

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Thursday, December 11, 2014, 12:00 p.m.**  
**President’s Conference Room, Building 2000**

**AGENDA**

**I. CALL TO ORDER**

1. Roll Call
2. Recital of Mission Statement  
*Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.*

**II. APPROVAL OF MINUTES**

1. Monthly Meeting of November 6, 2014

**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*
  - ACCJC Basics Online Course - completion

**VI. UNFINISHED BUSINESS**

1. Construction Projects Updates
  - Building 200 (Renovation), Building 100 and Forensic Lab
2. Western Interstate Commission for Higher Education (WICHE)

**VII.           NEW BUSINESS**

1.     BOT Policy Review (Series 300)
2.     GCC Academic Position Updates
3.     Resolution - GCC Annex

**VIII.          EXECUTIVE SESSION**

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

**IX.            ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of November 6, 2014**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees on November 6, 2014, was called to order at 12:04 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Maria S. Connelley; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Mr. John Benito (schedule conflict); Ms. Gina Ramos (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. Doris Perez, Assistant Director, Planning & Development; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Michael Chan, Acting Dean, TSS; Attorney Matthew Kane, Legal Counsel; Mr. William Rosenburgh.

**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 – October 10, 2014.** A correction was made with regards that F. Tupaz did attend the October 10, 2014 meeting.

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE BOARD APPROVE THE MEETING MINUTES OF OCTOBER 10, 2014, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS** - There was none submitted.

**IV. PUBLIC DISCUSSION** – There was none submitted. Mr. William Rosenburgh was informed the procedure for submission for public discussion of 48 hours prior to the BOT meeting.

**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:

FY2014: Still closing out this fiscal year and to date have received \$16.1 Million from the General Fund, however, the College has uncollected balances as follows: \$385,307.81 for the General Fund; \$39,128.50 for LPN/Vocational Guidance Fund; do not anticipate receiving any other funding from MDF although balance is \$1,061,511.15; \$26,112.15 for TAF supplemental. To date for the MDF, \$1.770 Million was appropriated but received \$708,000 total for FY2014.

FY2015: This fiscal year just started.

Capital Improvement Projects and other activities: President Okada reported the following:

-CIP Projects. A few FY2014 CIP projects are still pending: the campus wide mass notification system project that will go out for bid November 24, 2014; the campus wide directory kiosk which did not generate enough interest so specs will be revisited; classroom doors; demolition for model classroom in A26 is ongoing and updating campus generators. The scope of work for FY2015 capital improvement projects are being developed and will go out for bid or requests for proposals.

Other projects:

-Discussions ongoing with GPD regarding crime lab expansion. Several issues would have to be addressed before groundbreaking.

-GCC was selected, for the second year in a row, as one of the "Best for Vets" Career and Technical Colleges for 2015 by the Military Times.

-Currently working with Dr. Ray and the Philippine Consulate General regarding linking with other educational institutions to create programs such as youth lecture leadership series and articulation agreements with other universities in the Philippines, including some that are now privately owned.

-At this time Dr. Ray mentioned discussions are ongoing regarding collaborative projects with the National University (NU), now acquired by the SM group. The President from NU will be visiting GCC with its Dean to discuss other programs of interest.

-The GCC Mid Term Report Draft #3 for the ACCJC was currently reviewed by the Academic Vice President with input from the GCC Management Team and Administrators. Anticipates completion for submission in February 2015 but will go through Board review and approval in January.

-The Participatory Governance Structure Handbook has been completed.

-The 20<sup>th</sup> Fire Cycle graduation was recently completed.

-State of Education by the Superintendent was held last week.

-The ribbon cutting ceremony for Building 200 is scheduled Friday, December 12, 2014 at 10:00 a.m.

## **2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

-**October Events:** 589 students attended the Fall Festival; 146 students signed in during the “Building a Stronger Workforce” conference; COPSA movie night “Isidious” Oct. 30<sup>th</sup>, also attended by Dr. Ray Somera.

