

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**IDENTITY SYSTEM MANUAL  
(VISUAL IDENTITY)**

**WHEREAS**, Guam Community College has experienced phenomenal growth and greatly diversified since its inception in 1977; and

**WHEREAS**, the College is now one of the major post secondary educational institutions of the Territory of Guam and its surrounding region; and

**WHEREAS**, there should be consistency in the various publications, announcements, and other official papers of the College; and

**WHEREAS**, readily recognizable logos help to establish institutional identity and loyalty; and

**WHEREAS**, the diversity and complexity of the Colleges offerings far surpass the images of the hard hat and drafting tool on the official seal; and

**WHEREAS**, an Identity System Manual (Visual Identity) has been developed which includes a new logo system, sets college colors and various other standards that dictate the image of the College.

**NOW, THEREFORE, BE IT RESOLVED**, that the Identity System Manual (Visual Identity) shall serve as the official guide for the use of the logo, college colors and similar matters on all College print, video and electronic communications, and signage.

**Reviewed & Adopted: (Date)**  
**Resolution - 2021**

**Reviewed & Adopted: April 8, 2016**  
**Resolution 3-2016**

**Reviewed & Adopted: September 5, 2008**  
**Resolution 23-2008**

**Adopted: March 16, 1994**  
**Resolution 8-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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(VISUAL IDENTITY)**

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Resolution - 2021

**Reviewed & Adopted: April 8, 2016**  
**Resolution 3-2016**

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**Resolution 23-2008**

**Adopted: March 16, 1994**  
**Resolution 8-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**MEDIA RELATIONS**

**WHEREAS**, the College's image as perceived by the community is of the utmost importance to the Board of Trustees; and

**WHEREAS**, the Board of Trustees believes that a coherent image of the College must be presented to the public at all times in print, social media, digital (to include online/internet), and broadcast media; and

**WHEREAS**, the College relies on community support to effectively carry out its mission; and

**WHEREAS**, articles, news stories, editorials, blogs, vlogs, broadcast, digital programming and social media affect the way people regard the College, its programs, faculty, staff and students; and

**WHEREAS**, the College logo must be on all print, video, social media, and electronic materials that promote the College.

**NOW, THEREFORE, BE IT RESOLVED**, that it is the policy of the Board of Trustees that all print, social media, digital, to include online/internet, and broadcast media that promote the College must be approved by the President's Office, Office of Communications and Promotions, before release to the public; and

**BE IT FURTHER RESOLVED**, that responses to media inquiries from both traditional and non-traditional regarding institutional position on issues, events, policies or programs will be handled by the President, Chairperson of the Board of Trustees, or the Assistant Director for Communications and Promotions. College employees who receive inquiries from the media are to direct the inquiries to the Assistant Director for Communications and Promotions, President's Office; and

**BE IT FURTHER RESOLVED**, that the College's communication with the media will, at all times, remain on a professional level.

**Amended & Adopted: \_\_\_\_, 2021  
Resolution \_\_-2021**

**Amended & Adopted: April 8, 2016  
Resolution 4-2016**

**Amended & Adopted: September 5, 2008  
Resolution 24-2008**

**Adopted: July 20, 1994  
Resolution 51-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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**Amended & Adopted: \_\_\_\_\_, 2021**  
**Resolution \_\_\_\_-2021**

**Amended & Adopted: April 8, 2016**  
**Resolution 4-2016**

**Amended & Adopted: September 5, 2008**  
**Resolution 24-2008**

**Adopted: July 20, 1994**  
**Resolution 51-94**

**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)

Governor  
Lieutenant Governor  
Speaker of the Guam Legislature

## **Page 2: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE**

Presiding Judge, Superior Court of Guam

Delegate to the U.S. Congress

Former Governors (in order of seniority)

Consulates (in order of the presentation of their credentials)

Widows of Former Governors (in order of deceased husbands' seniority)

Senators of the Guam Legislature

President, Mayor's Council

Military: Admiral/General, Active (by date of rank)

Bishops (led by the Archbishop of the Diocese of Agaña)

Judge of the District Court of Guam (Federal)

Judges of the Superior Court of Guam (in order of seniority, concluded by Traffic Court Judge)

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 (Continuing Education & Workforce Development, Planning and Development, Communications & Promotions, Nursing and Allied Administrator, and Assessment, Institutional Effectiveness & Research)

Associate Deans

Faculty Senate President

Faculty Emeritus

### Page 3: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE

**BE IT FURTHER RESOLVED**, that title shall be used as follows: “The Honorable” should be conferred on the following positions: Governor, Lt. Governor, Speaker, Presiding Judge, Delegate to Congress, heads of consular missions, other judges and senators. It is used in platform introductions and in correspondence when written out in full.

