

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, July 15, 2016, 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 May 20, 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
 - GCC Annex

VII. NEW BUSINESS

1. BOT Policies – updates (Series 100-*continuation*)
2. President’s Travel Request (July 2016)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of May 20, 2016

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on May 20, 2016, was called to order at 12:00 p.m., by Chairperson Frank P. Arriola, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Swearing In and Administration of the Oath of Office for re-elected GCC Trustee Student Member. Mr. Adrian Davis was sworn as the re-elected Student Trustee.

2. Roll Call. Trustees Present: Mr. Frank P. Arriola; Ms. Gina Ramos; Mr. Eloy P. Hara; Mr. Adrian Davis, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory. Not in attendance: Mr. Richard P. Sablan (schedule conflict); Ms. Deborah C. Belanger (schedule conflict); Mr. John Benito (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. Gina Tudela, Dean, TPS; Doris Perez, Assistant Director, Planning & Development; Ms. Liza A. San Agustin, COPSA; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Ms. Angela Cabrera, GCC Graphic Artist; Attorney Rebecca Wrightson; Legal Counsel.

3. 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 –April 8, 2016

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF APRIL 8, 2016, 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:

FY2016: To date, the College collected \$6.1 Million of its appropriation covering all funds, compared to the total amount which is billed at \$13.8 Million. This leaves the College behind with

\$7.7 Million. The last cash allotment received was on May 2, 2016. Anticipate receiving additional funding based on an allotment schedule with DOA. The College is still in communication with DOA, however, based on GCC's total appropriations, a \$2 Million cash reserve has been set aside but unsure when this will be released.

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

-Highlights of sustainability efforts on campus from January-March 2016:

- There is a tracking of power consumption on campus due to a reporting requirement to the Guam Energy Office. Due to the solar panels on campus, the College saved approximately \$14,550 during the last quarter, which averages to \$4,800 a month.
- As a result of these savings, the FY2017 budget will not be requesting for an increase for power.
- Additionally, the College has recycled 310 lbs. of aluminum, 254 lbs. of plastic, 1500 lbs. of mixed paper, 787 lbs. food waste, approximately 190 lbs. of green waste, and 27 printer cartridges were also collected.

-The College has been working on the current CIP lists, as follows.

- Waiting on final proposals for the air-conditioners.
- Upgrading classrooms: collateral equipment, IT, painting and electrical upgrades where necessary.
- Working with the Habitat for Humanity to assist with facilities improvement on campus.

Other activities:

-The May 13, 2016 GCC graduation had the highest number of graduates, which was filled to capacity at the Field House. As a result, the Field House had to be closed. This issue would need to be addressed before the next graduation.

-Students from the cycle 12 and 13 Culinary Arts program will be participating in the Festival of the Pacific Arts (FestPac) activities. Some students will be at the Inarajan "hotno" or the old GMH site at the "Sagan Kotturan Chamoru," including presentations on campus.

-Discussions with Mr. Tom Manglona from the U.S. Navy are ongoing relating to Advanced EMT Courses with GCC. Mr. Manglona initially contacted Kapiolani Community College and was referred to GCC as part of the agreement as a college member with PPEC.

-As part of the FestPac activities, the Criminal Justice program is offering special courses during the summer for credit. Areas to be covered are Pacific cultures, interpersonal relations, and introduction to community services and social values. This will be made part of the service learning program.

-Currently working with revitalization projects. Ms. Doris Perez from P&D has identified the classroom furniture that can be utilized in different areas on campus.

-A preview of the new logo will be presented to the BOT members during today's meeting.

2. Monthly Activities Report

Student Trustee: Trustee Adrian Davis reported the following:

-In April 2016, the last event COPSA leaders prepared was the GCC Graduation rehearsal held on Thurs., May 12, 2016.

-To encourage more students to participate in the graduation ceremony, additional efforts were

BOT - Meeting of May 20, 2016

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made to spread the word via social media such as WhatsApp, and a small video clip of different students interviewed explaining “Why I’m Walking” in GCC’s FaceBook.

-May 11, 2016: New COPSA officers were inducted.

- June-July 2016: Summer training for the new COPSA officers will be scheduled.

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

-Approximately 80% of faculty were in full regalia and participated during the May 13, 2016 GCC Graduation.

-Other faculty members will be assisting in the Secondary site schools.

-The Criminal Justice & Social Science (CJSS) are conducting special FestPac classes during the summer.

-Additional classes have also been added to other programs during the summer.

-During the month of April 2016, faculty held various department convocations, including college nights to assist with the student process.

-Secondary faculty are attending a 3-day workshop relating to department strategies. Feedback has been positive.

-GCC contributed \$5,000 to the Foster Families Association as a result of the recent event held on campus. Anticipate this to be a signature GCC event with additional departments participating.

-Thanking the Chairman for having the President reaching out to the Faculty to continue negotiations, including the Chairman’s letter of support and for the Board recognizing the Union.

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

-Staff are busy preparing for the summer programs.

-Four (4) classroom computer labs are being upgraded with new systems and software.

-Thanking the support staff for volunteering for the set up and clean up during the May 13, 2016 GCC Graduation.

3. Board of Trustees Community Outreach Report.

-May 1-6, 2016: Trustee Gina Ramos reported she and Chairman Arriola accompanied President Okada on a travel to Washington D.C. to attend several agency meetings and events.

-May 13, 2016, GCC Graduation: Trustees Arriola, Ramos, Hara, and Davis attended.

At this time, the President and Ms. Jayne Flores presented a PowerPoint with a preview of a new GCC logo. Ms. Flores explained that a committee was formed consisting of faculty, staff, administrators and students. Began meeting in November 2014 with a survey, and a contest in 2015. Development of this logo was done in-house by students in the Visual Communications department. The new logo will be launched during the next academic year.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Building 100 and Forensic Lab Extension Loan.