-**Upcoming events:** Nov. 13, 2014: COPSA Poetry Slam Contest; Nov. 19-25, 2014, Trustee Anderson and two COPSA officers will be attending the National Center for Student Leadership (NCSL) conference in Florida and will be certified as student leaders; Dec. 2014, upcoming retreat with COPSA.

At this time President Okada also reported that the GCC Phi Theta Kappa Chapter will be hosting an event, “A Cultural Legend Revitalized Through Body Art,” a story of Puntan and Fu’una on Friday, Nov. 14, 2014, 6pm-9pm in the MPA.

**Faculty Advisory Member:** Frederick Tupaz reported as follows:

-Faculty has been busy closing out end of semester projects.

-Education department in collaboration with San Vicente School held a cardboard challenge in October 2014.

-The 2014 Education Convocation was held at the MPA and attended by approximately 150 students.

-Counselors held an advisement forum to teach faculty how to properly advise students and how to develop an education plan.

-A total of 500 students participated in the Gubernatorial and Senatorial forums.

-PTK is hosting the Body Art event November 14<sup>th</sup>.

- Faculty Union job specification negotiations are currently ongoing.

-John K. Lee 5K is this Sat., November 8, 2014 at the Chamorro Village sponsored by GCC and First Hawaiian Bank. Funds raised will be used for scholarships. The Board was provided 5K registration forms.

**Support Staff Advisory Member:** Kenneth Bautista reported as follows:

-Staff are preparing for early registration for Spring 2015.

-GCC Christmas party is December 5, 2014 at the Onward Resort.

-Recognized MagPro awardees and nominees as follows: Ms. Kimberly Bautista awarded for “Customer Service Professional of the Year: Front Office & Support Services”; Ms. Cathy Solidum, MIS Systems Programmer was nominated for “Behind the Scenes”; Team MIS nominated for “Customer Service Team Excellence”; GCC awarded “Project/Program of the Year” for the Keep Your Guard Up program for a medium department/agency; Ms. Marivic Schrage, Asst. Professor won the “National Recognition Citation”; Mr. Danilo Bilong was nominated for the “General Education.”

**3. Board of Trustees Community Outreach Report.**

-Oct. 22-23, 2014, Invest Guam Conference: attended by Trustee Frank Arriola and reported that GPA, GWA and the Guam Airport were also in attendance and discussed CIP projects involving photovoltaic and renewable energy, which could be an opportunity for apprenticeship programs.

-Oct. 21, 2014, GCC Republican Senatorial Forum: attended by BOT Chair Belanger.

**ACCJC Basics Online Course** (<http://www.trainingway.com/accjc>) – completion: To date, two out of seven voting BOT members completed this. **Deadline to complete is December 2014.** The Board was offered to arrange with the Board Secretary to schedule completing this on campus at their convenience and was noted this as a high priority.

The next **BOT Policy Review** is scheduled for Nov. 19, 2014, 11am-12:00pm., GCC President's Conference for BOT Policies Series 400 (Employee), 500 (Student Board) and 700 (Apprenticeship). This is the last set of BOT policies scheduled for 2014 review. BOT Policy Series 300 will be available before the next BOT meeting.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

-Building 200 (Renovation). The President reported that to date this construction is 99.12% complete. Another change order was submitted for ADA access on the back parking lot; issues with light fixtures relocation and completion; have submitted appeals to the President and to TRMA but have since been rejected; and have issues with the elevator. The generator is on island and the furniture is still in storage. Completion date and complete occupancy is November 22, 2014 and ribbon cutting is scheduled for December 12, 2014.

-Building 100 and Forensic Lab Extension Loan. Still awaiting final approval from USDA.

**2. Western Interstate Commission for Higher Education (WICHE).** This relates to Guam Legislature Resolution No. 234-32 (COR). The President will be scheduling a meeting with the Governor and the Board for final determination on this issue.

**VII. NEW BUSINESS.**

**1. BOT Workshops/Trainings.** The Board was provided with information regarding the following workshops and trainings:

-Pacific Postsecondary Education Council (PPEC) Boardmanship Training, January 15-16, 2015, Honolulu, HI. Copy of the Agenda was provided to the Board.

