

**GUAM COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monthly Meeting – Friday, April 14, 2023, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000**

AGENDA

I. CALL TO ORDER

1. **Swearing In and Administration of the Oath of Office for the reappointment of GCC Board of Trustees Member, Carlo M. Leon Guerrero.**
2. Roll Call
3. Recital of Mission Statement
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of March 10, 2023

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
 - Board of Trustees Community Outreach Report

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Forensic Lab
 - Building 300
 - Wellness Center
 - Building B
 - Workforce Development Center
 - Student Center Concrete Canopy
 - Culinary Arts & Baking Center

VII. NEW BUSINESS

1. BOT Policy Review (Series 500, Policy 711, Policies 208 & 209)
2. Five-Year Academic Calendar AY2023-AY2028

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees

OATH OF OFFICE

I, CARLO M. LEON GUERRERO, do solemnly swear in the presence of almighty God that I will well and faithfully support the Constitution of the United States, the laws of the United States applicable to Guam, and the laws of Guam, and that I will conscientiously and impartially discharge my duties as:

MEMBER
of the
GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES

*Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,
Executed at Mangilao-Guam Community College on April 14, 2023.*



Member (Signature)

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

FOR FRANK P. ARRIOLA



Chairperson, Board of Trustees (Signature)

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of March 10, 2023

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held March 10, 2023, was called to order at 12:19 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Frank P. Arriola, Chairperson; Ms. Gina Y. Ramos; Mr. Kenly Magwili, Student Trustee; Ms. Rose P. Grino, Secretary; Richard P. Sablan, Treasurer (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Pilar Williams, Academics Affairs Division/TPS; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Mr. Gerald Cruz, Associate Dean, TSS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Simone Bollinger, Faculty Advisory Member; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Attorney Rawlen Mantanona.

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 – February 10, 2023.

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE BOARD APPROVES THE MEETING MINUTES OF FEBRUARY 10, 2023, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 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:

FY2023: To date, for FY2023, the College has received a total of \$9,542,846.00. \$6,771,050.00 for the General Fund; \$2,630,192.00 for MDF; \$41,608.00 for the POST Commission; and \$99,996.00 for the First-Generation Trust Fund Initiative. Based on the amount billed, this amounts to 87% of the total requested.

Capital Improvement Projects and other activities: The following is a report from the President.

Ongoing CIP Projects:

The College is waiting on UV lights and ionizers for 4 of the air-conditioning units for Building 1000 and estimate arrival is during March 2023; the Building 2000 generator CARES funding project is approximately 45% complete and progressing.

Other activities:

At the end of February 2023, a ceremony was held for 18 students who completed the Childcare Leadership Boot Camp.

Last month's highlight for the College were 3 visitors from the Lumina Foundation. This was a result of the College's submission to a Million Dollar Challenge grant. Although the College was not awarded the grant, the Lumina Foundation were interested in the College. The group took footage of Guam around the island as well as interviewing faculty and students regarding our programs, especially with workforce development and training. The final product of the footage will be shared with the College sometime during this summer.

The College received an "invitation only" grant opportunity to help improve and expand the College's digital presence and mobile outreach.

The College received feedback on the Indigenous Language Summit held last month especially with the 2+2 program with the University of Guam and how students can do their service learning through language preservation. This can be done in collaboration with Guam DOE students, or GCC postsecondary students.

The College has had previous conversations with Guam Public Health & Social Services for opportunities for individuals receiving services via Public Health that can take advantage of a program that GCC applied a grant through a Technical Assistance grant. GCC would be a center of information for individuals receiving public assistance and for potential students who might qualify for assistance they are not aware of.

The College submitted a grant with Cabras Marine for a first-time application with Department of Defense to advance the Cabras Marine welding apprentices to a higher level, qualifying apprentices to work on different types of ships. This is also supported by the National Welding Institute.

The GCC PIO has been busy working with SEEN Digital to install monitors on campus to provide the College with advertisement and marketing content. We anticipate this will help the College with marketing strategies in improving recruitment and retention.

The College is celebrating CHamoru month with various activities on campus. The first event is a Mes CHamoru merienda ending with a luncheon on March 31, 2023.

