

**Guam Community College
Board of Trustees**

Mission Statement

WHEREAS, Guam Community College was created by the Community College Act of 1977 (codified at 17 GCA §§ 30101, *et seq.*) to provide secondary, postsecondary and adult educational programs and career-technical training that is premised on lifelong learning. It is also guided by the College's Vision Statement as follows:

"GCC will continue to pioneer labor force development within the Western Pacific, best understanding and meeting the educational, career and technical training needs of the economy. It will be Guam's premier career and technical institution and finest secondary and post secondary basic educational institution serving the island's adult community. Its excellence will continue to be recognized because of its service to employers, employees and the community at large."

WHEREAS, the College serves the diverse island communities and strives to be a premier regional career and technical educational focal point for Micronesia.

WHEREAS, the College is a student-centered institution committed to promoting individual inquiry and service, civic and social responsibility, leadership, and career growth.

WHEREAS, the College is learning-centered, fostering intellectual flexibility, knowledge, and skills through integrated teaching and program assessments promoting continuous improvement in support to the college community.

WHEREAS, the College must continue its history of high academic standards and integrity, management practices and fiscal responsibility.

WHEREAS, to remain a responsive and an excellent educational institution, the College community has reviewed and scrutinized the present Mission Statement and recommends a new statement.

NOW THEREFORE, BE IT RESOLVED, that the following Mission Statement be endorsed and adopted by the Board, subject to annual review at the Board of Trustees' January meeting.

Guam Community College 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.

Sinangan Mision

I mision i Kulehon Kumunidat Guahan, guiya i ge'hilo' i fina'che'cho' siha yan I kinahulo' i mamfafa'che'cho' ya u na'guaguaha nu i manakhilo' yan manmaolek na tiningo' yan fina'na'guen cho'cho' siha gi iya Maikronisiha

The mission is achieved by accomplishing the following goals:

1. **Pioneering:** This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employers' needs assessment in order to improve the skill levels and productivity of the island's workforce.
2. **Educational Excellence:** This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
3. **Community Interaction:** This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
4. **Dedicated Planning:** This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.

Amended & Adopted: May 5, 2011 (Chamorro translation)

Re-examined & Adopted: February 9, 2011; Resolution 5-2011

Adopted: March 11, 2009; Resolution 17-2009

Amended & Adopted: September 5, 2008; Resolution: 12-2008

Re-examined & Adopted: January 25, 2007; Resolution 1-2007

Adopted: February 9, 2005; Resolution 3-2005

**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

3/18/09

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.

**Guam Community College
Board of Trustees**

Distance Education Policy

WHEREAS, distance education (hereinafter referred to as DE) refers to the practice of offering educational services – either instruction or support services – to students who are not physically co-located with the individuals providing the service. DE includes the use of computer and Internet-based educational services as well as video and audio services. Institutions use Internet technologies to bring students educational programming in either synchronous (students and the service provider are interacting on line at the same time) or asynchronous modes (students and the service provider not interacting on line at the same time). Educational interactions delivered through these means may occur on campus as well as off campus, and

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

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

WHEREAS, in addition to working adults, the traditional-aged college students come to campus with extensive experience using digital technologies in their personal and school lives. For these students, DE that involves the use of Internet, web casts, text messaging, and other digital media is comfortable and familiar. As technology continues to expand world-wide, participation in DE assists students in preparing for the workforce.

NOW, THEREFORE, BE IT RESOLVED, that this document serves as a policy for the College to support the policy on distance education and correspondence education of the Western Association of Schools and Colleges (WASC), Accrediting Commission for Community and Junior Colleges (ACCJC) (Revised January 2010).

BE IT FURTHER RESOLVED, that a manual will be developed based on this policy. The manual will include specific forms, and other detailed processes that are necessary to ensure the policy is implemented.

