

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Wednesday, October 10, 2012, 4:00pm**  
**GCC Student Center Training Room 5108**

**I. CALL TO ORDER**

1. Swearing In and Administration of the Oath of Office to newly elected GCC Trustee Student Member Mr. James Pangelinan
2. Roll Call
3. Recital of Mission Statement

**II. APPROVAL OF MINUTES**

1. Monthly Meeting of September 19, 2012

**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
  - Foundation Building (Ribbon Cutting)
  - Building 200 (Renovation), Building 100 and Forensic Lab

**VII. NEW BUSINESS**

1. Policy 195 Update
2. President's Travel Schedule (November-December 2012)
3. Reporting Requirements

**VIII. EXECUTIVE SESSION**

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

**IX. ADJOURNMENT**

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GUAM COMMUNITY COLLEGE  
Board of Trustees  
Monthly Meeting of September 19, 2012

Minutes

**I. CALL TO ORDER**

1. The monthly meeting of September 19, 2012 was called to order at 4:10 p.m., by Chairwoman Debbie Belanger, held in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Edward G. Untalan; Mr. Richard P. Sablan; Ms. Gina Y. Ramos; Mr. Kenneth Bautista, Support Staff Advisory Member; Ms. Ariane Nepomuceno, Student Trustee.

**Not in attendance:** Mr. Frank P. Arriola (schedule conflict); Dr. Karen M.S. Sablan, Faculty Advisory Member (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Ms. Lolita Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Michael Chan, Associate Dean, Technology Student Services; Ms. Doris Perez, Assistant Director, Planning & Development; Gary Hartz (*representing Dr. Karen Sablan*).

3. **Recital of Mission Statement.** Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

**II. APPROVAL OF MINUTES – August 22, 2012.**

MOTION

**IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN THAT THE BOARD APPROVES THE MEETING MINUTES OF AUGUST 22, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS** – The College received a letter from the Office of the U.S. Vice-President via Mrs. Biden identifying different proposals of the Obama Administration. President Obama is in support of the community colleges to career fund amounting to \$8 Million and hopes Congress will approve this funding for job training, middle skill workers, etc. Mrs. Biden is also interested in college-business partnerships. A response letter will be sent with a copy of the College's Factbook, Annual Report and Impact report of ARRA funding for GCC.

**IV. PUBLIC DISCUSSION** – None.

**V. REPORTS**

1. **President's Report:** President Okada reported on the following:

**–Financial Status:** As last reported DOA has offsetted the overpayment of the Manpower Development Fund from previous years and the College will not collect approximately \$600,000 from the MDF. FY13

Budget would have to be revisited for operations. President Okada has communicated with the Governor's office for the remainder of the 7% to be released.

Capital Improvement Projects: President Okada reported that several projects for FY12 have been signed off to include:

- Building 500 and 600 roofing projects due to leaks. Notice of Intent to Award and Notice of Award issued to contractors.
- Elastomeric coating for Building 1000 (Tech Center) due to several leaks.
- Wheelchair ramps
- Air-conditioning Units – to be upgraded with energy efficient units.

Other activities: President Okada reported the following:

- The College submitted 16 nominations for the Government of Guam MagPro Awards for the different programs, including customer service. This is a Government of Guam employee's excellence award that will include the college's participation in fundraising committees. The Board was encouraged to participate.
- The College recently hired retired Lt. Col. Dennis Santo Tomas as the Executive Director for the Peace Officers Standards Training (POST) Commission that encompasses updating the standards for all types of law enforcements in hiring qualifications.
- Recently received a \$5,000.00 grant from the National Rifle Association (NRA) for lead mitigation for the College shooting range.
- The College received a \$45,000.00 DOI grant in support of the Council for Native Hawaiian Advancement convention in Honolulu during October 2012. This supports the non-profits from the different islands in our region to include Guam, Palau, Saipan, American Samoa, etc.
- The committees for the Institutional Strategic Master Plan have been meeting to review the different goals.
- PDS will be the new basic telephone service provider for the College.

## **2. Monthly Activities Report**

Student Trustee: Since the last meeting Student Trustee Ariane Nepomuceno resigned. Election for a new Student Trustee is scheduled for September 20, 2012. Mr. James Pangelinan and Ms. Paling April Cruz are the two candidates. Election results should be provided at the next BOT meeting.

Trustee Ramos brought up a concern from a previous Student Trustee regarding Student Trustee elections. The President explained that this is a new academic year and COPSA has submitted a proposal to the President and the Dean. The President suggested that all recommendations will first go through the process as students. The President wanted to ensure the students were involved with the dialogue of these changes before final submission to the Board.

Faculty Advisory Member: Due to a schedule conflict, Dr. Karen Sablan was unable to attend the meeting, however, Dr. Gary Hartz, the Vice-President of the GCC Faculty Staff Union, reported as follows:

- The faculty is moving forward in a positive way and doing the best they can for the students and the College.
- The Board was also invited to the Fall Festival, which is scheduled for September 20, 2012 at the Center Court.

**Support Staff Advisory Member:** At this time, Trustee Ken Bautista did not provide a report.

3. **Board of Trustees Community Outreach Report.** Trustees Gina Ramos and Richard Sablan attended the GCC Labor Day on September 2, 2012.

