

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, February 3, 2017, 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 December 21, 2016

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President’s Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 100 and Forensic Lab
 - Building 300
 - Wellness Center

VII. NEW BUSINESS

1. FY2018 Budget Request
2. BOT Policy Review
3. ACCT Governance Leadership Institute, Honolulu
(March 29-April 1, 2017)
4. President's Travel Request (Feb.-March 2017)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of December 21, 2016

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on December 21, 2016, was called to order at 12:38 p.m., by Vice Chairperson Richard Sablan, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. **Roll Call. Trustees Present:** Mr. Richard P. Sablan, Vice Chairperson; Ms. Gina Ramos, Secretary; Mr. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; Mr. Adrian Davis, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Mr. Frank P. Arriola, Chairperson (schedule conflict); Mr. John Benito (off-island).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Ray Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning and Development; Attorney Rebecca Wrightson, Legal Counsel.

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 – November 3, 2016

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF NOVEMBER 3, 2016, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS– None.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

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

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

FY2016: To date, the College is still due \$4.63 million. DOA has been consistent in submitting appropriations for this fiscal year and is currently at 77% of total collected.

BOT - Meeting of December 21, 2016
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FY2017: Out of the \$20.7 million appropriations for FY2017, DOA has been billed for the amount based on the allotment schedule of \$5.2 million, however, none has been received for this fiscal year. VP Carmen Santos and the President have met with DOA Director, Christine Baletto, regarding this matter. The BOT Chairman and President Okada are also awaiting for an appointment to meet with the Governor regarding GCC's financial status.

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

- Due to unsuccessful attempts in hiring a Facilities Engineer, this position has been downgraded to a Facilities Project Manager. This will then assist in the development of scope of work for upcoming capital improvement projects such as the repair of structural cracks for Bldg. 4000 and retrofitting the steep walkways between Bldg. 500 and 1000.
- Evaluations for the generators that was put out for bid should be completed by December 23, 2016.
- Further updates will be provided under Old Business.

Other activities:

- The College is in final preparations for its fiscal year 2018 budget request. Last year, the Board requested for a separate meeting to review the next budget before final voting. This budget review/preparation is scheduled for January 27, 2017, in the President's Conference Room. The approval of the budget will be during the February board meeting.
- Per last ACCT conference, the President informed the Board that there is some partial funding identified through PPEC for the GCC Board and other trustees in the region, to attend the ACCT Governance Leadership Institute in Honolulu on March 29-April 1, 2017. Board members interested in attending may contact the Board Secretary.
- The GCC Board of Trustees/Foundation Board of Governors (BOT/FBOG) Retreat was held on November 26, 2016, on campus. Some information provided to the boards:
 - o Updates to the Strategic and Facilities Master Plan, which is the same presentation that was recently provided to the Board of Trustees.
 - o Anticipated dates for the upcoming GCC 40th Anniversary celebration. A timeline of these events will be sent out to the Boards as soon as they become available.
 - o Part of the 40th Anniversary events include the "Logo Launch" on February 16, 2017, at the lower campus beginning 3:30 p.m. This gives faculty, students and staff an opportunity to participate to include a scavenger hunt and other activities.
 - o The unveiling of the department banners with the new logo will be at 3:45 p.m. on February 16, 2017.

2. Monthly Activities Report.

Student Trustee: Trustee Adrian Davis reported the following:

- Dec. 28, 2016, preparing for the New Student Orientation in the MPA.
- Jan. 5, 2017, is the Student Leadership Training and also planning for the Spring semester activities.

Faculty Advisory Member: Mr. Fred Tupaz reported the following:

- Faculty is currently on break and reported another successful semester, especially with GCC

accomplishments in the media.

-Expressed appreciation to the Board and Dr. Ray Somera as the chief negotiator for completing the contract negotiations.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:

-Fall semester just ended and now preparing for the Spring semester, including the year-end processes.

-College is working on upgrading some of the old systems.

3. Board of Trustees Community Outreach Report.

-Trustees Arriola, Hara, Belanger attended the BOT/FBOG board retreat on November 26, 2016, on campus.

-BOT/Union negotiations were attended by Trustee Belanger.

-Trustee Ramos reported she recently attended a meeting with representatives from the Kameda Clinic from Japan as part of her job with Selectcare.

Kameda Clinic is interested in establishing a student exchange program with UOG and GCC. With GCC, it will be with the Medical Assisting/LPN program. President Okada mentioned this would be something the GCC Japan Club might be interested in while they are in Japan for the club's regularly planned trip. Dean to look into this. Trustee Ramos will email more details regarding this to President Okada.

-November 2016, Trustee Sablan attended the Guam Contractors Association Awards banquet.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Building 100 and Forensic Lab Extension Loan.

-Bldg. 100. Payments #1 and #2 were remitted to the contractor today, Dec. 21, 2016.