Honorific titles should be used before an individual's name in platform introductions and correspondence. Such titles are: Doctor, Professor, Reverend, Mr., Mrs., Miss, etc.

**BE IT FURTHER RESOLVED**, that seating precedent, based on official position, shall be the determining factor of seating arrangements for all official functions.

Following is an example of a platform seating arrangement.

VP	VP	FBOG VChair	FBOG Chair	President	Gov	BOT Chair	BOT VChair	Dean	Dean	Dean	Faculty Senate President
11	9	7	5	3	1	2	4	6	8	10	12

**Amended & Adopted: (Date)**

**Resolution \_\_\_\_-2021**

**Amended & Adopted: April 8, 2016**

**Resolution 5-2016**

**Amended & Adopted: September 5, 2008**

**Resolution 25-2008**

**Adopted: March 16, 1994**

**Resolution 10-94**

**Amended: May 6, 1998**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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Lieutenant Governor  
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Chief Justice, District Court of Guam  
Chief Justice, Supreme Court of Guam  
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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  
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Members, Board of Trustees  
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President

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**Page 2: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE**

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President, Mayor's Council  
Military: Admiral/General, Active (by date of rank)  
Bishops (led by the Archbishop of the Diocese of Agaña)  
Judge of the District Court of Guam (Federal)  
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Retired Presiding Judges (in order of seniority)  
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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~~[Continuing Education & Workforce Development](#), Planning and Development, Communications & Promotions, [Nursing and Allied Administrator, Development & Alumni Relations](#), and Assessment ~~&~~, Institutional Effectiveness & Research)  
Associate Deans  
Faculty Senate President  
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**Page 3: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE**

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Amended & Adopted: (Date)  
Resolution No. 5-2021

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

**AFFIRMATIVE ACTION**

**WHEREAS**, the Guam Community College adheres to the policy of equal opportunity and affirmative action in education, training, and employment for all persons regardless of race, religion, color, sex, sexual orientation, gender identity, age, or national origin; and

**WHEREAS**, the Guam Community College Board of Trustees, by virtue of its authority under Public Law 14-77 (as amended by Public Law 31-99 in 2011), the Community College Act of 1977, does hereby establish a Policy Statement of Affirmative Action for immediate implementation.

**NOW, THEREFORE, BE IT RESOLVED**, that furthermore, the Guam Community College is committed to comply with all Guam and Federal Statutes, Rules and Regulations which prohibit discrimination in its policies and to direct affirmative action, including but not limited to Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1978 Education Amendments; Title II, 1976 Education Amendments to Vocational Education Act of 1963; Executive Order 11246, as amended; Public Law 14-46, June 30, 1977; and Executive Order 76-9, March 25, 1976, and the American with Disabilities Act.

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**Reviewed & Adopted: (Date)**  
**Resolution \_\_\_\_-2021**

**Reviewed, no changes: July 15, 2016**  
**Reviewed & Adopted: July 24, 2014**  
**Resolution 33-2014**

**Reviewed & Adopted: September 5, 2008**  
**Resolution 26-2008**

**Adopted: March 16, 1994**  
**Resolution 57-94**

Policy 160

GUAM COMMUNITY COLLEGE  
Board of Trustees

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**Reviewed & Adopted: (Date)**

**Resolution -2021**

Reviewed, no changes: July 15, 2016

Reviewed & Adopted: July 24, 2014

Resolution 33-2014

Reviewed & Adopted: September 5, 2008

Resolution 26-2008

Adopted: March 16, 1994

Resolution 57-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)**

**WHEREAS**, Congress has enacted the Americans with Disabilities Act of 1990 (ADA) and revised; and

**WHEREAS**, the Board of Trustees of Guam Community College intends to comply with the requirements of the Americans with Disabilities Act (ADA); and

**WHEREAS**, providing access to education for persons with disabilities is part of the mission of the College;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees that compliance with the Americans with Disabilities Act (ADA) is a priority of this institution. The Board of Trustees hereby directs the administration to prepare policy statements and procedures for Board approval, prior to publication and distribution to comply with the letter and spirit of the Americans with Disabilities Act (ADA) and to take prompt action to implement the requirements of the American with Disabilities Act (ADA). Policy statements shall be issued and procedures implemented covering the following areas:

- (1) Appointment of at least one individual with sufficient powers, authority, and staffing to oversee compliance with the Americans with Disabilities Act (ADA).
- (2) Preparation of a comprehensive self-evaluation of all programs and activities of the institution, including employment.
- (3) Appointment of a Task Force to assist the A.D.A. Coordinator in his or her functions, in preparation of the self-evaluation, and implementation of a plan of compliance.
- (4) Preparation of an institutional budget for the activities of the A.D.A. Coordinator, the self-evaluation, and provision of reasonable accommodation or auxiliary aids and services.
- (5) Other steps deemed necessary by the administration to comply with the Americans with Disabilities Act (ADA), unless these pose an undue burden or would result in a fundamental alternation of programs of the institution.

