. BELANGER
Secretary

APPROVED BY:

JUN 19 2020

FRANK P. ARRIOLA
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees

RECRUITMENT POLICY

WHEREAS, Guam Community College ("College") ensures compliance with Program Integrity Rules consistent with federal regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation. This applies to the educational institution itself and its agents including third parties. As part of efforts to eliminate unfair, deceptive, and abusive marketing aimed at Service members; and

WHEREAS, the College and its agents, including third parties, will:

1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to tuition assistance funds. Educational institution sponsored scholarships or grants and tuition reductions available to military students are permissible.

2. Refrain providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including tuition assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. These restrictions do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

   As a Title IV institution, the College remains responsible for the actions of any entity that performs functions and tasks on its behalf. These responsibilities include ensuring that employees are not paid for services that would convert these payments into prohibited incentive compensation because of the activity the employees engage in.

3. Refrain from high pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments in non-credit courses or programs.

NOW, THEREFORE, BE IT RESOLVED, the Guam Community College and its agents including third parties, shall comply with Program Integrity Rules consistent with federal regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD)

Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation; and

BE IT FURTHER RESOLVED, that the Guam Community College and its agents including third parties, shall comply with the Recruitment Policy, namely paragraphs 1-3 herein mentioned; and

BE IT FURTHER RESOLVED, the Board of Trustees shall adopt, when applicable, a Guam Community College Recruitment Policy Procedure as developed through the College's governance process, and updated as deemed necessary and appropriate.

Adopted: June 19, 2020
Resolution 2-2020

VICE PRESIDENT
FOR
ACADEMIC AFFAIRS

NATURE OF WORK IN THIS CLASS:

This is a management position within the administrative structure of a career and technical education institution. It is a twelve-month service position reporting directly to the President of the College. The Vice President for Academic Affairs is a top-level manager who has the primary responsibility to provide leadership and direction in all matters relating to Academic Affairs, including Student Services and Support, Instruction, Community Programs and Continuing Education, Distance Education, Institutional Assessment, and Accreditation. The Vice President for Academic Affairs must possess outstanding organizational, communications, and management skills, with an in-depth understanding of higher education, accreditation, and the academic roles of the College. Reporting directly to the Vice President for Academic Affairs (VPAA) are the Deans, Coordinator for Admissions and Registration, Assistant Director for the Office of Assessment and Institutional Effectiveness, Assistant Director for Continuing Education & Workforce Development and other offices or personnel assigned by the President to assist with academic matters.

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

Responsibilities of the Vice President for Academic Affairs include supervision of personnel and programs in cooperation with the Deans in such areas as:

- Admissions and Registration
- Curriculum Planning and Review
- Instructional Quality
- Continuing Education & Workforce Development
- Distance Education Courses and Programs
- Vetting of Instructors
- Grants Coordination
- In-Service Training of Instructors
- Course to course articulation with 4-year institutions
- Operation of Student Services
- Evaluation of Instructional Modality
- Assessment and Institutional Effectiveness
- Library Services
- Use of Advisory Committees
- Annual Accountability Reports
- Institutional Self Evaluation Report (ISER)Annual ACCJC Report

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JUN 23 2020
Guam Community College
Human Resources

- College Catalog
- Contract Negotiation
- Faculty Governance
- Budget Development and Management
- Review of Legislative Matters
- Service on Boards and Commissions
- Legislative Appearance
- Program to program articulation with other regional and mainland higher education institutions
- Development of new baccalaureate programs
- Other duties as assigned by the President

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Dedication to the community college philosophy, mission, and to Ihe promotion of high academic standards.

Demonstrates creative leadership in the budgeting process, educational partnership, strategic planning and organizational management.

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 Ihat demand respect from faculty, staff, students, community members and peers.

Ability to model strategic thinking and strategic planning among other administrators

Ability to prioritize work to establish realistic time schedules and to meet deadlines. Ability to comprehend and analyze detailed written matter.

Ability to present at national and regional conferences on behalf of the college

Ability to write complex accreditation reports, such as the ISER

Ability to interpret and apply complex rules and regulations.

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

Ability to develop meaningful relationships with other Chief Academic Officers of other regional institutions that are critical to forging articulation agreements

JUN 19 2020

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

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

Ability to conceptualize and develop programs with stackable credentials (such as boot camps) that address the needs of the new economy

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

Ability to organize conferences or symposia on critical topics that reflect the college's community engagement

Ability to work effectively under pressure.

A good sense of humor.

MINIMUM EXPERIENCE AND TRAINING:

A. Earned doctoral degree in education administration or closely related discipline from an accredited college or university; plus three (3) years of progressively responsible high level administrative experience which includes supervisory and leadership assignments directly related to instruction at the Postsecondary level; and experience teaching in the postsecondary level

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

Ratified: JUN 19 2020

CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade P

GUAMCOMMUNITYCOLLEGE

MEMORANDUM

To: **Dr. Mary Okada**
President

Via **Dr. Ray Somera**
Vice President for Academic Affairs

From: **Eric Chong**
Chair, Calendar Committee

Guam Community College
President's Office
RECEIVED
Date: 3-11-20
Initials:

Subject: **Five Year Academic Calendar AY 2020-AY2025**

Date: **March 11, 2020**

Hafa Adai!