Several employees will be leaving GCC for other employment opportunities and new employees will be starting March 13, 2023. Departing will be the Program Specialist for Student Support Services, Administrative Aide for Adult Education office, an Accountant II and the Grant Writer/Program Specialist for the Development & Alumni Relations office. These departures will also provide opportunities for employees to be promoted.

The College will be submitting testimony in support of the Bill No. 24-37 (COR) for the 22% salary increase for support staff.

There are discussions with an individual who want to start an aviation, pilot, and mechanical engineering training academy on Guam due to interests in this field, as well as interests in electric vehicles and boat engine repair.

2. Monthly Activities Report.

Student Trustee: Trustee Kenly Magwili reported the following:

Tues., February 14, 2023, 10:00 a.m.-3:00 p.m., Student Center Training Room 5108: COPSA hosted a recreational activity, "The Love Wall" in which students wrote on paper hearts to paste on the wall and a photo booth area. Valentine's Day treats were also distributed to the first 100 students.

Fri., February 17, 2023, 1:00 p.m., in the MPA: COPSA held a Health Certificate Training workshop for student organizations to obtain or renew health certificates.

Fri., March 3, 2023, 8:30 a.m. to 3:00 p.m., at the Westin Resort: COPSA and CSI, hosted the EDGE Conference with 147 students in attendance. The conference consisted of the following:

For the main session: Ethics in the Workplace; Dress for Success; Uplift Counseling Services.

The breakout sessions: Financing for Your Future; Job Search and Resume Writing Tips; How to Ace Your Virtual or In-Person Job Interview.

There were also after lunch and work-related activities led by Trustee Magwili, the COPSA officers, and advisors.

BOT - Meeting of March 10, 2023

Page 4 of 8

Fri., March 10, 2023, 1:00 p.m., Student Center Training Room 5108: Today COPSA is having a General Membership meeting.

Student organizations held activities in February 2023, as follows:

Valentine's grams by the Adult High School Student Organization and Education Student Organization;

Valentine's bake sale by the Practical Nursing Student Association; the Veterans Club, and the Education Student Organization; and

"Show and Sell" event by the Business Organization for Student Success in collaboration with the Marketing and Visual Communications department.

Faculty Advisory Member: Ms. Simone Bollinger reported the following.

Ms. Bollinger attended the Indigenous Language Summit, February 10-11, 2023, representing the GCC CHamoru Education and Culture Track program. Ms. Bollinger mentioned that this was a very productive Summit with participants from New Zealand, Hawaii and the CNMI. Conversations held included what the President reported earlier on how students can do their service learning with language preservation.

The "Show and Sell" was held on March 8-9, 2023, at the MPA with different "fun" products on sale by students.

The 5th Annual Marianas Terrestrial Conservation Conference & Workshop was held on February 21-23, 2023, at the MPA, to include a field trip on the second day. This was a successful event with a lot of participants and coverage on social media.

Today, March 10, 2023, at 5:00 p.m., is the end of the voting period for faculty for the ratification of the BOT/Faculty Union Agreement. Ms. Bollinger mentioned a positive outlook regarding this.

Staff Advisory Member: Mr. Kenneth Bautista was not in attendance for today's meeting.

Board of Trustees Community Outreach Report:

March 2, 2023, 2:00 p.m., was the confirmation hearing for the reappointment of Trustee Carlo Leon Guerrero at the Guam Congress Building: Trustees Arriola and Grino were in attendance. Trustee Sablan provided a written testimony in support of the reappointment, which was read by Trustee Grino.

Trustee Ramos reported she attended the virtual Proclamation signing for the Career & Technical Education month, which she saw that the President attended as well.

VI. UNFINISHED BUSINESS

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

Forensic Lab/DNA Building.

This project remains at 99.90% complete. As last reported there are a few items still pending before the final occupancy. The biggest item is on the GPD side for the installation of the fume hood that connects to the DDC control. The equipment has arrived but still has to be installed. Request for quotes were issued but proposals were too high. The College will request for additional quotations for this project.

Building 300.