- o Due to an absence of a GCC Facilities Engineer and through a contract with TRMA, a resident inspector was hired as part of the loan requirement with USDA.
- o The Site Lease Agreement and Facilities Agreement have been signed by all parties involved and also recorded with the Department of Land Management. A complete packet has been submitted to USDA.
- o Closing documents are currently being reviewed by the legal counsel. If closing is finalized before the end of December 2016, the College will be locking in a 2.37% interest rate, which is significantly less than the initial 4.25% interest rate.

-Forensic Lab. One (1) bidder submitted a bid Friday, December 16, 2016, which was significantly higher than anticipated, however, the submission was incomplete.

- o Under advisement from TRMA, GCC will put out another bid in a couple of months with some revisions to improve the bid.

-Building 300. TRMA will be submitting its final design by the end of December 2016. The College is also pending the subgrant award from FEMA, which will be followed up for status. All requirements for this subgrant were submitted and once awarded, this will determine when it will go out for bid.

-Wellness Center. This project is still on hold but will review the building codes that was recently passed to see how it affects the current design. The results will determine the new timeline.

-GCC Annex. This project is still on hold due to the construction timeline of other GCC projects and will remain on the Agenda as updates are provided.

VII. NEW BUSINESS. *None*

At approximately 1:02 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:40 p.m., the meeting reconvened to open session.

At this time, the following motion was made:

MOTION

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

At this time, Vice Chairman Richard Sablan mentioned the following:

1. Announcing that Dr. Mary Okada's evaluation was completed by the Board of Trustees with an exemplary performance and based on the Board of Trustees' percentage, the President will be approved the maximum allowable percentage increase for her salary.
2. Extending congratulations for a successful completion of the contract negotiations to management, especially to Dr. Ray Somera and Trustee Belanger for their efforts.
3. Reiterated Trustee Belanger in also extending thanks to the faculty union for their hard work and efforts for a successful completion of the contract negotiations.


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

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE MEETING OF DECEMBER 21, 2016, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of December 21, 2016, adjourned at approximately 1:45 p.m.

SUBMITTED BY:



BERTHA M. GUERRERO
Recording Secretary

FEB 03 2017

ATTESTED BY:



GINA Y. RAMOS
Secretary

FEB 03 2017

APPROVED BY:



FRANK P. ARRIOLA
Chairperson

FEB 03 2017

GUAM COMMUNITY COLLEGE
Board of Trustees

VIOLENCE PREVENTION IN THE WORKPLACE

WHEREAS, Guam Community College is committed to providing a safe environment for students and employees; and GCC can best perform its missions of teaching, training and public service when faculty, students, staff, and visitors share a climate that supports a safe learning environment. GCC is committed to creating and maintaining an environment that is free from disruptive, threatening and violent behavior; and

WHEREAS, violence or the threat of violence is such a destructive and disruptive force whether in the school or workplace; and GCC will not ignore, condone or tolerate disruptive, threatening or violent behavior by any member of the GCC community or by visitors. Faculty, staff or students engaged in such behavior will be subject to appropriate disciplinary action (i.e. suspension, put on leave), up to and including dismissal, under the appropriate policy or contract; and

WHEREAS, this resolution describes GCC policy for preventing and responding to disruptive, threatening or violent behavior involving any member of the GCC community (faculty, staff, students or general community members), as well as guidance for protecting the GCC community from and responding to, such conduct when directed toward them by unaffiliated visitors; and

WHEREAS, the Guam Community College Board of Trustees is responsible for developing a college policy addressing disruptive, threatening or violent behavior; and

WHEREAS, the following definitions apply to the implementation of such a policy:

Disruptive Behavior disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes yelling, using profanity, waving arms or fists, or verbally abusing others; making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot); or refusing a reasonable request for identification.

Threatening Behavior includes physical actions short of actual contact and/or injury (i.e. moving closer aggressively), general oral ~~or~~ written **or electronic** threats to people or property (“you better watch your back” or “I’ll get you”) as well as implicit threats (“you’ll be sorry” or “this isn’t over”).

Violent Behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent (i.e. throwing things, pounding on a desk or door, or destroying property); and specific threats to inflict physical harm (i.e. a threat to shoot a named victim).

Primary Response Team refers to the appropriate personnel required to react to an immediate emergency situation such members and action is dictated by the scope and nature of the emergency situation.

Secondary Response Team combines the team which responds on the institutional level to the emergency situation information supplied by the Primary Response Team. This group will be consulted to identify immediate institutional response, short term and long term mitigation of the emergency, and a Post-Incident evaluation used for future planning membership in this team will be dictated by the scope and nature of the situation.