Pursuant to BOT Agreement Article VII.C.1 on Participatory Governance, the Calendar Committee has submitted the draft calendar to the Faculty Senate for review (BOT Agreement, Page 23). The Faculty Senate has reviewed the draft calendar and accepted it with no changes.

In accordance, the Calendar Committee is providing the proposed five-year calendar to the College President for concurrence and transmission to the Board via the VPAA. Please note that although AY2020-2021, AY2021-2022, AY2022-2023, and AY2023-2024 were approved by the GCC Board of Trustees on April 11, 2019, changes were made to the commencement dates for AY2022-2023 and AY2023-2024 due to UOG's commencement dates for those two years. The proposed commencement dates fall on a Wednesday prior to UOG's commencement. Additionally, proposed dates are included for AY2024-2025. (Please See Attached)

Please contact me at 300-3614 or by email at eric.chong@guamcc.edu should you have any questions.

Thank you.

Guam Community College
FIVE-YEAR ACADEMIC CALENDAR
AY2020-AY2021 - AY2024-AY2025
REVISED

FALL TERM	2020	2021	2022	2023	2024
Faculty Start Date	8/10/2020	8/9/2021	8/15/2022	8/14/2023	8/12/2024
First Day of Monday-Wednesday Classes	8/12/2020	8/11/2021	8/17/2022	8/16/2023	8/14/2024
First Day of Tuesday-Thursday Classes	8/13/2020	8/12/2021	8/18/2022	8/17/2023	8/15/2024
First Day of Friday	8/14/2020	8/13/2021	8/19/2022	8/18/2023	8/16/2024
First Day of Saturday Classes	8/15/2020	8/14/2021	8/20/2022	8/19/2023	8/17/2024
Labor Day Holiday (Observed)	9/7/2020	9/6/2021	9/5/2022	9/4/2023	9/2/2024
All Soul's Day Holiday (Observed)	11/2/2020	11/2/2021	11/2/2022	11/2/2023	11/1/2024
Veteran's Day Holiday (Observed)	11/11/2020	11/11/2021	11/11/2022	11/10/2023-11/11/2023	11/11/2024
Thanksgiving Break	11/26/20-11/29/20	11/25/21-11/28/21	11/24/22-11/27/22	11/23/23-11/26/23	11/28/24-12/01/24
Our Lady of Camarin Day (Observed)	12/8/2020	12/8/2021	12/8/2022	12/8/2023	12/9/2024
Last Day of Monday-Wednesday Classes	12/2/2020	11/24/2021	12/5/2022	11/29/2023	12/2/2024
Last Day of Tuesday-Thursday Classes	11/24/2020	12/2/2021	12/1/2022	12/5/2023	11/26/2024
Last Day of Friday Classes	11/20/2020	11/19/2021	12/9/2022	12/15/2023	12/6/2024
Last Day of Saturday Classes	11/21/2020	11/20/2021	12/3/2022	12/9/2023	11/23/2024
Grades Due	12/7/2020	12/7/2021	12/14/2022	12/20/2023	12/12/2024
Potential Make-up Days	11/13,11/20,12/4	11/12,11/19,12/03	11/4, 11/18, 12/2	11/03, 11/17, 12/01	11/08, 11/15, 11/22
SPRING TERM	2021	2022	2023	2024	2025
Faculty Start Date	1/4/2021	1/3/2022	1/9/2023	1/8/2024	1/6/2025
First Day of Monday-Wednesday Classes	1/6/2021	1/5/2022	1/11/2023	1/10/2024	1/8/2025
First Day of Tuesday-Thursday Classes	1/7/2021	1/6/2022	1/12/2023	1/11/2024	1/9/2025
First Day of Friday Classes	1/8/2021	1/7/2022	1/13/2023	1/12/2024	1/10/2025
First Day of Saturday Classes	1/9/2021	1/8/2022	1/14/2023	1/13/2024	1/11/2025
Martin Luther King Jr. (Observed)	1/18/2021	1/17/2022	1/16/2023	1/15/2024	1/20/2025
Guam History & Chamorro Heritage Day - (Observed)	3/1/2021	3/7/2022	3/6/2023	3/4/2024	3/3/2025
Spring Break	03/29/21-04/04/21	04/11/22-04/17/22	04/03/23-04/09/23	3/25/24-3/31/24	04/14/25-04/20/25
Last Day of Monday-Wednesday Classes	5/3/2021	5/2/2022	5/8/2023	5/6/2024	5/5/2025
Last Day of Tuesday-Thursday Classes	4/27/2021	4/26/2022	5/2/2023	4/30/2024	4/29/2025
Last Day of Friday Classes	4/23/2021	4/22/2022	4/28/2023	4/26/2024	4/25/2025
Last Day of Saturday Classes	4/24/2021	4/23/2022	4/29/2023	4/27/2024	4/26/2025
Grades Due	5/6/2021	5/5/2022	5/11/2023	5/9/2024	5/8/2025
Commencement Exercise	5/14/2021	5/13/2022	5/17/2023	5/15/2024	5/16/2025
Memorial Day Holiday (Observed)	5/31/2021	5/30/2022	5/29/2023	5/27/2024	5/26/2025
Potential Make-up Days	04/16,04/23,04/30	04/8, 04/22, 04/29	4/14, 4/21, 4/28	4/12, 4/19, 4/26	04/04, 04/11, 04/25
SUMMER TERM	2021	2022	2023	2024	2025
Faculty Start Date / 1st Day of Classes	6/4/2021	6/3/2022	6/2/2023	5/31/2024	5/30/2025
Independence Day Holiday (Observed)	7/5/2021	7/4/2022	7/4/2023	7/4/2024	7/4/2025
Last Day of Classes	7/16/2021	7/15/2022	7/14/2023	7/12/2024	7/11/2025
Liberation Day Holiday (Observed)	7/21/2021	7/21/2022	7/21/2023	7/22/2024	7/21/2025
Grades Due (except Saturday classes)	7/22/2021	7/20/2022	7/19/2023	7/17/2024	7/16/2025
Potential Make-up Days	06/25,07/02,07/19	06/24, 07/01, 07/18	06/30, 07/07, 07/17	06/28, 07/05, 07/15	06/20, 06/27, 07/11