To date, this project is 99.72% complete and as last reported, is near completion. Some items under the punch list are ongoing and the occupancy preparations is at 25%. Anticipate a ribbon cutting ceremony at the end of March 2023 pending completion of what has to be done.

Wellness Center.

An environmental report was done to identify any endangered species, although some were identified, they will not be impacted by the construction. The financial feasibility study is complete which helps in moving forward with the USDA loan with funding for this project.

Building B.

To date, this project is 32.14% complete. The structural engineer has requested for some soil testing before the column and wall footings and is in progress.

Workforce Development Center (Barrigada property).

For this project, there are a few things that needed to be submitted such as the final bid specifications for approval by the U.S. Economic Development Authority (EDA). There are SAC documents that had to be updated and after legal counsel's and the President's final review, it will be forwarded to EDA. This project can then move forward when the SAC documents are approved including approval of the final bid specs in order to move forward.

Student Center Concrete Canopy.

This project is now at 85% complete. This project is progressing well and will be installing the light fixtures, and the drilling and installation of solar panels. The paint color has been selected.

To add to the list of construction projects is the Culinary Arts & Baking Center for Building 400, which is the current Culinary Kitchen and MPA. All final financial documents and required documents has been submitted to U.S. DOE. The President will be following up with U.S. DOE on March 11, 2023, regarding utilizing the remaining \$1.9 million the

College currently has in CARES funding. Anticipate funding will be approved to move forward.

VII. NEW BUSINESS.

1. Updated Budget Approval for FY2024. The President reported that the College submitted the FY2024 Budget Request to the Guam Legislature and met the deadline. The President further reported that she has met with some of the Senators regarding the same and the first meeting was with Senator San Agustin. Senator San Agustin requested that the initial budget request be retrieved and replaced to include the proposed 22% pay increase for support staff.

The Board was presented with the GCC Budget Digest for FY2024 to include the proposed pay increase. All other attachments to the previous budget that was presented to the Board remain the same. The amendment to the budget is due by April 2023 and anticipate will be in effect October 2023. This budget has been submitted to the College Governing Council and College Resource & Facilities Committee. The total amount requested is now at \$22,911,066.00. To date, no budget hearing has been scheduled. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE AMENDMENT TO THE FISCAL YEAR 2024 BUDGET REQUEST. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. President's Travel Request (April-June 2023). The following is the President's travel request: Executive Leadership Development Program, April 17-22, 2023, in Pohnpei, funded by EDLP; and the ACCJC Commission meeting, June 7-9, 2023, in Santa Monica, California, funded by ACCJC. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR APRIL-JUNE 2023, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 12:53 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING RECONVENE TO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 1:02 p.m., the meeting reconvened into Open Session.

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

MOTION

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

At this time, the Chairman mentioned that he is proud to be on this Board and witnessing results with post-COVID on how the College community worked together from the students to the faculty, staff and administrators. The Chairman reiterated from the last meeting that on behalf of the Board, they are there to continue and support the growth of the College and are there to help.

The Chairman further praised the College and especially Dr. Okada for the bootcamp initiatives, which the Guam Legislature seemed to be interested in. That in the future, anticipate scheduling an informational meeting for the Senators regarding this. The President suggested this meeting at a "Leadership Luncheon" for the launching of the new Multipurpose Auditorium (MPA).

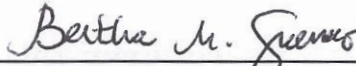
IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE MEETING OF MARCH 10, 2023, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of March 10, 2023, adjourned at 1:03 p.m.


SUBMITTED BY:

 APR 14 2023
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

 APR 14 2023
ROSE P. GRINO
Secretary

APPROVED BY:

 APR 14 2023
For **FRANK P. ARRIOLA**
Chairperson

**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
- Priority Rewards Business Credit Card
- 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
 - Tiyan High School Checking

Bank of Guam

- Capital Project Fund Checking Account
- Payroll Checking Account

Bank of Hawaii

- Student Activity Fund Checking Account

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

WHEREAS, the College requires two signatures (manual or digital) on all bank transactions, with the exception of the Business credit card which only requires one signature.

