

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Wednesday, May 14, 2014, 12:00 p.m.**  
**President’s Conference Room, Building 2000**

**AGENDA**

**I. CALL TO ORDER**

1. Swearing In and Administration of the Oath of Office of re-appointment of Trustee **Gina Y. Ramos**
2. Swearing In and Administration of the Oath of Office to newly elected GCC Trustee Student Member **Elmarie Anderson**
3. Roll Call
4. 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 April 11, 2014

**III. COMMUNICATIONS**

**IV. PUBLIC DISCUSSION**

**V. REPORTS**

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

**VI. UNFINISHED BUSINESS**

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

**VII.           NEW BUSINESS**

1.     Social Media Policy (*1<sup>st</sup> Reading*)
2.     Tuition Waiver Requests  
       (Staff/Administrator Tuition and Student Tuition)
3.     President's Travel Request (July 2014)

**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, **GINA Y. RAMOS**, 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, BOARD OF TRUSTEES**  
**Guam Community College**

*Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,  
Executed at Mangilao-Guam Community College on May 14, 2014.*

  
\_\_\_\_\_  
*Member (Signature)* MAY 14 2014

*The Oath of Office was administered by the Chairperson, Board of Trustees.*

  
\_\_\_\_\_  
*Chairperson, Board of Trustees (Signature)* MAY 14 2014

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

**OATH OF OFFICE**

*I, **ELMARIE ANDERSON**, 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, BOARD OF TRUSTEES**  
**Guam Community College**

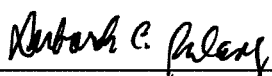
*Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,  
Executed at Mangilao-Guam Community College on May 14, 2014.*



MAY 14 2014

*Member (Signature)*

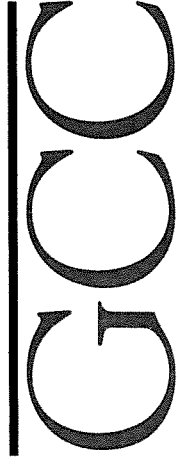
*The Oath of Office was administered by the Chairperson, Board of Trustees.*



MAY 14 2014

*Chairperson, Board of Trustees (Signature)*

# *Certificate of Election*



**GUAM COMMUNITY COLLEGE**

*Kulehon Kummuidát Guáhan*

Accredited by the  
Western Association of  
Schools and Colleges

*Awarded to:*

***ELMARIE ANDERSON***

*Duly elected by the students of GCC and certified by the election committee, the above named individual is sworn in this 14th day of May 2014 as the student member of the Board of Trustees, to serve until April 2015.*

A handwritten signature in cursive script, appearing to read 'Richard S. Palang'. The signature is written over a horizontal line.

*Chairperson*

*Board of Trustees*

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of April 11, 2014**

**Minutes**

**I. CALL TO ORDER**

1. The monthly meeting of the GCC Board of Trustees on April 11, 2014, was called to order at 12:05 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. Steven Alvarez, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member.  
**Not in attendance:** Mr. John Benito (schedule conflict); Attorney Matthew Kane, Legal Counsel (off-island).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Dr. Juan Flores, Dean, TPS; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Doris Perez, Assistant Director, Planning & Development.

**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 – March 14, 2014.**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE MEETING MINUTES OF MARCH 14, 2014, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

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

**IV. PUBLIC DISCUSSION –** There were no requests.

**V. REPORTS**

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

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

**FY2014:** As of April 7, 2014, the College received approximately \$6,001,865.68 from the

***BOT - Meeting of April 11, 2014***  
***Page 2 of 6***

General Fund, \$359,000 received from the LPN/Vocational Guidance fund; \$331,000 received from MDF; \$24,154 received from TAF and approximately \$200,200 from the TAF supplemental; \$90,000 for the Capital Improvement Fund; \$37,000 for the Competitive Wage Act funding. This is a total of \$7,043,068 from the General Fund. This constitutes approximately 72% of the total appropriation for the College. Based on the allotment schedule for all funds received to date is approximately 69%.

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

-CIP Project: CIP FY14 Safety and Security project: LED flood lamps for Buildings 3000, 4000 and 5000 is a work in progress; SOW is pending for the mass notification system that includes indicators and sirens for emergencies on campus; vendor JJ Global is finishing up work for the perimeter fencing around the firing range; bathroom renovations next to Building 400 is still a work in progress; directional signs for students and visitors showing their location on campus. Several other projects have been awarded, some pending SOWs for bid as well as those ongoing.