Adopted: July 7, 2010

Resolution No: 7-2010

Definitions

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

Requirements

- The College will adhere to all ACCJC policies regarding DE.
- All credited courses and programs that include or will include components of DE (online or hybrid online) must be approved through the Curriculum Approval Substantive Change Process. These will include courses offered through the regular semester cycle, special projects, or Continuing Education cycle, for as long as they include DE components.
- As per the WASC Distance Learning Policy, the College is expected to give the ACCJC advance notice of intent to offer a program in which 50% or more of the courses are electronically-delivered, through the Substantive Change process. Any request for ACCJC's approval of a DE program, must be coursed through the Office of the Academic Vice President.
- All courses and programs delivered through electronic means must have clearly defined and appropriate program/course student learning outcomes (SLOs).
- Students are responsible for accessing resources to complete all course requirements and resolving any technical difficulties outside of Guam Community College.
- All DE courses must be clearly identified as either online or hybrid online courses in the annually-published college catalog and in the class schedule published every semester.
- All online courses can only be taught during academic years where traditional courses are also offered as an alternative course, with the exception of continuing education courses. All DE courses must be electronically delivered by the course management system agreed upon by the College (in order to ensure consistency and uniformity in course delivery and eventual assessment of these courses.¹
- Prior to teaching a DE course, individual faculty members are responsible for acquiring sufficient skills by completing at a minimum a 3-credit course (must be

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

verified through official college transcripts) on building an online course, minor troubleshooting, and features of a course management system.

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

Resources

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

Privacy/Security

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

Support

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

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

Assessment Strategies for Distance Learning

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

**THE GUAM COMMUNITY COLLEGE
CODE OF ETHICS**

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that in the performance of each College member's responsibility to commit to the general standards and promote its general principles, the Board of Trustees adopts the *Guam Community College Code of Ethics* as developed through the College's governance process.

Adopted: March 6, 2008

Resolution 6-2008

THE GUAM COMMUNITY COLLEGE

CODE OF ETHICS

Prepared AY 2006-2008

**APPROVED BY THE BOARD OF TRUSTEES
ON MARCH 6, 2008**

INTRODUCTORY STATEMENT

In support of its mission, the Guam Community College (also referred to as the "College") sets forth the ideals of scholarship, life long learning, service to others, enrichment through diversity, commitment to excellence, collegiality, mutual respect, and professional integrity. The College is guided by the belief that a sense of true community is achieved when these ideals and values are reflected in the behavior of its members toward one another.

As representatives of Guam Community College, we are members of a unique environment. In addition to our interaction with a diverse, multi-cultural student population and faculty group, we also develop close ties with representatives of governmental agencies and the private sector. In other words, our individual actions and ethical values reflect upon the reputation of the College. Therefore, it is the responsibility of each and every member of the College to act in such a way as to maintain the good name the College has worked so hard to build.

All Employees of Guam Community College should be guided by the general principles set forth in this Code of Ethics and commit to a high standard of ethical behavior.

Our ethical values, as an institution, are integral to sustaining the praiseworthy name we have worked hard to establish and to the future growth and success of the College.

Employees of the College have the responsibility:

- to conduct ourselves with integrity;

- to act in a fair, consistent, and equitable manner;

- to recognize the need for accountability in what we say and do;

- to engage people without prejudice;

- to take personal responsibility for one's actions and decisions;

- to be committed to excellence in all that we do.

Our interactions with one another, including external stakeholders representing Guam Community College are to be guided by the general principles set forth in this Code of Ethics developed through the College's governance process. Employees of the College are expected to commit to these standards and promote its general principles which are central to maintaining the culture of the College.

I. GENERAL PRINCIPLE

Employees of Guam Community College have unique responsibilities that derive from their membership in an academic community and from their roles as public servants. Thus, this Code addresses the issue of ethics for all Employees at Guam Community College. The faculty handbook and this code provide the procedure for filing, investigating, and adjudicating of complaints of unethical conduct. While this Code of Ethics cannot enumerate every responsibility or foresee every contingency, the following are viewed as essential within the context of our community by the Professional Ethics Committee.

GOVERNING PRINCIPLES

1. COLLEGIALITY:

Employees shall not file frivolous ethics complaints. If an Employee's ethics complaint is determined by the committee, after investigation, to be frivolous and without merit, the filing Employee shall be subject to an ethics complaint filed against him/her based on a violation of this specific principle.