Page 2: GCC Board of Trustees Policy 208 - Authorized Signatories for Bank Transactions

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes, with the approval of the Board of Trustees 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 for Academic Affairs

Vice President for Finance & Administration

**Amended & Adopted: _____, 2023
Resolution _____ 2023**

**Amended & Adopted: December 23, 2021
Resolution 21-2021**

**Amended & Adopted: March 26, 2021
Resolution 1-2021**

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**

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- Federal Funds Checking
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 - George Washington High School Checking
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 - Southern High School Checking
 - John F. Kennedy High School Checking
 - Okkodo High School Checking
 - Tiyan High School Checking

Bank of Guam

- Capital Project Fund Checking Account
- Payroll Checking Account

Bank of Hawaii

- Student Activity Fund Checking Account

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Vice President for Academic Affairs

Vice President for Finance & Administration

Amended & Adopted: _____, 2023

Resolution 2023

Amended & Adopted: December 23, 2021

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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 & Credit Card 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 Guam Community College (“College”) has the need to periodically make credit card payments towards vendor accounts, or wire transfers to vendor accounts at off-island banks in payment of College obligations; and

WHEREAS, the College has a General Fund checking account and a Priority Rewards Business Credit Card 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 email/electronic transfer, with the exception of the Priority Rewards Business Credit Card from First Hawaiian Bank in Guam, which requires only one signature.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the individuals who hold the position titles listed below to request credit card payments, or wire payment transactions from the College’s General Fund Checking Account at First Hawaiian Bank and the Payroll Checking Account at Bank of Guam, or against the Priority Rewards Business Credit Card with First Hawaiian Bank in Guam.

TITLE

President

Vice President for Academic Affairs

Vice President for Finance & Administration

BE IT FURTHER RESOLVED, that one of the above authorized signatories may use the Priority Rewards Business Credit Card from First Hawaiian Bank with an upper limit of \$100,000 to pay for College obligations as needed.

Page 2: GCC Board of Trustees Policy 209 - Authorized Signatories For Bank Transactions (Wire & Credit Card Payment Transactions)

BE IT FURTHER RESOLVED, that two actual signatures will be required for each wire transfer 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 email/electronic transfer, written confirmation will be sent to the bank.

Amended & Adopted: _____, 2023
Resolution ____-2023

Amended & Adopted: December 23, 2021
Resolution 22-2021

Amended & Adopted: February 3, 2017
Resolution 2-2017

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 & Credit Card Payment Transactions)**

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WHEREAS, the College has a General Fund checking account and a Priority Rewards Business Credit Card with First Hawaiian Bank in Guam, a ~~Priority Rewards Business Credit Card with First Hawaiian Bank,~~ 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 email/electronic transfer, with the exception of the Priority Rewards Business Credit Card from First Hawaiian Bank ~~Business Credit Card~~ which requires only one signature.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the individuals who hold the position titles listed below to request credit card payments, or wire payment transactions from the College's General Fund Checking Account at First Hawaiian Bank and the Payroll Checking Account at Bank of Guam, or against the Priority Rewards Business Credit Card.

TITLE

President

Vice President for, Academic Affairs

Vice President for, Finance & Administration

BE IT FURTHER RESOLVED, that one of the above authorized signatories may use the Priority Rewards Business Credit Card from First Hawaiian Bank with an upper limit of \$100,000 to pay for ~~GCC~~ College obligations as needed.

BE IT FURTHER RESOLVED, that two actual signatures will be required for each wire transfer 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 email/electronic transfer, written confirmation will be sent to the bank.

**Page 2: GCC Board of Trustees Policy 209 - Authorized Signatories For Bank Transactions
(Wire & Credit Card Payment Transactions)**

~~**BE-IT-FURTHER-RESOLVED,** that the above authorized signatories may use the Priority Rewards Business Credit Card from First Hawaiian Bank with an upper limit of \$100,000 to pay for GCC obligations as needed.~~

Amended & Adopted: _____, 2023
Resolution -2023

Amended & Adopted: December 23, 2021
Resolution 22-2021

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Resolution 2-2017

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

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Resolution 3-2010

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Resolution 40-2008

Adopted: December 11, 2007
Resolution 3-2008

**GUAM COMMUNITY COLLEGE
Board of Trustees**

GUAM COMMUNITY COLLEGE STUDENT HANDBOOK

WHEREAS, the Guam Community College (“College”) administers postsecondary programs, including Career and Technical Education (CTE) and Adult Education programs; and

WHEREAS, the Board of Trustees is committed to providing a safe, healthy, equitable, and meaningful educational environment; and

WHEREAS, policies which ensure the provision and protection of said responsibilities and services are clearly described and expressed in the Guam Community College Student Handbook; and

WHEREAS, the policies contained in the aforementioned Student Handbook are established in the broad categories of student affairs.