## VI. UNFINISHED BUSINESS

### 1. Construction Projects Updates

- Foundation Building (Renovation) - Ribbon cutting is scheduled for Monday, November 5, 2012 at 10:00 a.m. Furniture is still being moved into the building and finalizing the computer network. There are a few modifications with the café. A final walk through with the architect and contractor will be done tomorrow, September 20<sup>th</sup>. The President extended an invitation to the Board to participate in the walk through at 9:00 a.m. USDA has already done a walk through with the President.
- Building 200 (Renovation), Building 100 and Forensic Lab – The President reported that there will be a meeting with TRMA regarding Building 200 with final modification to the plans. The College should be receiving these modifications in a couple of weeks and groundbreaking should follow soon thereafter. As last reported, other meetings with TRMA will be scheduled regarding Building 100 and the Forensic Lab.

## VII. NEW BUSINESS.

1. **Facilities Engineer Administrator.** The College is in need of a Facilities Engineer Administrator to help facilitate with the current construction on campus and future construction projects, including assisting with the facilities department with construction and project management, plus assisting with the layout and architectural designs. A copy of the proposed position description was provided to the Board for consideration and approval. This is an academic position under the board's purview. This person will report to Ms. Doris Perez, who is the Assistant Director for Planning and Development who oversees the College facilities. With a few modifications, the following motion was then made.

### MOTION

**IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN, TO APPROVE THE TITLE AND PAY GRADE OF THE FACILITIES ENGINEER ADMINISTRATOR AS PROPOSED TO THE BOARD. MOTION CARRIED UNANIMOUSLY. (Voting: 5 ayes, 0 nays)**

At approximately 4:55 p.m., the meeting went into Executive Session.

## VIII. EXECUTIVE SESSION

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

At 5:35 p.m., the meeting reconvened to open session.

**MOTION**

**IT WAS MOVED BY TRUSTEE EDWARD UNTALAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**


**IX. ADJOURNMENT**

**MOTION**


**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE MEETING OF AUGUST 22, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of September 19, 2012 adjourned at 5:40 p.m.


**SUBMITTED BY:**

  
\_\_\_\_\_  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

  
\_\_\_\_\_  
**DEBORAH C. BELANGER**  
Chairperson

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**A GUIDE TO THE SELECTION AND APPOINTMENT  
OF GUAM COMMUNITY COLLEGE TRUSTEES**

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

**WHEREAS**, the Board of Trustees feels that part of this effort is to assure the appointment of new qualified members to the Board of Trustees by communicating its standards to the appointing and confirming authorities, namely the Governor of Guam and the Guam Legislature; and

**WHEREAS**, the Board of Trustees is directed by Public Law 25-39 to develop "procedures for election of the student members.....," and

**WHEREAS**, the Association of Community College Trustees has produced "A Guide to the Election and Appointment of Community College Trustees," and

**WHEREAS**, the Board of Trustees has developed "Guidelines for Student Trustee Election to the Board of Trustees."

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Board of Trustees hereby adopts the standards and principles of said "Guide" to assist it in recommending qualified persons to the Governor of Guam.

**BE IT FURTHER RESOLVED**, that the Board of Trustee adopts the "Guidelines for Student Trustee Election to the Board of Trustees."

**BE IT FURTHER RESOLVED**, that except for the Student Trustee, when a vacancy in the Board of Trustees is expected within three months, the Board of Trustees shall forward to the Governor of Guam the name or names of candidates who meet the criteria of the "Guide" and who are representative of the specific category of the potential vacancy as specified in Guam Community College's enabling legislation, Public Law 14-77.

**BE IT FURTHER RESOLVED**, that upon adoption of this policy, the Chairperson shall cause to communicate said policy and "Guide" to the Governor of Guam and the Chairperson of the Education Committee of the Guam Legislature with a letter explaining the intent and purpose of the policy.

**BE IT FURTHER RESOLVED**, that upon adoption of this policy, the President shall communicate said policy and "Guidelines for Student Trustee Election to the Board of Trustees" to the Guam Community College Faculty, Staff, and Students.

**Amended & Adopted: September 5, 2008  
Resolution 35-2008**

**Adopted: February 7, 1996  
Resolution 2-96  
Amended: July 14, 1999**

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## A GUIDE TO THE SELECTION AND APPOINTMENT OF COMMUNITY COLLEGE TRUSTEES

**PREAMBLE:** Community colleges are invaluable resources in meeting the educational and economic needs of their communities. Each college reflects the standards of excellence the community sets for itself. Responsibility for continued excellence is shared by all who appoint or select trustees to govern on their behalf.

**COMMUNITY COLLEGE GOVERNANCE:** Selection and professional development of qualified trustees is essential to overall excellence in community colleges. The primary responsibility of board of trustees is meeting the changing educational needs of the community, while reflecting the community's values in fulfilling the college mission. Primary functions of trusteeship are certifying the consistency of the mission and goals with community need, formulating policy, and ensuring effective leadership and responsible use of resources.

**ETHICAL LEADERSHIP:** The public trust of governance requires that trustees serve without personal gain to fulfill the college mission. Exclusionary influences such as partisan politics or personal agendas can precipitate actions unrelated to the college mission and are inappropriate in lay board governance.

### QUESTIONS TO GUIDE TRUSTEE SELECTION:

- \* Does the candidate meet the legal criteria for trusteeship?
  - \* Does the candidate understand and appreciate the distinctive mission of the community college?
  
  - \* Has the candidate demonstrated service to the community?
  - \* Does the candidate bring a desire to advocate the college and its students to the community?
  
  - \* Is the candidate aware of and knowledgeable about governance responsibilities?
  - \* Does the candidate have a commitment to shared leadership with the college president, and a commitment to working with faculty and other members of the college community?
  
  - \* Is the candidate aware of ethical issues of board governance and unencumbered by private agendas?
  - \* Is the candidate sensitive to issues of diversity and committed to be mindful of the perspectives of all constituencies?
  
