

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Monday, February 4, 2013, 12:00pm**  
**GCC President’s Conference Room**

**AGENDA**

**I. CALL TO ORDER**

1. Roll Call
2. Recital of Mission Statement

**II. APPROVAL OF MINUTES**

1. Monthly Meeting of December 20, 2012

**III. COMMUNICATIONS**

**IV. PUBLIC DISCUSSION**

**V. REPORTS**

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

**VI. UNFINISHED BUSINESS**

1. Policy 195 update (*2<sup>nd</sup> Reading*)
2. Construction Projects Updates
  - Building 200 (Renovation), Building 100 and Forensic Lab

*BOT - Meeting Agenda*

*February 4, 2013*

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**VII. NEW BUSINESS**

1. FY2014 GCC Budget Request
2. FY2013 CIP Projects
3. 2011-2015 Physical Master Plan
4. DCAPS Recording Fee – proposed
5. President's Travel Schedule (April 2013)
6. Write-Off of Uncollectible Receivables-FY2012

**VIII. EXECUTIVE SESSION**

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

**IX. ADJOURNMENT**

**GUAM COMMUNITY COLLEGE  
Board of Trustees  
Monthly Meeting of December 20, 2012**

**Minutes**

**I. CALL TO ORDER**

1. The monthly meeting of the GCC Board of Trustees on December 20, 2012 was called to order at 4:05 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Edward Untalan; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. James Pangelinan; Mr. Kenneth Bautista, Support Staff Advisory Member; Dr. Karen M.S. Sablan, Faculty Advisory Member.

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Ms. Lolita C. Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Doris Perez, Assistant Director, Planning and Development; Dr. Gina Tudela, Dean, TSS; Mr. Gary Hartz, Vice President, GCC Faculty Staff Union.

3. **Recital of Mission Statement.** Board members recited the Mission Statement: *The mission of 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 – November 28, 2012.**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN THAT THE BOARD APPROVES THE MEETING MINUTES OF NOVEMBER 28, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

**III. COMMUNICATIONS** – There was none.

**IV. PUBLIC DISCUSSION** – No request was made.

**V. REPORTS**

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

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

–Allotment releases. The College has received as of December 17, 2012, \$2.45 Million inclusive of the General Fund and for the LPN. It also received the final payment of approximately \$45,000.00 for the Manpower Development Fund for FY2012 but has not been received the \$2,000 from TAF.

–The College continues to receive allotment releases on a regular basis. General Fund only supports the salaries and benefits for the College.

## ***BOT - Meeting of December 20, 2012***

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Other activities: President Okada reported the following:

- GCC just completed the 1,000th tour guide training which first began in 1977. A completion ceremony was held on December 6, 2012.
- Currently working on the FY2014 budget to be submitted to the Guam Legislature by February 15, 2013. This will be presented to the Board the first week of February 2013.
- Express Registration is scheduled for January 8-11, 2013 on campus.
- Submitting a letter of support for UOG's application for an ANA grant. This grant will develop a standardized curriculum for Chamorro with Dr. Faye Untalan.
- Met with representatives from the Federal Highway Transportation. Funding is available to support a National Summer Transportation Institute program on Guam. Proposal is being developed and they are waiting for Guam's application. This is for about \$60,000.00 and would have to provide a 2-4 week training for either middle or high students who are interested in the transportation industry to be held during the summer.
- GCC SMILE's (Society of Management Industry Leaders for Excellence) organization won 1<sup>st</sup> Place for the Dr. Shieh Christmas tree decorating contest representing the Blood Drive for Kaila; and 2<sup>nd</sup> Place was awarded to the GCC EcoWarriors.
- The Tri-Board meeting is being coordinated and the President recently met with the DOE Superintendent.
- A PPEC Boardmanship training was just completed. Some of the BOT/FBOG Board Members attended. Also in attendance were 24 representatives to include CNMI, FSM, UOG and GCC. A representative from the Association of Governing Boards was on Guam to facilitate the training.
- Just signed the MOA with EPA for \$25,000 for the clean-up of the GCC firing range.
- Met with Vince Leon Guerrero and Monte Mafnas to help identify property for GCC. Vince is helping pursue the Legislative Bill to be presented to the Guam Legislature to replace the GCC property.

