

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of December 2, 2009

Minutes

The monthly meeting of December 2, 2009 was called to order at 6:15 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, Ms. Deborah C. Belanger, Mr. Eduardo R. Ilao, Mr. Frank P. Arriola, Mr. Mark A. Concepcion.

Not in attendance: Ms. Maria Dilanco Garcia (Off Island)

Others in attendance: Dr. Mary A.Y. Okada, President, Attorney Rawlen Mantanona, Legal Counsel, Dr. Ray Somera, Vice President, Academic Affairs Division, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Jayne Flores, Assistant Director, Communications & Promotions.

Not in attendance: Mr. Barry Mead, Faculty Advisory Member (out sick), Mr. Kenneth Bautista, Support Staff Advisory Member.

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. November 4, 2009 Meeting

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE MINUTES OF NOVEMBER 4, 2009 MEETING, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS - None.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

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

–The balance that is still due to GCC for fiscal year 2009 includes \$20,400 for the LPN program, \$11,900 for the Tourism Attraction Fund (TAF), and \$172,000 for the Manpower Development Fund (MDF). For Fiscal Year 2010, the college has received about 1.1% of its requested allotment.

–The bid for the Construction Manager (CM) Services is currently out and with several proposals expected to be received by the college.

–Summits held and/or currently scheduled to be held includes the following: 1) Micronesia Chief Executive Summit starts this evening, December 2, 2009. 2) Guam Workforce Education Summit is scheduled to be held this week. 3) Armed Forces Communications & Electronics Association (AFCEA) held a presentation on campus recently. 4) Association of Community College & Junior Colleges held a successful accreditation training November 13-14, 2009 at the Hilton, having 115 participants from various colleges within the region. Because of GCC's excellent training model, Dr. Beno requested GCC's assistance in facilitating some of ACCJC's training. Further, Dr. Beno invited President Okada to serve on the ACCJC Board when a slot becomes available. 5) Forensic Science Symposium was held November 4-5, 2009. 6) GCC's Strategic Planning Committee (President's Management Team and Faculty Senate) recently met to discuss and identify the priorities for the development of the Fiscal Year 2011 budget. The FY2011 budget is due February 2010.

–GCC is currently assisting in the facilitation of a project in Chuuk with hopes to see funding from the U.S. Department of Education. The project is to increase the literacy level in Chuuk

–President Okada happily announced that Dr. Lisa Baza-Cruz obtained her Doctorate from Argosy University. Congratulations were extended to Dr. Baza-Cruz.

–GCC submitted its Compact Impact Report to the Governor's office, which will be submitted to the U.S. Department of Interior.

–GCC received a copy of the Draft Environmental Impact Study (DEIS) which will be available at the Library for review by the campus community.

–A successful Public Administration Conference was held on November 19, 2009 at the Guam Legislature.

2. Monthly Activities Report

Student Trustee: Trustee Concepcion reported on the following:

- Several campus tours were provided to George Washington High School and Simon

Sanchez High School seniors.

- Key Ingredients Display currently ongoing in the GCC Multipurpose Auditorium. All welcomed to stop by. President Okada added that every Wednesday, through the donations of the Guam Fishermen's Coop, high school students in the Culinary Arts program prepare various chamorro dishes for display and tasting.

Faculty Advisory Member: No report. Mr. Barry Mead is out sick.

Support Staff Advisory Member: No report. Mr. Kenneth Bautista did not attend the meeting.

3. **Board of Trustees Community Outreach Report - None to report at this time.**

VI. UNFINISHED BUSINESS

1. Construction Project Updates

Allied Health Center - President Okada reported that the Ribbon Cutting Ceremony has been moved to Monday, December 21, 2009, 10:00am. Assistant Secretary of Insular Affairs, Mr. Tony Babauta will be on island for this special event.

Student Center - President Okada reiterated that the college is just now waiting for the release of ARRA funding to support the construction of the Student Center. Further, because of the ARRA funding it may not be necessary for the Foundation Board of Governors to consider "bridge financing" for the Student Center. A followup conference call/meeting with the USDOE is scheduled to be held December 11, 2009.

Additionally, President Okada reported that she met with U.S. Assistant Secretary of Education Mr. Peter Cunningham showcasing what we offer and identifying the challenges we are faced with, in particular, the high percentage of students coming to GCC that is still in remedial Math and English.

At the request of Mr. Cunningham as to what does GCC want him to bring back to Washington, DC, President Okada highlighted that any legislation that comes out of Congress that relates to community colleges needs to include and outline territories in the grants. She emphasized not having this excludes and disqualifies Guam from applying for a lot of grants.

Learning Resources Center - President Okada reported that the staging area for the construction of the Learning Resources Center has been identified and is currently being set up.

