GUAM COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monthly Meeting – Friday, September 9, 2022, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

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 August 12, 2022

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
   - Forensic Lab
   - Building 300
   - Wellness Center
   - Building B
   - Workforce Development Center

VII. NEW BUSINESS

1. GCC Maintenance & Wellness Center
2. BOT Policy Updates (Policies 340, 345 & 350; and Series 400)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of August 12, 2022

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held August 12, 2022, was called to order at 12:35 p.m., by Vice Chairperson Carlo Leon Guerrero in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Rose P. Grino, Secretary; Mr. Eloy P. Hara; and Mr. Kenly Magwili, Student Trustee. Mr. Frank P. Arriola, Chairperson (schedule conflict); Richard P. Sablan, Treasurer (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Rodalyn Gerardo, Vice President for Finance & Administration Division; Ms. Pilar Williams, Dean, TPS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Apolline San Nicolas, Chief Human Resources Officer; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Mr. Kenneth Bautista, Support Staff Advisory Member; Attorney Rebecca Wrightson.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – July 8, 2022.

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVES THE MEETING MINUTES OF JULY 8, 2022, 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:

FY2022: As of August 5, 2022, the College received a total of approximately $17,452,179.00, as follows: $13,329,888.00 for the General Fund; $78,500.00 for establishment of the scholarship office under Financial Aid; $3,597,440.00 for MDF; $65,189.00 for the POST Commission; $200,400.00 for the Capital Improvement Fund for the lease payment for USDA; and $180,762.00 for the First-Generation Trust Fund Initiative. This equates to 94% of the total amount requested based on the allotment schedule for the fiscal year.

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

The College is continuing with the replacement and upgrade of the air-conditioning. A new bid will also go out soon for additional units; status of the Building 2000 generator is trenching is continuing for the concrete footing in the back area of the building at 23% complete; the underground water leak detection is ongoing and based on the initial assessment there will be some repairs and should be done before additional assessment is conducted; the status for the water source redesign for Building 6000 is that the pump has been ordered and is expected to arrive in November 2022 due to delays from the manufacturer and now waiting for more updates.

Other activities: All the cohorts for the paramedic students that have gone to Tyler, Texas, passed their psychomotor exam and their next step is to take the NREMT certification on island; registration is ongoing and employees have been very supportive in providing services on Saturday, 8am-12pm, to accommodate prospective students. Aside from Admissions and Registration Office, this includes the Cashier, Health Center and Advisement services.

The College participated in the DYA Summer Youth employment program with 10 participants placed throughout the campus; the College received notice of an additional $500,000 from the U.S. Department of Education to support students for the Fall and Spring semesters. This is as a result of additional funding the College requested based on the percentage of students under the Pell grant for these particular semesters.

As a highlight, the College enrollment increased this summer to 504 students. This is basically due to the boot camps during the summer.

Representatives participated in the 2022 Relay for Life in Hagatna and with fundraising activites on campus coordinated by Ms. Tamara Hiura and Ms. Barbara Blas; the College continued and renewed its contract with Ethink in order to continue and support online learning platform; the groundbreaking ceremony for the expansion and renovation of Building B was held on July 28, 2022 onsite; several activities will be coming up with completion of the boot camps; another groundbreaking will be held in two weeks for the Student Center concrete canopy.

2. Monthly Activities Report.

Student Trustee: Trustee Kenly Magwili reported the following:

8/7/2022: GCC College Fair, Micronesia Mall, Trustee Magwili attended the fair and also participated in the Macy's fashion show with other students, and GCC employees, who participated as well.

8/11/2022: COPSA held its final meeting and training for the summer.
8/12/2022: Today is the GCC Campus Tour at 9:00 a.m. and 12:00 p.m.
8/15/2022: Fall 2022 Student Orientation with two sessions, 9:00 a.m. and 12:00 p.m.
8/17/2022: First day of classes beginning with Mon./Wed. classes.
8/18/2022: First day of Tues./Thurs. classes.
8/19/2022: First day of Fri. classes.
8/20/2022: First day of Sat. Classes.

Faculty Advisory Member:
Ms. Simone Bollinger was not in attendance for today's meeting.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Employees are busy preparing the campus for the Fall semester classes.
Staff coming in on Saturday to help with registration and for those needing further assistance with other services.
Attended the GCC College Fair at the Micronesia Mall on August 7, 2022, along with other departments who came out to assist.
Attended the July 28, 2022 Building B groundbreaking ceremony.

At this time, the Vice Chairperson expressed his thank you to the GCC team and their families for taking the extra time and hours in supporting students back to school and for GCC's continued efforts with enrollment.

Trustee Grino also expressed her thank you for GCC's participation during the Liberation Day parade and for GCC's collaboration with UOG in preparing the float.
With regards to the College Fair held at the Micronesia Mall on Saturday, August 7, 2022, Trustee Grino has received good feedback from the public of how it is a great opportunity for College exposure and for community awareness of services the College has to offer. Trustee Grino further expressed her thank you to the team who participated in this and knowing it was a weekend.

Trustee Grino informed the Board that she and Ms. Dee Duenas are part of the planning committee for a conference on infectious diseases such as COVID and Tuberculosis on August 27-28, 2022. GCC students were also invited to be a part of this.

Board of Trustees Community Outreach Report:
7/28/2022: Trustees Leon Guerrero and Magwili attended the Building B groundbreaking ceremony.
7/29/2022: Trustees Leon Guerrero and Grino attended the Burgers & Beer fundraiser.

VI. UNFINISHED BUSINESS

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

Forensic Lab/DNA Building.
To date, this project remains at 99.36% complete. The generator is expected to arrive 10/3/2022; and contractor is still working on addressing the delays for the fire alarm system.

Building 300.
This project completion rate is at 97%. The new fire alarm system has been completed. The College is waiting on G4S to deactivate the old system in order for the new system to be activated; currently working on tapping the water supply for the sprinkler system.

Wellness Center.
The College recently met with USDA representatives and are now working on the pre-application for submission at the end of August 2022.

Building B.
As previously reported the groundbreaking was held July 28, 2022, at 10:00 a.m. onsite. This project is now 2.9% complete and currently waiting on Dept. of Public Health clearances to get DPW's approval.

Workforce Development Center (Barrigada property).
As part of launching this project with certain requirements needed, meetings were held with the Engineer from the U.S. Economic Development Authority (EDA) with the College team consisting of the Vice President for Finance & Administration, the Assistant Director for Planning & Development, the Sustainability Coordinator, GCC Comptroller, GCC Accountant and the President. At the same time, working with the Materials Management Administrator for the scope of work for this project to go out to bid.

VII. NEW BUSINESS.

1. Chairman's Travel (2022 APAFS). The Asia Pacific Association for Fiduciary Studies (APAFS) conference will be held November 2022 in Manila, Philippines. The BOT Chairman is also a member of the GCC Foundation Board of Governors and members attend this conference as part of their fiduciary responsibility.

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE CHAIRMAN'S TRAVEL REQUEST FOR THE 2022 APAFS CONFERENCE IN MANILA, PHILIPPINES, NOVEMBER 2022, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. President's Travel Request (Fall 2022.) The following is the President's Travel Request for Fall 2022:

AANAPISI Week/PPEC convening, September 25-29, 2022, Washington, DC, funds reimbursable up to $4,000.