  - \* Does the candidate understand that the board, and not the individual, has authority?
  - \* Is the candidate willing to commit sufficient time and effort to governance responsibilities?
  
  - \* Does the candidate bring characteristics and qualities which will enhance the standing of the college in the community?
- \* Condensed from "A Guide to the Election and Appointment of Community College Trustees" published by the American Association of Community College Trustees.
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## GUIDELINES FOR STUDENT TRUSTEE ELIGIBILITY AND ELECTION

(Approved by the GCC Board of Trustees: August 17, 2011)

### **I. SELECTION COMMITTEE**

The Dean responsible for Student Services will appoint a Selection Committee to oversee the elections for the Student Trustee. The Committee will consist of an Associate Dean representing Student Services, the GCC Registrar, the Program Coordinator for the Center for Student Involvement (CSI), and the Program Specialist for the Center for Student Involvement who will serve as the Chairperson.

### **II. ELIGIBILITY REQUIREMENTS FOR STUDENT TRUSTEE**

- A. Shall be a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits.)
- B. Shall submit proof of current enrollment (class schedule, tuition payment receipt).
- C. Shall commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI office. (A regular semester is defined as the Fall and Spring semesters.)
- D. Shall have attended GCC for a minimum of one regular semester immediately prior to running for this position and completed the regular semester term with a Grade Point Average (GPA) of 2.0 or better.
- E. Shall have a minimum, cumulative GPA of 2.0 or better when declaring candidacy, and must maintain a minimum 2.0 GPA throughout every regular semester of service as the Student Trustee.
- F. Shall not be on academic probation (failing to achieve a 2.0 for a regular semester term).
- G. Shall have the Center for Student Involvement take your photo to be used on posters and the ballots.
- H. Shall deliver a campaign speech at all the scheduled Campaign Forums.
- I. Shall not be convicted of a felony.
- J. Shall submit a resume, an Application for Candidate form, and a signed Declaration of Candidacy to run for election.
- K. Shall not be a full-time Guam Community College Government of Guam employee.
- L. Shall attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with the elected COPSA Officers, from May through April.
- M. Above eligibility must be reviewed, guided by FERPA regulations, and certified by the Selection Committee.

### **III. VOTER ELIGIBILITY**

Officially registered, full-time or part-time, declared or undeclared, GCC postsecondary or Adult High School student as defined in the GCC Catalog.

### **IV. VOTING PROCESS**

- A. The Dean responsible for Student Services via the Selection Committee:
  - 1. Announces the election to be held within the month of April. (Exceptions to conducting the elections in April can be made by an approved motion of the GCC Board of Trustees.)
  - 2. Ensures that ballots are developed.
  - 3. Ensures campaign activities are conducted in accordance with all rules.
  - 4. Ensures elections are conducted in accordance with all rules.
  - 5. Ensures the tabulation is conducted in accordance with all rules.
  - 6. Certifies the results and submits the election results to the President of GCC, via the Dean responsible for Student Services and the Academic Affairs Division Vice President. The GCC President forwards the report to the GCC Board of Trustees.
- B. The Board of Trustees issues a Certificate of Election to the candidate with the highest number of votes. The Certificate of Election will serve as a contract of commitment.

### **V. TERM OF OFFICE AND DISMISSAL**

- A. Term of office is one year.
  - B. Student Trustee must maintain all eligibility requirements throughout their term of office.
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- C. Student Trustee will be dismissed from the position if he or she does not maintain a minimum, cumulative GPA of 2.0 or better or does not maintain a 2.0 GPA at the end of each regular semester of service.
- D. Student Trustee will be dismissed from the position if he or she misses more than two consecutive regularly scheduled meetings.

**VI. REPLACEMENT OF STUDENT TRUSTEE**

If the Student Trustee is unable to complete the term, the Dean responsible for Student Services will offer the position to the Student Trustee candidate who received the second highest number of votes in the most recent election only if that candidate received at least 20% of the total votes cast. Should the candidate who received the second highest number of votes be a write-in candidate who received at least 20% of the total votes cast, he/she can only be certified as the new Student Trustee pending submission of the required documents necessary to certify his/her eligibility. If either of those candidates cannot complete the term of the original Student Trustee, the Dean responsible for Student Services will convene the Selection Committee within two weeks of a declared vacancy within a regular semester, to conduct another election to fill the remainder of the term unless the vacancy occurs within two months of a regularly scheduled election. If the vacancy occurs in the summer, a special election will occur within the first four (4) weeks of the Fall semester.

**VII. EXPECTATIONS OF A STUDENT TRUSTEE**

- A. Student Trustee will abide by GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct).
- B. Student Trustee will also abide by the duties listed in the Council On Postsecondary Student Affairs (COPSA) By-Laws:
  - 1. Attend all Guam Community College Board of Trustees meetings and activities.
  - 2. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student concerns and needs.
  - 3. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns.

## RULES FOR CONDUCTING STUDENT TRUSTEE ELECTIONS

### **I. CAMPAIGNING**

- A. Open Student Assemblies are permitted, but must be coordinated with the Center for Student Involvement.
- B. Campaigning in the hallways is allowed provided that the noise level does not interrupt any classes.
- C. Posters can be placed in designated areas once approved by the Center for Student Involvement and the Student Support Services office.
- D. No campaigning can occur in classrooms during scheduled instructional time.
- E. On Election Day, no one can campaign closer than 25 feet from the polling area.

