



Virginia Tudela <virginia.tudela@guamcc.edu>

BOT Policy Review, Series 400 & remainder of 300

1 message

bertha.guerrero@guamcc.edu <bertha.guerrero@guamcc.edu>

Mon, Aug 22, 2022 at 11:49 AM

To: "Carlo Leon Guerrero, BOT Member" <carlo@m80systems.com>, "Carlo Leon Guerrero, BOT Vice Chair" <carlo.leonguerrero@guamcc.edu>, "Dr. Mary A.Y. Okada, Ed.D." <mary.okada@guamcc.edu>, "Eloy Hara, BOT Member" <eloyhara@yahoo.com>, "Frank P. Arriola, BOT Chair" <frank.arriola@guamcc.edu>, Kenly Magwili <kenly.magwili@guamcc.edu>, "Richard P. Sablan, BOT Member" <rsablan@msa-guam.com>, "Rose P. Grino, BOT Member" <rose.grino@fhphealth.com>, Virginia Tudela <virginia.tudela@guamcc.edu>, Rodalyn Gerardo <rodalyn.gerardo@guamcc.edu>, esther.muna@guamcc.edu, Roma Okada <roma.okada@guamcc.edu>

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Virginia Tudela <virginia.tudela@guamcc.edu>

Friendly reminder: GCC BOT Policy Review, Series 300

1 message

bertha.guerrero@guamcc.edu <bertha.guerrero@guamcc.edu>

Wed, Apr 27, 2022 at 8:48 AM

To: "Carlo Leon Guerrero, BOT Member" <carlo@m80systems.com>, "Carlo Leon Guerrero, GCC email" <carlo.leonguerrero@guamcc.edu>, "Dr. Mary A.Y. Okada, Ed.D." <mary.okada@guamcc.edu>, "Eloy Hara, BOT Member" <eloyhara@yahoo.com>, "Frank P. Arriola, BOT Chair" <frank.arriola@guamcc.edu>, "Paris Blas, Student Trustee" <paris.blas@guamcc.edu>, "Richard P. Sablan, BOT Member" <rsablan@msa-guam.com>, "Rose P. Grino, BOT Member" <rose.grino@fhphealth.com>, Virginia Tudela <virginia.tudela@guamcc.edu>, Rodalyn Gerardo <rodalyn.gerardo@guamcc.edu>, Apolline San Nicolas <apolline.sannicolas@guamcc.edu>, esther.muna@guamcc.edu, Jadeline Mullikin <jadeline.mullikin@guamcc.edu>, Roma Okada <roma.okada@guamcc.edu>

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Virginia Tudela <virginia.tudela@guamcc.edu>

Board Policy Review Series 300-400

1 message

bertha.guerrero@guamcc.edu <bertha.guerrero@guamcc.edu> Wed, Jan 19, 2022 at 10:59 AM
 To: "Carlo Leon Guerrero, BOT Member" <carlo@m80systems.com>, "Carlo Leon Guerrero, GCC email" <carlo.leonguerrero@guamcc.edu>, "Dr. Mary A.Y. Okada, Ed.D." <mary.okada@guamcc.edu>, "Eloy Hara, BOT Member" <eloyhara@yahoo.com>, "Frank Arriola, BOT Member" <frank.arriola@gmail.com>, "Frank P. Arriola, BOT Chair" <frank.arriola@guamcc.edu>, "Paris Blas, Student Trustee" <paris.blas@guamcc.edu>, "Richard P. Sablan, BOT Member" <rsablan@msa-guam.com>, "Rose P. Grino, BOT Member" <rose.grino@fhphealth.com>, Virginia Tudela <virginia.tudela@guamcc.edu>, Rodalyn Gerardo <rodalyn.gerardo@guamcc.edu>
 Cc: esther.muna@guamcc.edu, Jadeline Mullikin <jadeline.mullikin@guamcc.edu>, Roma Okada <roma.okada@guamcc.edu>

Hafa Adai,

Please take the time to review the Board of Trustees Policies Series 300-400 below and provide input at your soonest.

Copies should also be in your Policy Handbook.

You may also access these on the GCC Board website: <https://guamcc.edu/general-board-policies>

Once input are provided and drafts are done, I will schedule a Policy Review.

Please save this Wednesday, February 16, 2022, 9am-10am, as the next Policy Review date.

Should you require additional time, I will reschedule.

Thank you for taking the time.

