

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, May 6, 2022, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. **Swearing In and Administration of the Oath of Office for elected GCC Trustee Student Member**
2. Roll Call
3. Recital of Mission Statement
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of April 8, 2022

III. COMMUNICATIONS - None

IV. PUBLIC DISCUSSION - No Requests

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
 - Board of Trustees Community Outreach Report

VI. UNFINISHED BUSINESS

1. Vice President *Emeritus*
2. Construction Projects Updates
 - Forensic Lab
 - Building 300
 - Wellness Center
 - Building B
 - Workforce Development Center

VII. NEW BUSINESS

1. BOT Policy Updates (Series 300)

VIII. EXECUTIVE SESSION

1. Personnel Matters
2. Labor Management Relations
3. Legal Matters

IX. ADJOURNMENT

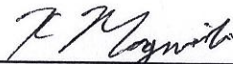
GUAM COMMUNITY COLLEGE
Board of Trustees

OATH OF OFFICE

I, KENLY MAGWILI, do solemnly swear in the presence of almighty God that I will well and faithfully support the Constitution of the United States, the laws of the United States applicable to Guam, and the laws of Guam, and that I will conscientiously and impartially discharge my duties as:

STUDENT MEMBER
of the
GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES

***Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,
Executed at Mangilao-Guam Community College on May 6, 2022.***



Member (Signature)

***The Oath of Office was administered by Carlo M. Leon Guerrero, Vice
Chairperson, Board of Trustees.***



Vice Chairperson, Board of Trustees (Signature)

CERTIFICATE OF
Election



Presented to

KENLY MAGWILL

Duly elected by the students of GCC and certified by the election committee, the above named individual is sworn in this 6th day of May 2022 as the student member of the Board of Trustees, to serve until April 2023.

Carlo M. Leon Guerrero
Vice Chairperson, Board of Trustees

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of April 8, 2022

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on March 11, 2022, was called to order at 12:28 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson, Mr. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas, Student Trustee. Mr. Carlo Leon Guerrero, Vice Chairperson (off-island); Richard P. Sablan, Treasurer (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President for Finance & Administration Division; Dean Pilar Williams, TPS; Dr. Michael Chan, TSS; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Attorney Rebecca Wrightson; Ms. Simone Bollinger, Faculty Advisory member; Mr. Kenneth Bautista, Support Staff Advisory member.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – March 11, 2022.

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVES THE MEETING MINUTES OF MARCH 11, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS. None.

IV. PUBLIC DISCUSSION. No request.

V. REPORTS

1. President's Report: President Okada reported on the following:

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2022: As of to date, the College received a total of \$9,912,491.00 as follows:

\$7,876,752.00 for the General Fund; approximately \$1.9 million for MDF; \$36,060.00 for POST; and approximately \$100,000.00 for the First-Generation Trust Fund Initiative. Based on billings, the College has received 84% of the request. The College is currently receiving allotments on a weekly basis from DOA.

Capital Improvement Projects and other activities: The following is a report from the President.

CIP:

Ongoing projects: The College is continuing with the air conditioning replacement project on campus with a scope of work going out for additional units in Building 3000; the Building 2000 emergency generator has been awarded and progress is ongoing; an initial assessment for the water leak detection for our campus was done and this is continuing to ensure there are no leaks underground; continuing to monitor the water pump for Building 6000; the canopy for the student center will be going out to bid; the barrel vault that will connect Building 5000 to Building A will go out to bid again due to the proposal exceeding the budget anticipated for this project; anticipate other canopy projects on campus; refurbishment of Building 900 will have a broader scope and put out to bid again; still working on the 30,000 gallon water tank project with extension recently granted and new completion date is May 6, 2022. The A & E design by TRMA for the Culinary and Bakery Center in Building 400 is 30% complete and will soon be added as a new construction project as well as the Building 2000 bathroom renovation project. At this time, the Board Chair requested to see the drawings and will be provided.

Other activities:

Employees on campus participated in FERPA training dealing with the processes of confidentiality of student records for all departments.

As part of the Foundation Board's fiduciary responsibilities, the President and Vice President Gerardo attended the APAFS Fiduciary Essentials training held on island.

As part of the employee professional development, several administrators attend training such as for Financial Aid Return to Title IV; Distance Education guideline training sponsored by ACCJC; ISER training; HR personnel attended the SHRM Sexual Harassment training; new employee orientation was held on March 9, 2022; anticipate more new employee orientation due to active recruitments for both staff and faculty for the upcoming academic year.

McREL has restructured its governing board and Dean Pilar Williams is now a member of that Board.

As of March 2022, the College received 21 years of clean audit. The President recognized the efforts of everyone and thanked all the employees. The President especially recognized individuals from the Finance Department who have been with the College within those 21 years, namely, Ms. Cheryl B. San Nicolas, Ms. Carol Guerrero and Ms. Linda Santos Torres. They were part of the team when GCC received its first clean audit. The Board thanked the

BOT - Meeting of April 8, 2022
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President for the College maintaining a clean audit through the years, which the Board Chair mentioned is important when requesting for grants.

Dr. Mike Chan continues to work with the University of Guam with articulation agreements. The courses are for Science with anatomy and physiology and two for Math courses. The Supervision and Management 2+2 is being worked on. Want to ensure the College is continually working on students' pathway to UOG.

The College is also offering another pathway for students to consider such as to Bellevue University and Chaminade University both with a 2+2 program.

The College is preparing for its presentation at the budget hearing on April 19, 2022.

2. Monthly Activities Report.

Student Trustee: Trustee Paris Blas reported for March and April 2022 activities as follows:

Summer/Fall 2022 registration is ongoing; Spring break is April 11-17, 2022; and College Assembly will be on April 18, 2022.

The Edge student conference for the Fall was held on Friday, March 18, 2022, 8:30 a.m.-12:30 p.m. The total attendance was 99, with 40 attendees face to face and 59 attendees were virtual. Most of the students were interested in finance.

The AY2022-2023 GCC student leader election was held on Thursday, April 7, 2022. Voting will be online and results will be announced.

The Link Up reverse job fair showcasing all graduates in the Fall 2021/Spring 2022 semester will be held in the MPA on April 20, 2022 starting at 9:00 a.m. This is an opportunity for students to meet potential employers.

Spring 2022 last day of classes: Friday classes, 4/22/2022; Saturday classes, 4/23/2022; Tuesday/Thursday classes, 4/26/2022; and Monday/Wednesday classes, 5/2/2022; grades are due on Thursday, 5/5/2022.

GCC Motorcade Graduation scheduled on Friday, May 13, 2022 commencing at 9:00 a.m.

Trustee Blas attended the January/February Boot Camp ceremonies. Highlights were hearing the testimonies of the top students in their cohort share their experience and gratitude on how the GCC workforce development coordinators were instrumental in their successes. Trustee Blas further mentioned that ceremonies are always well coordinated and organized and attended and praised the workforce development team.

Next COPSA general membership meeting is today, April 8, 2022, at 1:00 p.m. followed by a zumba recreational event.

Trustee Blas thanked the Board for her opportunity to serve this AY 2021-2022 as the BOT Student Member and especially thanked Dr. Okada for always reaching out to her when

student concerns arise.

Faculty Advisory Member: Ms. Simone Bollinger reported the following:

Spring break is coming up.

The end of semester is coming up and students are submitting what is required for their classes such as their projects, grades are being done.

Faculty is looking forward to graduation and excitement is building up and can hear students talking about their plans for the motorcade graduation on campus, May 13, 2022.

Attended the ISER training last week in preparation for the upcoming accreditation.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Staff are preparing for the end of the Spring semester, the upcoming graduation and as last reported still working on the ongoing summer and fall registrations.
Preparing for the College Assembly on April 18, 2022.

Board of Trustees Community Outreach Report:

January and February Boot Camp ceremonies: For the record, Trustee Paris Blas attended.

On March 24, 2022, Trustee Grino reported she attended a Nursing and Allied Health Advisory board meeting.

Trustee Grino also announced that FHP has examination beds, some clinical equipment, filing folders and patient charge folders with fasteners that they wish to donate and if needed. The President mentioned departments will be informed to reach out to FHP. Trustee Grino will also reach out to Ms. Dee Duenas for possibly some supplies and instruments from Allied Health.

Trustee Grino also attended the Guam American Red Cross "Red Ball" fundraiser, which Trustee Grino is also a board member on.

Trustee Grino also announced that May is Guam Nurses Month. The Chair mentioned Trustee Grino has been a President on the Guam Nurses Association (GNA) board. Trustee Grino mentioned she is now the Executive Director. This year, GNA will have a seven awards category to include a school of Allied Health Community and Nursing that GCC can nominate within this department. It was mentioned that faculty member, Ms. Barbara Mafnas, was a previous winner for this category.

April 1, 2022: Trustees Arriola and Leon Guerrero attended the ISER online training.

March 21-22: Dr. Okada, Trustees Arriola and Leon Guerrero met with government officials in Washington D.C., which included USDA.

March 23-26, 2022: Trustees Arriola and Leon Guerrero attended the 2022 ACCT Governance Leadership Institute conference for Board Chairs, Vice Chairs and Presidents in Philadelphia, Pennsylvania. This conference focused on diversity, equity and inclusion.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Forensic Lab/DNA Building. This project is 98.08% complete to date and almost complete. Substantial completion is the fire alarm system and then the Guam Fire Department inspection. Applications for inspection were submitted to Land Management, EPA, GPA, and GWA. The punch list is not available at this time. Advanced notice will be given for the ribbon cutting ceremony.

Building 300. This project is 97% complete and the metal canopy has been received; finishing off on the fire alarm system ground pole required for the fire sprinkler and fire alarm in order to pass the Guam Fire Department inspection.

Wellness Center. As last reported the College's application for a federal grant is still pending and there are no updates to report at this time.

Building B. The notice of intent to award was provided to the contractor. A Resolution will be submitted for the Board's consideration for the additional funding for this project.

Workforce Development Center (Barrigada property). The College received a request from the U.S. Economic Development Authority for updated documents. Once these documents are submitted, the College anticipates receiving word within thirty days of the official grant award.

VII. NEW BUSINESS.

1. Five-Year Academic Calendar (AY2022-AY2027). The Board was provided with an updated Five-Year Academic Calendar for AY2022-AY2027 for consideration. The President explained this calendar was submitted by the Calendar Committee and has gone through the Faculty Senate and the College Governing Council. This covers Academic Year 2022-2023 through Academic Year 2026-2027. This calendar does not have a Fall semester break. After review and discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD APPROVE THE UPDATED FIVE-YEAR ACADEMIC CALENDAR FOR ACADEMIC YEAR 2022-2027. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. Request to Provide Additional Funding for Building B Renovation Project. The Board was provided with Resolution No. 02-2022, "Request Funding for Building B Renovation Project," for its consideration. This Resolution authorizes up to \$3,000,000 from the Capital Projects Fund, including authorizing Dr. Okada to move forward and executive all documents for this renovation project.

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD APPROVE RESOLUTION NO. 02-2022, "REQUEST FUNDING FOR BUILDING B RENOVATION PROJECT," AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. Vice President *Emeritus*. The President received a letter from Dr. Ray Somera requesting to be granted Vice President *Emeritus* in line with the GCC Board Policy 465, "Emeriti at The Guam Community College." Dr. Somera has met the requirements within the Guidelines for Policy 465, copies of which were provided to the Board as well as Policy 465. This is a self nomination. As supporting documents, Dr. Somera also submitted a resume and a list of his accomplishments, especially while employed at GCC

Although it is not required in the current Board of Trustees Policy 465, the Chairman recommended for comments from the College Governing Council. Recommendation was made to put this matter on hold until the next Board meeting. The President mentioned that during the next policy review for Policy 465, the process of going through the College Governing Council will be recommended as an update to said policy.

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD RECOMMEND FOR THE COLLEGE GOVERNING COUNCIL TO REVIEW AND MAKE COMMENTS REGARDING DR. RAY SOMERA'S APPLICATION AS A VICE PRESIDENT *EMERITUS* AT THE GUAM COMMUNITY COLLEGE PER BOARD POLICY 465; AND PLACING THIS AGENDA ITEM ON HOLD UNTIL THE NEXT BOARD OF TRUSTEES MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

4. 2022 ACCT GLI for Pacific Island Postsecondary Institutions (June 19-22, 2022). There are two invitations to attend this 2022 ACCT GLI conference to take place in Hawaii. Copies of the invitation including proposed agendas were provided for the Board's review. The first invitation is from June 15-18, 2022 for all ACCT members, the second invitation is from June 19-22, 2022 for Pacific Island Postsecondary Institutions. After review and discussions, it was decided that Board members can attend if they wish to. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE GRINO, THAT THE BOARD APPROVE BOARD TRAVEL TO HAWAII TO ATTEND THE 2022 ACCT GLI FOR PACIFIC ISLAND POSTSECONDARY INSTITUTIONS CONFERENCE ON JUNE 19-22, 2022. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

5. President's Travel Request (May-June 2022). The following is the President's Travel Request for May-June 2022:

AACC, May 15-19, 2022, Washington, DC, paid by AACC
ACCJC Commissioners meeting, May 31-June 3, 2022, Orange County, California, paid by ACCJC
ACCT 2022 GLI, June 19-22, 2022, Honolulu, Hawaii, paid with promotional funds.
PPEC Summer Meeting, June 22, 2022, Honolulu, Hawaii, paid with PPEC funds.
WestCare Board of Directors meeting, June 23-26, 2022, Las Vegas, Nevada, paid by WestCare Foundation.

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE PRESIDENT'S TRAVEL REQUEST FOR MAY - JUNE 2022, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 1:07 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

- 1. Personnel Matters**
- 2. Labor Management Relations**
- 3. Legal Matters**

At this time, a motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING RECOVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 1:22 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's Report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE PARIS BLAS, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF APRIL 4, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of April 4, 2022, adjourned at 1:23 p.m.


SUBMITTED BY:

 **MAY 06 2022**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

 **MAY 06 2022**
ROSE P. GRINO
Secretary

APPROVED BY:

 **MAY 06 2022**
ON BEHALF OF **CARLO DON GUERRERO**
FRANK P. ARRIOLA
Chairperson
VILE CHAIRMAN

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**COMPREHENSIVE ASSESSMENT OF INSTRUCTIONAL PROGRAMS,
STUDENT SERVICES, ADMINISTRATIVE UNITS AND THE BOARD OF
TRUSTEES**

WHEREAS, Guam Community College remains steadfast in its commitment to provide the citizens of Guam and the region with quality educational programs and services that undergo systematic and continual assessment; and

WHEREAS, the Board adopted an established cycle of program evaluation to fulfill the following objectives:

Assess program quality, productivity, need and demand;

Improve the quality of academic offerings and career and technical training;

Ensure appropriate allocation of resources;

Determine the program's effectiveness and implement program improvement strategies; and

WHEREAS, Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards requires a comprehensive assessment process for all instructional programs, student services and administrative units on campus; and

WHEREAS, assessment of student learning outcomes must be the cornerstone of all assessment activities, as indicated in the accreditation standards; and

WHEREAS, the regular cycle of assessment at GCC should be on a two-year cycle as determined by a staggered assessment schedule of programs, services, and administrative units; and

WHEREAS, the Board of Trustees and the Foundation Board, shall set an example of compliance with the accreditation standards.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees assigns the responsibility to the President and/or his designee, with consultation from the Committee on College Assessment, to refine, monitor and strengthen the campus-wide assessment plan and schedule, as well as report assessment results in a timely manner to all stakeholders of the College; and

Page 2: GCC Board of Trustees Policy 306 - Comprehensive Assessment of Instructional Programs, Student Services, Administrative Units and the Board of Trustees

BE IT FURTHER RESOLVED, that the Comprehensive Assessment for Instructional Programs, Student Services, Administrative Units and the Board of Trustees shall be in effect each academic year.

Amended & Adopted: May 6, 2022
Resolution 1-2022

Amended & Adopted: August 11, 2017
Resolution 8-2017

Amended & Adopted: December 11, 2014
Resolution 46-2014

Amended & Adopted: November 17, 2008
Resolution 58-2008

Adopted: September 4, 2002
Resolution 13-2002

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**COMPREHENSIVE ASSESSMENT OF INSTRUCTIONAL
PROGRAMS, STUDENT SERVICES, ADMINISTRATIVE UNITS AND
THE BOARD OF TRUSTEES**

WHEREAS, Guam Community College remains steadfast in its commitment to provide the citizens of Guam and the region with quality educational programs and services that undergo systematic and continual assessment; and

WHEREAS, the Board adopted an established cycle of program evaluation to fulfill the

following objectives: Assess program quality, productivity, need and demand;

Improve the quality of academic offerings and ~~vocational~~ career and technical training;

Ensure ~~wise~~ appropriate allocation of resources;

Determine the program's effectiveness and ~~to~~ implement program improvement strategies; and

WHEREAS, ~~the 2014 newly approved~~ Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards requires a mandate a more comprehensive assessment process for all instructional programs, student services and administrative units on campus; and

WHEREAS, assessment of student learning outcomes must be the cornerstone of all assessment activities, as indicated in the ~~new~~ accreditation standards; and

WHEREAS, the regular cycle of assessment at GCC should be on a two-year cycle as determined by a staggered assessment schedule of programs, services, and administrative units; and

WHEREAS, the Board of Trustees and the Foundation Board, shall set an example of compliance with the ~~new~~ accreditation standards.

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Resolution _____-2022

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GUAM COMMUNITY COLLEGE

Board of Trustees

**INSTRUCTIONAL CALENDAR, POSTSECONDARY AND
SECONDARY**

WHEREAS, an academic calendar is an integral part of instructional programming and it provides information vital to students' educational planning; and

WHEREAS, the Academic Calendar outlines the work year for academic staff; and

WHEREAS, Guam Community College's Board Policy 310, Resolution 30-94 "Instructional Calendar, Postsecondary and Secondary," guides the development of a five-year GCC Academic Calendar; and

WHEREAS, the Agreement between the Guam Community College Faculty Union Local 6476 AFT/AFL-CIO and the GCC Board of Trustees (Agreement) also identifies steps and responsibilities in developing the GCC Academic Calendar (Reference-Agreement).

NOW, THEREFORE, BE IT RESOLVED, to clarify and to guide the process in the creation of the Academic Calendar, that the Calendar Committee, as empowered by the Guam Community College Faculty Union Local 6476 AFT/AFL-CIO and the Guam Community College Board of Trustees Agreement, will be responsible for developing and recommending the Academic Calendar to the Board of Trustees for its annual adoption.

Amended & Adopted: May 6, 2022
Resolution 3-2022

Amended & Adopted: August 11, 2017
Resolution 9-2017

Amended & Adopted: December 11, 2014
Resolution 47-2014

Amended & Adopted: November 17, 2008
Resolution 59-2008

Adopted: April 6, 1994
Resolution 30-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

INSTRUCTIONAL CALENDAR, POSTSECONDARY AND SECONDARY

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Resolution 3-2022

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**GUAM COMMUNITY COLLEGE
Board of Trustees**

**SATELLITE CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS
AUTHORIZATION**

WHEREAS, the “Community College Act of 1977” created by Public Law 14-77 (as amended by Public Law 31-99 in 2011) established several purposes of the Guam Community College; including to coordinate Career and Technical Education (CTE) programs in all public schools and to expand and maintain postsecondary and secondary educational programs in the CTE fields; and

WHEREAS, the need and demand for College programs far exceeds the College’s ability to acquire facilities sufficient to carry out such purposes in any single campus; and

WHEREAS, many more students would be served if CTE programs and courses are offered in Guam public and private high schools.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the administration to offer Satellite CTE programs at Guam high schools in a manner mutually agreeable to those schools and the College; and

BE IT FURTHER RESOLVED, that the College shall attempt to maximize opportunities to provide secondary Career and Technical Education (CTE) through satellite programs; and

BE IT FURTHER RESOLVED, that enrollment in satellite programs be included in the enrollment reports regularly submitted to the Board of Trustees.

**Amended & Adopted: May 6, 2022
Resolution 4-2022**

**Amended & Adopted: August 11, 2017
Resolution 10-2017**

**Amended & Adopted: December 11, 2014
Resolution 48-2014**

**Amended & Adopted: November 17, 2008
Resolution 60-2008**

**Adopted: April 6, 1994
Resolution 31-94**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**SATELLITE CAREER AND/TECHNICAL EDUCATION PROGRAMS (CTE)
PROGRAMS AUTHORIZATION**

WHEREAS, the “Community College Act of 1977” created by Public Law 14-77 (as amended by Public Law 31-99 in 2011) established several purposes of the Guam Community College; including “to coordinate ~~vocational~~ Career and ~~T~~technical Education (CTE) programs in all public schools” and “to expand and maintain postsecondary and secondary educational programs in the ~~vocational-technical~~ (CTE) fields”; and

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**GUAM COMMUNITY COLLEGE
Board of Trustees**

ARTICULATION AND TRANSFER AGREEMENTS

WHEREAS, the primary purpose of the Board is to stimulate, develop, foster, and promote cooperation, planning and improvement of instructional programs in the Pacific region and beyond; and

WHEREAS, another purpose of the Board is to coordinate developments among the postsecondary educational institutions of the Pacific and beyond with the goal of avoiding unnecessary duplication; and

WHEREAS, Guam Community College is a member of the Pacific Postsecondary Education Council or PPEC, an organization of public colleges and universities in the American-affiliated Pacific Islands; and

WHEREAS, GCC is a signatory in the Pohnpei Accord (2004) which articulated the collaborative relationship between the University of Guam and two-year public institutions in the Micronesian region; and

WHEREAS, the Board is interested in facilitating inter-institutional and mutual cooperation through articulation and transfer agreements with PPEC-member institutions and other higher education institutions beyond our region.

NOW, THEREFORE, BE IT RESOLVED, by the Board that:

1. Courses and programs of study offered by the Guam Community College be structured to allow better opportunities for students to enroll among PPEC-member institutions with a minimum of loss of credits in transfer.
2. Courses and programs of study at the two-year level become more readily transferrable to the University of Guam, and other PPEC-member institutions, as well as other United States-based and other international institutions which have forged articulation and transfer agreements with GCC.
3. The Guam Community College identify reciprocal transfer courses in PPEC-member institutions' student catalogs, and initiate dialogue regarding articulation agreements with such institutions. This will be done with other higher institutions of learning that have articulation and transfer agreements with GCC.

Page 2: GCC Board of Trustees Policy 320 - Articulation and Transfer Agreements

4. Institutions which are not presently accredited are subject to institutional review and approval of procedures currently in effect.

**Amended & Adopted: May 6, 2022
Resolution 5-2022**

Reviewed with no changes: August 11, 2017

**Amended & Adopted: December 11, 2014
Resolution 49-2014**

**Amended & Adopted: November 17, 2008
Resolution 61-2008**

**Adopted: April 6, 1994
Resolution 29-294**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ARTICULATION AND TRANSFER AGREEMENTS

WHEREAS, the primary purpose of the Board is to stimulate, develop, foster, and promote cooperation, planning and improvement of instructional programs in the Pacific region and beyond; and

WHEREAS, another purpose of the Board is to coordinate developments among the postsecondary educational institutions of the Pacific and beyond with the goal of avoiding unnecessary duplication; and

WHEREAS, Guam Community College is a member of the Pacific Postsecondary Education Council or PPEC, an organization of public colleges and universities in the American-affiliated Pacific Islands; and

WHEREAS, GCC is a signatory in the Pohnpei Accord (2004) which articulated the collaborative relationship between the University of Guam and two-year public institutions in the Micronesian region; and

WHEREAS, the Board is interested in facilitating inter-institutional and mutual cooperation through articulation and transfer agreements with PPEC-member institutions and other higher education institutions beyond our region.

NOW, THEREFORE, BE IT RESOLVED, by the Board that:

1. Courses and programs of study offered by the Guam Community College be structured to allow better opportunities for students to enroll among PPEC-member institutions with a minimum of loss of credits in transfer.
2. Courses and programs of study at the two-year level become more readily transferrable to the University of Guam, and other PPEC-member institutions, as well as other United States-based and other international institutions which have forged articulation and transfer agreements with GCC.
3. The Guam Community College identify reciprocal transfer courses in PPEC-member institutions' student catalogs, and initiate dialogue regarding articulation agreements with such institutions. This will be done with other higher institutions of learning that have articulation and transfer agreements with GCC.
4. Institutions which are not presently accredited are subject to institutional review and ~~approved~~ approval of procedures currently in effect.

Amended and Adopted: May 6, 2022
Resolution 5-2022

Reviewed with no changes: August 11, 2017
Amended & Adopted: December 11, 2014
Resolution 49-2014

Amended & Adopted: November 17, 2008
Resolution 61-2008

Adopted: April 6, 1994
Resolution 29-294

**GUAM COMMUNITY COLLEGE
Board of Trustees**

GUAM'S CAREER AND TECHNICAL EDUCATION SYSTEM

WHEREAS, the "Community College Act of 1977" (codified at 17 GCA §§30101, et seq.) identified Guam Community College as the State Agency for Career and Technical Education (CTE), to serve as the Board of Control for vocational education for the purposes of the United States Vocational Education Act on Guam; and

WHEREAS, the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (CTE), requires each State (and territory) develop a State Plan that reflects more fully the academic and CTE skills of secondary and postsecondary students who enroll in CTE programs by:

- a. Developing challenging academic and technical standards, and assisting students in meeting those standards (i.e. high-skill, high-wage or high demand occupations in current or emerging professions).
- b. Developing services and activities that integrate rigorous and challenging academic and CTE instruction that link secondary and postsecondary education for participating CTE students.
- c. Providing services and activities designed to develop, implement, and improve CTE, including Tech Prep education.
- d. Conducting and disseminating national research and information on best practices that improve CTE programs, services, and activities.
- e. Providing technical assistance that:
 1. Promotes leadership, initial preparation, and professional development at the state and local levels, and
 2. Improves the quality of CTE for teachers, faculty administrators, and counselors.
- f. Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area CTE schools, local workforce investment boards, business and industry, and intermediaries, and
- g. Providing individuals with opportunities to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

WHEREAS, the Perkins Act mandates states to establish an accountability system and maintain a database that identifies information that supports core indicators of performance for secondary and postsecondary CTE participants that are complete, accurate, valid and reliable; and

WHEREAS, through the State Agency Office, the Adult Education and Career and Technical Education Committee, will assist in developing and keeping within the nationally required measures for secondary and postsecondary CTE students; and

Page 2: GCC Board of Trustees Policy 325 - Guam's Career and Technical Education System

WHEREAS, the purpose of core indicators of performance is to monitor outcomes at the local and state level to provide data for federal reporting and to develop a system to enhance the improvement of CTE programs on Guam.

NOW, THEREFORE, BE IT RESOLVED, that through the State Agency Office, the Adult Education and Career and Technical Education Committee shall assist in the development of the State Plan and core indicators of performance that measure secondary and postsecondary Career and Technical Education (CTE) program participants' attainment of program completion and challenging academic and skill proficiencies; and

BE IT FURTHER RESOLVED, that the President of the Guam Community College is recognized as the State Director for Career and Technical Education.

Amended & Adopted: May 6, 2022
Resolution 6-2022

Amended & Adopted: August 11, 2017
Resolution 11- 2017

Amended & Adopted: July 31, 2015
Resolution 11-2015

Amended & Adopted: November 17, 2008
Resolution 62-2008

Adopted: April 6, 1994
Resolution 26-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

GUAM'S CAREER AND TECHNICAL EDUCATION SYSTEM

WHEREAS, the "Community College Act of 1977" (codified at 17 GCA §§30101, et seq.) identified Guam Community College as the State Agency for Career and Technical Education (CTE), to serve as the Board of Control for vocational education for the purposes of the United States Vocational Education Act²² on Guam; and

WHEREAS, the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (CTE), requires each State (and territory) develop a State Plan that reflects more fully the academic and ~~career and technical (CTE)~~ skills of secondary and postsecondary students who enroll in CTE programs by:

- a. Developing challenging academic and technical standards, and assisting students in meeting those standards (i.e. high-skill, high-wage or high demand occupations in current or emerging professions).
- b. Developing services and activities that integrate rigorous and challenging academic and ~~career and technical (CTE)~~ instruction that link secondary and postsecondary education for participating ~~career and technical education (CTE)~~ students.
- c. Providing services and activities designed to develop, implement, and improve ~~career and technical education (CTE)~~, including Tech Prep education.
- d. Conducting and disseminating national research and ~~disseminating~~ information on best practices that improve ~~Career and Technical Education (CTE)~~ programs, services, and activities.
- e. Providing technical assistance that:
 - 1. Promotes leadership, initial preparation, and professional development at the ~~State state~~ and local levels, and
 - 2. Improves the quality of ~~career and technical education (CTE)~~ for teachers, faculty administrators, and counselors.
- f. Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area ~~career and technical education (CTE)~~ schools, local workforce investment boards, business and industry, and intermediaries, and
- g. Providing individuals with opportunities to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

WHEREAS, the Perkins Act mandates ~~§§~~ states to establish an accountability system and maintain a database that identifies information that support~~s~~ core indicators of performance for secondary and postsecondary CTE participants that are complete, accurate, valid and reliable; and

WHEREAS, through the State Agency Office, the Adult Education and Career and Technical Education Committee, will assist in developing and keeping within the nationally required measures for secondary and postsecondary CTE students; and

WHEREAS, the purpose of core indicators of performance ~~are is~~ to monitor outcomes at the local and ~~§~~state level to provide data for ~~F~~federal reporting and to develop a system to enhance the improvement of CTE programs on Guam.

NOW, THEREFORE, BE IT RESOLVED, that through the State Agency Office, the Adult Education and Career and Technical Education ~~(CTE)~~ Committee shall assist in the development of the State Plan and core indicators of performance that measure secondary and postsecondary Career and Technical Education CTE program participants' attainment of program completion and challenging academic and skill proficiencies.

BE IT FURTHER RESOLVED, that the President of the Guam Community College is recognized as the State Director for Career and Technical Education (CTE) and ~~is authorized to submit the State Plan and supporting documents to the United States Department of Education. (We don't do this anymore)~~

Amended & Adopted: . 2022
Resolution -2022

Amended & Adopted: August 11, 2017
Resolution 11- 2017

Amended & Adopted: July 31, 2015
Resolution 11-2015

Amended & Adopted: November 17, 2008
Resolution 62-2008

Adopted: April 6, 1994

Resolution 26-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

GUAM'S ADULT EDUCATION PROGRAMS

WHEREAS, the "Community College Act of 1977" (codified at 17 GCA §§30101, et seq.) recognizes Guam Community College as the State Agency for Adult Education, to act as administrator for the federal adult education programs; and

WHEREAS, the Workforce Innovation and Opportunity Act (WIOA) to create a "workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes"; and

WHEREAS, the purpose of the Adult Education and Family Literacy Act (Title II of the Workforce Innovation and Opportunity Act), is to create a partnership among the Federal Government, States and localities to provide, on a voluntary basis, adult education and literacy services in order to:

1. Assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency,
2. Assist adults who are parents or family members to obtain the educational skills that are necessary to become full partners in the educational development of their children; and lead to sustainable improvements in the economic opportunities for their family;
3. Assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training, including through career pathways; and
4. Assist immigrants and other individuals who are English Language Learners in improving their reading, writing, speaking, and comprehension skills in English; and mathematics skills, and in acquiring an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship.

WHEREAS, under the WIOA, Title II – Adult Education and Family Literacy Act, adults are defined as individuals,

1. Who have attained 16 years of age,
2. Who are not enrolled or required to be enrolled in secondary school under State law, and
3. Who –
 - (i) is basic skills deficient;
 - (ii) does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education, or
 - (iii) is an English Language Learner; and

WHEREAS, the WIOA, Title II, Adult Education and Family Literacy Act mandates States and Territories to establish an accountability system and maintain a database that identifies information that support core indicators of performance for adult education participants, that are complete, accurate, valid, and reliable; and

Page 2: GCC Board of Trustees Policy 330 - Guam's Adult Education Programs

WHEREAS, through the State Agency Office, the Adult Education and Career and Technical Education (CTE) Committee, will assist in developing and keeping within the nationally required measures for adult education participants; and

WHEREAS, the purpose of the core indicators of performance are to monitor outcomes at the local and State level, to provide data for Federal reporting, and to develop a system to enhance the improvement of adult education programs on Guam.

NOW, THEREFORE, BE IT RESOLVED, that through the State Agency Office, the Adult Education and Career and Technical Education (CTE) Committee will assist in the development of the State Plan and the core indicators of performance that measure the adult education participants' educational learning gains or completion of their adult education program; and

BE IT FURTHER RESOLVED, that the President of the Guam Community College is recognized as the State Director for Adult Education and is authorized to submit the State Plan and supporting documents to the United States Department of Education.

Amended & Adopted: May 6, 2022
Resolution 7-2022

Amended & Adopted: August 11, 2017
Resolution 12-2017

Amended & Adopted: July 31, 2015
Resolution 12-2015

Amended & Adopted: November 17, 2008
Resolution 63-2008

Adopted: April 6, 1994
Resolution 27-94

GUAM COMMUNITY COLLEGE
Board of Trustees

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1. Assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency,
2. Assist adults who are parents or family members to obtain the educational skills that are necessary to become full partners in the educational development of their children; and lead to sustainable improvements in the economic opportunities for their family;
3. Assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training, including through career pathways; and
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1. ~~Who~~ Who have attained 16 years of age,
2. ~~Who~~ Who are not enrolled or required to be enrolled in secondary school under State law, and
3. ~~Who~~ Who –
 - (i) is basic skills deficient;
 - (ii) does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education, or
 - (iii) is an English Language Learner."

WHEREAS, the WIOA, Title II, Adult Education and Family Literacy Act mandates States and Territories to establish an accountability system and maintain a database that identifies information that support core indicators of performance for adult education participants, that are complete, accurate, valid, and reliable; and

WHEREAS, through the State Agency Office, the Adult Education and Career and Technical Education (CTE) Committee, will assist in developing and keeping within the nationally required measures for adult education participants; and

WHEREAS, the purpose of the core indicators of performance are to monitor outcomes at the local and State level, to provide data for Federal reporting, and to develop a system to enhance the improvement of adult education programs on Guam.

NOW, THEREFORE, BE IT RESOLVED, that through the State Agency Office, the Adult Education and Career and Technical Education (CTE) Committee will assist in the development of the State Plan and the core indicators of performance that measure the adult education participants' educational learning gains or completion of their adult education program.

BE IT FURTHER RESOLVED, that the President of the Guam Community College is recognized as the State Director for Adult Education and is authorized to submit the State Plan and supporting documents to the United States Department of Education.

Amended & Adopted: _____, 2022
Resolution _____-2022

Amended & Adopted: August 11, 2017~~;~~
Resolution 12-2017

Amended & Adopted: July 31, 2015~~;~~
Resolution 12-2015

Amended & Adopted: November 17, 2008~~;~~
Resolution 63-2008

Adopted: April 6, 1994~~;~~
Resolution 27-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**WORKFORCE DEVELOPMENT ADVISORY COMMITTEES
FOR CAREER AND TECHNICAL EDUCATION (CTE)**

WHEREAS, the beneficial role and function of Workforce Development Advisory Committees is nationally recognized as a means of ensuring quality in Career and Technical Education (CTE); and

WHEREAS, the CTE programs of Guam Community College will benefit from the advisory assistance of such committees.