### **II. VOTING**

- A. Students must present their current GCC student I.D. card in order to vote.
- B. Student voters must sign a voter registry and confirm their identity. (The Registrar will provide the registry.)
- C. Once voter status is verified, a ballot will be issued.
- D. The voter will be afforded privacy for completing the ballot.
- E. The completed ballot is to be placed in a locked ballot box by the voter.
- F. A GCC staff member must be present at the voting site throughout the entire election. A student or students may assist, but must first be approved by the Center for Student Involvement. The Center for Student Involvement designee is responsible for organizing the work assignments.
- G. Candidates are allowed to have one representative to observe the process. However, the observers are not allowed to intervene or campaign during the process. They may report any discrepancy to their candidate or to members of the Selection Committee.
- H. All elections must be conducted on campus.

### **III. ELECTION CHALLENGES**

The following process will be followed when filing challenges to the election:

- A. The Candidate filing the challenge must do so in writing and address challenge to the Selection Committee within two (2) working days from the election date.
- B. The Selection Committee will render a decision on the challenge within two (2) working days from the date of the candidate's filed challenge.
- C. Should the candidate filing the challenge deem the decision of the Selection Committee unacceptable, an appeal can then be filed within two (2) working days of the decision with the Dean responsible for Student Services. The Dean responsible for Student Services will render a decision, in writing, within two (2) working days from receipt of the appeal.
- D. If the decision rendered by the Dean responsible for Student Services is deemed unacceptable by the candidate, an appeal can then be filed within two (2) working days of the decision with the Academic Affairs Division Vice President whose finding will be final. This final decision will be forwarded to the challenger within two (2) working days.

### **IV. TABULATION OF VOTES**

- A. The ballots will be counted immediately after the polls close. If warranted by circumstances beyond our control, the box will be secured in the Center for Student Involvement until the next time that tabulation can resume.
- B. The Tabulation Team will be chosen by the Program Specialist for the Center for Student Involvement and will be composed of two Student Organization Advisors, one staff, a postsecondary student identified by the Center for Student Involvement, and the Program Specialist for the Center for Student Involvement.
- C. The results of the tabulation and all ballots must be presented to the Selection Committee for their approval. A summary sheet of the tabulation will be prepared to include total number of votes that were received, results by each candidate, number of votes that were disqualified and specific reasons for disqualification. Candidates are allowed to have one representative present to observe the process.
- D. The Tabulation Team is prohibited from announcing any results or providing any information to the candidates, supporters or others not specifically authorized to receive such information. The results will only be presented to the Selection Committee.
- E. If there is no declared candidate, should a write-in candidate receive at least 20% of the total votes cast, the Selection Committee can certify the write-in candidate as the winner, pending submission of the required documents necessary to certify his/her eligibility.

**V. ANNOUNCEMENT OF ELECTION RESULTS**

The Center for Student Involvement Program Specialist will introduce the elected candidate to the Dean responsible for Student Services, who in turn will introduce the candidate to the Academic Affairs Division Vice President. The Academic Affairs Division Vice President will then introduce the candidate to the President of the College, who will then introduce the candidate to the Board of Trustees. The President of the College, on behalf of the Board of Trustees, will announce the selected candidate to the college community.

**VI. APPLICABILITY OF RULES**

The above rules are applicable to the Student Trustee elections at Guam Community College and must be followed without deviation.

DECLARATION OF CANDIDACY FOR STUDENT TRUSTEE POSITION

*I hereby declare that the following is true and correct:*

1. I am a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits.)
2. I have submitted proof of current enrollment (class schedule, tuition payment receipt).
3. I will commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI Office. (A regular semester is defined as the Fall and Spring semesters.)
4. I have attended a minimum of one regular semester at GCC immediately prior to running for this position and completed this regular semester term with a GPA of 2.0 or better.
5. I have a minimum, cumulative GPA of 2.0 or better when declaring candidacy and will maintain this minimum 2.0 GPA throughout every regular semester of service.
6. I am not on academic probation.
7. I will have the Center for Student Involvement take my photo to be used on posters and the ballots.
8. I will deliver a campaign speech at all the scheduled Campaign Forums.
9. I have not been convicted of a felony.
10. I have submitted a current resume, an Application for Candidate form, and this signed Declaration of Candidacy form.
11. I am not a full-time Guam Community College Government of Guam employee.
12. I will attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with the elected COPSA Officers, from May through April.
13. I understand that my eligibility is subject to verification, guided by FERPA regulations, and that my candidacy requires the certification of the Selection Committee.
14. I have been briefed on the minimum requirements of the position for which I am running, and the election procedures.
15. I further understand that if I have submitted false information, I may be disqualified from this election or removed from office if I am elected.

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Print Full Name

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Signature

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Date

APPLICATION for Candidate

for the GCC Board of Trustees Student Trustee

*As required by the Guidelines for Student Trustee Elections, please submit a current resume.*

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

How would you like your name to be printed on the ballot? \_\_\_\_\_

Address:  
(Home) \_\_\_\_\_

(Mailing) \_\_\_\_\_

(E-mail) \_\_\_\_\_

Contact Numbers:

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Pager) \_\_\_\_\_

GCC Student Identification Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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Guam Community College Enrollment Status:       Full-Time       Part-Time

Number of Credits attempted this semester: \_\_\_\_\_

Major (Program of Study): \_\_\_\_\_

Other College / University attending: \_\_\_\_\_

Names of Student Organizations / Membership – Positions Held: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe your Leadership Experiences:** \_\_\_\_\_

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**List any Leadership Courses / Workshops / Seminars Taken:** \_\_\_\_\_

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**Describe any Volunteer Services Rendered / Community Services provided:** \_\_\_\_\_

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**List past experiences which qualify you for this position:** \_\_\_\_\_

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**Why do you seek this position?** \_\_\_\_\_

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**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CODE OF TRUSTEE ETHICS AND CONDUCT**

**WHEREAS**, the Trustees recognize that the education of students is the reason for the College's existence; all other functions must support this purpose; and

**WHEREAS**, it is the duty of the Board of Trustees of Guam Community College to ensure that students receive the highest quality education in the most efficient manner possible.