## **2. Monthly Activities Report**

Student Trustee: Trustee James Pangelinan reported as follows:

- Phi Theta Kappa (PTK) National Honor Society (Beta Beta Xi Chapter) is requesting approval of GCC BOT members and GCC President to endorse the College Completion Challenge "A Call to Action." This is an initiative rendered by the Community College's Completion Corps (C4) as part of President Obama's educational initiative. Trustee Pangelinan further explained that PTK is the only student group on campus to sign this commitment and will encourage other students to this commitment to complete.
- President Okada explained that for several years Phi Theta Kappa has been given the 5 Star Award and this is part of its completion in competing for said award. The Board has supported this in the past. President Okada further explained that this supports President Obama's initiative with Post Secondary education completion with either a certificate or a degree.

Faculty Advisory Member: Dr. Karen Sablan, reported as follows:

- Recognized the faculty that participated in the Christmas decorating contest with the GCC SMILE organization, including Mr. Gary Hartz who was one of the SMILE's advisors; and Ms. Joni Kerr, the advisor for EcoWarriors and the various GCC organizations who participated in volunteering during this event.
- Recognizing faculty in assisting with the Building 200 move.
- This will be the last meeting for Dr. Karen Sablan as the BOT Faculty Advisory Member who will be resigning as President of the Union. Mr. Gary Hartz, who is the Vice President of the Union and per its By-Laws, will be the next Faculty Advisory Member.

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

- Recognizing support staff for its assistance with the Building 200 move and setting up classes due to the move.
- Recognizing GCC's MIS for setting up the computer lab in replacing the older systems.
- The board was invited to the staff and kid's Christmas party on December 28, 2012 beginning at 11am~3pm.
- Recognizing staff with the year end process, especially within the financial division.
- There is a concern regarding the current key arrangements for some employees who have been locked out of their office. There are security issues with the current key arrangements, however, suggested to maybe look into establishing procedures for employees when this happens.
- Several awards were given to GCC employees during the Government of Guam MagPro Awards ceremony.

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

- Trustee Gina Ramos attended the topping off ceremony for the Guam Regional Medical City Hospital and at this time congratulated President Okada for being named to the its Advisory Board.
- Trustees James Pangelinan and Debbie Belanger attended the Boardmanship Training.
- Trustee Belanger attended the GCC staff Christmas party.

**VI. UNFINISHED BUSINESS**

**1. Policy 195 Update.** From the previous Board meeting, the 2<sup>nd</sup> reading of Policy 195 was tabled until additional research is completed by President Okada and Student Trustee James Pangelinan. There will be a follow up meeting on January 8, 2013 to outline their presentation to the Board at the next Board meeting.

**2. Construction Projects Updates.**

-Building 200 (Renovation). The Architectural Engineering Design for Building 200 is 90% complete. Bid documents will be complete in January 2013 with an approximate 2 month bid process. The estimated bid award/groundbreaking will be March 29, 2013. A resolution will be presented to the Board sometime in February 2013 once the funding requirements are established. Some of the old fixtures will be reused for the new facility.

-Building 100 and Forensic Lab. As of yesterday, the GCC Foundation Board of Governors authorized a funding of up to \$350,000.00 for the Architectural and Engineering Design for Building 100. There is a grant application submitted and awaiting funding. The design has to be complete in order to apply for a federal grant.

-Forensic Lab. The Architectural and Engineering Design for the Forensic Lab is 80% complete. Final meeting was held with GPD and the architects and will probably move forward on this sometime after March 2013. This is contingent upon the \$6 Million loan with the USDA. The President and Trustee Frank Arriola will be meeting with USDA officials to follow up on this loan in February 2013.

-Café at the Foundation Building. This café is still awaiting inspection by Public Health. There was also a fire inspection. The power glitches have been burning the security system panel. Panels have had to be replaced. The problem has been identified and costs estimates have been submitted to fix this.

**VII. NEW BUSINESS.**

**1. Community College Completion Corps (C4) Call to Action** – As previously requested by Trustee James Pangelinan for the Board to support this initiative, a motion was then made.

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE EDWARD UNTALAN, TO APPROVE THE INITIATIVE OF THE COMMUNITY COLLEGE COMPLETION CORPS (C4) CALL TO ACTION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

**2. 2013 Board Travel (February-ACCT Legislative Summit/March-Governance Leadership Institute).** There were some discussions. Trustee Frank Arriola will be attending the Legislative Summit in February 2013 in Washington D.C., including as a representative for the Pacific Region Nominating Council as part of the ACCT. The March 2013 conference will be held in San Antonio, Texas. Board members interested in attending the upcoming conferences may notify the President.