NOW, THEREFORE, BE IT RESOLVED, that there shall be established one functioning Workforce Development Advisory Committee for each CTE program of the College; and

BE IT FURTHER RESOLVED, that the Board of Trustees of the Guam Community College shall have the authority (Public Law 14-77, as amended by Public Law 31-099:4 in 2011) for appointing members to the various workforce advisory committees upon recommendation by the department in each Career and Technical Education (CTE) area.

**Amended & Adopted: May 6, 2022
Resolution 8- 2022**

**Amended & Adopted: August 11, 2017
Resolution 13-2017**

**Amended & Adopted: December 11, 2014
Resolution 50-2014**

**Amended & Adopted: November 17, 2008
Resolution 64-2008**

**Adopted: April 6, 1994
Resolution 28-94**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**WORKFORCE DEVELOPMENT ADVISORY
COMMITTEES FOR CAREER AND TECHNICAL
EDUCATION (CTE)**

WHEREAS, the beneficial role and function of Workforce Development Advisory Committees is nationally recognized as a means of ensuring quality in Career and Technical Education (CTE); and

WHEREAS, the CTE programs of Guam Community College will benefit from the advisory assistance of such committees.

NOW, THEREFORE, BE IT RESOLVED, that there shall be established one functioning Workforce Development Advisory Committee for each CTE program of the College.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Guam Community College shall have the authority (Public Law 14-77, as amended by Public Law 31-099:4 in 2011) for appointing members to the various workforce advisory committees upon recommendation by the department in each Career and Technical Education (CTE) area.

Amended & Adopted: May 6, 2022
Resolution -----, 2022

Amended & Adopted: August 11, 2017
Resolution 13-2017

Amended & Adopted: December 11, 2014
Resolution 50-2014

Amended & Adopted: November 17, 2008
Resolution 64-2008

Adopted: April 6, 1994
Resolution 28-94

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, April 8, 2022, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of March 11, 2022

III. COMMUNICATIONS - None

IV. PUBLIC DISCUSSION - No Requests

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
 - Board of Trustees Community Outreach Report

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Forensic Lab
 - Building 300
 - Wellness Center
 - Building B
 - Workforce Development Center

VII. NEW BUSINESS

1. Five-Year Academic Calendar (AY2022-AY2027)
2. Request to Provide Additional Funding for Building B Renovation Project
3. Vice President *Emeritus*
4. 2022 ACCT GLI for Pacific Island Postsecondary Institutions (June 19-22, 2022)
5. President's Travel Request (May-June 2022)

VIII. EXECUTIVE SESSION

1. Personnel Matters
2. Labor Management Relations
3. Legal Matters

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of March 11, 2022

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on March 11, 2022, was called to order at 12:02 p.m., by Vice Chairperson Carlo Leon Guerrero in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Carlo Leon Guerrero, Vice Chairperson; Richard P. Sablan, Treasurer; Mr. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas, Student Trustee. Frank P. Arriola, Chairperson (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Rodalyn Gerardo, Vice President for Finance & Administration Division; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Attorney Rebecca Wrightson; Ms. Simone Bollinger, Faculty Advisory member; Mr. Kenneth Bautista, Support Staff Advisory member.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – February 11, 2022.

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 11, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS. None.

IV. PUBLIC DISCUSSION. No request.

V. REPORTS

1. President's Report: President Okada reported on the following:

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2022: As of March 7, 2022, the College received a total of \$8,700,683.00 as follows: \$6,664,944.00 for the General Fund; \$1.9 million for MDF; \$36,000.00 for POST; and

approximately \$100,000.00 for the First-Generation Trust Fund Initiative. Based on billings and the allotment schedule, this equates to 86% of the request. The College is currently receiving allotments on a regular basis from DOA.

Capital Improvement Projects and other activities: The following reports from the President include the months for January/February 2022.

CIP:

Ongoing projects: The notice of intent to award for the Building 2000 emergency generator was issued to American Builders Corporation and awaiting documents from them before the final notice of award is issued; started water leak detection for our campus to determine if there are any so it can be resolved; an additional water pump for the Foundation Building (Bldg. 6000) will be installed to serve as a back up and this project has already been awarded; waiting for the final design for the canopy for the student center; refurbishment of 30,000 gallon water tank is ongoing with a 44% completion; adding benches around campus; the Culinary expansion is underway with a full design by TRMA and input from the Culinary faculty; waiting on proposals for the bathroom renovation in Building 2000.

Other activities:

Boot Camps: The College completed the ship repair boot camp on January 14, 2022; launched the truck driving, diesel mechanic, GED and bus driving boot camps; completed the diesel mechanic and construction III boot camps in February 2022. There are several employer sponsors such as Triple J, Guahan Waste Control, MidPac Far East, East West Rental, Guam Pak Express, and for the construction boot camp, Inland Builders.

The College is currently establishing the 22nd cycle for the Guam Fire Department's Academy with the goal of a pro-board certification in partnership with the Saipan Port Authority.

The President participated in a stakeholders forum with the Mañelu group in support of their clientele. Anticipate providing them with workshops including participation in workforce development programs such as the boot camps.

The College participated in a job fair hosted by Atkins Kroll. The President thanked Dr. Mike and his team for this effort.

The GED and Basic Adult Education office are collaborating with the Bureau of Women's Affairs for scholarship opportunities. This is to support women who are seeking to complete their high school education with a diploma or GED.

The College is preparing to launch the 2022 Summer and Fall registrations to provide students time to register for classes. Anticipate this will begin on Monday, March 14, 2022.

There is an opportunity for the College to engage in articulation agreements with Chaminade

to allow GCC students to complete and enter into a 2+2 with Chaminade through a virtual or distance education.

The College is continuously seeking grant opportunities. One opportunity is a FEMA application for the mitigation and hardening of Building 600; another is the Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

A meeting was held with Mr. Richard Ibanez from Guam Mass Transit to partner in strengthening what they already have with funding and also help identify routes for our students to have access with mass transit transportation. Anticipate this will help the barrier that some students have with some of their transportation issues especially with the increase of gasoline.

The ACCJC Midterm Report is on today's agenda for the Board's consideration, which has gone through the College Governing Council and is due to ACCJC on March 15, 2022.

There is an opportunity for the College with the GCC Foundation to obtain property near the campus. The College will issue an RFQ for an appraisal. This particular property was on the last ISMP and anticipate approaching the owners after an appraisal is done.

A technology audit is being conducted for the College to determine whether it has the capacity to expand its online programs. It includes the help desk to support students online and the bandwidth. Anticipate supporting MIS and other College employees through professional development training with this process, if needed.

2. Monthly Activities Report.

Student Trustee: Trustee Paris Blas reported for February and March 2022 activities as follows:

Tuesday, 3/8/2022: Classes resumed back on campus and feedback from students: two (2) weeks was good enough time to be away from the classrooms; throws their rhythm off and prefer to be in the classroom; reliable internet, computer access, library resources needed to complete research papers and projects.

Upcoming events for March 2022:

Friday, 3/11/2022: Deadline to apply for graduation and last day for students to withdraw from classes (full term courses).

Friday, 3/11/2022: Next COPSA meeting is today.

Friday, 3/18/2022, 8:30am-12:30pm: "The Edge" student conference is scheduled for next week; venue is the Multipurpose Auditorium (MPA) and online via Zoom. As of Wednesday, 3/9/22 there were 126 Students who pre-registered and registration is still open.

Workshop sessions include: "Financing for Your Future," "Social Media Do's and Don't for Job Seekers," "Job Search and Resume Writing Tip," "How to Ace Your Virtual or In-person Job Interview," "Making the Transition: From GCC to UOG." First 100 students to pre-

BOT - Meeting of March 11, 2022

Page 4 of 8

register and attend the entire conference will receive a free conference t-shirt. Students who attend the conference in the MPA will receive a gift certificate or food.

Several students inquired about the Dean's and President's List. Both lists were posted for the Fall 2021 semester.

MSI (Minority Serving Institution) CARES3 grant was posted to students' accounts in the amount of \$73.

COPSA elections for AY2022-2023 student leaders are ongoing. Application deadline for submission is Tuesday, March 29, 2022.

April 2022: The last meeting for Trustee Blas as Student Trustee.

Due to the recent burglary, Trustee Blas advised the COPSA Vice President to remind students to be vigilant while on campus. If they see something, say something. Call security or the Student Support Services offices. Security was roaming the campus after 5:00pm to ensure that offices were locked and secured.

Friday, 4/8/2022, 2:30pm after the 1:00pm general membership meeting: COPSA will be holding a zumba recreational activity and pickleball demonstration by the Guam Fitness Instructors Group. This recreational activity is an on-campus event and will be held at the student center courtyard.

There were some student concerns:

Allied Health building air-conditioning has been down since last semester and has been difficult for the medical assistant students to attend their classes from 9:00am-2:00pm and waiting on some feedback on this. The President will get the information regarding the status of the air-conditioner and will be providing an update.

With graduation, some students are anticipating to not have a drive thru and requesting for consideration. There were some discussions. The President explained that there are still some restrictions with gatherings if held at UOG and unsure when this will be lifted. That it is currently safest to have a drive thru graduation. The President will contact UOG to determine with the number of students registered for graduation how many people will be allowed. The President will be meeting with Trustee Blas to provide an opportunity to discuss this next week after she obtains this information.

Regarding the Higher Education Emergency Relief Fund (HEERF) similar to what UOG recently received this past week and some are inquiring about this. The President informed the Board that the \$73 issued to students was to offset the technology fee and as of today's date, the remainder of the disbursement of the CARES funding is already in the process of being issued. Those with outstanding balances will be available to pick up their checks beginning next week, Monday, March 14, 2022.

Faculty Advisory Member: Ms. Simone Bollinger reported the following:

Face to face classes have resumed.

Some faculty reported all of their students have returned and some reported lower attendance rates.

There were concerns with students such as gas prices going up and older relatives living in their homes with the pandemic situation and requesting to continue online accommodations. Faculty are taking this into consideration depending on their classes, the students and the meeting of SLOs, which is a big part of their discussions.

Anticipate next week for classes to settle down and believe everyone is working through this.

February/March activities:

GCC Culinary Valentine's bake sale was a success.

"Show & Sell: A Student Business Showcase" was held in the MPA. There were 16 student vendors and 80+ visitors.

DECA marketing program distribution of resources was at Guma San Jose.

The Supervision & Management students participated in the Island Girl Power compound cleanup and reopening.

GCC annual LinkUp was hosted by the Visual Communications program.

February 2022: In partnership with the National Partnership for Environmental Technology Education (NPETE), 2 OSHA trainings were held in the MPA to include face to face plus virtual training. 5 GCC students and 4 GCC faculty attended, both GCC Health & Safety personnel attended as well as others in the community. Zoom attendance also included participants from Rota, Saipan and Palau. It was also free for participants in the region.

There are 3 GCC CHamoru immersion classes that have started. An update was done with the curriculum using the immersion method which is teaching CHamoru classes speaking in Chamoru. This is something new on campus. One of the immersion method classes is for CHamoru teachers who also teach in CHamoru. Ms. Bollinger attended the first class which was for 3 hours and that 95% of the class was taught in CHamoru.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Continuing with the semester and preparing for the summer and fall registrations.

Board of Trustees Community Outreach Report:

Trustee Grino reported she attended a pandemic planning virtual meeting on Feb. 22-24, 2022, as a nurse leader and mentioned that it is really critical for GCC to continue to support its nursing/medical assisting, LPN and EMT programs especially during this pandemic situation. For GCC to continue to support our community in responding to the pandemic situation such as the vaccination clinics on campus and continuously be informed of the pandemic planning within our community.

VI. UNFINISHED BUSINESS

- 1. Construction Projects Updates.** President Okada reported on the following:

Forensic Lab/DNA Building. This project is 96.62 % complete to date and almost complete. Substantial completion is the fire alarm system and then the Guam Fire Department inspection.

Building 300. This project is 96.65% complete and the storm drain manhole, fire sprinkler and fire alarm system is needed for the substantial completion and then the Guam Fire Department inspection.

Wellness Center. As last reported the College is still working on securing federal funds for this project. The A&E design is 100% complete and once funding is secured, this will go out to bid. The College is considering multiple funding sources for this project as a leverage. At this time there are no updates.

Building B. The bid award is complete and the College has submitted a notice of intent to award pending additional documents. Legal counsel has been deputized by the AG's office to complete the review of the procurement process.

Workforce Development Center (Barrigada property). TRMA has completed the A&E design. The College followed up with the U.S. Economic Development Authority regarding funding for this renovation project but still waiting for an update.

VII. NEW BUSINESS.

1. ACCJC Midterm Report. The Board was provided with a copy of the College's Midterm Report for the ACCJC for the Board's consideration. This report is the College's status since its last accreditation review in 2018 with no recommendations for improvements and no recommendations to meet standards.

This Midterm Report deals with the updates on the College's progress since the last accreditation for submission to the ACCJC by the March 15, 2022 deadline. This report has gone through a governance process through the College Governing Council. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE RICHARD P. SABAN, THAT THE ACCJC MIDTERM REPORT, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Trustee Grino mentioned that she is proud of the College under Dr. Okada's leadership with the initiatives and accomplishments the College has made through the years, which she mentioned is a collective effort from everyone within the College community.

2. President's Travel Request (March-April 2022)

NASBE conference, March 27-29, 2022, Washington D.C., GDOE funded.
ACCJC meeting, April 11-12, 2022, San Francisco, CA, ACCJC funded.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE PRESIDENT'S TRAVEL REQUEST FOR MARCH-APRIL, 2022, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:43 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

- 1. Personnel Matters**
- 2. Labor Management Relations**
- 3. Legal Matters**

A motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE PARIS BLAS, THAT THE MEETING RECOVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:58 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's Report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING OF MARCH 11, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of March 11, 2022, adjourned at 12:59 p.m.

SUBMITTED BY:

Bertha M. Guerrero APR 08 2022
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

Rose P. Grino APR 08 2022
ROSE P. GRINO
Secretary

APPROVED BY:

Frank P. Arriola APR 08 2022
FRANK P. ARRIOLA
Chairperson



Guam Community College
President's Office
3/29/2022
RECEIVED

School of Technology & Student Services

MEMORANDUM

TO: Mary A.Y. Okada, Ed.D., President
VIA: Virginia Tudela, Ph.D., Vice President for Academic Affairs
FROM: Michael Chan, Ed.D, Dean, School of Technology & Student Services
SUBJECT: Five Year Academic Calendar AY 2022-AY 2027
DATE: March 25, 2022

Pursuant to BOT Agreement Article VII.C.1 on Participatory Governance, the Calendar Committee has submitted the draft calendar to the Faculty Senate for review (BOT Agreement, Page 23). The Faculty Senate has reviewed the draft calendar and was able to provide their feedback. Their feedback has been taken into consideration with the attached proposed five-year calendar from AY2022-2023 through AY2026-2027.

In accordance, the Calendar Committee is providing the proposed five-year calendar from AY2022-2023 through AY2026-2027 to the College President for concurrence and transmission to the Board via the VPAA.

Please contact me at 735-5530 or by email at michael.chan@guamcc.edu should you have any questions.

Thank you for your consideration.

Recommend Do not recommend

Virginia Tudela, Ph.D., Vice President for Academic Affairs

Approved Disapproved

Mary Y. Okada, Ed.D., President

Guam Community College
VPAA Office
Received
Date: 03.25.2022
Initials: [Signature]

Guam Community College
TSS Dean's Office
RECEIVED
DATE: 03.25.2022
INITIALS: [Signature]

Guam Community College
FIVE-YEAR ACADEMIC CALENDAR AY2020-AY2021 - AY2024-AY2025 REVISED

	FALL TERM				
	2022	2023	2024	2025	2026
Faculty Start Date	8/15/2022	8/14/2023	8/12/2024	8/11/2025	8/10/2026
First Day of Monday-Wednesday	8/17/2022	8/16/2023	8/14/2024	8/14/2025	8/12/2026
First Day of Tuesday-Thursday Classes	8/18/2022	8/17/2023	8/15/2024	8/15/2025	8/14/2026
First Day of Friday	8/19/2022	8/18/2023	8/16/2024	8/16/2025	8/14/2026
First Day of Saturday Classes	8/20/2022	8/19/2023	8/17/2024	8/16/2025	8/15/2026
Labor Day Holiday (Observed)	9/5/2022	9/4/2023	9/2/2024	9/1/2025	9/7/2026
All Soul's Day Holiday (Observed)	11/2/2022	11/2/2023	11/1/2024	11/3/2025	11/2/2026
Veteran's Day Holiday (Observed)	11/11/2022	11/10/2023-11/11/2023	11/11/2024	11/11/2025	11/11/2026
Thanksgiving Break	11/24/22-11/27/22	11/23/23-11/26/23	11/28/24-12/01/24	11/27/2025 - 11/30/25	11/26/2026 - 11/29/2026
Our Lady of Camarin Day (Observed)	12/8/2022	12/8/2023	12/9/2024	12/8/2025	12/8/2026
Last Day of Monday-Wednesday Classes	12/6/2022	11/29/2023	12/2/2024	12/1/2025	12/7/2026
Last Day of Tuesday-Thursday Classes	12/1/2022	12/5/2023	11/28/2024	12/2/2025	11/24/2026
Last Day of Friday Classes	12/9/2022	12/15/2023	12/6/2024	11/21/2025	11/20/2026
Last Day of Saturday Classes	12/3/2022	12/9/2023	11/23/2024	11/23/2025	11/21/2026
Grades Due	12/14/2022	12/20/2023	12/12/2024	12/5/2025	12/11/2026
Potential Make-up Days	11/4, 11/18, 12/2	11/03, 11/17, 12/01	11/08, 11/16, 11/22	11/7, 11/14, 11/21	11/6, 11/13, 11/20
SPRING TERM					
	2023	2024	2025	2026	2027
Faculty Start Date	1/9/2023	1/8/2024	1/6/2025	1/5/2026	1/4/2027
First Day of Monday-Wednesday Classes	1/11/2023	1/10/2024	1/8/2025	1/7/2026	1/6/2027
First Day of Tuesday-Thursday Classes	1/12/2023	1/11/2024	1/9/2025	1/7/2026	1/7/2027
First Day of Friday Classes	1/13/2023	1/12/2024	1/10/2025	1/8/2026	1/8/2027
First Day of Saturday Classes	1/14/2023	1/13/2024	1/11/2025	1/10/2026	1/9/2027
Martin Luther King Jr. (Observed)	1/16/2023	1/15/2024	1/20/2025	1/19/2026	1/18/2027
Guam History & Chamorro Heritage Day	3/6/2023	3/4/2024	3/3/2025	3/2/2026	3/1/2027
Spring Break	04/03/23-04/09/23	3/25/24-3/31/24	04/14/25-04/20/25	3/30/2026-4/5/2026	3/22/2027 - 3/28/2027
Last Day of Monday-Wednesday Classes	5/8/2023	5/6/2024	5/5/2025	5/4/2026	5/3/2027
Last Day of Tuesday-Thursday Classes	5/2/2023	4/30/2024	4/29/2025	4/28/2026	4/27/2027

	2023	2024	2025	2026	2027
Last Day of Friday Classes	4/28/2023	4/26/2024	4/25/2025	4/24/2026	4/23/2027
Last Day of Saturday Classes	4/29/2023	4/27/2024	4/26/2025	4/25/2026	4/24/2027
Grades Due	5/1/2023	5/9/2024	5/8/2025	5/7/2026	5/6/2027
Commencement Exercise	5/19/2023	5/17/2024	5/16/2025	5/15/2026	5/14/2027
Memorial Day Holiday (Observed)	5/29/2023	5/27/2024	5/26/2025	5/25/2026	5/31/2027
Potential Make-up Days	4/14, 4/21, 4/28	4/12, 4/19, 4/26	04/04, 04/11, 04/25	4/10, 4/17, 4/24	4/09, 4/16, 4/23
SUMMER TERM					
Faculty Start Date / 1st Day of Classes	6/2/2023	5/31/2024	5/30/2025	5/29/2026	5/29/2027
Independence Day Holiday (Observed)	7/4/2023	7/4/2024	7/4/2025	7/3/2026	7/5/2027
Last Day of Classes	7/14/2023	7/12/2024	7/11/2025	7/10/2026	7/13/2027
Liberation Day Holiday (Observed)	7/21/2023	7/22/2024	7/21/2025	7/21/2026	7/21/2027
Grades Due (except Saturday classes)	7/19/2023	7/17/2024	7/16/2025	7/15/2026	7/16/2027
Potential Make-up Days	06/30, 07/07, 07/17	06/28, 07/05, 07/15	06/20, 06/27, 07/11	6/19, 6/26, 7/10	6/18, 6/25, 7/02

NOTES:

- 1) Satellite Program and cross-enrolled classes will follow the official Department of Education schedule for their respective schools. Professional Development Days as outlined in the GDOE Calendar will be utilized as working sessions, as needed.
- 2) Summer Term courses with more than 60 contact hours require additional class sessions.
- 3) Summer Saturday-only classes start the Saturday before the first day of weekday classes.
- 4) This Schedule is subject to change.

Mission Statement
 Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia. (Board of Trustees Policy 100)

Approved: _____
 P. Arriola, Chairperson
 Board of Trustees

Frank _____
 Date: _____

Guam Community College
FIVE-YEAR ACADEMIC CALENDAR AY2022-AY2023 - AY2026-AY2027 REVISED

FALL TERM	2022	2023	2024	2025	2026
Faculty Start Date	8/15/2022	8/14/2023	8/12/2024	8/11/2025	8/10/2026
First Day of Monday-Wednesday Classes	8/17/2022	8/16/2023	8/14/2024	8/13/2025	8/12/2026
First Day of Tuesday-Thursday Classes	8/18/2022	8/17/2023	8/15/2024	8/14/2025	8/13/2026
First Day of Friday	8/19/2022	8/18/2023	8/16/2024	8/15/2025	8/14/2026
First Day of Saturday Classes	8/20/2022	8/19/2023	8/17/2024	8/16/2025	8/15/2026
Labor Day Holiday (Observed)	9/5/2022	9/4/2023	9/2/2024	9/1/2025	9/7/2026
All Soul's Day Holiday (Observed)	11/2/2022	11/2/2023	11/1/2024	11/3/2025	11/2/2026
Veteran's Day Holiday (Observed)	11/11/2022	11/10/2023-11/11/2023	11/11/2024	11/11/2025	11/11/2026
Thanksgiving Break	11/24/22-11/27/22	11/23/23-11/26/23	11/28/24-12/01/24	11/27/2025-11/30/25	11/26/2026-11/29/2026
Our Lady of Camarin Day (Observed)	12/8/2022	12/8/2023	12/9/2024	12/8/2025	12/8/2026
Last Day of Monday-Wednesday Classes	12/5/2022	11/29/2023	12/2/2024	12/1/2025	12/7/2026
Last Day of Tuesday-Thursday Classes	12/1/2022	12/5/2023	11/26/2024	12/2/2025	11/24/2026
Last Day of Friday Classes	12/9/2022	12/15/2023	12/6/2024	11/21/2025	11/20/2026
Last Day of Saturday Classes	12/3/2022	12/9/2023	11/23/2024	11/22/2025	11/21/2026
Grades Due	12/14/2022	12/20/2023	12/12/2024	12/5/2025	12/11/2026
Potential Make-up Days	11/4, 11/18, 12/2	11/3, 11/17, 12/1	11/8, 11/15, 11/22	11/7, 11/14, 11/21	11/6, 11/13, 11/20
SPRING TERM	2023	2024	2025	2026	2027
Faculty Start Date	1/9/2023	1/8/2024	1/6/2025	1/5/2026	1/4/2027
First Day of Monday-Wednesday Classes	1/11/2023	1/10/2024	1/8/2025	1/7/2026	1/6/2027
First Day of Tuesday-Thursday Classes	1/12/2023	1/11/2024	1/9/2025	1/8/2026	1/7/2027
First Day of Friday Classes	1/13/2023	1/12/2024	1/10/2025	1/9/2026	1/8/2027
First Day of Saturday Classes	1/14/2023	1/13/2024	1/11/2025	1/10/2026	1/9/2027
Martin Luther King Jr. (Observed)	1/16/2023	1/15/2024	1/20/2025	1/19/2026	1/18/2027
Guam History & Chamorro Heritage Day (Observed)	3/6/2023	3/4/2024	3/3/2025	3/2/2026	3/1/2027
Spring Break	4/3/23-4/9/23	3/25/24-3/31/24	4/14/25-4/20/25	3/30/2026-4/5/2026	3/22/2027-3/28/2027
Last Day of Monday-Wednesday Classes	5/8/2023	5/6/2024	5/5/2025	5/4/2026	5/3/2027
Last Day of Tuesday-Thursday Classes	5/2/2023	4/30/2024	4/29/2025	4/28/2026	4/27/2027
Last Day of Friday Classes	4/28/2023	4/26/2024	4/25/2025	4/24/2026	4/23/2027
Last Day of Saturday Classes	4/29/2023	4/27/2024	4/26/2025	4/25/2026	4/24/2027
Grades Due	5/11/2023	5/9/2024	5/8/2025	5/7/2026	5/6/2027
Commencement Exercise	5/19/2023	5/17/2024	5/16/2025	5/15/2026	5/14/2027
Memorial Day Holiday (Observed)	5/29/2023	5/27/2024	5/26/2025	5/25/2026	5/31/2027
Potential Make-up Days	4/14, 4/21, 4/28	4/12, 4/19, 4/26	4/4, 4/11, 4/25	4/10, 4/17, 4/24	4/9, 4/16, 4/23
SUMMER TERM	2023	2024	2025	2026	2027
Faculty Start Date / 1st Day of Classes	6/2/2023	5/31/2024	5/30/2025	5/29/2026	6/4/2027
Independence Day Holiday (Observed)	7/4/2023	7/4/2024	7/4/2025	7/3/2026	7/5/2027
Last Day of Classes	7/14/2023	7/12/2024	7/11/2025	7/10/2026	7/13/2027
Liberation Day Holiday (Observed)	7/21/2023	7/22/2024	7/21/2025	7/21/2026	7/21/2027
Grades Due (except Saturday classes)	7/19/2023	7/17/2024	7/16/2025	7/15/2026	7/16/2027
Potential Make-up Days	6/30, 7/7, 7/17	6/28, 7/5, 7/15	6/20, 6/27, 7/11	6/19, 6/26, 7/10	6/18, 6/25, 7/2

NOTES:

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- 3) Summer Saturday-only classes start the Saturday before the first day of weekday classes.
- 4) This Schedule is subject to change.

Mission Statement
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Approved:

Frank P. Arriola
 Chairperson, Board of Trustees

Date: _____

**GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 02-2022**

REQUEST FUNDING FOR BUILDING B RENOVATION PROJECT

WHEREAS, the Guam Community College (“GCC” or “the College”) supports increased student enrollment, retention, and program graduation rates by improving academic quality and student learning outcomes by expanding the quality of learning resource materials and facilities; and

WHEREAS, the College has embarked on the renovation of Building B consistent with its 2015-2020 Physical Master Plan; and

WHEREAS, the renovation to a two-story facility is necessary to house the Student Support Services Offices, including Assessment and Counseling, and an expanded Student Success Center computer lab; and

WHEREAS, the College issued invitation for bid number GCC-FB-22-002 for the GCC Building B Renovation and obtained the lowest, most responsible base bid of \$6,318,497; and

WHEREAS, the College was awarded \$3,668,135 through a Memorandum of Understanding between the Office of the Governor of Guam and the Guam Community College for the Building B Renovation Project; and

WHEREAS, the sum of \$3,000,000 is required to fund the balance of the Building B Renovation Project, including an allowance for contingency; and

WHEREAS, the GCC Capital Projects Fund is reserved to support projects to renovate and expand campus facilities, in alignment with the Campus Physical Master Plan; and


WHEREAS, sufficient funding is available in the GCC Capital Projects Fund to support this request.

NOW, THEREFORE, BE IT RESOLVED, that the College requests that the GCC Board of Trustees authorizes up to \$3,000,000 from the Capital Projects Fund for the Building B Renovation Project; and

Page 2: GCC Board of Trustees Resolution No. 2-2022 – Request Funding for Building B Renovation Project

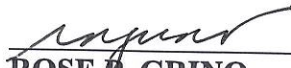
BE IT FURTHER RESOLVED, that the President of the College shall be duly authorized to execute all documents pertaining to this construction project.

ADOPTED the 8th day of April 2022.



FRANK P. ARRIOLA
Chairperson

ATTESTED BY:



ROSE P. GRINO
Secretary

[REDACTED]

December 20, 2021

Dr. Mary Y. Okada, President
Guam Community College

Dear Dr. Okada:

Hafa adai!


Having met the criteria of (1) retirement from Guam Community College and (2) more than ten years of professional service to GCC based on Board of Trustees' Policy #465, I would like to nominate myself for the title of *Vice President Emeritus*. It has been over a year since my retirement in September 2020 and I waited this long to give space to my successor, Dr. Gina Tudela, to settle in her new role and establish her own leadership style. I desire to re-engage anew with the College.

Policy #465 stipulates that this nomination should be approved by the immediate supervisor, division head and president. I am submitting this nomination for approval to you as my former immediate supervisor and the president. Please clarify if I should submit this via the current Vice President of the Academic Affairs Division.

Attached is an electronic copy of my updated resume and a statement outlining my accomplishments during my career at GCC and an explanation of how I can contribute to the college as *Vice President Emeritus*, pursuant to the Guidelines for Emeriti at Guam Community College (Policy #465).

Please let me know if you need anything else. I look forward to hearing from you.

Si yu'us ma'ase.


