

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Thursday, December 20, 2012, 4:00pm
GCC President’s Conference Room

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of November 28, 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. Policy 195 update (*2nd Reading*)
2. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab

VII. NEW BUSINESS

1. Community College Completion Corps (C4) Call to Action - PTK
2. 2013 Board Travel (February-ACCT Legislative Summit/March-Governance Leadership Institute)
3. President's Travel Schedule (February-March 2013)

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 28, 2012

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on November 28, 2012 was called to order at 4:10 p.m., by Chairwoman Deborah Belanger, 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 Untalan; Mr. Frank P. Arriola, Mr. Richard P. Sablan; Mr. James Pangelinan; Mr. Kenneth Bautista, Support Staff Advisory Member; Dr. Karen M.S. Sablan, Faculty Advisory Member.

Not in attendance: 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. Lolita C. Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Mr. Reilly Ridgell, Dean, TPS; Ms. Joann Muna, GCC Human Resources Administrator.

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 – October 10, 2012.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE EDWARD UNTALAN THAT THE BOARD APPROVES THE MEETING MINUTES OF OCTOBER 10, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – There was none.

IV. PUBLIC DISCUSSION – No request was made.

V. REPORTS

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

–**Financial Status:** The President provided the Board with the current financial status of the College as follows:

–For FY13, as of November 23, 2012, the College received \$1,984,278 from DOA to support its Fiscal Year 2013 budget which equals to 15% of the \$15.7 Million appropriation authorized in Public Law No. 31-233. The College has been receiving its budget allotments on a regular basis.

Other activities: President Okada reported the following:

- The College has recently hired employees as follows: Mr. Larry Perez as the new Facility Engineer Administrator; Ms. Marlana Montague as Assistant Director for Assessment and Institutional Effectiveness; Dr. Karen Sablan as Associate Dean effective January 2013. Dr. Sablan will be resigning as the Faculty Union representative.

As part of increasing the capacity of the institution, approximately 11 additional staff, faculty and administrators will be hired in the next two months. This is part of the funding commitments under the student tuition increase.

-Educational Initiative. Proposals were submitted to the Guam Department of Education for Math Common Core Standards and Professional Development. The first series was done. The College was represented by Dr. Michael Chan. This is in partnership with the Pacific Resource for Education and Learning (PREL). Request was made for the College to submit the additional proposals, which is in the process.

-Institutional Strategic Master Plan (ISMP) Update. On November 16, 2012, the College conducted a review of the ISMP for employees. A Power Point was presented and employees were invited to participate in discussions. This update review identified the status of the College, activities completed, and new initiatives/activities in moving forward with the plan. BOT members were emailed a copy of the Power Point presentation.

-Articulation Program. Dr. Ray Somera has been actively pursuing program to program articulation with the University of Guam. He has just successfully completed a new program to program articulation in Liberal Studies with UOG. Dr. Somera will continue to pursue articulation programs in Education, Criminal Justice and Accounting.

-Annual Compact Impact Report to Governor's Office. This reports the impact to the College on the migration of FAS students. The report states that based on student population and additional classes, there is a 7.43% increase in costs. This has been submitted to the Governor.

- Dual Credit Articulation Program of Studies (DCAPS) recording fee. The public hearing regarding processing fees was completed yesterday, November 27, 2012, which was held on campus. Results of the hearing will be presented to the Board.

-Publications. A brief report on Dual Enrollment Articulation in Learning (DEAL) and DCAPS programs has been published; two other reports included the AVP SAGA Reports, which is a program review of Secondary Programs; and an ARRA impact report. The ARRA report will be submitted to the Department of Energy, Department of Interior, Department of Labor, Department of Education and USDOE, Congresswoman Bordallo, the National Science Foundation, including the Governor's office.

-Grants. The College is currently working with the Lt. Governor's office regarding an educational grant to assist former Guam Department of Corrections inmates transitioning into the community.

