

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**FIDUCIARY RESPONSIBILITY**

**WHEREAS**, the financial resources of Guam Community College (GCC) are one of the primary means through which GCC carries out its educational mission; and

**WHEREAS**, the Board of Trustees (BOT) is responsible for ensuring the effective management of GCC's financial resources through the President.

**NOW, THEREFORE, THE FOLLOWING IS RESOLVED:**

1. The President of GCC is responsible for the overall management of the financial resources of the College. To assist the President in this task, the President is authorized to hire a Vice President for Finance & Administration. The title, duties, and responsibilities of this position will be determined by the President, with the review of the Board of Trustees and subject to the laws of the Territory of Guam. The Vice President for Finance & Administration will be expected to adhere to the Code of Ethics and Standards of Professional Conduct for College and University Business Officers.

2. The financial resources of the College will be managed in a prudent and careful manner in accord with the legal requirements of the Government of Guam. Financial resources received from other granting agencies will also be managed according to the requirements of the granting agency. The Board of Trustees will authorize opening or closing every bank, savings, and investment account as well as the authorized signatories for each account.

The Board of Trustees has currently authorized a number of fund groups at GCC. The following lists each authorized fund group as well as the significant components of each fund group;

Current Unrestricted Fund Group  
GovGuam Appropriation  
Non Appropriated Fund  
Tourist Attraction Fund  
Manpower Development Fund

Current Restricted Fund Group  
Federal Grants  
Federal Through Other Agencies  
Non Federal Grants

Capital Projects Fund  
Investment in Plant Fund Group  
Tobacco Settlement Fund

Agency Fund Group (Student Activity Fund)

The addition or deletion of any fund group as well as a major change in the way a fund group is utilized requires the authorization of the Board of Trustees.

**GCC Board of Trustees Policy 200 – FIDUCIARY RESPONSIBILITY**

3. The GCC Business Office will annually develop a revenue and expenditure budget request. This budget request will be routed through the governance process and developed according to a standard budgeting process. It should follow any applicable laws and regulations of the Government of Guam and appropriately utilize input from the College departments. Annually this request budget will be presented by the President to the Board of Trustees for review and approval. As required by the Government of Guam, appropriate components of this request budget will be presented to the Governor and the Legislature.

Annually, once a governmentally approved budget is available, the Business Office will actually allocate the available financial resources. To the extent possible, this allocation will be linked to the budget request. This budget will be presented by the President to the Board of Trustees. Subsequently, GCC will be expected to manage and control its resources according to this approved budget.

Monthly, the Business Office will present to the President a report on the annual approved budget and its current utilization. Quarterly, the Business Office will present to the President asset, liability, and fund balance information in the form of a standard balance sheet. The President will review these reports with the Board of Trustees, alerting the Board of Trustees to any substantive financial developments.

4. Annually, the Business Office is responsible for presenting to the President a comprehensive, audited financial statement. This statement will reflect the way the financial resources were actually received and disbursed. This financial statement must be presented according to the standards laid down for public colleges and universities. The President will review this statement with the Board of Trustees.

**Amended & Adopted: February 6, 2014 (updated)**  
**Resolution 6-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 37-2008**

**Adopted: March 16, 1994**  
**Resolution 13-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUDITS**

**WHEREAS**, Guam Community College is required to have an annual audit of its Financial Statements and Compliance and Internal Control audits; and

**WHEREAS**, the Board of Trustees has stewardship over the resources of Guam Community College and the Board utilizes the annual audit by an external auditor as one way to ensure that those resources are appropriately managed.

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College have an annual audit of all funds and accounts; and

**BE IT FURTHER RESOLVED**, that the College rebid its audit services every three years with an option to renew for one additional fiscal year and that the Office of Public Accountability shall make the selection of the auditing firm or organization and the scope of the audit in accordance with sub-section 1908, Public Audit.