2. CONFLICT OF INTEREST:

Employees of Guam Community College shall not have any interest, financial, emotional, or otherwise, direct or indirect, or engage in any business transaction or professional activity, which is in substantial conflict with the proper discharge of the Employee's duties to the College.

A. SUPPORTING RULES:

1. An Employee should not act in his or her official capacity in any College matter in which the Employee or an immediate family member of the Employee has a direct or indirect financial interest that might reasonably be expected to influence the Employee's objectivity or independence of judgment.

EXAMPLE: *Department Chairperson makes frequent purchases of supplies costing under \$500.00 from only his wife's business.*

2. An Employee should not accept, directly or indirectly, any gift, favor, service, or other items of value under circumstances from which it might be reasonably inferred, or which the Employee knows or has reason to believe, is offered for the purpose of influencing the Employee in the discharge of his or her duties to the College.

EXAMPLE: *Employee accepts free automobile repair from a person he or she will be interviewing for a position at the college.*

3. An Employee should not knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public, having knowledge of the Employee's acts, that he or she may be engaged in conduct violative of his or her trust as a public Employee.

EXAMPLE: Employee openly admits or shares with others that he violates procurement procedures, etc.

4. An Employee should not use, or allow to be used, his or her public office or employment, or any information not generally available to members of the public, which the Employee receives in the course of or by reason of the Employee's office or employment, to secure financial gain, unwarranted privileges, advantages or employment for himself or herself, his or her immediate family members or others with whom the Employee is closely associated.

EXAMPLE: Department Chairperson allows an Employee under his or her purview (for the sole reason) to participate in a function that supports a particular political candidate without signing leave (when the Employee should be at work), because the Department Chairperson supports that candidate.

5. An Employee should not engage in an emotional, romantic, or sexual relationship with a student or an Employee for whom he or she has a professional responsibility as an instructor, advisor, evaluator, or supervisor.

a. *EXAMPLE: A direct supervisor has a romantic involvement with a subordinate.*

b. *EXAMPLE: Instructor should not text (aka "short messaging service") a student using romantic language or innuendos such as "Did you like that chocolate? There is more where that came from."*

c. *EXAMPLE: Cards, letters, flowers, or balloons should not be sent to a student's home or work address from an Instructor for personal reasons.*

6. An Employee should not directly supervise a member of his or her immediate family. It is the intent of the College to avoid instances that could be influenced by the family relationship in hiring, performance evaluation, promotion, reclassification, discipline, grievance, or dismissal processes.

EXAMPLE: Employee directly supervises his or her spouse.

7. An Employee should not act as an agent or representative of the Guam Community College in any capacity or enter into contracts on behalf of the College without the authorization of the College.

a. *EXAMPLE: When promoting a private business, product, or service, Employees must not use Guam Community College's name to enhance credibility.*

b. *EXAMPLE: A G.C.C. Instructor has a friend who owns a culinary shop. The Instructor has, for some time now, a contractual relationship with the culinary shop whereby he receives a 10% commission (based on the total cost of the item) on any item that he sells from the store or any item that is bought by a customer who is referred by the G.C.C. Instructor. The G.C.C. Instructor requires all his students to purchase chef knives from that store,*

and that store only, without obtaining prior approval from GCC (these same knives are available at other locations for the same price).

c. EXAMPLE: *Employees participating in political activities shall not promote themselves as representatives of Guam Community College.*

d. EXAMPLE: *Employee signs a contract for security alarm services at a satellite location without the authorization or approval of the administration.*

3. CONFIDENTIALITY:

Employees of Guam Community College should safeguard all confidential information entrusted to them. Confidential information is information which is not publicly known, and must be used only for the purposes for which it was originally provided and shared only with authorized (by the Employee's Department of the Guam Community College) parties, unless consent (by the person or entity whom the information concerns) is given or required by law.