WHEREAS, an individual may be excluded from GCC premises for disruptive, threatening or violent behavior. Additionally, members of the GCC community and individuals not directly connected with the college (i.e. a spouse or former spouse) may also be excluded pursuant to a court ordered restraining order. (Other applicable law or penal code-“notice of withdrawal of consent.”); and

GCC Board of Trustees Policy 171 – Violence Prevention in the Workplace

WHEREAS, all college personnel and students are committed to upholding and implementing the college's policy relating to disruptive, threatening or violent behavior, including reporting such behavior through normal lines of administrative responsibility, or to a Workplace Violence Response Team Member; and

WHEREAS, GCC maintains procedures to guide workplace violence response teams to assist department chairpersons, managers, supervisors and other members of the GCC community; and

WHEREAS, dependent upon the nature of the situation, the following procedures will be utilized:

Emergencies-

For immediate assistance in an emergency (assault, direct threat of violence, suicide attempt, or incident involving hostage, weapon, or drugs), or any crime in progress, phone or contact Student Support Services, Environmental Health & Safety, and/or ~~911 and Student Support Services~~.

Non-Emergencies-

Requesting Assistance from the Workplace Violence Response Team Contact:

1. For situations involving staff or faculty employees:
 - a. Human Resources Office in the Administration Building
 - b. Student Support Services
 - c. Environmental Health & Safety

2. For situations involving students:
 - a. Student Support Services
 - b. Assessment & Counseling Department
 - c. Environmental Health & Safety

NOW, THEREFORE, BE IT RESOLVED, Guam Community College has chosen to implement this institutional policy and its associated procedures for preventing and responding to disruptive, threatening or violent behavior involving any member of the GCC community (faculty, staff, students or general community members), as well as guidance for protecting the GCC community from and responding to, such conduct when directed toward them by unaffiliated visitors.

Reviewed & Adopted: February 3, 2017
Resolution -2017

Reviewed & Adopted: September 5, 2008
Resolution 29-2008

Adopted: August 1, 2001
Resolution 7-2001

GUAM COMMUNITY COLLEGE
Board of Trustees

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Reviewed & Adopted: February 3, 2017
Resolution ____-2017

Reviewed & Adopted: September 5, 2008
Resolution 29-2008

Adopted: August 1, 2001
Resolution 7-2001

**GUAM COMMUNITY COLLEGE
Board of Trustees**

AUDITS

WHEREAS, Guam Community College is required to have an annual audit of its Financial Statements and Compliance and Internal Control audits; and

WHEREAS, the Board of Trustees has stewardship over the resources of Guam Community College and the Board utilizes the annual audit by an external auditor as one way to ensure that those resources are appropriately managed.

NOW, THEREFORE, BE IT RESOLVED, that Guam Community College have an annual audit of all funds and accounts; and

BE IT FURTHER RESOLVED, that the College rebid its audit services every three years with an option to renew for one additional fiscal year and that the Office of Public Accountability shall make the selection of the auditing firm or organization and the scope of the audit in accordance with sub-section 1908, Public Audit.

BE IT FURTHER RESOLVED, that the auditors be contractually required to complete the audit within three months of the completion of the Financial Statements and Compliance and Internal Control Reports; and

BE IT FURTHER RESOLVED, that the President review the audits with the Board of Trustees after its completion.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 7-2014

Amended & Adopted: November 17, 2008

Resolution 38-2008

Adopted: July 20, 1994

Resolution 54-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS

WHEREAS, the Board of Trustees approves resolutions to establish new bank accounts or effectuate changes to existing bank accounts; and

WHEREAS, the College has the following bank accounts

First Hawaiian Bank

- General Fund Checking
- Federal Funds Checking
- Maximizer Savings Account
- Time Certificate of Deposits
- Marketing Laboratory at:

- George Washington High School Checking
- Simon Sanchez High School Checking
- Southern High School Checking
- John F. Kennedy High School Checking
- Okkodo High School Checking

Bank of Guam

- Capital Project Funds Checking Account
- Time Certificate of Deposits
- Payroll Checking Account

Bank of Hawaii

- Student Activity Fund Checking Account

WHEREAS, banks require that the Board Treasurer/Secretary approve the authorized signatories for all accounts; and

WHEREAS, the College requires two signatures (manual or digital) on all bank transactions.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes, with the approval of the Board Treasurer/Secretary, the individuals who hold the position titles listed below to endorse bank transactions at the above listed banking institutions:

TITLES

**President
Vice President, Academic Affairs
Vice President, Finance & Administration**

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution: 8-2014

Amended & Adopted: November 4, 2009

Resolution: 2-2010

Amended & Adopted: November 17, 2008

Resolution: 39-2008

Adopted: December 11, 2007

Resolution 2-2008

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS
(Wire Payment Transactions)**

WHEREAS, the Board of Trustees approves resolutions to establish new bank accounts or effectuate changes to existing bank accounts; and

WHEREAS, in order to save time the College has the need to periodically make wire transfers to vendor accounts at off-island banks in payment of College obligations; and

WHEREAS, the College has a General Fund checking account with First Hawaiian Bank in Guam and a Payroll checking account with Bank of Guam; and

WHEREAS, banks require that the Board Treasurer/Secretary approve authorized signatories for all such transactions; and

WHEREAS, the College requires two signatures (manual or digital) on all bank transactions including requests for payment or transfer made by facsimile transfer.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the individuals who hold the position titles listed below to request wire payment transactions from the College's General Funds Checking Account at First Hawaiian Bank and the Payroll Checking Account at Bank of Guam.

