



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

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**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



*E-mail administered by Guam Community College*

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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**  
100K



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

## Upcoming Policy Review, Series 200

1 message

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

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)

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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**GCC Board of Trustees Policy Review, Series 200**

1 message

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

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**Additional BOT policies for review**

1 message

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bertha.guerrero@guamcc.edu <bertha.guerrero@guamcc.edu> Fri, Dec 10, 2021 at 4:38 PM  
To: "Carlo Leon Guerrero, BOT Member" <carlo@m80systems.com>, "Carlo Leon Guerrero, GCC email" <carlo.leonguerrero@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@fhphhealth.com>, 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, Jadeline Mullikin <jadeline.mullikin@guamcc.edu>, Roma Okada <roma.okada@guamcc.edu>

Hafa Adai,

Attached are additional policies with the track changes for your review.

Please note Policy 240 has been updated.

*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

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



*E-mail administered by Guam Community College*



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**Additional BOT Policies for review.2021.pdf**

286K



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

## 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;

**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

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**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.

## 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'ase,*

~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 &lt;virginia.tudela@guamcc.edu&gt;

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**Friendly reminder: GCC BOT Policy Review, Series 300**

1 message

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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 &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

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**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 &lt;mary.okada@guamcc.edu&gt; 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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*E-mail administered by Guam Community College*

--  
Michael Chan, Ed.D.

Dean, School of Technology & Student Services

Guam Community College

Phone: (671) 735-5530

Administrative Assistant: (671) 735-5641



*E-mail administered by Guam Community College*



*E-mail administered by Guam Community College*



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

29K





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

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**BOT Policy Review, Series 400 & remainder of 300**

1 message

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**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 <rodayln.gerardo@guamcc.edu>, esther.muna@guamcc.edu, Roma Okada <roma.okada@guamcc.edu>

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

## BOT Policy & By-Laws Review

1 message

bertha.guerrero@guamcc.edu <bertha.guerrero@guamcc.edu> Thu, Feb 23, 2023 at 11:57 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>, "Gina Ramos, BOT Member" <gyramos@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>, "Frank Arriola, BOT Member" <frank.arriola@gmail.com>, Virginia Tudela <virginia.tudela@guamcc.edu>, Dean Pilar Williams <pilar.williams@guamcc.edu>, Michael Chan <michael.chan@guamcc.edu>  
 Cc: esther.muna@guamcc.edu, Jadeline Mullikin <jadeline.mullikin@guamcc.edu>, Roma Okada <roma.okada@guamcc.edu>, Joanne Blas <joanne.blas1@guamcc.edu>, Tamara Therese Hiura <tamaratherese.hiura@guamcc.edu>, Bobbie Blas <barbara.blas4@guamcc.edu>

Hafa Adai,

I will be scheduling a Board Policy Review for Series 500 (Student policies); and Policy 700 to include the By-Laws.

Please refer to your policy handbook and take the time to go through the following series, links provided below: .

BOT Policies: <https://guamcc.edu/general-board-policies>

By-Laws: <https://guamcc.edu/sites/default/files/2017.FirstAmendedBOT.By-Laws.SIGNED.1.pdf>

- Policy 500.pdf-Postsecondary Student Handbook
- Policy 505.pdf-Student Co-Curricular Activities
- Policy 510.pdf-Admission and Attendance of Incarcerated Students
- Policy 515.pdf-Pacific Islands Student Endowment Fund
- Policy 520.pdf-Enrichment Student Category
- Policy 711.pdf-GCC Apprenticeship Training Program

**Please note, there are other policies due for review besides the above series and will be scheduled accordingly.**

*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](http://www.guamcc.edu)