NOTES:
1) Satellite Program and cross-enrolled classes will follow the official Department of Education schedule for their respective schools. Professional Development Days as outlined in the GDOE Calendar will be utilized as working sessions, as needed.
2) Summer Term courses with more than 60 contact hours require additional class sessions.
3) Summer Saturday-only classes start the Saturday before the first day of weekday classes.
4) This Schedule is subject to change.

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. (Board of Trustees Policy 100)

Approved: _____
Frank P. Arriola, Chairperson
Board of Trustees

Date: 6/19/2020

4/11/2019

GCC Board of Trustees Policy Updates (Series 100, Part 1) June 19, 2020

Policy 100

Guam Community College
Board of Trustees

Mission Statement

WHEREAS, Guam Community College was created by the Community College Act of 1977 (codified at 17 GCA §§ 30101, *et seq.*) to provide secondary, postsecondary and adult educational programs and career-technical training that is premised on lifelong learning. The College's strength and success are driven by its core values. It is also guided by the College's vision statement as follows:

"Guam Community College will be the premier educational institution for providing globally recognized educational and workforce development programs."

WHEREAS, the College values diversity: an engaged, inclusive culture that embraces diverse points of view and collaboration to accomplish the College's common goals.

WHEREAS, the College values accountability: a culture of institutional and individual responsibility, transparency, and continuous assessment and improvement.

WHEREAS, the College values service: supporting and recognizing service at all levels of the College, striving to contribute to the benefit of the College, students, community, and our neighboring islands within Micronesia.

WHEREAS, the College values integrity: holding high standards of character and integrity as the foundation upon which the College is created.

WHEREAS, the College is learning-centered: fostering intellectual flexibility, knowledge, and skills by integrating teaching, assessment, and learning to promote continuous improvement of our programs and services to support our scholarly community.

WHEREAS, the College is student-centered: committed to education, inquiry and service in order to meet our students' ever growing and changing needs, promoting lifelong learning, civic and social responsibility, leadership, and career growth.

NOW THEREFORE, BE IT RESOLVED, that the following Mission Statement be endorsed and adopted by the Board, subject to a simultaneous review of the College's Institutional Strategic Master Plan every six years.

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.

Sinangan Misión (Chamorro translation)

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 manmafananågui yan i fina'na'guen cho'cho' para Maikronesiha.

The mission is achieved by accomplishing the following goals:

Goal 1: Advancing Workforce Development and Training.
Respond to local and regional occupational needs; and Cultivate meaningful partnerships.

GOAL 2: Fostering 100% Student-Centered Success.
Enhance the professional development; process for all employees; Implement innovative strategies and practice flexibility in meeting student needs; and Integrate and enhance wraparound service.

GOAL 3: Leveraging Transformational Engagement and Governance.
Strengthen stakeholder opportunities to engage in the transformational process, governance and institutional decision making; and Foster an organizational culture that empowers and facilitates transformational engagement and rewards collaboration.

GOAL 4: Optimizing Resources.
Diversify revenue streams; Integrate Return on Investment (ROI) and Total Cost of Ownership (TCO); Provide employee professional development; Develop and implement succession planning; and Cultivate team building.

GOAL 5: Modernizing and Expanding Infrastructure and Technology.
Expand educational footprint; Ensure robust technology; and Provide access to sustainable facilities.