René Ray D. Somera, Ph.D.
[REDACTED]

R. RAY D. SOMERA, Ph.D.

SUMMARY OF CREDENTIALS

- Twenty three (23) years of combined university and community college administration as Department chair (2 years/Philippines), associate dean (3.5 years/Guam), Assistant director for assessment (3.5 years) and Vice President for Academic Affairs (13 years; now retired from position at Guam Community College)
- More than twenty (20) years of face-to-face, online, and hybrid teaching experience in higher Education prior to retirement
- Thirteen (13) years serving as Chief Negotiator for Management, Board of Trustees-GCC Faculty Union Collective Bargaining Agreement (since 2007)
- Thirteen (13) years of responsible leadership in directing and implementing a college's Comprehensive assessment initiative focused on student learning outcomes
- Over four (4) years of research experience in a social science research center
- Solid academic training in research, both theoretical and methodological
- Experienced program evaluator with a proven track record
- Demonstrated strong written and presentation skills (over 30 published & unpublished articles; over 40 conference/workshop presentations)
- Ph.D. and MA anthropology; another interdisciplinary MA in sociology, anthropology and literature
- Life-long Learning as the bedrock of educational philosophy
- Advocate for Service-Learning as pedagogy, curriculum and partnership
- *Exemplary Leader Award* recipient, The Chair Academy, April 2006
- *Gawad Ulirang Pilipino* (Exemplary Filipino Award), Higher Education category, October 2016

EDUCATION

Ph.D. Anthropology, Michigan State University, 1991
MA Anthropology, Michigan State University, 1989
MA Philippine Studies (Interdisciplinary – Sociology, Anthropology, Literature), University of the Philippines, Diliman, 1983
BA Communication Arts, major in Writing, University of the Philippines, Los Banos, 1977

EMPLOYMENT HISTORY

Oct 2007- Sept 2020 **(Retired)** Vice President for Academic Affairs, Guam Community College (comprehensive oversight of the School of Technology & Student Services, School of Trades & Professional Services, accreditation, articulation, curriculum, and Academic Affairs Division); also Accreditation Liaison Officer (ALO)

Jan 2006 – Jan 2015 Adjunct Associate Professor, University of Maryland University College, Asia Division (taught hybrid and online courses in Sociology and Anthropology at the Andersen Air Force Base (AAFB) and main UMUC campus)

Feb 2004 – Oct 2007 Assistant Director, Office of Assessment & Institutional Effectiveness
Guam Community College

(responsible for developing, managing, and sustaining GCC's comprehensive assessment initiative which covers all instructional programs, student services, and administrative units of the college)

- Feb 2001 - Feb 2004 Associate Dean, School of Technology and Student Services, Guam Community College, Mangilao, Guam and Chair, Committee on College Assessment (CCA), since Feb 2001
(in charge of planning, implementing, budgeting, organizing, leading capacity building efforts, as well as coordinating all other activities required for campus-wide assessment that covers all instructional programs, student services and administrative units)
- Aug - Dec 2000 Adjunct Faculty, University of Guam, Mangilao, Guam
(taught Introduction to Sociology [SO 101] and Introductory Anthropology [AN 101])
- Aug - Feb 2001 Faculty, George Washington High School, Mangilao, Guam (taught English 10 honors classes)
- May 1998-
May 2000 Chairperson, Behavioral Sciences Department, College of Liberal Arts, De La Salle University, Taft Avenue, Manila, Philippines
(responsible for program development, program review, faculty evaluation and other processes of assessment at the department level)
- June 1995-
May 2000 Associate Professor, Behavioral Sciences Department, College of Liberal Arts, De La Salle University, Taft Avenue, Manila, Philippines
Undergraduate courses taught: Introduction to Sociology (INTROSO), Introductory Anthropology (ANTHROP), Theories in Anthropology (HISTSO2), Indigenous Peoples of the Philippines (ANTHRO2), Communication and Culture (CULTCOM), Religion and Culture (SEMSOAN)
Graduate courses taught: Research Methods, Social and Cultural Dimensions of Health Care (XSOCUHE), Philippine Society and Culture (XPHISOC), Introduction to Health Social Science II (XHSOSC2), Religious Anthropology (XRELIAN), Institutions in Health Development (XINHEDE)
- Jun 1996 - Jun 2000 Research Associate, Social Development Research Center, College of Liberal Arts, De La Salle University, Manila, Philippines
- Jul - Aug 1992 Adjunct Assistant Professor, Division of Arts and Sciences, University of Houston-Victoria, Victoria, Texas, USA
- Sep 1991 - Jun 1992 Assistant Professor, Department of Psychology, Armstrong State College, Savannah, Georgia, USA
Undergraduate courses taught: ANT 201 (4-field Introductory Anthropology) ANT 310 (Anthropology of Sex and Gender), ANT 220 (Human Evolution) and ANT400 (Religion and Culture); also supervised

- undergraduates with a minor in Anthropology and Sociology)
- Sep 1990 – Jun 1991 Instructor, Department of Anthropology, Michigan State University (one year of teaching ANP171, Introduction to Sociocultural Anthropology, a GE core course; 200-250 students per quarter)
- Jan 1986 – May 1987 Research Assistant, Department of Family and Child Ecology, Michigan State University (collaborator in a retirement research project, with a focus on pre-retirement programming; developed a research proposal, from library research to field data-gathering to report writing; funded by Michigan State University Foundation)
- 1983- 1986 Instructor, Department of English, Ateneo de Manila University, Quezon City, Philippines (taught a variety of undergraduate courses, e.g. Freshman Composition, Introduction to Literature, Regional Literature, etc.)
- 1977-1983 Instructor, Department of Humanities, University of the Philippines at Los Banos, Laguna, Philippines (taught Freshman English, Research Paper, Introduction to Literature, Filipino, etc. in the undergraduate curriculum)

EVIDENCE OF ASSESSMENT LEADERSHIP & ADVOCACY

- Visiting Team Member/Team Assistant, for Accrediting Commission for Community & Junior Colleges (ACCJC), Western Association of Schools & Colleges (WASC); visited campuses of Las Positas College, Honolulu Community College, Santa Ana College, and Irvine Valley College as accreditor, 2009 – 2016.
- Awardee, Exemplary Leader Award from The Chair Academy, Tucson, AZ, April 2006
- *Online Guide (Virtual Tour) of Guam Community College Assessment Process for WASC Accreditors*, web-based guide, January 2006
- *Consolidated Administrator's Assessment Report*, a research report compiling both quantitative and qualitative results of an electronic survey of GCC administrators as implemented by The IDEA Center, August 2006
- *Guam Community College's Board of Trustees Assessment Report*, a research report on the effectiveness of board functioning among GCC BOT members, as well as among other college stakeholders; 30 pp., January 2003; also *Second BOT Assessment Report*, December 2005
- *GCC Foundation Board's First Assessment Report*, a survey report evaluating the board's performance in its principal mission, 10 pp; December 2005.
- *A Report on the President's Evaluation Survey*, a report on a GCC-wide survey to assess GCC president's performance after his first year of office; 50 pp., June 2001; also *Assessing our President: Second President's Evaluation Report*, 72 pp, August 2005
- *What Are GCC Students Like? Community College Student Experiences Questionnaire (CCSEQ) Survey Report*, a survey of 638 students regarding their overall educational experience at Guam Community College, 15 pp, April 2003; also *Faces of the Future: Second Student Survey on GCC Students*, 14 pp, September 2005

- *Final Evaluation Report*, “Promoting Agriculture Education in the Western Pacific,” Higher Education Challenge Grant, US Department of Agriculture, awarded to University of Guam (UOG), 9 pp., October 2005
- *Mid-Grant Process Evaluation Report*, a grant evaluation report of UOG’s Higher Education Challenge Grant, US Department of Agriculture, 25 pp., January 2004
- *Online Environment for Institutional Planning*, approved VEA grant, US Department of Education, July 1, 2003-June 30, 2004, \$122, 500.00
- *Online Environment for Departmental and Program Planning*, approved VEA grant, US Department of Education, July 1, 2002-June 30, 2003, \$84,281.00
- *Vocational Education Program Improvement*, approved VEA (Vocational Education Act) grant, US Dept. of Education, June 1, 2001-June 30, 2002, \$91,454.97
- *Getting Planning Started at GCC* (in collaboration with Dr. J. Rider, J. Mason, R. Ridgell, Dr. D. Slyter), a 10-minute video focusing on the GCC assessment initiative; awarded Bronze Medallion of Merit in video category by the Medallion Awards of the National Council for Marketing and Public Relations (NCMPR), District 6, October 2002

PROGRAM EVALUATION EXPERIENCE (selected) _____

- Program Evaluator, “Partnership for Success,” Guam Behavioral Health and Wellness Center, Substance Abuse and Mental Health Services Administration (SAMHSA), Dept of Health and Human Services, October 2014 - present
- Program Evaluator, “Guam Healthy Marriages Program,” Westcare Pacific Islands, Inc., Administration for Children and Families (ACF) grant, Dept. of Health and Human Services, November 2015 – January 2016.
- Program Evaluator, “Isa-Ta: Girls at Risk on Guam,” Office of Women’s Health and Services (OWHS) grant, Westcare Pacific, Inc., November 2012 – Sept 2014.
- Program Evaluator, “State Prevention Enhancement” (SPE) grant, SAMHSA grant via the Guam Department of Mental Health and Substance Abuse, December 2011- January 2013.
- Program Evaluator, “Focus on Life: Suicide Prevention” grant, Garrett Lee Smith Memorial Grant via the Guam Department of Mental Health and Substance Abuse, June 2009 – May 2014.
- Program Evaluator, Guam SPF-SIG, “PEACE substance abuse prevention” CSAP grant, Guam Department of Mental Health and Substance Abuse, January 2008 - 2012
- Program Evaluator, “Guam Breast Cancer and Cervical Early Detection Program,” Guam Department of Public Health and Social Services, Bureau of Professional Support Services, December 2007.
- Principal Investigator, Program Evaluation Report, “Toward a Demand-Driven and Customer Focused Workforce: Assessing the One-Stop Career Center in the Context of the Guam Workforce System,” Guam Department of Labor, May 2007.
- Program Evaluator, “Promoting Agriculture Education in the Western Pacific,” Higher Education Challenge Grant, US Department of Agriculture, awarded to University of Guam (UOG), 9 pp., October 2005
- Mid-Grant Process Evaluation Report, a grant evaluation report of UOG’s Higher Education Challenge Grant, US Department of Agriculture, 25 pp., January 2004

- **EVIDENCE OF RESEARCH EXCELLENCE: SPECIAL AWARDS**

Oct 1999 **Regional Winner and Awardee**
SEAMEO-Jasper Fellowship Award for Best Research Study
 "Older Persons and their Caregivers: Stroke as a Critical Life Event in the Filipino Family", awarded by the Southeast Asian Ministers of Education Organization (SEAMEO) based in Bangkok, Thailand; the SEAMEO-Jasper Award, an annual research competition, comes from an endowment fund contributed by the Government of Canada to SEAMEO on the occasion of SEAMEO's silver anniversary. Reward package included a lecture tour to selected gerontology centers across Canada (one month) and selected SEAMEO countries (20 days).

- Research article published online at
<http://www.seameo.org/vl/library/dlwelcome/publications/ebook/jasper/index.htm>

Jul 1999 **Miguel Febres Cordero Research Awardee**, De La Salle University- Manila; winning work is *BORDERED AGING: Ethnography of Daily Life in a Filipino Home for the Aged* (De La Salle University Press, 1997); the Miguel Febres Cordero Award is an annual recognition given by the University to faculty members as incentive for quality research output. Reward package included a monthly stipend equivalent to a professorial chair, support for an international conference, membership subsidy in a national or international organization, University Research Coordination Office's support for two research projects.

EVIDENCE OF RESEARCH AND EVALUATION SKILLS

Apr 1997 – Oct 1998 Principal Investigator, *Older Persons and their Caregivers: Stroke as a Critical Life Event in the Filipino Family*; funded by the Essential National Health Research Program (ENHR), Dept of Health grant.

Jan 1996 – Feb 1998 Principal Investigator, University Research Coordination Office (URCO) grant, De La Salle University, *Successful Aging: Indicators and Prospects for a Pre-retirement Planning Program in the Academe*.

Project Director, *Senior Citizens' Data Project*, Phase 1, data encoding and processing project, subcontracted by the Dept of Social Welfare and Development, Bureau of Disabled Persons' Welfare to Aging Studies program, SDRC.

Jun 1999 – Feb 2000 Project Director & Newsletter Editor, *Support for Newsletter Advocacy for Federation of Senior Citizens Associations of the Philippines*, supported by Community Development Fund of former Senator Edgardo Angara, principal author of Senior Citizens' Act or RA 7432; a newsletter devoted to the needs and concerns of members of the Federation of Senior Citizens' Associations of the Philippines.

- Jan 1989 Philippine Social Sciences Council (PSSC) doctoral dissertation grant, Discretionary Research Awards Program, *On Being and Becoming Old in the Philippines*, grant amount: Php 10,000. (This research later became the basis of doctoral dissertation in Anthropology)
- Sep 1987 – Aug 1988 Research Associate, “Pre-retirement Planning in a Changing Context”, Michigan State University (MSU) Foundation, Barbara Ames (Principal Investigator), Institute for Family and Child Study, College of Human Ecology, MSU, East Lansing, Michigan, USA
- Jan – Aug 1987 Research Assistant and Interviewer, Supportive Ecosystems for Older Persons their Families, AARP ANDRUS Foundation, Barbara Ames (Principal Investigator), Institute for Family and Child Study, College of Human Ecology, MSU, East Lansing, Michigan, USA
- Jan – Aug 1986 Data Encoder, “Children’s Attitudes Towards Sex in Television” (CAST Project) Bradley Greenberg (Principal Investigator), Department of Telecommunication, MSU, East Lansing, Michigan, USA
- Sep – Dec 1986 Data Encoder and FGD Facilitator, “Violence in Television,” Bella Moody (Principal Investigator), Department of Telecommunication, MSU, East Lansing, Michigan, USA
- Jan – Jun 1985 Principal Investigator, “Between Two Worlds: The Socio-Anthropological Dynamics of Ilocano Immigrant Life in Hawaii, USA”, Philippine Social Science Council (PSSC) Discretionary Research Grant, UP Diliman, College of Arts and Sciences. (This research later became the basis of my masteral thesis in Philippine Studies at UP. This study, funded through a travel grant from the Philippine Studies program of the University of Hawaii enabled me to present a paper at the Second International Philippine Studies Conference in Honolulu in June 1981.
- Jan 1979 – Jun 1980 Research Assistant and Interviewer, Life among the Remontados, Paz Eulalia-Saplala (Principal Investigator), Dept of Humanities, College of Sciences and Humanities, University of the Philippines at Los Banos

EVIDENCE OF PRESENTATION & ANALYTICAL SKILLS

- 22 July 2018 “What Community Colleges Do: The Case of Guam Community College,” Presentation for University of Makati’s International Program on Policy and Governance, Pacific Star Hotel, Guam.
- 20 Nov 2015 “Making Course and Program Improvements in TracDat,” Powerpoint Presentation at College of the Marshall Islands (CMI), Majuro, Marshall Islands.

- “Maximizing the Potential of TracDat for Institutional Planning and Improvement,” Powerpoint Presentation at College of the Marshall Islands (CMI), Majuro, Marshall Islands.
- 1 Oct 2015 “Maximizing the Potential of TracDat for Institutional Improvement,” Powerpoint Presentation at College of Micronesia, Federated States of Micronesia (COM-FSM), Kolonia, Pohnpei.
- 8 Sept 2015 “TracDat at GCC,” Powerpoint Presentation at Palau Community College, Koror, Palau
- 7 Sept 2015 “Mobilizing Pacific Colleges to Move the HRSA Grant Forward,” Powerpoint Presentation at Palau Community College, Koror, Palau
- 31 Aug 2015 “SCCR as a Pathway of Student Success: A Data-Driven Course of Action,” Powerpoint Presentation at President’s Management Team Retreat, Pacific Star Hotel, Tumon Bay, Guam
- 22 Aug 2015 “What Board Members Need to Know: A Primer on Assessment and Accreditation,” Powerpoint Presentation at the GCC Board Retreat, Student Center Training Room, Guam Community College
- 14 July 2015 “Strengthening our Commitment: The Assessment Difference at Guam Community College,” Powerpoint Presentation at the ACCJC Regional Assessment Conference, Kapiolani Community College, Honolulu, Hawaii
- 23 Oct 2010 “Establishing Guam’s Career Pathway,” Roundtable presentation at 41st Annual Leadership Congress, American Association of Community College Trustees, Sheraton Hotel, Toronto, Canada
- 16 April 2009 “Sustaining the Assessment Agenda to Enhance Institutional Effectiveness,” Paper presented at the WASC/Academic Resource Conference, Hollywood Renaissance Hotel, Hollywood, California
- 6 March 2007 “It’s Showtime!: Harvesting Assessment Data and Putting Results to Action,” Paper presented at the League for Innovations 2007 Conference, New Orleans, Louisiana
- 23 Feb 2007 “Before, During, and After an Accreditation Visit: What We Did Right, and How,” Paper presented at the 7th Annual Texas A & M University’s Assessment Conference, College Station, Texas
- 16 June 2006 “Implementing an Assessment Cycle that Works: How to Link Results to Improvements”; Pre-conference workshop presented at the NASPA’s International Assessment and Retention Conference, Marriott Desert Ridge, Phoenix, AZ

- 21 Jun 2003 "Going Electronic: Documenting Assessment Practices and Results through an Institutional Assessment Website," Paper presented at the 2003 National Assessment Conference, Washington Convention Center, Seattle, Washington
- 22 Jun 2003 "Something Old, Something New, Something Borrowed in Community College Assessment," Roundtable discussion, 2003 National Assessment Conference, Washington Convention Center, Seattle, WA
- 22 Jun 2003 "Community College Assessment as a Special Interest Group," 2003 National Assessment Conference, Washington Convention Center, Seattle, WA
- 21 Jun 2002 "From Assessment Plan to Assessment Report: Vocational/Technical/Occupational Program Improvement Efforts in the Community College Context," Paper presented at the 2002 National Assessment Conference, Boston Marriott Copley Place, Boston, Massachusetts.
- 21 Feb 2000 "Kalinga, Kuwento at Kultura: Ang Anthropolohiya ng Pagkalinga sa Konteksto ng mga Dukhang Pamilya sa Kamaynilaan" (Lifestories of Caring in Culture: The Anthropology of Caring among Manila's Urban Poor), 2nd Professorial Lecture, Ortigas Seminar Room, De La Salle University, Manila, Philippines.
- 21 Dec 1999 "Philippine Plan of Action for Older Persons (PPAOP), 1999-2004," A Power Point presentation, "Forum on Rapid Population Ageing: Issues and Challenges, National Defense College of the Philippines Fort Bonifacio, Manila, Philippines.
- 31 Oct 1999 "Pilot-Testing a Carer's Primer: Some Lessons on Carer Taxonomy and Contexts", paper presented at Aged Care: Great Expectations, Geriaction Conference, Duxton Hotel, Melbourne, Australia.
- 6 Jul 1999 "Carers Who Need Caring: Elder-to-Elder Caregiving in the Filipino Family Context", paper presented at Women's Health, A Nation's Gain: A Special Focus on the Older Women of Asia, Westin Hotel, Singapore
- 20 Apr 1999 "Stroke Research", ENHR 8th Anniversary Celebration, Isulong-Tuklas Pang-kalusugan, Dept of Health (DOH) Convention Hall, San Lazaro, Manila, Philippines
- 17 Feb 1999 "Full Circle: Coming of Age in Older Person Research", Inaugural Professorial Lecture, Chair of Health Social Science, College of Liberal Arts, Ariston Estrada Seminar Room, De La Salle University
- 19 Nov 1998 "Older Persons and their Caregivers: Stroke as a Critical Life Event in the Filipino Family", ENHR Research Dissemination forum, Ariston Estrada Seminar Room, De La Salle University
- 3 Nov 1998 "The Filipino People: An Ethnic Blend of East and West, a Power Point

- & 9 Feb 1999 presentation during the Elderhostel Philippines Program, Ariston Estrada Seminar Room, De La Salle University
- 27 Aug 1998 "Ethnographic Research: Trends in Qualitative Research", lecture delivered during the Thesis/Dissertation Advising Course, organized by the Asian Social Institute, Leon Guinto, Manila
- 16 Oct 1998 Youth and Older Persons, lecture delivered during the Layman's Forum, organized by the Health Care Program for Older Persons (HCPOP), Dept of Health (DOH) Convention Hall
- 1 Oct 1998 "Older Persons in a Changing Philippine Society", Resource Speaker and Discussant, Elderly Technical Lecture Series, organized by the Dept of Social Welfare and Development, DSWD, Batasan Hills, Quezon City
- 6 Oct 1997 FSCAP Profile: Preliminary report of the DSWD Survey on the Filipino Elderly, a Power Point presentation during the Second National Elderly Congress of the Federation of Senior Citizens' Associations of the Philippines or FSCAP, organized by the Dept of Social Welfare and Development (DSWD), Midtown Hotel, Manila
- 30 Aug 1997 "Filipino Elderly Concerns: Of Disabilities, Drugs and Drives", paper read at the 5th Regional Conference of the Psychological Association of the Philippines, Central Luzon State University, Munoz, Nueva Ecija
- 20 Jun 1996 "Unburdenings or Aged Talk: Life Stories of Indigent Elderly Filipinos", paper read at the International Multidisciplinary Conference on Knowledge and Discourse, session on Ethnographic Perspectives, University of Hong Kong
- 23 Jun 1996 "Institutional Ideology and Linguistic Ageism: Language, Context and Rights in a Home for the Aged", paper read at the International Conference on Language Rights, Hong Kong Polytechnic University
- 13 May 1996 Resource speaker, "Clients and Carers in a Home for the Aged: An Anthropologist's Immersion and Assessment of Institutional Climate", Workshop/forum on Linkages for the Health of the Elderly Program, organized by Non-Communicable Disease Division, Dept of Health, held at Manila Manor Hotel
- Jul 1995, Jul 1996 Seminar speaker, "Aging as Emic Experience and The Elderly as Role Models", Cultural Studies Seminar, De La Salle University
- 5 Jul 1995 "Kinsfolk Invisible: Issues of Aging in the Philippines", Lecture delivered at Ariston Estrada Conference Room, De La Salle University, (First lecture in the seminar series, Emerging Health Issues at the Threshold of the 21st Century; sponsored by the MA Health Social Science graduate program, Dept of Behavioural Sciences, DLSU)

- 21 Apr 1995 "Of Managers and Wards: Network Repair, Kin Denial and Social Work in a Manila Institution", Paper read at the Central States Anthropological Society (CSAS) annual meeting, Indianapolis, Indiana, USA
- 19 Nov 1995 "Invisible Kin: Filipino Aging in a Bureaucratic Arena", Poster presentation, shown during the 92nd AAA Annual Meeting, Washington, DC, USA
- Nov 1995 "Ethical Dilemmas in Ethnographic Research", Working Session on Ethics in Ethnography, 90th AAA Annual Meeting, Chicago, Illinois, USA
- 25 Sep 1987 "Symbol in Sequence: Ritual Dynamics in Mount Banahaw, Philippines", paper read at the 1987 Midwest Conference on Asian Affairs, Carleton College, Northfield, Minnesota, USA
- 24 Feb 1986 "The Pilgrimage Motif in Religious Ritual, paper read at the Colloquium in Anthropology, Dept of Anthropology, Michigan State University
- 5 Nov 1985 "Dynamics and Aesthetics of a Religious Ritual: The Case of the Mystic City of God", paper read at The Culture and Society Workshop, Fall 1985, University of Chicago
- 11 Feb 1985 "Home is Where the Bride Is", paper read at the First Philippine Studies Conference, Philippine Social Science Centre (PSSC), Diliman, Quezon City, Philippines
- 28 Jun 1981 "Hawaii Ilocanos in GUMIL Prize Stories", paper read at the Second International Philippine Studies Conference, Honolulu, Hawaii

EVIDENCE OF PROVEN WRITING SKILLS: PUBLICATIONS

Book Article

- 2021 "Transforming from Within: Strategic Planning as a Tool for Institutional Reflection, Direction, and Transformation" In *Exemplars of Assessment in Higher Education: Diverse Approaches to Addressing Accreditation Standards*. Edited By Jane Marie Souza and Tara Rose. Sterling, Virginia: Stylus Publishing, LLC.

Book

- 1997 *Bordered Aging: Ethnography of Daily Life in a Filipino Home for the Aged* (2nd edition). Manila: De La Salle University Press. 297 pp.
(This book was nominated as a finalist for a National Book Award as the best social science book published in the Philippines in 1997)
- 1995 *Invisible Kin: Filipino Aging in a Bureaucratic Context* (1st edition). In *Book Series: Issues in Anthropology, Focus on Asia, Africa and Latin America*, Mario D. Zamora, ed. New Delhi, India: Reliance Pub House, 252 pp.

Journal Articles

- 2007 "The President's Critical Role in Modeling Assessment: One Lesson in Leadership by Example," *Assessment Update*, January-February 2007, Volume 19, Number 1
- 2004 "Citizenship and GEMS at Guam Community College: Transforming Students into Island Citizens," *The Journal of Civic Commitment*, 2nd Issue, Community College National Center for Civic Engagement, Mesa Community College, Arizona, January 2004; text of article online at <http://www.mc.maricopa.edu/other/engagement/Journal/Issue2/Somera.jsp>
- 2003 "Of Soup Kitchens and Websites: Becoming a Citizen Through the GCC GEMS' Service Learning Project," in *We Are All Related*, ed. Elizabeth Larson-Keagy, Community College National Center for Civic Engagement, Mesa Community College, Arizona, December 2003
- 2002 "The *Ayuda* Way: Service Learning Experience at Guam Community College," in *Through Whose Eyes: Service Learning and Civic Engagement from Culturally Diverse Perspectives*, Campus Compact National Center for Community Colleges, Mesa Community College, Arizona, September 2002.
- 2002 "Second Annual Assessment Report," *Chachalani*, Guam Community College Newsletter, September 2002
- 1997 "Language, Context and Elderly Rights," *BOLD: Journal of the International Institute on Ageing* (INIA), United Nations-Malta, November issue, vol. 8, No. 1
- 1996 "Directions for Filipino Social Gerontology: Anthropological Perspectives and Prospects," *BOLD: Journal of the International Institute on Ageing* (INIA), United Nations-Malta, August issue, vol. 6, No. 4
- 1995 "Aging in an Evolutionary Perspective: The Verticality of the Cultural Inheritance System, *Kaya-Tao*, Journal of the Behavioral Sciences Dept, De La Salle University, Taft Avenue, Manila.
- 1990 "Gyera Noon, Kudeta Ngayon," (Of Wars and Coups) *Agelink Philippines*, Vol II, 11-12, November-December.
- "Iba't ibang Mukha ng Pagtanda," (The Various Faces of Ageing), *Agelink Philippines*, Vol III, March-April.

- 1989 Review article, "Theatre in Society, Society in Theatre" (Resil Mojares), in *PILIPINAS* (A Journal of Philippine Studies), published by the Philippine Studies Association, University of Michigan, Ann Arbor, Michigan, November 12, Spring issue.
- 1986 "Pamumuwesto of Mount Banahaw," *Philippine Studies* 34 (4th Quarter): 436-451.
- "Marriage and the Ilocano Oldtimer," *Philippine Studies* 34 (2nd Quarter): 181-199.
- 1985 Review Article, "Salimbibig: Philippine Vernacular Literature," (Joseph Galdon, SJ, ed.), in *Philippine Studies* 33 (4th Quarter): 258

EVIDENCE OF PROFESSIONAL DEVELOPMENT ACTIVITIES

- Aug 2010- Jun 2011 Fellow, American Council of Education (ACE) Institute for New Chief Academic Officers (CAOs); 3 face-to-face meetings throughout the year; Berkeley, CA (Aug. 2010); Tampa, FL (Jan 2011); Washington, DC (June 2011)
- June 2006 International Assessment & Retention Conference, Student Affairs Administrators in Higher Education (NASPA), Phoenix, AZ
- 2001 to 2005 AAHE National Assessment Conferences in Denver, Boston, San Diego, Seattle, and Atlanta
- 23-25 May 2003 12th Annual National Service Learning Conference, convened by the Campus Compact National Center for Community Colleges (CCNCCC), Doubletree La Posada, Scottsdale, Arizona
Awardee, Outstanding Leadership, Global Engagement for Multifaceted Stakeholders (GEMS) project, CCNCCC, May 23, 2003
- 22-24 May 2002 11th Annual National Service Learning Conference, convened by the Campus Compact National Center for Community Colleges, Marriott Hotel, Woodland Hills, California.
- 23-25 May 2001 10th Annual National Service Learning Conference, convened by the Campus Compact National Center for Community Colleges, Marriott Resort and Country Club, Scottsdale, Arizona
- 6-8 Dec 1998 Participant and Founding Member, First International Assembly and Symposium, World Megalithic Association, Hotel Lotte, Seoul, Korea; travel sponsored by Korean Dolmen & Menhir Association
- 17-24 Jun 1998 Fellow, Session 357, "The Challenges of an Aging Society," Salzburg Seminar, Salzburg, Austria; awarded full travel and tuition benefits by the Salzburg Seminar Committee

26 Feb – 8 Mar 1996 Participant, "International Short-term Course on Income Security for the Elderly in Developing Countries," awarded full scholarship by the International Institute on Ageing (INIA), United Nations-Malta, Malta

Other Services

23 October 2015 Judge, Gawad Ulirang Pilipino (Filipino Role Model Award), organized by the Filipino Community of Guam (FCG), award ceremonies held at the Hyatt Regency Hotel, Tumon, Guam

Updated 12/20/2021

**GUIDELINES FOR EMERITI
AT
GUAM COMMUNITY COLLEGE**

FOR FACULTY:

Criteria for eligibility:

1. Retirement from the College.
2. A minimum of ten years of professional service at the college.
3. Attainment of the rank of at least Assistant Professor.

Procedures for Selection:

1. Nominations may be made by any member of the college community. Faculty may nominate themselves.
2. Supporting documentation will include a resume and a statement outlining the accomplishments of the nominee during his/her career at the college and an explanation of how to contribute to the college as an emeritus.
3. Nominations will be submitted to the department chairperson of the department from which the faculty member is retiring.
4. Nominations must meet the approval of:
 - a. majority of the department
 - b. majority of the Faculty Senate
 - c. Dean
 - d. Academic Vice President
 - e. President
5. Fully approved nominations will be forwarded to the Board of Trustees for final approval.

Rights and Privileges of Emeriti:

1. The emeritus title awarded will be "Professor Emeritus."
2. Permanent GCC identification card.
3. Library privileges.
4. Right to attend college social and cultural events.
5. Listing in the College Catalog.
6. At the discretion of the President, may be assigned office space, when available, and access to other college facilities when directly involved in work of benefit to the college.

Responsibilities of Emeriti

1. Emeriti should be reasonably available to participate, when invited, in general college functions, such as commencement, alumni meetings, department meetings or other events when their presence would benefit the institution.
2. May be asked to represent the college at academic ceremonies or meetings with other academic institutions.
3. Emeriti should be reasonably available to act as mentors for faculty and students, when requested to do so, to confer their years of experience for the benefit of the college community.

FOR ADMINISTRATORS:

Criteria for eligibility:

1. Retirement from the College.
2. A minimum of ten years of professional service at the college.

Procedures for Selection:

1. Nominations may be made by any member of the college community. Administrators may nominate themselves.

Guidelines for Emeriti at Guam Community College

2. Supporting documentation will include a resume and a statement outlining the accomplishments of the nominee during his/her career at the college and an explanation of how to contribute to the college as an emeritus.
3. Nominations will be submitted to the supervisor of the department from which the administrator is retiring.
4. Nominations must meet the approval of:
 - a. Immediate Supervisor
 - b. Division Head
 - c. President
5. Fully approved nominations will be forwarded to the Board of Trustees for final approval.

Rights and Privileges of Emeriti:

1. The emeritus title awarded will be "_____(position title)_____ Emeritus."
2. Permanent GCC identification card.
3. Library privileges.
4. Right to attend college social and cultural events.
5. Listing in the College Catalog.
6. At the discretion of the President, may be assigned office space, when available, and access to other college facilities when directly involved in work of benefit to the college.

Responsibilities of Emeriti:

1. Emeriti should be reasonably available to participate, when invited, in general college functions, such as commencement, alumni meetings, department meetings or other events or projects when their presence would benefit the institution.
2. May be asked to represent the college at academic ceremonies or meetings with other academic institutions.
3. Emeriti should be reasonably available to act as mentors when requested to do so, to confer their years of experience for the benefit of the college community.

FOR COLLEGE PRESIDENT:

Criteria for eligibility

1. Retirement from the College.
2. A minimum of ten years as President of the college.

Procedures for Selection:

1. Nominations may be made by any member of the college community.
2. Supporting documentation will include a resume and a statement outlining the accomplishments of the nominee during his/her presidency at the college and an explanation of how to contribute to the college as a President Emeritus.
3. Nominations will be submitted to the Chairperson of the Board of Trustees for approval.

Rights and Privileges of Emeriti:

1. The emeritus title awarded will be "President Emeritus."
2. Permanent GCC identification card.
3. Library privileges.
4. Right to attend college social and cultural events.
5. Listing in the College Catalog.
6. At the discretion of the President, may be assigned office space, when available, and access to other college facilities when involved in work of direct benefit to the college.

Responsibilities of President Emeritus:

1. President Emeritus should be reasonably available to participate, when invited, in general college functions, such as commencement, alumni meetings, department meetings or other events when their presence would benefit the institution.
2. May be asked to represent the college at academic ceremonies or meetings with other academic institutions.
3. Emeriti should be reasonably available to act as mentors for faculty, administrators, and students, when requested to do so, to confer their years of experience for the benefit of the college community.

March 21, 2022

On behalf of the Association of Community College Trustees, we are thrilled to invite you to this special **2022 Governance Leadership Institute for Pacific Island Postsecondary Institutions**. This GLI is taking place from **Sunday, June 19th to Wednesday, June 22nd at Windward Community College** outside of Honolulu.

The program for this GLI is specifically designed and geared towards trustees and presidents from Pacific Island Postsecondary Institutions. Topics include:

- The Role of the Leadership Team of the Board
- Succession Planning for the Board – Choosing Your Next Chair
- The Importance of Accreditation
- The Board's Role in Community Engagement
- Oversight of Finances and Investments
- What Trustees Need to Know About Advocacy – Legislative Update
- Current Trends and Issues Facing Our Colleges
- The Board's Role in Fundraising – Funding Resources and Technical Assistance with Grants

The cost of this Institute is \$325 per person, which includes breakfast and lunch on June 20th and June 21st, and breakfast on June 22nd. To register go click on: **PACIFIC ISLANDS GLI REGISTRATION NOW OPEN!**

ACCT has also reserved a block on rooms at the Ala Moana Hotel in Honolulu, which is about 25 minutes from Windward Community College. The discounted rate for this block is \$169 per night. Reservations will open soon! You will find the link here, when it is ready: <https://www.acctgli.org/about-1-1>

ACCT will be providing transportation to and from Windward Community College for all attendees.

Please note: Prior to this special GLI for Pacific Island Postsecondary Institutions, we are holding a second GLI for all ACCT members from June 15th to June 18th at the same location. If you wish to attend this event as well, the cost is \$650, and you can go here to register: **ACCT GLI REGISTRATION**

The DRAFT agendas for both GLIs are attached to this email.

For more information about either Institute, please contact, Christina Simons, Director of Educational Events at csimons@acct.org or 202-384-5814.

We hope to see you in Hawaii!

Sincerely,

Jee Hang Lee

ACCT President & CEO

**Governance Leadership Institute:
All ACCT Members
DRAFT AGENDA**

Wednesday, June 15, 2022	
4:00 pm – 5:00 pm	Registration Opens
5:00 pm – 6:30 pm	Welcome Reception and Introductions

Thursday, June 16, 2022 – Windward Community College	
7:30 am – 8:00 am	Pick Up and Transportation to Windward Community College
8:00 am – 8:30 am	Breakfast
8:30 am – 8:45 am	Welcome Remarks
8:45 am – 10:00 am	Discussion Session One: What Are the Roles and Responsibilities of the Board?
10:00 am – 10:15 am	Break
10:15 am – 11:45 am	Discussion Session Two: Board/CEO Relations & Teambuilding: Using Goal Setting to Set Policy & Build the Leadership Team
11:45 am – 1:00 pm	Lunch and Campus Tour
1:00 pm – 2:30 pm	Discussion Session Three: Ethical Board Leadership – Code of Conduct and Board Ethics
2:30 pm – 3:00 pm	Day One Wrap Up

Friday, June 17, 2022 – Windward Community College	
7:30 am – 8:00 am	Pick Up and Transportation to Windward Community College
8:00 am – 8:30 am	Breakfast
8:30 am – 10:00 am	Discussion Session One: Accountability and Accreditation
10:00 am – 10:15 am	Break
10:15 am – 11:45 am	Discussion Session Two: Leadership at All Levels: What Would that Look Like?

	<ul style="list-style-type: none"> • Presidential Evaluations and Board Self-Assessment • Succession Planning for the President and Board Chair
11:45 am – 12:45 pm	Lunch
12:45 pm – 1:45 pm	Policy & the Board’s Fiduciary Responsibilities: Balancing Competing Needs
1:45 pm – 2:00 pm	Break
2:00 pm – 3:00 pm	The Future of Work: Community Colleges are Key to Our Future Workforce
3:00 pm - 3:15 pm	Day Two Wrap Up

Saturday, June 18th – Ala Moana Hotel

8:00 am – 8:30 am	Breakfast at Hotel
8:30 am – 10:00 am	Discussion Session One: Current Trends and Issues Facing Our Colleges
10:00 am – 10:15am	Break
10:15 am – 11:15 am	What to Bring Back to Your Campus
11:15 am – 11:30 am	Final Thoughts

**Governance Leadership Institute:
Pacific Island Postsecondary Institutions
DRAFT AGENDA**

Sunday, June 19, 2022	
4:00 pm – 5:00 pm	Registration Opens
5:00 pm – 6:30 pm	Welcome Reception and Introductions

Monday, June 20, 2022 – Windward Community College	
7:30 am – 8:00 am	Pick Up and Transport to Windward Community College
8:00 am – 8:30 am	Breakfast
8:30 am – 8:45 am	Welcome Remarks
8:45 am – 10:00 am	Discussion Session One: The Role of the Leadership Team of the Board
10:00 am – 10:15 am	Break
10:15 am – 11:45 am	Discussion Session Two: Succession Planning for the Board – Choosing Your Next Chair
11:45 am – 1:00 pm	Lunch and Campus Tour
1:00 pm – 2:30 pm	Discussion Session Three: The Importance of Accreditation Sonya Christian , Chancellor, Kern Community College District, CA; Chair & Commissioner, Accrediting Commission for Community and Junior Colleges (AACJC)
2:30 pm – 3:00 pm	Day One Wrap Up

Tuesday, June 21, 2022 – Windward Community College	
7:30 am – 8:00 am	Pick Up and Transport to Windward Community College
8:00 am – 8:30 am	Breakfast
8:30 am – 10:00 am	Discussion Session One: The Board's Role in Community Engagement <ul style="list-style-type: none"> • How to build relationships with business and industry

	<ul style="list-style-type: none"> • Workforce Development
10:00 am – 10:15 am	Break
10:15 am – 11:45 am	Discussion Session Two: Oversight of Finances and Investments
11:45 am – 12:45 pm	Lunch
12:45 pm – 1:45 pm	Discussion Session Three: What Trustees Need to Know About Advocacy – Legislative Update
1:45 pm – 2:00 pm	Break
2:00 pm – 3:15 pm	Discussion Session Four: Current Trends and Issues Facing Our Colleges
3:15 pm – 3:45 pm	Wrap Up Day Two

Wednesday, June 22, 2022 – Ala Moana Hotel

8:00 am – 8:30 am	Breakfast
8:30 am – 10:00 am	Discussion Session One: The Board's Role in Fundraising <ul style="list-style-type: none"> • Identifying sources of funding • Technical assistance with grants
10:00 am – 10:15 am	Break
10:15 am – 11:45 am	What to Take Back to Your Campus
11:45 am – 12:00 pm	Final Thoughts – Wrap Up

PRESIDENT'S TRAVEL SCHEDULE
May - June 2022

Conference Title/Sponsor	Date	Location
AACC*	May 15-19, 2022	Washington, DC
ACCJC Commissioners Meeting*	May 31 – June 3, 2022	Orange County, CA
ACCT 2022 GLI*	June 19-22, 2022	Honolulu, HI
PPEC Summer Meeting**	June 22, 2022	Honolulu, HI
WestCare Board of Directors Meeting***	June 23-26, 2022	Las Vegas, NV

*Funding Source(s): *PROMO Fund, **PPEC & ***WestCare*

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, March 11, 2022, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of February 11, 2022

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
 - Board of Trustees Community Outreach Report

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Forensic Lab
 - Building 300
 - Wellness Center
 - Building B
 - Workforce Development Center

VII. NEW BUSINESS

1. ACCJC Midterm Report
2. President's Travel Request (March-April 2022)

VIII. EXECUTIVE SESSION

1. Personnel Matters
2. Labor Management Relations
3. Legal Matters

IX. ADJOURNMENT

**GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of February 11, 2022**

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on February 11, 2022, was called to order at 12:00 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Richard P. Sablan, Treasurer; Ms. Rose P. Grino, Secretary; Mr. Eloy P. Hara; Ms. Paris Blas, Student Trustee.