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

9/30/24, 11:10 AM

Guam Community College Mail - BOT Policy & By-Laws Review



*E-mail administered by Guam Community College*



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

**RE: BOT Policy & By-Laws Review**

1 message

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

Tue, Mar 21, 2023 at 1:47 PM

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>, "Gina Ramos, BOT Member" <gyramos@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@fhphhealth.com>, "Frank Arriola, BOT Member" <frank.arriola@gmail.com>, Virginia Tudela <virginia.tudela@guamcc.edu>, Dean Pilar Williams <pilar.williams@guamcc.edu>, Michael Chan <michael.chan@guamcc.edu>

Cc: esther.muna@guamcc.edu, Jadeline Mullikin <jadeline.mullikin@guamcc.edu>, Roma Okada <roma.okada@guamcc.edu>, Joanne Blas <joanne.blas1@guamcc.edu>, Tamara Therese Hiura <tamaratherese.hiura@guamcc.edu>, Barbara Blas <barbara.blas4@guamcc.edu>

Hafa Adai,

I will be scheduling and sending a Calendar this month for the next Board Policy Review.

This review is for **Series 500 (5, Student policies); and Policy 711 (1, Apprenticeship); and the BOT By-Laws.**

A Policy Review tool is included as a guide.

Also, attached are the **proposed updated versions to BOT Policies 208 & 209 to be reviewed.**

Please refer to your policy handbook and take the time to go through the following series with the links provided below or attached:

BOT Policies: <https://guamcc.edu/general-board-policies>By-Laws: <https://guamcc.edu/sites/default/files/2017.FirstAmendedBOT.By-Laws.SIGNED.1.pdf>**Student Board Policies (Series 500)**

- Policy 500.pdf-Postsecondary Student Handbook
- Policy 505.pdf-Student Co-Curricular Activities
- Policy 510.pdf-Admission and Attendance of Incarcerated Students
- Policy 515.pdf-Pacific Islands Student Endowment Fund
- Policy 520.pdf-Enrichment Student Category

**Apprenticeship Board Policies (Series 700)**

- Policy 711.pdf-GCC Apprenticeship Training Program

Si Yu'us ma'ase for taking the time,

~~~Bertha

**From:** bertha.guerrero@guamcc.edu <bertha.guerrero@guamcc.edu>

**Sent:** Thursday, February 23, 2023 11:57 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>; Gina Ramos, BOT Member <gyramos@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>; Frank Arriola, BOT Member <frank.arriola@gmail.com>; 'Virginia Tudela' <virginia.tudela@guamcc.edu>; Dean Pilar Williams <pilar.williams@guamcc.edu>; 'Michael Chan' <michael.chan@guamcc.edu>

**Cc:** 'esther.muna@guamcc.edu' <esther.muna@guamcc.edu>; 'Jadeline Mullikin' <jadeline.mullikin@guamcc.edu>; 'Roma Okada' <roma.okada@guamcc.edu>; 'Joanne Blas' <joanne.blas1@guamcc.edu>; 'Tamara Therese Hiura' <tamaratherese.hiura@guamcc.edu>; 'Bobbie Blas' <barbara.blas4@guamcc.edu>

**Subject:** BOT Policy & By-Laws Review

Hafa Adai,

I will be scheduling a Board Policy Review for Series 500 (Student policies); and Policy 700 to include the By-Laws.

Please refer to your policy handbook and take the time to go through the following series, links provided below: .

BOT Policies: <https://guamcc.edu/general-board-policies>

By-Laws: <https://guamcc.edu/sites/default/files/2017.FirstAmendedBOT.By-Laws.SIGNED.1.pdf>

- Policy 500.pdf-Postsecondary Student Handbook
- Policy 505.pdf-Student Co-Curricular Activities
- Policy 510.pdf-Admission and Attendance of Incarcerated Students
- Policy 515.pdf-Pacific Islands Student Endowment Fund
- Policy 520.pdf-Enrichment Student Category
- Policy 711.pdf-GCC Apprenticeship Training Program

**Please note, there are other policies due for review besides the above series and will be scheduled accordingly.**

*Si Yu'us ma'åse,*