**BE IT FURTHER RESOLVED**, that the administration shall solicit the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

**BE IT FURTHER RESOLVED**, that the Administration shall report to the Board of Trustees annually on the progress being made towards compliance with the American with Disabilities Act (ADA).

**Reviewed & Adopted: (Date)**  
**Resolution \_\_\_\_-2021**

**Reviewed, no changes: July 15, 2016**  
**Amended & Adopted: July 24, 2014**  
**Resolution 34-2014**

**Amended & Adopted: September 5, 2008**  
**Resolution 27-2008**

**Adopted: April 21, 1993**  
**Resolution 4-93**

GUAM COMMUNITY COLLEGE  
Board of Trustees

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

and WHEREAS, Congress has enacted the Americans with Disabilities Act of 1990 (ADA) and revised in 2010;

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Reviewed & Adopted: (Date)  
Resolution No. 34-2021

Reviewed, no changes: July 15, 2016  
Amended & Adopted: July 24, 2014  
Resolution No. 34-2014

Amended & Adopted: September 5, 2008  
Resolution No. 27-2008

Adopted: April 21, 1993  
Resolution 4-93

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CAMPUS CRIME AND SECURITY**

**WHEREAS**, Congress has enacted the Crime Awareness and Campus Security Act of 1990 (known as the "Clery Act"); and

**WHEREAS**, the Board of Trustees of Guam Community College intends to comply with the requirements of that Act;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees hereby directs the administration to prepare, publish, and distribute policy statements that comply with the letter and spirit of the Crime Awareness and Campus Security Act of 1990 (Clery Act). Policy statements shall be issued covering the following areas:

- (1) **Procedures for students to report criminal activities;**
- (2) **Security at campus facilities;**
- (3) **Availability and authority of campus law enforcement;**
- (4) **Programs available to inform students about security and the prevention of crime;**
- (5) **Recording of crime through local police agencies; and**
- (6) **Possession, use and sale of alcohol and drugs.**

**BE IT FURTHER RESOLVED**, that the administration shall prepare, publish, and distribute statistical reports that identify the occurrence of campus crimes and the number of campus arrests for crimes specified in the Crime Awareness and Campus Security Act of 1990 (Clery Act).

These policy statements and statistical reports should be published in publications or mailings that are available to students and employees, as well as prospective students and the higher education community, upon request.

**Reviewed & Adopted: (Date)**  
**Resolution -2021**

**Reviewed, no changes: April 8, 2016**  
**Reviewed & Adopted: September 5, 2008**  
**Resolution 28-2008**

**Adopted: November 24, 1992**  
**Resolution 2-93**



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GUAM COMMUNITY COLLEGE  
Board of Trustees

CAMPUS CRIME AND SECURITY

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Adopted: November 24, 1992  
Resolution 2-93

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**VIOLENCE PREVENTION IN THE WORKPLACE**

**WHEREAS**, Guam Community College is committed to providing a safe environment for students and employees; and GCC can best perform its missions of teaching, training and public service when faculty, students, staff, and visitors share a climate that supports a safe learning environment. GCC is committed to creating and maintaining an environment that is free from disruptive, threatening and violent behavior; and

**WHEREAS**, violence or the threat of violence is such a destructive and disruptive force whether in the school or workplace; and GCC will not ignore, condone or tolerate disruptive, threatening or violent behavior by any member of the GCC community or by visitors. Faculty, staff or students engaged in such behavior will be subject to appropriate disciplinary action (i.e. suspension, put on leave), up to and including dismissal, under the appropriate policy or contract; and

**WHEREAS**, this resolution describes GCC policy for preventing and responding to disruptive, threatening or violent behavior involving any member of the GCC community (faculty, staff, students or general community members), as well as guidance for protecting the GCC community from and responding to, such conduct when directed toward them by unaffiliated visitors; and

**WHEREAS**, the Guam Community College Board of Trustees is responsible for developing a college policy addressing disruptive, threatening or violent behavior; and

**WHEREAS**, the following definitions apply to the implementation of such a policy:

***Disruptive Behavior*** disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes yelling, using profanity, waving arms or fists, or verbally abusing others; making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot); or refusing a reasonable request for identification.

***Threatening Behavior*** includes physical actions short of actual contact and/or injury (i.e. moving closer aggressively), general oral, written or electronic threats to people or property ("you better watch your back" or "I'll get you") as well as implicit threats ("you'll be sorry" or "this isn't over").