**BE IT FURTHER RESOLVED**, that the auditors be contractually required to complete the audit within three months of the completion of the Financial Statements and Compliance and Internal Control Reports; and

**BE IT FURTHER RESOLVED**, that the President review the audits with the Board of Trustees after its completion.

**Reviewed with no changes: February 3, 2017  
Amended & Adopted: February 6, 2014  
Resolution 7-2014**

**Amended & Adopted: November 17, 2008  
Resolution 38-2008**

**Adopted: July 20, 1994  
Resolution 54-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS**

**WHEREAS**, the Board of Trustees approves resolutions to establish new bank accounts or effectuate changes to existing bank accounts; and

**WHEREAS**, the College has the following bank accounts

**First Hawaiian Bank**

- General Fund Checking
- Federal Funds Checking
- Maximizer Savings Account
- Time Certificate of Deposits
- Marketing Laboratory at:
  - George Washington High School Checking
  - Simon Sanchez High School Checking
  - Southern High School Checking
  - John F. Kennedy High School Checking
  - Okkodo High School Checking

**Bank of Guam**

- Capital Project Funds Checking Account
- Time Certificate of Deposits
- Payroll Checking Account

**Bank of Hawaii**

- Student Activity Fund Checking Account

**WHEREAS**, banks require that the Board Treasurer/Secretary approve the authorized signatories for all accounts; and

**WHEREAS**, the College requires two signatures (manual or digital) on all bank transactions.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees authorizes, with the approval of the Board Treasurer/Secretary, the individuals who hold the position titles listed below to endorse bank transactions at the above listed banking institutions:

**TITLES**

**President**  
**Vice President, Academic Affairs**  
**Vice President, Finance & Administration**

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution: 8-2014**

**Amended & Adopted: November 4, 2009**  
**Resolution: 2-2010**

**Amended & Adopted: November 17, 2008**  
**Resolution: 39-2008**  
**Adopted: December 11, 2007**  
**Resolution 2-2008**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS  
(Wire Payment Transactions)**

**WHEREAS**, the Board of Trustees approves resolutions to establish new bank accounts or effectuate changes to existing bank accounts; and

**WHEREAS**, in order to save time the College has the need to periodically make wire transfers to vendor accounts at off-island banks in payment of College obligations; and

**WHEREAS**, the College has a General Fund checking account with First Hawaiian Bank in Guam and a Payroll checking account with Bank of Guam; and

**WHEREAS**, banks require that the Board Treasurer/Secretary approve authorized signatories for all such transactions; and

**WHEREAS**, the College requires two signatures (manual or digital) on all bank transactions including requests for payment or transfer made by facsimile transfer.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees authorizes the individuals who hold the position titles listed below to request wire payment transactions from the College's General Funds Checking Account at First Hawaiian Bank and the Payroll Checking Account at Bank of Guam.

**TITLE**

**President**

**Vice President, Academic Affairs**

**Vice President, Finance & Administration**

**BE IT FURTHER RESOLVED**, that two actual signatures will be required for each such transaction, and an upper limit of \$200,000 for vendor payments and \$500,000 for payroll transactions will be placed on any single transaction request and, if such a transaction is initiated by facsimile transfer, written confirmation will be sent to the bank.

**Amended & Adopted: February 3, 2017  
Resolution 2-2017**

**Amended & Adopted: February 6, 2014  
Resolution 9-2014**

**Amended & Adopted: November 4, 2009  
Resolution: 3-2010**

**Amended & Adopted: November 17, 2008  
Resolution 40-2008**

**Adopted: December 11, 2007  
Resolution 3-2008**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**NON-APPROPRIATED FUNDS ACCOUNT**

**WHEREAS**, 17 GCA §31112 authorizes the Board of Trustees to collect and manage certain non-appropriated funds from sources such as tuition, fees, and other College-generated sources; and

**WHEREAS**, the Board of Trustees wishes to prevent these non-appropriated funds from being co-mingled with those obtained from appropriated Government of Guam revenues; and

**WHEREAS**, the Board of Trustees wishes to manage these funds in a manner which both safeguards them and which also maximizes additional revenue from interest earned thereon.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board directs the President of the College to deposit all non-appropriated funds in an account in a financial institution(s) authorized by resolution of the Board; said account to require two signatures for transfer/expenditure of funds;

**BE IT FURTHER RESOLVED**, that the President shall submit an annual budget of non-appropriated income and expenses to the Board of Trustees annually for their approval;

**BE IT FURTHER RESOLVED**, that the President shall submit a monthly financial report to the Board of Trustees detailing all accounts contained within the non-appropriated fund and a quarterly report showing the balance in each account in all financial institutions having non-appropriated fund deposits.

