

**GUAM COMMUNITY COLLEGE
Board of Trustees**

SELECTION OF PRESIDENT

WHEREAS, while the authority and responsibility of the Guam Community College Board of Trustees (BOT) is clear (17 GCA, Chapter 31, §31109 and §31110), participation in the review and selection process by a wide variety of constituents has been the practice of the Guam Community College (“College”); and

WHEREAS, the BOT is committed to maintaining the highest standards of quality and effective governance in fulfilling its responsibilities to the community; and

WHEREAS, the BOT is responsible for the selection of the President of the College whose performance is of vital importance to ensuring the highest standards which will enhance the educational opportunities provided to the residents of the community; and

WHEREAS, while the BOT views the selection of the President as one of its major responsibilities, it also recognizes that participation by others in the screening of candidates for the Presidency is both desirable and educationally sound.

NOW, THEREFORE, BE IT RESOLVED, that when a vacancy in the Presidency occurs, the BOT shall appoint a Screening Committee and/or a professional search firm, whose responsibility shall be to advertise the position; accept, screen, and interview applicants; and recommend to the BOT at least two, but preferably three applicants, who best meet the criteria; and

BE IT FURTHER RESOLVED, that the Screening Committee shall consist of one member of the BOT who is not the Chairperson, the student member of the BOT, the two advisory members to the BOT or their designee, and three members of the general community chosen by the BOT, with five members constituting a quorum. Each shall have a vote within the Committee. The Committee shall elect the Chairperson for the Committee. The Screening Committee support is to be provided by the Chief Human Resources Officer; and

BE IT FURTHER RESOLVED, that the Presidential searches are not usually hurried. It is a process that should be open to public scrutiny, inclusive, dignified, careful, and methodical. While the process is open to public scrutiny, names and applications of applicants will remain confidential until the final recommendation report is forwarded to the BOT. A minimum amount of time for accepting applications is three (3) months. The procedure and timeline for the Presidential Search shall be as follows:

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Step 1

Screening Committee is notified and meets to review requirements stated in BOT Policy 455, including the search timeline and job description. The Screening Committee and the BOT shall be guided in the presidential search by these minimum qualifications for applicants:

MINIMUM EDUCATION AND EXPERIENCE:

- a) Earned doctoral degree in education administration or closely related area from an accredited college or university; plus four (4) years of teaching and three (3) years of administrative experience at a post-secondary institution; or any combination thereof equaling seven (7) years of experience in an educational institution.
- b) Earned Master's Degree from an accredited college or university in education administration or closely related area or in a discipline offered at the College; plus five (5) years teaching experience and four (4) years of administrative experience in an educational institution; or any combination thereof equaling nine (9) years of experience in an educational institution.

Preferred Experience: Experience at a Pacific Island community college or university.

MINIMUM PROFESSIONAL QUALIFICATIONS:

A strong commitment to the community college mission, values, and open-access philosophy, with a dedication to promoting high academic standards and student success.

Demonstrated, innovative leadership in key areas such as budgeting, educational partnerships, strategic planning, and organizational management.

Proven ability to communicate and collaborate effectively with diverse constituencies, including faculty, students, staff, the Board of Trustees, alumni, and community stakeholders.

A track record of successfully recruiting, developing, and supporting highly qualified individuals in leadership and administrative roles.

Enthusiasm, energy, and resilience to thrive in a dynamic student-centered environment, with the capacity to lead initiatives in fundraising, facility planning, and institutional advancement.

Personal and professional integrity, with the character and presence to earn the respect and confidence of internal and external stakeholders.

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Step 2

The Committee will establish advertising parameters (local and/or U.S. mainland, as needed). After the first public advertising of the job announcement, the Committee will prepare interview questions and submit them to the EEO representative for review.

Step 3

The second public advertising of the job announcement will occur. Applications are reviewed as they arrive, communication with applicants begin (acknowledgment of application, verification and follow-up of supporting documents, and response to inquiries). The Chief Human Resources Officer and the Vice President for Academic Affairs (or their designee) will review all qualified applicants (in accordance with Policy 455, Job Announcement and Method of Evaluation). If there are ten (10) or fewer qualified applicants, all will be reviewed by the Screening Committee. If there are more than ten (10) qualified applicants, the Committee will determine if the list, as established by the Committee or the Chief Human Resources Officer and the Vice President for Academic Affairs, will be limited to ten (10) applicants.

Step 4

The Committee will review applications and establish a list of qualified candidates to be interviewed.

Step 5

The Screening Committee will conduct the interviews as follows:

If the applicant is on-island, an in-person interview will be conducted.

If the applicant is off-island, an electronic conference interview will be conducted.

The Chief Human Resources Officer will coordinate all logistics for the interviews.

Off-island interviews may be arranged as directed by the Committee.

Step 6

The Screening Committee will forward its recommendations, along with application packets, to the BOT. The BOT, upon receipt of the recommendations of the Screening Committee, shall interview the candidates using a standard set of questions prepared by the BOT in advance.

Step 7

The Chief Human Resources Officer will conduct a background and reference check for the applicant being considered after the conditional offer for employment (background and reference check takes a minimum of one week to complete).

BE IT FURTHER RESOLVED, that the Board of Trustees shall either appoint one of the candidates advanced by the Screening Committee or reject all such candidates and ask the Screening Committee to submit additional names meeting the qualifications. The BOT, upon receipt of any or all additional names, may interview the remaining applicants.

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Steps to the Presidential Search Process

While somewhat open to interpretation, the steps are intended to be rigorous, and generally are as follows:

Acceptance of the current President's intent to vacate the position

1. Presidential Search timelines

(See below Presidential Search timeline)

- Collection, acknowledgment, and safeguarding of application materials
- Acknowledgment should be swift, cordial, and reinforce timelines
- Assessment of qualified candidates
- Notification to candidates who are no longer being considered
- Review of qualified candidate's application
- Scheduling of in-person or electronic interviews
- Review and discussion of each viable candidate attributes
- Conditional offer to selected candidate
- Background and reference checks
- Negotiation of salary and start-date
- Formal written offer to selected candidate (including contract)
- Notification to candidates not selected

2. Development/update of job description

Minimum Education and Experience
Minimum Professional Qualifications
Description of Duties
Methods of Evaluation
Range of compensation
Required documents

3. Development of a detailed ad for publication

Description of the Institution
Institutional philosophy
Job description
Instructions for the application process
Closing date and anticipated decision date
Methods of notification

4. Where to advertise

GCC Website and other recruitment websites (i.e., Indeed, HigherEd Jobs, and Chronicle for Higher Education)
Local or National/Social/ Print Media (i.e., PDN, the Guam Daily Post, LinkedIn)
Circulation of Job Announcement (referrals, nominations, etc.)

5. Development/update of rating instruments and criteria

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6. Development of a transition plan

The Presidential Search Process is the beginning of the transition plan. The Board, the current President and the new President shall develop a transition plan to ensure the College is able to continue to operate successfully.

7. Designation of an Interim President

Needed until the new President is able to begin his/her tenure.

Amended & Adopted: July 18, 2025

Resolution 20-2025

Amended & Adopted: February 16, 2018

Resolution 2-2018

Amended & Adopted: January 8, 2009

Resolution 8-2009

Adopted: December 6, 1995

Resolution 1-96

Revised/Adopted: April 5, 2000

Resolution 6-2000

Revised/Adopted: September 5, 2006

Resolution 14-2006