***Violent Behavior*** includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent (i.e. throwing things, pounding on a desk or door, or destroying property); and specific threats to inflict physical harm (i.e. a threat to shoot a named victim).

## Page 2: GCC Board of Trustees Policy 171 – Violence Prevention in the Workplace

*Primary Response Team* refers to the appropriate personnel required to react to an immediate emergency situation such members and action is dictated by the scope and nature of the emergency situation.

*Secondary Response Team* combines the team which responds on the institutional level to the emergency situation information supplied by the Primary Response Team. This group will be consulted to identify immediate institutional response, short term and long term mitigation of the emergency, and a Post-Incident evaluation used for future planning membership in this team will be dictated by the scope and nature of the situation.

**WHEREAS**, an individual may be excluded from GCC premises for disruptive, threatening or violent behavior. Additionally, members of the GCC community and individuals not directly connected with the college (i.e. a spouse or former spouse) may also be excluded pursuant to a court ordered restraining order. (Other applicable law or penal code-“notice of withdrawal of consent.”); and

**WHEREAS**, all college personnel and students are committed to upholding and implementing the college’s policy relating to disruptive, threatening or violent behavior, including reporting such behavior through normal lines of administrative responsibility, or to a Workplace Violence Response Team Member; and

**WHEREAS**, GCC maintains procedures to guide workplace violence response teams to assist department chairpersons, managers, supervisors and other members of the GCC community; and

**WHEREAS**, dependent upon the nature of the situation, the following procedures will be utilized:

### ***Emergencies-***

For immediate assistance in an emergency (assault, direct threat of violence, suicide attempt, or incident involving hostage, weapon, or drugs), or any crime in progress, phone or contact Student Support Services, Environmental Health & Safety, and/or 911.

### ***Non-Emergencies-***

Requesting Assistance from the Workplace Violence Response Team Contact:

1. For situations involving staff or faculty employees:
  - a. Human Resources Office in the Administration Building
  - b. Student Support Services
  - c. Environmental Health & Safety

**Page 3: GCC Board of Trustees Policy 171 – Violence Prevention in the Workplace**

2. For situations involving students:
  - a. Student Support Services
  - b. Assessment & Counseling Department
  - c. Environmental Health & Safety

**NOW, THEREFORE, BE IT RESOLVED,** Guam Community College has chosen to implement this institutional policy and its associated procedures for preventing and responding to disruptive, threatening or violent behavior involving any member of the GCC community (faculty, staff, students or general community members), as well as guidance for protecting the GCC community from and responding to, such conduct when directed toward them by unaffiliated visitors.

**Reviewed, no changes: (Date)**

**Reviewed & Adopted: February 3, 2017**

**Resolution 1-2017**

**Reviewed & Adopted: September 5, 2008**

**Resolution 29-2008**

**Adopted: August 1, 2001**

**Resolution 7-2001**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PANDEMIC RESPONSE PLAN**

**WHEREAS**, the United States Secretary of Education and United States Secretary for Health and Human Services are asking States, schools, school districts, colleges, and universities to ensure that they have emergency crisis plans that include specific measures to prepare for and deal with an influenza pandemic and other viruses; and

**WHEREAS**, it is the responsibility of the Board of Trustees to ensure the safety and welfare of Guam Community College Students, Faculty, and Staff; and

**WHEREAS**, it is the intent of the Board of Trustees to preserve the College and its ability to meet its workforce development mission now and in the future; and

**WHEREAS**, it is the intent of the Board of Trustees that the College prepares itself to smoothly resume College operations after a pandemic; and

**WHEREAS**, planning, education, and the dissemination of information go hand-in-hand to relieve the anxiety of students and employees during times of stress from outside influences.

**NOW THEREFORE BE IT RESOLVED**, that the College has in place a Pandemic Response Plan that works in concert with the Guam Pandemic Response Plan.

**BE IT FURTHER RESOLVED**, that the plan calls for the preservation of the economic stability of College employees during a pandemic in ways similar to provisions exercised during typhoons, or as stipulated by the Governor of Guam or his designee in charge of carrying out the Guam Pandemic Response Plan.

**BE IT ALSO RESOLVED**, that the plan will be periodically reviewed and updated by the GCC Emergency Response Team, as necessary and appropriate.

**Amended & Adopted: (Date)**

**Resolution \_\_\_\_-2021**

**Reviewed, no changes: July 15, 2016**

**Amended & Adopted: July 24, 2014**

**Resolution 35-2014**

**Amended & Adopted: September 5, 2008**

**Resolution 30-2008**

**Adopted: June 6, 2006**

**Resolution 9-2006**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PANDEMIC RESPONSE PLAN**

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**BE IT ALSO RESOLVED**, that the plan will be periodically reviewed and updated by the GCC Emergency Response Team, as necessary and appropriate.