-A team has been identified to work with GPA with the renewable energy project. Currently reviewing the plans for estimation of energy costs savings on campus for additional installation of photovoltaic.

-LEED Certification plaque for the Foundation Building has been received. An official unveiling is scheduled April 2014.

- Dr. Ray Somera is currently working on an additional articulation program with the Dusit Thani College. It will be a 2+2 program with Hospitality and other related programs.

-The COPSA officers have developed a process in obtaining information of students' concerns during their meetings. This information is then passed on to the Center for Student Involvement in which Ms. Barbara Leon Guerrero provides to the respective administrator/department for feedback to students. The President is also given the opportunity to review these concerns rather than wait for the "Meet the President" to be addressed. Several concerns deal with projects that are already ongoing. This process initiated by COPSA is now part of their regular meetings.

-A Math Kangaroo/carnival was recently held on campus during March 2014. This was a success. Over 220 students attended. Math Kangaroo is a nationally recognized competition for elementary and middle school students.

-Culinary Arts students have been hosting Thursday buffet luncheons providing students with hands on in buffet and catering and at the same time fundraising for their activities.

-On April 4, 2014, the College hosted a Guam Regional Summit in conjunction with the White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI) and PAYUTA. This was a success, which also received favorable comments. Representatives from several federal agencies attended.

## **2. Monthly Activities Report**

Student Trustee: Student Trustee Steven Alvarez reported as follows:

-April 2, 2014: Entertainment Night went well, also attended by Dr. Ray Somera.

-April 9, 2014: Spring Festival, including student elections was held. There was a good turnout

***BOT - Meeting of April 11, 2014***

***Page 3 of 6***

and Student Trustee ran unopposed.

-Other than the graduation luncheon, no other events were scheduled for the remainder of the semester.

-Today's meeting is the last official meeting for Steven Alvarez as a board member. He thanked the Board for this opportunity and said he enjoyed his term.

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

-Spring break begins next week.

-There are ongoing activities including the Culinary Arts fundraising luncheon buffet.

-A Customer Service conference will be held the end of this month.

-The Gubernatorial Forum is done, Senatorial Forum is next.

-Faculty is preparing for graduation May 16, 2014.

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

-General election held March 2014 for 2014-2016 Staff Senate Executive Council effective June 1, 2014: Elizabeth Duenas, President; Antonia Chamberlain, Vice President; Latisha Leon Guerrero, Secretary/Treasurer; Representatives at Large: Ana Mari Atoigue, Kenneth Bautista, Bertha Guerrero; Vivian Guerrero; Donnie Lizama, Tara Pascua; Apolline San Nicolas, Personnel Specialist III, HR Advisory Member; and Barbara Blas, GCC Senate Word Processing Secretary II. Hoping to work with all stakeholders to better or improve the students' learning environment for a better outcome. Worked with AIER Director for a new mission statement for the Staff Senate, which is done.

-Staff received Personnel Actions per the Compensation Wage Act and which will show up on pay period ending April 11, 2014. A Q&A meeting was held today April 11, 2014 giving staff opportunity to find out the how they were given their new pay scale.

-Thanked Apolline San Nicolas from HR for her Q&A presentation regarding the Compensation Pay Study.

-Thanked the Board and management, including HR and all who assisted in moving forward with the Compensation Pay Study.

-Commended the Culinary Arts students for all their talented presentations, which makes GCC proud.

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

-March 18, 2014: Trustees John Benito, Frank Arriola and Richard Sablan met with Governor Calvo in a meeting with President Okada at Adelup.

-President Okada informed the Board of the Governor's project with identification of additional property for GCC and working in partnership with his homeless program. The Governor was also provided with a copy of the latest GCC Factbook (Annual Report). The latest Governor's "Proa" newsletter highlighted the TANF students. Trustee Frank Arriola also reported discussions concerning agriculture and Trustee Sablan reported that the Governor would like to further discuss the WICHE program.



-Ship Repair Facility launching of apprenticeship program attended by Trustees Arriola and Sablan.