- o Bldg. 100. The College recently responded to a protest for this project. The appeal deadline for opposing party is May 30, 2016.
- o Forensic Lab. The President received the timeline from Procurement Office for the bid process for this project. Will know by next week if there are any revisions to the design as these were complete a couple of years ago. To avoid changes in the design due to anticipated changes in the building code, this project will proceed. Target date for bid opening is June 1, 2016.

-Building 300. The College received a second rendering from the architects. Part of the art design was incorporated from the new logo and will be hung over the lobby area for this project. As previously reported this will be a full multipurpose area with four (4) breakout rooms, storage, stage, and extra seating capacity. This building will be connected with the current MPA and the Culinary programs.

-Wellness Center. As previously reported the design for this project is 100% complete. Still seeking funding for the construction.

-GCC Annex. Also, as previously reported, this project is on hold.

VII. NEW BUSINESS.

1. BOT Policy 114 (Naming Opportunities) – update. The Board was presented with BOT Policy 114 for consideration as reviewed by the GCC Foundation Board of Governors with no changes. A motion was made to approve said policy, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ADOPT THE UPDATED BOARD OF TRUSTEES POLICY 114 (NAMING OPPORTUNITIES), WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. 5-Year Academic Calendar (updated). An updated 5-Year Academic Calendar for projected for AY2016-2017 through AY2020-2021 was presented for the Board's consideration. This is subject to changes due to any revisions in holidays, or mandates. A motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE UPDATED FIVE-YEAR ACADEMIC CALENDAR FOR AY2016-2017 THROUGH AY2020-2021, SUBJECT TO CHANGES, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. ACCT Annual Leadership Congress, New Orleans, LA (October 2016). Board training was approved for interested Trustees and the President to attend the Association of Community

College Trustees (ACCT) Annual Leadership Congress in New Orleans, Louisiana, October 4-8, 2016. The early registration deadline is August 1, 2016. Travel authorizations would have to be processed accordingly to meet all deadlines. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE TRUSTEES' AND PRESIDENT'S TRAVEL FOR THE 2016 ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT) ANNUAL LEADERSHIP CONGRESS ON OCTOBER 4-8, 2016, IN NEW ORLEANS, LOUISIANA. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

4. President's Travel Request (June 2016). At this time, the President informed the Board of the following travel request:

-Accrediting Commission for Community and Junior Colleges (ACCJC) Commission meeting, June 7-11, 2016, in San Jose, CA, sponsored and 100% reimbursable by ACCJC.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL FOR JUNE 2016. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At approximately 12:51 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:18 p.m., the meeting reconvened to open session.

At this time, Chairman Arriola extended the following:

1. Appreciation to everyone for a historic graduation, including attendance by the BOT and FBOG Board members, faculty, staff, administrators, students, and volunteers and with 80% faculty attending.
2. Thanking everyone for decorating in preparation for the GCC graduation and breaking down afterwards; and the presence of the student trustee Adrian Davis during the graduation.
3. Recognition to the College for its sustainability efforts to date such as the savings for power and recycling efforts.
4. Thanking the Habit for Humanity for collaborating with the College regarding facilities improvement.
5. Kudos to the Criminal Justice for its special FestPac courses during the summer and to the Culinary programs for its participation in FestPac activities.

6. Recognizing the new GCC logo and anticipate the final results.

At this time, the President mentioned Professor AJ Sunga will be showcasing a robotics event, including a contest at the Father Duenas Phoenix Center on Saturday, May 21, 2016.

Although this event is not a GCC event, Dr. Sunga will submit a proposal to GCC to incorporate this into its curriculum as a GCC project. The BOT were encouraged to attend.

At this time, the Board made the following motion:

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: 4 ayes, 0 nays)

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

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE GINA RAMOS, THAT THE MEETING OF APRIL 8, 2016, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of April 8, 2016, adjourned at approximately 1:20 p.m.


SUBMITTED BY:

 **JUL 15 2016**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

 **JUL 15 2016**
GINA Y. RAMOS
Secretary

APPROVED BY:

 **JUL 15 2016**
FRANK P. ARRIOLA
Chairperson

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**ADOPTION OF THE
GUAM COMMUNITY COLLEGE SEAL**

WHEREAS, the GCC Board of Trustees, on July 13, 1978 adopted the Guam Community College Seal; and

WHEREAS, the elements of the seal represent various imageries encapsulated within the inner circle that embodies the GCC Motto “The Island is Our Campus,” which the Board of Trustees adopted on July 27, 1978; and

WHEREAS, within the inner circle there is an open book, which denotes wisdom. In the book, the Latte Stone represents what is native to Guam. Above the Latte Stone is a flame that signifies knowledge. Surrounding the Latte Stone are elements depicting career and technical symbols such as the gear, the T-square, triangle and hard hat. The remaining elements within the book include the mortarboard symbolizing a mark of an educational institution; and

WHEREAS, in the outer circle lies the statutory name of the Guam Community College as created by the Enabling Act, Public Law 14-77 (as amended by Public Law 31-99 in 2011) along with garlands as the symbol of achievement. The seal in its entirety is a circle that encompasses the inclusive nature of the Guam Community College.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees reaffirms its adoption of the Guam Community College Seal.

BE IT FURTHER RESOLVED, that the Chamorro translation of the college’s motto “I Isla i Faneyåkan-måmi” be adopted as an integral part of the seal to reflect the unique cultural identity of the people of Guam.

BE IT FURTHER RESOLVED, that the seal shall be affixed to all resolutions, contracts, diplomas, official academic transcripts, college catalogs, and the distinguished alumni awards.