**Amended & Adopted: (Date)**  
**Resolution -2021**

Reviewed, no changes: July 15, 2016

Amended & Adopted: July 24, 2014

Resolution ~~No.~~ 35-2014

Amended & Adopted: September 5, 2008

Resolution ~~No.~~ 30-2008

Adopted: June 6, 2006

Resolution 9-2006



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**RISK CRISIS MANAGEMENT & EMERGENCY PROTOCOL**

**WHEREAS**, the College, due to its geographic location, is subject to natural disasters, and is also subject to manmade disasters; and

**WHEREAS**, it is necessary to provide an orderly and efficient response to such disasters.

**WHEREAS**, emergency protocols have been developed to cope with these disasters.

**NOW, THEREFORE, BE IT RESOLVED**, that the Campus Guide to Emergency Protocol be made electronically available on the College website ([www.guamcc.edu](http://www.guamcc.edu)) and be periodically reviewed and updated as deemed necessary.

**Reviewed & Adopted: (Date)**  
**Resolution \_\_\_\_-2021**

**Reviewed, no changes: July 15, 2016**  
**Amended & Adopted: July 24, 2014**  
**Resolution 36-2014**

**Amended & Adopted: September 5, 2008**  
**Resolution 32-2008**

**Adopted: April 6, 1994**  
**Resolution 45-94**

GUAM COMMUNITY COLLEGE  
Board of Trustees

**RISK CRISIS MANAGEMENT & EMERGENCY ~~PLANS~~PROTOCOL**

**WHEREAS**, the College, due to its geographic location, is subject to natural disasters, and is also subject to manmade disasters; and

**WHEREAS**, it is necessary to provide an orderly and efficient response to such disasters.

**WHEREAS**, emergency ~~plans~~protocols have been developed to cope with these disasters.

**NOW, THEREFORE, BE IT RESOLVED**, that the ~~Risk Crisis Management and Emergency Plans~~Campus Guide to Emergency Protocol be made electronically available on the College website ([www.guamcc.edu](http://www.guamcc.edu)) and be periodically reviewed and updated as deemed necessary.

**Reviewed & Adopted: (Date)**  
**Resolution     -2021**

**Reviewed, no changes: July 15, 2016**  
**Amended & Adopted: July 24, 2014**  
**Resolution ~~No.~~ 36-2014**

**Amended & Adopted: September 5, 2008**  
**Resolution ~~No.~~ 32-2008**

**Adopted: April 6, 1994**  
**Resolution 45-94**



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

**SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION PREVENTION**

**WHEREAS**, Guam Community College is committed to maintaining a safe, comfortable and non-discriminatory learning and working environment for all members of the College community – students, employees, visitors, applicants, and third-party vendors; and

**WHEREAS**, sexual harassment, sexual assault, and fraternization are forms of sex discrimination that can undermine the foundation of trust and mutual respect that must prevail if the College is to fulfill its educational mission; and

**WHEREAS**, per Title VII of the Civil Rights Act of 1964, the College adopts the following definition of sexual harassment: “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects individual’s employment or educational environment, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating, hostile, or offensive work or educational environment.” Sexual harassment occurs when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational benefits or services.
2. Submission to or rejection of such conduct is used for the basis for employment or academic decisions affecting the individual’s welfare.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s professional or academic performance or creating an intimidating, hostile, or offensive educational school experience or working environment.
4. Such conduct is sufficiently severe or pervasive as to alter the conditions of an individual’s employment or education or create an abusive working, learning environment; and

**WHEREAS**, sexual assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual assault is a form of sexual harassment; and

**WHEREAS**, fraternization at the College is defined as a situation in which an employee engages in an emotional, romantic, or sexual relationship with a student or an employee for whom he or she has a professional responsibility as a faculty, staff, or administrator; and

**WHEREAS**, the College complies with the Title VII of the Civil Rights Act of 1964, all local and federal laws (as amended), and all executive orders and other applicable regulations which protect its students, applicants, employees, visitors, and third party vendors against sexual harassment, sexual assault and fraternization.