-Association of Community College Trustees (ACCT) 2015 National Legislative Summit, February 9-12, 2015, Washington, D.C.

-Nov. 21, 2014, GCC Professional Development Day at the GCC Multipurpose Auditorium (MPA): Presentation will be by Terry Sumerlin and the Board was encouraged to attend. This is part 1 of 2. Part 2 will be sometime in Spring 2015.

It was noted that the deadline for early bird registration for the ACCT conference is Dec. 19, 2014 and to inform the President if Board members were interested in attending any of the workshops and trainings. The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PROPOSED WORKSHOPS AND TRAININGS AS PRESENTED FOR THE GCC BOARD OF TRUSTEES. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, the President also informed the Board that another training is tentatively scheduled for Fiduciary Essentials (FE) certification for the Foundation Board of Governors sometime in January 2015 on Guam and will be an eight-hour training. The BOT members were invited to attend.

**2. President's Travel Request (January-February 2015)**

-Accrediting Commission for Community and Junior Colleges (ACCJC) Commission meeting, Sacramento, CA, January 7-9, 2015.

-Pacific Postsecondary Education Council (PPEC) Boardmanship Training & Spring Meeting, Honolulu, HI, January 15-17, 2015.

-WestCare Foundation, Annual Board Meeting, Las Vegas, NV, January 22-25, 2015.

-Association for Community College Trustees (ACCT) National Legislative Summit, Washington, D.C., February 9-12, 2015.

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR JANUARY-FEBRUARY 2015. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At approximately 12:40 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

**1. Personnel Matters**

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

At 1:14 p.m., the meeting reconvened to open session.

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

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, Chairwoman Belanger mentioned the following:

1. Congratulations to the MagPro nominees and winners for a job well done and thanked them for their continued support of the College.
2. Wish to continue encouraging professional negotiations and positive working relations between the Faculty Union and management.


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

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE MEETING OF NOVEMBER 6, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of November 6, 2014, adjourned at approximately 1:17 p.m.

**SUBMITTED BY:**

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

**ATTESTED BY:**

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

DEC 11 2014

**APPROVED BY:**

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

DEC 11 2014



GUAM COMMUNITY COLLEGE  
Board of Trustees

COMPREHENSIVE ASSESSMENT OF INSTRUCTIONAL PROGRAMS,  
STUDENT SERVICES, ADMINISTRATIVE UNITS AND THE BOARD OF TRUSTEES

WHEREAS, Guam Community College remains steadfast in its commitment to provide the citizens of Guam and the region with quality educational programs and services that undergo systematic and continual assessment; and

WHEREAS, ~~the Board Policy 305, adopted on April 6, 1991, provided for~~ a 5-year cycle of program evaluation to fulfill the following objectives:

Assess program quality, productivity, need and demand,

Improve the quality of academic offerings and vocational training,

Ensure wise allocation of resources;

Determine the program's effectiveness and to implement program improvement strategies; and

WHEREAS, ~~the 2014~~ newly-approved Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards mandate a more comprehensive assessment process for all instructional programs, student services and administrative units on campus; and

Formatted: Space Before: 0 pt

WHEREAS, assessment of student learning outcomes must be the cornerstone of all assessment activities, as indicated in ~~the~~ new accreditation standards; and

WHEREAS, the regular cycle of assessment ~~at GCC~~ should be on ~~an annual or~~ two-year cycle as determined by a staggered assessment schedule of programs, services, and administrative units; and

WHEREAS, the Board of Trustees and ~~its sub-group,~~ the Foundation Board, shall set an example of compliance with the new accreditation standards

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees assigns the responsibility to the President and or his designee, with consultation from the Committee on College Assessment, to refine, monitor and strengthen the campus-wide assessment plan and schedule, as well as report assessment results in a timely manner to all stakeholders of the college, and

BE IT FURTHER RESOLVED, that the Comprehensive Assessment for Instructional Programs, Student Services, Administrative Units and the Board of Trustees ~~Policy shall supersede Board Policy 305, and shall be in effect take effect in the 2002-2003 Academic Year and each academic year thereafter.~~