2. **Board Representative for GCC BOT/GFT Faculty Contract Negotiations (tabled at the November 4, 2009 meeting)**

President Okada recommended that this item remain tabled until an appointment has been made to replace Trustee Sablan. Board members concurred that this issue remains tabled.

She apprized the Board that Ms. Joyce Crisostomo has indicated that she is not available and extends her regrets. However, another potential individual that has been recommended is Mr. Francis Diaz, who has labor union background. Board members concurred that President Okada meets with Mr. Diaz on his interest to serve.

3. Proposed Board Policy 197: The Guam Community College Online Policy and Procedures (2nd Reading)

There being no further discussion or changes to be made on the proposed board policy presented at second reading, the following action was taken:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE PROPOSED BOARD POLICY ENTITLED "THE GUAM COMMUNITY COLLEGE ONLINE POLICY AND PROCEDURES." MOTION CARRIES. (Voting: 5 ayes, 0 nays) (A copy of the policy is attached.)

VII. NEW BUSINESS

1. Board Policies, Foundation (Series 600) – Recommend Deletion

- Board Policy 600: Establishment of the GCC Foundation
- Board Policy 605: Approval & Establishment of Annual Foundation Budget
- Board Policy 610: Management of Foundation Funds
- Board Policy 615: Expenditure of Foundation Funds
- Board Policy 620: Authorization to establish a separate Restricted Bank Account for Foundation Fundraising
- Board Policy 625: Foundation Investment Spending Policy

President Okada, at this time, recommended that the Board delete all of series 600 policies. She explained that deleting all of series 600 policies will delineate the Foundation from the control of the Board of Trustees. If the Foundation remains under the control of the Board of Trustees, then there is a possibility that the Government of Guam, through a motion, can take away all of the assets under the Foundation. She emphasized that this is to clearly distinguish the Foundation and the Board of Trustees and most importantly to safe guard the assets of the Foundation.

It was recommended by Chair Ramos that this issue be tabled, and that legal counsel review the matter before the Board takes any action. Board members concurred.

2. Proposed Board Resolution 4-2010: Honorary Professorship - Dr. Daisaku Ikeda

President Okada explained that the proposed resolution presented to the Board this evening is at the request of the Soka Gakkai International (SGI) for GCC Board to consider supporting an Honorary Professorship to Dr. Ikeda. She noted that upon discussing the matter with Mr. Barry Mead, the Board's Faculty Advisory member, Mr. Mead acknowledged that he did not find any problem with the request. Further, President Okada noted that as of July 16, 2009, Dr. Ikeda received 258 honorary conferments to include one from the University of Guam and Northern Marianas College. She emphasized that through board resolution, the conferment of Honorary Professorship to Dr. Ikeda is to recognize the work of Dr. Ikeda in promoting world peace and harmony and does not include any rights to the college.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES BOARD RESOLUTION 4-2010 ENTITLED "HONORARY PROFESSORSHIP - DR. DAISAKU IKEDA." MOTION CARRIES. (Voting: 5 ayes, 0 nays) (A copy of the resolution is attached.)

3. President's Travel Schedule: January & February 2010

President Okada respectfully requested the Board's consideration to allow her to attend the following:

- 17th Annual Workforce Development Institute, January 27-30, 2010, St. Petersburg, Florida. Guam Department of Labor to fund this travel (pending).
- Self Study Accreditation Training Workshop, February 26-27, 2010, Saipan. President's Promotional Account to fund this travel.
- Educause Southwest Regional Conference 2010, February 17-19, 2010, Austin, Texas. President Promotional Account to fund this travel.

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE AS PRESENTED. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

4. Election of Board Officers (term: January 2010 - December 2011)

- **Chairperson**
- **Vice Chairperson**
- **Secretary**
- **Treasurer**

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD TABLE THIS ITEM UNTIL ITS NEXT MEETING IN JANUARY 2010. MOTION CARRIES. (Voting: 5 ayes, 0 nays).

At 6:37 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 6:55 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

Institutional Learning Outcomes (ILOs):

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE MARK A. CONCEPCION, THAT THE BOARD ADOPTS THE INSTITUTIONAL LEARNING OUTCOMES (ILOs) TO SERVE AS THE OVERARCHING FRAMEWORK WHICH DEFINES THE COLLECTIVE EXPRESSION OF THE OVERALL LEARNING ENVIRONMENT THE COLLEGE OFFERS TO ITS STUDENTS, INCLUSIVE OF THEIR EXPERIENCES IN BOTH ACADEMIC AND NON-ACADEMIC ASPECTS OF THEIR COLLEGE STAY. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

Extension of President Okada's Employment Contract:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES THE EXTENSION OF PRESIDENT MARY A.Y. OKADA'S CONTRACT AS PRESIDENT AND CHIEF EXECUTIVE OFFICER FOR ANOTHER THREE (3) YEARS. MOTION CARRIES.