**NOW, THEREFORE, BE IT RESOLVED**, that the College hereby adopts zero tolerance toward sexual harassment, sexual assault and fraternization in any part of the College's programs, services, and activities. Zero tolerance means any proven sexual harassment, sexual assault or fraternization will result in immediate and appropriate action to stop such action and

**Page 2: GCC Board of Trustees Policy 185 – Sexual Harassment and Sexual Discrimination Prevention**

prevent its recurrence. No employee should engage in any romantic or sexual relationship with a student or employee for whom he or she has a professional responsibility as an instructor, advisor, evaluator, or supervisor. Disciplinary action such as demotion, suspension, or dismissal will be imposed upon employees, students, or other members of the College community who violate this policy, in accordance with the Guam Community College adopted employee/student codes of conduct and disciplinary procedures, personnel rules and regulations, guidelines contained in employee/student handbooks, the College catalogue, Board/Union collective bargaining agreements, local and federal laws, and other procedures established by the College for purposes of implementing this policy. Zero tolerance also will apply to an employee who fails to report a witnessed (visual or verbal) incident of sexual harassment, sexual assault or fraternization.

**BE IT FURTHER RESOLVED**, that no faculty, administrator, staff, applicant for employment, or student be subject to restraint or reprisal for action taken in good faith seeking advice concerning a sexual harassment matter, filing a complaint, or serving as a witness or a panel member in a sexual harassment complaint.

**BE IT FURTHER RESOLVED**, that a complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action and/or charges in a separate case.

**BE IT FURTHER RESOLVED**, that sexual harassment, sexual assault and fraternization may involve the behavior of a person of either sex against a person of the opposite or same sex. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcomed sexual propositions, invitations, solicitations and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom work or assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal, written or digitally sent expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls, emails, text messages, or website publications.
4. Sexually suggestive objects, pictures, posters, videotapes, audio recordings or literature, placed in the work or study area that may embarrass or offend individuals.
5. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
6. Examples of sexual assault are sexual activities including, but not limited to, forced sexual intercourse, forcible sodomy, incest, fondling, and attempted rape.

**BE IT FURTHER RESOLVED**, that this policy sets forth the framework for victim-centered procedural guidelines regarding issues of sexual harassment, sexual assault and fraternization.

**Page 3: GCC Board of Trustees Policy 185 – Sexual Harassment and Sexual Discrimination Prevention**

**BE IT FURTHER RESOLVED**, that the College adheres to affirmative consent with regard to sexual activity. Affirmative consent is defined as an understandable exchange of affirmative words that indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It shall not be a valid excuse for the accused to allege belief that the complainant consented to sexual activity while the accused was intoxicated or reckless, or for the accused to not have taken reasonable steps to ascertain whether the complainant affirmatively consented. It is the policy of the College that a person cannot render affirmative consent while asleep, unconscious, or incapacitated due to the influence of drugs (including medication) or alcohol, or due to inability to communicate because of a physical or mental condition. It is hereby the policy of the College to adopt the standard of preponderance of evidence with regard to elements of a sexual assault or harassment complaint.

**BE IT FURTHER RESOLVED**, that any questions about Title IX of the Education Amendments of 1972, which states that, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance,” can be directed to the College Title IX Coordinator.

**Reviewed, no changes: (Date)**

**Amended & Adopted: March 11, 2016**  
**Resolution 1-2016**

**Amended & Adopted: July 24, 2014**  
**Resolution 38-2014**

**Amended & Adopted: September 5, 2008**  
**Resolution 33-2008**

**Adopted: April 20, 1994**  
**Resolution 46-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TRAVEL POLICY**

**WHEREAS**, a legitimate need exists for administrators, faculty, staff, students, and Board of Trustees members to travel on official business; and

**WHEREAS**, the Board of Trustees has the responsibility to establish a travel policy which meets the need of the College employees and students to attend certain workshops, seminars, meetings and other educational functions off-island and which, at the same time, provides criteria which makes the most efficient use of both local and Federal funds.

**NOW, THEREFORE, BE IT RESOLVED**, that all College travel must be performed either for the direct benefit of Guam Community College or to fulfill a real and legitimate obligation of the College.

**BE IT FURTHER RESOLVED**, that all off-island travel of administrators, faculty, staff, and students is to be approved by the President prior to travel. Travel of the Board of Trustees and the President is to be approved by the Board of Trustees.

**BE IT FURTHER RESOLVED**, that all travel shall be further governed by the travel procedures, updated on a periodic basis.

**Reviewed, no changes: (March , 2021)**

**Reviewed, no changes: July 15, 2016**

**Amended & Adopted: July 24, 2014**

**Resolution 39-2014**

**Amended & Adopted: November 3, 2011**

**Resolution 4-2012**

**Amended & Adopted: September 5, 2008**

**Resolution 34-2008**

**Adopted: February 1, 1995**

**Resolution 8-95**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**DATA BREACH RESPONSE POLICY**

**WHEREAS**, the College recognizes the need to govern the procedures regarding data breaches; and

**WHEREAS**, the Guam Community College Incidence Response Procedures for Data Breaches (GCCIRPDB) document has been created to respond to actual or suspected data breaches; and

**WHEREAS**, the Core Management Team, as identified in the GCCIRPDB, has the review and oversight of all significant breaches of information and cybersecurity incidents; and

**WHEREAS**, the Core Management Team is responsible in making all determinations regarding breach notifications and responses; and

**WHEREAS**, such response procedures for data breaches will provide established instructions within which all parties must operate.