-Trustee Debbie Belanger attended the "Stop the Violence" proclamation signing and resolution presentations on April 1, 2014 at the MPA; meeting with the Northern Marianas College and its board with the GCC BOT, GCC Foundation Board of Governors, and the University of Guam Board of Regents on April 3, 2014 at the LRC; and the White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI) 2014 Guam Community Tour and Regional Conference on April 3-4, 2014.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates.**

-Building 200 (Renovation). The President reported that this construction is 39.68% complete as of April 3, 2014. A site visit is being conducted for the first floor by the facilities team.

-Building 100 and Forensic Lab Extension Loan. The College hired the CPA firm of Burger & Comer to produce the financial feasibility report required by USDA. This report is being done on the Foundation, to ensure the Foundation is able to support this project. USDA local authorized funding will be used for this project.

**2. Western Interstate Commission for Higher Education (WICHE).** The Guam Legislature passed Resolution No. 234-32 (COR) and as previously discussed, this was tabled. As an update, the President reported that she and BOT members met with the Governor and is interested in discussions regarding partnering with the Northern Marianas College concerning this program. The President will report the outcome of further discussions with the Governor on this matter.

## **VII. NEW BUSINESS.**

**1. FY2015 NAF Budget.** The Board was presented with the FY2015 NAF Budget for approval. President Okada provided a summary and after review and discussions of the proposed budget, the Board then made the following motion:

### **MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS THAT THE BOARD APPROVES THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2015 NAF BUDGET REQUEST, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**2. President's Travel Request (May-June 2014).** There are two travel requests:  
-White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI) events,

May 5-9, 2014 in Washington, D.C., sponsored by WHIAAPI.  
-2014 Higher Education Summit, June 14-18, 2014, sponsored by the Asian Pacific  
Islander American Scholarship Fund (APIASF) in Washington, D.C.

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR MAY-JUNE 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At approximately 12:43 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 1:15 p.m., the meeting reconvened to open session.

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

**MOTION**

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

At this time, Chairwoman Belanger, on behalf of the Board, mentioned the following:

- Thanking Steven Alvarez for his support as a BOT member and for representing the students in his capacity as a Student Trustee, congratulating him also for graduating this academic year.
- Kudos to GCC for hosting the Math Kangaroo on March 21, 2014.
- Kudos to the GCC Culinary Arts for the luncheon buffet set up during the White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI) 2014 Regional Summit April 4, 2014, at the MPA.
- Kudos to the College for hosting the anti-violence conference and the Northern Marianas College meeting with the GCC BOT/FBOG, and UOG Board of Regents on April 3, 2014.

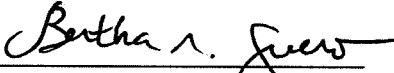
**IX. ADJOURNMENT**

**MOTION**

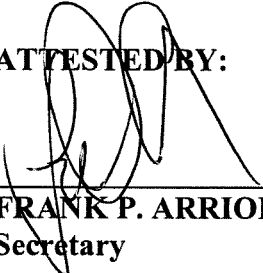
**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE FRANK ARRIOLA THAT THE MEETING OF MARCH 14, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of April 11, 2014, adjourned at approximately 1:17 p.m.


**SUBMITTED BY:**

  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

  
**DEBORAH C. BELANGER**  
Chairperson

MAY 14 2014      MAY 14 2014

***I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN***  
**2013 (FIRST) Regular Session**

**Resolution No. 234-32 (COR)**

As substituted and amended on the Floor.

Introduced by:

Brant T. McCreadie  
Aline A. Yamashita, Ph.D.  
Michael F. Q. San Nicolas  
Tommy Morrison  
Judith T. Won Pat, Ed.D.  
T. R. Muña Barnes  
Chris M. Dueñas  
R.J. Respicio  
T. C. Ada  
V. Anthony Ada  
Frank B. Aguon, Jr.  
B. J.F. Cruz  
Michael T. Limtiaco  
Vicente (ben) C. Pangelinan  
Dennis G. Rodriguez, Jr.