**Reviewed with no changes: February 3, 2017  
Amended & Adopted: February 6, 2014  
Resolution 10-2014**

**Amended & Adopted: November 17, 2008  
Resolution 41-2008**

**Adopted: March 16, 1994  
Resolution 14-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**THE PRICING OF CONTRACTS FOR SERVICES**

**WHEREAS**, the Guam Community College often contracts to provide special services to external organizations through continuing education, and

**WHEREAS**, these kinds of services require a special allocation of College resources and create an additional impact on the College.

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College price such contractual services at a level that recovers the resources devoted to such efforts and serves as a source of funds to support the College's efforts, and that these contracts be managed in the Non-Appropriated Fund (NAF) or in a Special Projects Fund, and that any previously established contracts and/or their balances be moved to the NAF.

**BE IT FURTHER RESOLVED**, that funds raised from these efforts be divided three ways: part to the College via the President's account to cover overhead and fixed cost, part to the department who initiated the services, and part to Continuing Education and Workforce Development.

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 11-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 42-2008**

**Adopted: October 2, 1996**  
**Resolution 1-97**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROMOTIONAL AND DEVELOPMENT ACCOUNT**

**WHEREAS**, the Guam Community College was established as a public corporation to develop, offer, and implement career and technical education, and other related occupational training and education courses of instruction aimed at developing educated and skilled workers on Guam; and

**WHEREAS**, the Board of Trustees recognizes the value of increased public involvement in the planning, management, and operation of the College and supports the intensification of College public relations and promotional efforts; and

**WHEREAS**, the Board of Trustees is aware of the importance of assisting college administration and representatives in their development and promotional efforts for the College; and

**WHEREAS**, there is a clear need to establish appropriate incentives not only to fund, develop, and initiate programs for the College, but also to fund, earn, and make available funds for program implementations;

**NOW, THEREFORE, THE BOARD OF TRUSTEES RESOLVES AS FOLLOWS:**

- 1.** There is hereby established the "PROMOTIONAL AND DEVELOPMENT ACCOUNT" within the Non-Appropriated Fund.
- 2.** The President shall develop guidelines, allowances, and limitations to govern the use of the Account and manage the Account in conformance with all appropriate Board policies and other pertinent regulations.
- 3.** Unless otherwise directed in writing by the Board, the President is authorized to charge to the Fund the following:
  - a.** Reimbursements of expenses for public relations and promotional activities authorized by the President.
  - b.** Entertainment and public relations activities.
  - c.** Fees and expenses incurred in the designing, developing, and applying for grants and aids, both public and government.
  - d.** Compensation paid to voting members of the Board pursuant to 17 GCA §31103 and 5 GCA §43104 subject to annual budget appropriation law.
- 4.** The Chairperson of the Board is tasked with the responsibility for overseeing the implementation of this Resolution and shall act for and in behalf of the Board.
- 5.** The President shall submit an annual request to fund the ACCOUNT as a component of the annual NAF Budget.
- 6.** The monthly Financial Status Report of the NAF shall show the expenses to the ACCOUNT for the prior month and Year-to-Date expenses of the ACCOUNT.

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 12-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 43-2008**

**Adopted: March 16, 1994**  
**Resolution 16-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CAPITAL PROJECTS FUND**

**WHEREAS**, Guam Community College has received minimal government allocations to provide capital projects and other major construction on the Campus; and

**WHEREAS**, there are a number of current, critical needs for such capital projects and construction; and

**WHEREAS**, the accounting for “capital projects” and other “construction in progress” currently takes place in the Renewal and Replacement Fund.

**NOW, THEREFORE, BE IT RESOLVED**, that the Renewal and Replacement Fund is repealed and replaced with the Capital Projects Fund and that the fund balance available in the Non-Appropriated Fund (NAF) is reserved for such capital projects and shall be transferred from NAF to the Capital Projects Fund when authorized by the Treasurer.