**NOW, THEREFORE, BE IT RESOLVED**, that in the performance of their governance responsibilities, the Board of Trustees shall:

1. Recognize that the primary responsibility of the Board is to govern the College in the best interests of the educational needs of the Territory.
2. Promote and encourage open, mutually supportive and accountable participation of students, faculty and staff in the governance process.
3. Communicate and promote the needs of the community to the College and the needs of the College to the community.
4. Encourage and support open access to the Board while maintaining appropriate and well-defined College communication and decision-making channels.
5. Recognize that a trustee is a member of a legal entity; that the strength and effectiveness of the Board is as a unit; that the majority decisions of the Board shall be supported even when personally opposed; and that a single Board member has no authority to act on behalf of the Board unless so authorized.
6. Develop and maintain good relations with fellow Board members by considering and respecting their opinions and working with each other in a spirit of harmony and cooperation.
7. Maintain consistent and vigilant oversight of the College with emphasis on instructional quality, operational efficiency and fiscal stability.
8. Promote a healthy working relationship with the President through supportive, open and honest communication and regular evaluation.
9. Delegate authority to the President and staff to initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions.
10. Act honestly and openly at all times following the letter and intent of all applicable Local and Federal Laws and keeping the confidentiality of privileged information.
11. Avoid all conflicts of interest and the appearance of conflicts of interest and not using the position as Trustee for personal gain.
12. Devote time to educational and informational activities which will enhance one's personal ability to function effectively as a member of the Board of Trustees.
13. Maintain confidentiality of all board discussions held in closed sessions and recognize that deliberations of the board in closed sessions are not to be released or discussed in public without the prior approval of the board by majority vote.

Reviewed & Adopted: September 5, 2008  
Resolution 17-2008

Adopted: March 16, 1994  
Resolution 12-94

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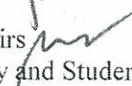



OCT 02 2012

PRESIDENTS OFFICE

Initials: 

**TO:** Mary A.Y. Okada, Ed.D., President

**VIA:** Ray D. Somera, Ph.D., Vice President, Academic Affairs  
Virginia C. Tudela, Ph.D., Dean, School of Technology and Student Services 

**FROM:** Bobbie Leon Guerrero, Program Specialist, Center for Student Involvement 

**SUBJECT:** Recommended changes for the Election Procedures and Requirements  
for the GCC Student Trustee

**DATE:** September 26, 2012

Attached, please find the recommended changes for the "Election Procedures and Requirements for the COPSA Board of Trustees Officer Serving as the Student Trustee". When reviewing the attachment, UNDERLINED words indicate recommended additions and ~~STRIKETHROUGHS~~ indicate recommended deletions.

These recommended changes were reviewed by the 2012-2013 COPSA Officers during their summer leadership retreats and then presented at the COPSA General Membership meeting on September 7, 2012. Hard copies were distributed at this meeting and electronic copies were posted on the COPSA Groups page on MyGCC for all to review.

At the September 21, 2012, General Membership meeting, the body voted unanimously to approve the recommended changes and forward it on to the Board for their review and approval.

One of the main aspects of these recommended changes is that the BOT Student Member will now become a COPSA Officer. With the June 2011 and August 2012 resignations of the Student Trustees, special elections have had to be held to elect a new Student Member. Challenges: conducting elections every semester since 2011, but more importantly, the loss of student representation on the Board until a new student is elected.

As a COPSA Board of Trustees Officer, the COPSA President can now appoint a postsecondary student to immediately fill this vacant position and student representation on the Board can continue.

I am requesting that these recommended changes be placed on the agenda for the October 2012 Board of Trustees meeting for review and approval.

I look forward to your feedback and notification that these recommended guidelines will be on the October BOT meeting agenda. Should you have any questions, please do not hesitate to contact me.

Attachment: Election Procedures and Requirements for the COPSA Board of Trustees Officer Serving as the Student Trustee (9pgs)

**GUIDELINES FOR STUDENT TRUSTEE ELIGIBILITY AND ELECTION**  
**ELECTION PROCEDURES AND REQUIREMENTS**  
**FOR THE COPSA BOARD OF TRUSTEES OFFICER**  
**SERVING AS THE STUDENT TRUSTEE**

(Approved by the GCC Board of Trustees on \_\_\_\_\_)  
(*Effective immediately upon approval*)

**I. SELECTION COMMITTEE**

The Dean responsible for Student Services will appoint a Selection Committee to oversee the elections for the COPSA Board of Trustees Officer who will serve as the Student Trustee. The Committee will consist of an Associate Dean representing Student Services, the GCC Registrar, the Program Coordinator for the Center for Student Involvement (CSI), and the Program Specialist for the Center for Student Involvement who will serve as the Chairperson.