TITLE
President
Vice President, Academic Affairs
Vice President, Finance & Administration

BE IT FURTHER RESOLVED, that two actual signatures will be required for each such transaction, and an upper limit of **\$200,000 for vendor payments and \$500,000 for payroll transactions** will be placed on any single transaction request and, if such a transaction is initiated by facsimile transfer, written confirmation will be sent to the bank.

Amended & Adopted: February 3, 2017
Resolution -2017

Amended & Adopted: February 6, 2014
Resolution 9-2014

Amended & Adopted: November 4, 2009
Resolution: 3-2010

Amended & Adopted: November 17, 2008
Resolution 40-2008

Adopted: December 11, 2007
Resolution 3-2008

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS
(Wire Payment Transactions)**

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Amended & Adopted: February 3, 2017
Resolution ____-2017

Amended & Adopted: February 6, 2014
Resolution 9-2014

Amended & Adopted: November 4, 2009
Resolution: 3-2010

Amended & Adopted: November 17, 2008
Resolution 40-2008

Adopted: December 11, 2007
Resolution 3-2008

**GUAM COMMUNITY COLLEGE
Board of Trustees**

NON-APPROPRIATED FUNDS ACCOUNT

WHEREAS, 17 GCA §31112 authorizes the Board of Trustees to collect and manage certain non-appropriated funds from sources such as tuition, fees, and other College-generated sources; and

WHEREAS, the Board of Trustees wishes to prevent these non-appropriated funds from being co-mingled with those obtained from appropriated Government of Guam revenues; and

WHEREAS, the Board of Trustees wishes to manage these funds in a manner which both safeguards them and which also maximizes additional revenue from interest earned thereon.

NOW, THEREFORE, BE IT RESOLVED, that the Board directs the President of the College to deposit all non-appropriated funds in an account in a financial institution(s) authorized by resolution of the Board; said account to require two signatures for transfer/expenditure of funds;

BE IT FURTHER RESOLVED, that the President shall submit an annual budget of non-appropriated income and expenses to the Board of Trustees annually for their approval;

BE IT FURTHER RESOLVED, that the President shall submit a monthly financial report to the Board of Trustees detailing all accounts contained within the non-appropriated fund and a quarterly report showing the balance in each account in all financial institutions having non-appropriated fund deposits.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 10-2014

Amended & Adopted: November 17, 2008

Resolution 41-2008

Adopted: March 16, 1994

Resolution 14-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

THE PRICING OF CONTRACTS FOR SERVICES

WHEREAS, the Guam Community College often contracts to provide special services to external organizations through continuing education, and

WHEREAS, these kinds of services require a special allocation of College resources and create an additional impact on the College.

NOW, THEREFORE, BE IT RESOLVED, that Guam Community College price such contractual services at a level that recovers the resources devoted to such efforts and serves as a source of funds to support the College's efforts, and that these contracts be managed in the Non-Appropriated Fund (NAF) or in a Special Projects Fund, and that any previously established contracts and/or their balances be moved to the NAF.

BE IT FURTHER RESOLVED, that funds raised from these efforts be divided three ways: part to the College via the President's account to cover overhead and fixed cost, part to the department who initiated the services, and part to Continuing Education and Workforce Development.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 11-2014

Amended & Adopted: November 17, 2008

Resolution 42-2008

Adopted: October 2, 1996

Resolution 1-97

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PROMOTIONAL AND DEVELOPMENT ACCOUNT

WHEREAS, the Guam Community College was established as a public corporation to develop, offer, and implement career and technical education, and other related occupational training and education courses of instruction aimed at developing educated and skilled workers on Guam; and

WHEREAS, the Board of Trustees recognizes the value of increased public involvement in the planning, management, and operation of the College and supports the intensification of College public relations and promotional efforts; and

WHEREAS, the Board of Trustees is aware of the importance of assisting college administration and representatives in their development and promotional efforts for the College; and

WHEREAS, there is a clear need to establish appropriate incentives not only to fund, develop, and initiate programs for the College, but also to fund, earn, and make available funds for program implementations;

NOW, THEREFORE, THE BOARD OF TRUSTEES RESOLVES AS FOLLOWS:

1. There is hereby established the "PROMOTIONAL AND DEVELOPMENT ACCOUNT" within the Non-Appropriated Fund.
2. The President shall develop guidelines, allowances, and limitations to govern the use of the Account and manage the Account in conformance with all appropriate Board policies and other pertinent regulations.
3. Unless otherwise directed in writing by the Board, the President is authorized to charge to the Fund the following:
 - a. Reimbursements of expenses for public relations and promotional activities authorized by the President.
 - b. Entertainment and public relations activities.
 - c. Fees and expenses incurred in the designing, developing, and applying for grants and aids, both public and government.
 - d. Compensation paid to voting members of the Board pursuant to 17 GCA §31103 and 5 GCA §43104 subject to annual budget appropriation law.
4. The Chairperson of the Board is tasked with the responsibility for overseeing the implementation of this Resolution and shall act for and in behalf of the Board.
5. The President shall submit an annual request to fund the ACCOUNT as a component of the annual NAF Budget.
6. The monthly Financial Status Report of the NAF shall show the expenses to the ACCOUNT for the prior month and Year-to-Date expenses of the ACCOUNT.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 12-2014