NOW, THEREFORE, BE IT RESOLVED, that provisions which are directed at or govern the behavior and relationships of students with and within the College community and environment fall into the broad category of student affairs; and

BE IT FURTHER RESOLVED, that the provisions contained in the Student Handbook shall be reviewed, updated, and published annually.

**Amended and Adopted: _____, 2023
Resolution _____**

**Reviewed with no changes: August 11, 2017
Amended & Adopted: January 13, 2015
Resolution 5-2015**

**Amended & Adopted: January 8, 2009
Resolution 11-2009**

**Adopted: April 6, 1994
Resolution 32-94**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

POSTSECONDARY-GUAM COMMUNITY

COLLEGE STUDENT HANDBOOK

WHEREAS, the Guam Community College ("College") administers postsecondary programs, including eCareer- and tTechnical eEducation (CTE) programs and Adult Education programs; and

WHEREAS, the Board of Trustees is committed to providing a safe, healthy, equitable, and meaningful educational environment; and

WHEREAS, policies which ensure the provision and protection of said responsibilities and services are clearly described and expressed in the Guam Community College Postsecondary-Student Handbook; and

WHEREAS, the policies contained in the aforementioned Student Handbook are established in the broad categories of student affairs.

NOW, THEREFORE, BE IT RESOLVED, that provisions which are directed at or govern the behavior and relationships of students with and within the College community and environment fall into the broad category of student affairs; and

BE IT FURTHER RESOLVED, that the provisions contained in the Postsecondary-Student Handbook shall be reviewed, updated, and published annually.

Amended and Adopted: _____, 2023
Resolution

Reviewed with no changes: August 11, 2017
Amended & Adopted: January 13, 2015
Resolution 5-2015

Amended & Adopted: January 8, 2009
Resolution 11-2009

Adopted: April 6, 1994
Resolution 32-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

STUDENT CO-CURRICULAR ACTIVITIES

WHEREAS, students derive many values through their participation in structured, well-defined student co-curricular activities; and

WHEREAS, these support activities are an integral part of a student's total educational experience; and

WHEREAS, co-curricular activities allow students to participate in diverse, multicultural educational experiences that promote leadership, ethical values, and social skills among other essential skills.

NOW, THEREFORE, BE IT RESOLVED, that it is the belief of the Board of Trustees of Guam Community College that students derive many values through active participation in structured, well-defined student co-curricular activities associated with attending college and participating in student campus life activities administered by the College; and

BE IT FURTHER RESOLVED, that the administration will direct efforts towards properly promoting, supporting and directing such student activities as an integral part of the education program and diversity, equity and inclusion; and

BE IT FURTHER RESOLVED, that use of College facilities and resources may be provided by the administration in support of campus activities and organizations as appropriate. Such use shall in no way interfere with the educational functions of the College.

Amended and Adopted: _____, 2023

Resolution _____

Reviewed with no changes: August 11, 2017

Amended & Adopted: January 8, 2009

Resolution 12-2009

Adopted: April 6, 1994

Resolution 33-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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NOW, THEREFORE, BE IT RESOLVED, that it is the belief of the Board of Trustees of Guam Community College that students derive many values through active participation in structured, well-defined student co-curricular activities associated with attending college and participating in student campus life activities administered by the College; and

BE IT FURTHER RESOLVED, that the administration will direct efforts towards properly promoting, supporting and directing such student activities as an integral part of the education program and diversity, equity and inclusion; and

BE IT FURTHER RESOLVED, that use of College facilities and resources may be provided by the administration in support of campus activities and organizations as appropriate. Such use shall in no way interfere with the educational functions of the College.