-Donation to the College. Additional donations from the following businesses were received: Take Care donated \$100,000.00 for Allied Health support as part of its QC requirement and Nikko Hotel donated \$10,000.00.

2. Monthly Activities Report

Student Trustee: Trustee James Pangelinan reported as follows:

-GCC Medical Assistant students completed a free health screening for blood pressure check, cholesterol check, blood sugar testing and body mass index. This was sponsored by the GCC Medical Assistant Student Organization in conjunction with the Department of Public Health & Social Services chronic disease prevention program.

Faculty Advisory Member: Dr. Karen Sablan, reported as follows:

-Recognized Ms. Patricia Terlaje, Counselor for Adult Basic for assisting with student registration.

-Registration has been very busy for both faculty and counselors.

Support Staff Advisory Member: Trustee Ken Bautista reported as follows:

- Recognizing support staff for a successful Foundation Building ribbon cutting.
- Staff attended the November 16, 2012 ISMP update which included a Thanksgiving luncheon and heard it was a success.
- GCC Employee Association Christmas party is December 6, 2012 and invited the BOT.
- MagPro Awards was held which included several awards given to GCC employees.

3. Board of Trustees Community Outreach Report. Trustees Frank Arriola and Debbie Belanger attended the Foundation Building Ribbon Cutting ceremony on Monday, November 5, 2012.

VI. UNFINISHED BUSINESS

1. Policy 195 Update. The President explained that she met with Student Trustee James Pangelinan to discuss this and agreed to additional research. A request was made for Board's approval to table the 2nd Reading of Policy 195 until the additional research is complete.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE ED UNTALAN, TO TABLE THE 2ND READING OF POLICY 195. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. Construction Projects Updates.

- Foundation Building - Ribbon cutting was held Monday, November 5, 2012 at 10:00 a.m. and the Foundation Building is successfully open. Classes will begin in Spring 2013. The Bookstore received all of its equipment and staff is continually setting up. The Café is still waiting for the Department of Public Health inspection. Occupancy permit has been received and this project is now complete.
- Building 200 (Renovation). Classes held in this building have been identified for relocation in time for the Spring 2013 semester. This should be done in December 2012. Certain things have to be done before bidding and anticipate this will be done by January 2013.
- Building 100 and Forensic Lab. Still waiting for funding for the Architectural and Engineering Design. Assessment has been done to save some of the endangered trees. Authorization for additional soil testing was just issued. Original testing results showed hard coral on the property. This is a second soil testing to ensure the building is positioned correctly before the drawings are finalized.

VII. NEW BUSINESS.

1. Board Training. The following was presented to the Board, as follows:

- Board Training Workshop for the Pacific Postsecondary Education Council (**PPEC**). This is sponsored by PPEC and conducted by the Association of Governing Boards of Universities and Colleges to be held December 6, 2012 at the GCC Student Center Training Room. A Preliminary Agenda was submitted to the Board. The Facilitator is Dr. Sheila Stearns. There will be a "meet and greet" at the Hilton on December 5, 2012. Other members of the PPEC Board will join in from Palau, CNMI, FSM, and UOG. A survey was provided for participants in which results will be used to finalize the Preliminary Agenda.
- Association of Community College Trustees (ACCT)**. There will be a Legislative Summit held in Washington D.C. in February 2013 and Governance training in San Antonio, Texas in March 2013. Copies of the training information were submitted to the Board for their perusal for voting during the next Board meeting.