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN, TO APPROVE THE 2013 BOARD TRAVEL FOR THE FEBRUARY 2013 ACCT LEGISLATIVE SUMMIT AND THE MARCH 2013 GOVERNANCE LEADERSHIP CONFERENCES. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

**3. President's Travel Schedule (February-March 2013).** PPEC will fund the spring meeting and the President would have to review the grant documents whether it will fund the CCID conference for the four presenters.

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR FEBRUARY-MARCH 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

At approximately 4:32 p.m., the meeting went into Executive Session.

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

At 5:22 p.m., the meeting reconvened to open session.

A motion regarding the President's Performance Evaluation and extended her contract were made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE EDWARD UNTALAN, THAT THE BOARD APPROVES PRESIDENT MARY OKADA'S PERFORMANCE EVALUATION REPORT AND TO PROVIDE THE PRESIDENT THE MAXIMUM INCREMENT ALLOTTED AS PER THE CONTRACT. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

However, the President then mentioned that in line with the Faculty and Administrator's salary increment freeze, it is appropriate to freeze her adjustment for Academic Year 2013, which would have been effective June 2012. The President voluntarily agreed to forgo the adjustment. This was noted by the Board and was recognized as a good gesture on President Okada's part.

President Okada also informed the Board that this is also in light of Bill No. 507, which was passed by the Legislature. This Bill is currently at the Governor's office for signature. This Bill is a request for all elected, appointed, autonomous, semi-autonomous, public corporation, and unclassified employees whose salary is more than \$50,000.00 to get a 10% pay cut. President Okada mentioned she will be the only GCC employee affected by this.

**MOTION**

**IT WAS MOVED BY TRUSTEE JAMES PANGELINAN, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVES TO EXTEND PRESIDENT MARY OKADA'S CONTRACT WITH THE GUAM COMMUNITY COLLEGE FOR AN ADDITIONAL THREE (3) YEARS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

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

- Thanked the faculty and the staff for assisting with the move of Building 200.
- Acknowledges the new BOT Faculty Advisory representative, Mr. Gary Hartz; and also thanked Dr. Karen Sablan for her efforts in making the "college a better place" and for her involvement with the Faculty Union contract negotiations. It was noted for the record that Dr. Sablan was very fair.
- Congratulations to President Okada for being appointed a member of the NRMC Advisory Board.
- Congratulations to the first 1,000 tour guide program participants.
- Congratulations to the SMILE organization and EcoWarrior for the Dr. Shieh Christmas tree decorating contest.
- Recognized the letter of resignation from Trustee Edward Untalan, which is effective immediately and thanked him for his service as a member of the Board.

-Also, at this time, Trustee Edward Untalan praised the GCC Board and the knowledge that he gained about the education system. He further praised the leadership of the GCC Board and President Okada and that he sees the cooperation between GCC and its staff. He further mentioned that GCC has set a standard that he believes other agencies should follow.

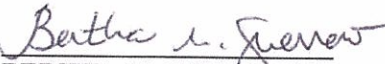
**IX. ADJOURNMENT**

**MOTION**

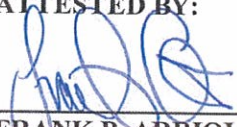
**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE EDWARD UNTALAN, THAT THE MEETING OF DECEMBER 20, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

There being no further discussions, the meeting of December 20, 2012 adjourned at approximately 5:30 p.m.

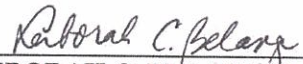
**SUBMITTED BY:**

  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

  
\_\_\_\_\_  
**DEBORAH C. BELANGER**  
Chairperson



OCT 02 2012

PRESIDENT'S OFFICE  
Initials: 

**TO:** Mary A.Y. Okada, Ed.D., President  
**VIA:** Ray D. Somera, Ph.D., Vice President, Academic Affairs  
Virginia C. Tudela, Ph.D., Dean, School of Technology and Student Services  
**FROM:** Bobbie Leon Guerrero, Program Specialist, Center for Student Involvement  
**SUBJECT:** Recommended changes for the Election Procedures and Requirements  
for the GCC Student Trustee  
**DATE:** September 26, 2012

Attached, please find the recommended changes for the "Election Procedures and Requirements for the COPSA Board of Trustees Officer Serving as the Student Trustee". When reviewing the attachment, UNDERLINED words indicate recommended additions and STRIKETHROUGHS indicate recommended deletions.