Commission Development Workshop, October 26-28, 2022, Honolulu, Hawaii, funds 100% reimbursable.

APAFS Pacific Region Investment Conference, November 14-18, 2022, Manila, Philippines, 100% promo funding.

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE PRESIDENT'S TRAVEL REQUEST FOR FALL 2022, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, a motion was made as follows:

MOTION

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

At 12:56 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At this time, a motion was made to reconvene into open session:

MOTION

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

At 1:08 p.m., the meeting reconvened into Open Session.

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

MOTION

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

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

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE MEETING OF AUGUST 12, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of August 12, 2022, adjourned at 1:08 p.m.

SUBMITTED BY:

SEP 0 9 2022

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

SEP 0 9 2022

ROSE P. GRINO
Secretary

APPROVED BY:

SEP 0 9 2022

FRANK P. ARRIOLA
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 10-2022

REQUEST TO ENTER INTO A LOAN FOR THE CONSTRUCTION OF THE GUAM COMMUNITY COLLEGE WELLNESS & MAINTENANCE CENTER

WHEREAS, the Guam Community College ("GCC" or "College") is a leader in career and technical workforce development, providing the highest quality student-centered education and job training for Micronesia; and

WHEREAS, as a "leader in career and technical workforce development," the College believes that any improvements and expansion of its programs are important for the growth and continued support of academic and career technical programs at Guam Community College for Guam and the region; and

WHEREAS, the governance of the College is vested in the Board of Trustees; and

WHEREAS, the College has developed an Institutional Strategic Master Plan (ISMP), which has currently been updated for 2020-2026, and regarded as the central planning document for the College to address the needs of our students and consistent with the College's Mission Statement; and

WHEREAS, the Guam Community College Foundation ("GCC Foundation") is a non-profit corporation whose primary purpose is to support activities, goals, plans, projects and programs at GCC that are not funded or inadequately funded by the government or traditional resources, including the funding for capital improvement projects; and

WHEREAS, GCC has initiated several capital improvement projects requiring the construction, renovation, modernization, and Leadership in Energy and Engineering Design (LEED) buildings throughout the campus and satellite locations; and

WHEREAS, GCC is in the process of updating its 2015-2020 Physical Master Plan; and

WHEREAS, our Architectural and Engineering Consultants, Taniguchi Ruth Makio Architects (TRMA), provided the architectural and engineering design for the GCC Wellness & Maintenance Center; and

WHEREAS, the cost of construction of the GCC Wellness & Maintenance Center has been estimated by TRMA and GCC, at $9,242,671; and

WHEREAS, the College and GCC Foundation completed a Financial Feasibility Study in July 2021; and

WHEREAS, a loan through the United States Department of Agriculture (USDA) Rural Development Community Facilities (RD CF), which is expected to be at a rate of 3.5% per year, is necessary to partially or fully fund the construction of the GCC Wellness & Maintenance Center; and

WHEREAS, the intent of the College is to enter into a lease and leaseback arrangement with the GCC Foundation and the lease will bear interest at the same rate as the USDA RD CF loan.

NOW, THEREFORE, BE IT RESOLVED, that the College requests that the Board of Trustees authorizes the College to enter into a United States Department of Agriculture Rural Development Community Facilities (USDA RD CF) loan of up to $7,000,000 for the construction of the GCC Wellness & Maintenance Center; and

BE IT FURTHER RESOLVED, that the GCC Board of Trustees authorizes the College to enter into a lease and leaseback arrangement with the GCC Foundation upon the successful approval of the USDA RD CF loan.

BE IT FURTHER RESOLVED, that the Board Chairperson and the President shall be duly authorized to execute any and all documents necessary and appropriate for said loan; and lease and leaseback documents as authorized herein.

ADOPTED the 9th day of September, 2022.

FRANK P. ARRIOLA
Chairperson

ATTESTED BY:

ROSE P. GRINO
Secretary

GUAM COMMUNITY COLLEGE
Board of Trustees

DISTANCE EDUCATION POLICY

WHEREAS, distance education (hereinafter referred to as DE) refers to the practice of providing educational services – either instruction or support services – to students who are physically separated from the individuals providing the service. DE includes the use of computer and Internet-based educational services as well as video and audio services to accomplish the instruction. Institutions use Internet technologies to bring students educational programming in either synchronous (students and the service provider are interacting simultaneously) or asynchronous modes (students and the service provider are interacting without any simultaneous requirement). Educational interactions delivered through these means may occur on campus as well as off campus; and

WHEREAS, DE is also an opportunity for the College and the students to contribute to environmentally friendly practices. Courses that run through DE reduce the use of paper and copying, as resources are available digitally. In addition, students commute to campus less frequently than traditional courses, reducing the use of gas and decreasing related emissions into the environment; and

WHEREAS, DE can be a convenient, flexible, and effective means of providing education. Nearly half of all college students in the United States are of the age group once thought of as nontraditional. They are older working adults or adults seeking initial educational credentials or retraining. Many working adult students with multiple demands on their time find that DE can meet their needs better than campus-based education; and

WHEREAS, in addition to working adults, the traditional-aged college students come to campus with extensive experience through the use of digital technologies in their personal lives and at school. For these students, DE that involves the use of Internet, webcasts, text messaging, and other digital media is comfortable and familiar; however, the College acknowledges that all students, traditional and nontraditional, will benefit from measures put in place to prepare them for structured, academic tasks and an online learning environment; and

WHEREAS, as technology continues to expand worldwide, participation in DE prepares students for future employment; and

WHEREAS, the College has completed a Distance Education Strategic Plan.

NOW, THEREFORE, BE IT RESOLVED, that this document serves as a policy for the College to support the Policy on Distance Education and Correspondence Education of the Western Association of Schools and Colleges (WASC), Accrediting Commission for Community and Junior Colleges (ACCJC) (Revised August 2012); and

BE IT FURTHER RESOLVED, that a manual will be developed based on this policy. Discussions will be held with stakeholders during the development of the manual and will include an assessment of student preparedness for DE and a consequent approach to meeting student training needs that is applicable to the current times. The manual will include specific forms, and other detailed processes that are necessary to ensure the policy is implemented.

Amended & Adopted: September 9, 2022
Resolution 2022

Amended & Adopted: February 16, 2018
Resolution 1-2018

Adopted: July 7, 2010
Resolution 7-2010

~~Guam Community College~~GUAM COMMUNITY COLLEGE
Board of Trustees

~~Distance Education Policy~~DISTANCE EDUCATION POLICY

WHEREAS, distance education (hereinafter referred to as DE) refers to the practice of providing~~offering~~ educational services – either instruction or support services – to students who are physically separated from~~not physically co-located with~~ the individuals providing the service. DE includes the use of computer and Internet-based educational services as well as video and audio services to accomplish the instruction. Institutions use Internet technologies to bring students educational programming in either synchronous (students and the service provider are interacting simultaneously~~ on-line at the same time~~) or asynchronous modes (students and the service provider are interacting without any simultaneous requirement~~not interacting on-line at the same time~~). Educational interactions delivered through these means may occur on campus as well as off campus; and

WHEREAS, DE is also an opportunity for the College and the students to contribute to environmentally friendly practices. Courses that run through DE reduce the use of paper and copying, as resources are available digitally. In addition, students commute to campus less frequently than traditional courses, reducing the use of gas and decreasing related emissions into the environment; and