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution \_\_\_\_\_ - 2014

Amended & Adopted: November 17, 2008  
Resolution 58-2008

Adopted: September 4, 2002  
Resolution 13-2002

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COMPREHENSIVE ASSESSMENT OF INSTRUCTIONAL PROGRAMS,  
STUDENT SERVICES, ADMINISTRATIVE UNITS AND THE BOARD OF TRUSTEES**

**WHEREAS**, Guam Community College remains steadfast in its commitment to provide the citizens of Guam and the region with quality educational programs and services that undergo systematic and continual assessment; and

**WHEREAS**, the Board adopted a 5-year cycle of program evaluation to fulfill the following objectives:

Assess program quality, productivity, need and demand;

Improve the quality of academic offerings and vocational training;

Ensure wise allocation of resources;

Determine the program's effectiveness and to implement program improvement strategies; and

**WHEREAS**, the 2014 newly-approved Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards mandate a more comprehensive assessment process for all instructional programs, student services and administrative units on campus; and

**WHEREAS**, assessment of student learning outcomes must be the cornerstone of all assessment activities, as indicated in the new accreditation standards; and

**WHEREAS**, the regular cycle of assessment at GCC should be on a two-year cycle as determined by a staggered assessment schedule of programs, services, and administrative units; and

**WHEREAS**, the Board of Trustees and the Foundation Board, shall set an example of compliance with the new accreditation standards.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees assigns the responsibility to the President and/or his designee, with consultation from the Committee on College Assessment, to refine, monitor and strengthen the campus-wide assessment plan and schedule, as well as report assessment results in a timely manner to all stakeholders of the college, and

**BE IT FURTHER RESOLVED**, that the Comprehensive Assessment for Instructional Programs, Student Services, Administrative Units and the Board of Trustees shall be in effect each academic year.

**Amended & Adopted: \_\_\_\_\_, 2014  
Resolution \_\_\_ - 2014**

**Amended & Adopted: November 17, 2008  
Resolution 58-2008**

**Adopted: September 4, 2002  
Resolution 13-2002**

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

**INSTRUCTIONAL CALENDAR, POSTSECONDARY AND SECONDARY**

WHEREAS, an academic calendar is an integral part of instructional programming and it provides information vital to students' educational planning; and

WHEREAS, the Academic Calendar establishes the work year for academic staff; and

WHEREAS, Guam Community College's Board Policy 310, Resolution 30-94 "Instructional Calendar, Postsecondary and Secondary," mandates the development of a yearly five year GCC Academic Calendar; and

WHEREAS, the Agreement between the Guam Federation of Teachers Community College Faculty Union Local 6476 AFT/AFL-CIO and the GCC Board of Trustees (~~GFT/BOT~~ Agreement) also identifies steps and responsibilities in developing the GCC Academic Calendar (Reference-~~Article XVIII, page 93, 2002-2005 GFT/BOT~~ Agreement).

NOW, THEREFORE, BE IT RESOLVED, to clarify and to guide the process in the creation of the Academic Calendar, that the Calendar Committee, as empowered by the 2005-2010 GFT/BOT 2010-2016 Agreement, Article XII, page 64, will be responsible for developing and recommending the Academic Calendar to the Board of Trustees for its annual adoption.

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution - 2014

Amended & Adopted: November 17, 2008  
Resolution 59-2008

Adopted: April 6, 1994  
Resolution 30-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**INSTRUCTIONAL CALENDAR, POSTSECONDARY AND SECONDARY**

**WHEREAS**, an academic calendar is an integral part of instructional programming and it provides information vital to students' educational planning; and

**WHEREAS**, the Academic Calendar establishes the work year for academic staff; and

**WHEREAS**, Guam Community College's Board Policy 310, Resolution 30-94 "Instructional Calendar, Postsecondary and Secondary," mandates the development of a five year GCC Academic Calendar; and

**WHEREAS**, the Agreement between the Guam Community College Faculty Union Local 6476 AFT/AFL-CIO and the GCC Board of Trustees (Agreement) also identifies steps and responsibilities in developing the GCC Academic Calendar (Reference-Agreement).

