

POLICY REVIEW TOOL
Criteria for BOT Policy Review
Academic Year 2020-2021

Policy No 155
Title of Policy GCC Protocol Guide
Category _____
Date of Policy Amended and Adopted 4/8/14
Age of policy (in years) 4 yrs 10 mos

REVIEW CRITERIA

1. **Currency or Timeliness**
 - a. Does the existing policy use references to current practice in the field? ☒ yes
☐ no
 - b. Does the existing policy as written reflect verbiage that is consistent with current usage? ☒ yes
☐ no
2. **Institutional Need and Direction**
 - a. Does the existing policy reflect the needs and direction of the institution as it now enters its 44th year of existence? ☒ yes
☐ no
 - b. Does the existing policy take the current structure of the college's programs and services into account? ☐ yes
☒ no
3. **Changing Institutional and Societal Context**
 - a. Does the existing policy reflect the changing context of industry needs on the island? ☒ yes
☐ no
 - b. Does the existing policy reflect the way GCC has changed to accommodate the demands of the community through the years? ☒ yes
☐ no

Total YES _____
Total NO _____

RECOMMENDATION: ☒ Revise/update ☐ Delete ☐ Remain

REASON: Assistant Directors - replace "Apprenticeship on Training" w/ "Continuing Education and Workforce Development"; Delete "Development and Alumni Relations"; Replace "Assessment + Institutional Effectiveness" w/ "Assessment, Institutional Effectiveness + Research"

Reviewed by

Anna Tuttle
(Print name)

(Signature)

ADD
(Dept/School)

Form approved by GCC BOT - February 2010

**GUAM COMMUNITY COLLEGE
Board of Trustees**

GCC PROTOCOL GUIDE

WHEREAS, Guam Community College holds a number of graduation ceremonies and other institutional special events; and

WHEREAS, Government officials, local and off-island dignitaries, heads of organizations, and the College's Board of Trustees and administrative heads at various times attend these events, some as participants. These public events require protocol considerations. This guide is to be used as a basis for such considerations. But, in the absence of the written word, common sense and tactfulness shall be the basis of protocol and good manners. Regarding recommendations and references to acceptable international, national and territorial social usage and local customs see the Official Protocol Guide for the Territory of Guam (copy available in the President's Office and the Library).

NOW, THEREFORE, BE IT RESOLVED, that at any official GCC event, those listed in the Order of Precedence, when present, shall always be officially recognized. When the situation warrants, other protocol considerations should be given based on the Orders of Precedence.

BE IT FURTHER RESOLVED, that the orders of preference are:

Graduation Order of Precedence

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Chief Justice, District Court of Guam
Chief Justice, Supreme Court of Guam
Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Senators of the Guam Legislature
Board of Trustees Chairperson
Foundation Board of Governors Chairperson
Board of Trustees Vice Chairperson
Foundation Board of Governors Vice Chairperson
Members, Board of Trustees
Members, Board of Governors
President

Territorial Order of Precedence (Source: Official Protocol Guide, Territory of Guam)

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Former Governors (in order of seniority)
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Bishops (led by the Archbishop of the Diocese of Agaña)
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Mayors of Guam

Governor's Cabinet (by line of succession, unless otherwise specified by Governor)---Note: check with Governor's Office for desired arrangements, if any.

Former Lt. Governors (in order of seniority)

Former Speakers (in order of seniority)

Retired Presiding Judges (in order of seniority)

Former Delegates to the U.S. Congress (in order of seniority)

Former Senators

Former Judges

Former Mayors

Boards, Commissions, and Councils

GCC Order of Precedence

Board of Trustees Chairperson

Board of Trustees Vice Chairperson

Foundation Board of Governors Chairman

Foundation Board of Governors Vice Chairman

Members, Board of Trustees

Members, Foundation Board of Governors

President

Vice President of Academic Affairs

Vice President of Finance and Administration

Former Board of Trustees Members

Former Foundation Board of Governors Members

Former Presidents

Deans

Assistant Directors (Apprenticeship and Training, Planning and Development, Communications & Promotions, Development & Alumni Relations, and Assessment & Institutional Effectiveness)

Associate Deans

Faculty Senate President

Faculty Emeritus

CEWD - Continuing Education and Workforce Development -

Assessment, Institutional Effectiveness & Research

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Following is an example of a platform seating arrangement.

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13	11	9	7	5	3	1	2	4	6	8	10	12

Amended & Adopted: April 8, 2016

Resolution No. 5-2016

Amended & Adopted: September 5, 2008

Resolution No. 25-2008

Adopted: March 16, 1994

Resolution 10-94

Amended: May 6, 1998

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