**NOW, THEREFORE, BE IT RESOLVED**, that in the case of any and all significant data breaches and cybersecurity incidents, it is the Core Management Team's responsibility to uphold and follow instructions as outlined in the Guam Community College Incidence Response Procedures for Data Breaches document, and to promote such practices on the campus.

**BE IT FURTHER RESOLVED**, the Board of Trustees adopts the Guam Community College Incidence Response Procedures for Data Breaches as developed through the College's governance process, updated as deemed necessary and appropriate.

**Reviewed, no changes: (Date)**

**Adopted: January 10, 2020**

**Resolution 1-2020**



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

**RECRUITMENT POLICY**

**WHEREAS**, Guam Community College ("College") ensures compliance with Program Integrity Rules consistent with federal regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation. This applies to the educational institution itself and its agents including third parties. As part of efforts to eliminate unfair, deceptive, and abusive marketing aimed at Service members; and

**WHEREAS**, the College and its agents, including third parties, will:

1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to tuition assistance funds. Educational institution sponsored scholarships or grants and tuition reductions available to military students are permissible.
2. Refrain providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including tuition assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. These restrictions do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

As a Title IV institution, the College remains responsible for the actions of any entity that performs functions and tasks on its behalf. These responsibilities include ensuring that employees are not paid for services that would convert these payments into prohibited incentive compensation because of the activity the employees engage in.

3. Refrain from high pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments in non-credit courses or programs.

**NOW, THEREFORE, BE IT RESOLVED**, the Guam Community College and its agents including third parties, shall comply with Program Integrity Rules consistent with federal regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD)

## **Page 2: GCC Board of Trustees Policy 192 – Recruitment Policy**

Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation; and

**BE IT FURTHER RESOLVED**, that the Guam Community College and its agents including third parties, shall comply with the Recruitment Policy, namely paragraphs 1-3 herein mentioned; and

**BE IT FURTHER RESOLVED**, the Board of Trustees shall adopt, when applicable, a Guam Community College Recruitment Policy Procedure as developed through the College's governance process, and updated as deemed necessary and appropriate.

**Reviewed, no changes: March \_\_, 2021**

**Adopted: June 19, 2020**

**Resolution 2-2020**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**SELECTION AND APPOINTMENT  
OF GUAM COMMUNITY COLLEGE TRUSTEES**

**WHEREAS**, the Board of Trustees of Guam Community College is committed to maintaining the highest standards of quality, effective governance in fulfilling its responsibilities to the students, staff, faculty, and administrators of the College and to the general Guam community; and

**WHEREAS**, the Board of Trustees feels that part of this effort is to assure the appointment of new qualified members to the Board of Trustees by communicating its standards to the appointing and confirming authorities, namely the Governor of Guam and the Guam Legislature; and

**WHEREAS**, the Board of Trustees is directed by Public Law 25-39 to develop procedures for election of the student members; and

**WHEREAS**, the Association of Community College Trustees (ACCT) has produced guidelines regarding the election and appointment of community college trustees; and

**WHEREAS**, the Board of Trustees has developed guidelines for student trustee election, in keeping with the ACCT recommendations.

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Board of Trustees hereby adopts the standards and principles of the ACCT guide to assist it in recommending qualified persons to the Governor of Guam; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees adopts the guidelines for student trustee election to the Board of Trustees; and

**BE IT FURTHER RESOLVED**, that except for the Student Trustee, when a vacancy in the Board of Trustees is expected within three months, the Board of Trustees shall forward to the Governor of Guam the name or names of candidates who meet the criteria of the guide and who are representative of the specific category of the potential vacancy as specified in Guam Community College's enabling legislation, Public Law 14-77 (and amended by Public Law 31-99); and

**BE IT FURTHER RESOLVED**, that upon adoption of this policy, the Chairperson shall communicate said policy and guidelines to the Governor of Guam and the Chairperson of the Education Committee of the Guam Legislature with a letter explaining the intent and purpose of the policy; and



**Page 2: GCC Board of Trustees Policy 195 - Selection and Appointment of Guam Community College Trustees**

**BE IT FURTHER RESOLVED**, that upon adoption of this policy, the President shall communicate said policy and guidelines for student trustee election to the Board of Trustees and to the Guam Community College faculty, staff, and students.