**NOW, THEREFORE, BE IT RESOLVED**, to clarify and to guide the process in the creation of the Academic Calendar, that the Calendar Committee, as empowered by the 2010-2016 Agreement, will be responsible for developing and recommending the Academic Calendar to the Board of Trustees for its annual adoption.

**Amended & Adopted: \_\_\_\_\_, 2014  
Resolution \_\_\_ - 2014**

**Amended & Adopted: November 17, 2008  
Resolution 59-2008**

**Adopted: April 6, 1994  
Resolution 30-94**

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

**SATELLITE ~~VOCATIONAL-CAREER/TECHNICAL~~ PROGRAMS (CTE), AUTHORIZATION**

WHEREAS, the "Community College Act of 1977" (~~created by Public Law 14-77 (as amended by Public Law 31-99 in 2011); codified at 17 GCA §§30101, et seq.~~) established several purposes of the Guam Community College; including "to coordinate vocational-technical education (CTE) programs in all public schools" and "to expand and maintain postsecondary and secondary educational programs in the vocational-technical (CTE) fields"; and

WHEREAS, the need and demand for College programs far exceeds the College's ability to acquire facilities sufficient to carry out such purposes in any single campus; and

WHEREAS, many more students would be served if vocational (CTE) programs and courses are offered in Guam public high schools.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the administration to offer Satellite vocational (CTE) programs at Guam high schools in a manner mutually agreeable to those schools and the College.

BE IT FURTHER RESOLVED, that the College shall attempt to maximize opportunities to provide secondary ~~vocational career~~-technical education (CTE) through satellite programs.

BE IT FURTHER RESOLVED, that enrollment in satellite programs be included in the enrollment reports regularly submitted to the Board of Trustees.

**Amended & Adopted: \_\_\_\_\_, 2014**  
**Resolution - 2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 60-2008**

**Adopted: April 6, 1994**  
**Resolution 31-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**SATELLITE CAREER/TECHNICAL PROGRAMS (CTE), AUTHORIZATION**

**WHEREAS**, the "Community College Act of 1977" created by Public Law 14-77 (as amended by Public Law 31-99 in 2011) established several purposes of the Guam Community College; including "to coordinate vocational-technical education (CTE) programs in all public schools" and "to expand and maintain postsecondary and secondary educational programs in the vocational-technical (CTE) fields"; and

**WHEREAS**, the need and demand for College programs far exceeds the College's ability to acquire facilities sufficient to carry out such purposes in any single campus; and

**WHEREAS**, many more students would be served if vocational (CTE) programs and courses are offered in Guam public high schools.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees authorizes the administration to offer Satellite vocational (CTE) programs at Guam high schools in a manner mutually agreeable to those schools and the College.

**BE IT FURTHER RESOLVED**, that the College shall attempt to maximize opportunities to provide secondary career-technical education (CTE) through satellite programs.

**BE IT FURTHER RESOLVED**, that enrollment in satellite programs be included in the enrollment reports regularly submitted to the Board of Trustees.

**Amended & Adopted: \_\_\_\_\_, 2014**  
**Resolution \_\_\_ - 2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 60-2008**

**Adopted: April 6, 1994**  
**Resolution 31-94**

GUAM COMMUNITY COLLEGE  
Board of Trustees

ARTICULATION AND TRANSFER AGREEMENTS

WHEREAS, the primary purpose of the Board is to stimulate, develop, foster, and promote cooperation, planning and improvement of instructional programs in the Pacific region, and beyond; and

WHEREAS, another purpose of the Board is to coordinate developments among the postsecondary educational institutions of the Pacific and beyond with the goal of avoiding unnecessary duplication; and

WHEREAS, Guam Community College is a member of the Pacific Postsecondary Education Council or PPEC, an organization of public colleges and universities in the American-affiliated Pacific Islands; and

WHEREAS, GCC is a signatory in the Pohnpei Accord (2004) which articulated the collaborative relationship between the University of Guam and two-year public institutions in the Micronesian region; and

WHEREAS, the Board is interested in facilitating inter-institutional and mutual cooperation through articulation and transfer agreements with PPEC-member institutions and other higher education institutions beyond our region.