These recommended changes were reviewed by the 2012-2013 COPSA Officers during their summer leadership retreats and then presented at the COPSA General Membership meeting on September 7, 2012. Hard copies were distributed at this meeting and electronic copies were posted on the COPSA Groups page on MyGCC for all to review.

At the September 21, 2012, General Membership meeting, the body voted unanimously to approve the recommended changes and forward it on to the Board for their review and approval.

One of the main aspects of these recommended changes is that the BOT Student Member will now become a COPSA Officer. With the June 2011 and August 2012 resignations of the Student Trustees, special elections have had to be held to elect a new Student Member. Challenges: conducting elections every semester since 2011, but more importantly, the loss of student representation on the Board until a new student is elected.

As a COPSA Board of Trustees Officer, the COPSA President can now appoint a postsecondary student to immediately fill this vacant position and student representation on the Board can continue.

I am requesting that these recommended changes be placed on the agenda for the October 2012 Board of Trustees meeting for review and approval.

I look forward to your feedback and notification that these recommended guidelines will be on the October BOT meeting agenda. Should you have any questions, please do not hesitate to contact me.

Attachment: Election Procedures and Requirements for the COPSA Board of Trustees Officer Serving as the Student Trustee (9pgs)

(2nd READING)

**GUIDELINES FOR STUDENT TRUSTEE ELIGIBILITY AND ELECTION  
ELECTION PROCEDURES AND REQUIREMENTS  
FOR THE COPSA BOARD OF TRUSTEES OFFICER  
SERVING AS THE STUDENT TRUSTEE**

(Approved by the GCC Board of Trustees on \_\_\_\_\_)  
(Effective immediately upon approval)

**I. SELECTION COMMITTEE**

The Dean responsible for Student Services will appoint a Selection Committee to oversee the elections for the COPSA Board of Trustees Officer who will serve as the Student Trustee. The Committee will consist of an Associate Dean representing Student Services, the GCC Registrar, the Program Coordinator for the Center for Student Involvement (CSI), and the Program Specialist for the Center for Student Involvement who will serve as the Chairperson.

**II. ELIGIBILITY REQUIREMENTS FOR THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER**

1. Shall be a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits)
2. Shall submit proof of current enrollment (class schedule, tuition payment receipt).
3. Shall commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI office. (A regular semester is defined as the Fall and Spring semesters.)
4. Shall have attended GCC as a postsecondary student for a minimum of one regular semester immediately prior to running for this position and completed the regular semester term with a Grade Point Average (GPA) of 2.0 or better.
5. Shall have a minimum, cumulative GPA of 2.0 or better when declaring candidacy, and must maintain a minimum 2.0 GPA throughout every regular semester of service. ~~as the Student Trustee.~~
6. Shall not be on academic probation (failing to achieve a 2.0 for a regular semester term).
7. Shall have the Center for Student Involvement take your photo to be used on posters and the ballots.
8. Shall deliver a campaign speech at all the scheduled Campaign Forums.
9. Shall not be convicted of a felony.
10. Shall submit a current resume, an Application for Candidate form, and a signed Declaration of Candidacy to run for election.
11. Shall not be a full-time ~~Guam Community College~~ Government of Guam employee.
12. Shall attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with all the elected COPSA Officers, from May through April.
13. Above eligibility must be reviewed, guided by FERPA regulations, and certified by the Selection Committee.

*Approved at COPSA General Membership Meeting on Sept. 21, 2012*

**Center for Student Involvement** Tel: 735-5518/9

**COPSA Board of Trustees Officer**

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

### III. VOTER ELIGIBILITY

Officially registered, full-time or part-time, declared or undeclared, GCC postsecondary or Adult High School student as defined in the GCC Catalog.

### IV. VOTING PROCESS

1. The Dean responsible for Student Services via the Selection Committee:
  - a. Announces the election to be held within the month of April. (Exceptions to conducting the elections in April can be made by an approved motion of the GCC Board of Trustees.)
  - 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. Ensures the tabulation is conducted in accordance with all rules.
  - f. Certifies the results.
  - g. 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.
2. The Board of Trustees issues a Certificate of Election to the candidate with the highest number of votes. The Certificate of Election will serve as a contract of commitment.