A. SUPPORTING RULES:

1. No Employee should discuss confidential student information with another student.

a. EXAMPLE: *Without the consent of the students, Instructor announces student names and corresponding grades aloud during class.*

b. EXAMPLE: *Without the consent of the student involved, Instructor openly announces to the class that a student has a disability or disease.*

2. No Employee should access another Employee's space, desk, or materials or other work-related matters, without asking permission. No Employee should access a colleague's personal e-mail, computer files, mail, faculty box, or personal belongings without their expressed permission and knowledge and then only if the reasons for access can be reasonably justified.

a. EXAMPLE: *Instructor 1 turns on Instructor 2's computer without permission and accesses Instructor 2's work files.*

b. EXAMPLE: *A Department Chairperson receives the personnel actions or check stubs of faculty members. He or she opens them up and reads them.*

4. USE OF RESOURCES:

College facilities, computers, and equipment are to be used to support teaching, research, service, and administrative functions. College Employees may not use institutional resources (including any person, money, or property) under their official control or direction or in their

custody, for personal benefit or gain, or for the benefit or gain of any other individuals or outside organization when such conduct interferes with the Employee's performance of official college duties. This prohibition does not apply to the use of College resources that do not interfere with the Employee's performance of official College duties.

A. EXAMPLES OF ALLOWED USE:

Examples of uses consistent with the College's mission and reasonably related to the conduct of official duties or promotion of organizational effectiveness or enhancement of job-related skills include but are not limited to the following:

1. EXAMPLE: *Occasional use of College computing resources to review College online job postings and submit online applications for College employment opportunities.*
2. EXAMPLE: *Communication with other College Employees to convey greetings and announcements, and to build interpersonal rapport (e.g., birthday greetings, birth announcements, carpool solicitations, and social opportunities).*
3. EXAMPLE: *Announcement of and participation in social gatherings to acknowledge accomplishments of colleagues or celebrate holidays and events (e.g. retirement parties and holiday gatherings).*
4. EXAMPLE: *Development of competency in the use of information technologies and computer resources. (This is to be liberally construed.)*
5. EXAMPLE: *Professional Development work done outside of normal work hours.*
6. EXAMPLE: *Occasional notices of charitable activities such as blood drives and special events.*
7. EXAMPLE: *Electronic communication with family members.*
8. EXAMPLE: *Scheduling personal appointments.*
9. EXAMPLE: *Personal use of computers for listening to news and music at Employee's workstation so long as it does not interfere with computer access for official use.*
10. EXAMPLE: *The use does not compromise the security or integrity of government or College property, information, or software.*

B. EXAMPLES OF PROHIBITED USE:

College resources, including facilities, computers, and equipment, may not be used for the following purposes:

1. EXAMPLE: *Supporting, promoting, or soliciting for an outside organization or group unless otherwise provided by law and College policy.*
2. EXAMPLE: *Mass production of campaign paraphernalia or other materials not relevant to the College's mission.*
3. EXAMPLE: *Advertising and selling for commercial purposes.*
4. EXAMPLE: *College offices or laboratories may not be used as a place of business for an Employee's outside enterprise without the College's authorization.*
5. EXAMPLE: *College stationery and other office or consumable supplies may not be used by an Employee in the conduct of an outside business.*
6. EXAMPLE: *College computing and Internet resources may not be used in violation of existing federal and local laws.*

5. ABUSE OF POWER:

Employees of Guam Community College shall support an environment in which harassment of others is not tolerated. Employees may not use positions of authority to influence others to perform inappropriate or illegal acts, or violate College regulations, College policies, or College practices.

A. SUPPORTING RULES

1. No Employee shall use his or her position at the College to influence the hiring, performance evaluation, promotion, reclassification, discipline, grievance, or dismissal of other individuals unless their employment so requires.
 - a. EXAMPLE: *Associate Professor A and Instructor B in the Department are first cousins. Professor C in the Department wishes to file a grievance on the basis of Instructor B's conduct. Associate Professor A is not involved in the situation other than being a member of the Department. Associate Professor A, over the course of three weeks, continuously attempts to pressure, cajole and encourage Professor C not to file the grievance.*
2. No Employee shall use his or her official position or information not generally available to members of the public, which the Employee receives in the course of or by reason of the Employee's office or employment, to secure unwarranted privileges, financial gain, advantages or employment for himself or herself, his or her immediate family members, or others with whom the Employee is associated.

a. EXAMPLE: *Employees shall not prematurely disclose upcoming contracts, which are to be advertised on a designated date through the media.*

b. EXAMPLE: *Employees shall not promote their own family members for positions at the College.*