NOW, THEREFORE, BE IT RESOLVED, by the Board that:

1. Courses and programs of study offered by the Guam Community College be structured to allow better opportunities for students to enroll among PPEC-member institutions with a minimum of loss of credits in transfer.
2. Courses and programs of study at the two-year level become more readily transferrable to the University of Guam, and other PPEC-member institutions, as well as other United States-based and other international institutions which have forged articulation and transfer agreements with GCC.
3. The Guam Community College identify reciprocal transfer courses in PPEC-member institutions' student catalogs, and initiate dialogue regarding articulation agreements with such institutions. This will be done with other higher institutions of learning that have articulation and transfer agreements with GCC.
4. Institutions which are not presently accredited are subject to institutional review and approved procedures currently in effect.

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution - 2014

Amended & Adopted: November 17, 2008  
Resolution 61-2008

Adopted: April 6, 1994  
Resolution 29-294

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ARTICULATION AND TRANSFER AGREEMENTS**

**WHEREAS**, the primary purpose of the Board is to stimulate, develop, foster, and promote cooperation, planning and improvement of instructional programs in the Pacific region and beyond; and

**WHEREAS**, another purpose of the Board is to coordinate developments among the postsecondary educational institutions of the Pacific and beyond with the goal of avoiding unnecessary duplication; and

**WHEREAS**, Guam Community College is a member of the Pacific Postsecondary Education Council or PPEC, an organization of public colleges and universities in the American-affiliated Pacific Islands; and

**WHEREAS**, GCC is a signatory in the Pohnpei Accord (2004) which articulated the collaborative relationship between the University of Guam and two-year public institutions in the Micronesian region; and

**WHEREAS**, the Board is interested in facilitating inter-institutional and mutual cooperation through articulation and transfer agreements with PPEC-member institutions and other higher education institutions beyond our region.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board that:

1. Courses and programs of study offered by the Guam Community College be structured to allow better opportunities for students to enroll among PPEC-member institutions with a minimum of loss of credits in transfer.
2. Courses and programs of study at the two-year level become more readily transferrable to the University of Guam, and other PPEC-member institutions, as well as other United States-based and other international institutions which have forged articulation and transfer agreements with GCC.
3. The Guam Community College identify reciprocal transfer courses in PPEC-member institutions' student catalogs, and initiate dialogue regarding articulation agreements with such institutions. This will be done with other higher institutions of learning that have articulation and transfer agreements with GCC.
4. Institutions which are not presently accredited are subject to institutional review and approved procedures currently in effect.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution** \_\_\_\_ - 2014

**Amended & Adopted:** November 17, 2008  
**Resolution** 61-2008

**Adopted:** April 6, 1994  
**Resolution** 29-294



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CRAFT WORKFORCE DEVELOPMENT ADVISORY COMMITTEES  
FOR VOCATIONAL CAREER AND TECHNICAL EDUCATION (CTE)**

WHEREAS, the beneficial role and function of Vocational-Workforce Development Advisory Committees is nationally recognized as a means of ensuring quality in Vocational-Career and Technical Education (CTE); and

WHEREAS, the vocational-education-CTE programs of Guam Community College will benefit from the advisory assistance of such committees.

NOW, THEREFORE, BE IT RESOLVED, that there shall be established one functioning Craft Workforce Development Advisory Committee for each vocational-education-CTE program of the College.

BE IT FURTHER RESOLVED, that the President of the Guam Community College shall have the authority for appointing members to the various craft-workforce advisory committees upon recommendation by the department in each vocational-CTE area.