**Relative to supporting Guam's application for membership  
in the Western Interstate Commission for Higher Education  
(WICHE).**

1        **BE IT RESOLVED BY *I MINA'TRENTAI DOS NA LIHESLATURAN***  
2        ***GUÅHAN*:**

3        **WHEREAS**, the Western Interstate Commission for Higher Education  
4        (WICHE) is a regional non-profit organization created by the Western Regional  
5        Education Compact, adopted in the 1950s by western states to facilitate resource  
6        sharing among the higher education systems of the west; and

1           **WHEREAS**, WICHE operations commenced in 1953, and is governed by  
2 three Commissioners appointed by the governors from each state; and

3           **WHEREAS**, under the terms of the Compact, each state commits to support  
4 WICHE's basic operations through annual dues established by the full  
5 Commission; and

6           **WHEREAS**, WICHE and its member states work to improve access to  
7 higher education and ensure student success through its various programs, regional  
8 initiatives, and through research and policy work; and

9           **WHEREAS**, becoming a member of WICHE will greatly benefit Guam's  
10 undergraduate students by allowing them access to the Western Undergraduate  
11 Exchange (WUE) program, the largest regional tuition-reciprocity agreement in the  
12 nation, which provides a reduced tuition, at no more than 150% of the resident  
13 tuition rate, at more than 150 participating two and four year public institutions,  
14 instead of paying substantially more for non-resident tuition, which is at least  
15 double or more the resident tuition rate; and

16           **WHEREAS**, becoming a member of WICHE will provide the opportunity  
17 for Guam's graduate students to enroll in approximately 250 participating graduate  
18 programs and pay the resident tuition rate; and

19           **WHEREAS**, Guam students can additionally benefit from WICHE's  
20 Professional Student Exchange Program (PSEP) and Internet Course Exchange  
21 (ICE) program; and

22           **WHEREAS**, although Guam's institutions of higher learning have made  
23 great strides and improvements over the last several years, Guam's geographic  
24 location and smaller population limit access to higher education for our students;  
25 and

1           **WHEREAS**, Guam can additionally benefit from WICHE’s various  
2 resources in workforce and policy development, technology, health, and other  
3 areas; and

4           **WHEREAS**, WICHE has already included Guam, the Commonwealth of  
5 the Northern Mariana Islands, American Samoa, Palau, the Federated States of  
6 Micronesia and the Marshall Islands as the collective sixteenth member of the  
7 Western Interstate Commission for Higher Education, and it is now contingent on  
8 Guam to decide to actively participate in WICHE; and

9           **WHEREAS**, *I Mina’Trentai Dos na Liheslaturan Guåhan* supports and  
10 encourages Guam’s efforts to join the CNMI as the second territory to actively  
11 participate in WICHE to offer programs that are not currently offered at the  
12 University of Guam or the Guam Community College; now, therefore be it

13           **RESOLVED**, that with the concurrence and support of the University of  
14 Guam Board of Regents and the Guam Community College Board of Trustees, a  
15 resolution from UOG and GCC for Guam’s participation in WICHE *shall* be  
16 transmitted to *I Liheslaturan Guåhan* for its consideration, within 30 days of  
17 adoption; and be it further

18           **RESOLVED**, that *I Mina’Trentai Dos Na Liheslaturan Guåhan* does  
19 hereby, on behalf of the people of Guam, support the government of Guam’s  
20 efforts to become active members of the Western Interstate Commission for Higher  
21 Education (WICHE), and further urges the government of Guam to work with  
22 WICHE to cement Guam’s status as a WICHE member; and be it further

23           **RESOLVED**, that the Speaker certify, and the Legislative Secretary attest  
24 to, the adoption hereof, and that copies of the same be thereafter transmitted to Dr.  
25 Robert Underwood, President of the University of Guam; to Dr. Mary Okada,

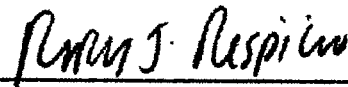
1 President of the Guam Community College; to Mr. Jon Fernandez, Superintendent  
2 of the Guam Department of Education; to the Honorable Madeleine Z. Bordallo,  
3 Guam Delegate to the 112<sup>th</sup> U.S. Congress; and to the Honorable Edward J.B.  
4 Calvo, *I Maga'lahaen Guåhan*.

**DULY AND REGULARLY ADOPTED BY *I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN* ON THE 1<sup>ST</sup> DAY OF FEBRUARY 2014.**



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**JUDITH T. WON PAT, Ed.D.**  
Speaker



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**Rory J. Respicio**  
Acting Legislative Secretary

**LEGISLATIVE SESSION**  
**I MINA'TRENTAI DOS NA LIHESLATURAN**  
**2014 (SECOND) Regular Session**  
**Voting Sheet**

Speaker Antonio R. Unipingco Legislative Session Hall  
February 1, 2014

Resolution No. 234-32 (COR)  
As substituted and amended on the Floor.