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Attorney Rebecca Wrightson; Ms. Simone Bollinger, Faculty Advisory member; Mr. Kenneth Bautista, Support Staff Advisory member.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – January 6, 2022.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF JANUARY 6, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS. None.

IV. PUBLIC DISCUSSION.

At this time, there was discussion to table all other matters to include reports to the Board until the next Board of Trustees meeting, however, the Fiscal Year 2023 Budget Request for the College will be discussed per today's Board meeting Agenda. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD TABLED ALL ITEMS ON THE AGENDA

EXCEPT THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2023 BUDGET REQUEST. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

V. REPORTS

1. President's Report: President Okada reported on the following:

Financial Status: *(Tabled)*

Capital Improvement Projects and other activities: *(Tabled)*

2. Monthly Activities Report.

Student Trustee: *(Tabled)*

Support Staff Advisory Member: *(Tabled)*

Board of Trustees Community Outreach Report: *(Tabled)*

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

Forensic Lab/DNA Building. *(Tabled)*

Building 300. *(Tabled)*

Wellness Center. *(Tabled)*

Building B. *(Tabled)*

Workforce Development Center (Barrigada Property): *(Tabled)*

VII. NEW BUSINESS.

FY 2023 Budget. A copy of the Fiscal Year 2023 Budget Request was submitted to the Board for consideration. The College is requesting the total amount of \$21,333,285 for FY23 for an increase of \$1,182,774.

The President reported budget request was developed by the departments through their respective Deans and Vice Presidents for their approval. This was then submitted for review to the Resource Planning Facilities and Governance Committee as well as the College Governing Council.

This budget request includes the salary increments for employees plus the Administrators pay adjustments approved by the Board.

Part of the increase is for personnel and benefits costs. The College received guidance from

BBMR to budget at the highest rate for vacant positions for the medical and dental. Faculty promotions are also included in this budget, pending results from the Advancement in Rank Committee, which should be finalized by the end of February 2022.

Decrease and increase of supplies/equipment remain stable due to the Higher Education Emergency Relief Fund to include some slight decrease for telephone under utilities due to the conversion to the VOIP system.

Contractual services, moved some of this to other funding sources such as the federal and non-appropriated funds but will be restored back to the regular budget due to HEERF funding that will be expired by next fiscal year.

The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2023 BUDGET REQUEST, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

VIII. EXECUTIVE SESSION (*Tabled*)

- 1. Personnel Matters (*Tabled*)**
- 2. Labor Management Relations(*Tabled*)**
- 3. Legal Matters (*Tabled*)**

At this time, the Chairman thanked the GCC Team for all their hard work and for developing a well thought out budget during this difficult times such as challenges with enrollment. Praised the College for solutions to subsidize the boot camps, seeking other funding sources, as well as another year of clean audit for the College. The Chairman further thanked everyone for their support.

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF FEBRUARY 11, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of February 11, 2022, adjourned at 12:15 p.m.

SUBMITTED BY:



BERTHA M. GUERRERO
Recording Secretary

MAR 11 2022

ATTESTED BY:



ROSE P. GRINO
Secretary

MAR 11 2022

APPROVED BY:



FRANK P. ARRIOLA
Chairperson

MAR 11 2022

Guam Community College

2022 Midterm Report

Submitted by:
GUAM COMMUNITY COLLEGE
1 Sesame Street
Mangilao, Guam 96923

Submitted to:
Accrediting Commission for Junior and Community Colleges (ACCJC)
Western Association of Schools and Colleges (WASC)

Date Submitted:


2022 Midterm Report Certification

To: Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

From: Dr. Mary A. Y. Okada
President and CEO
Guam Community College
1 Sesame Street, Mangilao, Guam 96921

I certify there was broad participation/review by the campus community and believe this report accurately reflects the nature and substance of this institution.

Signatures:



Mr. Frank P. Arriola
Chairperson, GCC Board of Trustees

03/14/2022


Date



Dr. Mary A. Y. Okada
Chief Executive Officer and President

03/14/2022

Date



Dr. Virginia C. Tudela
Accreditation Liaison Officer (ALO) and Vice President for Academic Affairs

03/14/22

Date



Dr. Deborah Ellen
President, GCC Faculty Senate

03/11/2022

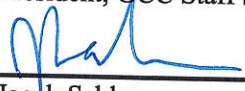
Date



Tasi Marina B. Mafnas
President, GCC Staff Senate

03/11/2022

Date



Jacob Sablan
President, Council on Postsecondary Student Affairs (COPSA)

03/14/22

Date

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Midterm Report Preparation

The College received its reaffirmation of accreditation for seven (7) years on June 16, 2018. The External Evaluation Team Report, prepared by the peer review team that conducted its onsite visit to the College on March 7-9, 2018, included four (4) commendations, zero (0) recommendations for compliance, and zero (0) recommendations for improving institutional effectiveness. The College's next comprehensive review will occur in the spring term of 2025.

In keeping with the College's participatory governance process which affirmed the College's belief in the transparency and inclusivity of the Midterm Report development process, the draft was forwarded to the College Governing Council, the President, and the Board of Trustees. Consequently, this present report was significantly made robust and rich from feedback generated from a diverse group of College stakeholders, inclusive of students, faculty, staff, administrators, as well as members of the governing board.

Much of the information for this report was gathered from the various institutional reports (including Fact Books, Vol 1 through 16) from the Office of Assessment, Institutional Effectiveness and Research (AIER), as well as year-end reports from Institutional Committees including Faculty Senate, Curriculum Review Committee (CRC), and Committee on College Assessment (CCA). Additionally, meeting notes from the Academic Affairs Division Management Team, President's Management Team, and the Board of Trustees were utilized.

Dr. Virginia C. Tudela, the institution's Accreditation Liaison Officer (ALO) and Vice President for Academic Affairs, managed and guided the preparation of this final report. She was also assisted by the Assistant ALO, Marlana Pangelinan.

This Midterm Report was reviewed and approved by the Board at its March 2022 meeting.

INITIATIVES AND PLANS EMERGING OUT OF THE ISER PROCESS

The plans and initiatives that emerged out of the College's most recent Institutional Self-Evaluation Report (ISER) in 2018 continue to demonstrate the College's commitment to the "Students First, Mission Always" motto. The following update presents the College's progress in supporting student success:

Transformation Initiative

For GCC to serve students as best as possible, the College, through the leadership of the President, has committed itself to a campus-wide Transformation initiative. The institution believes firmly that true change must come from within the organization. The College has therefore crafted a Transformation mission:

Guam Community College is engaged in transformation to ensure 100% student-centered success.

The Transformation initiative is an effort to engage faculty, staff, and administrators in guiding GCC's organizational change process and lead transformation in an institution-wide manner. The focus is on continually identifying areas of underperformance and overcoming barriers to serve students as effectively as possible.

During this reporting period, as part of ongoing efforts to institutionalize best practices in supporting student success, the College integrated the Transformational Leadership key role into College administrators' performance evaluations and is equally weighted at fifteen percent (15%) of the administrators' total performance score annually. The key performance indicators (KPIs) drafted under the Transformational Leadership key role include language to perform a micro evaluation of specific assigned areas of oversight to identify areas for growth and improvement specifically tied to supporting student success. Another KPI under the Transformational Leadership key role should also include language to apply a macro analysis within specific areas of oversight for opportunities to implement identified improvements or reprogramming options specifically tied to supporting student success within the area of responsibility. Each year thereafter, updates to KPIs are reviewed and revised for relevancy to the College's current and future environment.¹

Student-Centered Initiatives: CLYMER, DCAPS, Chalani 365

The CLYMER initiative, or Classroom Learning Yields Math and English Readiness, allows eligible students to forego the GCC mathematics and English placement test (Accuplacer), enrolling directly into credit-bearing mathematics and English classes. Immediate enrollment in English and mathematics classes allows students to move more quickly into courses for which mathematics and English courses are prerequisites, saving them time in school, and saving them money.

¹ 2022 Administrator Work Planning and Performance Evaluation Tool

During this reporting period, a review of the course success data for students availing of the CLYMER program revealed a largely successful result. The Gateways to GCC Report indicates a ninety-one percent (91%) or greater success rate of CLYMER applicants passing college-level English courses and an eighty-one percent (81%) or greater success rate of CLYMER applicants passing college-level Math courses.² The Gateways to GCC Report provides further detail on CLYMER applicants such as the high school these students graduated from so that the data may inform the planning and resource allocation process for successful programs such as the CLYMER program.

DCAPS, or **Dual Credit Articulated Programs of Study**, is an initiative that allows students in GCC secondary CTE programs who complete the Certificate of Mastery in a specific program, to receive credit for postsecondary courses with the same Student Learning Outcomes (SLOs).

DCAPS students come to GCC having received as many as nineteen (19) college credits, allowing them to complete their programs of study more quickly, and at less cost. Their completion of college classes while in high school also allows for a more seamless transition to their postsecondary studies. There are twelve (12) secondary-level CTE programs in the Guam Department of Education (GDOE) high schools that offer DCAPS credits, ranging from three (3) to nineteen (19) credits.

During this reporting period, the School of Trades and Professional Services has been working to implement a Cosmetology DCAPS program for the GDOE high schools. Since the Cosmetology program falls under the Education Department, faculty within this department are tasked to coordinate and develop the curriculum for this program. For the fall semester of 2021, the College awarded seven (7) students college credits through the DCAPS program. Two (2) students applied from John F. Kennedy High School's (JFK) Lodging Management and Culinary program. Three (3) students applied from Okkodo High School's Lodging Management Program (2) and Marketing Program (1). One (1) student applied from Tiyan High School's Lodging Management Program. One (1) student applied from Simon Sanchez High School's Automotive Technology Program. The Gateways to GCC Report revealed that the College is exploring course to course articulations between the secondary courses in Guam's public and private high schools with the College's postsecondary courses so that students may have a better opportunity to earn college credit for high school courses that articulate to the College.

Chalani 365 is an innovative year-round registration program GCC launched in 2017 in order to improve students' opportunities to stay in school and graduate in a timely manner. This registration process allows students to register one time for an entire academic year. They can register for classes for the upcoming semester, and for two terms ahead. One of the goals of the program was to instill the planning component in everything students do, particularly in planning their class schedules. An important note about Chalani 365 is that students do not have to pay for the pre-registered semester until the payment deadline for that semester.

During this reporting period, the College discontinued the Chalani 365 program. The Chalani 365 program was not feasible for the College and the students served due to the challenges presented by the coronavirus pandemic, including the financial and transportation limitations for

² Gateways to GCC Report, 2019-2020

our students. Additionally, database system challenges related to course registration across multiple semesters prevented full implementation of Chalani 365.

Sustainability Practices on campus

The Planning and Development Office has been at the forefront of developing facilities, projects and practices that create an environment that is conducive for both students and employees while fostering respect and understanding of ethical, social, cultural and environmental issues locally and globally. This reflects one of GCC's Institutional Learning Outcomes and the College has been committed to these plans and developments through the years. As a whole, these sustainability initiatives and practices provide an avenue for the sustainability of the College to continuously operate and function in the modern world, while improving students' chances of learning effectively and succeeding with their educational goals at GCC and beyond.

During this reporting period, the College continued to support the waste diversion program, maintained the water bottle filling stations, and hosted the summer and winter sustainability programs for middle and high school students. The College continues to modernize the campus facilities as guided by the Institutional Strategic Master Plan (ISMP) which includes an objective to provide access to sustainable facilities.³

Digitizing Assessment & Curriculum Project

The assessment infrastructure of GCC is built around student learning outcomes at the course, program, student support services, administrative offices, and institutional levels. The process is SLO-based, faculty driven, electronically managed, administration facilitated, and provides for continuous engagement with plans and initiatives to help students succeed.

After digitizing the assessment process, the College also aspired to digitize the curriculum approval process. This was done through the implementation of a technology solution called **Acalog**, beginning Fall 2013. Prior to the adoption of the electronic curriculum review process, the institution was using the "yellow envelope" method, which was not very efficient.

During this reporting period, the College upgraded and implemented the cloud-hosted Nuventive Improve assessment management system, which is an upgrade of the original implementation of the onsite Nuventive TracDat assessment management system. The new system is accessible from anywhere there is internet connectivity and is always available for assessment authors and reviewers.⁴ In line with the update of the assessment and curriculum cycle schedule, the Curriculum Review Committee adopted the Google online platform for curriculum forms, cloud storage, and email routing. The Acalog system was not designed as a curriculum system and was thereafter discontinued after the adoption of the Google platform.⁵

³ Institutional Strategic Master Plan, 2020-2026

⁴ Nuventive Improve Assessment Management System

⁵ Curriculum Manual, 2021-2022

Roving Administrator Night Duty

To bring about a well-rounded student-centered mission, the College's Management Team met and decided to have all the administrators get involved in night administration to experience the College's night life. A roving night duty for all administrators was implemented in fall 2012 and remains in effect today.

The goal of the roving night administrator is three-fold:

1. To support campus night administration;
2. To get familiar with the night life of the campus to address any personnel or infrastructural issues that may need attention; and
3. To be available to interact with students and faculty members to discuss any concerns.

Campus night administration is under the auspices of the School of Technology & Student Services. A Night Administrator oversees the Student Support Office during the evenings and weekends. In addition to the Night Administrator, a roving administrator is on duty from 6:00 pm to 8:00 pm during regular semesters, fall and spring, from Monday to Thursday. There is no roving night administrator on duty Fridays, Saturdays, and Sundays and during the summer session. During the summer session, many of the classes held on campus end at 5:00 pm; therefore, the roving administrator is not needed.

Building the *Student Success Center*

For all members of the College community, seeing the **Student Success Center** expansion in the not too-distant future is exciting. It is envisioned to be a place where students can find space to interact, study, and engage in activities that will promote further learning.

During this reporting period, the Student Success Center was housed on campus in Building B. Resources for the Center include computers, a printer, and wireless and wired internet connectivity for students. As part of the College's physical master plan, the renovated Building B will house the new Student Success Center, the Student Support Office, the Fire Alarm System, a Photo ID and Badge area, secured storage, a faculty lounge, mailboxes and printer area, a unisex restroom, a reception and customer area, staff and guard areas, a study lab, office spaces for College counselors, a testing lab, and a second-floor computer lab and student veranda. The Building B renovation and expansion is designed for LEED certification.

Institutional Reporting on Quality Improvements

Response to Recommendations for Improvement

There were no recommendations for improvement.

Reflection on Improving Institutional Performance: Student Learning Outcomes

The College has articulated, established, and communicated to students how student learning outcomes (SLOs) can be used to help them achieve success. The College's annual cycle for the assessment of SLOs at the course, certificate, degree, student support services, administrative offices, and the institutional levels is on-going, promotes widespread dialog on the results of the assessments, and uses assessment results to improve programs and institutional processes. The College is committed to student success and demonstrates this commitment regularly through the strategic initiatives found in planning documents and institutional decision-making processes. The College encourages an open dialogue amongst constituents through the governance structures and processes established and embedded into the framework of the institution. As a result, students have a greater awareness and appreciation of the value of SLOs in their education.⁶

All programs offered by the College have at least three (3) program-level student learning outcomes and all courses have at least three (3) course-level student learning outcomes. The minimum requirement of three (3) SLOs for programs and courses includes one (1) cognitive, one (1) behavioral, and one (1) affective SLO for each program and course. All programs and courses complete the annual assessment and curriculum review based on the established institutional cycle schedule which is published online and referenced in all assessment and curriculum training.⁷

The data gathered through program and course assessment provides the baseline for dialogue and improvement at the institutional, program and course levels. The College's commitment to assessment has resulted in a more systematic curriculum review, revision, and development process. At the core of the College's assessment efforts is the program review process, which guides improvements throughout the College.⁸

⁶ SLO Handbook, 2021-2022

⁷ Curriculum Manual, 2021-2022

⁸ Annual Assessment and Curriculum Cycle Schedule, 2019-2025

Institution Set Standards⁹

The College provided updates on the Institution Set Standards during the fall 2021 College Assembly.¹⁰

		2017-2018	2018-2019	2019-2020	2020-2021
Course Completion Rate	ISS Floor	72%	73%	74%	75%
	ISS Stretch	82%	83%	84%	85%
	ISS Actual	82%	77%	80%	83%
Certificates	ISS Floor	69	70	71	72
	ISS Stretch	79	80	81	82
	ISS Actual	94	84	114	63
Associates	ISS Floor	92	93	94	95
	ISS Stretch	102	103	104	105
	ISS Actual	278	309	198	240
Bachelors	ISS Floor	N/A	N/A	10	10
	ISS Stretch	N/A	N/A	20	20
	ISS Actual	N/A	N/A	N/A	N/A
Transfer	ISS Floor	50	51	52	53
	ISS Stretch	60	61	62	63
	ISS Actual	57	62	64	47
Licensure	ISS Floor	10%	11%	12%	13%
	ISS Stretch	20%	21%	22%	23%
	ISS Actual	89%	100%	**0%	95%

**Due to the Coronavirus (COVID-19) Pandemic, there were no licensure examinations in 2020.

The Bachelor of Science in Career and Technical Education was adopted in December of 2019 and the College expects completers in the spring semester of 2023.

⁹ ACCJC Annual Report, 2021

¹⁰ College Assembly Agenda, Fall 2021

Job Placement Rate	(By Career Cluster)	2017-2018	2018-2019	2019-2020	2020-2021
	ISS Floor	42%	43%	44%	45%
	ISS Stretch	52%	53%	54%	55%
	ISS Actual				
	Arts, Audiovisual Technology, and Communications	60%	30%		
	Business, Management, and Administration	82%	48%	19%	21%
	Education and Training	57%	56%	23%	24%
	Health Services		50%	24%	24%
	Hospitality and Tourism		48%	36%	53%
	Information Technology		28%	35%	35%
	Law, Public Safety, and Security	86%	48%	19%	19%
	Marketing, Sales and Services		27%	17%	17%

The job placement rate is only reported for career clusters with programs where at least 10 students completed in the designated year and at least 10 students were contacted. The programs that did not fit the two criteria aforementioned are not listed. The job placement rate for each designated year is as of April the following year. Career pathways are defined by the U.S. Department of Education as a series of connected support services, education, and training programs that enable individuals to secure employment within a specific industry or occupational sector and to advance over time to successively higher levels of education or employment in that sector.

The Architecture and Construction, Science, Technology, Engineering and Math, and the Transportation, Distribution and Logistics Career Clusters did not have at least 10 students who completed in the designated year.

Report on the Outcomes of the Quality Focus Projects (Quality Focus Essay (QFE))

Quality Focused Project-Early Middle College

In June 2018, a Career and Technical Education proposal was submitted to the Guam State Office. In that same month, the College received a Grant Notification Award for the two-year proposal.¹¹ Funding for the program was initially provided through Carl. D. Perkins Career and Technical Education funds, but later changed to the Guam Department of Education Consolidated Grant, after June 30, 2018.

A team of two administrators and three faculty were identified to carry the initiative forward. Team members attended the Middle College National Consortium Summer Professional Development Institute in New Jersey held June 23-25, 2018. The overall focus of the conference was on college and career readiness.

Upon their return, the team worked to develop a framework of the GCC Middle College and a timeline for implementation, identify support services for students, and determine qualifications for participants. The team recommended that the program start with 20 sophomores from George Washington High School (GWHS) who were enrolled in the GCC secondary construction program. The program was selected because of the island's struggle to recruit local workers into the construction industry. The decision was based on logistics (proximity of the George Washington High School campus to the GCC campus) and students' established interest. The program was extended to Tiyan High School in the next academic year and focused on telecommunications.

On August 13, 2018, the GCC Early Middle College (EMC) team presented during the GCC annual convocation. They shared the design and plans for the EMC program with faculty, staff, and administrators. The intent was to ensure buy-in and support for the program from the GCC internal stakeholders.¹²

In an attempt to create greater awareness and support of the EMC program in the community, on August 29, 2018, a GCC Associate Dean spoke about the EMC program during a presentation to the Guam Chamber of Commerce. Additionally, on September 21, 2018, an article written by GCC's Assistant Director for Communications and Promotions, entitled *The Case for Early Middle College*, was published in the Marianas Business Journal.¹³ Furthermore, senators from the 34th Guam Legislature, Guam Department of Education principals and vice principals, GCC

¹¹ EMC Grant Award Notice

¹² Convocation, 2018

¹³ Marianas Business Journal Article, 2018

Board of Trustees, GCC Board of Governors, Guam Department of Education Board members, representatives from the Guam Department of Labor, and construction industry experts were invited to attend an external stakeholder's meeting on September 21, 2018 at the GCC Campus.¹⁴ The intent of the meeting was to provide an overview of GCC's Early Middle College and to solicit feedback. The meeting was also intended to secure buy in of the Middle College concept from the 34th Guam Legislature for future budget and funding purposes.¹⁵

On October 22, 2018, an Early Middle College Summit was held on the GCC campus.¹⁶ Senators from the Guam Legislature, representatives from Department of Labor, GCC department chairs, GCC Board of Trustees, GCC Board of Governors, Guam Education Board members, Guam Department of Education leaders, University of Guam leaders, advisory committee members, regional leaders from the REL Pacific Governing Board (Commonwealth of the Northern Mariana Islands, Marshall Islands, Palau, Federated States of Micronesia - Pohnpei, American Samoa) were invited to attend.¹⁷ Presenters provided an overview of how the EMC program will work to help students achieve the goal of double credentials upon high school graduation. As noted in the invitation letter sent to participants, "Collaborations with the Guam Department of Education, the Guam Department of Labor, and industry experts will be critical to the success of a GCC Early Middle College program, as will support from the Guam Legislature."

In fall 2018, a proposed Early Middle College program document was submitted to the College's Curriculum Review Committee (CRC) and was approved.¹⁸ A program administrator, counselor, and success coach were later identified to support the program by providing wrap-around services (i.e., academic and career counseling, tutoring, soft skills training). That same semester, thirteen (13) students completed the registration process and began taking courses. In 2019, twelve students continued taking courses until the challenges posed by COVID-19 derailed their efforts.

Currently, the program framework, inclusive of intrusive advisement, for the Construction Trades and Telecommunications programs are in place. However, COVID-19 has had a detrimental effect on the full implementation of these programs at the two designated secondary site schools (George Washington High School and Tiyan High School).

The pandemic has posed tangible barriers for students to take classes on the GCC campus. While the College has secured a van specifically to transport EMC students to the GCC campus to take courses, parents notably were hesitant to allow their child to ride a van with other

¹⁴ [Presentation to EMC Stakeholders](#)

¹⁵ [GCC Letter to EMC Stakeholders](#)

¹⁶ [EMC Flyer, 2018](#)

¹⁷ [EMC Regional Summit Photo, 2018](#)

¹⁸ [EMC Postsecondary Program Curriculum](#)

students in the midst of a pandemic. In addition, the rise and fall of Guam's COVID-19 surges presented a major challenge as vaccinations were not available for secondary students until summer 2021.

With the learning loss faced by all students as a direct result of the pandemic, it was imperative that the College revisit its full implementation to creatively address all issues as it is tantamount to ensure student success. In its post pandemic response, GCC remains committed to ensuring the success of the EMC program.

Quality Focus Projects- Year-Round Education:

The intent of the Year-Round Education Initiative (YRE) is to facilitate student success at GCC. In the QFE, student success is defined as the timely completion of a student's program of study so that the student can join the workforce or transfer to a four-year institution. Since the Agreement was ratified by faculty and approved by the GCC Board in April 2016, discussions with various stakeholder groups on campus were held to solicit their input on YRE. Associate Dean, Dr. Elizabeth Diego, was tasked by the Vice President for Academic Affairs to lead the discussions. In preparation, Dr. Diego compiled general information about YRE to provide an overview to stakeholders during the feedback and solicitation phase. Dr. Diego met with the Faculty Senate President and faculty from various departments in fall 2018.

Discussions with faculty during Faculty Senate meetings led to the inclusion of the goal to "Promote student completion rates through Year-Round Education Initiative" in the Faculty Senate Strategic Plan for AY2018-2019. The strategy identified to meet the goal was to "Meet with key stakeholders, faculty and administrators to devise a proposed plan and implementation." Additionally, YRE was included in the Faculty Senate Strategic Plan for AY2019-2020. The plan indicated that the Faculty Senate would continue meeting with stakeholders regarding year-round education and conduct further research on year-round education implementation.

Feedback received from campus constituents and research was compiled into a preliminary report prepared by Dr. Diego entitled Year-Round Education (YRE) Formats: Types, Benefits, and Challenges. This report was included in the AVP Saga Volume 8 (AY2019-2020). The report included information on the various YRE formats implemented in postsecondary institutions with the goals of increasing student completion rates and decreasing program completion time. Additionally, the benefits and challenges of YRE were identified.¹⁹

In the report, it was recommended that a YRE Taskforce be activated and that significant movement forward in YRE commence in AY 2019-2020. As noted in the QFE, a broad objective for the YRE initiative is to create a YRE taskforce with six (6) members from Administration

¹⁹ AVP Saga, Volume 8, 2019-2020

and the Faculty Union (3 each) to address YRE. Appointments to the taskforce have not been formalized and the COVID-19 pandemic resulted in a shift in priorities for the AY2019-2020 academic year. On March 14, 2020, the Governor of Guam declared a public health emergency because of the potential dangers posed by COVID-19. On August 21, 2020, the Governor signed Executive Order 2020-28 implementing a stay-at-home order. The stay-at-home order was later extended four (4) times. On October 28, 2020, the Governor signed an Executive Order extending the public health emergency for an additional thirty days.

Since mid-March 2020, the College was operating under government-wide restrictions. Schools (from K-12 to institutions of higher education) were closed for in-person services on August 17, 2020, except for services which support students' online learning needs. In anticipation that restrictions would continue in spring 2021, the Guam Community College submitted a request to ACCJC to continue to offer online courses. This request was granted. On January 19, 2021, K-12 and higher education institutions were permitted to resume face-to-face instruction, following the Guam Department of Public Health and Social Services guidelines. These guidelines restricted the number of students on campus; consequently, some courses continued to be taught online. In fall 2021, face-to-face and hybrid courses resumed.

Despite the delay in systematically implementing the YRE initiative for regular course offerings, the College has been providing courses year-round through bootcamps since summer 2018. Bootcamps are short-term training provided in specific trades that are critically needed areas for employment on Guam. The training opportunity is locally or grant funded and provided to island residents at no cost. The bootcamp model involves engaging private sector partners throughout the process: assisting in the design of the curriculum, screening applications, interviewing applicants, selecting participants and then hiring completers with the goal of placement into registered apprenticeship programs. Depending on the design of the bootcamp, training can comprise of non-credit and credit courses and soft skills training in Work Ethic, Work Keys (National Career Readiness Certificate), OSHA-10, First Aid and CPR.

The first bootcamp, Construction I (Future Builders of Guam) was held in the summer of 2018. Since then, the College has offered additional bootcamps in a variety of areas such as Ship Repair; Truck Driving; Information Technology; Heating Ventilation, and Air Conditioning (HVAC); Medical Home Health Aide; Engineering Technician; Certified Nurse Assistant; GED; Bus Driving; Diesel Mechanic, and Medical Code and Billing.

In addition to the bootcamps, GCC has been providing access to a free technical assistance training and education program called "First-Year Free" since summer 2020. The program is funded by a U.S. Department of Interior grant that is administered through the Guam State Clearinghouse under the Office of the Lieutenant Governor. The program is designed to give students a head-start in pursuing a career in Guam's thriving food service industry and in

rebuilding Guam's number one industry, tourism. The First-Year Free program pays for the first year of tuition and fees, books and materials for the Culinary Arts Associate Degree program and the Tourism & Travel Management Associate Degree program. Courses are scheduled year-round (summer, fall, winter, and spring semesters).

The First-Year Culinary Arts cohort I began in summer 2020 and ended spring 2021 with 21 completers who earned 27 college credits. The First-Year Hospitality & Tourism cohort I began in summer 2020 and ended in fall 2020 with 9 completers who earned 28 college credits. The First-Year Culinary Arts (Baking) cohort II began in summer 2021 and continues in spring 2022 with 31 participants. The First-Year Hospitality & Tourism cohort 2 began in fall 2021 with 11 students and continues in spring 2022.

To further this discussion, in AY2022-2023, the Local Union President and the Board will be convening the Negotiations Committee to review and update the 2017-2023 Agreement Between the Guam Community College Faculty Union Local 6476 AFT/AFL-CIO & the Guam Community College Board of Trustees. During negotiations, Article XXV-Year-Round Education (YRE), will be addressed. The College is committed to facilitating student success at GCC by facilitating the timely completion of a student's program of study so that they can join the workforce or transfer to a four-year institution.

Fiscal Reporting²⁰

2021 ACCJC Annual Fiscal Report

²⁰ 2021 ACCJC Annual Fiscal Report

APPENDICES

Evidence Directory

1. 2022 Administrator Work Planning and Performance Evaluation Tool
2. Gateways to GCC Report, 2019-2020
3. Institutional Strategic Master Plan, 2020-2026
4. Nuventive Improve Assessment Management System
5. Curriculum Manual, 2021-2022
6. SLO Handbook, 2021-2022
7. Curriculum Manual, 2021-2022
8. Annual Assessment and Curriculum Cycle Schedule, 2019-2025
9. ACCJC Annual Report, 2021
10. College Assembly Agenda, Fall 2021
11. EMC Grant Award Notice
12. Convocation, 2018
13. Marianas Business Journal Article, 2018
14. Presentation to EMC Stakeholders
15. GCC Letter to EMC Stakeholders
16. EMC Flyer, 2018
17. EMC Regional Summit Photo, 2018
18. EMC Postsecondary Program Curriculum
19. AVP Saga, Volume 8, 2019-2020
20. 2021 ACCJC Annual Fiscal Report

PRESIDENT'S TRAVEL SCHEDULE
March-April 2022

Conference Title/Sponsor	Date	Location
*NASBE Conference	March 27-29, 2022	Washington, DC
**ACCJC Meeting	April 11-12, 2022	San Francisco, CA

*Funding Source(s): * GDOE & **ACCJC*

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of March 11, 2022

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on March 11, 2022, was called to order at 12:02 p.m., by Vice Chairperson Carlo Leon Guerrero in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Carlo Leon Guerrero, Vice Chairperson; Richard P. Sablan, Treasurer; Mr. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas, Student Trustee. Frank P. Arriola, Chairperson (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Rodalyn Gerardo, Vice President for Finance & Administration Division; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Attorney Rebecca Wrightson; Ms. Simone Bollinger, Faculty Advisory member; Mr. Kenneth Bautista, Support Staff Advisory member.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – February 11, 2022.

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 11, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS. None.

IV. PUBLIC DISCUSSION. No request.

V. REPORTS

1. President's Report: President Okada reported on the following:

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2022: As of March 7, 2022, the College received a total of \$8,700,683.00 as follows: \$6,664,944.00 for the General Fund; \$1.9 million for MDF; \$36,000.00 for POST; and

approximately \$100,000.00 for the First-Generation Trust Fund Initiative. Based on billings and the allotment schedule, this equates to 86% of the request. The College is currently receiving allotments on a regular basis from DOA.

Capital Improvement Projects and other activities: The following reports from the President include the months for January/February 2022.

CIP:

Ongoing projects: The notice of intent to award for the Building 2000 emergency generator was issued to American Builders Corporation and awaiting documents from them before the final notice of award is issued; started water leak detection for our campus to determine if there are any so it can be resolved; an additional water pump for the Foundation Building (Bldg. 6000) will be installed to serve as a back up and this project has already been awarded; waiting for the final design for the canopy for the student center; refurbishment of 30,000 gallon water tank is ongoing with a 44% completion; adding benches around campus; the Culinary expansion is underway with a full design by TRMA and input from the Culinary faculty; waiting on proposals for the bathroom renovation in Building 2000.

Other activities:

Boot Camps: The College completed the ship repair boot camp on January 14, 2022; launched the truck driving, diesel mechanic, GED and bus driving boot camps; completed the diesel mechanic and construction III boot camps in February 2022. There are several employer sponsors such as Triple J, Guahan Waste Control, MidPac Far East, East West Rental, Guam Pak Express, and for the construction boot camp, Inland Builders.

The College is currently establishing the 22nd cycle for the Guam Fire Department's Academy with the goal of a pro-board certification in partnership with the Saipan Port Authority.

The President participated in a stakeholders forum with the Mañelu group in support of their clientele. Anticipate providing them with workshops including participation in workforce development programs such as the boot camps.

The College participated in a job fair hosted by Atkins Kroll. The President thanked Dr. Mike and his team for this effort.

The GED and Basic Adult Education office are collaborating with the Bureau of Women's Affairs for scholarship opportunities. This is to support women who are seeking to complete their high school education with a diploma or GED.

The College is preparing to launch the 2022 Summer and Fall registrations to provide students time to register for classes. Anticipate this will begin on Monday, March 14, 2022.

There is an opportunity for the College to engage in articulation agreements with Chaminade

to allow GCC students to complete and enter into a 2+2 with Chaminade through a virtual or distance education.

The College is continuously seeking grant opportunities. One opportunity is a FEMA application for the mitigation and hardening of Building 600; another is the Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

A meeting was held with Mr. Richard Ibanez from Guam Mass Transit to partner in strengthening what they already have with funding and also help identify routes for our students to have access with mass transit transportation. Anticipate this will help the barrier that some students have with some of their transportation issues especially with the increase of gasoline.

The ACCJC Midterm Report is on today's agenda for the Board's consideration, which has gone through the College Governing Council and is due to ACCJC on March 15, 2022.

There is an opportunity for the College with the GCC Foundation to obtain property near the campus. The College will issue an RFQ for an appraisal. This particular property was on the last ISMP and anticipate approaching the owners after an appraisal is done.