Curriculum Board Policies(Series 300)

- Policy 306.pdf-Comprehensive Assessment of Instructional Programs, Student Services, Administrative Units and the Board of Trustees
- Policy 310.pdf-Instructional Calendar, Postsecondary and Secondary
- Policy 315.pdf-Satellite Career/Technical Programs (CTE) Authorization
- Policy 320.pdf-Articulation and Transfer Agreements
- Policy 325.pdf-Guam's Career Technical Education System
- Policy 330.pdf-Guam's Adult Education Programs
- Policy 335.pdf-Workforce Development Advisory Committees for Career and Technical Education (CTE)
- Policy 340.pdf-Distance Education Policy
- Policy 345.pdf-Credit Hour Policy
- Policy 350.pdf-Prior Learning Assessment (PLA)

Employee Board Policies(Series 400)

- Policy 400.pdf-Professional Development
- Policy 410.pdf-Standards of Conduct Regarding Drugs and Alcohol (*updated 12/23/2021*)
- Policy 415.pdf-Appeal Hearings
- Policy 420.pdf-Recruitment Above the Minimum Step
- Policy 425.pdf-Pay Adjustment on Promotion
- Policy 430.pdf-Volunteer Policy (For Instructional/Non-Instructional Services)
- Policy 435.pdf-Twelve Month Faculty
- Policy 440.pdf-Appeals to the Civil Service Commission
- Policy 455.pdf-Selection of President
- Policy 460.pdf-Academic Freedom
- Policy 465.pdf-Emeriti at Guam Community College
- Policy 470.pdf-The Guam Community College Code of Ethics
- Policy 475.pdf.GCC's Merit Bonus Policy

Si Yu'us ma'åse,

~~~~~*Bertha*

Bertha M. Guerrero, Administrative Secretary

Guam Community College

Board of Trustees | Foundation Board of Governors | Guam P.O.S.T. Commission

[bertha.guerrero@guamcc.edu](mailto:bertha.guerrero@guamcc.edu) | [www.guamcc.edu](http://www.guamcc.edu)

Tel. (671)735-5638 | Fax: (671)734-1003



*E-mail administered by Guam Community College*



Virginia Tudela &lt;virginia.tudela@guamcc.edu&gt;

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**RE: FW: Polices next set for review & Series 300 outstanding**

1 message

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bertha.guerrero@guamcc.edu <bertha.guerrero@guamcc.edu>

Wed, Jun 8, 2022 at 10:48 AM

To: Michael Chan &lt;michael.chan@guamcc.edu&gt;

Cc: Mary Okada &lt;mary.okada@guamcc.edu&gt;, Virginia Tudela &lt;virginia.tudela@guamcc.edu&gt;, Rodalyn Gerardo &lt;rodalyn.gerardo@guamcc.edu&gt;, Esther Muna &lt;esther.muna@guamcc.edu&gt;

Hafa Adai Dr. Mike,

Attached is the Policy Review Tool.

Si Yu'us ma'ase,

~~~Bertha

From: Michael Chan <>**Sent:** Wednesday, June 8, 2022 8:36 AM**To:** Mary Okada <mary.okada@guamcc.edu>**Cc:** Virginia Tudela <virginia.tudela@guamcc.edu>; Rodalyn Gerardo <rodalyn.gerardo@guamcc.edu>; Bertha Guerrero <bertha.guerrero@guamcc.edu>; Esther Muna <esther.muna@guamcc.edu>**Subject:** Re: FW: Polices next set for review & Series 300 outstanding

Understood Boss.

Mike

On Wed, Jun 8, 2022 at 5:19 AM Mary Okada <mary.okada@guamcc.edu> wrote:

These are the policies that need to be reviewed and updated. We need to close out Series 300. Please begin your review of the remailing policies so that we can put this to the Board in the September meeting. We will hold the review committee when Simone returns in August. I will have Bertha schedule.

I will have Bertha send the review form to Dr. Mike for Policy 340.

Mary

From: <bertha.guerrero@guamcc.edu>**Date:** Tuesday, June 7, 2022 at 4:35 PM**To:** "Dr. Mary A.Y. Okada, Ed.D." <mary.okada@guamcc.edu>

Cc: <esther.muna@guamcc.edu>

Subject: Polices next set for review & Series 300 outstanding

Hafa Adai Ms. Mary,

The outstanding policies for Series 300, Curriculum, are the following:

- Policy 340.pdf-Distance Education Policy
- Policy 345.pdf-Credit Hour Policy
- Policy 350.pdf-Prior Learning Assessment (PLA)

The next set of BOT Policies for review are Series 400:

Employee Board Policies(Series 400)