~~~~~*Bertha*

Bertha M. Guerrero, Administrative Secretary

Guam Community College

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*E-mail administered by Guam Community College*

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**5 attachments**



**POLICY REVIEW TOOL-Criteria for BOT Policy Review.2022-2023.to members.pdf**  
141K



**BOT Policies 500 & 700.pdf**  
1289K



**Policy 208 Authorized Signatores for Bank Transactions.to Board.docx**  
16K



**Policy 209 Authorized Signatores for Bank Transactions (Wire Payment Transaction) 02282023.to Board.docx**  
17K



**2017.FirstAmendedBOT.By-Laws.SIGNED.1.pdf**  
193K



Virginia Tudela <virginia.tudela@guamcc.edu>

## BOT Policy Review, Dec. 4th

1 message

bertha.guerrero@guamcc.edu <bertha.guerrero@guamcc.edu> Wed, Nov 22, 2023 at 10:48 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>, "Frank P. Arriola, BOT Chair" <frank.arriola@guamcc.edu>, "Gina Ramos, BOT Member" <gyramos@yahoo.com>, "Kenly Magwilli, Student Trustee" <kenly.magwilli@guamcc.edu>, "Richard P. Sablan, BOT Member" <rsablan@msa-guam.com>, "Rose P. Grino, BOT Member" <rose.grino@fhphealth.com>, Yolanda Muña Padrones <yolanda.padrones@triplejhq.com>, Virginia Tudela <virginia.tudela@guamcc.edu>, Dean Pilar Williams <pilar.williams@guamcc.edu>, "Dr. Michael Chan, Dean, TSS" <michael.chan@guamcc.edu>  
Cc: esther.muna@guamcc.edu, Barbara Blas <barbara.blas4@guamcc.edu>, Tamara Therese Hiura <tamaratherese.hiura@guamcc.edu>

Hafa Adai,

Please note that we will again begin reviewing the **GCC Board of Trustees Policies scheduled via Zoom on Mon., Dec. 4, 2023 at 10am.**

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

We will first start with the outstanding policies.

Please note those in red.

Attached is the Policy Review Tool for 2023-2024.

There is also a recommendation to review Policy 306, to update.

### Policy 306:

- Policy 306.pdf-Comprehensive Assessment of Instructional Programs, Student Services, Administrative Units and the Board of Trustees (*updated 5/6/2022*)

### Employee Board Policies(Series 400)

- Policy 400.pdf-Professional Development
- Policy 435.pdf-Twelve Month Faculty
- Policy 455.pdf-Selection of President
- Policy 465.pdf-Emeriti at Guam Community College

### General Board Policies (Series 100)

- Policy 100.pdf-Mission Statement (*updated 6/19/2020*)
- Policy 101.pdf-Adoption of GCC Seal (*no changes 6/19/2020*)
- Policy 105.pdf-Reaffirmation of Autonomy (*updated 6/19/2020*)

- Policy 110.pdf-Board Policy Development and Review (*no changes 6/19/2020*)
- Policy 111.pdf-Adoption of BOT Membership Handbook (*updated 6/19/2020*)
- Policy 113.pdf-Access to Board Policies (*no changes 6/19/2020*)
- Policy 114.pdf-GCC Naming Opportunities
- Policy 115.pdf-Code of Trustee Ethics & Conduct (*updated 12/23/2021*)
- Policy 120.pdf-Orientation of New Board of Trustees Members (*no changes 6/19/2020*)
- Policy 125.pdf-Professional Associations (*updated 6/19/2020*)
- Policy 130.pdf-Policy on Legislative Testimony (*updated 6/19/2020*)
- Policy 135.pdf-Acting President (*no changes 6/19/2020*)
- Policy 140.pdf-Organizational Chart of Guam Community College
- Policy 175.pdf-GCC as a Tobacco Product, Electronic Cigarette and Betelnut-Free Campus

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*Thank you,*

*~~~~~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)735-5516 ext. 5636 | Fax: (671)734-1003