**BE IT FURTHER RESOLVED**, that expenditure of the Capital Projects Fund shall only be authorized upon appropriation by the Board of Trustees.

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 13-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 44-2008**

**Resolution 1-99**  
**Adopted: January 20, 1999**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STUDENT ACTIVITY FUNDS**

**WHEREAS**, student organizations at Guam Community College often raise funds as part of their activities; and

**WHEREAS**, it is necessary to ensure appropriate management of those funds within the financial management regulations of the College.

**NOW, THEREFORE, BE IT RESOLVED**, that all such funds be deposited with the Business Office and that any disbursement from such funds be given appropriate authorizations at the club and school level; and

**BE IT FURTHER RESOLVED**, that any disbursements from such funds follow the same requirements for procurement and disbursements from any College funds; and

**BE IT FURTHER RESOLVED**, that such funds be distinguished according to whether they are raised through extra-curricular student activities; and

**BE IT FURTHER RESOLVED**, that funds raised through extra-curricular activities be fully available to the students raising the monies.

**Reviewed with no changes: February 3, 2017**

**Reviewed with no changes: February 6, 2014**

**Amended & Adopted: November 17, 2008**

**Resolution 45-2008**

**Adopted: July 20, 1994**

**Resolution 53-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROCUREMENT POLICY**

**WHEREAS**, Guam Community College (hereinafter GCC) is authorized to procure its own services, supplies, and construction procurement regulations pursuant to 5 G.C.A. § 5125, 5131, 5030(k) and (q), 5302(b) and (c), 5304(b), 5306(d), and 5307, and

**WHEREAS**, the Board of Trustees wishes to prudently exercise the authority given to the college.

**NOW, THEREFORE, BE IT RESOLVED**, that the procurement laws and regulations established in Guam's Procurement law, found in 5 G.C.A. Chapter 5, and 2 G.A.R. Division 4 shall be used by GCC in the procurement of all services, supplies, and construction procurement contracts. GCC hereby adopts the laws and regulations established in 5 G.C.A. Chapter 5 and 2 G.A.R. Division 4 as its own regulations.

**BE IT FURTHER RESOLVED**, that GCC will employ its own Chief Procurement Officer (Procurement & Inventory Administrator), who will serve as the procurement officer for all supplies, services, and construction contracts for GCC.

**BE IT FURTHER RESOLVED**, that GCC may, upon the Board of Trustee's approval, delegate its procurement authority of construction contracts to the Department of Public Works.

**BE IT FURTHER RESOLVED**, that GCC may, upon the Board of Trustee's approval, delegate its procurement authority of services and supplies contracts to the General Services Agency.

**Amended & Adopted: February 3, 2017  
Resolution 3-2017**

**Amended & Adopted: February 6, 2014  
Resolution 15-2014**

**Amended & Adopted: August 2, 2010  
Resolution 9-2010**

**Amended & Adopted: November 17, 2008  
Resolution 46-2008  
Adopted: March 16, 1994  
Resolution 15-94**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**

**CONTRACTUAL AGREEMENTS**

**WHEREAS**, the "Community College Act of 1977" (codified at 17 GCA §30101, et seq., amended September 30, 2011 by Public Law 31-99) established Guam Community College with an autonomous Board of Trustees with responsibility for career and technical education on Guam, including responsibility to establish, coordinate, expand and maintain such education; and

**WHEREAS**, the "Community College Act of 1977" (codified at 17 GCA §30101, et seq.) empowers the Board of Trustees to enter into and execute contracts and instruments of every kind and nature necessary or convenient to the exercise of its powers and functions; and

**WHEREAS**, the "Community College Act of 1977" (codified at 17 GCA §30101, et seq.) empowers the Board of Trustees to hire a chief executive officer with full charge and control of the administrative and business affairs of the college and with the responsibility to see that all rules and regulations of the College are enforced; and

**WHEREAS**, the Guam Procurement Law (5 GCA §5030d) defines contracts as all types of territorial agreements, regardless of what they may be called, for the procurement or disposal of supplies, services or construction; and

**WHEREAS**, the Guam Procurement Law (5 GCA §5030s) defines services as the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product to include printing;

**NOW, THEREFORE, BE IT RESOLVED**, all contractual service contracts in excess of \$250,000 be submitted to the Board of Trustees for approval prior to commitment of the College to the contract.