A technology audit is being conducted for the College to determine whether it has the capacity to expand its online programs. It includes the help desk to support students online and the bandwidth. Anticipate supporting MIS and other College employees through professional development training with this process, if needed.

2. Monthly Activities Report.

Student Trustee: Trustee Paris Blas reported for February and March 2022 activities as follows:

Tuesday, 3/8/2022: Classes resumed back on campus and feedback from students: two (2) weeks was good enough time to be away from the classrooms; throws their rhythm off and prefer to be in the classroom; reliable internet, computer access, library resources needed to complete research papers and projects.

Upcoming events for March 2022:

Friday, 3/11/2022: Deadline to apply for graduation and last day for students to withdraw from classes (full term courses).

Friday, 3/11/2022: Next COPSA meeting is today.

Friday, 3/18/2022, 8:30am-12:30pm: "The Edge" student conference is scheduled for next week; venue is the Multipurpose Auditorium (MPA) and online via Zoom. As of Wednesday, 3/9/22 there were 126 Students who pre-registered and registration is still open.

Workshop sessions include: "Financing for Your Future," "Social Media Do's and Don't for Job Seekers," "Job Search and Resume Writing Tip," "How to Ace Your Virtual or In-person Job Interview," "Making the Transition: From GCC to UOG." First 100 students to pre-

BOT - Meeting of March 11, 2022

Page 4 of 8

register and attend the entire conference will receive a free conference t-shirt. Students who attend the conference in the MPA will receive a gift certificate or food.

Several students inquired about the Dean's and President's List. Both lists were posted for the Fall 2021 semester.

MSI (Minority Serving Institution) CARES3 grant was posted to students' accounts in the amount of \$73.

COPSA elections for AY2022-2023 student leaders are ongoing. Application deadline for submission is Tuesday, March 29, 2022.

April 2022: The last meeting for Trustee Blas as Student Trustee.

Due to the recent burglary, Trustee Blas advised the COPSA Vice President to remind students to be vigilant while on campus. If they see something, say something. Call security or the Student Support Services offices. Security was roaming the campus after 5:00pm to ensure that offices were locked and secured.

Friday, 4/8/2022, 2:30pm after the 1:00pm general membership meeting: COPSA will be holding a zumba recreational activity and pickleball demonstration by the Guam Fitness Instructors Group. This recreational activity is an on-campus event and will be held at the student center courtyard.

There were some student concerns:

Allied Health building air-conditioning has been down since last semester and has been difficult for the medical assistant students to attend their classes from 9:00am-2:00pm and waiting on some feedback on this. The President will get the information regarding the status of the air-conditioner and will be providing an update.

With graduation, some students are anticipating to not have a drive thru and requesting for consideration. There were some discussions. The President explained that there are still some restrictions with gatherings if held at UOG and unsure when this will be lifted. That it is currently safest to have a drive thru graduation. The President will contact UOG to determine with the number of students registered for graduation how many people will be allowed. The President will be meeting with Trustee Blas to provide an opportunity to discuss this next week after she obtains this information.

Regarding the Higher Education Emergency Relief Fund (HEERF) similar to what UOG recently received this past week and some are inquiring about this. The President informed the Board that the \$73 issued to students was to offset the technology fee and as of today's date, the remainder of the disbursement of the CARES funding is already in the process of being issued. Those with outstanding balances will be available to pick up their checks beginning next week, Monday, March 14, 2022.

Faculty Advisory Member: Ms. Simone Bollinger reported the following:

Face to face classes have resumed.

Some faculty reported all of their students have returned and some reported lower attendance rates.

There were concerns with students such as gas prices going up and older relatives living in their homes with the pandemic situation and requesting to continue online accommodations. Faculty are taking this into consideration depending on their classes, the students and the meeting of SLOs, which is a big part of their discussions.

Anticipate next week for classes to settle down and believe everyone is working through this.

February/March activities:

GCC Culinary Valentine's bake sale was a success.

"Show & Sell: A Student Business Showcase" was held in the MPA. There were 16 student vendors and 80+ visitors.

DECA marketing program distribution of resources was at Guma San Jose.

The Supervision & Management students participated in the Island Girl Power compound cleanup and reopening.

GCC annual LinkUp was hosted by the Visual Communications program.

February 2022: In partnership with the National Partnership for Environmental Technology Education (NPETE), 2 OSHA trainings were held in the MPA to include face to face plus virtual training. 5 GCC students and 4 GCC faculty attended, both GCC Health & Safety personnel attended as well as others in the community. Zoom attendance also included participants from Rota, Saipan and Palau. It was also free for participants in the region.

There are 3 GCC CHamoru immersion classes that have started. An update was done with the curriculum using the immersion method which is teaching CHamoru classes speaking in Chamoru. This is something new on campus. One of the immersion method classes is for CHamoru teachers who also teach in CHamoru. Ms. Bollinger attended the first class which was for 3 hours and that 95% of the class was taught in CHamoru.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Continuing with the semester and preparing for the summer and fall registrations.

Board of Trustees Community Outreach Report:

Trustee Grino reported she attended a pandemic planning virtual meeting on Feb. 22-24, 2022, as a nurse leader and mentioned that it is really critical for GCC to continue to support its nursing/medical assisting, LPN and EMT programs especially during this pandemic situation. For GCC to continue to support our community in responding to the pandemic situation such as the vaccination clinics on campus and continuously be informed of the pandemic planning within our community.

VI. UNFINISHED BUSINESS

- 1. Construction Projects Updates.** President Okada reported on the following:

Forensic Lab/DNA Building. This project is 96.62 % complete to date and almost complete. Substantial completion is the fire alarm system and then the Guam Fire Department inspection.

Building 300. This project is 96.65% complete and the storm drain manhole, fire sprinkler and fire alarm system is needed for the substantial completion and then the Guam Fire Department inspection.

Wellness Center. As last reported the College is still working on securing federal funds for this project. The A&E design is 100% complete and once funding is secured, this will go out to bid. The College is considering multiple funding sources for this project as a leverage. At this time there are no updates.

Building B. The bid award is complete and the College has submitted a notice of intent to award pending additional documents. Legal counsel has been deputized by the AG's office to complete the review of the procurement process.

Workforce Development Center (Barrigada property). TRMA has completed the A&E design. The College followed up with the U.S. Economic Development Authority regarding funding for this renovation project but still waiting for an update.

VII. NEW BUSINESS.

1. ACCJC Midterm Report. The Board was provided with a copy of the College's Midterm Report for the ACCJC for the Board's consideration. This report is the College's status since its last accreditation review in 2018 with no recommendations for improvements and no recommendations to meet standards.

This Midterm Report deals with the updates on the College's progress since the last accreditation for submission to the ACCJC by the March 15, 2022 deadline. This report has gone through a governance process through the College Governing Council. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE RICHARD P. SABAN, THAT THE ACCJC MIDTERM REPORT, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Trustee Grino mentioned that she is proud of the College under Dr. Okada's leadership with the initiatives and accomplishments the College has made through the years, which she mentioned is a collective effort from everyone within the College community.

2. President's Travel Request (March-April 2022)

NASBE conference, March 27-29, 2022, Washington D.C., GDOE funded.
ACCJC meeting, April 11-12, 2022, San Francisco, CA, ACCJC funded.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE PRESIDENT'S TRAVEL REQUEST FOR MARCH-APRIL, 2022, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:43 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

- 1. Personnel Matters**
- 2. Labor Management Relations**
- 3. Legal Matters**

A motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE PARIS BLAS, THAT THE MEETING RECOVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:58 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's Report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING OF MARCH 11, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of March 11, 2022, adjourned at 12:59 p.m.

SUBMITTED BY:

Bertha M. Guerrero APR 08 2022
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

Rose P. Grino APR 08 2022
ROSE P. GRINO
Secretary

APPROVED BY:

Frank P. Arriola APR 08 2022
FRANK P. ARRIOLA
Chairperson

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, February 11, 2022, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I.

CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II.

APPROVAL OF MINUTES

1. Monthly Meeting of January 6, 2022

III.

COMMUNICATIONS

IV.

PUBLIC DISCUSSION

V.

REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
 - Board of Trustees Community Outreach Report

VI.

UNFINISHED BUSINESS

1. Construction Projects Updates
 - Forensic Lab
 - Building 300
 - Wellness Center
 - Building B
 - Workforce Development Center

VII. NEW BUSINESS

1. FY 2023 Budget

VIII. EXECUTIVE SESSION

1. Personnel Matters
2. Labor Management Relations
3. Legal Matters

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of January 6, 2022

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on January 6, 2022, was called to order at 12:02 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Richard P. Sablan, Treasurer; Mr. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas, Student Trustee.

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Attorney Rebecca Wrightson; Ms. Simone Bollinger, Faculty Advisory member; Mr. Kenneth Bautista, Support Staff Advisory member.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – December 23, 2021. There was one change on page 4 under the Board of Trustees Community Outreach Report: Add the word “new” before “Guam Regional Medical Center Board Chairman.”

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE PARIS BLAS, THAT THE BOARD APPROVE THE MEETING MINUTES OF December 23, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED.
(Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS. None.

IV. PUBLIC DISCUSSION. No request.

V. REPORTS

1. President’s Report: President Okada reported on the following:

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2022: As of January 6, 2022, the College received a total of \$4,471,553.00 as follows:

\$3,938,376.00 for the General Fund; \$465,149.00 for MDF; \$18,030.00 for POST; and \$49,998.00 for the First-Generation Trust Fund Initiative. Based on billings and the allotment schedule, this equates to 67% of the request. The College anticipates receiving its allotment on a weekly basis from DOA.

Capital Improvement Projects and other activities:

Refurbishing of the Building 400 water tank has begun with the preparations for sandblasting.

Other activities:

As part of a public law requirement the GCC annual report is due to the Guam Legislature by December 31, 2021, which has been transmitted to the Guam Legislature to include the Governor. Copies of this report will also be provided to the Board members. Highlights of the report focused on how the College responded to the COVID19 pandemic, including the development of the various boot camps to support the local needs of the community in providing job opportunities and training.

The College received funding from the Higher Education Emergency Relief Fund (HEERF) for students to apply to cover medical bills, childcare and other expenses. The College released a total of over \$120,000 to students who applied for this emergency fund during the Fall semester. The College will continue this application process for the Spring semester and anticipate making it available for students in February 2022. The deadline for the College to utilize all of this funding is May 2022.

The USDOE approved the Bachelor of Science in Career & Technical Education (BSCTE) program as an eligible program under financial aid. We anticipate this will increase enrollment at the College under this program.

As last reported with the 2020 LPN cohorts, during November 2021, 12 out of 19 students who took the LPN NCLEX exam passed, which amounted to 63% of cohorts who have passed. As an update, 18 out of the 19 students passed which brings this up to 93% of the LPN cohorts passing. There is one more student from this cohort to test and the department is confident the student will pass.

Beginning November through December 2021, in preparation for the Spring 2022 semester, the Financial Aid office and the Reach for College office has continually provided FAFSA hands-on workshops for students.

The FY2023 Budget will be presented at the next Board meeting. As part of the governance process, this will go through the Resource, Planning and Facilities (RPF) committee before being presented to the Board.

2. Monthly Activities Report.

Student Trustee: Trustee Paris Blas reported the following:

1/03/2022, Spring 2022 Student Orientation, 9am-12pm in the MPA for new and full-time students with a campus tour for new students. A total of 87 students attended with 9 via virtual and 78 in person. 50% of attendees participated in the campus tours led by the COPSA Officers.

Trustee Blas had an opportunity to speak with new students to ask why they selected GCC and some responded due to the career opportunities and certificate programs. Some students were cross-enrolled from UOG. It was mentioned that cost was a factor in choosing GCC and the financial aid workshops helped students with their decision.

A hard copy of the Spring 2022 Calendar of Events was provided and Trustee Blas is looking forward to the Spring semester graduation in May 2022.

Faculty Advisory Member: Ms. Simone Bollinger reported the following:
Ms. Bollinger expressed she is happy to see students on campus and that students are still registering for classes.
Department Chairs have been working with Ms. Ava Garcia and the Admissions & Registration team with registration resulting in quick turnaround responses.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Mr. Bautista expressed a "Happy New Year" to everyone.
Staff are helping students with Technology needs as well as other processes for the new semester.
There are more students present on campus, including parking lots being full.

Board of Trustees Community Outreach Report:
None to report at this time.

VI. UNFINISHED BUSINESS

1. **Election of Board of Trustees Officers (2022-2023).** There were nominations for the Board of Trustees Officers for 2022-2023 as follows: Trustee Frank Arriola to continue as Chairman; Mr. Carlo Leon Guerrero to continue as Vice Chairman; Mr. Richard Sablan to continue as Treasurer; and Ms. Rose P. Grino as the newly elected Secretary. At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE NOMINATIONS FOR THE 2022-2023 BOARD OF TRUSTEES ELECTION OF OFFICERS IS NOW CLOSED; AND THAT THE BOARD APPROVE THE 2022-2023 BOARD OF TRUSTEES OFFICERS, AS FOLLOWS: TRUSTEE FRANK P. ARRIOLA AS CHAIRMAN; MR. CARLO M. LEON GUERRERO AS VICE CHAIRMAN; MR. RICHARD P. SABLAN AS TREASURER; AND MS. ROSE P. GRINO AS SECRETARY. NONE OPPOSED, MOTION CARRIED. (Voting: 6

ayes, 0 nays)

2. **Copyright & Fair Use Policy #193 (2nd Reading).** The Board was previously presented with a copy of the Copyright & Fair Use Policy recorded as Policy Number 193 for second reading and now moved into third reading for adoption. The President explained that the proposed Policy 193 has been reviewed by the College Governing Council. This was also reviewed by the Legal Counsel with a correction on the first paragraph to add "Copyright" after the word "Millennium" to then read "*Digital Millennium Copyright Act of 1998.*" Although the Guidelines are separated from the policy, these were also reviewed by the College Governing Council and will be provided as future reference for the Board when finalized. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE PROPOSED "COPYRIGHT AND FAIR USE POLICY" IS HEREBY ADOPTED WITH THE CORRECTION ON THE FIRST PARAGRAPH TO READ "DIGITAL MILLENNIUM COPYRIGHT ACT OF 1998" AND ADOPTED AS POLICY 193 AND RESOLUTION 13-2021. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

3. **Construction Projects Updates.** President Okada reported on the following:

Forensic Lab/DNA Building. This project is 94.28% complete to date and almost done. As last reported the anticipated completion date is February 2022.

Building 300. This project is 92% complete and the College is continuing to monitor the progress. The anticipated substantial completion date is the end of February 2022.

Wellness Center. The College is still working in securing federal funds for this project. The A&E design is 100% complete and once funding is secured, this will go out to bid. The College is considering multiple funding sources for this project as a leverage.

Building B. The bid opening for this project is now closed with two bids received, which are currently under evaluation then legal counsel's review.

Workforce Development Center (Barrigada Property): The College should be receiving the updated A&E plans for this project by the end of January 2022. The College is also waiting on the final approval by U.S. Economic Development Authority. The Chairman made a suggestion for Trustee Leon Guerrero to help review the plans before it is finalized and was noted.

VII. NEW BUSINESS.

1. **Compensation Review/Updates.** The Board was provided with a copy of the

College's Compensation Review report for the faculty and academic administrators as of December 2021 conducted by Alan Searle & Associates, Management Consultants. The President explained that a compensation review and update of the pay plan for the faculty and academic administrators was authorized by the Board. This Compensation Review report was presented to the President and Ms. Apolline San Nicoloas, GCC Chief Human Resources Officer.

The President provided a timeline beginning with a compensation review study initially done in 2009 through implementation and to the 2019-2020 disruption with the current compensation review due to the COVID19 pandemic.

Alan Searle & Associates, did all the evaluations to do the update to the market based on a 15th percentile, a 20th percentile and a 25th percentile. Based on this compensation study and taking into consideration the job evaluation criteria, a determination was made on where current employees, faculty and administrators were in terms of the market.

Since the pay plan implementation in 2009, the administrators' pay plan was staggered and behind hovering over the 10th percentile. Faculty was averaged at the 40th percentile. There are some faculty that exceed the 50th percentile.

The following are recommendations to the Board:

- Adopt the 20th percentile for implementation with the academic administrators' after January 1, 2022 to be in line with the calendar year and the faculty after August 1, 2022.
- Conduct a review every 3-5 years, or within this range.
- Utilize proposal on recommendations for conducting promotions and demotions.
- If an employee is at the 50th market percentile based on the prevailing market data, whatever year it is going forward, HR will review: If an employee is not in the 50th percentile, the employee will earn an adjustment that is added to the base; and if an employee is on the 50th percentile, or higher, then the adjustment will be a one time lump sum payment whether employee is a faculty or an administrator.

The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD HEREBY MOVES TO ADOPT THE TWENTIETH (20TH) PERCENTILE FOR IMPLEMENTATION; THAT THE ACADEMIC ADMINISTRATORS' ADOPTION WILL BE AFTER JANUARY 1, 2022, IN LINE WITH THE CALENDAR YEAR; AND THAT THE IMPLEMENTATION FOR FACULTY MIGRATION TO THE 20TH PERCENTILE IS AFTER AUGUST 1, 2022; ADOPT RECOMMENDATIONS FOR PROMOTIONS AND DEMOTIONS IN THE COMPENSATION REVIEW STUDY BY ALAN SEARLE & ASSOCIATES AS REPORTED ON DECEMBER 2021, INCLUDING RECOMENDATIONS FOR ADJUSTMENTS FOR FACULTY AND ACADEMIC ADMINISTRATORS

REGARDING THOSE UNDER THE 50TH PERCENTILE EARNING AN ADJUSTMENT BY ADDING TO THE BASE; THOSE ON THE 50TH PERCENTILE AND ABOVE THE 50TH PERCENTILE WILL BE GIVEN A ONE TIME LUMP SUM PAYMENT. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

2. President's Travel Request (February 2022)

WestCare Foundation, February 16-19, 2022, Henderson, Nevada, 100% WestCare funds.

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE PRESIDENT'S TRAVEL REQUEST FOR FEBRUARY 16-19, 2022, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO M. LEON GUERRERO, THAT THE MEETING CONVEENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 12:45 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

- 1. Personnel Matters**
- 2. Labor Management Relations**
- 3. Legal Matters**

A motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE PARIS BLAS, THAT THE MEETING RECOVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 1:11 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's Report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time, the Chairman thanked everyone for having confidence in the Board with Trustee Arriola continuing as the Chairman and especially with the recent elected Board officers; commended everyone for the recent updates to the Board of Trustees policies; commending management for supporting the faculty, staff and the students and for their continued support throughout the year; anticipate another successful year; and thanked everyone for attending the meeting today.

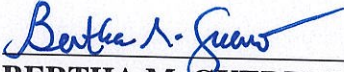
IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF JANUARY 6, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of January 6, 2022, adjourned at 1:12 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

FEB 11 2022

ATTESTED BY:


ROSE P. GRINO
Secretary

FEB 11 2022

APPROVED BY:


FRANK P. ARRIOLA
Chairperson

FEB 11 2022



FY 2023 Budget Request



**BUREAU OF BUDGET AND MANAGEMENT RESEARCH
FISCAL YEAR 2023
BUDGET DOCUMENT CHECKLIST**

[BBMR BDC-1]

Department/Agency: Guam Community College
Division/Program: _____

Date Received by BBMR: _____
Date Reviewed: _____

	<u>Department/Agency</u>		<u>BBMR</u>	
	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
<u>General</u>				
Is the department/agency request within the Governor's established ceiling?	N/A			
Does the SUMMARY digest totals equal the totals on the detail pages?	x			
Are the required budget forms attached?				
a. Agency Budget Certification [BBMR ABC]	x			
b. Agency Narrative Form [BBMR AN-N1]	x			
c. Decision Package [BBMR DP-1]	x			
d. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A - REVISED]	x			
e. FY 2023 (Proposed) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	x			
f. FY 2022 (Current) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	x			
g. Federal Program Inventory Form [BBMR FP-1]	x			
h. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]	x			
i. Prior Year Obligation Form [BBMR PYO-1]	x			
Are the E-Files attached for all budget forms?	x			
I. Agency Budget Certification [BBMR ABC]				
1. Is the budget certified as to its accuracy and BBMR requirements.	x			
II. Agency Narrative Form [BBMR AN-N1]				
1. Is the mission statement correct and consistent with the department/ agency's enabling act?	x			
2. Are the goals and objectives correct and consistent with the department/ agency's mission?	x			
III. Decision Package [BBMR DP-1]				
1. Is activity description correct?	x			
2. Is major objective correct?	x			
3. Are short term goals correct?	x			
4. Is workload output reflected correctly?	x			
IV. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A - REVISED]				
A.) Budget Digest Form [BBMR BD-1]				
<u>Personnel Services</u>				
1. Are figures reflected consistent with the attached staffing pattern(s)?	x			
2. Are amounts reflected in each column accurate?	x			
3. Are computations correct?	x			
<u>Operations</u>				
1. Are the amounts reflected under columns, "Governor's Request," for each object category consistent with respective schedules (Schedule A - E) as detailed in the budget digest subforms (BBMR TA-1 & BBMR 96A - REVISED)?	x			
2. Are amounts reflected in each column accurate?	x			
3. Are computations correct?	x			
<u>Utilities</u>				
Are amounts reflected in each column correct?	x			
<u>Capital Outlay</u>				
Are amounts reflected under columns, "Governor's Request," consistent with schedule F as detailed in the budget digest subform, [BBMR 96A - REVISED]?	x			
<u>Full Time Equivalencies (FTEs)</u>				
Are the number of FTEs for both "Unclassified" and "Classified" accurately reflected under each column?	x			
B.) Off-Island Travel Form [BBMR TA-1] (Schedule A)				
1. Is the purpose/justification for travel defined?	x			
2. Is/Are the travel date(s) and number of travelers reflected?	x			
3. Is/Are the position title(s) of the traveler(s) reflected?	x			
4. Are all columns (Air Fare, Per Diem, Registration, and Total Cost) accurate?	x			
C.) Operations Schedules Form [BBMR 96A - REVISED] (Schedules B-F)				
1. Are "Items" under schedules B - F listed in <u>detail</u> ?	N/A			
2. Is the "Quantity" and "Unit Price" under schedules B - F reflected for respective items?	N/A			
3. Are corresponding FY 2022 Authorized levels under schedules B - F indicated?	N/A			

BUREAU OF BUDGET AND MANAGEMENT RESEARCH
FISCAL YEAR 2023
BUDGET DOCUMENT CHECKLIST

[BBMR BDC-1]

Department/Agency: Guam Community College
Division/Program: _____

Date Received by BBMR: _____
Date Reviewed: _____

	Department/Agency		BBMR	
	Yes	No	Yes	No
V. Agency Staffing Pattern Forms [BBMR SP-1]				
1. Are position titles correct?	<u>x</u>	_____	_____	_____
2. Are all LTA and Temp. positions properly identified?	<u>x</u>	_____	_____	_____
3. Are position numbers reflected?	<u>x</u>	_____	_____	_____
4. Are the salary levels consistent with the Government of Guam Competitive Wage Act of 2014 and/or Public Safety and Law Enforcement Pay Schedule (40%)?	<u>x</u>	_____	_____	_____
5. Are filled positions funded?	<u>x</u>	_____	_____	_____
6. Are increment amounts reflected?	<u>x</u>	_____	_____	_____
7. Are rates reflected under "Benefits" correct?	<u>x</u>	_____	_____	_____
8. Are computations correct?	<u>x</u>	_____	_____	_____
VI. Federal Program Inventory Form [BBMR FP-1] Is the form complete and accurate?	<u>x</u>	_____	_____	_____
VII. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]				
1. Is the description of the equipment and/or capital item(s) detail?	<u>x</u>	_____	_____	_____
2. Is the "quantity" and "percentage of use" reflected?	<u>x</u>	_____	_____	_____
3. Are space requirements descriptive and total space reflected and accurate?	<u>x</u>	_____	_____	_____
VIII. Prior Year Obligation Form [BBMR PYO-1]	<u>x</u>	_____	_____	_____

CERTIFIED AS TO COMPLETENESS AND ACCURACY	
<p>DEPARTMENT: Prepared By: _____ Rodalyn Gerardo, CPA, CFGM, CIA Vice President, Finance & Administration _____ Date</p> <p>Approved By: _____ Mary A.Y. Okada, Ed.D. President _____ Date</p>	<p>BBMR ACTION: Recommendation</p> <p><input type="checkbox"/> Approval <input type="checkbox"/> Disapproval</p> <p align="center">_____ Analyst</p> <p align="center">_____ Date</p>

**Government of Guam
Fiscal Year 2023**

Agency Budget Certification

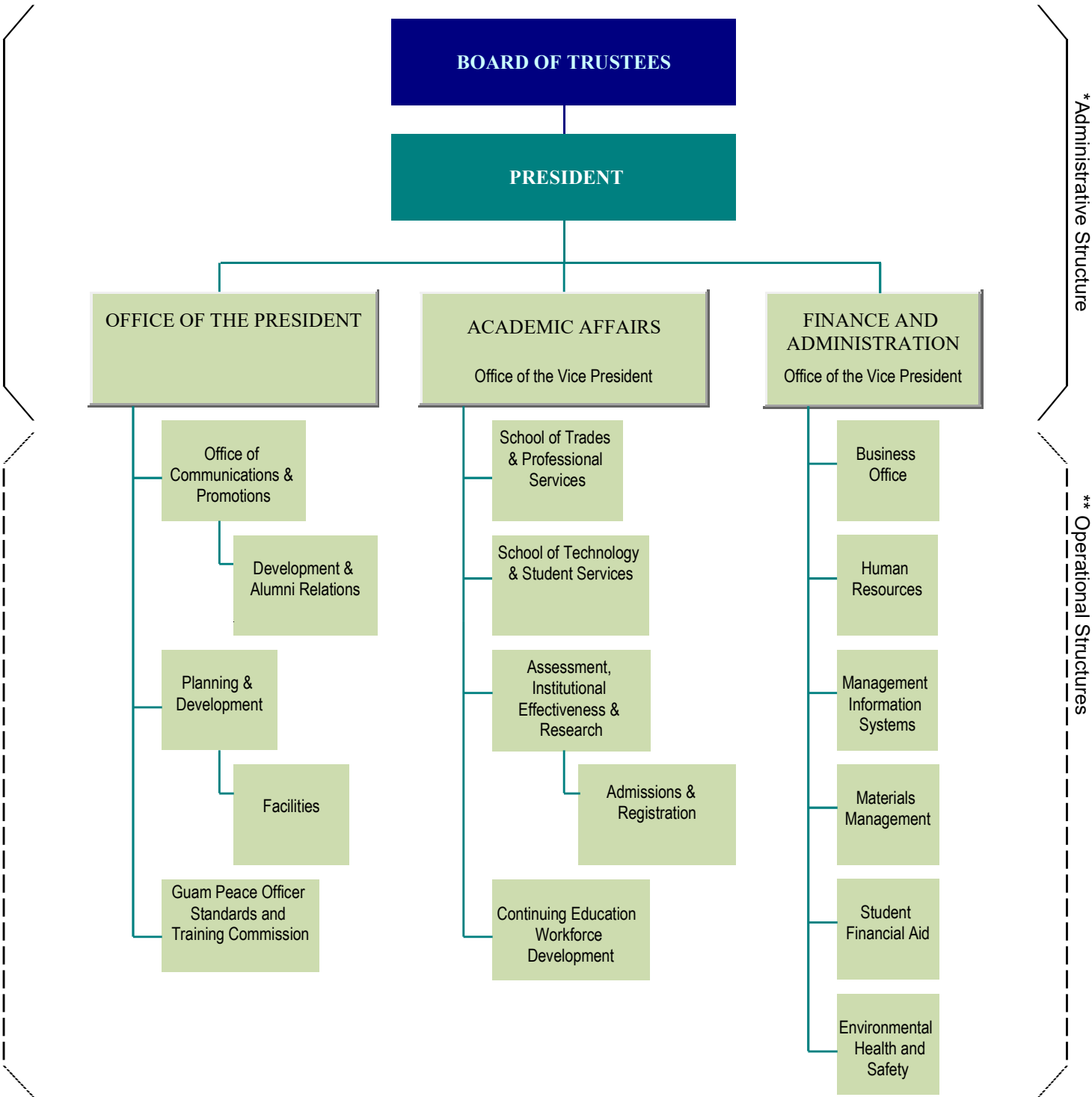
Agency: Guam Community College

Agency Head: Mary A.Y. Okada, Ed.D.

I certify that the attached budget, submitted herewith, has been reviewed for accuracy and that all requirements by the Bureau of Budget & Management Research (BBMR) have been met. I also acknowledge that this budget document will be returned to this department if any of the **BBMR requirements** is not met and/or if there are **inaccuracies** contained therein.

Agency Head: _____ Date: _____
(Signature)

Guam Community College Organizational Chart



Department/Agency GUAM COMMUNITY COLLEGE Division/Section

ACTIVITY DESCRIPTION:

Guam Community College will be the premier educational institution for providing globally recognized educational and workforce development programs.

MAJOR OBJECTIVES:

Advancing Workforce Development and Training: Expanding our partnerships and regularly updating our curriculum offerings and certifications is of paramount importance to meeting the training needs of our current and future workforce. Paying close attention to market trends and working closely with industry partners to fulfill their ever-changing labor force requirements ensures that our programs are aligned with the human capital demands of 21st century industries. This has a direct impact on the employability of our students once they complete either degree or certificate programs at GCC. In addition, having technology-driven, innovative and comprehensive work experience/practicums will increase the career-readiness of our students. GCC aims to promote student participation at all levels—secondary, postsecondary and adult education - in these work experience opportunities, internships, practicums and apprenticeships. To ensure that the college provides programs that continue to boost student success in the economy, it will invest in long range, innovative and sustainable programs and training to support the local and regional workforce. GCC is committed to anticipating the future and striving to stay ahead of the curve through cutting-edge strategies and relevant programming. As such, GCC hopes to establish a service reputation built on quality, innovation and trust in the region and internationally. It is GCC's intent to ensure that Industry partners and businesses recognize GCC as the leader in workforce development, where our students have the requisite knowledge and skills aligned with industry recognized standards. Our students must continually be equipped with the knowledge, technical skills and soft-skills that are vital to the labor market.

Fostering 100% Student-Centered Success: Most important to GCC is student success. It reflects our commitment to our students from the start of their career and technical education, to their securing of a job, and to their development as lifelong learners. In order to continue to be a leader in career and technical workforce development, GCC must enhance the capacity of its employees and ensure that its curriculum and training programs are current and aligned with industry needs, standards, and practices. Helping to secure our students on a success-trajectory from the moment they become a part of our Institution to their completion of an adult education diploma or its equivalency, a program, certificate or degree is critical to GCC's viability. Being able to provide essential support services through counseling, advisement, tutoring, mentoring or providing access to technology makes a major difference in whether or not a student persists and thrives. Exploring options to decrease the amount of time it takes for students to complete their program of study/training and to increase completion rates is also a priority. It is GCC's intention to offer flexible opportunities and innovative strategies to meet students' needs while continuing to provide quality education and job training. To alleviate some of the barriers that students experience, GCC will enhance and strengthen its wraparound services to ensure that all students become aware of and take advantage of opportunities available to them which can clearly optimize their chances of success.

Leveraging Transformational Engagement and Governance: GCC is committed to a policy of participatory governance wherein all stakeholders have opportunities to share

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

recommendations, actively participate in discussions and planning, and freely voice concerns in open dialogue. Engaging each constituent group in the planning and decision-making processes is important to the success of the institution and the students we serve. Mechanisms exist for participation through a wide-range of committees. The College aims to improve stakeholder engagement and leverage participation as a vital asset to mission accomplishment. The planning process was a clear demonstration of leveraging transformational engagement as an effective strategy. Increasing participation can result in the most effective and successful outcomes for the college community. GCC will utilize effective strategies, methods and technologies to increase genuine involvement in governance and other essential processes. Additionally, GCC intends to establish an organizational culture that fosters respect and civic responsibility towards the protection and stewardship of our natural environment. By engaging our college community through education and awareness we can facilitate sustainable and responsible development throughout the region.

Optimizing Resources: To continue to be financially and operationally sustainable, GCC will need to diversify revenue streams to support its programs and provide employees opportunities for growth. GCC will generate more revenue by focusing on creative and collaborative ways to expand our fiscal and human resources. Plans to increase student enrollment, while reducing costs to the college, can be a challenge as we face economic changes. By exploring resources with public and private partnerships, we can achieve financial security in various areas. Robust programs that offer timely, relevant workforce development will ensure increased enrollment, capital improvement and an expanded footprint. GCC's commitment to building internal capacity through employee professional development will ultimately strengthen institutional capability to meet the demands of an evolving workforce. GCC will invest in internal talent as a way of filling critical positions, ensuring stability, and encouraging loyalty to the organization. GCC's success in the future will be determined by its ability to harness the productivity and ingenuity of its human resources, grow capacity and sustain fiscal stability at a time when resources are increasingly tied to rates of completion. Utilizing both fiscal and human capital strategically is key.

Modernizing and Expanding Infrastructure and Technology: GCC recognizes the challenges many of our students face in their everyday lives. By expanding our educational footprint and leveraging technology, we provide an effective means for our students to meet their educational goals. This will also increase access to education for populations that are underserved in the community. We will provide the 21st century student with the opportunity to enroll in and complete programs through multiple teaching platforms such as traditional, online, hybrid, web-enhanced, etc. In addition, we will strive to provide student accessibility to resources in their home villages or at work sites. With increased enrollment and utilization of technology, GCC will be able to expand its programmatic offerings. To support student success, GCC will provide opportunities to link students with modernized technology and effective instruction that will aid and empower them to take control of their education. GCC will also strive to remove barriers to student learning - the lack of transportation, scheduling conflicts or limited class offerings, etc. - so that students can have reliable access to courses and programs they need.