Amended & Adopted: (Date), 2020; Resolution _____ -2020
Amended & Adopted: April 8, 2016; Resolution 2-2016
Amended & Adopted: January 10, 2014; Resolution 3-2014
Amended & Adopted: May 5, 2011 (Chamorro translation)
Re-examined & Adopted: February 9, 2011; Resolution 5-2011
Adopted: March 11, 2009; Resolution 17-2009
Amended & Adopted: September 5, 2008; Resolution: 12-2008
Re-examined & Adopted: January 25, 2007; Resolution 1-2007
Adopted: February 9, 2005; Resolution 3-2005

Policy 100

Guam Community College
Board of Trustees

Mission Statement

WHEREAS, Guam Community College was created by the Community College Act of 1977 (codified at 17 GCA §§ 30101, *et seq.*) to provide secondary, postsecondary and adult educational programs and career-technical training that is premised on lifelong learning. The College's strength and success are driven by its core values. It is also guided by the College's vision statement as follows:

"Guam Community College will be the premier educational institution for providing globally recognized educational and workforce development programs."

WHEREAS, the College values diversity: an engaged, inclusive culture that embraces diverse points of view and collaboration to accomplish the College's common goals.

WHEREAS, the College values accountability: a culture of institutional and individual responsibility, transparency, and continuous assessment and improvement.

WHEREAS, the College values service: supporting and recognizing service at all levels of the College, striving to contribute to the benefit of the College, students, community, and our neighboring islands within Micronesia.

WHEREAS, the College values integrity: holding high standards of character and integrity as the foundation upon which the College is created.

WHEREAS, the College is learning-centered: fostering intellectual flexibility, knowledge, and skills by integrating teaching, assessment, and learning to promote continuous improvement of our programs and services to support our scholarly community.

WHEREAS, the College is student-centered: committed to education, inquiry and service in order to meet our students' ever growing and changing needs, promoting lifelong learning, civic and social responsibility, leadership, and career growth.

NOW THEREFORE, BE IT RESOLVED, that the following Mission Statement be endorsed and adopted by the Board, subject to a simultaneous review of the College's Institutional Strategic Master Plan every six years.

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.

Sinangan Misión (Chamorro translation)

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 manmafananågui yan i fina'na'guen cho'cho' para Maikronesiha.

The mission is achieved by accomplishing the following goals:

~~**Goal 1: Retention and Completion**~~
~~Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.~~

~~**Goal 2: Conducive Learning Environment**~~
~~Transform the campus into a conducive facility for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.~~

~~**Goal 3: Improvement and Accountability**~~
~~Enhance the existing integrated planning, review, and evaluation process that provides for the allocation of resources based on assessment results and college-wide priorities in order to boost improvement and accountability.~~

~~**Goal 4: Visibility and Engagement**~~
~~Promote the Guam Community College brand to achieve regional, national, and international recognition.~~

Goal 1: Advancing Workforce Development and Training.
Respond to local and regional occupational needs; and Cultivate meaningful partnerships.

GOAL 2: Fostering 100% Student-Centered Success.
Enhance the professional development; process for all employees; Implement innovative strategies and practice flexibility in meeting student needs; and Integrate and enhance wraparound service.

GOAL 3: Leveraging Transformational Engagement and Governance.
Strengthen stakeholder opportunities to engage in the transformational process, governance and institutional decision making; and Foster an organizational culture that empowers and facilitates transformational engagement and rewards collaboration.

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GOAL 5: Modernizing and Expanding Infrastructure and Technology.

Expand educational footprint; Ensure robust technology; and Provide access to sustainable facilities.

6/19

Amended & Adopted: (Date), 2020; Resolution -2020
Amended & Adopted: April 8, 2016; Resolution 2-2016
Amended & Adopted: January 10, 2014; Resolution 3-2014
Amended & Adopted: May 5, 2011 (Chamorro translation)
Re-examined & Adopted: February 9, 2011; Resolution 5-2011
Adopted: March 11, 2009; Resolution 17-2009
Amended & Adopted: September 5, 2008; Resolution: 12-2008
Re-examined & Adopted: January 25, 2007; Resolution 1-2007
Adopted: February 9, 2005; Resolution 3-2005

GUAM COMMUNITY COLLEGE
Board of Trustees

ADOPTION OF THE GUAM COMMUNITY COLLEGE SEAL

WHEREAS, the GCC Board of Trustees, on July 13, 1978 adopted the Guam Community College Seal; and

WHEREAS, the elements of the seal represent various imageries encapsulated within the inner circle that embodies the GCC Motto "The Island is Our Campus," which the Board of Trustees adopted on July 27, 1978; and

WHEREAS, within the inner circle there is an open book, which denotes wisdom. In the book, the Latte Stone represents what is native to Guam. Above the Latte Stone is a flame that signifies knowledge. Surrounding the Latte Stone are elements depicting career and technical symbols such as the gear, the T-square, triangle and hard hat. The remaining elements within the book include the mortarboard symbolizing a mark of an educational institution; and

WHEREAS, in the outer circle lies the statutory name of the Guam Community College as created by the Enabling Act, Public Law 14-77 (as amended by Public Law 31-99 in 2011) along with garlands as the symbol of achievement. The seal in its entirety is a circle that encompasses the inclusive nature of the Guam Community College.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees reaffirms its adoption of the Guam Community College Seal.