Reviewed, no changes: July 15, 2016
Amended & Adopted: 2014
Resolution No: 25-2014

Adopted: July 6, 2011
Resolution: 8-2011

**GUAM COMMUNITY COLLEGE
Board of Trustees**

REAFFIRMATION OF AUTONOMY

WHEREAS, Guam Community College was created by Public Law 14-77 (as amended by Public Law 31-99 in 2011); and

WHEREAS, Chapter 1V, Section 11982 of Public Law 14-77, states the following:

"Except as expressly provided for herein and notwithstanding any other law to the contrary, the College shall be autonomous and self-sufficient in matters pertaining to its governance, organization and administration and the promulgation of its rules and regulations, in accordance with the Administrative Adjudication Law (Title XXV of this Code) pertaining to the following:

- (1) courses of instruction;
- (2) issuance of certificates, diplomas, credits and degrees;
- (3) personnel recruitment, appointment, tenure, promotion, dismissal and other personnel matters;
- (4) obligation and disposition of funds, provided that appropriated funds are used for the purpose or purposes provided in the Act appropriating said funds; and
- (5) soliciting, receiving and using gifts of any kind whatsoever for the purposes provided in this Chapter."; and

WHEREAS, the Board of Trustees believes that the autonomy of Guam Community College is vital to fulfilling its responsibilities to the community as mandated by law; and

WHEREAS, the institution's autonomy is also of critical importance in complying with the Accreditation Standards of the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges; and

WHEREAS, the Accrediting Commission has expressed concerns regarding GCC's autonomy in its 1984 Accreditation Report and in its 1986 Visiting Team Report; and

WHEREAS, the Governor of Guam and the 19th Guam Legislature have expressed their concern regarding the institution's accreditation by enacting Public Law 19-13; and

WHEREAS, the Board of Trustees realizes that Guam Community College must continue to have substantial autonomy in personnel and fiscal matters if the College is to fulfill its responsibilities.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does, hereby, reaffirm its commitment to maintaining the autonomy of Guam Community College.

BE IT FURTHER RESOLVED, that the Board shall take such reasonable action as is necessary to maintain that autonomy.

**Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014
Resolution No: 26-2014**

**Reviewed & Adopted: September 5, 2008
Resolution: 13-2008**

**Adopted: September 21, 1988
Resolution 20-88**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

BOARD POLICY DEVELOPMENT AND REVIEW

WHEREAS, the Board of Trustees is vested with the powers to adopt policies and regulations necessary to the sound operation of the College; and

WHEREAS, the sound operation of the College requires that policies and regulations be current and relevant.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees will develop broad institutional policies to encourage and maintain good educational practices throughout the institution; and

BE IT FURTHER RESOLVED, that members of the Board of Trustees may submit proposals for policy development or revision to the Chairperson. Proposals originating elsewhere shall be routed to the President for review and recommendation to the Board; and

BE IT FURTHER RESOLVED, that any new policy shall have first reading at one meeting and be voted upon at a subsequent meeting; and policy changes or amendments to existing policy shall go through the policy review process prior to board approval.

BE IT FURTHER RESOLVED, that the Board of Trustees will conduct a review of policies and regulations to maintain currency on a regular basis as deemed necessary and appropriate.

**Reviewed, no changes: July 15, 2016
Amended & Adopted: September 4, 2014
Resolution: 44-2014**

**Amended & Adopted: September 5, 2008
Resolution 14-2008**

**Adopted: July 20, 1994
Resolution 50-94**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ACCESS TO BOARD POLICIES

WHEREAS, the Board of Trustees periodically amends, deletes, or adds policies necessary to the efficient operation of the College; and

WHEREAS, many Board of Trustees policies require the development of rules, regulations and guidelines for the proper administration of the policies; and

WHEREAS, knowledge of current Board policies and subsequently-developed rules, regulations and guidelines is essential to the smooth and efficient operation of the College.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that access to Board policies shall be made available online on the College website (www.guamcc.edu), a complete set of Board of Trustees policies; and

BE IT FURTHER RESOLVED, that the Recording Secretary to the Board of Trustees is responsible to maintain the currency of all said policy handbooks by providing appropriate replacement/additional policies when approved by the Board of Trustees.

**Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014
Resolution 28-2014**

**Amended & Adopted: September 5, 2008
Resolution 16-2008**

**Adopted: December 7, 1994
Resolution 3-95**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CODE OF TRUSTEE ETHICS AND CONDUCT

WHEREAS, the Trustees recognize that the education of students is the reason for the College's existence; all other functions must support this purpose; and

WHEREAS, it is the duty of the Board of Trustees of Guam Community College to ensure that students receive the highest quality education in the most efficient manner possible.

NOW, THEREFORE, BE IT RESOLVED, that in the performance of their governance responsibilities, the Board of Trustees shall:

1. Recognize that the primary responsibility of the Board is to govern the College in the best interests of the educational needs of the Territory.
2. Promote and encourage open, mutually supportive and accountable participation of students, faculty and staff in the governance process.
3. Communicate and promote the needs of the community to the College and the needs of the College to the community.
4. Encourage and support open access to the Board while maintaining appropriate and well-defined College communication and decision-making channels.
5. Recognize that a trustee is a member of a legal entity; that the strength and effectiveness of the Board is as a unit; that the majority decisions of the Board shall be supported even when personally opposed; and that a single Board member has no authority to act on behalf of the Board unless so authorized.
6. Develop and maintain good relations with fellow Board members by considering and respecting their opinions and working with each other in a spirit of harmony and cooperation.
7. Maintain consistent and vigilant oversight of the College with emphasis on instructional quality, operational efficiency and fiscal stability.
8. Promote a healthy working relationship with the President through supportive, open and honest communication and regular evaluation.
9. Delegate authority to the President and staff to initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions.
10. Act honestly and openly at all times following the letter and intent of all applicable Local and Federal Laws and keeping the confidentiality of privileged information.
11. Avoid all conflicts of interest and the appearance of conflicts of interest and not using the position as Trustee for personal gain.
12. Devote time to educational and informational activities which will enhance one's personal ability to function effectively as a member of the Board of Trustees.
13. Maintain confidentiality of all board discussions held in closed sessions and recognize that deliberations of the board in closed sessions are not to be released or discussed in public without the prior approval of the board by majority vote.