*E-mail administered by Guam Community College*



**POLICY REVIEW TOOL-Criteria for BOT Policy Review.2023-2024.to members.pdf**  
140K





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

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**Friendly reminder: BOT Policy Review (outstanding BOT Policies)**

1 message

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

Mon, Dec 4, 2023 at 8:08 AM

To: Virginia Tudela <virginia.tudela@guamcc.edu>, Dean Pilar Williams <pilar.williams@guamcc.edu>, "Dr. Michael Chan, Dean, TSS" <michael.chan@guamcc.edu>, Simone Bollinger <simone.bollinger@guamcc.edu>, Ken Bautista <kenneth.bautista@guamcc.edu>, Apolline San Nicolas <apolline.sannicolas@guamcc.edu>, "John Dela Rosa, PIO" <john.delarosa@guamcc.edu>, Bonnie Mae Datuin <bonniemae.datuin@guamcc.edu>

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\_E-mail administered by Guam Community College

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 invite.ics  
6K



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

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**Continuation, BOT Policy Review recommendations**

1 message

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

Thu, Dec 7, 2023 at 8:11 PM

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>, "Frank P. Arriola, BOT Chair" <frank.arriola@guamcc.edu>, "Gina Ramos, BOT Member" <gyramos@yahoo.com>, "Kenly Magwili, Student Trustee" <kenly.magwili@guamcc.edu>, "Richard P. Sablan, BOT Member" <rsablan@msa-guam.com>, "Rose P. Grino, BOT Member" <rose.grino@fhphealth.com>, Yolanda Muña Padrones <yolanda.padrones@triplejhq.com>, Virginia Tudela <virginia.tudela@guamcc.edu>, Dean Pilar Williams <pilar.williams@guamcc.edu>, "Dr. Michael Chan, Dean, TSS" <michael.chan@guamcc.edu>

Hafa Adai,

The **continuation of the BOT Policy review** is scheduled on **Mon., Dec. 11, 2023, at 9am-10am via Zoom.**

I sent a calendar.

The **remaining policies are 140, 306, 400, 435, 455 & 465, to include a recommendation to review Policy 475.**Attached are the recommended changes for policies **140, 306, 400, & 475.**Recommended changes to Policy **455** is forthcoming.As for Policy **465**, please refer to page 4 of the 5/6/202 Board Minutes attached.The **Guidelines to Policy 465** is also provided.

This can be scheduled for the next policy review to allow ample time for recommended changes.

Thank you for taking the time and for participating in this Policy Review.

~~~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

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**9 attachments**

 **Policy 306.REVISED.docx**  
21K

 **Policy 400.from HR.2023.docx**  
16K

 **Policy 475.from HR.2023.docx**  
15K

 **Policy 140.REVISED.for further review.docx**  
17K

 **Policy 140.REVISED.2.CLEAN COPY.to Board.docx**  
15K

 **Policy 465.pdf**  
16K

 **Policy 465.Guidelines.pdf**  
58K

 **May 6, 2022 BOT Minutes.signed.pdf**  
2659K

 **Policy 140.2021 Org Chart.pdf**  
449K



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

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**Friendly reminder, BOT Policy Review (continuation)**

1 message

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

Mon, Dec 11, 2023 at 8:57 AM

To: "Dr. Virginia Tudela, AVP" <virginia.tudela@guamcc.edu>, "Dr. Michael Chan, Dean, TSS" <michael.chan@guamcc.edu>, Dean Pilar Williams <pilar.williams@guamcc.edu>, Simone Bollinger <simone.bollinger@guamcc.edu>, Ken Bautista <kenneth.bautista@guamcc.edu>, esther.muna@guamcc.edu, Barbara Blas <barbara.blas4@guamcc.edu>, Tamara Therese Hiura <tamaratherese.hiura@guamcc.edu>, Genny Mesa <genevieve.mesa@guamcc.edu>

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\_E-mail administered by Guam Community College

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