NAME	Yea	Nay	Not Voting/ Abstained	Out During Roll Call	Absent
Senator Thomas "Tom" C. ADA	✓				
Senator V. Anthony "Tony" ADA	✓				
Senator Frank Blas AGUON Jr.	✓				
Vice-Speaker Benjamin J.F. CRUZ	✓				
Senator Christopher M. DUENAS	✓				
Senator Michael LIMTIACO	✓				
Senator Brant McCREADIE	✓				
Senator Thomas "Tommy" MORRISON	✓				
Senator Tina Rose MUÑA BARNES	✓				
Senator Vicente (ben) Cabrera PANGELINAN	✓				
Senator Rory J. RESPICIO	✓				
Senator Dennis G. RODRIGUEZ, Jr.	✓				
Senator Michael F. Q.SAN NICOLAS	✓				
Speaker Judith T. WON PAT, Ed.D.	✓				
Senator Aline A. YAMASHITA, Ph.D.	✓				

TOTAL

15

Yea

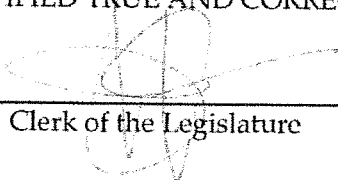
Nay

Not Voting/  
Abstained

Out During  
Roll Call

Absent

CERTIFIED TRUE AND CORRECT:

  
\_\_\_\_\_  
Clerk of the Legislature

I = Pass



**Guam Community College  
Board of Trustees  
Resolution \_\_\_\_ - 2014**

**THE GUAM COMMUNITY COLLEGE SOCIAL MEDIA POLICY**

**WHEREAS**, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an Institution; and

**WHEREAS**, Guam Community College (“GCC,” “College”) recognizes and embraces the power of social media, and the opportunity social media tools provide to communicate with the GCC community, including students, faculty, staff, administrators, parents, alumni, and other interested parties; and

**WHEREAS**, it is important to recognize that the use of social media regarding GCC is governed by the same laws, policies, and rules of conduct that apply to all other GCC activities; and

**WHEREAS**, in order to operate effectively within GCC’s current social media channels (Facebook, YouTube and Twitter) and to add social media outlets as trends dictate, GCC has developed a social media policy to ensure that any and all interactions on behalf of GCC represent the College’s best interests; and

**WHEREAS**, the College recognizes the need for rules governing the use of social media by GCC students, faculty, staff and administrators; now, therefore, be it

**RESOLVED**, that in the use of social media, it is the responsibility of GCC students, faculty, staff and administrators to commit to the parameters as outlined in the “Social Media Policy and Procedures” document; and be it further

**RESOLVED**, that the Social Media Policy and Procedures as developed through the College’s governance process shall be updated accordingly, or as needed and made a part of the “Social Media Policy and Procedures” document; and be it further

**RESOLVED**, that the “Social Media Policy and Procedures” proposed by the College Governing Council and approved by the President, be adopted by the Guam Community College Board of Trustees.

**ADOPTED** the \_\_\_\_ day of \_\_\_\_\_ 2014.

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**DEBORAH C. BELANGER**  
Chairperson

**ATTESTED BY:**

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**FRANK P. ARRIOLA**  
Secretary

## Social Media Policy – Guam Community College

### **Introduction**

The growing popularity of social media has fundamentally changed the way we communicate as individuals and as an Institution. Guam Community College (GCC) recognizes and embraces the power of social media, and the opportunity social media tools provide to communicate with the GCC community, including students, faculty, staff, administrators, parents, alumni, and other interested parties. It is important to recognize, however, that the use of social media regarding GCC is governed by the same laws, policies, and rules of conduct that apply to all other GCC activities.

In order to operate effectively within GCC's current social media channels (Facebook, YouTube and Twitter) and to add social media outlets as trends dictate, GCC has developed a social media policy to ensure that any and all interactions on behalf of GCC represent the College's best interests.

### **Scope**

This policy applies to all use of social media by Guam Community College (GCC) students, faculty, staff and administrators to represent or discuss matters concerning the College and/or members of the College community, whether or not such use involves the College's network or other technologies.