### V. TERM OF OFFICE, REQUIREMENTS AND DISMISSAL FOR THE COPSA BOARD OF TRUSTEES OFFICER

1. Term of office: ~~is one year.~~
  - a. Officially sworn in during the first Board of Trustees regular meeting in May; and
  - b. Term will end after the last Board of Trustees regular meeting April.
2. Requirements:
  - a. Abide by the GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct);
  - b. Maintain all eligibility requirements throughout their term of office;
  - c. Attend all Guam Community College Board of Trustees meetings and retreats;
  - d. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student activities, concerns and needs;
  - e. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns; and
  - f. Serve as the student representative on the Committee on College Assessment.
3. Dismissal:
  - a. ~~Student Trustee will be Dismissed from the position if he or she does not maintain a minimum, cumulative GPA of 2.0 or better or does not maintain a 2.0 GPA at the end of each regular semester of service;~~
  - b. ~~Student Trustee will be Dismissed from the position if he or she misses has more than two unexcused absences for consecutive regularly scheduled Board of Trustees meetings;~~
  - c. ~~Student Trustee will be Dismissed from the position if he or she misses has more than two unexcused absences for consecutive regularly scheduled COPSA Executive and General Membership meetings.~~

*Approved at COPSA General Membership Meeting on Sept. 21, 2012*

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officers:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

**VI. REPLACEMENT OF THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER**

If the COPSA Board of Trustees Officer is unable to complete his or her term, the COPSA By-Law provision for vacancies amongst COPSA officers will apply.

~~If the Student Trustee is unable to complete their 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, a special election will occur within the first four (4) weeks of the Fall semester.~~

**VII. EXPECTATIONS OF A STUDENT TRUSTEE**

- ~~1. Student Trustee will abide by GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct).~~
- ~~2. 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 Executive and 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.~~~~

*Approved at COPSA General Membership Meeting on Sept. 21, 2012*

**Center for Student Involvement** Tel: 733-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

## **RULES FOR CONDUCTING THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER ELECTIONS**

### **I. CAMPAIGNING**

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

### **II. VOTING**

1. Students must present their current GCC student I.D. card, or another form of photo identification showing their full name, in order to vote.
2. Once ~~voter status~~ identification is verified, student voters must sign a voter registry ~~and confirm their identity~~ which confirms they are an officially registered GCC student. (The Registrar will provide the registry.)
3. A ballot will be issued for the student to vote.
4. The voter will be afforded privacy for completing the ballot.
5. The completed ballot is to be placed in a locked ballot box by the voter.
6. 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. The Center for Student Involvement designee is responsible for organizing the work assignments.
7. 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.
8. All elections must be conducted on campus.

### **III. ELECTION CHALLENGES**

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

1. The Candidate filing the challenge must do so in writing and address the challenge to the Selection Committee within two (2) working days from the election date.
2. The Selection Committee will render a decision on the challenge within two (2) working days from the date of the candidate's filed challenge.
3. 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.
4. If the decision rendered by the Dean responsible for Student Services is deemed unacceptable by the candidate, an appeal can then be filed within two (2) working days of the decision 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.

*Approved at COPSA General Membership Meeting on Sept. 21, 2012*

**Center for Student Involvement** Tel: 735-5518/9

**COPSA Board of Trustees Officer:**

Election Procedures & Requirements, Ruler, Declaration, Application, and Code of Conduct

#### IV. TABULATION OF VOTES

1. 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 until the next time that tabulation can resume.
2. Candidates are allowed to have one representative present to observe the process.
3. The Tabulation Team will be chosen by the Program Specialist for the Center for Student Involvement and will be composed of two Student Organization Advisors, one staff, a postsecondary student identified by the Center for Student Involvement, and the Program Specialist for the Center for Student Involvement.
4. 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.
5. 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.
6. If there is no declared candidate, 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 elected 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~~ COPSA Board of Trustees Officer elections at Guam Community College and must be followed without deviation.

*Approved at COPSA General Membership Meeting on Sept. 21, 2012*

**Center for Student Involvement** Tel: 735-5518/9

COPSA Board of Trustees Officer

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

**DECLARATION OF CANDIDACY FOR ~~STUDENT TRUSTEE POSITION~~  
THE COPSA BOARD OF TRUSTEES OFFICER**

*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) GCC postsecondary courses. (Minimum of six [6] credits)
2. I have submitted proof of current enrollment (class schedule, tuition payment receipt).
3. I will commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI Office. (A regular semester is defined as the Fall and Spring semesters.)
4. I have attended a minimum of one regular semester at GCC as a postsecondary student immediately prior to running for this position and completed this regular semester term with a Grade Point Average (GPA) of 2.0 or better.
5. I have a minimum, cumulative GPA of 2.0 or better when declaring candidacy and will maintain this minimum 2.0 GPA throughout every regular semester of service.
6. I am not on academic probation.
7. I will have the Center for Student Involvement take my photo to be used on posters and the ballots.
8. I will deliver a campaign speech at all the scheduled Campaign Forums.
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 all the elected COPSA Officers, from May through April.
13. I understand that my eligibility is subject to verification, guided by FERPA regulations, and that my candidacy requires the certification of the Selection Committee.
14. I have been briefed on the minimum requirements of the position for which I am running, and the election procedures.
15. 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.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPLICATION for Candidate