Amended & Adopted: November 17, 2008

Resolution 43-2008

Adopted: March 16, 1994

Resolution 16-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CAPITAL PROJECTS FUND

WHEREAS, Guam Community College has received minimal government allocations to provide capital projects and other major construction on the Campus; and

WHEREAS, there are a number of current, critical needs for such capital projects and construction; and

WHEREAS, the accounting for “capital projects” and other “construction in progress” currently takes place in the Renewal and Replacement Fund.

NOW, THEREFORE, BE IT RESOLVED, that the Renewal and Replacement Fund is repealed and replaced with the Capital Projects Fund and that the fund balance available in the Non-Appropriated Fund (NAF) is reserved for such capital projects and shall be transferred from NAF to the Capital Projects Fund when authorized by the Treasurer.

BE IT FURTHER RESOLVED, that expenditure of the Capital Projects Fund shall only be authorized upon appropriation by the Board of Trustees.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 13-2014

Amended & Adopted: November 17, 2008

Resolution 44-2008

Resolution 1-99

Adopted: January 20, 1999

**GUAM COMMUNITY COLLEGE
Board of Trustees**

STUDENT ACTIVITY FUNDS

WHEREAS, student organizations at Guam Community College often raise funds as part of their activities; and

WHEREAS, it is necessary to ensure appropriate management of those funds within the financial management regulations of the College.

NOW, THEREFORE, BE IT RESOLVED, that all such funds be deposited with the Business Office and that any disbursement from such funds be given appropriate authorizations at the club and school level; and

BE IT FURTHER RESOLVED, that any disbursements from such funds follow the same requirements for procurement and disbursements from any College funds; and

BE IT FURTHER RESOLVED, that such funds be distinguished according to whether they are raised through extra-curricular student activities; and

BE IT FURTHER RESOLVED, that funds raised through extra-curricular activities be fully available to the students raising the monies.

Reviewed with no changes: February 3, 2017

Reviewed with no changes: February 6, 2014

Amended & Adopted: November 17, 2008

Resolution 45-2008

Adopted: July 20, 1994

Resolution 53-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PROCUREMENT POLICY

WHEREAS, Guam Community College (hereinafter GCC) is authorized to procure its own services, supplies, and construction procurement regulations pursuant to 5 G.C.A. § 5125, 5131, 5030(k) and (q), ~~5120~~, 5302(b) and (c), 5304(b), 5306(d), and 5307, and

WHEREAS, the Board of Trustees wishes to prudently exercise the authority given to the college.

NOW, THEREFORE, BE IT RESOLVED, that the procurement laws and regulations established in Guam's Procurement law, found in 5 G.C.A. Chapter 5, and 2 G.A.R. Division 4 shall be used by GCC in the procurement of all services, supplies, and construction procurement contracts. GCC hereby adopts the laws and regulations established in 5 G.C.A. Chapter 5 and 2 G.A.R. Division 4 as its own regulations.

BE IT FURTHER RESOLVED, that GCC will employ its own Chief Procurement Officer (Procurement & Inventory Administrator), who will serve as the procurement officer for all supplies, services, and construction contracts for GCC.

BE IT FURTHER RESOLVED, that GCC may, upon the Board of Trustee's approval, delegate its procurement authority of construction contracts to the Department of Public Works.

BE IT FURTHER RESOLVED, that GCC may, upon the Board of Trustee's approval, delegate its procurement authority of services and supplies contracts to the General Services Agency.

Amended & Adopted: February 3, 2017
Resolution _____-2017

Amended & Adopted: February 6, 2014
Resolution 15-2014

Amended & Adopted: August 2, 2010
Resolution 9-2010

Amended & Adopted: November 17, 2008
Resolution 46-2008
Adopted: March 16, 1994
Resolution 15-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PROCUREMENT POLICY

WHEREAS, Guam Community College (hereinafter GCC) is authorized to procure its own services, supplies, and construction procurement regulations pursuant to 5 G.C.A. § 5125, 5131, 5030(k) and (q), 5302(b) and (c), 5304(b), 5306(d), and 5307, and

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**Amended & Adopted: February 3, 2017
Resolution ____-2017**

**Amended & Adopted: February 6, 2014
Resolution 15-2014**

**Amended & Adopted: August 2, 2010
Resolution 9-2010**

**Amended & Adopted: November 17, 2008
Resolution 46-2008
Adopted: March 16, 1994
Resolution 15-94**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CONTRACTUAL AGREEMENTS

WHEREAS, the "Community College Act of 1977" (codified at 17 GCA §30101, et seq., amended September 30, 2011 by Public Law 31-99) established Guam Community College with an autonomous Board of Trustees with responsibility for career and technical education on Guam, including responsibility to establish, coordinate, expand and maintain such education; and