2. **Board's Assessment Goals for AY2012-2014.** Three (3) proposed goals for Academic Year 2012~2014 was submitted to the Board for consideration and approval, as follows: 1) Review of Board policies, which has to be done on a regular or systematic basis for changes or updates; 2) Assessment, this entails surveys for Boards who attend the BOT meetings and are also provided to constituents for Board evaluation. 3) Governance-there will be a campus wide governance survey conducted. Proposed deadlines were also provided for each goal. After discussions the following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE EDWARD UNTALAN AND SECONDED BY TRUSTEE RICHARD SABLAN, TO APPROVE THE GOALS FOR THE BOT ASSESSMENT PLAN FOR AY2012-2014. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. **President's Travel Schedule (January 2013).**

-The **Pacific Resources for Education and Learning (PREL)** Board Meeting of December 12, 2012, in Honolulu, Hawaii was rescheduled to January 11, 2013. This was initially approved by the BOT in December.

-The **WestCare Foundation** Annual Foundation Board of Director Meeting/Weekend Retreat will be held in Las Vegas, Nevada, January 25-27, 2013.

Expenses by the College for both travels will be reimbursed by the respective organization.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE EDWARD UNTALAN, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR JANUARY 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

4. **FY 2013 Supplemental Budget Request.** The President explained that due to the current financial condition of the College and the Legislative appropriation made to the College, there is a shortfall that requires additional funding for operations. A Resolution requesting for \$700,000.00 to support College operations up until March 2013 was presented to the Board for its consideration for Fiscal Year 2013. The President further explained that operations of the College should not be borne with student tuitions and intent on seeking assistance from the Guam Legislature for additional funding. A presentation will be made to the Legislature to support the remainder of the College's FY 2013 operational budget.

MOTION

IT WAS MOVED BY TRUSTEE EDWARD UNTALAN AND SECONDED BY TRUSTEE RICHARD SABLAN TO APPROVE THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES RESOLUTION FOR A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2013 IN THE AMOUNT OF \$700,000.00 TO SUPPORT THE OPERATIONS OF THE COLLEGE. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 4:40 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

1. Personnel Matters

2. Labor Management Relations
3. Legal Matters

At 6:13 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE EDWARD UNTALAN, 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 EDWARD UNTALAN, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE MEETING OF NOVEMBER 28, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of November 28, 2012 adjourned at approximately 6:15 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

OCT 02 2012

PRESIDENT'S 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.

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.

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

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? _____

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

**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

Accepting the College Completion Challenge

A Call to Action

In recognition of the central role that Guam Community College has in meeting the educational and training needs in our community and, more broadly, in contributing to an educated U.S. citizenry and a competitive workforce, we pledge to do our part to increase in the number of Americans with high quality postsecondary degrees and certifications to fulfill critical local, state, and national goals. With the "completion agenda" as a national imperative, Guam Community College has an obligation to meet the challenge while holding firmly to traditional values of access, opportunity, and quality.

- We believe the student success and completion agenda is the future of Guam Community College.
- We believe that completion matters and that every student counts.
- We believe in every student's potential and responsibility to succeed—and that an engaged student is more likely to persist in college.
- We believe the "open door" must not be a "revolving door," and that Guam Community College must take responsibility for student success.
- We believe that community colleges are the gateways to the middle class and beyond for millions of Americans.
- We believe that community colleges are an invaluable economic engine driving the nation toward renewed and sustained economic prosperity.
- We believe that talented and committed people working "heart and soul" at Guam Community College are ready to take on leadership roles to increase student success and college completion.
- We believe to change in institutional culture, from emphasis on access only to emphasis on access and success.
- We commit to courageous conversations about diversity, equity, and evidence reflecting student success and institutional performance.
- We commit, while increasing success rates for all students, to eliminating the attainment gaps that separate student groups on the basis of race, ethnicity and family income.
- We commit to acting on facts to make positive changes in the interest of student success and college completion.
- We commit to promoting faculty and staff development focused on evidence based educational practice.
- We commit to providing development opportunities, for college administrators, trustees, faculty, staff, and students to build and sustain leadership for student success.
- We ask every trustee, administrator, faculty member, counselor, advisor financial aid officer, staff member, and student organization to examine current practices, to identify ways to help students understand the added value of degrees and certifications, and to help them progress toward their goals.
- We ask every student to help one other student succeed.
- We ask community members to support and work with us to help more students succeed.
- We ask elected officials to create the policy conditions that enable, support, and reward our work to strengthen student success.
- We ask other community colleges to join us by signing and sharing this commitment and call to action.