Amended and Adopted: _____, 2023
Resolution _____

Reviewed with no changes: August 11, 2017
Amended & Adopted: January 8, 2009
Resolution 12-2009

Adopted: April 6, 1994
Resolution 33-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ADMISSION AND ATTENDANCE OF INCARCERATED STUDENTS

WHEREAS, Guam Community College believes that each and every individual should have an opportunity for education regardless of past academic or judicial record; and

WHEREAS, the College's adult/postsecondary educational programs frequently serve as a component of community rehabilitation efforts for criminal offenders; and

WHEREAS, it is the College's responsibility to provide a secure learning environment for all students attending classes on College premises, the College enrolls in on-campus adult/postsecondary educational programs only those incarcerated students who, in accordance with law, executive order, judicial order, or other official mandate, have been determined eligible for participation in off-compound educational programs by the incarcerating institution; and

WHEREAS, incarcerated students remain under the supervision and security of the institution that is assigned their custody during attendance on College premises.

NOW, THEREFORE, BE IT RESOLVED, that levels of on-campus supervision and security for all incarcerated students shall be in accordance with law, executive or judicial order, or other official mandate, and shall comply with established inter-institutional agreements which specify the conditions under which incarcerated students shall attend educational programs on College premises; and

BE IT FURTHER RESOLVED, that failure of the incarcerating institution to provide required levels of supervision and/or security for any incarcerated student(s) under its custody during any semester of term, or to comply with requirements or conditions contained in established inter-institutional agreements, or with other College policies or regulations, may result in the College denying admission or revoking attendance privileges for such incarcerated student(s).

Reviewed with no changes: _____, 2023

Reviewed with no changes: August 11, 2017

**Amended & Adopted: January 8, 2009
Resolution 13-2009**

**Adopted: April 6, 1994
Resolution 34-94**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PACIFIC ISLANDS STUDENT ENDOWMENT FUND

WHEREAS, the Guam Community College initially received funds from Section 1204(c) of the Higher Education Act annually; and

WHEREAS, the Board of Trustees established the **Pacific Islands Student Endowment Fund**.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby authorizes the annual use of the earnings from the Pacific Islands Endowment Fund for the continued support of Pacific Island Students and all students who are new to Guam's culture and the GCC campus; and

BE IT FURTHER RESOLVED, that the President annually submit a budget for the operation of a program or programs to assist students with understanding and becoming better prepared to deal with the diversity of our community at the College and on the island of Guam.

Amended and Adopted: _____, 2023
Resolution _____

Reviewed with no changes: August 11, 2017

Amended & Adopted: January 13, 2015
Resolution 6-2015

Amended & Adopted: January 8, 2009
Resolution 14-2009

Adopted: December 15, 1993
Amended: January 4, 1995
Resolution 3-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PACIFIC ISLANDS STUDENT ENDOWMENT FUND

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Amended and Adopted: _____, 2023
Resolution

Reviewed with no changes: August 11, 2017
Amended & Adopted: January 13, 2015
Resolution 6-2015

Amended & Adopted: January 8, 2009
Resolution 14-2009

Adopted: December 15, 1993
Amended: January 4, 1995
Resolution 3-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

“ENRICHMENT STUDENT” CATEGORY

WHEREAS, 17 GCA, Section 31107, mandates Guam Community College (“GCC”) “to establish career and technical education, and other related occupational training and education courses of instruction aimed at developing educated and skilled workers for Guam and Micronesia;” and

WHEREAS, pursuant to 17 GCA, Section 31108, one of the Board of Trustees’ duties is “to coordinate and recommend improvements in career and technical educational programs in order to match career and technical education programs with current and existing job needs;” and

WHEREAS, students who decide to register for classes at GCC have various educational objectives ranging from seeking a degree to enrolling into courses for job advancement; and

WHEREAS, the General Education Committee recommends that GCC establish a formal category of “Enrichment Student” to identify students who do not intend to declare a major or pursue a degree program, but who plan to complete more than 18 credit hours of postsecondary work; and

WHEREAS, an enrichment student would not be required to pursue General Education courses, except in the case where a General Education course is listed as a prerequisite for a course of interest to the student.