On behalf of the Board of Trustees, Chair Ramos extended congratulations to Dr. Lisa Baza-Cruz for obtaining her Doctorate Degree from Argosy University.

IX. **ADJOURNMENT** - There being no further discussions, the meeting of December 2, 2009 adjourned at 6:57 p.m.

SUBMITTED BY:



LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:



MARK A. CONCEPCION
Secretary

JAN 06 2010

APPROVED BY:



GINA Y. RAMOS
Chairperson

JAN 06 2010

Attachments:

1. Board Policy 197 & Board Resolution 5-2010: GCC Online Policy & Procedures
2. Board Resolution 4-2010: Honorary Professorship - Dr. Daisaku Ikeda

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**THE GUAM COMMUNITY COLLEGE
ONLINE POLICY AND PROCEDURES**

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

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

WHEREAS, such Online Policies and Procedures provide parameters within which both employees and students must operate.

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

Adopted: December 2, 2009

Resolution 5-2010

Guam Community College Online Policy and Procedure

Guam Community College provides computing and networking resources to the campus community of students, faculty, staff, and the public to support its educational mission. The computing and networking facilities are a College community resource. Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Computing and networking resources must always be used in compliance with all international, federal, and local laws.

This information is for Guam Community College students, employees and the public that uses the College's computer and networking facilities. It summarizes what computer users need to know about applicable, College policies, and guidelines that affect computer use, providing examples of inappropriate behavior and describing the consequences for violators.

Every Guam Community College student and employee is a computer user at some time during his/her school or work experience. Use of the College computer resources, including computer labs, network services, campus information services, library systems, and office computers is a privilege provided by the college to students and employees. The college expects all computer users to understand and abide by these user obligations when using the computer facilities.

Access to Computer Resources

Computing and networking resources are provided for the educational, academic, and administrative purposes of the College. Some computer labs, networks, systems, and other facilities are intended for general student or employee access (for example, MyGCC). Other facilities are restricted to students and employees in specific courses or programs, or who have specific work assignments. Computer users are expected to learn and follow the rules for each facility they use, and should evaluate their use of computer resources against the purposes of each resource.

What Guam Community College computer users need to know:

1.0 College staff are happy to help new student users and employees get authorized access to appropriate computer facilities.

1.1 Users are expected to learn and follow the rules for each resource. For example, a lab facility dedicated to a specific course should not be used for assignments in other courses.

1.2 A Technology fee is charged to all students to use many of the College's computer resources. Users are granted access each term. Use of computer facilities without being a currently registered student is not allowed.

1.3 Many computer use facilities have specific prohibitions about food, beverages, chatting, shareware, social-networking, computer games, pornography and other use guidelines to protect the equipment, provide equal access opportunities, and respect the rights of other users. Computer users are expected to learn and follow the rules at each facility they use.

Improper Use of Facilities

GCC encourages computer use which is consistent with the educational, academic and administrative purposes of the College and which respects the rights of other computer users.

What Guam Community College computer users need to know:

2.0. Well-trained and informed computer users make the most effective and efficient use of computing facilities. GCC offers training opportunities and Information resources to help students and employees make good use of its computer facilities.

2.1 Use of computer resources for cheating, plagiarism, gambling, pornography, furnishing false information or other acts of academic dishonesty is a violation of the obligations the College expects of its computer users.

2.2 Fraudulent, harassing or obscene messages and/or materials are not to be received, sent or stored.

2.3 Other examples of Improper use of the College computer facilities include:

- Network use which creates unnecessary network traffic.
- Broadcast of unsolicited electronic mail and messages to an unnecessarily large audience.
- Transmission of electronic chain letters or other requests for money, or distribution or circulation of media known to contain computer viruses.
- Using the Campus Network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms of applicable software licensing agreements or copyright laws.
- Deliberately wasting computing resources (e.g. excessive printing).

Activities will not be considered misuse when authorized by appropriate College officials for security or performance testing.

Unauthorized Use of Services and Property

It is the policy of Guam Community College that computer software, electronic information and computer services are valuable resources. The college respects the property rights of software vendors and information services, and expects students and employees to respect copyrights in their academic and administrative activities. All existing laws (federal and local) and College regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

What Guam Community College computer users need to know:

3.0 Computer users who copy, distribute (either free or for monetary gain), or receive copyrighted software or electronic information without paying the specified fee are in violation of U.S. copyright laws.

3.1 Use of computer resources which are the property of another student or employee is not allowed. Computer users who are assigned individual access privileges should not share computer accounts, access codes, passwords, or access privileges with other users.

3.2 Use of computer systems to interfere with the work of employees or students or to disrupt the normal operation of the College is an unacceptable use of facilities.

3.3 Other acts which are not permitted include unauthorized access or attempt to access the college's computing resources, or the use of computer resources to disrupt (or attempt to disrupt) the normal operation of the College.