**Amended & Adopted: (Date)**  
**Resolution \_\_\_\_-2021**

**Amended & Adopted: July 15, 2016**  
**Resolution 8-2016**

**Amended & Adopted: January 10, 2014**  
**Resolution 5-2014**  
**Amended & Adopted: August 17, 2011**  
**Resolution 9-2011**

**Amended & Adopted: September 5, 2008**  
**Resolution 35-2008**  
**Adopted: February 7, 1996**  
**Resolution 2-96**  
**Amended: July 14, 1999**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**DIGITAL RESOURCES POLICY**

**WHEREAS**, digital resources refer to the use of computer, mobile and other web-based educational resources such as e-books, e-textbooks, mobile apps, web tools, web resources and other digitally accessed materials/programs; and

**WHEREAS**, digital resources are convenient, flexible, current and cost effective in providing learning resources; and

**WHEREAS**, the college supports the use of open source material in classroom delivery to lower costs for students and the college; and

**WHEREAS**, the access of web-based tools and resources in the classroom should be secured, unfettered and immediate.

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College will encourage, support and provide resources, as available, for the use of, and access to, digital resources (i.e., e-textbooks, e-books, mobile apps, web tools and other electronic resources) to transform teaching in all programs and classes.

**Reviewed, no changes: March , 2021**

**Adopted: April 12, 2018**

**Resolution 4-2018**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ONLINE POLICY**

**WHEREAS**, the College recognizes the need for standards governing the use of the internet by both employees and students; and

**WHEREAS**, current standards do not specifically apply to the network usage as College property; and

**WHEREAS**, such Online Policy will provide parameters within which both employees and students must operate;

**NOW, THEREFORE, BE IT RESOLVED**, that in the use of the College's network, hardware, and software it is the Employees' and Students' responsibility to commit to the parameters as outlined in the Online Procedures document and promote such practices on the campus. The Board of Trustees adopts the Online Procedures as developed through the College's governance process, updated as deemed necessary and appropriate.

**Reviewed, no changes: (Date)**

**Reviewed & Adopted: July 15, 2016  
Resolution 9-2016**

**Reviewed & Adopted: July 24, 2014  
Resolution 37-2014**

**Adopted: December 2, 2009  
Resolution 5-2010**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**GRANTING OF A POSTHUMOUS DEGREE AT  
GUAM COMMUNITY COLLEGE**

**WHEREAS**, the granting of a posthumous degree aims to recognize and celebrate a deceased student's academic achievements at Guam Community College; and

**WHEREAS**, the granting of the appropriate posthumous degree (when this degree has been very nearly completed by the deceased student), serves as an expression of sympathy and compassion for the family; and

**WHEREAS**, the granting of posthumous degrees under the guidelines developed by the Office of Admissions and Registration, in consultation with the Vice President for Academic Affairs would in no way undermine the academic standards of the Guam Community College.

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College Board of Trustees adopts the awarding of posthumous degrees in appropriate circumstances in accordance with the criteria laid out in the guidelines.

**Reviewed, no changes: March \_\_, 2021**

**Reviewed, no changes: July 15, 2016**

**Amended & Adopted: July 24, 2014**

**Resolution 40-2014**

**Adopted: February 9, 2011**

**Resolution 4-2011**

**Guam Community College  
Board of Trustees**

**SOCIAL MEDIA POLICY**

**WHEREAS**, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an Institution; and

**WHEREAS**, Guam Community College (“GCC,” “College”) recognizes and embraces the power of social media, and the opportunity social media tools provide to communicate with the GCC community, including students, faculty, staff, administrators, parents, alumni, and other interested parties; and

**WHEREAS**, it is important to recognize that the use of social media regarding GCC is governed by the same laws, policies, and rules of conduct that apply to all other GCC activities; and

**WHEREAS**, in order to operate effectively within GCC’s current social media channels (Facebook, YouTube, Twitter, Instagram, LinkedIn and Snapchat) and to add social media outlets as trends dictate, GCC has developed a social media policy to ensure that any and all interactions on behalf of GCC represent the College’s best interests; and

**WHEREAS**, the College recognizes the need for rules governing the use of social media by GCC students, faculty, staff and administrators.

**NOW, THEREFORE, BE IT RESOLVED**, that in the use of social media, it is the responsibility of GCC students, faculty, staff and administrators to commit to the parameters as outlined in the Social Media Policy; and

**BE IT FURTHER RESOLVED**, that the Social Media Policy as approved through the College’s governance process shall be updated accordingly, or as needed.

**Reviewed, no changes: March , 2021**

**Amended & Adopted: July 15, 2016**

**Resolution 10-2016**

**Adopted: June 6, 2014**

**Resolution 24-2014**