**II. ELIGIBILITY REQUIREMENTS FOR THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER**

1. Shall be a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits)
2. Shall submit proof of current enrollment (class schedule, tuition payment receipt).
3. Shall commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI office. (A regular semester is defined as the Fall and Spring semesters.)
4. Shall have attended GCC as a postsecondary student for a minimum of one regular semester immediately prior to running for this position and completed the regular semester term with a Grade Point Average (GPA) of 2.0 or better.
5. Shall have a minimum, cumulative GPA of 2.0 or better when declaring candidacy, and must maintain a minimum 2.0 GPA throughout every regular semester of service. ~~as the Student Trustee.~~
6. Shall not be on academic probation (failing to achieve a 2.0 for a regular semester term).
7. Shall have the Center for Student Involvement take your photo to be used on posters and the ballots.
8. Shall deliver a campaign speech at all the scheduled Campaign Forums.
9. Shall not be convicted of a felony.
10. Shall submit a current resume, an Application for Candidate form, and a signed Declaration of Candidacy to run for election.
11. Shall not be a full-time ~~Guam Community College~~ Government of Guam employee.
12. Shall attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with all the elected COPSA Officers, from May through April.
13. Above eligibility must be reviewed, guided by FERPA regulations, and certified by the Selection Committee.

*Approved at COPSA General Membership Meeting on Sept. 21, 2012*

**Center for Student Involvement** Tel: 735-5518/9

**COPSA Board of Trustees Officer:**

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

### III. VOTER ELIGIBILITY

Officially registered, full-time or part-time, declared or undeclared, GCC postsecondary or Adult High School student as defined in the GCC Catalog.

### IV. VOTING PROCESS

1. The Dean responsible for Student Services via the Selection Committee:
  - a. Announces the election to be held within the month of April. (Exceptions to conducting the elections in April can be made by an approved motion of the GCC Board of Trustees.)
  - b. Ensures that ballots are developed.
  - c. Ensures campaign activities are conducted in accordance with all rules.
  - d. Ensures elections are conducted in accordance with all rules.
  - e. Ensures the tabulation is conducted in accordance with all rules.
  - f. Certifies the results.
  - g. Submits the election results to the President of GCC, via the Dean responsible for Student Services and the Academic Affairs Division Vice President. The GCC President forwards the report to the GCC Board of Trustees.
2. The Board of Trustees issues a Certificate of Election to the candidate with the highest number of votes. The Certificate of Election will serve as a contract of commitment.

### V. TERM OF OFFICE, REQUIREMENTS AND DISMISSAL FOR THE COPSA BOARD OF TRUSTEES OFFICER

1. Term of office: ~~is one year.~~
  - a. Officially sworn in during the first Board of Trustees regular meeting in May; and
  - b. Term will end after the last Board of Trustees regular meeting April.
2. Requirements:
  - a. Abide by the GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct);
  - b. Maintain all eligibility requirements throughout their term of office;
  - c. Attend all Guam Community College Board of Trustees meetings and retreats;
  - d. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student activities, concerns and needs;
  - e. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns; and
  - f. Serve as the student representative on the Committee on College Assessment.
3. Dismissal:
  - a. ~~Student Trustee will be~~ Dismissed from the position if he or she does not maintain a minimum, cumulative GPA of 2.0 or better or does not maintain a 2.0 GPA at the end of each regular semester of service;
  - b. ~~Student Trustee will be~~ Dismissed from the position if he or she misses has more than two unexcused absences for consecutive regularly scheduled Board of Trustees meetings;
  - c. ~~Student Trustee will be~~ Dismissed from the position if he or she misses has more than two unexcused absences for consecutive regularly scheduled COPSA Executive and General Membership meetings.

*Approved at COPSA General Membership Meeting on Sept. 21, 2012*

**Center for Student Involvement** Tel: 735-5518/9

**COPSA Board of Trustees Officer:**

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

**VI. REPLACEMENT OF THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER**

If the COPSA Board of Trustees Officer is unable to complete his or her term, the COPSA By-Law provision for vacancies amongst COPSA officers will apply.

~~If the Student Trustee is unable to complete their term, the Dean responsible for Student Services will offer the position to the Student Trustee candidate who received the second highest number of votes in the most recent election, only if that candidate received at least 20% of the total votes cast. Should the candidate who received the second highest number of votes be a write-in candidate who received at least 20% of the total votes cast, he/she can only be certified as the new Student Trustee pending submission of the required documents necessary to certify his/her eligibility. If either of those candidates cannot complete the term of the original Student Trustee, the Dean responsible for Student Services will convene the Selection Committee within two weeks of a declared vacancy within a regular semester, to conduct another election to fill the remainder of the term unless the vacancy occurs within two months of a regularly scheduled election. If the vacancy occurs in the summer, a special election will occur within the first four (4) weeks of the Fall semester.~~

**VII. EXPECTATIONS OF A STUDENT TRUSTEE**

- ~~1. Student Trustee will abide by GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct).~~
- ~~2. Student Trustee will also abide by the duties listed in the Council On Postsecondary Student Affairs (COPSA) By-Laws:
  - ~~1. Attend all Guam Community College Board of Trustees meetings and activities.~~
  - ~~2. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student concerns and needs.~~
  - ~~3. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns.~~~~

# RULES FOR CONDUCTING THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER ELECTIONS

## I. CAMPAIGNING

1. Open Student Assemblies are permitted, but must be coordinated with the Center for Student Involvement.
2. Campaigning in the hallways is allowed provided that the noise level does not interrupt any classes.
3. Posters can be placed in designated areas once approved by the Center for Student Involvement and the Student Support Services office.
4. No campaigning can occur in classrooms during scheduled instructional time.
5. On Election Day, no one can campaign closer than 25 feet from the polling area.