Invasion of Privacy

Local and federal laws may protect the privacy of GCC's students and employees, and information about students and employees.

What Guam Community College computer users need to know:

4.0 While GCC takes steps to provide information security and protect privacy, computer users should not assume messages and information on College systems and networks are private.

4.1 All electronic mail is property of the Guam Community College pursuant to Administrative Directive 2006-01 and is subject to inspection and disclosure and scheduled retention and disposition. Users should have no expectation of privacy in their use of electronic mail.

4.2 Use of Guam Community College's computing facilities to access or attempt to access student or employee information for any purpose not specifically job-related, violates state and federal laws and College policy.

4.3 Students and employees may have rights of access to information about themselves contained in computer files. Files may be subject to

Adapted by the College Technology Committee of Guam Community College from Lane Community College Online Procedures and Policies

3/13/09

search under court order. In addition, system administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

Harassment

Any use of GCC's computer resources in a manner, which creates a hostile or threatening school or work environment for other students or employees is harassment. Local and federal laws may protect students and employees from harassment. These same laws apply to electronic media.

What Guam Community College computer users need to know:

5.0 GCC's Policy 185 and federal statutes prohibit unwanted sexual behavior, lewd or indecent conduct, and behavior defined as "stalking." Electronic versions of these behaviors are also prohibited.

5.1 Intentional transmission or display of unwanted messages, information, or graphic images which create a hostile school or work environment for the recipient are inappropriate uses of College computer resources and violate GCC's Policy 171 on workplace violence, as well as federal laws.

Consequences for Misuse of Guam Community College Computing Facilities

Guam Community College is committed to computer and networking use laws and policies that promote the mission of the College and encourage respect for the rights of other computer users. The consequences for violators of this policy are described in the laws of Guam, federal statutes, Guam Community College administrative policies and directives, and the College's Student Code of Conduct, and may subject the violator to criminal prosecution. Penalties for violators depend on each specific situation, but may include one or more of these consequences: loss of computer use privileges, failure in a course, penalties specified in the Student Code of Conduct, termination of student status, disciplinary action for an employee, termination of employment, or legal action.

Personal Responsibilities

Every student and employee enjoys the constitutionally respected right to free speech. With that right, each student and employee must take responsibility for what he or she says or writes. For example, libelous or slanderous remarks about someone, even electronically, may be subject to legal action. Use electronic communications responsibly when exercising your right to speak.

It is impossible to provide an exhaustive definition of inappropriate computer use, or a complete set of examples to cover every situation. Two general criteria are important:

- 1) computer use should be consistent with the mission of the College; and
- 2) computer users should respect the rights of other computer users.

Computer users who have questions about which computer uses are appropriate and which are not should inquire about their intended use. Students should contact their instructor or lab monitor. Employees should contact their supervisor or department head.

Official Domains, Mail Server and Websites

Guam Community College strives to protect its students and employees by providing the following:

- The official domains of Guam Community College are guamcc.edu, guamcc.org and guamcc.net.
- The official mail server for Guam Community College is mail.guamcc.edu.
- The official website for Guam Community College is www.guamcc.edu and mygcc.guamcc.edu.

It is imperative users protect their personal information by being aware of interacting in domains or websites other than the above.



Kolehon Kumuniddat Guahan
Accredited by the Western Association of Schools and Colleges

BOARD OF TRUSTEES

Resolution No. 4-2010

Honorary Professorship to Dr. Daisaku Ikeda

WHEREAS, upon its founding in 1975, Dr. Daisaku Ikeda became president of the Soka Gakkai International (SGI), an international outreach program aimed at fostering international relationships, and

WHEREAS, as a disciple of the late Josei Toda, Dr. Ikeda took on Toda's dream and mission to spread the principles of developing a peaceful world, and

WHEREAS, throughout his own life, and in his role as president of SGI, Dr. Ikeda continues to provide support and encouragement through his writings and lectures, by striving to promote a dialogue on world peace and harmony as they apply to today's global challenges with many of today's world leaders, and

WHEREAS, Dr. Ikeda continues to assert that "to treasure foreign students is to cultivate future friendship and promote lasting peace in the world," and

WHEREAS, Dr. Ikeda's peace activism as well as his commitment to sustainable progress and development is a source of inspiration for many young people today.

NOW, THEREFORE, BE IT RESOLVED, that in recognition of Dr. Daisaku Ikeda's lifelong and tireless efforts to promote peace, culture, and education, and his dedication to humanitarian activities, the Board of Trustees of the Guam Community College confers upon Dr. Ikeda an **HONORARY PROFESSORSHIP** at the Guam Community College.

DULY AND REGULARLY ADOPTED ON THE 2nd DAY OF DECEMBER 2009.


Gina Y. Ramos, Chairperson

Attested by:


Mark A. Concepcion, Secretary