- Policy 400.pdf-Professional Development
- Policy 410.pdf-Standards of Conduct Regarding Drugs and Alcohol (*updated 12/23/2021*)
- Policy 415.pdf-Appeal Hearings
- Policy 420.pdf-Recruitment Above the Minimum Step
- Policy 425.pdf-Pay Adjustment on Promotion
- Policy 430.pdf-Volunteer Policy (For Instructional/Non-Instructional Services)
- Policy 435.pdf-Twelve Month Faculty
- Policy 440.pdf-Appeals to the Civil Service Commission
- Policy 455.pdf-Selection of President
- Policy 460.pdf-Academic Freedom
- Policy 465.pdf-Emeriti at Guam Community College
- Policy 470.pdf-The Guam Community College Code of Ethics
- Policy 475.pdf.GCC's Merit Bonus Policy

Attached is the Procedures for the Distance Education Policy, #340.

Please advise who to provide a copy to and I will email.

Si Yu'us ma'åse,

~~~~~*Bertha*

Bertha M. Guerrero, Administrative Secretary

Guam Community College

Board of Trustees | Foundation Board of Governors | Guam P.O.S.T. Commission

bertha.guerrero@guamcc.edu | www.guamcc.edu

9/30/24, 11:35 AM

Guam Community College Mail - RE: FW: Polices next set for review & Series 300 outstanding

Tel. (671)735-5638 | Fax: (671)734-1003

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Michael Chan, Ed.D.

Dean, School of Technology & Student Services

Guam Community College

Phone: (671) 735-5530

Administrative Assistant: (671) 735-5641



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**POLICY REVIEW TOOL-Criteria for BOT Policy Review.2021-2022.to members.doc**

29K



Virginia Tudela &lt;virginia.tudela@guamcc.edu&gt;

**RE: Board Policy Review Series 300-400**

1 message

bertha.guerrero@guamcc.edu <bertha.guerrero@guamcc.edu> Thu, Mar 24, 2022 at 11:35 AM  
 To: "Carlo Leon Guerrero, BOT Member" <carlo@m80systems.com>, "Carlo Leon Guerrero, GCC email" <carlo.leonguerrero@guamcc.edu>, "Dr. Mary A.Y. Okada, Ed.D." <mary.okada@guamcc.edu>, "Eloy Hara, BOT Member" <eloyhara@yahoo.com>, "Frank Arriola, BOT Member" <frank.arriola@gmail.com>, "Frank P. Arriola, BOT Chair" <frank.arriola@guamcc.edu>, "Paris Blas, Student Trustee" <paris.blas@guamcc.edu>, "Richard P. Sablan, BOT Member" <rsablan@msa-guam.com>, "Rose P. Grino, BOT Member" <rose.grino@fhphealth.com>, Virginia Tudela <virginia.tudela@guamcc.edu>, Rodalyn Gerardo <rodalyn.gerardo@guamcc.edu>  
 Cc: esther.muna@guamcc.edu, Jadeline Mullikin <jadeline.mullikin@guamcc.edu>, Roma Okada <roma.okada@guamcc.edu>

Hafa Adai,

If you have not already done so, please review the Board Policies for Series 300 and Series 400.

Here's the link to the website and below: <https://guamcc.edu/general-board-policies>

Thank you,

~~~Bertha

From: bertha.guerrero@guamcc.edu <bertha.guerrero@guamcc.edu>
Sent: Wednesday, January 19, 2022 10:59 AM
To: Carlo Leon Guerrero, BOT Member <carlo@m80systems.com>; Carlo Leon Guerrero, GCC email <carlo.leonguerrero@guamcc.edu>; Dr. Mary A.Y. Okada, Ed.D. <mary.okada@guamcc.edu>; Eloy Hara, BOT Member <eloyhara@yahoo.com>; Frank Arriola, BOT Member <frank.arriola@gmail.com>; Frank P. Arriola, BOT Chair <frank.arriola@guamcc.edu>; Paris Blas, Student Trustee <paris.blas@guamcc.edu>; Richard P. Sablan, BOT Member <rsablan@msa-guam.com>; Rose P. Grino, BOT Member <rose.grino@fhphealth.com>; 'Virginia Tudela' <virginia.tudela@guamcc.edu>; Rodalyn Gerardo <rodalyn.gerardo@guamcc.edu>
Cc: 'esther.muna@guamcc.edu' <esther.muna@guamcc.edu>; 'Jadeline Mullikin' <jadeline.mullikin@guamcc.edu>; 'Roma Okada' <roma.okada@guamcc.edu>
Subject: Board Policy Review Series 300-400

Hafa Adai,

Please take the time to review the Board of Trustees Policies Series 300-400 below and provide input at your soonest.

Copies should also be in your Policy Handbook.