for the GCC COPSA Board of Trustees Officer Student Trustee

*As required by the Guidelines for Student Trustee Elections  
Per the Election Procedures and Requirements, 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: \_\_\_\_\_

.....  
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? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Approved at COPSA General Membership Meeting on Sept. 21, 2012*

**Center for Student Involvement** Tel: 735-5518/9

COPSA Board of Trustees Officers:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

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

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct



## Proposed, Capital Improvement Projects for FY2013

1/30/2013

PROJECT			COSTS
Number	Title	Description	Estimated
P13.1	Fire Alarm System	Fire Alarm Maintenance & Repair Contract on existing system ... Critical to the safety of Students, Faculty & Staff	\$100,000.00
P13.2	ADA Electronic Door	Install an ADA electronic door @ Student Center ... Accessibility to individuals with disabilities	\$4,480.00
P13.3	Energy Audit - ACs	Continue replacement / installation of HVAC units ... Per "GCC Technical Opportunities Assessment, 2011"	\$97,584.00
P13.4	Energy Audit - Lights	Continue replacement / installation of light fixtures ... Per "GCC Technical Opportunities Assessment, 2011"	\$66,561.00
P13.5	Electrical Panel	Upgrade & line conditioning of LRC-4000's electrical panel ... ref. Sep'11 transformer explosion, LEED certification, perennial power outages & glitches	\$38,000.00
P13.6	Typhoon Shutters	Installation of accordion metal storm shutters @ Buildings 3000, 4000, 5000 & 6000 ... i.e., Typhoon-proofing, protecting contents from external weathering	\$67,375.00
P13.7	Security	Installation of campus-wide security system ... Toward eliminating graffiti & pilfering; providing a safe learning & working environment; securing facilities & equipment; and doing so within a 2-year, priority phasing of Buildings 1000, 3000, 4000, 2000 & 400	\$150,000.00
P13.8	Weathering of Buildings	Insulation of doors & windows ... Per "GCC Technical Opportunities Assessment, 2011"	\$1,000.00
P13.9	Room Maintenance	Annual prioritization-renovation-cleaning of Classrooms for a more-conducive learning & working environment ... 1st priorities are Buildings A, C & D	\$4,500.00
P13.10	Restroom Renovation	Renovation of restrooms at Building 400	\$69,000.00
P13.11	Fence	Installation of perimeter fence around ponding basin in front of Building 1000 ... i.e., to mitigate a safety hazard & to deter illegal dumping	\$19,500.00
<b>GRAND TOTAL:</b>			<b>\$618,000.00</b>

**PRESIDENT'S TRAVEL SCHEDULE**  
**April 2013**

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
93 <sup>rd</sup> AACC Annual Convention	April 20-23, 2013	San Francisco, CA	American Association of Community Colleges (AACC)

*Funding Source:*  
*\*100% President's Promo Account*

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

**WRITE-OFF OF UNCOLLECTIBLE RECEIVABLES**  
**FISCAL YEAR 2012**

**WHEREAS**, the appropriate fiscal statement of receivables requires periodic write-off of uncollectible accounts; and

**WHEREAS**, the College has drawn up a list of uncollected accounts receivable included in this document; and

**WHEREAS**, the accounts receivable balances originated from the NIAS system conversion to Banner back in September 2007; and

**WHEREAS**, attempts have been made to collect these amounts and students accounts will remain on hold and students will not be allowed to receive transcripts or register for future classes; and

**WHEREAS**, these amounts were recorded as bad debt expense in FY2010 and were allowed for; and

**WHEREAS**, College procedures call for the write-off of these amounts after an appropriate period of time.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees authorize the write-off of student accounts receivable balances of \$790,914.16 in the Fiscal Year 2012 Financial Statements.

**Resolution** \_\_\_\_\_

**Adopted:** \_\_\_\_\_