

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of February 12, 2010

Minutes

The monthly meeting of February 12, 2010 was called to order at 3:15 p.m., by Chairperson Gina Y. Ramos. The meeting was held in the President's Conference Room located at the Student Services & Administration Building.

I. CALL TO ORDER

1. Roll Call

Trustees Present: Ms. Gina Y. Ramos, Mr. Eduardo R. Ilaos, Mr. Frank P. Arriola, Mr. Mark A. Concepcion.

Not in attendance: Ms. Maria Dilanco Garcia (schedule conflict), Ms. Deborah C. Belanger (schedule conflict)

Others in attendance: Dr. Mary A.Y. Okada, President, Mr. Barry Mead, Faculty Advisory Member, Mr. Kenneth Bautista, Support Staff Advisory Member, Attorney Rawlen Mantanona, Legal Counsel, Dr. Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen K. Santos, Vice President, Business & Finance Division, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Jayne Flores, Assistant Director, Communications & Promotions, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations.

2. Recital of Mission Statement

Board members recited the Mission Statement: The mission of the Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

II. APPROVAL OF MINUTES

1. January 6, 2010 Meeting

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAOS, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE MINUTES OF JANUARY 6, 2010 MEETING, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS

1. **Letter from Ms. Julie Kotovsky, Education Events Manager, Western Association of Schools & Colleges (WASC) to President Okada regarding acceptance of proposal for presentation at the 2010 WASC-Academic Resource Conference (ARC) on April 21-23, 2010, Westin Long Beach.**

President Okada's proposal that was submitted highlighted the impact of community relationships in a community college setting, specifically focusing on the impending military buildup on Guam.

2. **Soka Gakkai International:**
 - **Peace and Culture Award presented to Dr. Mary A.Y. Okada from Dr. Daisaku Ikeda, President of SGI.**
 - **January 29, 2010 article in the World Tribune**

For the Board's information, a copy of the award presented to President Okada and a copy of the newspaper article featured in Japan's World Tribune about GCC's conferral of Honorary Professorship to Dr. Ikeda were provided.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

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

-Financial Status: President Okada conveyed the news that the Government of Guam is currently in dire financial straits and has not been able to fulfill its obligation, as required by law, for the Guam Department of Education (GDOE). She explained that when GDOE does not get its full allotment it affects GCC, because GCC is not able to get its allotment.

Additionally, she noted that due to a snow storm in the mainland the Federal Government has been closed since last Friday. Further, the federal payment management system was also down for maintenance, however is expected to be up next week Wednesday, February 17, 2010, which will then allow GCC to have access to its federal funds.

Based on the financial status of the Government of Guam, President Okada noted that the college has been holding off on the processing of requisitions that are for non-essential items. Requisitions for instructional purposes are still being processed.

Title V Sub-Grant Funds: President Okada noted that GCC received a sub-grant from the Guam Department of Education (GDOE) under Title V. However, until the GDOE deals and settles its issues with Title V, GCC is considering giving up its Title V funds. She explained that GCC will, however, continue to support the programs under Title V, but will mandate that the Legislature now allot funding to GCC to support the program. Vice President Carmen Santos added that GDOE still owes GCC about \$185,000 for FY09. Follow ups have been made on the matter, but because of

the special conditions that were placed on the GDOE, GDOE has not been able to draw down the funds.

State Directors Meeting for Adult Education: President Okada noted that at the State Directors meeting she attended, she met with the Secretary of Education Arne Duncan, Under-Secretary of Education Martha Kanter, Assistant Secretary Brenda Dann-Messier, and Assistant Secretary for Community College Frank Chong. She noted brief discussions with Brenda Dann-Messier and Frank Chong centered on the insular areas, the graduation initiative, and funding for community colleges. In her discussion with USDOE regarding ARRA funding, President Okada noted that what is pending now is for the federal government to just now issue the grant award. Additionally, she noted that there is another round of ARRA funding expected, however the details on how it is to be given out is still pending.

Workforce Investment Act: President Okada reported that the re-authorization of WIA funds is in the works. However, as it relates to Guam and the insular areas, she emphasized that the American Community Survey (ACS) will be used to collect data on the census, however, Guam is not included in the data. She explained that based on the data to be collected, the formula for the re-authorization of WIA funds will be determined. Because Guam will not be included in the formula, a proposal has been made to have language included in the legislation that allows ACS to have a third party conduct the data collection on Guam, as part of our census, and feed the data to them to include Guam in the formula. She expressed that the issue is also being addressed with Delegate Bordallo.