BE IT FURTHER RESOLVED, that the Chamorro translation of the college's motto "I Isla i Faneyåkan-måmi" be adopted as an integral part of the seal to reflect the unique cultural identity of the people of Guam.

BE IT FURTHER RESOLVED, that the seal shall be affixed to all resolutions, contracts, diplomas, official academic transcripts, college catalogs, and the distinguished alumni awards.

Reviewed, no changes: ~~March~~ 6/19 2020
Reviewed, no changes: July 15, 2016
Amended & Adopted: 2014
Resolution No: 25-2014

Adopted: July 6, 2011
Resolution: 8-2011

GUAM COMMUNITY COLLEGE
Board of Trustees

REAFFIRMATION OF AUTONOMY

WHEREAS, Guam Community College was created by Public Law 14-77 (as amended by Public Law 31-99 in 2011); and

WHEREAS, Chapter 1V, Section 11982 of Public Law 14-77, states the following:

> "Except as expressly provided for herein and notwithstanding any other law to the contrary, the College shall be autonomous and self-sufficient in matters pertaining to its governance, organization and administration and the promulgation of its rules and regulations, in accordance with the Administrative Adjudication Law (Title XXV of this Code) pertaining to the following:
>
> (1) courses of instruction;
> (2) issuance of certificates, diplomas, credits and degrees;
> (3) personnel recruitment, appointment, tenure, promotion, dismissal and other personnel matters;
> (4) obligation and disposition of funds, provided that appropriated funds are used for the purpose or purposes provided in the Act appropriating said funds; and
> (5) soliciting, receiving and using gifts of any kind whatsoever for the purposes provided in this Chapter."; and

WHEREAS, the Board of Trustees believes that the autonomy of Guam Community College is vital to fulfilling its responsibilities to the community as mandated by law; and

WHEREAS, the institution's autonomy is also of critical importance in complying with the Accreditation Standards of the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges; and

WHEREAS, the Board of Trustees realizes that Guam Community College must continue to have substantial autonomy in personnel and fiscal matters if the College is to fulfill its responsibilities.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does, hereby, reaffirm its commitment to maintaining the autonomy of Guam Community College.

BE IT FURTHER RESOLVED, that the Board shall take such reasonable action as is necessary to maintain that autonomy.

Reviewed & Adopted: 6/19**, 2020; Resolution** 4**-2020**
Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014; Resolution 26-2014
Reviewed & Adopted: September 5, 2008; Resolution 13-2008
Adopted: September 21, 1988; Resolution 20-88

GUAM COMMUNITY COLLEGE
Board of Trustees

REAFFIRMATION OF AUTONOMY

WHEREAS, Guam Community College was created by Public Law 14-77 (as amended by Public Law 31-99 in 2011); and

WHEREAS, Chapter IV, Section 11982 of Public Law 14-77, states the following:

> "Except as expressly provided for herein and notwithstanding any other law to the contrary, the College shall be autonomous and self-sufficient in matters pertaining to its governance, organization and administration and the promulgation of its rules and regulations, in accordance with the Administrative Adjudication Law (Title XXV of this Code) pertaining to the following:
>
> (1) courses of instruction;
> (2) issuance of certificates, diplomas, credits and degrees;
> (3) personnel recruitment, appointment, tenure, promotion, dismissal and other personnel matters;
> (4) obligation and disposition of funds, provided that appropriated funds are used for the purpose or purposes provided in the Act appropriating said funds; and
> (5) soliciting, receiving and using gifts of any kind whatsoever for the purposes provided in this Chapter."; and

WHEREAS, the Board of Trustees believes that the autonomy of Guam Community College is vital to fulfilling its responsibilities to the community as mandated by law; and

WHEREAS, the institution's autonomy is also of critical importance in complying with the Accreditation Standards of the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges; and

~~**WHEREAS,** the Accrediting Commission has expressed concerns regarding GCC's autonomy in its 1984 Accreditation Report and in its 1986 Visiting Team Report; and~~

~~**WHEREAS,** the Governor of Guam and the 19th Guam Legislature have expressed their concern regarding the institution's accreditation by enacting Public Law 19-13; and~~

WHEREAS, the Board of Trustees realizes that Guam Community College must continue to have substantial autonomy in personnel and fiscal matters if the College is to fulfill its responsibilities.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does, hereby, reaffirm its commitment to maintaining the autonomy of Guam Community College.

BE IT FURTHER RESOLVED, that the Board shall take such reasonable action as is necessary to maintain that autonomy.