Reviewed, no changes: July 15, 2016
Reviewed, no changes: July 24, 2014
Reviewed & Adopted: September 5, 2008
Resolution 17-2008

Adopted: March 16, 1994
Resolution 12-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ORIENTATION OF NEW BOARD OF TRUSTEES MEMBERS

WHEREAS, Board members are appointed by the Governor to represent the community; and

WHEREAS, Student trustee is elected by the student members; and

WHEREAS, in order to be effective, each new member appointed or elected needs to have a basic understanding of the roles, functions, and responsibilities of trustee membership; and

WHEREAS, a role of the current trustees is to provide an informational foundation for new members so that new members might better carry out the trusteeship;

NOW, THEREFORE, BE IT RESOLVED, that each person appointed or elected to the Board of Trustees shall be provided with an orientation designed to allow that individual to become a fully-participating Board member within the shortest period of time possible. Said orientation is the joint responsibility of the Chairperson of the Board of Trustees, and the President of the College or their delegates. Said orientation shall take place within one month of the person's appointment to the Board and shall include as a minimum:

1. An explanation of the duties and responsibilities of the Board of Trustees.
2. A tour of the campus.
3. A general orientation to the current status/activities of Guam Community College.
4. An explanation of the GCC Foundation and its relationship with the Board of Trustees.
5. Such materials (provided electronically) as are deemed important to the proper functioning of the new Board member. Such materials may include:
 - A. A copy of the current operational budget and the Non-Appropriated Fund budget.
 - B. A copy of TRUSTEES ROLES AND RESPONSIBILITIES AND TRUSTEE DECISION MAKING.
 - C. Copies of the minutes of all Board of Trustees meetings of the last six months.
6. Public Law 14-77 (Enabling Act of Guam Community College, as amended by Public Law 31-99 in 2011).
7. Board of Trustees Policy Handbook.
8. Board of Trustees Membership Handbook.

**Amended & Adopted: July 15, 2016
Resolution ___-2016**

**Amended & Adopted: July 24, 2014
Resolution 29-2014**

**Amended & Adopted: September 5, 2008
Resolution 18-2008**

**Adopted: March 16, 1994
Resolution 1-93**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PROFESSIONAL ASSOCIATIONS

WHEREAS, Guam Community College exists as a part of a community of educational institutions; and

WHEREAS, there are benefits to be derived from intellectual dialogue with board members and employees of other educational institutions; and

WHEREAS, it is important to discuss mutual concerns and problems with others similarly involved in an effort to find innovative ways to address these concerns and problems;

NOW, THEREFORE, BE IT RESOLVED, that Guam Community College shall maintain membership in the American Association of Community Colleges (AACC), the Association of Community College Trustees (ACCT), the Council on Higher Education Accreditation (CHEA), and the Pacific Postsecondary Education Council (PPEC) and other such educational associations as the Board of Trustees may choose; and

BE IT FURTHER RESOLVED, that the Board of Trustees members and Guam Community College employees are encouraged to maintain individual membership and involvement in other educational associations.

Amended & Adopted: July 15, 2016
Resolution _____-2016

Amended & Adopted: July 24, 2014
Resolution 30-2014

Amended & Adopted: September 5, 2008
Resolution 19-2008

Adopted: July 20, 1994
Resolution 48-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

POLICY ON LEGISLATIVE TESTIMONY

WHEREAS, many matters come before the Guam Legislature in the bills proposing new laws; and

WHEREAS, many of these proposed bills directly or indirectly affect Guam Community College; and

WHEREAS, it is the responsibility of the Board of Trustees and the President to develop testimony which represents the best interests of the College community.

NOW, THEREFORE, BE IT RESOLVED, that it shall be the responsibility of the President, or his/her designee, to keep current on proposed bills to determine which may affect the College and provide testimony as deemed necessary and appropriate.

BE IT FURTHER RESOLVED, the President shall advise the Board of testimony given; and whenever possible and as necessary, said testimony will be routed to or discussed with all Board members for their input prior to the final version being developed. All members shall receive a copy of the final version. Said testimony shall be delivered by the person or persons designated by the Board Chairperson.