NOW, THEREFORE, BE IT RESOLVED, that a formal category of “enrichment student” be created in order to accommodate the needs of students who do not intend to seek a degree at GCC; and

BE IT FURTHER RESOLVED, that should individuals enrolled as enrichment students subsequently decide to pursue a Certificate or Associate degree program, they would be limited to applying up to 18 GCC credits toward any chosen Associate or Certificate program.

Amended and Adopted: _____, 2023
Resolution _____

Reviewed with no changes: August 11, 2017

Amended & Adopted: January 13, 2015
Resolution 7-2015

Adopted: May 8, 2008
Resolution 8-2008

**Guam Community College
Board of Trustees**

“ENRICHMENT STUDENT” CATEGORY

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Amended and Adopted: _____, 2023
Resolution _____

Reviewed with no changes: August 11, 2017
Amended & Adopted: January 13, 2015
Resolution 7-2015

Adopted: May 8, 2008
Resolution 8-2008

**GUAM COMMUNITY COLLEGE
Board of Trustees**

GCC APPRENTICESHIP TRAINING PROGRAM

WHEREAS, the Community College Act of 1977 (as amended by Public Law 31-99 in 2011) mandates the development of local skills in the various crafts and trades and developing a program of Apprenticeship Training and Apprenticeship standards in accordance with standards established by and acceptable for registration with the Office of Apprenticeship, United States Department of Labor - Employment and Training Administration (ETA); and

WHEREAS, there is an eminent need to address the growing concerns of our community in matters relating to workforce development; and

WHEREAS, the Board of Trustees is committed to making progressive and innovative improvements in the Apprenticeship Training Program of the College; and

WHEREAS, the evolution of the Apprenticeship process in the territory of Guam allows for broader participation of new program providers that complies with Title 29 C.F.R. Parts 29 and 30 and the Apprenticeship Training Standards of USDOL, Office of Apprenticeship (P.L. 28- 142).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Guam Community College fully supports the Apprenticeship Training Program; and reaffirms its commitment to provide the requisite academic instruction and training necessary to the fulfillment of Journeyworker Certificates endorsed by the Secretary, U.S. Department of Labor.

**Amended and Adopted: _____, 2023
Resolution _____**

Reviewed with no changes: August 11, 2017

**Amended & Adopted: January 13, 2015
Resolution 8-2015**

**Adopted: October 7, 2009
Resolution 1-2010**

Note: Policy 711 replaces Board Policies 700, 702, 705, and 710

**Guam Community College
Board of Trustees**

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Resolution 8-2015

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Resolution 1-2010

Note: Policy 711 replaces Board Policies 700, 702, 705, and 710

Guam Community College
FIVE-YEAR ACADEMIC CALENDAR AY2023-AY2024 - AY2027-AY2028 REVISED