### **Purpose**

This policy (1) provides guidance concerning the use of social media platforms sanctioned by GCC through the College's network, systems or equipment and the use of social media to represent or discuss matters related to GCC and members of the GCC community; and (2) sets forth rules for the administration of GCC social media sites.

The Guam Community College Social Media Policy only applies to social media accounts created to represent GCC groups, departments, programs, entities, etc. and does not apply to private individual accounts.

### **College Officially Recognized Social Media Accounts**

For a social media account to be recognized by GCC as an official social media account, the account must have been created by a GCC program, department, or student organization, or by a group of students/faculty/staff /administrators promoting a project/event sanctioned by the College. The account administrators must inform the Office of Communications & Promotions (OCP) via email **before the account is created** and provide the account information, including *password*. For accounts created prior to the adoption of the GCC Social Media Policy, the OCP must be informed of the existence of your Facebook, YouTube, Twitter account, etc., via

email, and also provide the account information, including *password*. Changes in passwords must also be submitted to the OCP immediately.

If a GCC organization, department, group, program, or sports team creates a social media account, they will be listed on the corresponding official GCC page, creating a link from the GCC page to your organization's page.

### **Account Administrators**

All social media accounts officially recognized by GCC must have a GCC faculty (either full-time or adjunct), staff member or administrator as an account administrator at all times. Should a GCC employee administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another GCC employee to be an account administrator prior to removing himself/herself from that role. The OCP must be notified when a new administrator takes over. GCC employees identified as administrators of accounts are responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible to ensure that social media postings adhere to the College's conduct policies.

If the OCP becomes aware of content posted on a GCC site in violation of the GCC social media policy, the OCP shall promptly take appropriate action, which will include notifying the site administrator, the official who authorized the creation of the site, and/or other College officials, removing the offending content and/or closing the site.

If a GCC-related social media account has been compromised/hacked, please notify the OCP immediately via email. Administrators are responsible for re-establishing account security.

### **Content**

***Use good judgment about content and respect privacy laws.***

When naming pages or accounts, selecting profile pictures or icons, and selecting content to post, authorized GCC sites that represent only a segment of the GCC community (for example, an individual program, department or course) should take care to avoid the appearance of representing the entire institution. Names, profile images, and posts should all be clearly linked to the particular college program, department or course.

If endorsing GCC, accurately disclose your relationship to the College.

Whenever appropriate, link back to information posted on the College website instead of duplicating content. When linking to a news article about GCC, check first to determine whether you can link to a release from the GCC Media Releases page rather than another media outlet. For assistance with the GCC Media Releases page, call the OCP at 735-5638.

When posting to any GCC social media site, communicating with members of the GCC community, or discussing the College on any site, even through your own personal account or using your own phone, computer or other device without using the College network or equipment, remember that laws and GCC policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by GCC students and employees through social media.

***Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited.***

By posting content to any GCC social media site, parties agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content. When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always credit the original creator. Provide a link to the original material if applicable. Refrain from using information and conducting activities that may violate local or federal laws and regulations.

**NOTE: Whenever, as a member of the GCC faculty, you utilize a social medium as a means of student participation in course work, it is recommended that you also provide a practical and appropriate alternative for students who may be unable or reluctant to utilize that social medium (for example, some students may not be comfortable with opening a Facebook account).**

Do not use social media to harass, threaten, insult, defame or bully another person or entity; to violate any College policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud. Refer to the GCC Workplace Violence policy, Policy #171 on the GCC Board of Trustees page at [www.guamcc.edu](http://www.guamcc.edu).

Do not post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious. In addition, do not attempt to compromise the security of any GCC social media site or use such site to operate an illegal lottery, gambling operation, or other illegal venture.

Do not post copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Remember, even information that is widely available to the public (such as text, photographs, or other material

posted on the Internet) may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination.