WHEREAS, DE can be a convenient, flexible, and effective means of providing education. Nearly half of all ~~the~~ college students in the United States~~country~~ are of the age group once thought of as nontraditional. They are older working adults or adults seeking initial~~first~~ educational credentials or retraining. Many working adult students with multiple demands on their time find that DE can~~to~~ meet their needs better than campus-based education; and

~~**WHEREAS,** DE is also an opportunity for the College and the students to contribute to environmentally friendly practices. Courses that run through DE reduce the use of paper and copying, as resources are available digitally. In addition, students commute to campus less frequently than traditional courses, lessening the use of gas and related emissions into the environment; and~~

WHEREAS, in addition to working adults, the traditional-aged college students come to campus with extensive experience through the use of ~~using~~ digital technologies in their personal lives and at school~~lives~~. For these students, DE that involves the use of Internet, webcasts~~web-casts~~, text messaging, and other digital media is comfortable and familiar~~.~~; however, the College acknowledges that all students, traditional and nontraditional, will benefit from measures put in place to prepare them for structured, academic tasks and an online learning environment; and

WHEREAS, ~~A~~as technology continues to expand worldwide~~world-wide~~, participation in DE prepares students for future employment~~ assists students in preparing for the workforce~~; and

WHEREAS, the College has ~~developed and is currently implementing~~completed a Distance Education ~~s~~Strategic ~~p~~Plan.

NOW, THEREFORE, BE IT RESOLVED, that this document serves as a policy for the College to support the Policy on Distance Education and Correspondence Education of the Western Association of Schools and Colleges (WASC), Accrediting Commission for Community and Junior Colleges (ACCJC) (Revised August 2012); and

BE IT FURTHER RESOLVED, that a manual will be developed based on this policy. Discussions will be held with stakeholders during the development of the manual and will include an assessment of student preparedness for DE and a consequent approach to meeting student training needs that is applicable to the current times. The manual will include specific forms, and other detailed processes that are necessary to ensure the policy is implemented.

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Resolution 1-2018

Adopted: July 7, 2010
Resolution ~~No:~~ 7-2010

GUAM COMMUNITY COLLEGE
GUIDELINES TO DISTANCE EDUCATION POLICY 340

Definitions

- An online course is defined as one in which all regularly scheduled classroom time is replaced by required activities completed at a distance and managed online. Online courses allow students to take courses from geographically remote locations, without any need to come to campus (for instance, while deployed in the military).
- Hybrid courses are taught using two instructional formats: in-person and online, combining traditional in-person classroom instruction with computer-based DE (e.g., 50% of the course work is electronically delivered). In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom seat-time is reduced.
- Web-Enhanced courses are traditional in-person classes that are augmented with course web sites. However, unlike hybrid courses, web-enhanced classes continue to hold all of their meetings on-campus. Web-enhanced courses are NOT distance education courses.

Requirements

- The College will adhere to all ACCJC policies regarding DE.
- All credited courses and programs that include, or will include components of DE,(online or hybrid) must be approved through the curriculum approval substantive change process. These will include courses offered through the regular semester, special projects, or Continuing Education, for as long as they include DE components.
- As per the WASC Distance Learning Policy, the College is expected to give the ACCJC advance notice of intent to offer a program in which 50% or more of the courses are electronically-delivered, through the Substantive Change process. Any request for ACCJC's approval of a DE program, must be coursed through the Office of the Academic Vice President.
- All courses and programs delivered through electronic means must have clearly defined and appropriate program/course student learning outcomes (SLOs).
- Students are responsible for accessing resources to complete all course requirements and resolving any technical difficulties outside of Guam Community College.
- All DE courses must be clearly identified as either online or hybrid courses in the annually-published college catalog and in the class schedule published every semester.
- Online courses can only be taught when there is another section of online course taught in a traditional (in-person) format, with the exception of continuing education courses. All DE courses must be electronically delivered by the course management system agreed upon by the College (in order to ensure consistency and uniformity in course delivery and eventual assessment of these courses.)[1]

[1] The platform the College currently utilizes is the Moodle Course Management System.

- Prior to teaching a DE course, individual faculty members are responsible for acquiring sufficient skills by acquiring a teaching online certificate recognized by the College.
- Faculty must be able to provide minimal technical assistance to students (e.g., course enrollment into course management systems, access to online course materials, access to online examinations, etc.). The College will identify an individual person or department to provide further assistance for students and faculty.
- As per the WASC Distance Learning Policy, the College must ensure that the student enrolling in course is the same student who completes the course. Therefore, students enrolling in DE courses must present photo identification during the orientation procedure. Only those enrolled students should receive the enrollment key or password to enter the course. Students enrolled must agree, in writing, to be solely responsible for the completion of the course.
- Faculty and staff involved in DE courses will be provided with training opportunities specific to online learning.

Resources

- *Copyright*. Faculty and students must refrain from using copyrighted materials illegally and seek permission from the respective author or publisher to use copyrighted material. For more information on the U.S. Copyright Law, visit the U.S. Copyright Office's web site.

Privacy/Security

- In accordance with the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), the College is committed to protecting the privacy of all faculty and students enrolled in DE courses. The information collected will only be visible to the instructor, system managers, technical support team and other pertinent personnel. In order to ensure privacy, posting personal information such as phone numbers and addresses are discouraged and should be kept confidential. Sole access to DE courses should be limited to the registered student to maintain integrity of privacy and academic integrity as well.

Support

- *Basic Student Support Services.* Each student enrolled in a DE course shall have access to all the academic support services, instructional equipment, and campus events and other non-academic activities provided to other students. Support services may include, but are not limited to, academic advising, counseling, library services, computer access, tutoring services and financial aid.
- *Library Support.* The Library shall provide equivalent, effective and appropriate support for DE courses. Library support may include, but is not limited to, access to over 7,000 different periodicals (majority of which are available full-text) and online public access of the library catalog (through the GCC Library web page) and other strategies that emphasize access to these resources.

- *Technology Support.* In order to maximize instruction in DE courses, appropriate training and support is needed in the use of DE tools, applications and systems, the design and delivery of DE courses, the development and production of online materials, and ongoing collaboration with instructional technology staff.
- *Pedagogy Support.* In order to provide appropriate instruction in DE courses, faculty should have ongoing access to pedagogy support from other faculty, staff, administrators and instructional technology personnel. Periodic training opportunities will be offered to develop and improve teaching skills and methods for DE courses.

Assessment Strategies for Distance Learning

- The Office of Assessment, Institutional Effectiveness and Research (AIER), shall provide a report on the effectiveness of DE courses to ensure comparability to campus-based courses. Distance education must also be evaluated through an institutionally standardized evaluation procedure which includes faculty self-evaluation, evaluation of online instruction by students, student retention, student satisfaction and evaluation of faculty member by the appropriate supervisor and when appropriate, determine comparability to campus-based programs. This process shall also be used to assure the conformity of DE courses and programs to prevailing quality standards in the field of DE. DE courses and programs shall be consistent with the educational mission and strategic plans of the Department and College. DE courses will follow the regular assessment cycle and will conform to established assessment groupings.
- DE courses must be of the same quality and rigor as those offered in-person. The course syllabi should demonstrate this equity of quality. All course syllabi must be submitted to the respective Dean of each school, as stipulated in the Guam Community College Board of Trustees Agreement. DE faculty members must deliver accurate and current information. Faculty shall not include in the content or delivery of a course any information which he or she knows to constitute libel, invasion of privacy, infringement of copyright or other literary rights, or otherwise violate the legal rights of others (See the TEACH Act). Instructors must demonstrate how student work is monitored to assure integrity.