WHEREAS, the "Community College Act of 1977" (codified at 17 GCA §30101, et seq.) empowers the Board of Trustees to enter into and execute contracts and instruments of every kind and nature necessary or convenient to the exercise of its powers and functions; and

WHEREAS, the "Community College Act of 1977" (codified at 17 GCA §30101, et seq.) empowers the Board of Trustees to hire a chief executive officer with full charge and control of the administrative and business affairs of the college and with the responsibility to see that all rules and regulations of the College are enforced; and

WHEREAS, the Guam Procurement Law (5 GCA §5030d) defines contracts as all types of territorial agreements, regardless of what they may be called, for the procurement or disposal of supplies, services or construction; and

WHEREAS, the Guam Procurement Law (5 GCA §5030s) defines services as the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product to include printing;

NOW, THEREFORE, BE IT RESOLVED, all contractual service contracts in excess of \$250,000 be submitted to the Board of Trustees for approval prior to commitment of the College to the contract.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 16-2014

Amended & Adopted: November 17, 2008

Resolution 47-2008

Adopted: September 6, 2000

Resolution 19-2000

**GUAM COMMUNITY COLLEGE
Board of Trustees**

TUITION AND FEES

WHEREAS, Guam Community College is charged with providing career and technical education and other related occupational training and education courses of instruction to the Guam Community; and

WHEREAS, non-appropriated funds in the form of tuition and various fees provide a significant part of the total budget of the College; and

WHEREAS, there is a necessity to balance this need for funds with the need for the people of Guam to have access to reasonable-priced career and technical educational opportunities; and

WHEREAS, it is the responsibility of the Board of Trustees to ensure that this balance is maintained;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees shall annually review tuition, fees, and all other charges levied by the College using the following guidelines:

TUITION charges shall be in line with the major purpose of a community college which is to provide post-secondary education at rates that encourage individuals to obtain additional education to upgrade or acquire new career and technical education skills.

LABORATORY FEES shall, at a minimum, recover the costs of specific additional resources inherent to the conduct of instruction of certain classes.

STUDENT ACTIVITY FEES shall be assessed at rates which are comparable to those charged at other similar institutions; they shall be used to partially support student extra-curricular activities.

REGISTRATION AND GRADUATION FEES shall be assessed to help defray the significant costs associated with these activities. Such fees shall be comparable to charges of other similar institutions.

CONTINUING EDUCATION FEES shall be sufficient to cover the full costs associated with the conduct of these courses. This shall include administrative and other costs associated with conducting such programs. Overall charges for such courses shall not average more than 50% of the charges made for similar courses by profit-seeking firms in the community.

AUXILIARY OPERATIONS currently include the Cafeteria, Café, and the Bookstore. A minimum goal in determining their charges for services and materials shall be to recover the full costs of their operations

RELATED EDUCATIONAL ACTIVITIES, shall charge for their services an amount which will cover all direct and indirect costs of their operations. Such charges shall be comparable to the charges at similar centers in the area.

OTHER FEES may be established for building rental or other purposes upon approval of the Board of Trustees. Such fees shall cover the full costs associated with the activities related to the fee.

BE IT FURTHER RESOLVED, that while fees and charges are an important part of the funding of Guam Community College, care should be taken that there is not a proliferation of such fees. In the annual budgeting process, each department shall include within its budget request the full amount necessary to run the department for the coming budget year without regard to fees collected. ~~There shall be no direct linkage between fees and the amount of the budget available to a department.~~

BE IT FURTHER RESOLVED, that any increase in tuition, fees, and other charges shall not be effective until all provisions of any applicable law have been met.

Amended & Adopted: February 3, 2017
Resolution _____-2017

Amended & Adopted: February 6, 2014
Resolution 17-2014

Amended & Adopted: November 17, 2008
Resolution 48-2008

Adopted: March 16, 1994
Resolution 25-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

TUITION AND FEES

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Amended & Adopted: February 3, 2017
Resolution ____-2017

Amended & Adopted: February 6, 2014
Resolution 17-2014

Amended & Adopted: November 17, 2008
Resolution 48-2008

Adopted: March 16, 1994
Resolution 25-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

STUDENT FINANCIAL AID

WHEREAS, Student Financial Aid provides needed support to persons seeking to further their education;
and

WHEREAS, Student Financial Aid can provide an incentive to attend Guam Community College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees directs the President to seek the types of financial support most needed by students: scholarships, grants in aid, work study, Veteran's Education Benefit; and

BE IT FURTHER RESOLVED, that the Financial Aid Office at Guam Community College is designated to administer Student Financial Aid programs; and

BE IT FURTHER RESOLVED, that the Student Financial Aid programs will be administered in such a way to ensure the equitable treatment of all aid applicants; and

BE IT FURTHER RESOLVED, that the Guam Community College comply with all applicable regulations governing financial aid, including the most recent reauthorizations of Title IV of the Higher Education Act, as amended.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 18-2014

Amended & Adopted: November 17, 2008

Resolution 49-2008

Adopted: July 20, 1994

Resolution 55-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

VEHICLE USAGE

WHEREAS, 4 GCA §1103 outlines the general policy on government owned or leased vehicles; and

WHEREAS, Guam Community College owns or leases a number of vehicles which serve a variety of purposes necessary to the operation of the College; and

WHEREAS, the Board of Trustees has the responsibility to develop policy to ensure that such vehicles are used appropriately.