2. Monthly Activities Report

Student Trustee: Trustee Concepcion reported the following:

- Last month, the Center for Student Involvement (CSI) held a health certificate class for GCC student organizations in preparation for the Fall festival set for March 2010, and inductions for new student organizations.
- February 5, 2010: Project Aim and the Center for Student Involvement held a mini-conference for students.
- February 19, 2010: Scheduled Island Tour for new students.
- February 22-23, 2010: Meet the President, 6:00pm, Multipurpose Auditorium.
- March 5, 2010: Students Leading Students Conference to be held at the Hilton, 8am-5pm.

Faculty Advisory Member: Mr. Barry Mead reported the following:

- February 13, 2010: GCC's ProStart competition will be held at the Agana Shopping Center from 10:00am-2:45pm, followed by the awards ceremony at 3:00pm.
- February 15, 2010: GCC's Professional Development Day, scheduled to be held GCC's Multipurpose Auditorium from 8:00am-4:30pm.

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

- Reiterated GCC's Professional Development Day scheduled for Monday, February 15, 2010.
- Upgrades to GCC's Banner system on-going.

3. Board of Trustees Community Outreach Report

Chair Ramos and Vice Chair Garcia attended the January 16, 2010 dinner hosted by the Soka Gakkai International.

VI. UNFINISHED BUSINESS

1. Construction Project Updates

Student Center - President Okada reported the bid is ready to be put out and is just now waiting for the approval to release ARRA funding to support the project.

Learning Resources Center - The footings for the LRC are already in place and the specifications for collateral equipment has been presented already to the U.S. Department of Interior.

2. Board Representative for GCC BOT/GFT Faculty Contract Negotiations (tabled at the January 6, 2010 meeting)

It was noted that Trustee Belanger expressed interest in representing the Board for the upcoming BOT-GFT Faculty Contract Negotiations.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPOINTS TRUSTEE DEBORAH C. BELANGER AS THE BOARD'S REPRESENTATIVE FOR THE BOT-GFT FACULTY CONTRACT NEGOTIATIONS. MOTION CARRIES. (Voting: 4 ayes, 0 nays).

VII. NEW BUSINESS

1. Board Resolution 19-2009: Resolution to Suspend Scheduled Tuition and Fee Increases

President Okada noted that at the request of our students, she seeks the Board's consideration to hold off on increasing tuition and fees for Fall 2010, as stipulated in Board Resolution 19-2009, until Fall 2011. She noted that enrollment has been increased for the last two semester, and that funding for Pell Grant has increased per H.R. 3221.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE MARK A. CONCEPCION, THAT THE BOARD EXTEND THE SUSPENSION OF TUITION AND FEE INCREASES UNTIL FALL 2011. MOTION CARRIES. (Voting: 4 ayes, 0 nays).

2. GCC Board of Trustees Student Member Election Guidelines

President Okada noted that in preparation for the upcoming student election for Student Trustee, a request was made by the President of GCC's Council on Postsecondary Student Affairs (COPSA) seeking the Board's review and approval on the amended Student Member Election Guidelines before the Board this evening.

After discussion for clarification purposes and additional changes, the following action was taken by the Board:

MOTION

IT WAS MOVED BY TRUSTEE MARK A. CONCEPCION, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES THE GCC BOARD OF TRUSTEES STUDENT MEMBER ELECTION GUIDELINES WITH CORRECTIONS. MOTION CARRIES. (Voting: 4 ayes, 0 nays). A copy is attached.

3. Fiscal Year 2011 Budget Request – \$19.8 million

President Okada apprized the Board that the Budget Request has been reviewed by the Department Chairs, the Deans, the Vice Presidents, the Resources, Planning and Facilities Committee, and the College's Governing Council, and is now forwarded to the Board for review and approval. Additionally, the administrator salary adjustments are also included in the budget request because the study has been completed. The budget request, however, *does not* include the salary adjustments for the classified staff component. She said that based on the Governor's submission for the FY2011 budget there is set aside about \$14 million for the classified staffs' pay adjustments. Further, included in GCC's FY2011 Budget Request is GCC's Growth Budget in the amount of \$1.4 million.