Deborah C. Belanger
Deborah C. Belanger, Chairperson, BOT
Chair, Board of Trustees

Mary A. Y. Okada
Mary A. Y. Okada, Ed.D., President, GCC
College President/Chancellor

December 20, 2012
Date



SUMMIT AT A GLANCE

MONDAY FEBRUARY 11

9:00 A.M. – 5:00 P.M.
Registration

10:30 A.M. – 5:00 P.M.
New Trustee Academy**

11:00 A.M. – 4:00 P.M.
Advocacy Academy**

TUESDAY FEBRUARY 12

7:00 A.M. – 2:30 P.M.
Registration

8:00 A.M. – 9:45 A.M.
Opening General Sessions

9:30 A.M. – 11:30 A.M.
Roundtable Seminar for
Community College Lawyers

10:00 A.M. – 11:30 A.M.
Community College
Priorities Session

12:15 P.M. – 2:15 P.M.
General Session Luncheon*

2:30 P.M. – 3:30 P.M.
Policy Focus Sessions

5:30 P.M. – 6:30 P.M.
National Capital Reception

WEDNESDAY FEBRUARY 13

7:00 A.M. – 2:30 P.M.
Registration

7:00 A.M. – 8:15 A.M.
State Breakfast Meetings (at hotel)

10:00 A.M. – 12:00 P.M.
General Sessions on Capitol Hill
(tentative)

AFTERNOON
Visits to House, Senate, and
Executive Branch Offices Begin

4:00 P.M. – 5:30 P.M.
Community College Caucus
Capitol Hill Reception

7:00 P.M. – 9:00 P.M.
Capital Awards and
Entertainment Banquet *

THURSDAY FEBRUARY 14

8:30 A.M. – 10:30 A.M.
General Session Breakfast *

MORNING
Visits to House, Senate, and
Executive Branch Offices

AFTERNOON
Additional visits to House, Senate,
and Executive Branch Offices

All meetings take place at the
Marriott Wardman Park Hotel
unless otherwise noted.

Meeting times/sessions are subject
to change.

***TICKETS REQUIRED**

****Advance Registration Required**

ENTERTAINMENT BY CAPITOL STEPS, THE CRITICALLY ACCLAIMED SATIRICAL AND IMPROVISATIONAL PERFORMANCE COMPANY



The Capitol Steps began as a group of Senate staffers who set out to satirize the very people and places that employed them.

The group was born in December, 1981 when some staffers for Senator Charles Percy were planning

entertainment for a Christmas party. They decided to dig into the headlines of the day, and they created song parodies & skits.

In the years that followed, many of the Steps ignored the conventional wisdom ("Don't quit your day job!"), and although not all of the current members of the Steps are former staffers, taken together the performers represent 62 years of collective House and Senate experience. Since they began, the Capitol Steps have recorded over 30 albums. They've been featured on NBC, CBS, ABC, and PBS.

SPECIAL MEETINGS & EVENTS***

ACCT BOARD COMMITTEES

- Diversity
- Finance & Audit
- Governance & Bylaws
- Member Communications & Education
- Public Policy
- Trust Fund Board

ACCT BOARD OF DIRECTORS

ACCT REGIONAL NOMINATING COMMITTEES

ACCT STATE, PROVINCE, AND TERRITORY COORDINATORS

ACCT ADVISORY COMMITTEE OF PRESIDENTS

***Please note that the start of these meetings is prior to the official start of the NLS program.

SUMMIT REGISTRATION

EARLY BIRD FEE REGISTRATION POSTMARK/FAX BY DECEMBER 21, 2012

CONTACT INFORMATION (please print)