GUAM COMMUNITY COLLEGE
GUIDELINES TO DISTANCE EDUCATION POLICY 340

Definitions

- An o~~O~~nline course is defined as one in which all regularly scheduled classroom time is replaced by required activities completed at a distance and managed online. Online courses allow students to take courses from geographically remote locations, without any need to come to campus (for instance, while deployed in the military).
- Hybrid ~~online~~ courses are taught using two instructional formats: ~~on-campus~~in-person and online, combining traditional ~~face-to-face~~in-person classroom instruction with computer-based DE (e.g., 50% of the course work is electronically delivered). In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom seat-time is reduced.
- Web-Enhanced courses are traditional ~~face-to-face~~in-person classes that are augmented with course web sites. However, unlike hybrid courses, web-enhanced classes continue to hold all of their meetings on-campus. Web-enhanced courses are NOT distance education courses.

Requirements

- The College will adhere to all ACCJC policies regarding DE.
- All credited courses and programs that include, or will include components of DE, (online or hybrid ~~online~~) must be approved through the curriculum approval substantive change process. These will include courses offered through the regular semester ~~cycle~~, special projects, or Continuing Education ~~cycle~~, for as long as they include DE components.
- As per the WASC Distance Learning Policy, the College is expected to give the ACCJC advance notice of intent to offer a program in which 50% or more of the courses are electronically-delivered, through the Substantive Change process. Any request for ACCJC's approval of a DE program, must be coursed through the Office of the Academic Vice President.
- All courses and programs delivered through electronic means must have clearly defined and appropriate program/course student learning outcomes (SLOs).
- Students are responsible for accessing resources to complete all course requirements and resolving any technical difficulties outside of Guam Community College.
- All DE courses must be clearly identified as either online or hybrid ~~online~~ courses in the annually-published college catalog and in the class schedule published every semester.
- ~~All o~~Online courses can only be taught ~~during academic years where traditional courses are also offered as an alternative course,~~ when there is another section of online course taught in a traditional (in-person) format, with the exception of continuing education courses. All DE courses must be electronically delivered by the course management system agreed upon by the College (in order to ensure

consistency and uniformity in course delivery and eventual assessment of these courses.)[1]

- Prior to teaching a DE course, individual faculty members are responsible for acquiring sufficient skills by acquiring a teaching online certificate recognized by the College. ~~completing at a minimum a 3-credit course (must be verified through official college transcripts) on building an online course, minor troubleshooting, and features of a course management system.~~
- Faculty must be able to provide minimal technical assistance to students (e.g., course enrollment into course management systems, access to online course materials, access to online examinations, etc.). The College will identify an individual person or department to provide further assistance for students and faculty.
- As per the WASC Distance Learning Policy, the College must ensure that the student enrolling in course is the same student who completes the course. Therefore, students enrolling in DE courses must present photo identification during the orientation procedure. Only those enrolled students should receive the enrollment key or password to enter the course. Students enrolled must agree, in writing, to be solely responsible for the completion of the course.
- Faculty and staff involved in DE courses will be provided with training opportunities specific to online learning.

Resources

- *Copyright*. Faculty and students must refrain from using copyrighted materials illegally and seek permission from the respective author or publisher to use copyrighted material. For more information on the U.S. Copyright Law, visit the U.S. Copyright Office's web site.

Privacy/Security

- In accordance with the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), the College is committed to protecting the privacy of all faculty and students enrolled in DE courses. The information collected will only be visible to the instructor, system managers, technical support team and other pertinent personnel. In order to ensure privacy, posting personal information such as phone numbers and addresses are discouraged and should be kept confidential. Sole access to DE courses should be limited to the registered student to maintain integrity of privacy and academic integrity as well.

Support

- *Basic Student Support Services.* Each student enrolled in a DE course shall have access to all the academic support services, instructional equipment, and campus events and other non-academic activities provided to other students. Support services may include, but are not limited to, academic advising, counseling, library services, computer access, tutoring services and financial aid.

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[1] The platform the College currently utilizes is the Moodle Course Management System.

- *Library Support.* The Library shall provide equivalent, effective and appropriate support for DE courses. Library support may include, but is not limited to, access to over 7,000 different periodicals (majority of which are available full-text) and online public access of the library catalog (through the GCC Library web page) and other strategies that emphasize access to these resources.
- *Technology Support.* In order to maximize instruction in DE courses, appropriate training and support is needed in the use of DE tools, applications and systems, the design and delivery of DE courses, the development and production of online materials, and ongoing collaboration with instructional technology staff.
- *Pedagogy Support.* In order to provide appropriate instruction in DE courses, faculty should have ongoing access to pedagogy support from other faculty, staff, administrators and instructional technology personnel. Periodic training opportunities will be offered to develop and improve teaching skills and methods for DE courses.

Assessment Strategies for Distance Learning

- The Office of Assessment, ~~and~~ Institutional Effectiveness and Research (AIER), shall provide a report on the effectiveness of DE courses to ensure comparability to campus-based courses. Distance education must also be evaluated through an institutionally standardized evaluation procedure which includes faculty self-evaluation, evaluation of online instruction by students, student retention, student satisfaction and evaluation of faculty member by the appropriate supervisor and when appropriate, determine comparability to campus-based programs. This process shall also be used to assure the conformity of DE courses and programs to prevailing quality standards in the field of DE. DE courses and programs shall be consistent with the educational missions and strategic plans of the Department and College. DE courses will follow the regular assessment cycles and will conform to established assessment groupings.
- DE courses must be of the same quality and rigor as those offered in-person. ~~presented face-to-face.~~ The course syllabi should demonstrate this equity of quality. All course syllabi must be submitted to the respective Dean of each school, as stipulated in the ~~Guam Federation of Teachers and~~ Guam Community College Board of Trustees Agreement. DE faculty members must deliver accurate and current information. Faculty shall not include in the content or delivery of a course any information which he or she knows to constitute libel, invasion of privacy, infringement of copyright or other literary rights, or otherwise violate the legal rights of others (See the TEACH Act). Instructors must demonstrate how student work is monitored to assure integrity.

GUAM COMMUNITY COLLEGE
Board of Trustees

CREDIT HOUR POLICY

WHEREAS, the Guam Community College provides undergraduate level credit courses under a semester system of approximately fifteen (15) weeks each semester per academic year (or provides equivalent courses in the summer session); and

WHEREAS, a credit hour policy will codify the College's requirement of course contact hours in compliance with Federal and accrediting agency guidelines; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees supports this "Credit Hour Policy" which reasonably approximates not less than (a) one hour of regular and substantive faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen (15) weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or (b) a minimum of forty-five (45) hours of student work for other academic activities as established by the institution including laboratory, practicum, clinical, and other academic work leading to the award of credit hours. An equivalent amount of instructional time, learning time, and student work for DE courses should meet these same requirements.