NOW, THEREFORE, BE IT RESOLVED, that the President shall develop guidelines and procedures on the use of College owned and leased vehicles.

Reviewed with no changes: February 3, 2017
Amended & Adopted: February 6, 2014
Resolution 19-2014

Amended & Adopted: November 17, 2008
Resolution 50-2008

Adopted: July 20, 1994
Resolution 52-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CLAIMS OFFICER

WHEREAS, Guam Community College is an autonomous agency of the Government of Guam; and

WHEREAS, 5 GCA §§6102, 6105 state that claims may be filed against autonomous and semi-autonomous agencies for contract matters and for negligent acts; and

WHEREAS, 5 GCA §6103(b) requires that all autonomous and semi-autonomous agencies designate a Claims Officer who will be responsible for receiving and investigating each claim to determine its merits.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby designate the President of Guam Community College to serve as its Claims Officer.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 21-2014

Amended & Adopted: November 17, 2008

Resolution 53-2008

Adopted: March 16, 1994

Resolution 22-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

COLLEGE HOUSING

WHEREAS, Guam Community College enrolls students from a variety of off-island locations with said students needing safe and adequate housing while enrolled in the College; and

WHEREAS, certain local resident students may find it more convenient to be housed on campus or campus sponsored locations rather than at their regular domiciles; and

WHEREAS, the College continually partners with community stakeholders and it may be desirable and necessary to provide certain student housing; and

WHEREAS, the College currently has no housing facilities of any type.

NOW, THEREFORE, BE IT RESOLVED, that the administration is authorized and urged to explore all possibilities for partnering, acquiring financial assistance, loans, or grants specifically for student housing.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 22-2014

Amended & Adopted: November 17, 2008

Resolution 54-2008

Adopted: March 16, 1994

Resolution 20-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

UNION OFFICIALS PAYMENT

WHEREAS, the Board has been presented with a legal opinion on the issue of salary payments to union officials to perform union work.

WHEREAS, it is the opinion of GCC's legal counsel that payments to union officials for performance of union duties outside the context of negotiations with GCC is an unfair labor practice and an unauthorized expenditure of funds.

THEREFORE, IT BE HEREBY MOVED, that no salary or other payments shall be made to union officials for any work performed on behalf of the union outside of contractual negotiations with GCC and provided further that all salary payments made to such officials must comply with the Public Employee-Management Relations Act. All prior inconsistent resolutions are hereby revoked and amended.

Reviewed with no changes: February 3, 2017

Reviewed with no changes: February 6, 2014

Amended & Adopted: November 17, 2008

Resolution 55-2008

Adopted: December 30, 1986

Resolution 9-87

**GUAM COMMUNITY COLLEGE
Board of Trustees**

COMMUNITY USE OF PHYSICAL FACILITIES

WHEREAS, the Guam Community College is a community institution and oriented to the educational, cultural and recreational needs of all the citizens of Guam; and

WHEREAS, the Board of Trustees encourages the use of the facilities when they are not required to carry on the programs of the College;

NOW, THEREFORE, BE IT RESOLVED, that community organizations and public agencies shall be granted use of college facilities under the following guidelines:

1. Applications for college facility usage shall originate with established and responsible community non-profit organizations or associations, or public agencies.
2. Priorities shall be maintained in such a way that no group will monopolize the use of the facilities.
3. Community non-profit organizations and public agencies shall be charged a fair usage cost for the use of the facilities. If the use requires special equipment and/or services (such as supervision, set up, clean up, security, etc.), the organization or agency shall be charged additionally for equipment and labor in accordance with the schedule of fees.
4. Whenever a college facility is being used, a college employee shall be on duty and shall be responsible for supervision of the facility.
5. Groups using college facilities shall conform to all Guam laws, ordinances and fire regulations and adherence to the policies and procedures of the institution (e.g. tobacco product, electronic cigarette, and betelnut-free campus, on campus parking, emergencies, etc.).