Reviewed, no changes: July 15, 2016

Amended & Adopted: July 24, 2014

Resolution 31-2014

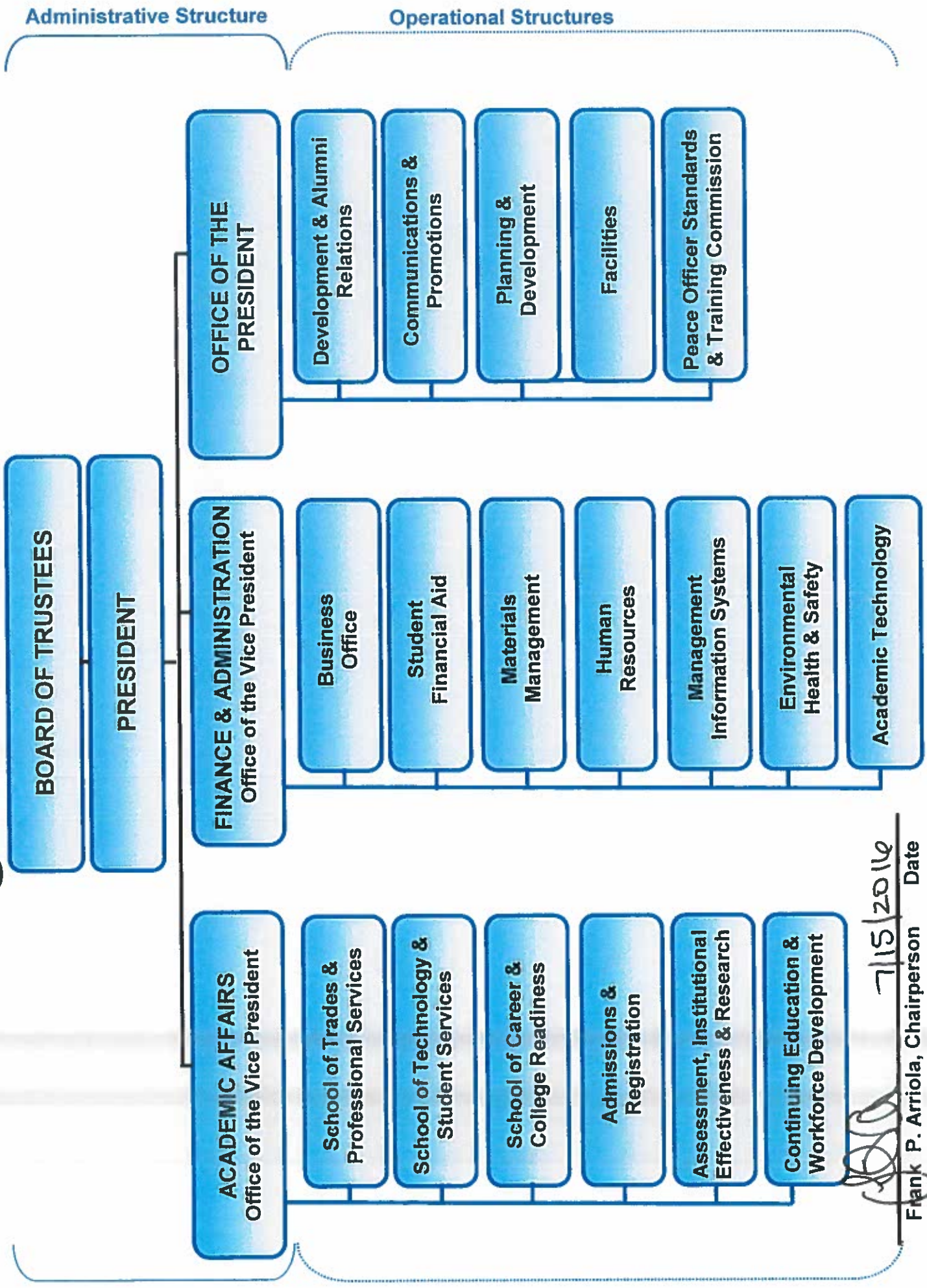
Amended & Adopted: September 5, 2008

Resolution 20-2008

Adopted: March 16, 1994

Resolution 11-94

Guam Community College Organizational Chart



Administrative Structure

Operational Structures

7/15/2016

Frank P. Arriola, Chairperson Date

**GUAM COMMUNITY COLLEGE
Board of Trustees**

Affirmative Action

WHEREAS, the Guam Community College adheres to the policy of equal opportunity and affirmative action in education, training, and employment for all persons regardless of race, religion, color, sex, age, or national origin; and

WHEREAS, the Guam Community College Board of Trustees, by virtue of its authority under Public Law 14-77 (as amended by Public Law 31-99 in 2011), the Community College Act of 1977, does hereby establish a Policy Statement of Affirmative Action for immediate implementation.

NOW, THEREFORE, BE IT RESOLVED, that furthermore, the Guam Community College is committed to comply with all Guam and Federal Statutes, Rules and Regulations which prohibit discrimination in its policies and to direct affirmative action, including but not limited to Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1978 Education Amendments; Title II, 1976 Education Amendments to Vocational Education Act of 1963; Executive Order 11246, as amended; Public Law 14-46, June 30, 1977; and Executive Order 76-9, March 25, 1976, and the American with Disabilities Act.

Reviewed, no changes: July 15, 2016

Reviewed & Adopted: July 24, 2014

Resolution 33-2014

Reviewed & Adopted: September 5, 2008

Resolution 26-2008

Adopted: March 16, 1994

Resolution 57-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

WHEREAS, Congress has enacted the Americans with Disabilities Act of 1990 and revised in 2010; and

WHEREAS, the Board of Trustees of Guam Community College intends to comply with the requirements of the Americans with Disabilities Act; and

WHEREAS, providing access to education for persons with disabilities is part of the mission of the College;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees that compliance with the Americans with Disabilities Act is a priority of this institution. The Board of Trustees hereby directs the administration to prepare policy statements and procedures for Board approval, prior to publication and distribution to comply with the letter and spirit of the Americans with Disabilities Act and to take prompt action to implement the requirements of the American with Disabilities Act. Policy statements shall be issued and procedures implemented covering the following areas:

- (1) Appointment of at least one individual with sufficient powers, authority, and staffing to oversee compliance with the Americans with Disabilities Act
- (2) Preparation of a comprehensive self-evaluation of all programs and activities of the institution, including employment
- (3) Appointment of a Task Force to assist the A.D.A. Coordinator in his or her functions, in preparation of the self-evaluation, and implementation of a plan of compliance
- (4) Preparation of an institutional budget for the activities of the A.D.A. Coordinator, the self-evaluation, and provision of reasonable accommodation or auxiliary aids and services
- (5) Other steps deemed necessary by the administration to comply with the Americans with Disabilities Act, unless these pose an undue burden or would result in a fundamental alternation of programs of the institution

BE IT FURTHER RESOLVED, that the administration shall solicit the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

BE IT FURTHER RESOLVED, that the Administration shall report to the Board of Trustees annually on the progress being made towards compliance with the American with Disabilities Act.

Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014
Resolution No. 34-2014

Amended & Adopted: September 5, 2008
Resolution No. 27-2008

Adopted: April 21, 1993
Resolution 4-93

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PANDEMIC RESPONSE PLAN

WHEREAS, the United States Secretary of Education and United States Secretary for Health and Human Services are asking States, schools, school districts, colleges, and universities to ensure that they have emergency crisis plans that include specific measures to prepare for and deal with an influenza pandemic; and

WHEREAS, it is the responsibility of the Board of Trustees to ensure the safety and welfare of Guam Community College Students, Faculty, and Staff; and

WHEREAS, it is the intent of the Board of Trustees to preserve the College and its ability to meet its workforce development mission now and in the future; and

WHEREAS, it is the intent of the Board of Trustees that the College prepares itself to smoothly resume College operations after a pandemic; and

WHEREAS, planning, education, and the dissemination of information go hand-in-hand to relieve the anxiety of students and employees during times of stress from outside influences.

NOW THEREFORE BE IT RESOLVED, that the College has in place a Pandemic Response Plan that works in concert with the Guam Pandemic Response Plan.