BE IT FURTHER RESOLVED, that this Credit Hour Policy proposed by the College Governing Council and approved by the President, be adopted by the Guam Community College Board of Trustees.

Adopted & Amended: September 9, 2022
Resolution ____, 2022

Reviewed with no changes: August 11, 2017

Adopted: June 13, 2012
Resolution 10-2012

Guam Community College
Board of Trustees

CREDIT HOUR POLICY

WHEREAS, the Guam Community College provides ~~conducts~~ undergraduate level credit courses under a semester system of approximately fifteen (15) weeks each semester per academic year (or ~~its~~ provides equivalent courses in the summer session); and

WHEREAS, a credit hour policy will codify the College's requirement of course contact hours in compliance with Federal and accrediting agency guidelines; and

~~**WHEREAS**, the attached College's guidelines, as the final product of established through the work of the Learning Outcomes Committee (LOC) and the Faculty Senate, as approved by the College Governing Council, includes two years' two years' worth of study and analysis from GCC faculty and administrators as well as data and study studies about this issue from accrediting agencies and other postsecondary institutions outlining the College's minimum number of hours necessary for the award of one unit of college credit; and~~

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees supports this "Credit Hour Policy" which reasonably approximates not less than (a~~1~~) one hour of ~~classroom or direct~~ regular and substantive faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen (15) weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or (b~~2~~) a minimum of forty-five (45) hours of student work for other academic activities as established by the institution including laboratory, practicum, clinical, and other academic work leading to the award of credit hours. An equivalent amount of instructional time, learning time, and student work for DE courses should meet these same requirements.

BE IT ~~FINALLY~~ FURTHER RESOLVED, that this Credit Hour Policy proposed by the College Governing Council and approved by the President, be adopted by the Guam Community College Board of Trustees.

Adopted & Amended: , 2022

Resolution , 2022

Reviewed with no changes: August 11, 2017

Adopted: June 13, 2012
Resolution: 10-2012

GUAM COMMUNITY COLLEGE
Board of Trustees

PRIOR LEARNING ASSESSMENT

WHEREAS, Guam Community College ("GCC" or the "College") recognizes the value of non-traditional college-level learning such as Prior Learning Assessment (PLA); and

WHEREAS, PLA is defined as a structured process for colleges to assess and validate a learner's prior learning and competencies; and

WHEREAS, the College recognizes that students may have had prior learning experiences, which might translate to academic credit; and

WHEREAS, the College adheres to the following standards for assessing experience for awarding college credit:

- Credit should be awarded only for learning, and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that has a balance, is appropriate to the subject, and lies between the theory and practical application of the subject.
- The determination of competence levels, and of credit awards must be made by appropriate subject matter and academic experts.
- Credit should be appropriate to the academic context in which it is accepted; and

WHEREAS, since 1977, GCC has officially recognized "Non-Traditional and Sponsored Learning" as a legitimate way of earning college-level credit; and

WHEREAS, since 1977, GCC has awarded credit to students for "Non-Traditional and Sponsored Learning" such as credit by examination, external examination, transfer credit, military education, prior learning, and work experience; and

WHEREAS, GCC's institutional philosophy includes, but is not limited, to providing each and every individual seeking an education at the College the opportunity to develop his or her greatest potential by offering courses and programs that are characterized by:

- Responsiveness to the educational and cultural needs of the community;
- Affirmative action for nontraditional students; and
- Currency and relevance through Continuing Education and Lifelong Learning; and

WHEREAS, GCC is committed to student success that leads to increased graduation rates; and

WHEREAS, GCC believes, through established research studies, that students who receive credit via PLA have a higher chance of completing their program of study towards an industry certificate, a certificate or degree; and

WHEREAS, GCC needs to consolidate its PLA practices into one central policy to conform to accreditation standards and best practices.

NOW, THEREFORE, BE IT RESOLVED, that Guam Community College hereby adopts a consolidated policy governing recommended standards of practice in Prior Learning Assessment (PLA).

Amended & Adopted: September 9, 2022
Resolution_____ 2022

Reviewed with no changes: August 11, 2017

Adopted: February 6, 2014
Resolution 2-2014

Guam Community College
Board of Trustees

PRIOR LEARNING ASSESSMENT

WHEREAS, Guam Community College ("GCC" or the "College") recognizes the value of non-traditional college-level learning such as Prior Learning Assessment (PLA); and

WHEREAS, ~~Prior Learning Assessment~~PLA is defined as a structured process for colleges to assess and validate a learner's prior learning and competencies; and

WHEREAS, the College recognizes that students may have had prior learning experiences, which might translate to academic credit; and

WHEREAS, the College adheres to the following standards for assessing experience for awarding college credit:

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NOW, THEREFORE, BE IT RESOLVED, that Guam Community College hereby adopts a consolidated policy governing recommended standards of practice in Prior Learning Assessment (PLA).

Amended & Adopted: , 2022
Resolution 2022

Reviewed with no changes: August 11, 2017

Adopted: February 6, 2014
Resolution: 2-2014

GUAM COMMUNITY COLLEGE
Board of Trustees

STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL

WHEREAS, Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and the human spirit. Abuse of drugs and alcohol is recognized as an impediment to these goals and as a threat to the College's mission of education and training; and

WHEREAS, the College strives to maintain standards of behavior, performance, and discipline necessary for completing our mission of education. The College expects employees to refrain from behavior that would disrupt its function of education. The illegal or improper use of drugs by employees can seriously damage physical and mental health; may jeopardize safety; and can lead to criminal prosecution and/or dismissal.

NOW, THEREFORE, BE IT RESOLVED, that regarding controlled substances:

1. The College prohibits the possession, use, manufacture, delivery, cultivation, sale or transfer of controlled substances (drugs) within the campus or as part of any college-sponsored activity.

2. Employees or students found to be in violation of these prohibitions will bereferred to local law enforcement officials for prosecution under the law. Under Guam law, a conviction can result in fines from $100.00 to $100,000.00, up to 15 years to life imprisonment, or both. Additionally, employees and students in violation will be subjected to disciplinary or adverse actions upon conviction for an offense that occurred on campus or as part of a college-sponsored activity.

3. All employees are required to report any conviction received for a drug statute violation not later than five days after such conviction. The College may, at its discretion, offer an employee counseling or rehabilitation in lieu of, or in addition to, disciplinary action. However, this option is discretionary and includes considering all circumstances, the offense, and appropriateness of exercising such options.

BE IT FURTHER RESOLVED, that regarding alcohol:

1. Employees and students are further prohibited from reporting for duty or being on duty under the influence of alcohol.

2. The consumption of alcoholic beverages on campus is prohibited except when specifically authorized in writing by the President of the College.

3. Violation of the prohibitions indicated in paragraph 1 of this section on alcoholmay result in referral to local law enforcement officials for prosecution. Employees may also be subject to disciplinary or adverse action. The College may, at its discretion, offer employees counseling or rehabilitation in lieu of disciplinary action.

BE IT FURTHER RESOLVED, the Board of Trustees has charged the administration to establish a Drug and Alcohol Prevention Program (DAAPP). The DAAPP team consisting of students, staff, faculty and administrators are to meet on a regular basis to review the need for education, intervention and enforcement-related initiatives regarding alcohol and drugs. Their efforts will result in annual reports and biennial reviews of the program's effectiveness, as required by Federal law; and

BE IT FURTHER RESOLVED, that the enforcement of territorial underage drinking laws is in effect, and violators of these laws/policies will be held accountable.