You may also access these on the GCC Board website: <https://guamcc.edu/general-board-policies>

Once input are provided and drafts are done, I will schedule a Policy Review.

Please save this Wednesday, February 16, 2022, 9am-10am, as the next Policy Review date.

Should you require additional time, I will reschedule.

~Thank you for taking the time.

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- Policy 465.pdf-Emeriti at Guam Community College
- Policy 470.pdf-The Guam Community College Code of Ethics
- Policy 475.pdf.GCC's Merit Bonus Policy

Si Yu'us ma'åse,

~Bertha

Bertha M. Guerrero, Administrative Secretary

Guam Community College

Board of Trustees | Foundation Board of Governors | Guam P.O.S.T. Commission

bertha.guerrero@guamcc.edu | www.guamcc.edu

9/30/24, 11:29 AM

Guam Community College Mail - RE: Board Policy Review Series 300-400

Tel. (671)735-5638 | Fax: (671)734-1003



E-mail administered by Guam Community College



Virginia Tudela <virginia.tudela@guamcc.edu>

GCC Board of Trustees Policy Review, Series 200

1 message

bertha.guerrero@guamcc.edu <bertha.guerrero@guamcc.edu>

Thu, Oct 28, 2021 at 9:51 AM

To: "Carlo Leon Guerrero, BOT Member" <carlo@m80systems.com>, "Carlo Leon Guerrero, GCC email" <carlo.leonguerrero@guamcc.edu>, "Deborah Belanger, BOT Member" <zbabusiness@guam.net>, "Deborah C. Belanger2" <deborah.belanger@guamcc.edu>, "Dr. Mary A.Y. Okada, Ed.D." <mary.okada@guamcc.edu>, "Eloy Hara, BOT Member" <eloyhara@yahoo.com>, "Frank Arriola, BOT Member" <frank.arriola@gmail.com>, "Frank P. Arriola, BOT Chair" <frank.arriola@guamcc.edu>, "Paris Blas, Student Trustee" <paris.blas@guamcc.edu>, "Richard P. Sablan, BOT Member" <rsablan@msa-guam.com>, "Rose P. Grino, BOT Member" <rose.grino@fhphealth.com>, Virginia Tudela <virginia.tudela@guamcc.edu>, Rodalyn Gerardo <rodalyn.gerardo@guamcc.edu>, esther.muna@guamcc.edu, jadeline.mullikin@guamcc.edu, Roma Okada <roma.okada@guamcc.edu>

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Virginia Tudela <virginia.tudela@guamcc.edu>

Upcoming Policy Review, Series 200

1 message

bertha.guerrero@guamcc.edu <bertha.guerrero@guamcc.edu>

Wed, May 19, 2021 at 9:43 AM

To: "Carlo Leon Guerrero, BOT Member" <carlo@m80systems.com>, "Deborah Belanger, BOT Member" <zbabusiness@guam.net>, "Deborah C. Belanger2" <deborah.belanger@guamcc.edu>, "Eloy Hara, BOT Member" <eloyhara@yahoo.com>, "Frank Arriola, BOT Member" <frank.arriola@gmail.com>, "Frank P. Arriola, BOT Chair" <frank.arriola@guamcc.edu>, "Richard P. Sablan, BOT Member" <rsablan@msa-guam.com>, Rose.Grino@fhphealth.com, paris.blas@guamcc.edu, Virginia Tudela <virginia.tudela@guamcc.edu>, Rodalyn Gerardo <rodalyn.gerardo@guamcc.edu>
 Cc: "Dr. Mary A.Y. Okada, Ed.D." <mary.okada@guamcc.edu>, esther.muna@guamcc.edu, Tara Rose Pascua <tararose.pascua@guamcc.edu>, Roma Okada <roma.okada@guamcc.edu>

Hafa Adai,

The next set of Board of Trustees policies for review will be the Financial Board Policies, Series 200.

Copies are in your Policy Handbook binder, or may be viewed below with its links, or the webpage at the following link:
<https://guamcc.edu/general-board-policies>

Please note Policy 208 was recently updated.

I will be scheduling the next Policy Review via Zoom and will send the invite.

Thank you for taking the time.