Amended & Adopted: February 3, 2017
Resolution _____-2017

Amended & Adopted: February 27, 2012
Resolution 5-2012

Amended & Adopted: November 17, 2008
Resolution 56-2008
Adopted: April 6, 1994
Resolution 44-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

COMMUNITY USE OF PHYSICAL FACILITIES

WHEREAS, the Guam Community College is a community institution and oriented to the educational, cultural and recreational needs of all the citizens of Guam; and

WHEREAS, the Board of Trustees encourages the use of the facilities when they are not required to carry on the programs of the College;

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4. Whenever a college facility is being used, a college employee shall be on duty and shall be responsible for supervision of the facility.
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Amended & Adopted: February 3, 2017
Resolution ____-2017

Amended & Adopted: February 27, 2012
Resolution 5-2012

Amended & Adopted: November 17, 2008
Resolution 56-2008
Adopted: April 6, 1994
Resolution 44-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ANNUAL FUND RAISING OF THE BOARD OF TRUSTEES

WHEREAS, one of the most important responsibilities of the Board is to ensure the financial viability of the college; and

WHEREAS, providing the resources necessary to the annual operations of the college is a significant part of carrying out that responsibility; and

WHEREAS, although the Board may adopt an operating budget sufficient to meet all the financial needs of the college in any given year, that budget is subject to legislative review and adoption; and

~~**WHEREAS**, through this process the total needs of the college have not been adequately provided for, and the capital improvements needs have been completely unfunded for several years; and~~

~~———— **WHEREAS**, the capital improvement needs of the campus have reached a critical point that the accredited status of the college may be threatened if these needs are not addressed; and~~

~~———— **WHEREAS**, the current economic condition of the island offers little hope that the government will provide for the capital improvement needs of the college in the foreseeable future;~~

NOW, BE IT THEREFORE RESOLVED, that the Board of Trustees shall seek alternative means of funding those needs of the college not provided for by the appropriations process by raising funds from other sources for such purposes as the Board deems necessary; and

BE IT FURTHER RESOLVED, that the Board intends that the immediate beneficiary of any fund raising successes shall be the physical improvement of the campus; and

BE IT FURTHER RESOLVED, that the Board ~~decrees that one day each year~~ shall be designated, as appropriate, and set ~~aside as a day of~~ fund raising activities when all persons associated with the college and its programs shall be encouraged to participate by making a monetary contribution for the improvement of the college and the purpose designated by the Board for that year; and

BE IT FINALLY RESOLVED, that the Board shall organize and/or otherwise support other fund raising activities as may be proposed by students, faculty, staff, administrators or the Guam Community College Foundation in furtherance of this policy.

Amended & Adopted: February 3, 2017
Resolution _____-2017

Reviewed with no changes: February 6, 2014
Amended & Adopted: November 17, 2008
Resolution 57-2008

Adopted: February 17, 1999
Resolution 5-99

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ANNUAL FUND RAISING OF THE BOARD OF TRUSTEES

WHEREAS, one of the most important responsibilities of the Board is to ensure the financial viability of the college; and

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WHEREAS, although the Board may adopt an operating budget sufficient to meet all the financial needs of the college in any given year, that budget is subject to legislative review and adoption; and

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BE IT FURTHER RESOLVED, that the Board intends that the immediate beneficiary of any fund raising successes shall be the physical improvement of the campus; and

BE IT FURTHER RESOLVED, that the Board shall be designated, as appropriate, and set fund raising activities when all persons associated with the college and its programs shall be encouraged to participate by making a monetary contribution for the improvement of the college and the purpose designated by the Board for that year; and

BE IT FINALLY RESOLVED, that the Board shall organize and/or otherwise support other fund raising activities as may be proposed by students, faculty, staff, administrators or the Guam Community College Foundation in furtherance of this policy.

**Amended & Adopted: February 3, 2017
Resolution ____-2017**

**Reviewed with no changes: February 6, 2014
Amended & Adopted: November 17, 2008
Resolution 57-2008**

**Adopted: February 17, 1999
Resolution 5-99**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ACADEMIC FREEDOM

WHEREAS, the Guam Community College Board of Trustees desires to promote and assure public understanding and support of academic freedom in the College; and

WHEREAS, institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole; and

WHEREAS, the common good depends upon the free search for truth and its free exposition; and

WHEREAS, academic freedom is essential to these purposes and applies to both teaching and research; and

WHEREAS, freedom in research is fundamental to the advancement of truth; and

WHEREAS, academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning; and

WHEREAS, teaching includes but is not limited to: method of teaching, method of presentation, materials used in teaching, presentations and all things related to the students' classroom learning; and

WHEREAS, it carries with it duties correlative with rights.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees adopts as its policy the following statement on Academic Freedom:

- (a) **The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties**
- (b) **The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.**

**Amended & Adopted: _____, 2017
Resolution _____ - 2017**

**Amended & Adopted: January 8, 2009
Resolution 9-2009**

**Adopted: May 17, 2000
Resolution 9-2000**

PRESIDENT'S TRAVEL SCHEDULE
February-March 2017

Conference Title/Sponsor	Date	Location
ACCJC Commission Meeting	February 9, 2017	Oakland, CA
ACCJC Commission Development	March 14-18, 2017	Honolulu, HI
PPEC Spring Meeting/Governance Leadership Institute	March 28-April 1, 2017	Honolulu, HI
ACCJC 2017 Conference	April 4-7, 2017	Irvine, CA

Funding Source in order of travel: 100% ACCJC reimbursement; 100% ACCJC reimbursement; 50% PPEC reimbursement; 100% Promo Fund