Reviewed & Adopted: 8/6/19, 2020; Resolution 4 -2020
Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014;
Resolution ~~No:~~ 26-2014

Reviewed & Adopted: September 5, 2008;
Resolution~~:~~ 13-2008

Adopted: September 21, 1988;
Resolution 20-88

GUAM COMMUNITY COLLEGE
Board of Trustees

BOARD POLICY DEVELOPMENT AND REVIEW

WHEREAS, the Board of Trustees is vested with the powers to adopt policies and regulations necessary to the sound operation of the College; and

WHEREAS, the sound operation of the College requires that policies and regulations be current and relevant.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees will develop broad institutional policies to encourage and maintain good educational practices throughout the institution; and

BE IT FURTHER RESOLVED, that members of the Board of Trustees may submit proposals for policy development or revision to the Chairperson. Proposals originating elsewhere shall be routed to the President for review and recommendation to the Board; and

BE IT FURTHER RESOLVED, that any new policy shall have first reading at one meeting and be voted upon at a subsequent meeting; and policy changes or amendments to existing policy shall go through the policy review process prior to board approval.

BE IT FURTHER RESOLVED, that the Board of Trustees will conduct a review of policies and regulations to maintain currency on a regular basis as deemed necessary and appropriate.

Reviewed, no changes: _____, 2020
Reviewed, no changes: July 15, 2016
Amended & Adopted: September 4, 2014
Resolution: 44-2014

Amended & Adopted: September 5, 2008
Resolution 14-2008

Adopted: July 20, 1994
Resolution 50-94

GUAM COMMUNITY COLLEGE
Board of Trustees

ADOPTION OF BOARD OF TRUSTEES MEMBERSHIP HANDBOOK, BOARD OF TRUSTEES STANDING COMMITTEES, PARLIAMENTARY PROCEDURES AT A GLANCE

WHEREAS, as part of the College's Institutional Assessment, the Board of Trustees has developed an Assessment Activity Strategy & Timeline that outlines major goals and objectives related to ACCJC/WASC goals; and

WHEREAS, these major goals include the development & implementation of a Board Development Plan, improving the conduct of Board business and meetings, strengthening of institutional relationships, establishment of standing committees within the Board, and improvement of the relationship with the GCC Foundation Board; and

WHEREAS, of the major goals of the Board, a number of objectives have been accomplished such as the development of a Membership Handbook; the establishment of ground rules for conducting and managing meetings utilizing the Parliamentary Procedures at a Glance publication as the Board's official reference and guidance; the establishment of Standing Committees of the Board that include their duties & responsibilities expected from each committee member; the Student Trustee continues to represent constituents by reporting activities and concerns at regularly scheduled Board meetings; and the Board of Trustee Chairperson continues to work closely with the Foundation Board members to strengthen relationships between the Trustees and Foundation board members; and

WHEREAS, the Board continues to move forward with its efforts to fulfill the objectives identified as a part of its own assessment process in compliance with ACCJC/WASC standards, and as mandated by BOT Policy 306.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees adopts the following for immediate implementation and use:

- GCC Board of Trustees Membership Handbook;
- GCC Board of Trustees ACCJC/WASC Standing Committees:
  - Academic Affairs Standing Committee
  - Finance & Administration Standing Committee
- Parliamentary Procedures at a Glance, based on Robert's "Rules of Order," latest edition.

BE IT FURTHER RESOLVED, that the above documents and processes, as deemed necessary, are subject to review, updating and amendment by the Board of Trustees.

Amended & Adopted: _____, 2020
Resolution _____-2020

Reviewed, no changes: April 8, 2016 *(updated)*

Amended & Adopted: July 24, 2014; Resolution 27-2014

Amended & Adopted: September 5, 2008; Resolution 15-2008

Adopted: August 1, 2006; Resolution 12-2006

GUAM COMMUNITY COLLEGE
Board of Trustees

ADOPTION OF BOARD OF TRUSTEES MEMBERSHIP HANDBOOK, BOARD OF TRUSTEES STANDING COMMITTEES, PARLIAMENTARY PROCEDURES AT A GLANCE

~~(By: O. Garfield Jones)~~

WHEREAS, as part of the College's Institutional Assessment, the Board of Trustees has developed an Assessment Activity Strategy & Timeline that outlines major goals and objectives related to ACCJC/WASC goals; and

WHEREAS, these major goals include the development & implementation of a Board Development Plan, improving the conduct of Board business and meetings, strengthening of institutional relationships, establishment of standing committees within the Board, and improvement of the relationship with the GCC Foundation Board; and

WHEREAS, of the major goals of the Board, a number of objectives have been accomplished such as the development of a Membership Handbook; the establishment of ground rules for conducting and managing meetings utilizing the Parliamentary Procedures at a Glance publication as the Board's official reference and guidance; the establishment of Standing Committees of the Board that include their duties & responsibilities expected from each committee member; the Student Trustee continues to represent constituents by reporting activities and concerns at regularly scheduled Board meetings; and the Board of Trustee Chairperson continues to work closely with the Foundation Board members to strengthen relationships between the Trustees and Foundation board members; and

WHEREAS, the Board continues to move forward with its efforts to fulfill the objectives identified as a part of its own assessment process in compliance with ACCJC/WASC standards, and as mandated by BOT Policy 306.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees adopts the following for immediate implementation and use:

- GCC Board of Trustees Membership Handbook;
- GCC Board of Trustees ACCJC/WASC Standing Committees:
  - Academic Affairs Standing Committee
  - Finance & Administration Standing Committee
- Parliamentary Procedures at a Glance, based on Robert's "Rules of Order," latest edition.