Financial Board Policies (Series 200)

- Policy 200.pdf-Fiduciary Responsibility
- Policy 204.pdf-Audits
- Policy 208.pdf-Authorized Signatories for Bank Transactions *(updated 3/26/2021)*
- Policy 209.pdf-Authorized Signatories for Bank Transactions (Wire Payment Transactions)
- Policy 212.pdf-Non-Appropriated Funds Account
- Policy 214.pdf-The Pricing of Contracts for Services
- Policy 216.pdf-Promotional & Development Account
- Policy 220.pdf-Capital Projects Fund
- Policy 224.pdf-Student Activity Funds
- Policy 228.pdf-Procurement Policy
- Policy 232.pdf-Contractual Agreements
- Policy 236.pdf-Tuition & Fees
- Policy 240.pdf-Student Financial Aid
- Policy 244.pdf-Vehicle Usage
- Policy 248.pdf-Insurance Protection
- Policy 256.pdf-Claims Officer

- Policy 264.pdf-College Housing
- Policy 276.pdf-Union Officials Payment
- Policy 284.pdf-Community Use of Physical Facilities
- Policy 292.pdf-Annual Fund Raising of the Board of Trustees

~~~~~*Bertha*

Bertha M. Guerrero, Administrative Secretary

Guam Community College

Board of Trustees | Foundation Board of Governors | Guam P.O.S.T. Commission

[bertha.guerrero@guamcc.edu](mailto:bertha.guerrero@guamcc.edu) | [www.guamcc.edu](http://www.guamcc.edu)

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Virginia Tudela &lt;virginia.tudela@guamcc.edu&gt;

**FW: Board Policy Review Series 100 & 200**

1 message

bertha.guerrero@guamcc.edu &lt;bertha.guerrero@guamcc.edu&gt;

Mon, Feb 22, 2021 at 11:09 AM

To: Gina Charfauros Tudela &lt;virginia.tudela@guamcc.edu&gt;, Rodalyn Gerardo &lt;rodalyn.gerardo@guamcc.edu&gt;

Cc: Tara Rose Pascua &lt;tararose.pascua@guamcc.edu&gt;, Roma Okada &lt;roma.okada@guamcc.edu&gt;

Forwarding to the VPs.

Please acknowledge receipt.

Si Yu'us ma'ase,

~~~Bertha

From: bertha.guerrero@guamcc.edu <bertha.guerrero@guamcc.edu>**Sent:** Friday, February 19, 2021 4:20 PM

To: Carlo Leon Guerrero, BOT Member <carlo@m80systems.com>; Deborah Belanger, BOT Member <zbabusiness@guam.net>; Deborah C. Belanger2 <deborah.belanger@guamcc.edu>; Dr. Mary A.Y. Okada, Ed.D. <mary.okada@guamcc.edu>; Eloy Hara, BOT Member <eloyhara@yahoo.com>; Frank Arriola, BOT Member <frank.arriola@gmail.com>; Frank P. Arriola, BOT Chair <frank.arriola@guamcc.edu>; Ken Bautista <kenneth.bautista@guamcc.edu>; Krystal Ramos, Student Trustee <krystalmae.ramos@guamcc.edu>; Richard P. Sablan, BOT Member <rsablan@msa-guam.com>; 'christopher.dennis@guamcc.edu' <christopher.dennis@guamcc.edu>; 'eloyhara@yahoo.com' <eloyhara@yahoo.com>

Cc: 'esther.muna@guamcc.edu' <esther.muna@guamcc.edu>; 'Tara Rose Pascua' <tararose.pascua@guamcc.edu>; 'Roma Okada' <roma.okada@guamcc.edu>

Subject: Board Policy Review Series 100 & 200

Hafa Adai,

I sent a calendar for the **GCC Board of Trustees Policy Review** scheduled for **Wed., Feb. 24, 2021, 10am-11am** via Zoom for **Series 100 (#140-#199)**; and **Series 200 (#200-#292)**.

Please refer to the Board Policy Handbook you were previously provided.

Or you may access the BOT Policies on the website at: <https://guamcc.edu/general-board-policies>.

Also, for your convenience, attached are scanned copies, plus a clearer copy of the Org. Chart for Policy 140.

If you are unable to attend, you may also provide input.

Please utilize the attached fillable Policy Review Tool.

I will be sending the Zoom link.

Thank you for your support,

~~~Bertha

Bertha M. Guerrero, Administrative Secretary

Guam Community College

Board of Trustees | Foundation Board of Governors | Guam P.O.S.T. Commission

bertha.guerrero@guamcc.edu | www.guamcc.edu

Tel.: (671)735-5638 | Fax: (671)734-1003



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**4 attachments**



**For Policy Review.Policies 140-199.pdf**  
735K



**For Policy Review.Policies 200-292.pdf**  
328K



**Policy 140.GCC ORG CHART.6.1.2017.Organizational Chart.pdf**  
128K



**POLICY REVIEW TOOL-Criteria for BOT Policy Review.2020-2021.fillable.pdf**  
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