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

SHORT TERM GOALS::

Workload Indicator	FY2021 Accomplished Level	FY2022 Anticipated Level	FY2023 Projected Level
Advancing Workforce Development and Training	<p>The Continuing Education and Workforce Development (CEWD) Office held its second free virtual Workforce Opportunities Reimagined Conference (WORC2), wherein GCC identified the training programs and resources to support the demand identified in the first WORC conference.</p> <p>GCC offered boot camps, work keys assessment programs, apprenticeship programs, and continuing education programs throughout the year, in response to local and regional occupational needs (ISMP Objective 1.1), as well as to cultivate meaningful partnerships (ISMP Objective 1.2) with the Guam Department of Education, University of Guam, businesses, and other organizations.</p>	<p>GCC intends to host similar conferences and boot camps throughout the year so the College can continue to respond to local and regional occupational needs (ISMP Objective 1.1).</p> <p>These conferences and boot camps provide a means to cultivate meaningful and strategic partnerships (ISMP Objective 1.2).</p>	<p>GCC will review its progress from FY 2022 and FY 2023 to determine whether to continue hosting WORC, other conferences, and boot camps in response to enhancing the College's workforce development and training initiatives.</p> <p>Areas for improvement will then be integrated into plans for the next assessment cycle.</p>
Fostering 100% Student-Centered Success	<p>In response to the Coronavirus pandemic situation on the island, the College moved all Fall 2020 courses into the online platform in support of student success so that students would continue with their coursework remotely. College employees connected with students via telephone, email, and virtual meetings. Faculty communicated</p>	<p>GCC will provide opportunities for professional development for all its employees (ISMP Objective 2.1), including offering various in-house training for employees on sexual harassment awareness, procurement and online requisition processes, etc.</p> <p>In response to ISMP Objectives 2.2</p>	<p>GCC will continue to provide opportunities for professional development for all its employees in response to ISMP Objective 2.1.</p> <p>In addition, the College will offer courses in the online platform, in addition to face-to-face instruction.</p> <p>GCC will assess its success in fostering</p>

DECISION PACKAGE
Fiscal Year 2023

[BBMR DP-1]

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

Workload Indicator	FY2021 Accomplished Level	FY2022 Anticipated Level	FY2023 Projected Level
	<p>regularly with students and College support services also provided online resources to support mental health and safety.</p> <p>Some courses in Spring and Summer 2021 were initially offered as face to face courses, but were migrated to online or hybrid (online and face to face) to accommodate students' mode of learning preferences and/or situations, which then allowed the students to continue receiving their course instructions without having to drop out of the courses.</p> <p>GCC provided opportunities for professional development for all its employees (ISMP Objective 2.1).</p>	<p>(Implement innovative strategies and practice flexibility in meeting student needs) and 2.3 (Integrate and enhance wraparound services), and although GCC's primary delivery of educational instruction is intended for face to face, the College will continue to offer certain courses on the online platform. GCC will also explore other innovative strategies to meet the students' educational needs.</p>	<p>100% student-centered success in FY 2022 and FY 2023. Areas for improvement will then be integrated into plans for the next assessment cycle.</p>
<p>Leveraging Transformational Engagement and Governance</p>	<p>The College held its first ever virtual Fall 2020 College Assembly. Faculty, staff, and administrators were in attendance in November 2020. The College's second virtual College Assembly was held in April 2021, in which several training sessions were offered face to face.</p> <p>The College Assemblies offered various sessions on health and safety, Google classroom best practices, and the Moodle online learning management system.</p>	<p>GCC held another virtual Fall 2021 College Assembly in November 2021, and another one is slated for Spring 2022.</p> <p>The College intends to offer another Transformational Leadership training during FY 2022.</p> <p>GCC will continue to strengthen stakeholder opportunities to engage in the transformational process, governance and institutional decision making (ISMP Objective 3.1),</p>	<p>GCC will review its success in leveraging transformational engagement and governance in FY 2022 and FY 2023. Areas for improvement will then be integrated into plans for the next assessment cycle.</p>

DECISION PACKAGE
Fiscal Year 2023

[BBMR DP-1]

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

Workload Indicator	FY2021 Accomplished Level	FY2022 Anticipated Level	FY2023 Projected Level
	<p>The College strengthened stakeholder opportunities to engage in the transformational process, governance and institutional decision making (ISMP Objective 3.1).</p> <p>In response to ISMP Objective 3.2, GCC fostered an organizational culture that empowers and facilitates transformational engagement and rewards collaboration.</p> <p>For the second consecutive year, the annual Fall Convocation was held virtually to open up the academic year and provide faculty with the information needed to support student success during these pandemic times.</p>	<p>In addition, GCC will continue to foster an organizational culture that empowers and facilitates transformational engagement and rewards collaboration.</p>	
Optimizing Resources	<p>In response to ISMP Objective 4.1 (diversify revenue streams) and Objective 4.2 (integrate Return on Investment (ROI) and Total Cost of Ownership (TCO)), the College encourages all administrators, faculty, and staff to bring forth any potential revenue streams, as well as considers all potential ROI and TCO.</p> <p>GCC received CARES funding, which assisted in the purchase of laptops for employees and students (available for rent), procure</p>	<p>GCC continues to look for opportunities to optimize its resources, such as applying for grants and establishing partnerships for the benefit of the students.</p>	<p>The College will continue to look for opportunities to optimize its resources.</p> <p>GCC will review its success in optimizing its resources during FY 2022 and FY 2023. Areas for improvement will then be integrated into plans for the next assessment cycle.</p>

DECISION PACKAGE
Fiscal Year 2023

[BBMR DP-1]

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

Workload Indicator	FY2021 Accomplished Level	FY2022 Anticipated Level	FY2023 Projected Level
	<p>personal protective equipment in response against the Covid-19 pandemic, etc.</p> <p>Under ISMP Objective 4.3 (provide employee professional development), Objective 4.4 (develop and implement succession planning), and Objective 4.5 (cultivate team building), the College provides opportunities for employee professional development, succession planning, and team building.</p>		
<p>Modernizing and Expanding Infrastructure and Technology</p>	<p>In response to ISMP Objectives 5.1 (expand educational footprint), Objective 5.2 (ensure robust technology), and Objective 5.3 (provide access to sustainable facilities), GCC continued to provide laptop and mifi rentals in support of the students' successful completion of their classes.</p> <p>The College's Modernization Project for its student information system, Ellucian Banner ERP, continued with the adoption of additional integrated systems, including the Ellucian Analytics business intelligence platform, Ellucian Mobile GO!, Banner Self Service, eVisions Argos reporting solutions, and the DegreeWorks degree auditing system. The move to the Cloud</p>	<p>GCC has several projects underway to modernize and expand its current infrastructure and technology.</p> <p>For example, GCC is currently working on the upgrade of its wireless campus area network, which will provide better wireless access for its students, employees, and visitors.</p> <p>In addition, the College will undergo a Technology Audit beginning in January 2022, which is intended to assess GCC's current technology infrastructure and enterprise architecture, as well as to make specific recommendations to modernize and expand its current technology.</p> <p>GCC will continue to offer laptop and mifi rentals in support of our</p>	<p>Based on the result of the Technology Audit and the update to the Physical Master Plan, GCC will begin to implement necessary processes and projects in support of expanding the College's infrastructure and technology in FY 2023 and beyond.</p>

DECISION PACKAGE
Fiscal Year 2023

[BBMR DP-1]

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

Workload Indicator	FY2021 Accomplished Level	FY2022 Anticipated Level	FY2023 Projected Level
	platform and managed services provides savings related to hardware, power backup, disaster recovery, and downtime costs.	students' successful completion of their classes. The institution is also in the process of updating its Physical Master Plan to ensure the college is technologically sound, with adequate space for growing student population while providing sustainable facilities that will last for generations.	

Government of Guam
Fiscal Year 2023
Budget Digest

[BBMR BD-1]

Function: EDUCATION & CULTURE
Department: GUAM COMMUNITY COLLEGE
Program: SUMMARY

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND			MDF / FGTF / SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances (A + D + G)	FY 2022 Authorized Level (B + E + H)	FY 2023 Governor's Request (C + F + I)
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay:	10,565,689	10,543,599	10,878,769	77,041	113,468	122,968	0	0	0	10,642,730	10,657,067	11,001,737
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	3,842,733	4,023,030	4,506,856	30,788	54,282	53,507	0	0	0	3,873,521	4,077,312	4,560,363
	TOTAL PERSONNEL SERVICES	\$14,408,422	\$14,566,629	\$15,385,625	\$107,829	\$167,750	\$176,475	\$0	\$0	\$0	\$14,516,251	\$14,734,379	\$15,562,100
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	2,575	2,500	0	0	0	0	0	0	0	2,575	2,500
230	CONTRACTUAL SERVICES:	1,358,500	136,148	1,269,405	11,800	932,677	11,750	0	0	0	1,370,300	1,068,825	1,281,155
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	157,448	20,000	148,000	29,500	67,500	11,000	0	0	0	186,948	87,500	159,000
250	EQUIPMENT:	197,461	20,000	35,474	104,000	103,387	13,700	0	0	0	301,461	123,387	49,174
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	50,076	7,617	48,912	3,367,271	3,053,566	3,187,475	0	0	0	3,417,347	3,061,183	3,236,387
	TOTAL OPERATIONS	\$1,763,485	\$186,340	\$1,504,291	\$3,512,571	\$4,157,130	\$3,223,925	\$0	\$0	\$0	\$5,276,056	\$4,343,470	\$4,728,216
	UTILITIES												
361	Power:	559,614	897,756	897,751	0	0	0	0	0	0	559,614	897,756	897,751
362	Water/ Sewer:	36,000	88,364	88,364	0	0	0	0	0	0	36,000	88,364	88,364
363	Telephone/ Toll:	58,110	86,542	86,854	0	0	0	0	0	0	58,110	86,542	86,854
	TOTAL UTILITIES	\$653,724	\$1,072,662	\$1,042,969	\$0	\$0	\$0	\$0	\$0	\$0	\$653,724	\$1,072,662	\$1,042,969
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$16,825,631	\$15,825,631	\$17,932,885	\$3,620,400	\$4,324,880	\$3,400,400	\$0	\$0	\$0	\$20,446,031	\$20,150,511	\$21,333,285
	1/ Specify Fund Source(s)												
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	2	3	3	0	0	0	0	0	0	2	3	3
	CLASSIFIED:	197	197	193	2	2	3	0	0	0	199	199	196
	TOTAL FTEs	199	200	196	2	2	3	0	0	0	201	202	199

Government of Guam
Fiscal Year 2023
Budget Digest

[BBMR BD-1]

Function:
Department:
Program:
Acct. No.:

AS400 Account Code	Appropriation Classification	GENERAL FUND			MANPOWER DEVELOPMENT FUND			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances (A + D + G)	FY 2022 Authorized Level (B + E + H)	FY 2023 Governor's Request (C + F + I)
PERSONNEL SERVICES													
111	Regular Salaries/Increments/Special Pay:	10,565,689	10,471,478	10,806,648	77,041	113,468	122,968	0	0	0	10,642,730	10,584,946	10,929,616
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	3,842,733	3,986,796	4,470,622	30,788	54,282	53,507	0	0	0	3,873,521	4,041,078	4,524,129
	TOTAL PERSONNEL SERVICES	\$14,408,422	\$14,458,274	\$15,277,270	\$107,829	\$167,750	\$176,475	\$0	\$0	\$0	\$14,516,251	\$14,626,024	\$15,453,745
OPERATIONS													
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	2,575	2,500	0	0	0	0	0	0	0	2,575	2,500
230	CONTRACTUAL SERVICES:	1,358,500	136,148	1,269,405	11,800	932,677	11,750	0	0	0	1,370,300	1,068,825	1,281,155
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	157,448	20,000	148,000	29,500	67,500	11,000	0	0	0	186,948	87,500	159,000
250	EQUIPMENT:	197,461	20,000	35,474	104,000	103,387	13,700	0	0	0	301,461	123,387	49,174
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	50,076	7,617	48,912	2,966,871	2,653,166	2,787,075	0	0	0	3,016,947	2,660,783	2,835,987
	TOTAL OPERATIONS	\$1,763,485	\$186,340	\$1,504,291	\$3,112,171	\$3,756,730	\$2,823,525	\$0	\$0	\$0	\$4,875,656	\$3,943,070	\$4,327,816
UTILITIES													
361	Power:	559,614	897,756	897,751	0	0	0	0	0	0	559,614	897,756	897,751
362	Water/ Sewer:	36,000	88,364	88,364	0	0	0	0	0	0	36,000	88,364	88,364
363	Telephone/ Toll:	58,110	86,542	56,854	0	0	0	0	0	0	58,110	86,542	56,854
	TOTAL UTILITIES	\$653,724	\$1,072,662	\$1,042,969	\$0	\$0	\$0	\$0	\$0	\$0	\$653,724	\$1,072,662	\$1,042,969
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$16,825,631	\$15,717,276	\$17,824,530	\$3,220,000	\$3,924,480	\$3,000,000	\$0	\$0	\$0	\$20,045,631	\$19,641,756	\$20,824,530
1/ Specify Fund Source(s)													
FULL TIME EQUIVALENCIES (FTEs)													
	UNCLASSIFIED:	2	2	2	0	0	0	0	0	0	2	2	2
	CLASSIFIED:	197	197	193	2	2	3	0	0	0	199	199	196
	TOTAL FTEs	199	199	195	2	2	3	0	0	0	201	201	198

Government of Guam
Fiscal Year 2023
Budget Digest

[BBMR BD-1]

Function:
Department:
Program:
Acct. No.:

AS400 Account Code	Appropriation Classification	GENERAL FUND - POST Commission			CAPITAL IMPROVEMENT PROJECTS FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances (A + D + G)	FY 2022 Authorized Level (B + E + H)	FY 2023 Governor's Request (C + F + I)
PERSONNEL SERVICES													
111	Regular Salaries/Increments/Special Pay:	0	72,121	72,121	0	0	0	0	0	0	0	72,121	72,121
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	36,234	36,234	0	0	0	0	0	0	0	36,234	36,234
	TOTAL PERSONNEL SERVICES	\$0	\$108,355	\$108,355	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$108,355	\$108,356
OPERATIONS													
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0	0	0	0	0	0	0
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	200,400	200,400	200,400	0	0	0	200,400	200,400	200,400
	TOTAL OPERATIONS	\$0	\$0	\$0	\$200,400	\$200,400	\$200,400	\$0	\$0	\$0	\$200,400	\$200,400	\$200,400
UTILITIES													
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$0	\$108,355	\$108,355	\$200,400	\$200,400	\$200,400	\$0	\$0	\$0	\$200,400	\$308,755	\$308,756
1/ Specify Fund Source(s)													
FULL TIME EQUIVALENCIES (FTEs)													
	UNCLASSIFIED:	0	1	1	0	0	0	0	0	0	0	1	1
	CLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL FTEs	0	1	1	0	0	0	0	0	0	0	1	1

Government of Guam
Fiscal Year 2023
Budget Digest

[BBMR BD-1]

Function:
Department:
Program:
Acct. No.:

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND			FIRST GENERATION TRUST FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances (A + D + G)	FY 2022 Authorized Level (B + E + H)	FY 2023 Governor's Request (C + F + I)
PERSONNEL SERVICES													
111	Regular Salaries/Increments/Special Pay:	0	0	0	0	0	0	0	0	0	0	0	0
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPERATIONS													
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0	0	0	0	0	0	0
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	200,000	200,000	200,000	0	0	0	200,000	200,000	200,000
	TOTAL OPERATIONS	\$0	\$0	\$0	\$200,000	\$200,000	\$200,000	\$0	\$0	\$0	\$200,000	\$200,000	\$200,000
UTILITIES													
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$0	\$0	\$0	\$200,000	\$200,000	\$200,000	\$0	\$0	\$0	\$200,000	\$200,000	\$200,000
1/ Specify Fund Source(s)													
FULL TIME EQUIVALENCIES (FTEs)													
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL FTEs	0	0	0	0	0	0	0	0	0	0	0	0

Government of Guam
Fiscal Year 2023
Agency Staffing Pattern
(Current)

Input by Department			Increment										Benefits				Input by Department				
No.	(A) Position Number	Home Organization	(B) Position Title 1/	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	(H) Date	(I) Amt.	(J) (E+F+G+I) Subtotal	(K) Retirement (J * 28.32%)	(L) Retire (DDI) (\$19.01*2 6PP)	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life 2/	(P) Medical (Premiu m)	(Q) Dental (Premiu m)	(R) Total Benefits (K thru Q)	(S) (I+R) TOTAL	
196	AAD097	7950	Learning Resource Center	Library Technician Supervisor	Sgambelluri, Juanita I.	J-12	45,411	0	0	02/23/22	0	45,411	12,860	0	0	658	187	5,034	453	19,193	64,604
197	AAD099	7950	Learning Resource Center	Library Technician II	Cheipot, Steve S.	H-11	37,562	0	0	09/30/23	0	37,562	10,638	495	0	545	187	2,315	240	14,419	51,981
198	AAD100	7950	Learning Resource Center	Library Technician I	Eblacas, Ruby Jean E.	F-3	24,960	0	0	11/23/22	0	24,960	7,069	495	0	362	187	0	0	8,113	33,073
Total General Funds (01):						10,494,806					0	10,494,806	2,972,129	50,700	0	152,175	37,418	960,862	51,321	4,224,605	14,719,411
199	PRE007	1020	P.O.S.T. Commission	Program Specialist	*Vacant-Santo Tomas, D.	K-8-c	72,121	0	0		0	72,121	20,425	495	0	1,046	187	12,739	453	35,344	107,465
Total POST Commission Funds (01):						72,121					0	72,121	20,425	495	0	1,046	187	12,739	453	35,344	107,465
200	AAD112	5050	Continuing Education	Administrative Aide	Kim, David H.	F-3	24,960	0	0	12/10/22	0	24,960	7,069	495	0	362	187	0	0	8,113	33,073
201	AAD169	5050	Continuing Education	Program Coordinator I	Smith, Tishawna P.	K-5	39,350	0	0	10/11/22	0	39,350	11,144	495	0	571	188	7803	272	20,472	59,822
202	ASD012	5050	Continuing Education	Program Specialist	Cruz, Melvin D.	K-4-c	54,893	0	0	01/01/23	0	54,893	15,546	495	0	796	187	5,024	240	22,288	77,181
Total Man Power Development Funds (04):						119,203					0	119,203	33,758	1,485	0	1,728	562	12,827	512	50,873	170,076
Grand Total:						10,686,130					0	10,686,130	3,026,312	52,680	0	154,949	38,167	986,428	52,286	4,310,822	14,996,952

Government of Guam
Fiscal Year 2023
Agency Staffing Pattern
(Current)

Input by Department										Increment				Benefits				Input by Department					
(A) No.	(A) Position Number		(B) Position Title 1/	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Over- time	(G) Special*	(H) Date	(I) Amt.	(J) Subtotal (E+F+G+H)	(K) Retire- ment (J * 28.32%)	(L) Retire (DDI) (\$19.01 * J)	(M) Socia- l Secur- ity (6.2% * J)	(N) Medicar- e (1.45% * J)	(O) Life 2/	(P) Medical (Premiu- m)	(Q) Dental (Premiu- m)	Pay Stat	(R) Total Benefits (K thru Q)	(S) TOTAL (H+R)		
52	AAD002	7220	Health Services Center	Licensed Practical Nurse I	NH-1	32,098	0	0	12/27/22	0	32,098	9,090	495	0	465	0	2,315	240	26	12,606	44,704		
53	FED018	5050	Continuing Education	Program Coordinator I	K-1	33,911	0	0	LTA	0	33,911	9,604	495	0	492	187	0	453	26	11,230	45,141		
Total Federal Funds:						404,284	0	0		0	404,284	114,493	4,950	0	5,862	1,870	37,535	2,618		167,329	571,613		
Grand Total:						2,188,586	0	0		0	2,188,586	619,807	20,295	0	31,734	9,725	329,066	15,554		1,026,182	3,214,768		

Schedule A - Off-Island Travel

Department/Agency: **Guam Community College**
 Division: **Institutional**

Purpose / Justification for Travel				
Off-island CALEA and IADLEST conference				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
POST Administrator	\$ -	\$ -	\$ -	\$ 2,500.00
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

1/ Provide justification for multiple travelers attending the same conference / training / etc.
 2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and federal Joint Travel Regulations

**Government of Guam
Federal Program Inventory
FY 2022 (Current) / FY 2023 (Estimated) Funding**

[BBMR FP-1]

FUNCTION: Education and Culture
DEPARTMENT/AGENCY: GUAM COMMUNITY COLLEGE
PROGRAM: Institutional

Federal Grantor Agency / Federal Project Title	A	B	C	D	E	F	G	H	I
	C.F.D.A./ SAM No. / Enabling Authority	Grant Award Number	Match Ratio Federal/ Local:	FY 2022 Received / Projected	Estimated Funding	Local Matching Funds	FY 2023 Federal Matching Funds	100% Federal Grants	Grant Period
Workforce Investment Act PY 2022	84.002A	V002A210061	12%	543,354					07/01/2021 - 06/30/2022
Supplemental Educational Opportunity Grant PY022	84.007	P007A216132		74,284					07/01/2021 - 06/30/2022
Federal Work Study Program PY 2022	84.033	P0033A216132		79,182					07/01/2021 - 06/30/2022
Pell Grant Program PY 2022	84.063	P063P213640		1,985,479					07/01/2021 - 06/30/2022
Workforce Investment Act	84.002A	V002A220061			543,354	12%			07/01/2022 - 06/30/2023
Supplemental Educational Opportunity Grant	84.007	P007A226132			74,284				07/01/2022 - 06/30/2023
Federal Work Study Program	84.033	P0033A226132			79,182				07/01/2022 - 06/30/2023
Pell Grant Program	84.063	P063P223640			1,985,479				07/01/2022 - 06/30/2023

**Government of Guam
Fiscal Year 2023 Budget
Equipment / Capital and Space Requirement**

[BBMR EL-1]

Function : Education and Culture
Department/Agency: Guam Community College
Program: Institutional

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
Miscellaneous video equipment video camera stabilizer, camera accessories, camera batteries, computer program updates	1	100%	Produce videos to promote programs, update OCP video and editing capacity, procure drone for enhanced video capability to meet audience expectations
Equipment	1	100%	Replace equipment
Equipment - IT non capital	1	100%	UPS, external drive
Network Diagnostic Field Equipment / Tools	1	100%	For network maintenance, troubleshooting & repair
Miscellaneous IT Equipment	2	100%	Non-capital PCS and Legacy Server parts, power components, monitors, keyboards, mice, scanners, etc.
Office Equipment	1	100%	Effectively store and locate archived and current relevant materials submitted to and prepared by the Dean's Office
Instructional Equipment - Portable projector	3	100%	Provide equipment to support department's DE-IHM program
Portable Screen Speaker	2	100%	To support the department's DE-IHM program: guestroom equipment
Instructional Videos	1	100%	Meet ACFEF Accreditation
Classroom lab smallware	2	100%	Assistive devices for students with disabilities in support of their academic success
Auxiliary Aids	1	100%	To purchase supplemental instructional materials
Equipment/Non-Capital	2	100%	Purchase of instructional materials such as games, flashcards, books, dictionaries and grammar books, DVDs, and other supplemental
Equipment	1	100%	Resources for student learning
Books / DVDs			

SPACE REQUIREMENT (for Personnel and Equipment/Capital)	Total Program Space (Sq. Ft.):		Total Program Space Occupied (Sq. Ft.):	
Description	Square Feet	Percent of Total Program Space	Comments	

Bureau of Budget Management Research
 Prior Year Obligations (FY 2022 and Prior FYs)

BBMR PYO-1

A	B	C	D	E	F	G
Transaction/ Obligation Date	Transaction Type	Vendor	General Fund (\$)	Special Fund (\$)	Federal Fund (\$)	Reasons for Nonsubmittal or Nonpayment
	None / N/A					
Total			\$0.00	\$0.00	\$0.00	

Notes:
 Column A: Completion date of transaction or event prior to October 1, 2022.
 Column B: Transaction Type such as personnel action, contracts, etc.
 Column C: Vendor or Party owed
 Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.
 Column G: Note item of concern.

GUAM COMMUNITY COLLEGE

[GCC-DEPT1]

FY2023 Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
110 Regular Salaries/Increments	1010 Office of the President	290,081
	1020 Guam P.O.S.T. Commission	72,121
	1030 Office of Communications & Promotions	117,019
	1060 Planning and Development	298,552
	1065 Facilities	292,240
	3000 Office of the Vice President (FAD)	171,358
	3010 Business Office	505,729
	3020 Management Information Systems	526,093
	3030 Human Resources	259,018
	3040 Materials Management	250,245
	3060 Student Financial Aid	150,769
	3070 Environmental Health & Safety	106,159
	5000 Vice President for Academic Affairs	133,247
	5020 Admissions and Registration	213,217
	5030 Assessment Institutional Effectiveness Research	233,498
	5050 High School Equivalency	122,419
	6000 Dean's Office - TPS	291,154
	6110 Automotive Technology	522,306
	6150 Education - Cosmetology	81,090
	6210 Education	95,722
	6220 Early Childhood Education (ECE)	189,801
	6410 Criminal Justice	152,547
	6420 Social Science	189,656
	6550 Visual Communications	74,944
	6610 Adult Basic Education	45,006
	6710 Allied Health	318,087
	6730 Practical Nursing	282,197
	6810 Hospitality and Tourism	450,730
	6820 Culinary & Food Services	292,323
	6950 Construction Trades	446,783
	6970 Marketing	418,461
	6980 Accounting	104,865
	6990 Supervision and Management	68,930
	7000 Dean's Office - TSS	475,528
	7110 Math	249,277
7120 Science	237,250	
7210 Student Support Services	114,930	
7211 Night Administration	109,725	
7220 Health Services Center	70,240	
7420 Center for Student Involvement	95,034	
7510 Office Technology	72,446	
7610 Assessment & counseling	409,305	
7615 Vocational Guidance	357,847	
7630 Office of Accommodative Services	70,913	
7710 Computer Science	211,921	
7750 English	245,141	
7810 Technology - Electronics	211,903	
7950 Learning Resource Center	180,943	
TOTAL REGULAR SALARIES/INCREMENTS		\$10,878,769
120 Benefits-Full Time	1010 Office of the President	97,505
	1020 Guam P.O.S.T. Commission	36,234

GUAM COMMUNITY COLLEGE

[GCC-DEPT1]

FY2023 Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
120 Benefits-Full Time	1030 Office of Communications & Promotions	56,098
	1060 Planning and Development	121,671
	1065 Facilities	139,775
	3000 Office of the Vice President (FAD)	58,975
	3010 Business Office	219,803
	3020 Management Information Systems	226,347
	3030 Human Resources	124,855
	3040 Materials Management	114,042
	3060 Student Financial Aid	66,707
	3070 Environmental Health & Safety	43,274
	5000 Vice President for Academic Affairs	54,688
	5020 Admissions and Registration	87,049
	5030 Assessment Institutional Effectiveness Research	83,882
	5050 High School Equivalency	48,184
	6000 Dean's Office - TPS	107,366
	6110 Automotive Technology	229,759
	6150 Education - Cosmetology	33,294
	6210 Education	32,672
	6220 Early Childhood Education (ECE)	76,219
	6410 Criminal Justice	55,979
	6420 Social Science	71,066
	6550 Visual Communications	30,086
	6610 Adult Basic Education	22,215
	6710 Allied Health	130,064
	6730 Practical Nursing	142,556
	6810 Hospitality and Tourism	186,170
	6820 Culinary & Food Services	123,033
	6950 Construction Trades	169,882
	6970 Marketing	158,710
	6980 Accounting	32,695
	6990 Supervision and Management	35,245
	7000 Dean's Office - TSS	198,508
	7110 Math	97,816
	7120 Science	85,088
	7210 Student Support Services	61,062
	7211 Night Administration	61,272
	7220 Health Services Center	25,635
	7420 Center for Student Involvement	48,788
	7510 Office Technology	25,202
	7610 Assessment & counseling	153,576
	7615 Vocational Guidance	147,562
	7630 Office of Accommodative Services	27,434
	7710 Computer Science	78,740
	7750 English	111,514
	7810 Technology - Electronics	93,067
	7950 Learning Resource Center	75,497
	TOTAL BENEFITS-FULL TIME	\$4,506,856
220 Travel: Local Mileage	1020 Guam P.O.S.T. Commission	2,500
	TOTAL TRAVEL: LOCAL MILEAGE	\$2,500
230 Contractual Services	1000 Board of Trustees	3,640
	1010 Office of the President	50,000

GUAM COMMUNITY COLLEGE

[GCC-DEPT1]

FY2023 Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED	
230 Contractual Services	1030 Office of Communications & Promotions	25,188	
	1062 Sustainability	52,000	
	1065 Facilities	238,980	
	3000 Office of the Vice President (FAD)	4,000	
	3010 Business Office	32,865	
	3020 Management Information Systems	191,116	
	3030 Human Resources	14,919	
	3040 Materials Management	339,000	
	3060 Student Financial Aid	1,011	
	3070 Environmental Health & Safety	19,416	
	3080 Administrative Support Services	49,712	
	5000 Vice President for Academic Affairs	4,000	
	5020 Admissions and Registration	9,100	
	5030 Assessment Institutional Effectiveness Research	29,950	
	5050 High School Equivalency	86	
	6430 Emergency Medical Technician (EMT)	1,000	
	6710 Allied Health	2,300	
	6730 Practical Nursing	10,200	
	6810 Hospitality and Tourism	500	
	6820 Culinary & Food Services	4,250	
	7000 Dean's Office - TSS	700	
	7210 Student Support Services	157,456	
	7220 Health Services Center	3,900	
	7510 Office Technology	500	
	7610 Assessment & counseling	4,984	
	7615 Vocational Guidance	2,980	
	7630 Office of Accommodative Services	352	
	7950 Learning Resource Center	15,300	
	TOTAL CONTRACTUAL SERVICES		\$1,269,405
	240 Supplies & Materials	1020 Guam P.O.S.T. Commission	500
1062 Sustainability		500	
1065 Facilities		48,000	
3000 Office of the Vice President (FAD)		500	
3010 Business Office		500	
3020 Management Information Systems		13,500	
3030 Human Resources		500	
3040 Materials Management		6,000	
3060 Student Financial Aid		500	
3070 Environmental Health & Safety		1,000	
3080 Administrative Support Services		14,500	
5000 Vice President for Academic Affairs		1,000	
5020 Admissions and Registration		5,500	
5030 Assessment Institutional Effectiveness Research		500	
6000 Dean's Office - TPS		500	
6210 Education		2,000	
6220 Early Childhood Education (ECE)		500	
6230 American Sign Language (ASL)		500	
6410 Criminal Justice		1,500	
6420 Social Science		500	
6430 Emergency Medical Technician (EMT)	2,000		
6440 Human Services	500		

GUAM COMMUNITY COLLEGE

[GCC-DEPT1]

FY2023 Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
240 Supplies & Materials	6550 Visual Communications	500
	6610 Adult Basic Education	500
	6620 Adult High School	500
	6640 English-As-A-Second Language	500
	6710 Allied Health	2,000
	6730 Practical Nursing	500
	6810 Hospitality and Tourism	2,000
	6820 Culinary & Food Services	4,500
	6970 Marketing	1,000
	6980 Accounting	500
	6990 Supervision and Management	500
	7000 Dean's Office - TSS	1,000
	7110 Math	3,000
	7120 Science	4,500
	7210 Student Support Services	5,500
	7220 Health Services Center	10,500
	7420 Center for Student Involvement	500
	7510 Office Technology	500
	7610 Assessment & counseling	2,500
	7615 Vocational Guidance	2,500
	7710 Computer Science	500
	7750 English	1,500
	7950 Learning Resource Center	1,500
	TOTAL SUPPLIES & MATERIALS	\$148,000
250 Equipment	1030 Office of Communications & Promotions	3,500
	1065 Facilities	12,278
	3010 Business Office	300
	3020 Management Information Systems	10,276
	6000 Dean's Office - TPS	177
	6810 Hospitality and Tourism	2,500
	6820 Culinary & Food Services	500
	7630 Office of Accommodative Services	532
	7750 English	1,211
	7760 CHamoru	1,000
	7950 Learning Resource Center	3,200
	TOTAL EQUIPMENT	\$35,474
290 Miscellaneous Expense	1000 Board of Trustees	4,200
	6410 Criminal Justice	500
	6620 Adult High School	43,394
	7110 Math	418
	7120 Science	400
	TOTAL MISCELLANEOUS EXPENSE	\$48,912
361 Power	1065 Facilities	897,751
	TOTAL POWER	\$897,751
362 Water/Sewer	1065 Facilities	88,364
	TOTAL WATER/SEWER	\$88,364
363 Telephone/Toll	1065 Facilities	56,688
	TOTAL TELEPHONE/TOLL	\$56,688
364 TELEPHONE/FAX	1065 Facilities	166

GUAM COMMUNITY COLLEGE

[GCC-DEPT1]

FY2023 Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
	TOTAL TELEPHONE/FAX	\$166
	TOTAL GENERAL FUND	\$17,932,885

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
BOARD OF TRUSTEES

GOALS AND OBJECTIVES:

1. POLICY REVIEW. PERIODICALLY EVALUATE AND AMEND BOARD POLICIES AND UPDATE BY-LAWS TO ALIGN PROCESSES AND PROCEDURES, AS NECESSARY AND APPROPRIATE.
2. ASSESSMENT. ENGAGE ALL STAKEHOLDERS IN THE COLLEGE'S CONTINUOUS ASSESSMENT AND PLANNING PROCESSES SO THAT THERE IS A CLEAR UNDERSTANDING OF ROLES AND EXPECTATIONS AMONG ALL CONSTITUENTS.
3. GOVERNANCE EVALUATION. ASSESS THE EFFECTIVENESS OF THE PARTICIPATORY GOVERNANCE STRUCTURE AS A WHOLE THROUGH AN INTEGRATED CAMPUS-WIDE SURVEY THAT BUILDS ON PREVIOUS ASSESSMENT WORK.

PERFORMANCE INDICATORS:

1. IMPLEMENT A SCHEDULE TO PERIODICALLY EVALUATE BOARD POLICIES, INCLUDING THE MISSION STATEMENT, BOT MEMBERSHIP HANDBOOK & BY-LAWS.
2. IMPLEMENT REGULAR SCHEDULE FOR BOARD ASSESSMENT TRAINING TO INCREASE & DEEPEN MBRS' KNOWLEDGE OF ASSESSMENT/ACCREDITATION FOR ACCOUNTABILITY & IMPROVEMENT; INCLUDE INPUT/PARTICIPATION OF MANAGEMENT TEAM, FACULTY/STAFF SENATE & COPSA IN THE GBAQ PROCESS.
3. ACTIVELY PARTICIPATE IN THE CAMPUS-WIDE GOVERNANCE SURVEY.

PROPOSED OUTCOMES:

1. PERIODIC EVALUATION AND REVISION OF BOT POLICIES TO INCLUDE UPDATES OF MISSION STATEMENT AND BY-LAWS.
2. ASSESSMENT PROVIDES VALIDATION OF ENGAGEMENT WITH STAKEHOLDERS AND CONTINUED COMMITMENT OF THE BOARD OF TRUSTEES.
3. EVIDENCE OF INPUT BY THE MANAGEMENT TEAM, FACULTY, STAFF AND STUDENT REPRESENTATIVES PRESENT AT BOARD MEETINGS WILL REFLECT THEIR CLOSE CONNECTION WITH THE PARTICIPATORY GOVERNANCE PROCESS.