## II. VOTING

1. Students must present their current GCC student I.D. card, or another form of photo identification showing their full name, in order to vote.
2. Once ~~voter status~~ identification is verified, student voters must sign a voter registry ~~and confirm their identity~~ which confirms they are an officially registered GCC student. (The Registrar will provide the registry.)
3. A ballot will be issued for the student to vote.
4. The voter will be afforded privacy for completing the ballot.
5. The completed ballot is to be placed in a locked ballot box by the voter.
6. A GCC staff member must be present at the voting site throughout the entire election. A student or students may assist, but must first be approved by the Center for Student Involvement. The Center for Student Involvement designee is responsible for organizing the work assignments.
7. Candidates are allowed to have one representative to observe the process. However, the observers are not allowed to intervene or campaign during the process. They may report any discrepancy to their candidate or to members of the Selection Committee.
8. All elections must be conducted on campus.

## III. ELECTION CHALLENGES

### **The following process will be followed when filing challenges to the election:**

1. The Candidate filing the challenge must do so in writing and address the challenge to the Selection Committee within two (2) working days from the election date.
2. The Selection Committee will render a decision on the challenge within two (2) working days from the date of the candidate's filed challenge.
3. Should the candidate filing the challenge deem the decision of the Selection Committee unacceptable, an appeal can then be filed within two (2) working days of the decision with the Dean responsible for Student Services. The Dean responsible for Student Services will render a decision, in writing, within two (2) working days from receipt of the appeal.
4. If the decision rendered by the Dean responsible for Student Services is deemed unacceptable by the candidate, an appeal can then be filed within two (2) working days of the decision with the Academic Affairs Division Vice President whose finding will be final. This final decision will be forwarded to the challenger within two (2) working days.

#### IV. TABULATION OF VOTES

1. The ballots will be counted immediately after the polls close. If warranted by circumstances beyond our control, the box will be secured in the Center for Student Involvement until the next time that tabulation can resume.
2. Candidates are allowed to have one representative present to observe the process.
3. The Tabulation Team will be chosen by the Program Specialist for the Center for Student Involvement and will be composed of two Student Organization Advisors, one staff, a postsecondary student identified by the Center for Student Involvement, and the Program Specialist for the Center for Student Involvement.
4. The results of the tabulation and all ballots must be presented to the Selection Committee for their approval. A summary sheet of the tabulation will be prepared to include total number of votes that were received, results by each candidate, number of votes that were disqualified and specific reasons for disqualification.
5. The Tabulation Team is prohibited from announcing any results or providing any information to the candidates, supporters or others not specifically authorized to receive such information. The results will only be presented to the Selection Committee.
6. If there is no declared candidate, should a write-in candidate receive at least 20% of the total votes cast, the Selection Committee can certify the write-in candidate as the winner, pending submission of the required documents necessary to certify his/her eligibility.

#### V. ANNOUNCEMENT OF ELECTION RESULTS

The Center for Student Involvement Program Specialist will introduce the elected candidate to the Dean responsible for Student Services, who in turn will introduce the candidate to the Academic Affairs Division Vice President. The Academic Affairs Division Vice President will then introduce the candidate to the President of the College, who will then introduce the candidate to the Board of Trustees. The President of the College, on behalf of the Board of Trustees, will announce the selected candidate to the college community.

#### VI. APPLICABILITY OF RULES

The above rules are applicable to the ~~Student Trustee~~ COPSA Board of Trustees Officer elections at Guam Community College and must be followed without deviation.

**DECLARATION OF CANDIDACY FOR STUDENT TRUSTEE POSITION**  
**THE COPSA BOARD OF TRUSTEES OFFICER**

*I hereby declare that the following is true and correct:*

1. I am a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits)
2. I have submitted proof of current enrollment (class schedule, tuition payment receipt).
3. I will commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI Office. (A regular semester is defined as the Fall and Spring semesters.)
4. I have attended a minimum of one regular semester at GCC as a postsecondary student immediately prior to running for this position and completed this regular semester term with a Grade Point Average (GPA) of 2.0 or better.
5. I have a minimum, cumulative GPA of 2.0 or better when declaring candidacy and will maintain this minimum 2.0 GPA throughout every regular semester of service.
6. I am not on academic probation.
7. I will have the Center for Student Involvement take my photo to be used on posters and the ballots.
8. I will deliver a campaign speech at all the scheduled Campaign Forums.
9. I have not been convicted of a felony.
10. I have submitted a current resume, an Application for Candidate form, and this signed Declaration of Candidacy form.
11. I am not a full-time ~~Guam Community College~~ Government of Guam employee.
12. I will attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with all the elected COPSA Officers, from May through April.
13. I understand that my eligibility is subject to verification, guided by FERPA regulations, and that my candidacy requires the certification of the Selection Committee.
14. I have been briefed on the minimum requirements of the position for which I am running, and the election procedures.
15. I further understand that if I have submitted false information, I may be disqualified from this election or removed from office if I am elected.