Amended & Adopted: September 9, 2022
Resolution_____ 2022

Amended & Adopted: December 23, 2021
Resolution 38-2021

Amended & Adopted: August 11, 2017
Resolution 14-2017

Amended & Adopted: January 8, 2009
Resolution 2-2009

Adopted: March 16, 1994
Resolution 23-94

GUAM COMMUNITY COLLEGE
Board of Trustees

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WHEREAS, Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and ~~to~~ the ~~development of the~~ human spirit. Abuse of drugs and alcohol is recognized as an impediment to these goals and as a threat to the College's mission of education and training; and

WHEREAS, the College strives to maintain standards of behavior, performance, and discipline necessary for completing our mission of education. The College expects employees to refrain from behavior that would disrupt its function of education. The illegal or improper use of drugs by employees can seriously damage physical and mental health; may jeopardize safety; and can lead to criminal prosecution and/or dismissal.

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2. Employees or students found to be in violation of these prohibitions will be referred to local law enforcement officials for prosecution under the law. ~~(~~Under Guam law, ~~s~~ a conviction can result in fines from $100.00 to $100,000.00, up to 15 years to life imprisonment, or both~~)~~. Additionally, employees and students in violation will be subjected to disciplinary or adverse actions upon conviction for an offense that occurred on campus or as part of a college-sponsored activity.

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BE IT FURTHER RESOLVED, that the enforcement of territorial underage drinking laws is in effect, and violators of these laws/policies will be held accountable.

Amended & Adopted: _____, 2022
Resolution _____ 2022

Amended & Adopted: December 23, 2021
Resolution 38-2021

Amended & Adopted: August 11, 2017
Resolution 14-2017

Amended & Adopted: January 8, 2009
Resolution 2-2009

Adopted: March 16, 1994
Resolution 23-94

~~**Policy 415**~~

~~APPEAL HEARINGS~~

~~**WHEREAS,** the Rules of Procedures and Evidence In Appeal Hearing was adopted by the Board of Trustees on April 10, 1981; and~~

~~**WHEREAS,** said procedures do not specifically provide for rebuttals and closing statements by either appellant or respondent; and~~

~~**WHEREAS,** such provisions would provide both appellant and respondent an opportunity to more fully present their respective positions to the Board of Trustees;~~

~~**NOW, THEREFORE, BE IT RESOLVED** that the attached Amended Rules of Procedures and Evidence In Appeal Hearings is adopted and effective immediately and supersedes any previous procedures.~~

~~**Adopted: October 29, 1986**~~

~~**Resolution 1-87**~~

(Reviewed and recommended to delete this policy: September 9, 2022)

GUAM COMMUNITY COLLEGE
Board of Trustees

RECRUITMENT ABOVE THE MINIMUM STEP

WHEREAS, Public Law 22-137 amended Section 6103 of Title 4, Guam Code Annotated, to maintain the accreditation of the Guam Community College by giving the Board of Trustees full authority over its respective academic personnel; and

WHEREAS, Section 1 of Public Law 22-137 grants the Board of Trustees exclusive authority to hire and dismiss, and to set the selection; qualification; classification, compensation, tenure, and promotion criteria for academic personnel; and

WHEREAS, the Guam Community College Personnel Rules and Regulations do not set criteria for compensation on initial employment.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby adopts the following procedures on RECRUITMENT ABOVE THE MINIMUM STEP affecting academic personnel only:

> **The minimum rate of each Pay Grade shall be the normal rate for initial employment; provided however that the President may authorize initial employment in a position up to six (6) sub-steps beyond the recruitment range maximum on the basis of six (6) years or more of creditable work experience beyond the minimum experience and training required. The President may, with the approval of the Board of Trustees, authorize recruitment at higher sub-steps beyond the recruitment range maximum, if such action is based on recruitment difficulties or by the new employee's special or unusual qualifications or experience.**

BE IT FURTHER RESOLVED THAT, the Recruitment Above the Minimum Step procedures be effective July 22, 1994, the date the Governor signed Public Law 22-137.

Amended & Adopted: September 9, 2022
Resolution_____ 2022

Reviewed with no changes: August 11, 2017

Amended & Adopted: January 8, 2009
Resolution 3-2009

Adopted: December 21, 1994
Resolution 5-95

GUAM COMMUNITY COLLEGE
Board of Trustees

RECRUITMENT ABOVE THE MINIMUM STEP

WHEREAS, Public Law 22-137 amended Section 6103 of Title 4, Guam Code Annotated, to maintain the accreditation of the Guam Community College by giving the Board of Trustees full authority over its respective academic personnel; and

WHEREAS, Section 1 of Public Law 22-137 grants the Board of Trustees exclusive authority to hire and dismiss, and to set the selection; qualification; classification, compensation, tenure, and promotion criteria for academic personnel; and

WHEREAS, the Guam Community College Personnel Rules and Regulations does not set criteria for compensation on initial employment.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby adopts the following procedures on RECRUITMENT ABOVE THE MINIMUM STEP affecting academic personnel only:

> **The minimum rate of each Pay Grade shall be the normal rate for initial employment; provided however that the President may authorize initial employment in a position up to** six (6) sub-steps beyond the recruitment range maximum ~~Step 7~~ **on the basis of** ~~one (1) year of creditable work experience for each Pay Step increase up to~~ **six (6) years** or more **of creditable work experience beyond the minimum experience and training required. The President may, with the approval of the Board of Trustees, authorize recruitment at** ~~a~~ **higher** ~~S~~sub-steps ~~tep not to exceed Step 10~~beyond the recruitment range maximum, **if such action is based on recruitment difficulties or by the new employee's special or unusual qualifications or experience.** ~~The increment schedule consisting of Step 11 through Step 20 shall not be used for recruitment above step.~~

BE IT FURTHER RESOLVED THAT, the Recruitment Above the Minimum Step procedures be effective July 22, 1994, the date the Governor signed Public Law 22-137.

Amended & Adopted: _____, 2022
Resolution _____ 2022

Reviewed with no changes: August 11, 2017

Amended & Adopted: January 8, 2009
Resolution 3-2009

Adopted: December 21, 1994
Resolution 5-95

GUAM COMMUNITY COLLEGE
Board of Trustees

PAY ADJUSTMENT ON PROMOTION OR DEMOTIONS

WHEREAS, Public Law 22-137 amended Section 6103 of Title 4, Guam Code Annotated, to maintain the accreditation of the Guam Community College by giving the Board of Trustees full authority over its academic personnel; and

WHEREAS, Section 1 of Public Law 22-137 grants the Board of Trustees exclusive authority to hire and dismiss, and to set the selection, qualification, classification, compensation, tenure, and promotion criteria for academic personnel; and

WHEREAS, the Guam Community College Personnel Rules and Regulations does not set criteria for pay adjustment on promotion.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby adopts the following procedures on PAY ADJUSTMENT ON PROMOTION OR DEMOTION affecting academic personnel only:

Permanent full-time employees of the Guam Community College who are promoted or demoted competitively, or by reclassification, or temporarily, to a higher Pay Grade, shall receive a salary as follows:

Compensation Adjustment Following a Promotion
The pay adjustment is effectuated by initially increasing the employee's current base salary by six (6) sub-steps on the grade they are currently allocated. If this figure is:

a) below the minimum of the new implementation range they would be slotted at the minimum of the new implementation range.

b) above the minimum of the new implementation range they would be slotted at the closest sub-step (just on the high side) of the new grade.

c) The President, with approval from the Board, may grant up to three (3) additional sub-steps, based on superior performance, significant contributions made to the business unit or College as a whole, or demonstration of personal enrichment and development related to and beyond the job requirement. All requests for additional sub-step placement must be justified in writing.