Guam Community College
FY 2023 Budget Request by Department
BOARD OF TRUSTEES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
1	01	ANNUAL MEMBERSHIP DUES- ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT)	1	3,640	\$3,640	MEMBERSHIP RENEWAL
			1		\$3,640	1 line item(s)
MISCELLANEOUS EXPENSE						
2	01	BOARD OF TRUSTEES	7	600	\$4,200	STIPENDS
			7		\$4,200	1 line item(s)
TOTAL BUDGET REQUESTED			8		\$7,840	2 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
OFFICE OF THE PRESIDENT

GOALS AND OBJECTIVES:

1. PROVIDE LEADERSHIP AND DIRECTION FOR THE ACTIVITIES OF THE INSTITUTION TO CARRY OUT ITS MISSION.
2. RETAIN ESSENTIAL CHARACTERISTICS OF RESPONSIVENESS, ACCESSIBILITY, ACCOUNTABILITY, FLEXIBILITY, RELEVANCE, EXCELLENCE, AND TECHNOLOGICAL ADVANCEMENT TO ENSURE STUDENT SUCCESS.
3. MAINTAIN NECESSARY RESOURCES TO SUPPORT THE COLLEGE'S MISSION.

PERFORMANCE INDICATORS:

1. INSTITUTIONAL DECISIONS SUPPORT THE COLLEGE'S MISSION.
2. PRESIDENT ENSURES FISCAL RESPONSIBILITY, OPEN FLOW OF INFORMATION AND CURRICULUM IS RELEVANT TO MEET THE NEEDS OF GUAM'S WORKFORCE.
3. THE COLLEGE MEETS ALL FEDERAL & LOCAL REPORTING REQUIREMENTS.

PROPOSED OUTCOMES:

1. PROGRAMS/COURSES OFFERED REFLECT THE NEEDS OF THE WORKFORCE.
2. RESOURCES ARE WELL MANAGED, COLLEGE OPEN DOOR POLICY IS MAINTAINED, AND ADVISORY COMMITTEE HAVE INPUT ON CURRICULUM.
3. DECISIONS REFLECT THE ALIGNMENT OF RESOURCES WITH STRATEGIC PLANNING.

Guam Community College
***FY 2023* Budget Request by Department**
OFFICE OF THE PRESIDENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
7	01	LEGAL SERVICES	1	25,000	\$25,000	CONTRACT/MEMBERSHIP RENEWAL
6	01	PPEC	1	3,000	\$3,000	CONTRACT/MEMBERSHIP RENEWAL
5	01	AACC	1	3,322	\$3,322	CONTRACT/MEMBERSHIP RENEWAL
4	01	ACCJC	1	15,053	\$15,053	CONTRACT/MEMBERSHIP RENEWAL
3	01	INSTITUTIONAL MEMBERSHIP DUES & SUBSCRIPTIONS	1	3,625	\$3,625	CONTRACT/MEMBERSHIP RENEWAL
			5		\$50,000	5 line item(s)
TOTAL BUDGET REQUESTED			5		\$50,000	5 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
GUAM P.O.S.T. COMMISSION

GOALS AND OBJECTIVES:

1. POLICY DEVELOPMENT & REVIEW. DEV, UPDATE & PUBLISH P.O.S.T. COMMISSION POLICIES & REGULATIONS USING ADMINISTRATIVE ADJUDICATION PROCESS FOR ALL LAW ENFORCEMENT & PEACE OFFICER ORGANIZATIONS ON GUAM; MONITOR POLICY COMPLIANCE & ENFORCE AS DEEMED NECESSARY.
2. RECORD & ASSESSMENT. SET EXAMPLES ENGAGING COMM. MBRS IN CONTINUOUS ASSESSMENT OF POLICIES/UPDATE OF PLANNING PROCESSES/DEV. OF LAW ENFORCEMENT STANDARDS FOR CLEAR UNDERSTANDING OF STRATEGIC DIRECTION & OVERALL EXPECTATIONS FROM LAW ENFORCEMENT COMMUNITY.
3. COMPLIANCE & EVAL. ASSESS COMPLIANCE W/ P.O.S.T. POLICIES & STANDARDS BY LAW ENFORCEMENT COMMUNITY & LEVERAGE SURVEYS AND EVALUATIONS TO IDENTIFY/ADDRESS WEAKNESSES & STRENGTHS OF P.O.S.T. POLICIES AND STANDARDS.

PERFORMANCE INDICATORS:

1. CONDUCT P.O.S.T. COMMISSION MEETINGS ON A REGULAR BASIS, PREFERABLY MONTHLY BUT, AT A MINIMUM, QUARTERLY IN ACCORDANCE WITH 17GCA, CHAPTER 51, P.O.S.T. (PEACE OFFICER STANDARDS AND TRAINING) COMMISSION.
2. ESTABLISH SUBCOMMITTEES W/ TASKS/TIMELINES & REPORT TO P.O.S.T.; SHARE INFO FOR POLICY DEV. & UPDATE TO LAW ENFORCEMENT STANDARDS; COLLABORATE & SHARE TRNG. RESOURCES FOR MAX. TRNG. YIELD; ADHERE TO P.O.S.T. STDS & ENSURE OFFICERS ARE IN FULL COMPLIANCE.
3. IMPLEMENT SURVEYS OR EVALUATIONS TO OBTAIN FEEDBACK FROM THE LAW ENFORCEMENT COMMUNITY ON THE POLICIES AND STANDARDS BEING ESTABLISHED AND ENFORCED BY THE P.O.S.T. COMMISSION.

PROPOSED OUTCOMES:

1. P.O.S.T. ADMINISTRATIVE RULES THAT CLEARLY DEFINE THE STANDARDS FOR PEACE OFFICERS IN THE AREAS OF TRAINING, CONDUCT, FITNESS & RETENTION; THESE RULES ARE SUBJECT TO REVISIONS & UPDATES AS DEEMED NECESSARY BY THE P.O.S.T. COMMISSION; PASSAGE OF PFQT.
2. CONDUCT P.O.S.T. MEETINGS ON A REGULAR BASIS, PREFERABLY MONTHLY BUT, AT A MINIMUM, QUARTERLY TO REVIEW AND UPDATE P.O.S.T. STATUTES AND POLICIES AS NEEDED BASED ON MISSION REQUIREMENTS OF ALL PEACE OFFICERS.
3. P.O.S.T. COMMISSION USE THE SURVEY FEEDBACK TO HEAR THE CONCERNS OF THE LAW ENFORCEMENT COMMUNITY TO ENSURE THEIR OPINIONS AND CONCERNS ARE BEING HEARD AND PROPERLY ADDRESSED BUT ALSO RELEVANT TO THE MISSIONS OF THE LAW ENFORCEMENT COMMUNITY.

Guam Community College
FY 2023 Budget Request by Department
GUAM P.O.S.T. COMMISSION

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
TRAVEL: LOCAL MILEAGE						
8	01	TRAVEL: OFF ISLAND CONFERENCE	1	2,500	\$2,500	INTERNATIONAL ASSOCIATION OF DIRECTORS OF LAW ENFORCEMENT STANDARDS AND TRAINING (IADLEST) ANNUAL CONFERENCE AND MEMBERSHIP; CJ ACADEMY ACCREDITATION; AND OTHER P.O.S.T. ASSOCIATED MEMBERSHIPS
			1		\$2,500	1 line item(s)
SUPPLIES & MATERIALS						
9	01	SUPPLIES & MATERIALS	1	500	\$500	OFFICE SUPPLIES: FOLDERS FOR MEETING PACKETS, VARIOUS FILES & CORRESPONDENCES, COPIER PAPER FOR THE PRINTING OF DOCUMENTS FOR P.O.S.T. MEETINGS, PRINTING OR REPRINTING OF BUSINESS CARDS AND CERTIFICATES; PENS, FASTENERS, FOLDER LABELS, BINDERS, ETC.
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$3,000	2 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
OFFICE OF COMMUNICATIONS & PROMOTIONS

GOALS AND OBJECTIVES:

1. INCREASE RELEVANT REACH. STRATEGICALLY DISSEMINATE RELEVANT INFORMATION AND MESSAGING THAT HIGHLIGHTS GCC'S INVOLVEMENT IN ECONOMIC DEVELOPMENT, JOB CREATION AND EMPLOYMENT, & RESPONSIVENESS TO CHANGES IN WORKFORCE DEMANDS IN A POST-COVID ECONOMY.
2. INCREASE ENGAGEMENT. DEPLOY A CUSTOMER RELATIONS MANAGEMENT (CRM) SYSTEM TO ENHANCE THE EFFECTIVENESS OF GCC'S MOBILE ENV. TO ENGAGE GCC STAKEHOLDERS IN MORE RELEVANT & ACCESSIBLE WAYS. MOBILE FIRST ALLOWS US TO PUSH RELEVANT (TARGETED) INFORMATION.
3. MODERNIZE MEDIA AND COMMUNICATION TOOLS. ENHANCE, UPGRADE AND REPLACE CURRENT MULTIMEDIA EQUIPMENT USED TO DEVELOP VARIOUS CAMPAIGNS TO ENHANCE GCC'S IMAGE, ENROLLMENT AND FUNDING OPPORTUNITIES.

PERFORMANCE INDICATORS:

1. INCREASED COMMUNITY AWARENESS AND PARTICIPATION IN TRADITIONAL AND NON-TRADITIONAL PROGRAMS, RESULTING IN MORE OPPORTUNITIES FOR INCREASED ENROLLMENT AND PROGRAM PARTICIPATION.
2. INCREASED ENGAGEMENT BETWEEN STAKEHOLDERS AND GCC COMMUNITY.
3. WELL-PRODUCED MEDIA RESULTING IN INCREASED AND BETTER ENGAGEMENT ON VARIOUS MEDIA/SOCIAL MEDIA CHANNELS.

PROPOSED OUTCOMES:

1. INCREASED ENROLLMENT DIVERSITY AND TOTAL ENROLLMENT.
2. STRENGTHENED ABILITY TO SEGMENT AND TARGET STAKEHOLDERS THROUGH A ROBUST CRM SYSTEM, BASED ON MORE INFORMATIVE ANALYTICS.
3. MORE ADVANCED CREATIVE MEDIA PRODUCTION FOR ALL MEDIA/SOCIAL MEDIA CHANNELS.

[GCC-DEPT3]

Guam Community College
FY 2023 Budget Request by Department
OFFICE OF COMMUNICATIONS & PROMOTIONS

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
14	01	WEBSITE HOSTING, BACKUP AND MAINTENANCE	12	1,000	\$12,000	MAINTAIN AND ENHANCE WEB SERVICES
13	01	ADVERTISING MEDIA CONTRACTS: SPRING/FALL 2022. POSTERS, .MISC ADS AND PROMOS	1	10,188	\$10,188	ADVERTISE FALL & SPRING REGISTRATION
12	01	PRINTING: ANNUAL REPORT, MISCELLANEOUS COLLATERALS	1	1,100	\$1,100	ADVERTISE GCC ACCOMPLISHMENTS AND PROGRAMS
11	01	NCMPR DUES	1	700	\$700	PROFESSIONAL DEVELOPMENT, REESTABLISH MEMBERSHIP
10	01	SOCIAL MEDIA MANAGEMENT AND ADVERTISING (FACEBOOK, GOOGLE ADS, CRM)	1	1,200	\$1,200	INCREASE REACH AND ENGAGEMENT FROM STUDENTS, POTENTIAL STUDENTS, COMMUNITY PARTNERS TO INCREASE ENROLLMENT AND DONATIONS
			16		\$25,188	5 line item(s)
EQUIPMENT						
15	01	MISCELLANEOUS VIDEO EQUIPMENT VIDEO CAMERA STABILIZER, CAMERA ACCESSORIES, CAMERA BATTERIES, COMPUTER PROGRAM UPDATES	1	3,500	\$3,500	PRODUCE VIDEOS TO PROMOTE PROGRAMS, UPDATE OCP VIDEO AND EDITING CAPACITY, PROCURE DRONE FOR ENHANCED VIDEO CAPABILITY TO MEET AUDIENCE EXPECTATIONS
			1		\$3,500	1 line item(s)
TOTAL BUDGET REQUESTED			17		\$28,688	6 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
SUSTAINABILITY

GOALS AND OBJECTIVES:

1. INCREASE CAMPUS OPERATIONAL EFFICIENCY THROUGH CONTINUED INTEGRATION OF PROVEN ENERGY EFFICIENCY AND RENEWABLE ENERGY TECHNOLOGIES ON CAMPUS.
2. CAMPUS-WIDE REDUCTION IN SINGLE USE PLASTIC CONTAINERS THROUGH EFFECTIVE SUSTAINABILITY EDUCATION AND OUTREACH ACTIVITIES AND CAMPAIGNS.
3. ENSURE GCC DEPARTMENT/DIVISION/PROGRAM SATISFIES AT LEAST ONE ISMP GOAL THROUGH CAMPUS-WIDE ASSESSMENTS ON NUVENTIVE IMPROVE AND ENSURE ALIGNMENT OF ACTIVITIES WITH ISMP GOALS AND OBJECTIVES (2020-20206, ISMP).

PERFORMANCE INDICATORS:

1. AT LEAST 5% IN ENERGY REDUCTION WILL BE EXPECTED IN SPECIFIED BUILDINGS INTEGRATING RENEWABLE ENERGY SYSTEMS.
2. AT LEAST 2% REDUCTION IN OPERATING COST WILL BE EXPECTED IN SPECIFIED BUILDINGS/AREAS WHERE SUCH EFFICIENCY INTEGRATIONS ARE IDENTIFIED.
3. AT LEAST 70% OF PROGRAMS/DEPARTMENTS WILL HAVE IMPLEMENTED AN ISMP ACTIVITY.

PROPOSED OUTCOMES:

1. REDUCED ENERGY USAGE.
2. REDUCED WASTE AND INCREASED RECYCLABLE GENERATION.
3. INCREASED ISMP ACTIVITIES.

Guam Community College
FY 2023 Budget Request by Department
SUSTAINABILITY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
19	01	CONTRACTUAL	1	16,000	\$16,000	SUSTAINABILITY - PHASING IN OF SOLAR STREET LIGHT TECHNOLOGY, ENHANCE ENERGY EFFICIENCY (LIFT, LINE CONDITIONERS, LIGHTING EQUIPMENT, ETC.)
17	01	CONTRACTUAL	1	36,000	\$36,000	SUSTAINABILITY SERVICE - UPDATE PV INVERTER/DATA INTERFACE SYSTEM AND EDUCATIONAL PROJECTS & ACTIVITIES
			2		\$52,000	2 line item(s)
SUPPLIES & MATERIALS						
18	01	SUPPLIES & MATERIALS	1	500	\$500	SUSTAINABILITY - EDUCATIONAL PROJECTS AND ACTIVITIES
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			3		\$52,500	3 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
FACILITIES

GOALS AND OBJECTIVES:

1. TO PROVIDE STUDENTS WITH A SAFE AND CONDUCIVE LEARNING CAMPUS ENVIRONMENT BY ENSURING ALL BUILDINGS RECEIVE ADEQUATE FINANCIAL RESOURCES FOR PREVENTIVE MAINTENANCE PROGRAMS AND SUSTAINED OPERATIONS/FUNCTIONS.
2. TO EFFICIENTLY AND EFFECTIVELY ADDRESS WORK ORDERS WITHIN THREE (3) BUSINESS DAYS.
3. TO ENSURE TIMELY AWARDING AND COMPLETION OF SPECIFIED ANNUAL CAPITAL IMPROVEMENTS PROJECTS (CIPS).

PERFORMANCE INDICATORS:

1. 100% OF THE BUILDINGS WOULD HAVE PREVENTIVE MAINTENANCE PROGRAM.
2. 90% OF THE WORK ORDER WILL BE ASSESSED BY F&M STAFF MAKING THE INITIAL CONTACT WITH THE REQUESTER WITHIN 3 BUSINESS DAYS.
3. 90% OF THE PROJECTS WILL BE COMPLETED BY SEPTEMBER ANNUALLY.

PROPOSED OUTCOMES:

1. DEVELOPMENT OF A PROCESS IMPROVEMENT PLAN.
2. SUCCESSFUL COMPLETION OF WORK ORDERS.
3. SUCCESSFUL COMPLETION OF PROJECTS WITHIN ESTABLISH TIMELINES.

[GCC-DEPT3]

Guam Community College
FY 2023 Budget Request by Department
FACILITIES

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
21	01	CONTRACTUAL	12	2,732	\$32,784	TRASH COLLECTION
20	01	CONTRACTUAL	12	17,183	\$206,196	CUSTODIAL
			24		\$238,980	2 line item(s)
SUPPLIES & MATERIALS						
23	01	SUPPLIES & MATERIALS	38	500	\$19,000	CUSTODIAL
22	01	SUPPLIES & MATERIALS	58	500	\$29,000	AIR CONDITIONING, CARPENTRY, ELECTRICAL, PLUMBING, FUEL
			96		\$48,000	2 line item(s)
EQUIPMENT						
24	01	EQUIPMENT	1	12,278	\$12,278	REPLACE EQUIPMENT
			1		\$12,278	1 line item(s)
POWER						
25	01	UTILITIES	12	74,813	\$897,751	POWER
			12		\$897,751	1 line item(s)
WATER/SEWER						
26	01	UTILITIES	12	7,364	\$88,364	WATER/SEWER
			12		\$88,364	1 line item(s)
TELEPHONE/TOLL						
27	01	UTILITIES	12	4,724	\$56,688	TELEPHONE - GTA (DSL & VOIP) & PDS
			12		\$56,688	1 line item(s)
TELEPHONE/FAX						
28	01	UTILITIES	1	166	\$166	TELEPHONE - FAX & LONG DISTANCE
			1		\$166	1 line item(s)
TOTAL BUDGET REQUESTED			158		\$1,342,227	9 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
OFFICE OF THE VICE PRESIDENT (FAD)

GOALS AND OBJECTIVES:

1. TO PROVIDE LEADERSHIP AND GUIDANCE TO ENSURE THAT FINANCIAL PLANNING REALISTICALLY ALIGNS WITH AVAILABLE RESOURCES, INSTITUTIONAL PLANS, AND INSTITUTIONAL PRIORITIES.
2. TO ENSURE THE COORDINATION OF THE OPERATIONS OF GCC'S FINANCE AND ADMINISTRATION DIVISION.
3. TO ENSURE THE FINANCIAL INTEGRITY OF THE INSTITUTION AND THE RESPONSIBLE ALLOCATION AND USE OF FINANCIAL RESOURCES.

PERFORMANCE INDICATORS:

1. DEVELOPMENT OF AN ANNUAL BUDGET THAT ENSURES THE FINANCIAL REQUESTS ARE LINKED TO INSTITUTIONAL PLANS, PRIORITIES AND TIMELINES.
2. MONTHLY REPORTING REQUIREMENTS ARE COMPLETED WITHIN THE REQUIRED TIMEFRAMES, AND POLICIES AND PROCEDURES ARE MAINTAINED AND CONTINUALLY UPDATED.
3. ANNUAL BUDGET, FEDERAL REPORTING REQUIREMENTS AND AUDIT ARE COMPLETED WITHIN THE REQUIRED TIMEFRAME AND WITH MINIMAL NEGATIVE RESPONSES OR FINDINGS.

PROPOSED OUTCOMES:

1. THE COLLEGE'S BUDGET ALLOCATION ARE SUFFICIENT TO MEET THE NEEDS OF THE INSTITUTION, AND FOLLOWS THE INSTITUTIONAL PLANS AND PRIORITIES WITHIN THE AVAILABLE RESOURCES.
2. THE POLICIES AND PROCEDURES ENSURE MAINTENANCE OF EFFECTIVE CONTROLS OVER THE OPERATIONS OF THE DIVISION.
3. THE COLLEGE MAINTAINS ITS FINANCIAL INTEGRITY AND RESPONSIBLY MANAGES ITS RESOURCES.

Guam Community College
FY 2023 Budget Request by Department
OFFICE OF THE VICE PRESIDENT (FAD)

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
29	01	MEMBERSHIP	1	4,000	\$4,000	ANNUAL MEMBERSHIP (AGA, CCBO, NACUBO, FI360)
			1		\$4,000	1 line item(s)
SUPPLIES & MATERIALS						
30	01	OFFICE SUPPLIES	1	500	\$500	DAILY OPERATIONS
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$4,500	2 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
BUSINESS OFFICE

GOALS AND OBJECTIVES:

1. THE BUSINESS OFFICE WILL PROVIDE FINANCIAL INFORMATION TO GCC DEPARTMENT HEADS TO BETTER SUPPORT STUDENT LEARNING PROGRAMS AND SERVICES THROUGH BUDGET MONITORING AND PERFORMANCE.
2. THE BUSINESS OFFICE WILL SUBMIT MONTHLY FINANCIALS TO THE MANAGEMENT, LEGISLATURE AND POSTED TO MYGCC COMMUNITY WEBSITE TO BETTER INFORM OF GCC'S FINANCIAL POSITION AND RESOURCES.
3. BUSINESS OFFICE WILL ACCURATELY ACCOUNT FOR COLLEGE'S ACTIVITY THROUGH KEEPING FINANCIAL RECORDS IN COMPLIANCE W/ GAAP & US OMB CIRCULAR REQUIREMENTS TO ENSURE FINANCIAL INFO ARE IN CONSISTENT WITH THE COLLEGE'S MISSION & GOALS.

PERFORMANCE INDICATORS:

1. THE ACCOUNTANTS WILL ENSURE THAT BUDGETS ARE LOADED PRIOR TO START OF NEW FISCAL YEAR AND EACH RESPECTIVE DEPARTMENT HEADS ARE INFORMED OF THE BUDGET LOAD.
2. THE ACCOUNTANTS WILL PREPARE THE MONTHLY FINANCIAL STATEMENTS. THE GENERAL ACCOUNTING SUPERVISOR AND CONTROLLER WILL REVIEW THE F/S PRIOR TO MONTHLY SUBMITTAL AND WEB POSTING.
3. THE ACCOUNTING STAFF WILL PREPARE THE AUDIT SCHEDULE AND DOCUMENTS FOR ANNUAL F/S AND COMPLIANCE AUDIT. THE CONTROLLER WILL PREPARE THE PRELIMINARY F/S FOR AUDIT.

PROPOSED OUTCOMES:

1. ENSURING BUDGET LOADS ARE COMPILED AND APPROVED BY THE MANAGEMENT, BOT AND LEGISLATURE ON A TIMELY MANNER. ALSO, ENSURES THAT BUDGETS ARE LOADED WITHIN THREE WEEKS OF NEW FISCAL YEAR TO SUPPORT COLLEGE OPERATION.
2. THE MONTHLY REPORTING ENSURES THAT THE COLLEGE COMMUNITIES ARE AWARE OF COLLEGE FINANCIAL STABILITY AND AVAILABLE FINANCIAL RESOURCES.
3. TO BETTER INFORM THE STAKEHOLDERS OF THE FINANCIAL STATUS OF THE COLLEGE AND AVAILABLE RESOURCES VIA SOCIAL MEDIA OR MYGCC WEBSITE. THIS WILL ENSURES THE STAKEHOLDERS TO BE UPDATED AND PREPARED TO CARRY OUT THE COLLEGE MISSION AND GOALS.

Guam Community College
FY 2023 Budget Request by Department
BUSINESS OFFICE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
34	01	CONTRACTUAL - PRINTING	2	500	\$1,000	PRINTING OF ENVELOPES WITH WINDOW
33	01	CONTRACTUAL - POSTAGE	2	500	\$1,000	POSTAGE STAMP - ACCOUNT STATEMENT, 1099, 1098, W-2
32	01	CONTRACTUAL - SPREADSHEET SERVER	1	2,365	\$2,365	ANNUAL FEE/MAINTENANCE SUPPORT
31	01	CONTRACTUAL - AUDIT FIRM	1	28,500	\$28,500	AUDIT SERVICES FY 2022
			6		\$32,865	4 line item(s)
SUPPLIES & MATERIALS						
35	01	SUPPLIES & MATERIALS	1	500	\$500	OFFICE SUPPLIES (TONERS, BANKER BOXES, COLORED PAPERS, DEPOSIT BAGS, CHECKS)
			1		\$500	1 line item(s)
EQUIPMENT						
36	01	EQUIPMENT - IT NON CAPITAL	1	300	\$300	UPS, EXTERNAL DRIVE
			1		\$300	1 line item(s)
TOTAL BUDGET REQUESTED			8		\$33,665	6 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
MANAGEMENT INFORMATION SYSTEMS

GOALS AND OBJECTIVES:

1. PROVIDE THE EFFECTIVE MANAGEMENT OF COMPUTER TECHNOLOGIES AND RELATED RESOURCES TO ENSURE STUDENTS HAVE ACCESS TO THE TOOLS NECESSARY TO MEET THEIR EDUCATIONAL GOALS.
2. SUPPORT INFORMATION TECHNOLOGY THROUGH PERSONNEL RETENTION OR THE OUTSOURCING OF SERVICES, TO HELP MEET THE AUTOMATION NEEDS OF STUDENTS, PROGRAMS, AND SERVICE AREAS.
3. MEET FUTURE ON PREMISE AND CLOUD-BASE SYSTEMS REQUIREMENTS FOR LONG-TERM USE, RELIABILITY, SUPPORT, SECURITY, AND STABILITY OF THE COLLEGE'S SYSTEMS AND OPERATIONS.

PERFORMANCE INDICATORS:

1. EVERY SEMESTER, MAINTAIN 95% AVAILABILITY OF LAB AND OFFICE COMPUTERS, THE INTERNET, MYGCC PORTAL, AND RELATED TECHNOLOGY.
2. IN 7 DAYS OR LESS, MAINTAIN AN AVERAGE OF 90% COMPLETION OF ALL WORK ORDERS FOR COMPUTER TECHNOLOGY AND ERP SYSTEMS-RELATED WORK.
3. 99.99% OF ALL CURRENT AND FUTURE UPGRADE NEEDS OF ON PREMISE AND CLOUD-BASED SYSTEMS ARE OPTIMALLY AND SUFFICIENTLY CONFIGURED.

PROPOSED OUTCOMES:

1. SUFFICIENT BANDWIDTH TO ACCOMMODATE ON PREMISE AND CLOUD-BASED SYSTEMS, AND ANY OTHER FUTURE PROJECTS AS NEEDED AND PLANNED.
2. ENSURE COLLEGE-WIDE RESOURCES ARE SUFFICIENT AND OPTIMAL TO MEET THE NEEDS OF LEARNING, TEACHING, COLLEGE-WIDE COMMUNICATIONS, RESEARCH, AND OPERATIONS IN SUPPORT OF SLO'S, AUO'S, & SSUO'S.
3. ON PREMISE AND CLOUD-BASED SYSTEMS WILL BE UPGRADED IN SYSTEM CAPACITY AND CAPABILITIES TO MEET INSTITUTIONAL AND USERS DEMANDS.

[GCC-DEPT3]

Guam Community College
FY 2023 Budget Request by Department
MANAGEMENT INFORMATION SYSTEMS

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
44	01	NETCOBOL WITH GTSOFTWARE	4	1,875	\$7,500	BANNER SYSTEM COBOL COMPILER FOR SOFTWARE PATCHES
43	01	ACI OFFICIAL PAYMENTS	1	2,400	\$2,400	STUDENT PAYMENT PORTAL FEES AS PART OF ACI CONTRACT
42	01	EVISION FORMFUSION INTELLECHECK	1	19,632	\$19,632	REQUIREMENTS AS PART OF CONTRACT FOR EVISION
41	01	ORACLE LICENSING	1	50,549	\$50,549	REQUIREMENTS AS PART OF CONTRACT FOR ELLUCIAN
40	01	BANNER PERPETUAL SOFTWARE RENEWAL (BDMS, XTENDER, & LUMINIS)	1	64,208	\$64,208	REQUIREMENTS AS PART OF CONTRACT FOR ELLUCIAN
39	01	SUBSCRIPTION FEE FOR HOSTED SUBSCRIPTION SOFTWARE AND CLOUD	1	31,827	\$31,827	REQUIREMENTS AS PART OF CONTRACT FOR ELLUCIAN
37	01	NETWORK SYSTEMS PENETRATION TESTING SERVICES	1	15,000	\$15,000	SECURITY IMPROVEMENTS & VULNERABILITY ASSESSMENT
			10		\$191,116	7 line item(s)
SUPPLIES & MATERIALS						
50	01	OFFICE SUPPLIES & MATERIALS	2	500	\$1,000	ANNUAL OFFICE SUPPLIES
49	01	SAFETY GEAR WEAR & SUPPLIES	2	500	\$1,000	ANNUAL SAFETY GEAR WEAR & SUPPLIES
48	01	SYSTEM PREVENTIVE MAINTENANCE	10	500	\$5,000	PREVENTIVE MAINTENANCE (PARTS, SUPPLIES, MATERIALS)
47	01	TAPE CARTRIDGES	2	500	\$1,000	BACKUP TAPES FOR LEGACY SYSTEMS
46	01	TECHNICAL LEARNING / TRAINING MANUALS / BOOKS / SUBSCRIPTIONS	1	500	\$500	EDUCATIONAL / TRAINING SUPPLIES
45	01	UPS BACKUP BATTERY REPLACEMENT	10	500	\$5,000	BACKUP BATTERIES FOR SERVERS' UPS
			27		\$13,500	6 line item(s)
EQUIPMENT						
53	01	MISCELLANEOUS IT EQUIPMENT	2	4,613	\$9,226	NON-CAPITAL PCS AND LEGACY SERVER PARTS, POWER COMPONENTS, MONITORS, KEYBOARDS, MICE, SCANNERS, ETC.
52	01	NETWORK DIAGNOSTIC FIELD EQUIPMENT / TOOLS	1	1,050	\$1,050	FOR NETWORK MAINTENANCE, TROUBLESHOOTING & REPAIR
			3		\$10,276	2 line item(s)
TOTAL BUDGET REQUESTED			40		\$214,892	15 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
HUMAN RESOURCES

GOALS AND OBJECTIVES:

1. TO PROVIDE EFFECTIVE SUPPORT FOR THE PRIMARY HUMAN RESOURCES FUNCTIONS AT THE COLLEGE: HIRING, PERIODIC PERFORMANCE EVALUATION, AND PROMOTION. THESE ACTIVITIES ARE PERFORMED FOR FACULTY, STAFF AND ADMINISTRATORS.
2. TO ENSURE THE COLLEGE HIRES AND PROMOTES BASED ON MERIT, PROVIDES EQUAL EMPLOYMENT OPPORTUNITY TO ALL: COMPLIES WITH THE PROVISION OF TITLE 4 AND 17 OF THE GUAM CODE; FOLLOWS EMPLOYMENT AGREEMENTS; AND FOLLOWS OTHER APPLICABLE LAWS AND REGULATIONS.
3. TO PROVIDE TO MANAGEMENT RESPONSES TO QUESTIONS ABOUT HUMAN RESOURCES ISSUES AS WELL AS SUPPORT FOR THE DEVELOPMENT AND NEGOTIATIONS OF TERMS AND CONDITIONS OF EMPLOYMENT.

PERFORMANCE INDICATORS:

1. COORDINATES AND/OR CONDUCTS SUPERVISOR AND EMPLOYEE TRAINING.
2. REVIEW AND UPDATE PERSONNEL RULES & REGULATIONS.
3. POSTS AND NOTIFIES EMPLOYEES ON MYGCC PORTAL UPDATES ON LAWS, POLICIES AND PROCEDURES.

PROPOSED OUTCOMES:

1. COORDINATES AND/OR CONDUCTS QUARTERLY SUPERVISOR AND EMPLOYEE TRAINING.
2. UPDATE PERSONNEL RULES & REGULATIONS WITH BOT APPROVAL.
3. MINIMIZE THE NUMBER OF GRIEVANCES, ADVERSE ACTIONS AND CONFLICT RESOLUTIONS.

Guam Community College
FY 2023 Budget Request by Department
HUMAN RESOURCES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
58	01	PRINTING	1	500	\$500	PRINTING (I.E. ENVELOPES)
57	01	ETHICS IN GOVERNMENT	150	80	\$12,000	REQUIRED TRAINING FOR ALL GOVERNMENT OF GUAM EMPLOYEES
56	01	SHRM MEMBERSHIP	1	219	\$219	REFERENCE MATERIALS & ON-LINE SERVICES
55	01	CUPA MEMBERSHIP	1	1,200	\$1,200	REFERENCE MATERIALS & ON-LINE SERVICES
	01	ADVERTISEMENTS	1	1,000	\$1,000	JOB ANNOUNCEMENTS
			154		\$14,919	5 line item(s)
SUPPLIES & MATERIALS						
54	01	OFFICE SUPPLIES, ADVERTISEMENTS	1	500	\$500	GENERAL OFFICE SUPPLIES
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			155		\$15,419	6 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
MATERIALS MANAGEMENT

GOALS AND OBJECTIVES:

1. AUO #1 FY 2022 BUDGET GOAL TO SUPPORT EDUCATIONAL PROGRAMS BY ENSURING THE TIMELY PROCUREMENT OF GOODS AND SERVICES FOR COLLEGE PROGRAMS/COURSES, DEPARTMENTS, AND OTHER STUDENT ACTIVITIES.
2. AUO #2 FY 2022 ISMP GOAL #4: OPTIMIZING RESOURCES TO SUPPORT EDUCATIONAL PROGRAMS BY TRAINING AND COMMUNICATING WITH THE CAMPUS COMMUNITY SO THAT THEY UNDERSTAND THE PROCUREMENT PROCESS.
3. BOOKSTORE/CUSTOMER SERVICE: TO SUPPORT EDUCATIONAL PROGRAMS BY PROVIDING EXCELLENT CUST. SVC., PROVIDING A LIST OF BOOK RENTAL OPTIONS & ENSURING THAT TEXTBOOKS, SUPPLIES, UNIFORMS & OTHER ITEMS REQ TO SUCCEED ARE IN STOCK AT THE BEGINNING OF EACH SEM.

PERFORMANCE INDICATORS:

1. MM WILL CONTINUE TO CONDUCT A MONTHLY REVIEW OF THE REQUISITIONS RECEIVED AND PROCESSED INTO PURCHASE ORDERS BY REVIEWING AND UPDATING THE REQUISITION LOG.
2. MM WILL CONDUCT PROCUREMENT & INVENTORY MANAGEMENT TRAINING FOR ALL DEPT CHAIRPERSONS, ADMIN ASSISTANTS, ADMIN AIDES, FACULTY, ADMINISTRATORS & OTHER EMPLOYEES WHO PREPARE REQUISITIONS, TRAVEL AUTHORIZATIONS & MANAGE INVENTORY FOR THEIR DEPT.
3. PHYSICAL INVENTORY WILL BE TAKEN BEFORE THE START OF EACH SEM TO DETERMINE THE QTY NEEDED FOR EACH COURSE BASED ON THE TEXTBOOK ORDERS PLACED BY THE DEPT CHAIRPERSON, SPECIAL PROJECTS COORDINATOR, APPRENTICESHIP, ADULT ED & OTHER DEPTS.

PROPOSED OUTCOMES:

1. 90% OF REQUISITIONS WILL BE PROCESSED INTO A PURCHASE ORDER WITHIN SEVEN (7) WORK DAYS.
2. 95% OF THE PERSONNEL WHO PROCESS REQUISITIONS WILL BE TRAINED SO THAT THEY ARE ABLE TO CREATE AND PROCESS ONLINE REQUISITIONS.
3. 95% OF THE REQUIRED TEXTBOOKS, SUPPLIES, UNIFORMS, AND OTHER ITEMS REQUIRED FOR STUDENTS TO SUCCEED WILL BE AVAILABLE FOR STUDENTS AND OTHER CUSTOMERS TO PURCHASE, BEFORE THE START OF EACH SEMESTER.