BE IT FURTHER RESOLVED, that the above documents and processes, as deemed necessary, are subject to review, updating and amendment by the Board of Trustees.

Amended & Adopted: 6/19, **2020**
Resolution 5 **-2020**

Reviewed, no changes: April 8, 2016 *(updated)*

Amended & Adopted: July 24, 2014; Resolution 27-2014

Amended & Adopted: September 5, 2008; Resolution 15-2008

Adopted: August 1, 2006; Resolution 12-2006

GUAM COMMUNITY COLLEGE
Board of Trustees

ACCESS TO BOARD POLICIES

WHEREAS, the Board of Trustees periodically amends, deletes, or adds policies necessary to the efficient operation of the College; and

WHEREAS, many Board of Trustees policies require the development of rules, regulations and guidelines for the proper administration of the policies; and

WHEREAS, knowledge of current Board policies and subsequently-developed rules, regulations and guidelines is essential to the smooth and efficient operation of the College.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that access to Board policies shall be made available online on the College website (www.guamcc.edu), a complete set of Board of Trustees policies; and

BE IT FURTHER RESOLVED, that the Recording Secretary to the Board of Trustees is responsible to maintain the currency of all said policy handbooks by providing appropriate replacement/additional policies when approved by the Board of Trustees.

Reviewed, no changes: March ____, 2020
Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014
Resolution 28-2014

Amended & Adopted: September 5, 2008
Resolution 16-2008

Adopted: December 7, 1994
Resolution 3-95

GUAM COMMUNITY COLLEGE
Board of Trustees

ORIENTATION OF NEW BOARD OF TRUSTEES MEMBERS

WHEREAS, Board members are appointed by the Governor to represent the community; and

WHEREAS, Student trustee is elected by the student members; and

WHEREAS, in order to be effective, each new member appointed or elected needs to have a basic understanding of the roles, functions, and responsibilities of trustee membership; and

WHEREAS, a role of the current trustees is to provide an informational foundation for new members so that new members might better carry out the trusteeship;

NOW, THEREFORE, BE IT RESOLVED, that each person appointed or elected to the Board of Trustees shall be provided with an orientation designed to allow that individual to become a fully-participating Board member within the shortest period of time possible. Said orientation is the joint responsibility of the Chairperson of the Board of Trustees, and the President of the College or their delegates. Said orientation shall take place within one month of the person's appointment to the Board and shall include as a minimum:

1. An explanation of the duties and responsibilities of the Board of Trustees.
2. A tour of the campus.
3. A general orientation to the current status/activities of Guam Community College.
4. An explanation of the GCC Foundation and its relationship with the Board of Trustees.
5. Such materials (provided electronically) as are deemed important to the proper functioning of the new Board member. Such materials may include:
   - A. A copy of the current operational budget and the Non-Appropriated Fund budget.
   - B. A copy of TRUSTEES ROLES AND RESPONSIBILITIES AND TRUSTEE DECISION MAKING.
   - C. Copies of the minutes of all Board of Trustees meetings of the last six months.
6. Public Law 14-77 (Enabling Act of Guam Community College, as amended by Public Law 31-99 in 2011).
7. Board of Trustees Policy Handbook.
8. Board of Trustees Membership Handbook.

Reviewed, no changes: _____, 2020
Amended & Adopted: July 15, 2016
Resolution 6-2016

Amended & Adopted: July 24, 2014
Resolution 29-2014

Amended & Adopted: September 5, 2008
Resolution 18-2008

Adopted: March 16, 1994
Resolution 1-93

GUAM COMMUNITY COLLEGE
Board of Trustees

PROFESSIONAL ASSOCIATIONS

WHEREAS, Guam Community College exists as a part of a community of educational institutions; and

WHEREAS, there are benefits to be derived from intellectual dialogue with board members and employees of other educational institutions; and

WHEREAS, it is important to discuss mutual concerns and problems with others similarly involved in an effort to find innovative ways to address these concerns and problems;

NOW, THEREFORE, BE IT RESOLVED, that Guam Community College shall maintain membership in the Accrediting Commission for Community and Junior Colleges (ACCJC) as the College's accrediting body and other relevant associations as the Board of Trustees may choose; and

BE IT FURTHER RESOLVED, that the Board of Trustees members and Guam Community College employees are encouraged to maintain individual membership and involvement in other educational associations.