If it is not possible to increase the employee's current base salary by six (6) sub-steps on the grade they are currently allocated then identify the closest sub-step (just on the high side) of the grade they are being promoted to and then increase this by a further six (6) sub-steps.

Compensation Adjustment Following a Demotion
With a demotion, the pay adjustment is effectuated by initially decreasing the employee's current base salary by six (6) sub-steps on the grade they are currently allocated. If this figure is:

a) below the minimum of the new implementation range they would be slotted at the minimum of the new implementation range.

b) above the minimum of the new implementation range they would be slotted at the closest sub-step (just on the low side) of the new grade.

If it is not possible to decrease the employee's current base salary by six (6) sub-steps on the grade they are currently allocated then identify the closest sub-step (just on the low side) of the grade they are being demoted to and then decrease this by a further six (6) sub-steps.

BE IT FURTHER RESOLVED, that the Pay Adjustment on Promotion procedures be effective July 22, 1994, the date the Governor signed Public Law 22-137.

Amended & Adopted: September 9, 2022
Resolution_____ 2022

Reviewed with no changes: August 11, 2017

Amended & Adopted: January 8, 2009
Resolution 4-2009

Adopted: January 4, 1995
Resolution 6-95

GUAM COMMUNITY COLLEGE
Board of Trustees

PAY ADJUSTMENT ON PROMOTION OR DEMOTIONS

WHEREAS, Public Law 22-137 amended Section 6103 of Title 4, Guam Code Annotated, to maintain the accreditation of the Guam Community College by giving the Board of Trustees full authority over its ~~respective~~ academic personnel; and

WHEREAS, Section 1 of Public Law 22-137 grants the Board of Trustees exclusive authority to hire and dismiss, and to set the selection, qualification, classification, compensation, tenure, and promotion criteria for academic personnel; and

WHEREAS, the Guam Community College Personnel Rules and Regulations does not set criteria for pay adjustment on promotion.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby adopts the following procedures on PAY ADJUSTMENT ON PROMOTION OR DEMOTION affecting academic personnel only:

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BE IT FURTHER RESOLVED ~~THAT~~, that the Pay Adjustment on Promotion procedures be effective July 22, 1994, the date the Governor signed Public Law 22-137.

Amended & Adopted: _____, 2022
Resolution 2022

Reviewed with no changes: August 11, 2017

Amended & Adopted: January 8, 2009
Resolution 4-2009

Adopted: January 4, 1995
-Resolution 6-95

GUAM COMMUNITY COLLEGE
Board of Trustees

VOLUNTEER POLICY
For Instructional/Non-Instructional Services

WHEREAS, the Governor of Guam has initiated the call for volunteers from qualified individuals to provide instructional/non-instructional services to Guam Community College; and

WHEREAS, the College welcomes qualified individuals to provide instructional/non-instructional services on a part-time and voluntary basis to support its mission; and

WHEREAS, the College has a volunteer policy that will uphold the minimum qualification requirements for instructional/non-instructional positions provided in the Personnel Rules & Regulations.

NOW, THEREFORE, BE IT RESOLVED, that the Volunteer Policy for instructional/non-instructional services was approved by the Board of Trustees at its regular meeting on June 14, 1995 and is hereby readopted and effective immediately.

Amended & Adopted: September 9, 2022
Resolution_____ 2022

Reviewed with no changes: August 11, 2017

Amended & Adopted: January 13, 2015
Resolution 2-2015

Amended & Adopted: January 8, 2009
Resolution 5-2009

Adopted: July 5, 1995
Resolution 10-95

GUAM COMMUNITY COLLEGE
Board of Trustees

VOLUNTEER POLICY
For Instructional/Non-Instructional Services

_____**WHEREAS,** the Governor of Guam has initiated the call for volunteers from qualified individuals to provide instructional/non-instructional services to Guam Community College; and

_____**WHEREAS,** the College welcomes qualified individuals to provide instructional/non-instructional services on a part-time and voluntary basis to support its mission; and

_____**WHEREAS,** the College has a volunteer policy that will uphold the minimum qualification requirements for instructional/non-instructional positions provided in the Personnel Rules & Regulations.

_____**NOW, THEREFORE, BE IT RESOLVED,** that the Volunteer Policy for instructional/non-instructional services was approved by the Board of Trustees at its regular meeting on June 14, 1995 and is hereby readopted and effective immediately.

Amended & Adopted: _____, 2022
Resolution _____ 2022

Reviewed with no changes: August 11, 2017

-Amended & Adopted: January 13, 2015
Resolution 2-2015

Amended & Adopted: January 8, 2009
Resolution 5-2009

Adopted: July 5, 1995
Resolution 10-95

GUAM COMMUNITY COLLEGE
Board of Trustees

APPEALS TO THE CIVIL SERVICE COMMISSION

WHEREAS, Public Law 23-26 (Substitute Bill No. 225) amended Titles 4 and 17 Guam Code Annotated pertaining to academic personnel and autonomy of the Guam Community College and the University of Guam, and other related matters; and

WHEREAS, Public Law 23-26 excludes academic personnel of the Guam Community College from the classified and unclassified services of the Government of Guam; and

WHEREAS, Public Law 23-26 establishes that, with the exception of academic personnel and unclassified employees, all other employees of the College shall be classified employees; and

WHEREAS, Public Law 23-26 requires that classified employees of the Guam Community College shall have their appeals heard by the Civil Service Commission.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Personnel Rules and Regulations are amended to the extent that appeals for classified employees shall be filed with and heard by the Civil Service Commission instead of the Board of Trustees.

Amended & Adopted: September 9, 2022
Resolution_____ 2022

Amended & Adopted: August 11, 2017
Resolution 15- 2017

Reviewed with no changes: January 13, 2015

Amended & Adopted: January 8, 2009
Resolution 7-2009

Adopted: July 5, 1995
Resolution 12-95

GUAM COMMUNITY COLLEGE
Board of Trustees

APPEALS TO THE CIVIL SERVICE COMMISSION

_____**WHEREAS,** Public Law 23-26 (Substitute Bill No. 225) amended Titles 4 and 17 Guam Code Annotated pertaining to ~~the~~ academic personnel and autonomy of the Guam Community College and the University of Guam, and other related matters; and

_____**WHEREAS,** Public Law 23-26 excludes academic personnel of the Guam Community College from the classified and unclassified services of the Government of Guam; and

_____**WHEREAS,** Public Law 23-26 establishes that, with the exception of academic personnel and unclassified employees, all other employees of the College shall be classified employees; and

_____**WHEREAS,** Public Law 23-26 requires that classified employees of the Guam Community College shall have their appeals heard by the Civil Service Commission~~;~~.