3. No Employee shall accept, directly or indirectly, any gift or benefit in excess of the Government of Guam guidelines: favor, gratuity, fee, property, loan, promise, service, or other items of value under circumstances from which it might be reasonably inferred, or which the Employee knows or has reason to believe, is offered for the purpose of influencing the Employee in the discharge of his or her duties to the College.

a. EXAMPLE: *Advisor of a student organization circumvents the selection process so that a family member is chosen to attend an off-island conference.*

4. No Employee shall allow their private interests, whether personal, financial, or of any other sort, to conflict or appear to conflict with their professional duties and responsibilities. Employees must avoid any conduct that would lead a reasonable person to conclude that the individual might be biased or motivated by personal gain or private interest in the performance of duties.

a. EXAMPLE: *Instructor A sells products in the student store that are supplied by her retail business.*

5. No Employee shall commence "dating" or form an intimate relationship with a student with whom they have professional contact in the course of their duties.

a. EXAMPLE: *Student 1 is a pupil in Associate Professor A's accounting class. Student 1 and Associate Professor A met for the first time when the accounting class started. After four (4) weeks, Associate Professor A and Student 1 commence "dating." Student 1 remains in Associate Professor A's accounting class. Associate Professor A continues to teach the accounting class.*

b. EXAMPLE: *Student 1 is a pupil in Associate Professor A's accounting class. Student 1 and Associate Professor A met for the first time when the accounting class started. After four (4) weeks, Associate Professor A and Student 1 meet at a party on Friday evening. Associate Professor A and Student 1 engage in an intimate sexual relationship only once (that same night). Student 1 remains in Associate Professor A's accounting class. Associate Professor A continues to teach the accounting class.*

6. EQUALITY:

Employees of Guam Community College and all students are unique individuals and should be treated with equality and dignity, regardless of their age, gender, sexual orientation, ethnicity, cultural background or religion. Employees should allow others to hold fundamental beliefs and differing opinions and protect fundamental human rights prescribed by law, and should act to prevent intimidation, harassment, favoritism, and discrimination.

A. SUPPORTING RULES

1. Employees must respect, but may openly disagree with, the opinions and ideas of students and other Employee's views may differ from their own.

a. ***EXAMPLE:** At a committee meeting, the Chairperson only allows members that agree with her position to speak and express their views. The Chairperson consistently stifles opposing views from being expressed in the meeting by manipulating the committee rules.*

7. PROFESSIONALISM:

Employees of Guam Community College must act with integrity in their relationships. They must cooperate and treat others with respect, honesty, and fairness. They must accept the rights of others to hold values and beliefs that differ from their own. Employees must take into consideration the potential harm that social or other non-professional contacts and relationships with students, community stakeholders, and other Employees could have on their objective judgment and professional performance.

A. SUPPORTING RULES

1. Employees of Guam Community College shall not have social or other non-professional contacts and relationships with students they are currently instructing or advising, community stakeholders, and other Employees that may reasonably be expected to influence objective judgment and professional performance.

a. ***EXAMPLE:** Adjunct Associate Dean A, who is having a sexual relationship with Professor 1, agrees to be the evaluator for Professor 1. Adjunct Associate Dean A then proceeds to evaluate Professor 1, even though the evaluation is accurate.*

2. Employees may not take credit for others' ideas or work, even in cases where the work has not been explicitly protected by copyright or patent.

a. EXAMPLE: *Assistant Professor A performs most of the work on a particular project with Associate Professor B. Upon completion of the project, Associate Professor B submits the work with only her name on the documents. Associate Professor B then tells the interested parties that "it was her project."*

3. Visitors to the College should be treated courteously.

4. Colleagues should conduct themselves in a civil and professional manner when representing the College.

8. ACCOUNTABILITY:

Employees should be conscientious in the performance of their assigned workloads, including service to Committees and their Department.

A. SUPPORTING RULES:

1. Employees should act responsibly and diligently in the completion of committee work.

a. EXAMPLE: *Instructor I agrees to serve on Committee A, however, he/she only shows up to half of the assigned meetings.*