LAST NAME	FIRST NAME
NICKNAME FOR BADGE	GUEST NAME
TITLE: <input type="checkbox"/> TRUSTEE <input type="checkbox"/> BOARD CHAIR <input type="checkbox"/> COLLEGE PRESIDENT <input type="checkbox"/> OTHER	
COLLEGE OR ORGANIZATION	
ADDRESS	
CITY/STATE/ZIP	
TELEPHONE	FAX
E-MAIL (FOR REGISTRATION)	ATTENDEE'S E-MAIL

REGISTRATION OPTIONS (choose one)

REGISTRATION PACKAGE: POSTMARKED BY DECEMBER 21: **\$677** AFTER DECEMBER 21: **\$827**
(Includes tickets for Tuesday Luncheon, Wednesday Dinner and Thursday Closing Breakfast. Please order tickets for guests below.)

or

REGISTRATION FEE ONLY: POSTMARKED BY DECEMBER 21: **\$498** AFTER DECEMBER 21: **\$648**
If your college board or organization is not a member of ACCT or AACC, please add \$200.

NEW TRUSTEE ACADEMY: An all-day academy to orient new trustees, presidents, and professional board staff. (Includes registration for Monday New Trustee Academy, lunch, and a copy of the publication *Trusteeship in Community Colleges*.) REGISTRATION: **\$100**

ADVOCACY ACADEMY: An all-day academy designed to help you understand federal-level advocacy and leverage your local work to secure support from your national representatives. (Includes registration for Monday Advocacy Academy, lunch, and a copy of the publication *The Trustee's Role in Effective Advocacy*.) REGISTRATION: **\$100**

ADDITIONAL TICKETS (You must pay a registration fee to be eligible to purchase individual tickets for you or your guest. Tickets may not be available on-site.)

	Fee	No. of Tickets	Subtotal
Advocacy Academy with Lunch (Monday)	\$100	_____	_____
New Trustee Academy with Lunch (Monday)	\$100	_____	_____
General Session Luncheon (Tuesday)	\$58	_____	_____
Recognition Dinner & Entertainment by The Capitol Steps (Wednesday)	\$85	_____	_____
Closing Breakfast (Thursday)	\$36	_____	_____
TOTAL		_____	_____

PAYMENT: CHECK: MAKE CHECKS PAYABLE TO ACCT CREDIT CARD: VISA OR MASTERCARD ONLY

CREDIT CARD NO.	EXP. DATE
SIGNATURE	

MAIL

Association of Community College Trustees, Dept. 6061, Washington, D.C. 20042-6061

FAX 301-694-5124 (CREDIT CARD ONLY) **ONLINE** WWW.ACCT.ORG (CREDIT CARD ONLY)

NOTE

Be sure to register in advance. An additional fee will be charged for on-site registration.

Questions? Call 301-694-5243 or email acct@experient-inc.com

Cancellations must be postmarked by January 13, 2013 to receive refund, less \$200 processing fee. No refunds will be issued after January 13, 2013. Refunds will be issued following the Summit.

PRESIDENT'S TRAVEL SCHEDULE
February - March 2013

Conference Title	Date	Location	Sponsor:
Community College National Legislative Summit	February 11-14, 2013	Washington, DC	Association of Community Colleges Trustees (ACCT)
37 th Annual Conference	February 22-25, 2013	Atlanta, Georgia	Community Colleges for International Development (CCID)
2013 CASE District VII Biennial Conference	March 1-3, 2013	San Francisco, CA	Council of Advancement and Support of Education (CASE)
PPEC Spring Meeting*	March 19-20, 2013	Maui, HI	Pacific Postsecondary Education Council (PPEC)
Governance Leadership Institute <i>(pending concurrent Board travel)</i>	March 21-22, 2013	San Antonio, TX	Association of Community College Trustees (ACCT)

*Funding Source:
50% reimbursed by PPEC