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 16-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 47-2008**

**Adopted: September 6, 2000**  
**Resolution 19-2000**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TUITION AND FEES**

**WHEREAS**, Guam Community College is charged with providing career and technical education and other related occupational training and education courses of instruction to the Guam Community; and

**WHEREAS**, non-appropriated funds in the form of tuition and various fees provide a significant part of the total budget of the College; and

**WHEREAS**, there is a necessity to balance this need for funds with the need for the people of Guam to have access to reasonable-priced career and technical educational opportunities; and

**WHEREAS**, it is the responsibility of the Board of Trustees to ensure that this balance is maintained;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees shall annually review tuition, fees, and all other charges levied by the College using the following guidelines:

**TUITION** charges shall be in line with the major purpose of a community college which is to provide post-secondary education at rates that encourage individuals to obtain additional education to upgrade or acquire new career and technical education skills.

**LABORATORY FEES** shall, at a minimum, recover the costs of specific additional resources inherent to the conduct of instruction of certain classes.

**STUDENT ACTIVITY FEES** shall be assessed at rates which are comparable to those charged at other similar institutions; they shall be used to partially support student extra-curricular activities.

**REGISTRATION AND GRADUATION FEES** shall be assessed to help defray the significant costs associated with these activities. Such fees shall be comparable to charges of other similar institutions.

**CONTINUING EDUCATION FEES** shall be sufficient to cover the full costs associated with the conduct of these courses. This shall include administrative and other costs associated with conducting such programs. Overall charges for such courses shall not average more than 50% of the charges made for similar courses by profit-seeking firms in the community.

**AUXILIARY OPERATIONS** currently include the Cafeteria, Café, and the Bookstore. A minimum goal in determining their charges for services and materials shall be to recover the full costs of their operations

**RELATED EDUCATIONAL ACTIVITIES**, shall charge for their services an amount which will cover all direct and indirect costs of their operations. Such charges shall be comparable to the charges at similar centers in the area.

**OTHER FEES** may be established for building rental or other purposes upon approval of the Board of Trustees. Such fees shall cover the full costs associated with the activities related to the fee.

**BE IT FURTHER RESOLVED**, that while fees and charges are an important part of the funding of Guam Community College, care should be taken that there is not a proliferation of such fees. In the annual budgeting process, each department shall include within its budget request the full amount necessary to run the department for the coming budget year without regard to fees collected.

**BE IT FURTHER RESOLVED**, that any increase in tuition, fees, and other charges shall not be effective until all provisions of any applicable law have been met.

**Amended & Adopted: February 3, 2017**  
**Resolution 4-2017**

**Amended & Adopted: February 6, 2014**  
**Resolution 17-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 48-2008**

**Adopted: March 16, 1994**  
**Resolution 25-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STUDENT FINANCIAL AID**

**WHEREAS**, Student Financial Aid provides needed support to persons seeking to further their education;  
and

**WHEREAS**, Student Financial Aid can provide an incentive to attend Guam Community College;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees directs the President to seek the types of financial support most needed by students: scholarships, grants in aid, work study, Veteran's Education Benefit; and

**BE IT FURTHER RESOLVED**, that the Financial Aid Office at Guam Community College is designated to administer Student Financial Aid programs; and

**BE IT FURTHER RESOLVED**, that the Student Financial Aid programs will be administered in such a way to ensure the equitable treatment of all aid applicants; and

**BE IT FURTHER RESOLVED**, that the Guam Community College comply with all applicable regulations governing financial aid, including the most recent reauthorizations of Title IV of the Higher Education Act, as amended.