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution \_\_\_\_\_ - 2014

Amended & Adopted: November 17, 2008  
Resolution 64-2008

Adopted: April 6, 1994  
Resolution 28-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**WORKFORCE DEVELOPMENT ADVISORY COMMITTEES  
FOR CAREER AND TECHNICAL EDUCATION (CTE)**

**WHEREAS**, the beneficial role and function of Workforce Development Advisory Committees is nationally recognized as a means of ensuring quality in Career and Technical Education (CTE); and

**WHEREAS**, the CTE programs of Guam Community College will benefit from the advisory assistance of such committees.

**NOW, THEREFORE, BE IT RESOLVED**, that there shall be established one functioning Workforce Development Advisory Committee for each CTE program of the College.

**BE IT FURTHER RESOLVED**, that the President of the Guam Community College shall have the authority for appointing members to the various workforce advisory committees upon recommendation by the department in each CTE area.

**Amended & Adopted: \_\_\_\_\_, 2014  
Resolution \_\_\_\_ - 2014**

**Amended & Adopted: November 17, 2008  
Resolution 64-2008**

**Adopted: April 6, 1994  
Resolution 28-94**

## **Associate Dean**

### **NATURE OF WORK:**

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

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

#### **Program Development and Management**

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

#### **Budget and Resources**

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

#### **Leadership**

- Serves as a member on College Committees as assigned.
- Provides liaison for coordination between divisions, departments and deans in instructional matters.
- Represent the Division at college events related to orientation, admissions and student programs.
- Provides support to faculty and programs in their assessment efforts.
- Develops adjunct faculty orientation, training, and services and identifies and recommends professional development opportunities for faculty and staff.
- Serves as representative for the Division as determined by Dean.

#### **Personnel**

- Evaluates faculty and staff and makes appropriate recommendations to the dean regarding rating and retention.

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

**Policy Administration**

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

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

Performs other related duties as required.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of school administration.

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

Knowledge of the divisional programs.

Knowledge of all student activities and organizations.

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

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

Ability to comprehend and analyze detailed written matter.

Ability to organize and plan effectively.

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

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

Ability to understand and apply mathematical principles.

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

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

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

Ability to maintain school discipline.

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

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

Ability to work effectively under pressure.

A good sense of humor.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Master's degree in career technical education area, educational administration or related area from an accredited college or university plus four (4) years experience in teaching or related services at the secondary or postsecondary level, of which two (2) years must have been as a department chairperson or related administrative experience.

Ratified:                     DEC 11 2014                    

  
**CHAIRPERSON  
BOARD OF TRUSTEES**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**REQUEST TO PROCEED WITH THE OPPORTUNITY TO EXPAND THE  
CAMPUS AND THE AUTOMOTIVE SERVICE TECHNOLOGY AND  
ELECTRONICS PROGRAMS**

**WHEREAS**, the College is in the process of updating its Physical Master Plan;  
and

**WHEREAS**, the Board of Trustees authorized the update of the Physical Master Plan at the July 24, 2014 BOT meeting; and

**WHEREAS**, Guam Community College needs to continue to increase enrollment, retention, and program graduation rates by improving academic quality, student learning outcomes and the quality of learning resource materials and facilities;  
and

**WHEREAS**, GCC has the opportunity to expand its footprint by entering into a lease agreement to use property adjacent to the GCC campus in Mangilao;  
and

**WHEREAS**, legislation is required for GCC to enter into a lease agreement; and

**WHEREAS**, the Automotive Service Technology and Electronics programs have growing enrollments in both the secondary and postsecondary environments; and

**WHEREAS**, the College has identified the Automotive and Electronics Departments for program expansion, including the Dual Credit Articulated Programs of Study (DCAPS); and

**WHEREAS**, the need for program expansion requires additional classroom and laboratory space; and

**WHEREAS**, the Board of Trustees continues to support the College endeavors for capital improvement projects and construction projects; and

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

*Request to Proceed with the Opportunity to Expand the Campus and the Automotive Service Technology and Electronics Programs-Resolution 45-2014*  
*Page 2 of 2*

**NOW, THEREFORE, BE IT RESOLVED**, that the GCC BOT authorizes the President to proceed with this opportunity, seek required legislation for this project, and request that the GCC Foundation Board of Governors fund the conceptual design for the project.

**Adopted: December 11, 2014**  
**Resolution 45-2014**