FALL TERM	2023	2024	2025	2026	2027
Faculty Start Date	8/14/2023	8/12/2024	8/11/2025	8/10/2026	8/9/2027
First Day of Monday-Wednesday Classes	8/16/2023	8/14/2024	8/13/2025	8/12/2026	8/11/2027
First Day of Tuesday-Thursday Classes	8/17/2023	8/15/2024	8/14/2025	8/13/2026	8/12/2027
First Day of Friday Classes	8/18/2023	8/16/2024	8/15/2025	8/14/2026	8/13/2027
First Day of Saturday Classes	8/19/2023	8/17/2024	8/16/2025	8/15/2026	8/14/2027
Labor Day Holiday (Observed)	9/4/2023	9/2/2024	9/1/2025	9/7/2026	9/6/2027
All Soul's Day Holiday (Observed)	11/2/2023	11/1/2024	11/3/2025	11/2/2026	11/2/2027
Veteran's Day Holiday (Observed)	11/10/2023-11/11/2023	11/11/2024	11/11/2025	11/11/2026	11/11/2027
Thanksgiving Break	11/23/23-11/26/23	11/28/24-12/01/24	11/27/2025-11/30/25	11/26/2026 - 11/29/2026	11/25/2027 - 11/28/2027
Our Lady of Camarin Day (Observed)	12/8/2023	12/9/2024	12/8/2025	12/8/2026	12/8/2027
Last Day of Monday-Wednesday Classes	11/29/2023	12/2/2024	12/1/2025	12/2/2026	11/24/2027
Last Day of Tuesday-Thursday Classes	12/5/2023	11/26/2024	12/2/2025	11/24/2026	12/2/2027
Last Day of Friday Classes	12/15/2023	12/6/2024	11/21/2025	11/20/2026	11/19/2027
Last Day of Saturday Classes	12/9/2023	12/7/2024	11/22/2025	11/21/2026	11/20/2027
Grades Due	12/18/2023	12/10/2024	12/5/2025	12/7/2026	12/6/2027
Potential Make-up Days	11/03, 11/17, 12/01	11/08, 11/15, 11/22	11/7, 11/14, 11/21	11/6, 11/13, 11/20	11/5, 11/12, 11/19
SPRING TERM	2024	2025	2026	2027	2028
Faculty Start Date	1/8/2024	1/6/2025	1/5/2026	1/4/2027	1/3/2028
First Day of Monday-Wednesday Classes	1/10/2024	1/8/2025	1/7/2026	1/6/2027	1/5/2028
First Day of Tuesday-Thursday Classes	1/11/2024	1/9/2025	1/8/2026	1/7/2027	1/6/2028
First Day of Friday Classes	1/12/2024	1/10/2025	1/9/2026	1/8/2027	1/7/2028
First Day of Saturday Classes	1/13/2024	1/11/2025	1/10/2026	1/9/2027	1/8/2028
Martin Luther King Jr. (Observed)	1/15/2024	1/20/2025	1/19/2026	1/18/2027	1/17/2028
Guam History & Chamorro Heritage Day (Observed)	3/4/2024	3/3/2025	3/2/2026	3/1/2027	3/6/2028
Spring Break	3/25/24-3/31/24	04/14/25-04/20/25	3/30/2026-4/5/2026	3/22/2027 - 3/28/2027	4/10/2028 - 4/16/2028
Last Day of Monday-Wednesday Classes	5/6/2024	5/5/2025	5/4/2026	5/3/2027	5/1/2028
Last Day of Tuesday-Thursday Classes	4/30/2024	4/29/2025	4/28/2026	4/27/2027	4/25/2028
Last Day of Friday Classes	4/26/2024	4/25/2025	4/24/2026	4/23/2027	4/21/2028
Last Day of Saturday Classes	4/27/2024	4/26/2025	4/25/2026	4/24/2027	4/22/2028
Grades Due	5/9/2024	5/8/2025	5/7/2026	5/6/2027	5/4/2028
Commencement Exercise	5/17/2024	5/16/2025	5/15/2026	5/14/2027	5/19/2028
Memorial Day Holiday (Observed)	5/27/2024	5/26/2025	5/25/2026	5/31/2027	5/29/2028
Potential Make-up Days	4/12, 4/19, 4/26	04/04, 04/11, 04/25	4/10, 4/17, 4/24	4/09, 4/16, 4/23	4/07, 4/21, 4/28
SUMMER TERM	2024	2025	2026	2027	2028
Faculty Start Date / 1st Day of Classes	5/31/2024	5/30/2025	5/29/2026	6/4/2027	6/2/2028
Independence Day Holiday (Observed)	7/4/2024	7/4/2025	7/3/2026	7/5/2027	7/4/2028
Last Day of Classes	7/12/2024	7/11/2025	7/10/2026	7/16/2027	7/14/2028
Liberation Day Holiday (Observed)	7/22/2024	7/21/2025	7/21/2026	7/21/2027	7/21/2028
Grades Due (except Saturday classes)	7/17/2024	7/16/2025	7/15/2026	7/16/2027	7/19/2028
Potential Make-up Days	06/28, 07/05, 07/12	06/20, 06/27, 07/11	6/19, 6/26, 7/10	6/18, 6/25, 7/02	6/16, 6/23, 6/30


NOTES:

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

Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia. (Board of Trustees Policy 100)

Approved:


 Frank P. Arriola, Chairperson
 Board of Trustees

Date: 4.14.23