BE IT FURTHER RESOLVED, that the plan calls for the preservation of the economic stability of College employees during a pandemic in ways similar to provisions exercised during typhoons, or as stipulated by the Governor of Guam or his designee in charge of carrying out the Guam Pandemic Response Plan.

BE IT ALSO RESOLVED, that the plan will be periodically reviewed and updated by the GCC Emergency Response Team, as necessary and appropriate.

Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014
Resolution No. 35-2014

Amended & Adopted: September 5, 2008
Resolution No: 30-2008

Adopted: June 6, 2006
Resolution 9-2006

**GUAM COMMUNITY COLLEGE
Board of Trustees**

RISK CRISIS MANAGEMENT & EMERGENCY PLANS

WHEREAS, the College, due to its geographic location, is subject to natural disasters, and is also subject to manmade disasters; and

WHEREAS, it is necessary to provide an orderly and efficient response to such disasters.

WHEREAS, emergency plans have been developed to cope with these disasters.

NOW, THEREFORE, BE IT RESOLVED, that the Risk Crisis Management and Emergency Plans be made electronically available on the College website (www.guamcc.edu) and be periodically reviewed and updated as deemed necessary.

Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014
Resolution No. 36-2014

Amended & Adopted: September 5, 2008
Resolution No: 32-2008

Adopted: April 6, 1994
Resolution 45-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

TRAVEL POLICY

WHEREAS, a legitimate need exists for administrators, faculty, staff, students, and Board of Trustees members to travel on official business; and

WHEREAS, the Board of Trustees has the responsibility to establish a travel policy which meets the need of the College employees and students to attend certain workshops, seminars, meetings and other educational functions off-island and which, at the same time, provides criteria which makes the most efficient use of both local and Federal funds.

NOW, THEREFORE, BE IT RESOLVED, that all College travel must be performed either for the direct benefit of Guam Community College or to fulfill a real and legitimate obligation of the College.

BE IT FURTHER RESOLVED, that all off-island travel of administrators, faculty, staff, and students is to be approved by the President prior to travel. Travel of the Board of Trustees and the President is to be approved by the Board of Trustees.

BE IT FURTHER RESOLVED, that all travel shall be further governed by the travel procedures, updated on a periodic basis.

Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014
Resolution 39-2014

Amended & Adopted: November 3, 2011
Resolution 4-2012

Amended & Adopted: September 5, 2008
Resolution 34-2008
Adopted: February 1, 1995
Resolution 8-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**SELECTION AND APPOINTMENT
OF GUAM COMMUNITY COLLEGE TRUSTEES**

WHEREAS, the Board of Trustees of Guam Community College is committed to maintaining the highest standards of quality, effective governance in fulfilling its responsibilities to the students, staff, faculty, and administrators of the College and to the general Guam community; and

WHEREAS, the Board of Trustees feels that part of this effort is to assure the appointment of new qualified members to the Board of Trustees by communicating its standards to the appointing and confirming authorities, namely the Governor of Guam and the Guam Legislature; and

WHEREAS, the Board of Trustees is directed by Public Law 25-39 to develop procedures for election of the student members; and

WHEREAS, the Association of Community College Trustees (ACCT) has produced guidelines regarding the election and appointment of community college trustees; and

WHEREAS, the Board of Trustees has developed guidelines for student trustee election, in keeping with the ACCT recommendations;

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby adopts the standards and principles of the ACCT guide to assist it in recommending qualified persons to the Governor of Guam;

BE IT FURTHER RESOLVED, that the Board of Trustees adopts the guidelines for student trustee election to the Board of Trustees;

BE IT FURTHER RESOLVED, that except for the Student Trustee, when a vacancy in the Board of Trustees is expected within three months, the Board of Trustees shall forward to the Governor of Guam the name or names of candidates who meet the criteria of the guide and who are representative of the specific category of the potential vacancy as specified in Guam Community College's enabling legislation, Public Law 14-77;

BE IT FURTHER RESOLVED, that upon adoption of this policy, the Chairperson shall communicate said policy and guidelines to the Governor of Guam and the Chairperson of the Education Committee of the Guam Legislature with a letter explaining the intent and purpose of the policy;

BE IT FURTHER RESOLVED, that upon adoption of this policy, the President shall communicate said policy and guidelines for student trustee election to the Board of Trustees and to the Guam Community College faculty, staff, and students.

**Amended & Adopted: July 15, 2016
Resolution ___-2016**

**Amended & Adopted: January 10, 2014
Resolution 5-2014
Amended & Adopted: August 17, 2011
Resolution 9-2011**

**Amended & Adopted: September 5, 2008
Resolution 35-2008
Adopted: February 7, 1996
Resolution 2-96
Amended: July 14, 1999**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ONLINE POLICY

WHEREAS, the College recognizes the need for standards governing the use of the internet by both employees and students; and

WHEREAS, current standards do not specifically apply to the network usage as College property; and

WHEREAS, such Online Policy will provide parameters within which both employees and students must operate;

NOW, THEREFORE, BE IT RESOLVED, that in the use of the College's network, hardware, and software it is the Employees' and Students' responsibility to commit to the parameters as outlined in the Online Procedures document and promote such practices on the campus. The Board of Trustees adopts the Online Procedures as developed through the College's governance process, updated as deemed necessary and appropriate.

**Reviewed & Adopted: July 15, 2016
Resolution __-2016**

**Reviewed & Adopted: July 24, 2014
Resolution 37-2014**

**Adopted: December 2, 2009
Resolution 5-2010**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**GRANTING OF A POSTHUMOUS DEGREE AT
GUAM COMMUNITY COLLEGE**

WHEREAS, the granting of a posthumous degree aims to recognize and celebrate a deceased student's academic achievements at Guam Community College; and

WHEREAS, the granting of the appropriate posthumous degree (when this degree has been very nearly completed by the deceased student), serves as an expression of sympathy and compassion for the family; and

WHEREAS, the granting of posthumous degrees under the guidelines developed by the Office of Admissions and Registration, in consultation with the Vice President for Academic Affairs would in no way undermine the academic standards of the Guam Community College;

NOW, THEREFORE, BE IT RESOLVED, that Guam Community College Board of Trustees adopts the awarding of posthumous degrees in appropriate circumstances in accordance with the criteria laid out in the guidelines.

Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014
Resolution No. 40-2014

Adopted: February 9, 2011
Resolution No: 4-2011

**Guam Community College
Board of Trustees**

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, Twitter, Instagram, LinkedIn and Snapchat) 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;

BE IT FURTHER RESOLVED, that the Social Media Policy as approved through the College’s governance process shall be updated accordingly, or as needed.

Amended & Adopted: July 15, 2016
Resolution ___-2016

Adopted: June 6, 2014
Resolution 24-2014

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ORIENTATION OF NEW BOARD OF TRUSTEES MEMBERS

WHEREAS, Board members are appointed by the Governor to represent the community; and

WHEREAS, Student trustee is elected by the student members; and

WHEREAS, in order to be effective, each new member appointed **or elected** needs to have a basic understanding of the roles, functions, and responsibilities of trustee membership; and

WHEREAS, a role of the current trustees is to provide an informational foundation for new members so that new members might better carry out the trusteeship;

NOW, THEREFORE, BE IT RESOLVED, that each person appointed **or elected** to the Board of Trustees shall be provided with an orientation designed to allow that individual to become a fully-participating Board member within the shortest period of time possible. Said orientation is the joint responsibility of the Chairperson of the Board of Trustees, and the President of the College or their delegates. Said orientation shall take place within one month of the person's appointment to the Board and shall include as a minimum:

1. An explanation of the duties and responsibilities of the Board of Trustees.
2. A tour of the campus.
3. A general orientation to the current status/activities of Guam Community College.
4. An explanation of the GCC Foundation and its relationship with the Board of Trustees.
5. Such materials (provided electronically) as are deemed important to the proper functioning of the new Board member. Such materials may include:
 - A. A copy of the current operational budget and the Non-Appropriated Fund budget.
 - B. A copy of TRUSTEES ROLES AND RESPONSIBILITIES AND TRUSTEE DECISION MAKING.
 - C. Copies of the minutes of all Board of Trustees meetings of the last six months.
6. Public Law 14-77 (Enabling Act of Guam Community College, as amended by Public Law 31-99 in 2011).
7. Board of Trustees Policy Handbook.
8. Board of Trustees Membership Handbook.

**Amended & Adopted: July 15, 2016
Resolution ___-2016**

**Amended & Adopted: July 24, 2014
Resolution 29-2014**

**Amended & Adopted: September 5, 2008
Resolution 18-2008**

**Adopted: March 16, 1994
Resolution 1-93**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PROFESSIONAL ASSOCIATIONS

WHEREAS, Guam Community College exists as a part of a community of educational institutions; and

WHEREAS, there are benefits to be derived from intellectual dialogue with board members and employees of other educational institutions; and

WHEREAS, it is important to discuss mutual concerns and problems with others similarly involved in an effort to find innovative ways to address these concerns and problems;

NOW, THEREFORE, BE IT RESOLVED, that Guam Community College shall maintain membership in the American Association of Community Colleges (AACC), the Association of Community College Trustees (ACCT), the Council on Higher Education Accreditation (CHEA), and the Pacific Postsecondary Education Council (PPEC) and other such educational associations as the Board of Trustees may choose; and

BE IT FURTHER RESOLVED, that the Board of Trustees members and Guam Community College employees are encouraged to maintain individual membership and involvement in other educational associations.

Amended & Adopted: July 15, 2016
Resolution -2016

Amended & Adopted: July 24, 2014
Resolution 30-2014

Amended & Adopted: September 5, 2008
Resolution 19-2008

Adopted: July 20, 1994
Resolution 48-94

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

ORGANIZATIONAL CHART OF GUAM COMMUNITY COLLEGE

WHEREAS, the Professional Technological Institute, Office of the Vice President, created by the Board of Trustees on September 16, 1998 is no longer an active Division of the College; and

WHEREAS, the College has merged the functions of the former Professional Technological Institute into the Academic Affairs Division, School of Trades and Professional Services; and

WHEREAS, the President and the Human Resources Office has drafted an Organizational Chart that reflects the current organization of the College.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees formally adopts the Organizational Chart as a current reflection of the institution's structure.