**Reviewed with no changes: February 3, 2017  
Amended & Adopted: February 6, 2014  
Resolution 18-2014**

**Amended & Adopted: November 17, 2008  
Resolution 49-2008**

**Adopted: July 20, 1994  
Resolution 55-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**VEHICLE USAGE**

**WHEREAS**, 4 GCA §1103 outlines the general policy on government owned or leased vehicles; and

**WHEREAS**, Guam Community College owns or leases a number of vehicles which serve a variety of purposes necessary to the operation of the College; and

**WHEREAS**, the Board of Trustees has the responsibility to develop policy to ensure that such vehicles are used appropriately.

**NOW, THEREFORE, BE IT RESOLVED**, that the President shall develop guidelines and procedures on the use of College owned and leased vehicles.

**Reviewed with no changes: February 3, 2017  
Amended & Adopted: February 6, 2014  
Resolution 19-2014**

**Amended & Adopted: November 17, 2008  
Resolution 50-2008**

**Adopted: July 20, 1994  
Resolution 52-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**INSURANCE PROTECTION**

**WHEREAS**, it is the duty and responsibility of the Board of Trustees to attempt to safeguard the students, employees, officers and Board members and the assets of the College from the Financial loss from all forcible causes; and

**WHEREAS**, the Board feels that it is necessary to ensure that all employees exercise their sound discretion in the best interest of GCC and fear no personal exposure for their good faith acts; and

**WHEREAS**, the purchase of insurance to protect against various disasters, injuries, or other dangers is one way to help fulfill that responsibility.

**NOW, THEREFORE, BE IT RESOLVED**, that the President shall make all reasonable efforts within the financial constraints of the budget to obtain Officers, Trustees, Elected or Appointed Officials, Contract Employees, Employees, or Volunteer Workers Insurance; Financial Bonding of appropriate individuals; General Liability Insurance, Automobile Insurance, an Umbrella Liability Policy, Educators Legal Liability, Licensed Professional Liability, Property Insurance, Crime Insurance and such other insurance as may be reasonably necessary to fulfill the intent of this resolution.

**BE IT FURTHER RESOLVED**, that the cost of such insurance be included in the annual College budget submitted to the Board for approval.

**BE IT FURTHER RESOLVED**, that Guam Community College shall indemnify its employees, officers, and Board members, from costs, reasonable attorney's fees, judgments and settlements arising from liability for action performed in the course and scope of their employment, provided that their acts were not performed in bad faith.

**BE IT FURTHER RESOLVED**, that as to the physical structures of the campus, all insurable buildings will be covered and contents for fire, wind, water, typhoon, flood, and earthquake damage shall be followed.

**Amended & Adopted: February 6, 2014  
Resolution 20-2014**

**Amended & Adopted: November 17, 2008  
Resolution 51-2008**

**Adopted: March 16, 1994  
Resolution 19-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CLAIMS OFFICER**

**WHEREAS**, Guam Community College is an autonomous agency of the Government of Guam; and

**WHEREAS**, 5 GCA §§6102, 6105 state that claims may be filed against autonomous and semi-autonomous agencies for contract matters and for negligent acts; and

**WHEREAS**, 5 GCA §6103(b) requires that all autonomous and semi-autonomous agencies designate a Claims Officer who will be responsible for receiving and investigating each claim to determine its merits.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees does hereby designate the President of Guam Community College to serve as its Claims Officer.

**Reviewed with no changes: February 3, 2017**

**Amended & Adopted: February 6, 2014**

**Resolution 21-2014**

**Amended & Adopted: November 17, 2008**

**Resolution 53-2008**

**Adopted: March 16, 1994**

**Resolution 22-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COLLEGE HOUSING**

**WHEREAS**, Guam Community College enrolls students from a variety of off-island locations with said students needing safe and adequate housing while enrolled in the College; and

**WHEREAS**, certain local resident students may find it more convenient to be housed on campus or campus sponsored locations rather than at their regular domiciles; and

**WHEREAS**, the College continually partners with community stakeholders and it may be desirable and necessary to provide certain student housing; and

**WHEREAS**, the College currently has no housing facilities of any type.

**NOW, THEREFORE, BE IT RESOLVED**, that the administration is authorized and urged to explore all possibilities for partnering, acquiring financial assistance, loans, or grants specifically for student housing.