_____**NOW, THEREFORE, BE IT RESOLVED,** that the Guam Community College Personnel Rules and Regulations are amended to the extent that appeals for classified employees shall be filed with and heard by the Civil Service Commission instead of the Board of Trustees.

Amended & Adopted: _____, 2022
Resolution _____ 2022

Amended & Adopted: August 11, 2017
Resolution 15- 2017

Reviewed with no changes: January 13, 2015

Amended & Adopted: January 8, 2009
Resolution 7-2009

Adopted: July 5, 1995
Resolution 12-95

GUAM COMMUNITY COLLEGE
Board of Trustees

ACADEMIC FREEDOM

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

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

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

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

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

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

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

WHEREAS, it carries with it duties correlative with rights.

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

(a) The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties

(b) The faculty member is a citizen and a member of a learned profession of an educational institution. When the faculty member speaks or writes as a citizen, the faculty member should be free from institutional censorship or discipline. The faculty member's special position in the community imposes special obligations. As a person of learning and an educational officer, the

faculty member should remember that the public may judge his/her profession and institution by his/her utterances. Hence the faculty member should, at all times, be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that the faculty member is not an institutional spokesperson.

Amended & Adopted: September 9, 2022
Resolution_____ 2022

Amended & Adopted: February 3, 2017
Resolution 7-2017

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

Adopted: May 17, 2000
Resolution 9-2000

GUAM COMMUNITY COLLEGE
Board of Trustees

ACADEMIC FREEDOM

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

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

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

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

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

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

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

WHEREAS, it carries with it duties correlative with rights.

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

(a) **The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties**

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

Amended & Adopted: , 2022
Resolution 2022

Amended & Adopted: February 3, 2017
Resolution 7-2017

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

Adopted: May 17, 2000
Resolution 9-2000

GUAM COMMUNITY COLLEGE
Board of Trustees

CODE OF ETHICS

WHEREAS, in support of the College's mission, the College sets forth the ideals of scholarship, lifelong learning, service to others, enrichment through diversity, commitment to excellence, collegiality, mutual respect, and professional integrity; and

WHEREAS, the College is guided by the belief that a sense of true community is achieved when these ideals and values are reflected in the behavior of its members toward one another; and

WHEREAS, as we develop close ties with government and private sector representatives, it is our responsibility, as members of the College, to act in such a way that maintains the credibility and respect for the College; and

WHEREAS, all employees of the Guam Community College are to be guided by these general principles; commit to a high standard of ethical behavior; conduct themselves with integrity; act in a fair, consistent, and an equitable manner; recognize the need for accountability in what they say or do; engage people without prejudice; take personal responsibility for one's actions and decisions; and be committed to excellence in all that they do.

NOW, THEREFORE, BE IT RESOLVED, that members of the College must commit to these standards and promote its general principles. The Board of Trustees adopts the *Guam Community College Code of Ethics,* as developed through the College's governance process, which is on file at the President's Office.

Amended & Adopted: September 9, 2022
Resolution_____ 2022

Reviewed with no changes: August 11, 2017

Amended & Adopted: January 13, 2015
Resolution 4-2015

Adopted: March 6, 2008
Resolution 6-2008

GUAM COMMUNITY COLLEGE
Board of Trustees

CODE OF ETHICS

WHEREAS, in support of the College's mission, the College sets forth the ideals of scholarship, lifelong learning, service to others, enrichment through diversity, commitment to excellence, collegiality, mutual respect, and professional integrity; and

WHEREAS, the College is guided by the belief that a sense of true community is achieved when these ideals and values are reflected in the behavior of its members toward one another; and

WHEREAS, as we develop close ties with government and private sector representatives, it is our responsibility, as members of the College, to act in such a way that maintains the credibility and respect for the College; and

WHEREAS, all employees of the Guam Community College are to be guided by these general principles; commit to a high standard of ethical behavior; ~~have the responsibility to~~ conduct themselves with integrity; act in a fair, consistent, and an equitable manner; recognize the need for accountability in what they say or do; engage people without prejudice; take personal responsibility for one's actions and decisions; and be committed to excellence in all that they do.

NOW, THEREFORE, BE IT RESOLVED, that ~~in the performance of each~~members of the College ~~member's responsibility to~~must commit to ~~the general~~these standards and promote its general principles~~,~~. Tthe Board of Trustees adopts the *Guam Community College Code of Ethics*, as developed through the College's governance process, which is on file at the President's Office.

Amended & Adopted: , 2022
Resolution 2022

Reviewed with no changes: August 11, 2017

Amended & Adopted: January 13, 2015
Resolution 4-2015

Adopted: March 6, 2008
Resolution 6-2008

GUAM COMMUNITY COLLEGE
Board of Trustees

GCC'S MERIT BONUS POLICY

WHEREAS, the Board of Trustees wishes to acknowledge the entitlement, in accordance with and pursuant to any other applicable legal authority, of qualifying employees to be awarded merit bonus payments pursuant to 4 GCA §6203, and wishes to memorialize GCC's intent to award merit bonuses in accordance with that statute.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to 4 GCA §6203, merit bonuses shall be awarded to qualifying employees by a lump sum bonus payment for up to three prior years; and

BE IT FURTHER RESOLVED, that the Board of Trustees acknowledges that the College may seek an appropriation to fund the payment of merit bonuses to eligible employees; and

BE IT FURTHER RESOLVED, that GCC recognizes the statutory limitations imposed by the applicable law, limits the eligibility of qualifying employees to receive merit bonuses beyond this three-year period; and

BE IT FURTHER RESOLVED, that GCC may, upon the Board of Trustee's approval, promulgate additional rules and regulations to ensure the payment of merit bonuses to eligible employees.

Amended & Adopted: September 9, 2022
Resolution_____ 2022

Reviewed with no changes: August 11, 2017

Adopted: August 30, 2013
Resolution 8-2013

Guam Community College
Board of Trustees

GCC'S MERIT BONUS POLICY

WHEREAS, the Board of Trustees wishes to acknowledge the entitlement, in accordance with and pursuant to any other applicable legal authority, of qualifying employees to be awarded merit bonus payments pursuant to 4 GCA §6203, and wishes to memorialize GCC's intent to award merit bonuses in accordance with that statute.

NOW, THEREFORE, BE IT ~~IS~~ RESOLVED, that pursuant to 4 GCA §6203, merit bonuses shall be ~~rewarded~~ awarded to qualifying employees by a lump sum bonus payment for up to three prior years; and~~.~~

~~IT IS~~BE IT FURTHER RESOLVED, that the Board of Trustees acknowledges that the College may seek an appropriation to fund the payment of merit bonuses to eligible employees; and~~.~~

~~IT IS~~BE IT FURTHER RESOLVED, that GCC recognizes the statutory limitations imposed by the applicable law, limits the eligibility of qualifying employees to receive merit bonuses beyond this three~~-~~-year period ~~recognized by GCC~~; and~~.~~

~~IT IS~~BE IT FURTHER RESOLVED, that GCC may, upon the Board of Trustee's approval, promulgate additional rules and regulations to ensure the payment of merit bonuses to eligible employees.

Amended & Adopted: _____, 2022
Resolution _____ 2022

Reviewed with no changes: August 11, 2017
Adopted: August 30, 2013
Resolution No.: 8-2013