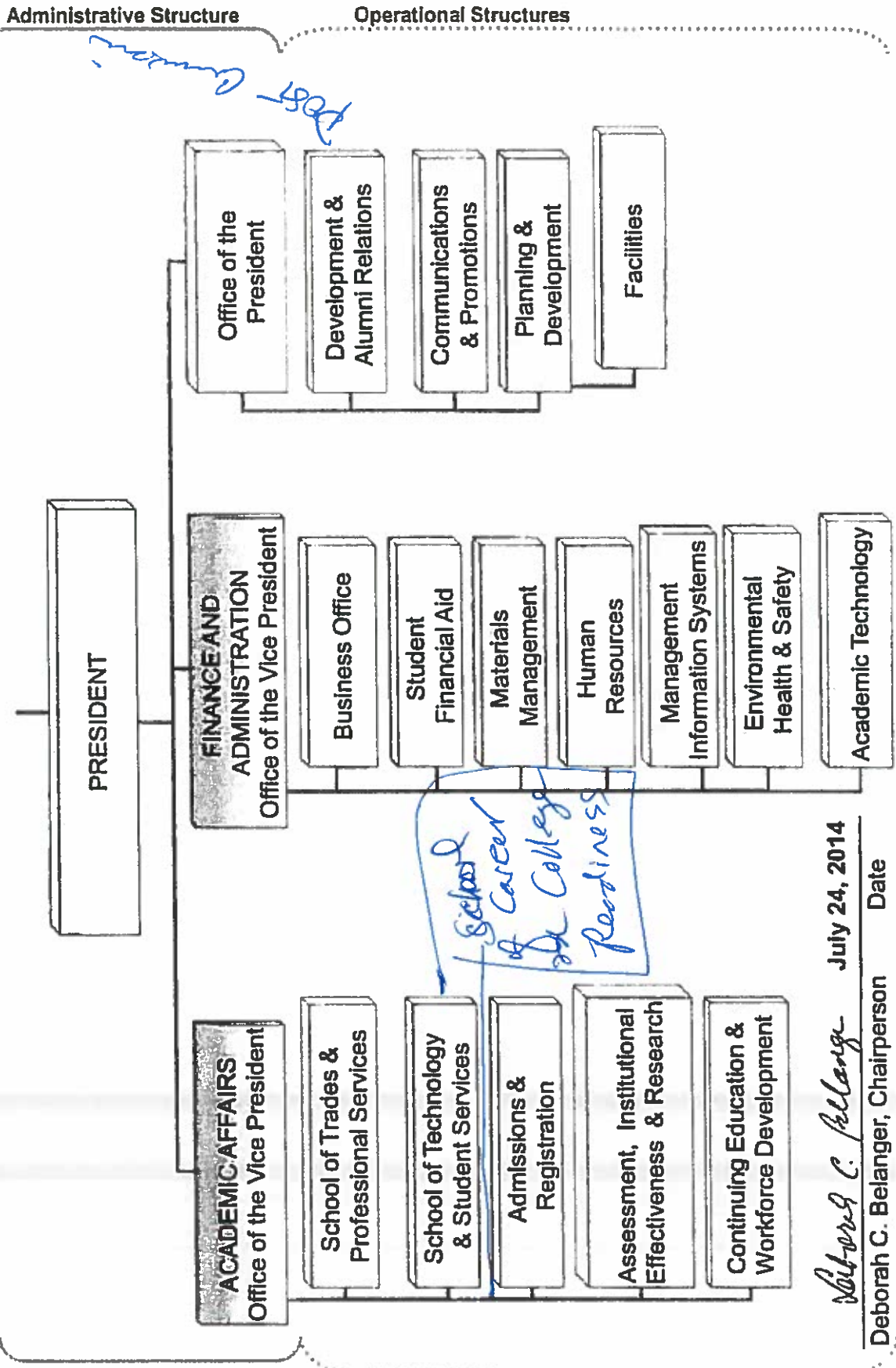
**Amended & Adopted: July 24, 2014
Resolution No: 32-2014**

**Amended & Adopted: September 5, 2008
Resolution No 22-2008**

**Adopted: May 15, 2001
Resolution 5-2001**

Guam Community College Organizational Chart

BOARD OF TRUSTEES



Deborah C. Belanger July 24, 2014 Date
 Deborah C. Belanger, Chairperson

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**SELECTION AND APPOINTMENT
OF GUAM COMMUNITY COLLEGE TRUSTEES**

WHEREAS, the Board of Trustees of Guam Community College is committed to maintaining the highest standards of quality, effective governance in fulfilling its responsibilities to the students, staff, faculty, and administrators of the College and to the general Guam community; and

WHEREAS, the Board of Trustees feels that part of this effort is to assure the appointment of new qualified members to the Board of Trustees by communicating its standards to the appointing and confirming authorities, namely the Governor of Guam and the Guam Legislature; and

WHEREAS, the Board of Trustees is directed by Public Law 25-39 to develop procedures for election of the student members; and

WHEREAS, the Association of Community College Trustees (ACCT) has produced guidelines regarding the election and appointment of community college trustees; and

WHEREAS, the Board of Trustees has developed guidelines for student trustee election, in keeping with the ACCT recommendations;

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby adopts the standards and principles of the ACCT guide to assist it in recommending qualified persons to the Governor of Guam;

BE IT FURTHER RESOLVED, that the Board of Trustees adopts the guidelines for student trustee election to the Board of Trustees;

BE IT FURTHER RESOLVED, that except for the Student Trustee, when a vacancy in the Board of Trustees is expected within three months, the Board of Trustees shall forward to the Governor of Guam the name or names of candidates who meet the criteria of the guide and who are representative of the specific category of the potential vacancy as specified in Guam Community College's enabling legislation, Public Law 14-77;

BE IT FURTHER RESOLVED, that upon adoption of this policy, the Chairperson shall ~~cause to~~ communicate said policy and guidelines to the Governor of Guam and the Chairperson of the Education Committee of the Guam Legislature with a letter explaining the intent and purpose of the policy;

BE IT FURTHER RESOLVED, that upon adoption of this policy, the President shall communicate said policy and guidelines for student trustee election to the Board of Trustees and (add "and" ?) to the Guam Community College faculty, staff, and students.

Amended & Adopted: July 15, 2016
Resolution ___-2016

Amended & Adopted: January 10, 2014
Resolution 5-2014
Amended & Adopted: August 17, 2011
Resolution 9-2011

Amended & Adopted: September 5, 2008
Resolution 35-2008
Adopted: February 7, 1996
Resolution 2-96
Amended: July 14, 1999

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ONLINE POLICY

WHEREAS, the College ~~recognizes~~ the need for standards governing the use of the internet by both employees and students; and

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WHEREAS, such Online Policy will provide parameters within which both employees and students must operate;

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**Reviewed & Adopted: July 15, 2016
Resolution ___-2016**

**Reviewed & Adopted: July 24, 2014
Resolution 37-2014**

**Adopted: December 2, 2009
Resolution 5-2010**

Guam Community College
Board of Trustees

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, Twitter, Instagram, LinkedIn and Snapchat) 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

Deleted: and

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

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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;

Deleted: and be it further

BE IT FURTHER RESOLVED, that the Social Media Policy as approved through the College's governance process shall be updated accordingly, or as needed;

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Deleted: ; and be it further

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

Amended & Adopted: July 15, 2016
Resolution -2016

Adopted: June 6, 2014
Resolution 24-2014

PRESIDENT'S TRAVEL SCHEDULE
July 2016

Conference Title	Date	Location	Sponsor:
From Pre-K to College and Careers: Aligning Education Systems to Ensure Student Success in the Pacific	July 26-27, 2016	Honolulu, HI	McREL

Funding Source in order of travel: 100% reimbursed by McREL.