Academic Vice President Dr. Somera added that the Budget Request also includes, for accreditation purposes, all program review goals and performance indicators, which are in TracDat.

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE FISCAL YEAR 2011 BUDGET REQUEST. MOTION CARRIES. (Voting: 4 ayes, 0 nays) (A copy of the FY2011 Agency Budget Digest - Consolidated, is attached.)

4. Association of Community College Trustees (ACCT) Annual Legislative Summit - rescheduled to March 10-12, 2010, Washington, DC

President Okada, Chair Ramos and Trustee Arriola were scheduled to attend the ACCT Legislative Summit February 7-10, 2010, however due to a snow storm in Washington, DC, the Summit was

postponed and is re-scheduled to be held March 10-12, 2010 in Washington, DC.

5. President's Travel Schedule (March-April 2010)

- March 10-12, 2010: Re-scheduled Association of Community College Trustees (ACCT) Legislative Summit, Washington, DC (funded by President's Promotional Account)
- April 17-20, 2010: American Association of Community Colleges (AACC) Annual Convention, Seattle, Washington (Funded by President's Promotional Account)
- April 21-23, 2010: 2010 Western Association of Schools and Colleges(WASC)- Academic Resource Conference (ARC), Long Beach, California (funded by President's Promotional Account)
- April 26-27, 2010: Pacific Postsecondary Education Council (PPEC) Meeting, Honolulu, Hawaii (50% funded by PPEC)

MOTION

IT WAS MOVED BY TRUSTEE MARK A. CONCEPCION, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE AS PRESENTED. MOTION CARRIES. (Voting: 4 ayes, 0 nays)

At 4:25 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 5:10 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE MARK A. CONCEPCION, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 4 ayes, 0 nays)

IX. ADJOURNMENT - There being no further discussions, the meeting of February 12, 2010 adjourned at 5:11 p.m.

SUBMITTED BY:



LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:



FRANK P. ARRIOLA
Secretary **MAR 03 2010**

APPROVED BY:

 **MAR 03 2010**

GINA Y. RAMOS
Chairperson

Attachments:

1. GCC Board of Trustees Student Member Election Guidelines
2. FY2011 Agency Budget Digest - Consolidated

Hafa Adai from the Center for Student Involvement Office!

Congratulations on taking the initiative to seek the **Student Member** position on the Guam Community College Board of Trustees.

Research shows that students who are actively involved in student organizations and other campus activities are more successful and satisfied with their educational experience than other students. These students also gain marketable workplace skills such as effective communication, goal setting, project management, running effective meetings, team building and time management, just to name a few.

Attached is your candidate packet. Please review the entire packet, and complete and submit all documents by the deadline. Please also note the following **important** dates:

Monday

March 22, 2010

Application Submission Deadline

Location: Center for Student Involvement office

Time: **No later than 4pm**

Tuesday and Wednesday

April 6 & 7, 2010

Campaign Forums

Speeches from all candidates to the student population

Location: Behind Building 'B'

Time: 5:30pm, each day

(Candidates **MUST** give their speech on **BOTH** days)

Thursday

April 8, 2010

Election Day

Location: In front of Building 200

Time: 4:00pm – 8:00pm

Encourage your fellow students to VOTE!!!

We look forward to working with you this school year as you serve and represent your fellow students; plan campus programs and activities; and develop your leadership skills.

Should you have any questions, please visit us in Room 2136 or 2137 in the Student Services and Administration Building; or call 735-5518/9.

create a great day!

Bobbie LG

Bobbie Leon Guerrero
Program Specialist

GUIDELINES FOR STUDENT TRUSTEE ELECTION

(Approved by the GCC Board of Trustees: February 12, 2010)

I. SELECTION COMMITTEE

The Dean responsible for Student Services will appoint a committee consisting of an Associate Dean representing Student Services, the GCC Registrar, the Program Coordinator for the Center for Student Involvement Office, and the Program Specialist for the Center for Student Involvement Office who will serve as the Chairperson.