***Do not use the Guam Community College name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial or personal use, or to promote a product, cause, or political party or candidate.***

Note: GCC is not responsible for monitoring or pre-screening content posted on all of its social media sites. Notwithstanding the foregoing, *GCC reserves the right to monitor its sites and remove, without notice, any content that the College determines to be threatening, harmful, offensive, obscene, a violation of intellectual property rights, FERPA or privacy laws, or otherwise injurious or illegal, commercial in nature, or otherwise in violation of law or this Policy.*

Note: *If you become aware of objectionable content posted on a GCC social media -- or objectionable comments concerning the College that are posted on an unaffiliated site -- please notify the OCP promptly.*

**Disclaimer:** All GCC-related social media sites must include a disclaimer stating, "Content posted to this site represents the views of the individuals who post it and, unless stated otherwise, neither represent the views of nor are endorsed by Guam Community College."

Unauthorized social media sites affiliated with GCC may be subject to adverse action.

### **Questions**

Questions about this policy should be directed to [gcc.pio@guamcc.edu](mailto:gcc.pio@guamcc.edu), or call the Office of Communications & Promotions at 735-5638.

**GUAM COMMUNITY COLLEGE**  
**College Governing Council**

December 10, 2013

*Copy*

**MEMORANDUM**

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

**FROM:** Carmen Santos *CWS*  
Jose Munoz *JM*  
Elizabeth J. Duenas *EJD*  
CGC Co-Chairs

**SUBJECT:** Staff/Administrator Tuition waiver request

At the 12/5/13 meeting, the CGC reviewed and approved the following Staff/Administrator Tuition waiver request, which will be included in the Staff/Administrator Development Program Procedures on Tuition Waiver:

The Tuition Waiver is below:

GCC tuition is waived for a GCC Staff/Administrator if the employee is enrolled in a GCC course, which is directly related to the employee's position, personal growth, or achievement of first degree. This applies to a GCC course where there are at least 13 full paying students enrolled in the course.

Should this be approved the employees requesting assistance from the Staff/Administrator Development funds will follow all procedures as stated on the Staff/Administrator Development Program Procedures.

○ ○  
**GUAM COMMUNITY COLLEGE**  
**College Governing Council**

March 21, 2014

**MEMORANDUM**

Guam Community College

**RECEIVED**

APR 01 2014

PRESIDENT'S OFFICE

Initials: bcg

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

FROM: Carmen Santos *MSB*  
Jose Munoz *JM*  
Elizabeth J. Duenas *EJD*  
CGC Co-Chairs

SUBJECT: Student Tuition waiver request

At the 03/13/14 meeting, the CGC members reviewed and approved the Tuition Waiver Benefit Program for COPSA Officers and the BOT Student Member (see attachment).

In addition, the committee recommends that the college maintain the Adjunct Hours at 135 hours per semester. Robin Roberson provided information from data surveyed from the different departments, which indicates a 31% increase from Fall 2013 to Spring 2014.

Upon your approval, the committee request that it be forwarded for the next GCC Board of Trustees meeting for their review and approval.



*Kulehon Kumunidat Guahan*

Accredited by the  
Western Association of  
Schools and Colleges

## **Tuition Waiver Benefit Program for COPSA Officers and the BOT Student Member**

This Tuition Waiver Benefit Program waives tuition costs for courses at the Guam Community College for COPSA Officers and the BOT Student Member during their term of service. This is not a reimbursement or remission program, tuition is simply waived.

The Tuition Waiver Benefit Program is only open to COPSA Officers and the BOT Student Member who are currently serving in their respective student leader positions.

### **Rules and Requirements**

1. The Program will waive up to four (4) credits per summer semester, up to eight (8) credits per fall semester and up to eight (8) credits per spring semester for each student leader during their term of service.
2. Students must be in a declared program of study. Tuition will be waived only for those courses in their program of study or pre-requisites for required courses. An official transcript must be submitted with this application.
3. The Program covers tuition only. The Program does not cover course lab or other school-specific fees; textbooks; or tuition charged for auditing courses.
4. The tuition waiver will only apply for the first attempt at a course and not for any re-taking of courses.
5. A minimum cumulative grade point average of 2.5 is required to continue in the Program. An official transcript with proof of minimum grade point average must be provided to the Center for Student Involvement within seven (7) days after the official date that grades are due in order to be eligible for future assistance.
6. Students must reimburse the College for the tuition waived if:
  - a. they fail any courses;
  - b. they do not meet the minimum cumulative grade point average;
  - c. they withdraw from their courses; or
  - d. they resign or vacate their leadership position before the end of the semester.