\_\_\_\_\_

Print Full Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

*Approved at COPSA General Membership Meeting on Sept. 21, 2012*

**Center for Student Involvement** Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

**APPLICATION for Candidate**

**for the GCC COPSA Board of Trustees Officer ~~Student Trustee~~**

*As required by the Guidelines for Student Trustee Elections  
Per the Election Procedures and Requirements, please submit a current resume.*

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

How would you like your name to be printed on the ballot? \_\_\_\_\_

Address:  
(Home) \_\_\_\_\_

(Mailing) \_\_\_\_\_

(E-mail) \_\_\_\_\_

Contact Numbers:

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Pager) \_\_\_\_\_

GCC Student Identification Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

.....  
Guam Community College Enrollment Status:     Full-Time                       Part-Time

Number of Credits attempted this semester: \_\_\_\_\_

Major (Program of Study): \_\_\_\_\_

Other College / University attending: \_\_\_\_\_

Names of Student Organizations / Membership – Positions Held: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Approved at COPSA General Membership Meeting on Sept. 21, 2012*

**Center for Student Involvement**    Tel: 735-5518/9

**COPSA Board of Trustees Officer:**

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct



Describe your Leadership Experiences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any Leadership Courses / Workshops / Seminars Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any Volunteer Services Rendered / Community Services provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List past experiences which qualify you for this position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you seek this position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**CODE OF TRUSTEE ETHICS AND CONDUCT**

**WHEREAS**, the Trustees recognize that the education of students is the reason for the College's existence; all other functions must support this purpose; and

**WHEREAS**, it is the duty of the Board of Trustees of Guam Community College to ensure that students receive the highest quality education in the most efficient manner possible.

**NOW, THEREFORE, BE IT RESOLVED**, that in the performance of their governance responsibilities, the Board of Trustees shall:

1. Recognize that the primary responsibility of the Board is to govern the College in the best interests of the educational needs of the Territory.
2. Promote and encourage open, mutually supportive and accountable participation of students, faculty and staff in the governance process.
3. Communicate and promote the needs of the community to the College and the needs of the College to the community.
4. Encourage and support open access to the Board while maintaining appropriate and well-defined College communication and decision-making channels.
5. Recognize that a trustee is a member of a legal entity; that the strength and effectiveness of the Board is as a unit; that the majority decisions of the Board shall be supported even when personally opposed; and that a single Board member has no authority to act on behalf of the Board unless so authorized.
6. Develop and maintain good relations with fellow Board members by considering and respecting their opinions and working with each other in a spirit of harmony and cooperation.
7. Maintain consistent and vigilant oversight of the College with emphasis on instructional quality, operational efficiency and fiscal stability.
8. Promote a healthy working relationship with the President through supportive, open and honest communication and regular evaluation.
9. Delegate authority to the President and staff to initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions.
10. Act honestly and openly at all times following the letter and intent of all applicable Local and Federal Laws and keeping the confidentiality of privileged information.
11. Avoid all conflicts of interest and the appearance of conflicts of interest and not using the position as Trustee for personal gain.
12. Devote time to educational and informational activities which will enhance one's personal ability to function effectively as a member of the Board of Trustees.
13. Maintain confidentiality of all board discussions held in closed sessions and recognize that deliberations of the board in closed sessions are not to be released or discussed in public without the prior approval of the board by majority vote.

**Reviewed & Adopted: September 5, 2008**  
**Resolution 17-2008**

**Adopted: March 16, 1994**  
**Resolution 12-94**

*Approved at COPSA General Membership Meeting on Sept. 21, 2012*

**Center for Student Involvement** Tel: 735-5518/9

**COPSA Board of Trustees Officer:**

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

**PRESIDENT'S TRAVEL SCHEDULE**  
November-December 2012

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
APAFS 2012 Board of Governors Meeting*	November 15-16, 2012	Manila, PI	Asia Pacific Association for Fiduciary Studies
National Education Partnerships Conference**	December 9-11, 2012	San Antonio, TX	National Education Partnerships
PREL Board Meeting***	December 12, 2012	Honolulu, HI	Pacific Resources for Education and Learning

*Funding Source:*

\* \$800 reimbursed by APAFS; \*\* 100% Promotional Account; \*\*\*100% reimbursed by PREL



OFFICE OF PUBLIC ACCOUNTABILITY  
Doris Flores Brooks, CPA, CGFM  
Public Auditor

Guam Community College  
RECEIVED


OCT 05 2012

PRESIDENT'S OFFICE  
Initials: bf

MEMORANDUM

September 26, 2012

To: All Line Agencies, Autonomous and Semi-Autonomous Agencies, Public Corporations, and the Guam Mayors' Council with a Board or Commission

From: Doris Flores Brooks, CPA, CGFM  
Public Auditor 

RE: Notification of Reporting Requirements for Boards and Commissions Pursuant to Public Law 31-233, Budget Act of 2013.

This memorandum is to notify you of the new reporting requirements for Boards and Commissions pursuant to Public Law (P.L.) 31-233:

Section 38. A new §8113.1 is hereby added to Chapter 8 of Title 5 GCA to read:

“§8113.1. Reporting Requirements for Boards and Commissions.

The governing Boards and Commissions of all agencies, public corporations, and departments of the government of Guam shall provide electronic copies of the monthly Board and Commission meeting agendas, approved minutes, and other attachments and addendums as discussed in each monthly meeting, to I Maga'låhen Guåhan and the Speaker of I Liheslaturan Guåhan no later than fifteen (15) days after the end of said meeting and post the same on its website of the agency, public corporation, or department to which it governs. The audio recording of each meeting shall be provided to the Office of Public Accountability within seven (7) calendar days after the meeting. The Office of Public Accountability shall post these audio files on its website upon receipt of audio files.”

Beginning with the first Board meeting on or after October 1, 2012, please provide audio recordings in mp3 format via audio compact disc (CD) no later than seven (7) calendar days after each Board meeting.

For questions on this reporting requirement, please contact Joy Bulatao at 475-0390 ext. 216 or [jbulatao@guamopa.org](mailto:jbulatao@guamopa.org), or Jerrick Hernandez at ext. 203 or [jhernandez@guamopa.org](mailto:jhernandez@guamopa.org).

Thank you and Senseramente.