II. ELIGIBILITY FOR STUDENT TRUSTEE

- A. Must be a declared GCC postsecondary student currently enrolled in at least two (2) postsecondary courses for the Fall semester and the Spring semester. (Minimum of six [6] credits per semester.)
- B. Must submit proof of current enrollment (class schedule, tuition payment receipt).
- C. Must have the Center for Student Involvement take your photo to be used on posters and the ballots.
- D. Must deliver a campaign speech during the scheduled Campaign Forums.
- E. Must have attended GCC for a minimum of one semester immediately prior to running for this position.
- F. Must have a minimum, cumulative G.P.A. of 2.0 or better when declaring candidacy, and must maintain this minimum G.P.A. throughout every semester of service as the Student Trustee.
- G. Must not be on academic probation.
- H. Must not be convicted of a felony.
- I. Must submit a resume, an Application for Candidate form, and a signed Declaration of Candidacy to run for election.
- J. Must not be a full-time Guam Community College Government of Guam employee.
- K. Must attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with the elected COPSA Officers, from May through April.
- L. Above eligibility must be reviewed, guided by FERPA regulations, and certified by the Selection Committee.

III. VOTER ELIGIBILITY

Currently enrolled, full-time and part-time, declared and undeclared, postsecondary, G.E.D. and GCC Adult High School student as defined in the GCC Catalog.

IV. VOTING PROCESS

- A. The Dean responsible for Student Services announces the election to be held within the month of April.
- B. Ensures that ballots are developed.

- C. Ensures campaign activities are conducted in accordance with all rules.
- D. Ensures elections are conducted in accordance with all rules.
- E. The Selection Committee ensures the tabulation is conducted in accordance with all rules, certifies the results and submits the election results to the President of GCC, via the Dean responsible for Student Services and the Academic Affairs Division Vice President. The GCC President forwards the report to the GCC Board of Trustees.
- F. Board of Trustees issues a Certificate of Election to the candidate with the highest number of votes.

V. TERM OF OFFICE

- A. Term of office is one year to include the BOT meeting in April.
- B. Student Trustee will maintain all eligibility requirements throughout their term of office.
- C. Student Trustee will maintain a minimum, cumulative 2.0 G.P.A. throughout each semester of service.
- D. Student Trustee will be dismissed from the position if he or she misses more than two consecutive regularly scheduled meetings.

VI. REPLACEMENT OF STUDENT TRUSTEE

If the Student Trustee is unable to complete the term, the Dean responsible for Student Services will offer the position to the Student Trustee candidate who received the second highest number of votes in the most recent election only if that candidate received at least 20% of the total votes cast. Should the candidate who received the second highest number of votes be a write-in candidate who received at least 20% of the total votes cast, he/she can only be certified as the new Student Trustee pending submission of the required documents necessary to certify his/her eligibility. If either of those candidates cannot complete the term of the original Student Trustee, the Dean responsible for Student Services will convene the Selection Committee within two weeks of a declared vacancy within a regular semester, to conduct another election to fill the remainder of the term unless the vacancy occurs within two months of a regularly scheduled election. If the vacancy occurs in the summer, the election will occur within the first three weeks of the Fall semester.

VII. EXPECTATIONS OF A STUDENT TRUSTEE

- A. Student Trustee will abide by GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct).
- B. Student Trustee will also abide by the duties listed in the Council On Postsecondary Student Affairs (COPSA) By-Laws:
 1. Attend all Guam Community College Board of Trustees meetings and activities.
 2. Attend all COPSA General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student concerns and needs.
 3. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns.
- C. The Certificate of Election will serve as a contract of commitment.

RULES FOR CONDUCTING STUDENT TRUSTEE ELECTIONS

I. CAMPAIGNING

- A. Open Student Assemblies are permitted, but must be coordinated with the Center for Student Involvement Office.
- B. Campaigning in the hallways is allowed provided that the noise level does not interrupt any class.
- C. Posters can be placed in designated areas once approved by the Center for Student Involvement Office and the Student Support Services Office.
- D. No campaigning can occur in classrooms during scheduled instructional time.
- E. On Election Day, no one can campaign closer than 25 feet from the polling area.