Amended & Adopted:_____, 2020
Resolution ___- 2020

Amended & Adopted: July 15, 2016
Resolution 7-2016

Amended & Adopted: July 24, 2014
Resolution 30-2014

Amended & Adopted: September 5, 2008
Resolution 19-2008

Adopted: July 20, 1994
Resolution 48-94

GUAM COMMUNITY COLLEGE
Board of Trustees

PROFESSIONAL ASSOCIATIONS

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WHEREAS, there are benefits to be derived from intellectual dialogue with board members and employees of other educational institutions; and

WHEREAS, it is important to discuss mutual concerns and problems with others similarly involved in an effort to find innovative ways to address these concerns and problems;

NOW, THEREFORE, BE IT RESOLVED, that Guam Community College shall maintain membership in the Accrediting Commission for Community and Junior Colleges (ACCJC) as the College's accrediting body and other relevant associations ~~in the American Association of Community Colleges (AACC), the Association of Community College Trustees (ACCT), the Council on Higher Education Accreditation (CHEA), and the Pacific Postsecondary Education Council (PPEC) and other such educational associations~~ as the Board of Trustees may choose; and

BE IT FURTHER RESOLVED, that the Board of Trustees members and Guam Community College employees are encouraged to maintain individual membership and involvement in other educational associations.

Amended & Adopted: _____, 2020
Resolution ___, 2020

Amended & Adopted: July 15, 2016
Resolution 7-2016

Amended & Adopted: July 24, 2014
Resolution 30-2014

Amended & Adopted: September 5, 2008
Resolution 19-2008

Adopted: July 20, 1994
Resolution 48-94

GUAM COMMUNITY COLLEGE
Board of Trustees

POLICY ON LEGISLATIVE TESTIMONY

WHEREAS, many matters come before I Liheslaturan Guåhan (the Guam Legislature) in the bills proposing new laws; and

WHEREAS, many of these proposed bills directly or indirectly affect Guam Community College; and

WHEREAS, it is the responsibility of the Board of Trustees and the President to develop testimony which represents the best interests of the College community.

NOW, THEREFORE, BE IT RESOLVED, that it shall be the responsibility of the President, or his/her designee, to keep current on proposed bills to determine which may affect the College and provide testimony as deemed necessary and appropriate.

BE IT FURTHER RESOLVED, the President shall advise the Board of testimony given; and whenever possible and as necessary, said testimony will be routed to or discussed with all Board members for their input prior to the final version being developed. All members shall receive a copy of the final version. Said testimony shall be delivered by the person or persons designated by the Board Chairperson.

Amended & Adopted: (Date)
Resolution ___-2020

Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014
Resolution 31-2014

Amended & Adopted: September 5, 2008
Resolution 20-2008

Adopted: March 16, 1994
Resolution 11-94

GUAM COMMUNITY COLLEGE
Board of Trustees

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Amended & Adopted: (Date)
Resolution ___-2020

Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014
Resolution 31-2014

Amended & Adopted: September 5, 2008
Resolution 20-2008

Adopted: March 16, 1994
Resolution 11-94

GUAM COMMUNITY COLLEGE
Board of Trustees

ACTING PRESIDENT

WHEREAS, the President serves in a dual capacity as President of the College and as Executive Officer of the Board of Trustees; and

WHEREAS, it is sometimes necessary for the President to be off-island; and

WHEREAS, there may be occasions when the President is unable to perform his/her duties due to absence, illness, or incapacitation; and

WHEREAS, it is vital that leadership and responsibility for the overall operation of the College be maintained despite the absence, illness, or incapacitation of the President;

NOW, THEREFORE, BE IT RESOLVED, that when it becomes necessary for the President to travel off-island, the President shall appoint an Acting President from among the Vice Presidents or other designated Academic Administrator and shall advise the Board; and

BE IT FURTHER RESOLVED, that should the President be unable to perform his/her duties in case of an emergency, the Board of Trustees Chairperson, in consultation with the other Board Members, shall appoint an Acting President from among the Vice Presidents or other designated Academic Administrator who shall serve until such time that the President is able to return to work; and

BE IT FURTHER RESOLVED, that an employee who is appointed to serve temporarily in an acting capacity as President of the College shall be compensated during the period of such services by a payment differential to be added to his/her base rate of pay, measured by the difference in amount between the step in the pay grade he/she holds and the salary paid the President; and

BE IT FURTHER RESOLVED, that compensation following appointment in an acting capacity shall not be less than 30 calendar days and not to exceed one year. Payment differential shall be deferred until the employee has served 30 consecutive calendar days in an acting capacity.

Reviewed, no changes: (Date)
Reviewed, no changes: April 8, 2016
Amended & Adopted: January 10, 2014
Resolution 4-2014

Amended & Adopted: September 5, 2008
Resolution 21-2008

Adopted: July 20, 1994
Resolution 49-94
Amended: July 1, 1998
Amended: June 7, 2000