**Reviewed with no changes: February 3, 2017**

**Amended & Adopted: February 6, 2014**

**Resolution 22-2014**

**Amended & Adopted: November 17, 2008**

**Resolution 54-2008**

**Adopted: March 16, 1994**

**Resolution 20-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**UNION OFFICIALS PAYMENT**

**WHEREAS**, the Board has been presented with a legal opinion on the issue of salary payments to union officials to perform union work.

**WHEREAS**, it is the opinion of GCC's legal counsel that payments to union officials for performance of union duties outside the context of negotiations with GCC is an unfair labor practice and an unauthorized expenditure of funds.

**THEREFORE, IT BE HEREBY MOVED**, that no salary or other payments shall be made to union officials for any work performed on behalf of the union outside of contractual negotiations with GCC and provided further that all salary payments made to such officials must comply with the Public Employee-Management Relations Act. All prior inconsistent resolutions are hereby revoked and amended.

**Reviewed with no changes: February 3, 2017**

**Reviewed with no changes: February 6, 2014**

**Amended & Adopted: November 17, 2008**

**Resolution 55-2008**

**Adopted: December 30, 1986**

**Resolution 9-87**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COMMUNITY USE OF PHYSICAL FACILITIES**

**WHEREAS**, the Guam Community College is a community institution and oriented to the educational, cultural and recreational needs of all the citizens of Guam; and

**WHEREAS**, the Board of Trustees encourages the use of the facilities when they are not required to carry on the programs of the College;

**NOW, THEREFORE, BE IT RESOLVED**, that community organizations and public agencies shall be granted use of college facilities under the following guidelines:

1. Applications for college facility usage shall originate with established and responsible community non-profit organizations or associations, or public agencies.
2. Priorities shall be maintained in such a way that no group will monopolize the use of the facilities.
3. Community non-profit organizations and public agencies shall be charged a fair usage cost for the use of the facilities. If the use requires special equipment and/or services (such as supervision, set up, clean up, security, etc.), the organization or agency shall be charged additionally for equipment and labor in accordance with the schedule of fees.
4. Whenever a college facility is being used, a college employee shall be on duty and shall be responsible for supervision of the facility.
5. Groups using college facilities shall conform to all Guam laws, ordinances and fire regulations and adherence to the policies and procedures of the institution (e.g. tobacco product, electronic cigarette, and betelnut-free campus, on campus parking, emergencies, etc.).

**Amended & Adopted: February 3, 2017  
Resolution 5-2017**

**Amended & Adopted: February 27, 2012  
Resolution 5-2012**

**Amended & Adopted: November 17, 2008  
Resolution 56-2008  
Adopted: April 6, 1994  
Resolution 44-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ANNUAL FUND RAISING OF THE BOARD OF TRUSTEES**

**WHEREAS**, one of the most important responsibilities of the Board is to ensure the financial viability of the college; and

**WHEREAS**, providing the resources necessary to the annual operations of the college is a significant part of carrying out that responsibility; and

**WHEREAS**, although the Board may adopt an operating budget sufficient to meet all the financial needs of the college in any given year, that budget is subject to legislative review and adoption; and

**NOW, BE IT THEREFORE RESOLVED**, that the Board of Trustees shall seek alternative means of funding those needs of the college not provided for by the appropriations process by raising funds from other sources for such purposes as the Board deems necessary; and

**BE IT FURTHER RESOLVED**, that the Board intends that the immediate beneficiary of any fund raising successes shall be the physical improvement of the campus; and

**BE IT FURTHER RESOLVED**, that the Board shall be designated, as appropriate, and set fund raising activities when all persons associated with the college and its programs shall be encouraged to participate by making a monetary contribution for the improvement of the college and the purpose designated by the Board for that year; and

**BE IT FINALLY RESOLVED**, that the Board shall organize and/or otherwise support other fund raising activities as may be proposed by students, faculty, staff, administrators or the Guam Community College Foundation in furtherance of this policy.

**Amended & Adopted: February 3, 2017  
Resolution 6-2017**

**Reviewed with no changes: February 6, 2014  
Amended & Adopted: November 17, 2008  
Resolution 57-2008**

**Adopted: February 17, 1999  
Resolution 5-99**