II. VOTING

- A. Students must present their current GCC student I.D. card in order to vote.
- B. Student voters must sign a voter registry and confirm their identity. (The Registrar will provide the registry.)
- C. Once voter status is verified, a ballot will be issued.
- D. The voter will be afforded privacy for completing the ballot.
- E. The completed ballot is to be placed in a locked ballot box by the voter.
- F. A GCC staff member must be present at the voting site throughout the entire election. A student or students may assist, but must first be approved by the Center for Student Involvement Office. The Center for Student Involvement Office designee is responsible for organizing the work assignments.
- G. Candidates are allowed to have one representative to observe the process. However, the observers are not allowed to intervene or campaign during the process. They may report any discrepancy to their candidate or to members of the Selection Committee.
- H. All elections must be conducted on campus.

III. ELECTION CHALLENGES

The following process will be followed when filing challenges to the election:

- A. The Candidate filing the challenge must do so in writing and address challenge to the Selection Committee within two (2) working days from the election date.
- B. The Selection Committee will render a decision on the challenge within two (2) working days from the date of the candidate's filed challenge.
- C. Should the candidate filing the challenge deem the decision of the Selection Committee unacceptable, an appeal can then be filed within two (2) working days of the decision with the Dean responsible for Student Services. The Dean responsible for Student Services will render a decision, in writing, within two (2) working days from receipt of the appeal.
- D. If the decision rendered by the Dean responsible for Student Services is deemed unacceptable by the candidate, an appeal can then be within two (2) working days of the decision filed with the Academic Affairs Division Vice President whose finding will be final. This final decision will be forwarded to the challenger within two (2) working days.

IV. TABULATION OF VOTES

- A. The Ballots will be counted immediately after the polls close. If warranted by circumstances beyond our control, the box will be secured in the Center for Student Involvement Office until the next time that tabulation can resume.
- B. The Tabulation Team will be chosen by the Program Specialist for the Center for Student Involvement Office and will be composed of two Student Organization Advisors, one staff, a postsecondary student identified by the Center for Student Involvement Office, and the Program Specialist for the Center for Student Involvement.
- C. The results of the tabulation and all ballots must be presented to the Selection Committee for their approval. A summary sheet of the tabulation will be prepared to include total number of votes that were received, results by each candidate, number of votes that were disqualified and specific reasons for disqualification. Candidates are allowed to have one representative present to observe the process.
- D. The Tabulation Team is prohibited from announcing any results or providing any information to the candidates, supporters or others not specifically authorized to receive such information. The results will only be presented to the Selection Committee.
- E. Should a write-in candidate receive at least 20% of the total votes cast, the Selection Committee can certify the write-in candidate as the winner, pending submission of the required documents necessary to certify his/her eligibility.

V. ANNOUNCEMENT OF ELECTION RESULTS

The Center for Student Involvement Program Specialist will introduce the selected candidate to the Dean responsible for Student Services, who in turn will introduce the candidate to the Academic Affairs Division Vice President. The Academic Affairs Division Vice President will then introduce the candidate to the President of the College, who will then introduce the candidate to the Board of Trustees. The President of the College, on behalf of the Board of Trustees, will announce the selected candidate to the college community.

VI. APPLICABILITY OF RULES

The above rules are applicable to the Student Trustee elections at Guam Community College and must be followed without deviation.

DECLARATION OF CANDIDACY FOR STUDENT TRUSTEE POSITION

I hereby declare that the following is true and correct:

1. I am a declared GCC postsecondary student currently enrolled in at least two (2) post secondary courses for the Fall semester and the Spring semester. (Minimum of six (6) credits per semester.)
2. I have submitted proof of current enrollment (class schedule, tuition payment receipt).
3. I will enroll in at least two (2) postsecondary courses (minimum of six [6] credits per semester) for each semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI Office.
4. I will have the Center for Student Involvement take my photo to be used on posters and the ballots.
5. I will speak at all the scheduled Campaign Forums.
6. I have completed a minimum of one semester at GCC immediately prior to running for this position.
7. I have a minimum, cumulative G.P.A. of 2.0 or better and will maintain this minimum G.P.A. throughout every semester of service.
8. I am not on academic probation.
9. I have not been convicted of a felony.
10. I have submitted a current resume, an Application for Candidate form, and this signed Declaration of Candidacy form.
11. I am not a full-time Guam Community College Government of Guam employee.
12. I will attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with the elected COPSA Officers, from May through April.
13. I have been briefed on the minimum requirements of the position for which I am running, and the election procedures.
14. I further understand that if I have submitted false information, I may be disqualified from this election or removed from office if I am elected.
15. I understand that my eligibility is subject to verification and that my candidacy requires the approval of the Selection Committee.