NOTE: Reimbursements must be made in accordance with the 100% Student Payback Provision / Promissory Note for the Tuition Waiver Benefit Program.

7. Student leaders appointed or elected after a semester begins, will not be eligible for the tuition waiver.

### **Procedures**

1. Students must submit the Tuition Waiver Benefit Program Application with their official transcript to the Center for Student Involvement at least 21 calendar days prior to the first day of classes per semester and indicate which credits will be waived.
2. Students must complete and sign the 100% Student Payback Provision/Promissory Note for the Tuition Waiver Benefit Program.
3. The Center for Student Involvement will then:
  - a. Verify that the courses being requested for the Tuition Waiver Benefit Program are in their program of study or pre-requisites for required courses and are not a re-take of prior courses; and
  - b. Once approved, the request will then be forwarded to the Business Office for tuition waiver implementation.





GUAM COMMUNITY COLLEGE

Kolehon Kumuniddat Guahan

Accredited by the Western Association of Schools and Colleges

100% STUDENT PAYBACK PROVISION/PROMISSORY NOTE FOR THE TUITION WAIVER BENEFIT PROGRAM

The Guam Community College values and supports the development of our students to improve and expand their knowledge and leadership skills during their service as student leaders of the college.

This 100% Student Payback Provision/Promissory Note allows the Guam Community College to recover money from the student should he/she not meet the rules and requirements of the Tuition Waiver Benefit Program.

I, (PRINT Student Name) fully understand that the Guam Community College will be waiving the tuition costs only for the following courses:

Course names and numbers:

Two horizontal lines for listing course names and numbers.

Semester / Year:

I hereby agree that should I NOT meet all the rules and requirements of the Tuition Waiver Benefit Program, that I shall fully reimburse Guam Community College for 100% of all tuition waived. Reimbursement must be paid on or before the end of the (term) semester.

I further understand that this document shall serve as a promissory note and if I do not make payments as scheduled and the balance is not paid in full, I will not be allowed to re-register and grades and transcripts will be withheld until payment in full has been made to the Guam Community College. I acknowledge that I can be dis-enrolled for non-payment of the balance due. Additionally, any unpaid balances owed on this promissory note will be sent directly to a collection agency if unpaid. The student shall assume responsibility for all collection agency fees, legal fees, and court fees necessitated by default in payment.

This document serves as a binding contract between the student listed above and the Guam Community College, as acknowledged and agreed upon by the signatures below.

Student (Print Name and Sign)

Date

Business Office (Print Name and Sign)

Date



Accredited by the  
Western Association of  
Schools and Colleges

**GUAM COMMUNITY COLLEGE  
Tuition Waiver Benefit Program  
For COPSA Officers and the BOT Student Member**

**APPLICATION FORM**

(Submit application and all supporting documents to the Center for Student Involvement  
at least 21 days prior to the first day of classes)

**Student Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

**Leadership Title:** \_\_\_\_\_

**Declared Program:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_  
Cell \_\_\_\_\_ Email \_\_\_\_\_

**Semester / Year applying for:**  
**Summer** \_\_\_\_\_ **Fall** \_\_\_\_\_ **Spring** \_\_\_\_\_

**Courses requested for tuition waiver (Indicate course name and number):**  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**Certification by the Center for Student Involvement**

- The above student has been officially elected or appointed as a COPSA Officer or BOT Student Member for the Academic Year \_\_\_\_\_.
- Based on the official transcript received, the courses being requested for tuition waiver are within the above student's program of study, are not for auditing purposes, and are not for the re-taking of any course(s).
- This benefit is hereby cleared for tuition waiver.

\_\_\_\_\_  
**Center for Student Involvement**  
(Print Name and Sign)

\_\_\_\_\_  
Date

\*\*\*\*\*

**Implementation by the Business Office**

The above student has met all the requirements of this benefit and the tuition for the requested \_\_\_\_\_ credits is hereby waived.

\_\_\_\_\_  
**Business Office**  
(Print Name and Sign)

\_\_\_\_\_  
Date

**PRESIDENT'S TRAVEL SCHEDULE**  
**July 2014**

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
<b>PPEC Summer Meeting</b>	<b>July 14-18, 2014</b>	<b>American Samoa</b>	<b>Post Secondary Education Council (PPEC)</b>

*Funding Source:*  
*\*50% Promo Fund/50% PPEC*