

GUAM COMMUNITY COLLEGE
Board of Trustees
Retreat of July 28, 2006
9:00 a.m., GCC Technology Center, Room 1210

AGENDA

I. BOARD ASSESSMENT

- Proposed Board Resolution for review and concurrence to place on the August 1, 2006 board meeting agenda, which will cover the following: Board of Trustees Membership Handbook; Establishment of and Duties of Standing Committees of the Board; the adoption of the Parliamentary Procedures at a Glance for the Board's official guide.
- Establish parameters of duties for Standing Committees of the Board .

II. TRIP REPORT/INFORMATION SHARING (Trustee Jesus)

- Participation and attendance at the ACCT Governance Leadership Workshop held in Washington, DC. (June 25-27, 2006)

III. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees

ADOPTION OF
BOARD OF TRUSTEES MEMBERSHIP HANDBOOK,
BOARD OF TRUSTEES STANDING COMMITTEES,
PARLIAMENTARY PROCEDURES AT A GLANCE
(By: O. Garfield Jones)

WHEREAS, as part of the College's Institutional Assessment, the Board of Trustees has developed an Assessment Activity & Timeline that outlines five major goals and objectives related to ACCJC/WASC goals; and

WHEREAS, these major goals include the development & implementation of a Board Development Plan, the conduct of Board business and meetings, strengthening of institutional relationships; establishment of standing committees within the Board, and improvement of relationship with the GCC Foundation Board; and

WHEREAS, of the major goals of the Board, a number of objectives have been accomplished such as the development of a Membership Handbook; the establishment of ground rules for conducting and managing meetings utilizing the Parliamentary Procedures at a Glance publication as the Board's official reference and guidance; the establishment of Standing Committees of the Board that include their duties & responsibilities expected from each committee member; Student Trustee continues to represent constituents by reporting activities and concerns at regularly scheduled Board meetings; Board of Trustee Chairperson continues to work closely with the Foundation Board members to strengthen relationships between the Trustees and Foundation board members; and

WHEREAS, the Board continues to move forward with its efforts to fulfill the objectives identified as a part of its own assessment process in compliance with ACCJC/WASC standards, and as mandated by BOT Policy 306.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees adopts the following for immediate implementation and use:

- GCC Board of Trustees Membership Handbook;
- GCC Board of Trustees ACCJC/WASC Standing Committees:
 - Academic Affairs Standing Committee
 - Business & Finance Standing Committee
 - Administrative Services Standing Committee
- Parliamentary Procedures at a Glance, published by Hawthorn Books, Inc.

BE IT FURTHER RESOLVED, that the above documents, from time to time and as deemed necessary, are subject for review and update.

Adopted: _____

Resolution _____

JOB DESCRIPTIONS FOR STANDING COMMITTEES

- Sets tone for the committee work.
- Ensures that members have the information needed to do their jobs.
- Oversees the logistics of committee's operation.
- Reports to the full board on committee's decisions/recommendations.
- Works closely with the president and other staff
- Assigns work to the committee members, sets the agenda, runs the meetings, and ensures distribution of meeting minutes.
- Initiates and leads the committee's annual evaluation.
- Must be able to utilize methods and statistics to public administration and policy.
- Must be able to articulate the objectives, goals of the college to include mission and vision as prescribed by Title 17GCA and subsequent legislations.
- Must be able to carry-out the intent and the spirit of the By-laws.
- Must be able to project, track and manage a budget and to be creative with personnel practices to increase personnel system effectively.