Print Full Name

Signature

Date

APPLICATION for Candidate

for the GCC Board of Trustees Student Trustee

As required by the Guidelines for Student Trustee Elections, please submit a current resume.

Name: (Last) _____ (First) _____ (Middle) _____

How would you like your name to be printed on the ballot? _____

Address:
(Home) _____

(Mailing) _____

(E-mail) _____

Contact Numbers:

(Home) _____ (Work) _____ (Cell) _____ (Pager) _____

GCC Student Identification Number: _____ Date of Birth: _____

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Guam Community College Enrollment Status: Full-Time Part-Time

Number of Credits attempted this semester: _____

Major (Program of Study): _____

Other College / University attending: _____

Names of Student Organizations / Membership – Positions Held: _____

Describe your Leadership Experiences: _____

List any Leadership Courses / Workshops / Seminars Taken: _____

Describe any Volunteer Services Rendered / Community Services provided: _____

List past experiences which qualify you for this position: _____

Why do you seek this position? _____

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 & Adopted: September 5, 2008
Resolution 17-2008

Adopted: March 16, 1994
Resolution 12-94

Government of Guam
Fiscal Year 2011 Budget
Agency Budget Digest-Consolidated

Function: Education and Culture
Agency: Guam Community College

Budget Account Code	Appropriation Classification	Governor's Request						
		A	B	C	D	E	F	G
		FY2009 Actual Appropriation	FY2010 Authorized Appropriated	FY2011 General Fund	FY2011 Federal Fund(s)	FY2011 Other/ LPN/Voc Guidance	FY2011 Other/ Manpower Dev Fund(s)	FY2011 Total Req. (C+D+E)
PERSONNEL SERVICES								
110	Regular Salaries	\$9,028,078	\$9,280,832	\$9,635,637		\$460,377	\$414,167	10,510,181
111	Part Time Salaries							0
120	Benefits-Full Time	2,761,433	2,991,588	3,245,939		149,013	137,345	3,532,297
121	Benefits-Part Time							0
	Faculty/Admin Salary Adjustments							0
	Faculty/Admin Benefits Adjustments							0
	TOTAL PERSONNEL SERVICES	\$11,789,511	\$12,272,420	\$12,881,576	\$0	\$609,390	\$551,512	\$14,042,478
OPERATIONS								
220	Travel: Local Mileage	\$26,494	\$7,746	\$5,658		\$0	\$500	\$6,158
230	Contractual Services	1,094,753	1,307,750	1,355,906		76,876	114,350	\$1,547,132
240	Supplies & Materials	266,355	379,032	319,192		17,500	259,934	\$596,626
250	Equipment	202,679	540,709	245,646		38,400	161,364	\$445,410
290	Miscellaneous Expense	648,555	1,207,260	36572			1,602,384	\$1,638,956
	TOTAL OPERATIONS	\$2,238,836	\$3,442,497	\$1,962,974	\$0	\$132,776	\$2,138,532	\$4,234,282
UTILITIES								
361	Power	\$471,086	\$500,000	\$1,235,796				\$1,235,796
362	Water/Sewer	22,000	22,000	42,804				\$42,804
363	Telephone/Toll	91,649	137,516	212,256				\$212,256
	TOTAL UTILITIES	\$584,735	\$659,516	\$1,490,856	\$0	\$0	\$0	\$1,490,856
CAPITAL OUTLAY								
450	Capital Outlay	\$44,102	\$22,429				\$101,000	\$101,000
	TOTAL CAPITAL OUTLAY	\$44,102	\$22,429	\$0	\$0	\$0	\$101,000	\$101,000
TOTAL APPROPRIATION		\$14,657,184	\$16,396,862	\$16,335,406	\$0	\$742,166	\$2,791,044	\$19,868,616
FULL TIME EQUIVALENCIES (FTES)								
	Unclassified	2		2				2
	Classified	214		200		10	7	217
	TOTAL Ftes	216	0	202	0	10	7	219
AGENCY DECISION ITEMS								
TOTAL AGENCY DECISION ITEMS								
		0	0	0	0	0	0	0
GOVERNOR'S RECOMMENDED ITEMS								
TOTAL GOVERNOR'S RECOMMENDED								
		0	0	0	0	0	0	0