Guam Community College
FY 2023 Budget Request by Department
MATERIALS MANAGEMENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
63	01	ADVERTISEMENTS	2	2,000	\$4,000	IFB, RFP, RFQ, RFI ADVERTISEMENTS
62	01	PRINTING SERVICES (BUILDING PLANS)	2	1,500	\$3,000	PRINTING PLANS
61	01	BROKERS FEE & SURPLUS LINES	1	19,000	\$19,000	FEE CHARGED FOR UE COVERAGE
60	01	EDUCATORS INSURANCE PREMIUMS- PGL, ELL, UL, LPL	1	183,000	\$183,000	UNITED EDUCATOR COVERAGE
59	01	PROPERTY, AUTO, CRIME INSURANCE PREMIUMS	1	130,000	\$130,000	INSURANCE COVERAGE FOR COLLEGE PROPERTY
			7		\$339,000	5 line item(s)
SUPPLIES & MATERIALS						
65	01	LABELS FOR TAGGING	2	1,000	\$2,000	SUPPLIES FOR TAGGING EQUIPMENT
64	01	OFFICE SUPPLIES	2	2,000	\$4,000	PO PAPER, FLASH DRIVES FOR BIDS, TAGS, LABELS, TONER, & OTHER SUPPLIES FOR OFFICE OPERATIONS
			4		\$6,000	2 line item(s)
TOTAL BUDGET REQUESTED			11		\$345,000	7 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
STUDENT FINANCIAL AID

GOALS AND OBJECTIVES:

1. THE FINANCIAL AID OFFICE WILL CONTINUE TO REVIEW AND UPDATE THE EXISTING FINANCIAL AID POLICY AND PROCEDURES MANUAL TO ENSURE CONSISTENT AND FAIR TREATMENT OF STUDENTS.
2. SERVICE PROVIDERS OF INCOMING FIRST TIME STUDENTS WILL DEMONSTRATE UNDERSTANDING OF THE FINANCIAL AID PROCESS VIA FINANCIAL AID OFFICE'S COLLABORATION WITH REACH FOR COLLEGE, COUNSELORS AND TEACHERS.
3. THE FINANCIAL AID OFFICE WILL INCREASE EFFICIENCY IN SERVICES TO STUDENTS THROUGH THE ASSESSMENT OF STUDENT'S NUMBER OF VISITS, TIME IT TAKES TO PROVIDE SERVICES, AND IMPROVEMENTS TO SIGN-IN PROCESS.

PERFORMANCE INDICATORS:

1. A BASIC OVERARCHING POLICIES AND PROCEDURES MANUAL WILL BE COMPLETED.
2. SERVICE PROVIDERS TO INCOMING FIRST-TIME STUDENTS WILL DEMONSTRATE UNDERSTANDING OF THE FINANCIAL AID PROCESS.
3. FINANCIAL AID STUDENTS WHO SIGN-IN TO SEE A FINANCIAL AID COUNSELOR WILL BE SERVICED NO LATER THAN FIFTEEN (15) MINUTES WAIT TIME.

PROPOSED OUTCOMES:

1. SATISFIED STUDENTS ARE RETAINED AND THE SCHOOL RECEIVES TUITION AND FEE FUNDS.
2. FIRST TIME STUDENTS WILL RECEIVE THE KNOWLEDGE AND GUIDANCE NEEDED TO TRANSITION INTO POST SECONDARY. INCREASE IN ENROLLMENT.
3. INCREASE IN EFFICIENCY IN SERVICES TO STUDENTS. IMPROVEMENTS MADE TO STUDENT VISITS.

Guam Community College
***FY 2023* Budget Request by Department**
STUDENT FINANCIAL AID

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
66	01	CONTRACTUAL	1	1,011	\$1,011	TRAINING TO ENHANCE CURRENT KNOWLEDGE
			1		\$1,011	1 line item(s)
SUPPLIES & MATERIALS						
67	01	OFFICE SUPPLIES	1	500	\$500	MAINTAIN OFFICE FUNCTIONS
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$1,511	2 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
ENVIRONMENTAL HEALTH & SAFETY

GOALS AND OBJECTIVES:

1. TO PROVIDE SAFETY TRAINING AT ORIENTATIONS FOR NEW EMPLOYEES AND ADJUNCT FACULTY IN COLLABORATION WITH THE HUMAN RESOURCES OFFICE.
2. TO CONDUCT ENVIRONMENTAL HEALTH & SAFETY INSPECTIONS TO ENSURE SAFETY IN THE WORKPLACE ON CAMPUS AND SATELLITE SCHOOLS.
3. CONDUCT MONTHLY SAFETY AND SECURITY TASK FORCE MEETING TO ADDRESS SAFETY, COMPLIANCE, AWARENESS, AND PROCEDURE CONCERNS.

PERFORMANCE INDICATORS:

1. PROVIDE WORKPLACE SAFETY TRAINING TO NEW EMPLOYEES AND ADJUNCT FACULTY.
2. CONDUCT AND COMPLETE SAFETY INSPECTION IN THE WORKPLACE ON CAMPUS AND AT SATELLITE SCHOOLS.
3. CONDUCT MONTHLY CAMPUS SAFETY AND SECURITY TASK FORCE MEETINGS TO ADDRESS SAFETY, COMPLIANCE, AWARENESS AND PROCEDURE CONCERNS.

PROPOSED OUTCOMES:

1. AT LEAST 90% OF NEW EMPLOYEES AND ADJUNCT FACULTY WILL BE PROVIDED WORKPLACE SAFETY TRAINING WITHIN THE FIRST MONTH OF EMPLOYMENT.
2. SAFE WORKPLACE ON CAMPUS AND AT SATELLITE SCHOOLS.
3. IMPROVED INSTITUTIONAL SAFETY COMPLIANCE, AWARENESS, AND PROCEDURES.

Guam Community College
FY 2023 Budget Request by Department
ENVIRONMENTAL HEALTH & SAFETY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
71	01	FIRE ALARM	1	12,900	\$12,900	G4S FIRE ALARM & MNS ANNUAL SERVICE/MAINTENANCE
70	01	FIRE ALARM	1	3,230	\$3,230	PHOENIX PACIFIC ANNUAL FIRE ALARM SERVICE/MAINTENANCE -E200
69	01	CONTRACTUAL	1	2,500	\$2,500	FIRE EXTINGUISHERS RENEWAL AND MAINTENANCE/NFPA STANDARDS
68	01	CONTRACTUAL	1	786	\$786	CELL PHONE SERVICES
			4		\$19,416	4 line item(s)
SUPPLIES & MATERIALS						
72	01	SUPPLIES & MATERIALS	2	500	\$1,000	PERSONAL PROTECTIVE EQUIPMENT
			2		\$1,000	1 line item(s)
TOTAL BUDGET REQUESTED			6		\$20,416	5 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
ADMINISTRATIVE SUPPORT SERVICES

GOALS AND OBJECTIVES:

1. TO PROVIDE ADMINISTRATIVE SUPPORT SERVICES EFFICIENTLY AND COST EFFECTIVELY.
2. TO PROVIDE QUALITY AND PROMPT COPYING SERVICES TO BETTER MEET CAMPUS REQUIREMENTS.

PERFORMANCE INDICATORS:

1. ADMINISTRATIVE SUPPORT SERVICES WILL PROVIDE EXCELLENT CUSTOMER SERVICE AND TRAINING AS NEEDED.
2. ATTAIN QUALITY AND PROMPT COPYING SERVICE.

PROPOSED OUTCOMES:

1. THERE WILL BE NO COMPLAINTS OR COST OVERRUNS IN THE DELIVERY OF SUPPORT SERVICES.
2. STANDARDS TO PRIORITIZE AND IMPROVE PROMPT AND QUALITY COPYING SERVICE WILL BE ESTABLISHED.

[GCC-DEPT3]

Guam Community College
FY 2023 Budget Request by Department
ADMINISTRATIVE SUPPORT SERVICES

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
77	01	VEHICLE MAINTENANCE	1	1,700	\$1,700	
76	01	VEHICLE INSPECTION REGISTRATION	5	30	\$150	
75	01	POSTAL BOX RENTAL	1	938	\$938	
74	01	POSTAL METER RENTAL	1	792	\$792	PITNEY BOWES
73	01	COPIER LEASE	12	3,844	\$46,132	
			20		\$49,712	5 line item(s)
SUPPLIES & MATERIALS						
80	01	OFFICE SUPPLIES	12	500	\$6,000	PITNEY BOWES POSTAGE REFILL
79	01	OFFICE SUPPLIES	8	500	\$4,000	FUEL
78	01	OFFICE SUPPLIES	9	500	\$4,500	PAPER SUPPLIES
			29		\$14,500	3 line item(s)
TOTAL BUDGET REQUESTED			49		\$64,212	8 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
VICE PRESIDENT FOR ACADEMIC AFFAIRS

GOALS AND OBJECTIVES:

1. TO APPLY QUALITY ASSURANCE TO ALL COURSES AND PROGRAMS UNDER AAD TO ENSURE THAT STUDENTS EARN THEIR CREDENTIALS IN A TIMELY MANNER.
2. TO MAINTAIN CURRENCY AND RELEVANCE OF CURRICULUM THROUGH LOCAL INDUSTRY PARTNERSHIPS THAT STRENGTHEN STUDENT'S WORK-READINESS AND EMPLOYABILITY SKILLS.
3. TO FORTIFY AND IMPROVE ACCREDITATION PROCESSES CONTINUOUSLY AND SYSTEMATICALLY.

PERFORMANCE INDICATORS:

1. 90% COMPLIANCE WITH INSTITUTIONAL PARAMETERS ON CURRICULUM DEVELOPMENT AND REVISION.
2. 10% INCREASE IN GCC-INDUSTRY LINKAGES THAT PROVIDE VALUABLE OPPORTUNITIES FOR STUDENTS TO ACQUIRE A STRONG WORK ETHIC.
3. 90% COMPLIANCE OF AAD UNITS AND DEPARTMENTS WITH ASSESSMENT REQUIREMENTS THAT EMPHASIZE ACCOUNTABILITY AND IMPROVEMENT.

PROPOSED OUTCOMES:

1. INCREASED FACULTY COMPLIANCE WITH THE REVISION AND REVAMP OF COURSES AND PROGRAMS.
2. STRONGER CONNECTIONS WITH LOCAL EMPLOYERS THAT PROVIDE EMPLOYMENT OPPORTUNITIES TO PROGRAM COMPLETERS.
3. IMPROVEMENTS OR CHANGES IMPLEMENTED IN COURSES AND PROGRAMS AS A RESULT OF ASSESSMENT ACTIVITIES AT THE DEPARTMENT LEVEL.

Guam Community College
***FY 2023* Budget Request by Department**
VICE PRESIDENT FOR ACADEMIC AFFAIRS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
81	01	CONTRACTUAL SERVICES	1	4,000	\$4,000	PRINTING SERVICES
			1		\$4,000	1 line item(s)
SUPPLIES & MATERIALS						
82	01	OFFICE SUPPLIES	2	500	\$1,000	REPLENISHMENT FOR DAILY OPERATIONS
			2		\$1,000	1 line item(s)
TOTAL BUDGET REQUESTED			3		\$5,000	2 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
ADMISSIONS AND REGISTRATION

GOALS AND OBJECTIVES:

1. DATA SECURITY: ASSURE THAT STUDENT RECORDS ARE CENTRALIZED, MAINTAINED, SECURED AND DIGITIZED IN COMPLIANCE WITH LOCAL, FEDERAL, AND GCC POLICIES GOVERNING THESE RECORDS.
2. QUALITY ASSURANCE: MAINTAIN ACCURATE STUDENT RECORDS, DEGREE COMPLETION AUDITS AND EFFECTIVE TRACKING OF STUDENTS' PROGRESS TOWARDS GRADUATION.
3. FERPA TRAINING: CONDUCT TRAINING TO INFORM FACULTY, ADMINISTRATORS AND STAFF ABOUT THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT & PROVIDE RESOURCES FOR EASY ACCESS.

PERFORMANCE INDICATORS:

1. 100% OF STUDENT RECORDS ARE CENTRALIZED AND READY TO IMPLEMENT PHASE TO DIGITIZE RECORDS FOR SECURITY AND EASE OF ACCESS.
2. OVER 80% OF RECORDS EXAMINED WILL BE FOUND TO BE ACCURATE AND COMPLETE. DATA INPUT INTO BANNER WILL MATCH THOSE LISTED ON HARD COPY/DIGITIZED DOCUMENTS.
3. CREATE RESOURCES REGARDING FERPA WHICH IS EASILY ACCESSIBLE TO FACULTY, STAFF, ADMINISTRATORS, AND STUDENTS.

PROPOSED OUTCOMES:

1. AT LEAST 33% OF ALL STUDENT RECORDS WILL BE DIGITIZED, ELECTRONICALLY CATEGORIZED, AND SECURELY STORED.
2. CONTINUE TO REVIEW DEGREEWORKS AUDITS TO ENSURE THAT INFORMATION ACCURATELY REFLECTS THOSE OUTLINED IN THE CATALOG AND CURRICULUM DOCUMENTS.
3. ENSURE CONTINUED COMPLIANCE WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT AND THUS IN COMPLIANCE WITH FEDERALLY-MANDATED POLICIES.

[GCC-DEPT3]

Guam Community College
FY 2023 Budget Request by Department
ADMISSIONS AND REGISTRATION

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
89	01	SHREDDER MAINTENANCE	1	500	\$500	EQUIPMENT MAINTENANCE FOR DOCUMENT DESTRUCTION INITIATIVE
87	01	LASER PRINTER AND SCANNER MAINTENANCE	2	500	\$1,000	EQUIPMENT MAINTENANCE
85	01	SEVIS - ANNUAL MEMBERSHIP DUES	1	800	\$800	MEMBERSHIPS
84	01	DIPLOMA PAPER AND DIPLOMA COVERS (JOSTENS)	1	6,000	\$6,000	DIPLOMAS. DEGREES/CERTIFICATES
83	01	AACRAO - BI-ANNUAL MEMBERSHIP DUES	1	800	\$800	MEMBERSHIPS
			6		\$9,100	5 line item(s)
SUPPLIES & MATERIALS						
89	01	SHREDDER SUPPLIES	1	500	\$500	SHREDDER BAGS FOR DOCUMENT DESTRUCTION INITIATIVE
88	01	OFFICE SUPPLIES, POSTAGE, OFFICIAL LETTERHEAD & ENVELOPES, TRANSCRIPT PAPER, BUSINESS CARDS	7	500	\$3,500	FOR DAILY OPERATIONS
86	01	HP LASERJET TONER	3	500	\$1,500	FRONT DESK PRINTER, STAFF PRINT SCHEDULES, TRANSCRIPTS, CERTIFICATIONS, ETC.
			11		\$5,500	3 line item(s)
TOTAL BUDGET REQUESTED			17		\$14,600	8 line item(s)

ASSESSMENT INSTITUTIONAL EFFECTIVENESS RESEARCH

GOALS AND OBJECTIVES:

1. TO MAINTAIN THE PROCESSES AND SYSTEMS NECESSARY FOR THE ELECTRONIC STORAGE AND VIRTUAL ACCESSIBILITY OF INSTITUTIONAL DATA RELATED TO RESEARCH AND DECISION SUPPORT.
2. TO IMPLEMENT ASSESSMENT INNOVATIONS AND IMPROVEMENTS TO SUSTAIN CAMPUS LEADERSHIP IN INSTITUTIONAL QUALITY AND EFFECTIVENESS.
3. TO FACILITATE THE ADOPTION OF HIGH-IMPACT STRATEGIES, TOOLS, AND PRACTICES WHICH SUPPORT STUDENT SUCCESS AND ARE FOUNDED ON ASSESSMENT RESULTS.

PERFORMANCE INDICATORS:

1. 90%-100% COMPLETION OF INSTITUTIONAL DATA REQUESTS AND RESEARCH PARTICIPATION REQUESTS.
2. 90%-100% INCREASE IN ASSESSMENT AND CURRICULUM COMPLIANCE BASED ON THE TWO-YEAR ASSESSMENT CYCLE AND THE ANNUAL CURRICULUM REVIEW CYCLE SCHEDULES.
3. 90%-100% COMPLETION OF ASSESSMENTS RELATED TO THE ISMP AND DOCUMENTS IN THE IMPROVE ASSESSMENT MANAGEMENT SYSTEM.

PROPOSED OUTCOMES:

1. COMPLETED STUDIES, PUBLISHED REPORTS, AND CAMPUS-WIDE DISSEMINATION OF INSTITUTIONAL ASSESSMENT RESULTS WHICH ARE AVAILABLE TO INTERNAL AND EXTERNAL STAKEHOLDERS OF THE COLLEGE.
2. CAMPUS-WIDE ASSESSMENT LEADERSHIP WORKSHOPS LEAD BY THE COMMITTEE ON COLLEGE ASSESSMENT (CCA) AND CURRICULUM REVIEW COMMITTEE (CRC).
3. STUDENT SUCCESS IS AT THE FOREFRONT OF PLANNING AND DISCUSSIONS ACROSS THE COLLEGE'S GOVERNANCE FRAMEWORK.

Guam Community College
FY 2023 Budget Request by Department

[GCC-DEPT3]

ASSESSMENT INSTITUTIONAL EFFECTIVENESS RESEARCH

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
94	01	FACT BOOK, PRESIDENT'S ASSESSMENT, BOARD ASSESSMENT, MISSION, GOVERNANCE ASSESSMENT REPORTS	1	500	\$500	PROFESSIONAL PRINTING OF AIER REPORTS AND POSTERS.
93	01	IDEA STUDENT SURVEY & PROCESSING	1	8,466	\$8,466	TO OBTAIN FEEDBACK FROM STUDENTS REGARDING THEIR EXPERIENCES AT THE COLLEGE FOR FACULTY EVALUATION PURPOSES.
92	01	ANNUAL NUVENTIVE IMPROVE HOSTED SUBSCRIPTION	1	13,100	\$13,100	TO MAINTAIN THE ONLINE HOSTED ASSESSMENT SYSTEM
91	01	NUVENTIVE, IMPROVE MAINTENANCE	1	7,500	\$7,500	TO MAINTAIN THE AUTOMATED NUVENTIVE, IMPROVE ASSESSMENT SYSTEM.
90	01	ANNUAL SURVEY MONKEY SUBSCRIPTION	1	384	\$384	ANNUAL FEE
			5		\$29,950	5 line item(s)
SUPPLIES & MATERIALS						
95	01	SUPPLIES	1	500	\$500	TO REPLENISH OFFICE SUPPLIES.
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			6		\$30,450	6 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
HIGH SCHOOL EQUIVALENCY

GOALS AND OBJECTIVES:

1. TO ADMINISTER COMPUTER/PAPER BASED TESTS.
2. TO PROVIDE DEANS A LIST OF HSE RECIPIENTS INTERESTED IN POSTSECONDARY EDUCATION.
3. TO PROVIDE HSE RECIPIENTS WITH TRANSCRIPTS AND DIPLOMAS.

PERFORMANCE INDICATORS:

1. INCREASE THE NUMBER OF TEST TAKERS AS COMPARED TO THE PRIOR YEAR BY 20%.
2. ONE HUNDRED PERCENT (100%) OF HSE RECIPIENTS WILL BE SENT TO DEANS MONTHLY.
3. ONE HUNDRED PERCENT (100%) OF HSE RECIPIENTS WILL RECEIVE A TRANSCRIPT AND DIPLOMA WITHIN 5 AND 21 BUSINESS DAYS, RESPECTIVELY.

PROPOSED OUTCOMES:

1. INCREASE THE NUMBER OF DIPLOMA RECIPIENTS.
2. PROVIDE A MONTHLY MEMO TO THE DEANS WITH THE LIST OF HSE RECIPIENTS.
3. ALLOW HSE RECIPIENTS TO FURTHER THEIR EDUCATION AND/OR SEEK EMPLOYMENT.

Guam Community College
***FY 2023* Budget Request by Department**
HIGH SCHOOL EQUIVALENCY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
16	01	CONTRACTUAL	1	86	\$86	TEST BOOKLETS
			1		\$86	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$86	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
DEAN'S OFFICE - TPS

GOALS AND OBJECTIVES:

1. TO PROVIDE APPROPRIATE AND TECHNOLOGICAL ASSISTANCE TO FACULTY AND PROGRAMS.
2. TO PROVIDE ADEQUATE ASSISTANCE TO SUPPORT PROGRAM GROWTH VIA THE CURRICULUM PROCESS FOR BOTH THE COURSE AND PROGRAM LEVELS.
3. TO THOROUGHLY REVIEW AND TIMELY RESPOND TO DOCUMENTS SUBMITTED TO THE DEAN'S OFFICE.

PERFORMANCE INDICATORS:

1. COVERAGE AND SUPPORT TO TPS DEPARTMENTS AND PROGRAMS WHENEVER NECESSARY.
2. TIMELY SUBMISSION AND REVIEW OF CURRICULUM AND PROGRAM DOCUMENTS.
3. DOCUMENTS WILL BE REVIEWED/RETURNED/ROUTED WITHIN ONE TO THREE DAYS OF RECEIPT.

PROPOSED OUTCOMES:

1. SUFFICIENT ADMINISTRATIVE AND TECHNOLOGICAL SUPPORT TO TPS DEPARTMENTS AND PROGRAMS.
2. CURRICULUM DOCUMENTS WILL CONTINUE TO BE MAINTAINED AND DOCUMENTS WILL REMAIN CURRENT WITHIN THE FIVE-YEAR CYCLE.
3. ENHANCED DOCUMENT PROCESSING BETWEEN DEPARTMENTS/PROGRAMS AND DEAN'S OFFICE.

Guam Community College
FY 2023 Budget Request by Department
DEAN'S OFFICE - TPS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
96	01	OFFICE SUPPLIES	1	500	\$500	COLLECT, ORGANIZE, PROCESS, AND RESPOND TO REQUISITIONS, CURRICULUM DOCUMENTS, AND CORRESPONDENCES.
			1		\$500	1 line item(s)
EQUIPMENT						
97	01	OFFICE EQUIPMENT	1	177	\$177	EFFECTIVELY STORE AND LOCATE ARCHIVED AND CURRENT RELEVANT MATERIALS SUBMITTED TO AND PREPARED BY THE DEAN'S OFFICE.
			1		\$177	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$677	2 line item(s)

Guam Community College
***FY 2023* Budget Request by Department**
EDUCATION

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. TO EXPLORE THE DEVELOPMENT OF NEW COURSES/PROGRAMS AND IMPROVEMENT OF EXISTING CURRICULA.
2. TO PREPARE AND GRADUATE STUDENTS WHO POSSESS THE SKILLS NEEDED IN THEIR RESPECTIVE CAREERS.
3. TO INCORPORATE STEAM (SCIENCE, TECHNOLOGY, ENGINEERING, ART, AND MATH) THROUGHOUT THE CURRICULUM.

PERFORMANCE INDICATORS:

1. COMPILATION OF RESEARCH, DATA, ADVISORY MINUTES, COURSE/PROGRAM REVISION OR ADOPTION AND NEW OFFERINGS. NUMBER OF STUDENTS ENROLLED.
2. STUDENT SUCCESS COMPLETING COURSES AND GRADUATING FROM PROGRAM.
3. CLASSROOM OBSERVATIONS OF FACULTY AND NUMBER OF SLOS IN EACH COURSE GUIDE THAT ADDRESS STEAM CONTENT.

PROPOSED OUTCOMES:

1. AT LEAST ONE NEW COURSE AND/OR PROGRAM IS EXAMINED EACH YEAR (EVIDENCE WILL BE MINUTES, PROGRAM REVISION/ADOPTION, AND/OR NEW OFFERING), MAINTAIN/INCREASE ENROLLMENT.
2. PERCENT OF STUDENTS WHO PASS/COMPLETE THE PROGRAM WILL BE MAINTAINED AND/OR INCREASE DEPENDING ON COMMUNITY NEEDS AND JOB MARKET.
3. INCREASED STUDENT PARTICIPATION IN STEAM-RELATED ASSIGNMENTS AND/OR ACTIVITIES.

Guam Community College
***FY 2023* Budget Request by Department**
EDUCATION

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
98	01	SUPPLIES	4	500	\$2,000	OFFICE AND INSTRUCTIONAL
			4		\$2,000	1 line item(s)
TOTAL BUDGET REQUESTED			4		\$2,000	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
EARLY CHILDHOOD EDUCATION (ECE)

GOALS AND OBJECTIVES:

1. TO EXPLORE THE DEVELOPMENT OF NEW COURSES/PROGRAMS AND IMPROVEMENT OF EXISTING CURRICULA.
2. TO PREPARE AND GRADUATE STUDENTS WHO POSSESS THE SKILLS NEEDED IN THEIR RESPECTIVE CAREER OF EDUCATION AND/OR A RELATED FIELD.
3. TO INCORPORATE STEAM (SCIENCE, TECHNOLOGY, ENGINEERING, ART, AND MATH) THROUGHOUT THE CURRICULUM.

PERFORMANCE INDICATORS:

1. COMPILATION OF RESEARCH, DATA, ADVISORY MINUTES, COURSE/PROGRAM REVISION OR ADOPTION AND NEW OFFERINGS. NUMBER OF STUDENTS ENROLLED.
2. STUDENT SUCCESS COMPLETING COURSES AND GRADUATING FROM PROGRAM.
3. CLASSROOM OBSERVATIONS OF FACULTY AND NUMBER OF SLOS IN EACH COURSE GUIDE THAT ADDRESS STEAM CONTENT.

PROPOSED OUTCOMES:

1. AT LEAST ONE NEW COURSE AND/OR PROGRAM IS EXAMINED EACH YEAR (EVIDENCE WILL BE MINUTES, PROGRAM REVISION/ADOPTION, AND/OR NEW OFFERING), MAINTAIN/INCREASE ENROLLMENT.
2. PERCENT OF STUDENTS WHO PASS/COMPLETE THE PROGRAM WILL BE MAINTAINED AND/OR INCREASE DEPENDING ON COMMUNITY NEEDS AND JOB MARKET.
3. STUDENT PARTICIPATION IN STEAM-RELATED ASSIGNMENTS AND/OR ACTIVITIES INCREASE.

Guam Community College
***FY 2023* Budget Request by Department**
EARLY CHILDHOOD EDUCATION (ECE)

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
99	01	SUPPLIES	1	500	\$500	OFFICE AND INSTRUCTIONAL
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2023 Budget Request by Department
AMERICAN SIGN LANGUAGE (ASL)

GOALS AND OBJECTIVES:

1. EXPLORE THE DEVELOPMENT OF NEW COURSES/PROGRAMS AND IMPROVEMENT OF EXISTING CURRICULA (SIGN LANGUAGE AND PROFESSIONAL INTERPRETING PROGRAM) – RELATED TO ISMP #1, #3, AND #4
2. PREPARE AND GRADUATE STUDENTS WHO POSSESS THE SKILLS NEEDED IN THEIR RESPECTIVE CAREERS OF SIGN LANGUAGE INTERPRETING AND/OR RELATED FIELD. – RELATED TO ISMP #1
3. DEPARTMENT FACULTY WILL ACTIVELY RECRUIT STUDENTS AND MARKET PROGRAMS AND COURSES THROUGH ACTIVITIES/EVENTS. – RELATED TO ISMP #3

PERFORMANCE INDICATORS:

1. COMPILATION OF RESEARCH, DATA, ADVISORY MINUTES, COURSE/PROGRAM REVISION OR ADOPTION AND NEW OFFERINGS. RELATED TO ISMP #3 AND #5
2. STUDENT SUCCESS COMPLETING COURSES AND GRADUATING FROM PROGRAM. RELATED TO ISMP #2
3. NUMBER OF SLO-RELATED AND SERVICE LEARNING ACTIVITIES OFFERED TO STUDENTS WITHIN THE ASL AND IN COURSES THAT ADDRESS DISABILITY AWARENESS WITH REGARDS TO THE DEAF AND DHH AND NUMBER ENROLLED. RELATED TO ISMP #1 AND #3

PROPOSED OUTCOMES:

1. CURRICULUM IS EXAMINED EACH YEAR (EVIDENCE WILL BE MINUTES, PROGRAM REVISION/ADOPTION, AND/OR NEW OFFERING), RELATED TO ISMP #1 AND #3
2. PERCENT OF STUDENTS WHO PASS/COMPLETE PROGRAM WILL BE MAINTAINED AND/OR INCREASE DEPENDING ON COMMUNITY NEEDS AND JOB MARKET. RELATED TO ISMP #2
3. NUMBER OF SLO-RELATED AND SERVICE LEARNING ACTIVITIES WILL RESULT IN INCREASED ENROLLMENT. RELATED TO ISMP #1 AND #3

Guam Community College
***FY 2023* Budget Request by Department**
AMERICAN SIGN LANGUAGE (ASL)

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
100	01	SUPPLIES	1	500	\$500	OFFICE AND INSTRUCTIONAL
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

Guam Community College
***FY 2023* Budget Request by Department**
CRIMINAL JUSTICE

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. TO ENSURE FACULTY HAVE THE NECESSARY RESOURCES TO MEET STUDENT LEARNING OUTCOMES.
2. TO REVIEW COURSE CURRICULA EVERY 3 TO 5 YEARS FOR CURRENCY AND RELEVANCE.
3. TO PROVIDE COURSES AND SECTIONS NECESSARY TO COMPLETE STUDENT EDUCATIONAL PLANS.

PERFORMANCE INDICATORS:

1. IDENTIFY LEARNING RESOURCES NEEDING REPLACEMENT.
2. 75% OF COURSE GUIDES WILL BE IDENTIFIED FOR REVIEW AND UPDATED.
3. CONDUCT STUDENT SURVEYS AND DEGREE AUDITS TO DETERMINE NECESSARY COURSE OFFERINGS.

PROPOSED OUTCOMES:

1. IMPROVED TEACHING EFFECTIVENESS IN ORDER TO GRASP LEARNING OUTCOMES.
2. CURRICULUM DOCUMENTS WILL BE UP-TO-DATE.
3. FEWER THAN 5% OF STUDENTS WILL REQUEST FOR SPECIAL PROJECTS OR NEED TO OPEN ADDITIONAL SECTIONS.

Guam Community College
***FY 2023* Budget Request by Department**
CRIMINAL JUSTICE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
103	01	SUPPLIES	1	500	\$500	FUEL/OIL FOR BOAT, ATV, JET SKI AND OFFICIAL VEHICLE
101	01	INSTRUCTIONAL MATERIALS AND SUPPLIES	2	500	\$1,000	PAPER, PENS, MARKERS, LAW ENFORCEMENT ACADEMY SUPPLIES
			3		\$1,500	2 line item(s)
MISCELLANEOUS EXPENSE						
103	01	CONTRACTUAL	1	500	\$500	MAINTENANCE FOR BOAT, ATV, JET SKI AND OFFICIAL VEHICLE.
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			4		\$2,000	3 line item(s)

Guam Community College
***FY 2023* Budget Request by Department**
SOCIAL SCIENCE

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. TO ENSURE FACULTY HAVE THE NECESSARY RESOURCES TO MEET STUDENT LEARNING OUTCOMES.
2. TO REVIEW COURSE CURRICULA EVERY 3 TO 5 YEARS FOR CURRENCY AND RELEVANCE.
3. TO PROVIDE COURSES AND SECTIONS NECESSARY TO COMPLETE STUDENT EDUCATIONAL PLANS.

PERFORMANCE INDICATORS:

1. REVIEW OF ASSESSMENT DATA.
2. 75% OF COURSE GUIDES WILL BE IDENTIFIED FOR REVIEW AND UPDATED.
3. CONDUCT STUDENT SURVEYS AND DEGREE AUDITS TO DETERMINE NECESSARY COURSE OFFERINGS.

PROPOSED OUTCOMES:

1. IMPROVED PROGRAM.
2. CURRICULUM DOCUMENTS WILL BE UP-TO-DATE.
3. FEWER THAN 5% OF STUDENTS WILL REQUEST FOR SPECIAL PROJECTS OR NEED TO OPEN ADDITIONAL SECTIONS.

Guam Community College
***FY 2023* Budget Request by Department**
SOCIAL SCIENCE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
104	01	INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	SUPPLIES FOR INSTRUCTIONAL USE
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
EMERGENCY MEDICAL TECHNICIAN (EMT)

GOALS AND OBJECTIVES:

1. TO PROVIDE LEARNING EXPERIENCES FOR STUDENTS IN VARIOUS SITES CONSISTENT WITH NREMT GUIDELINES THAT MAY LEAD TO EMPLOYMENT OR HIGHER EDUCATION AS AN EMERGENCY MEDICAL TECHNICIAN.
2. TO ENSURE THAT CURRICULA REFLECTS CURRENT NATIONAL STANDARDS OF PRACTICE (NREMT GUIDELINES) FOR NATIONAL REGISTRY IN THE EMERGENCY MEDICAL TECHNICIAN FIELD.
3. TO ENSURE FACULTY HAVE THE NECESSARY RESOURCES TO SUCCESSFULLY MEET INTENDED STUDENT LEARNING OUTCOMES.

PERFORMANCE INDICATORS:

1. COMMUNITY PARTNERSHIPS WILL BE ESTABLISHED BY NEW OR RENEWED MEMORANDUM OF AGREEMENTS (MOAS) WITH THE HOSPITAL SITES TO ENHANCE CLINICAL OPPORTUNITIES FOR STUDENTS IN THE EMT COURSE.
2. A COMPILATION OF RESEARCH FROM INDUSTRY, DATA AND ADVISORY FEEDBACK TO GUIDE CURRICULUM CHANGES.
3. ASSESSMENT OF CURRICULUM OUTCOMES AND STUDENT SURVEYS TO DETERMINE COURSE NEEDS.

PROPOSED OUTCOMES:

1. 90% OF STUDENTS WILL INDICATE BASED ON IDEA SURVEY RESULTS THAT COURSE AND CLINICAL PLACEMENTS AND OUTREACH EXERCISES ALLOWED FOR THE DEVELOPMENT OF SKILLS AND COMPETENCIES NEEDED TO MEET THE REQUIREMENTS FOR NATIONAL REGISTRY.
2. UPDATED CURRICULA EVERY THREE TO FIVE YEARS AS NEEDED ACCORDING TO NATIONAL STANDARDS.
3. TEACHING EFFECTIVENESS WILL BE GAUGED BY IDEA SURVEY RESULTS.

Guam Community College
***FY 2023* Budget Request by Department**
EMERGENCY MEDICAL TECHNICIAN (EMT)

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
105	01	ADMINISTRATIVE FEES	2	500	\$1,000	MEDICAL DIRECTOR, DR. LUIS CRUZ
			2		\$1,000	1 line item(s)
SUPPLIES & MATERIALS						
107	01	SUPPLIES	4	500	\$2,000	FOR INSTRUCTIONAL AND OPERATIONAL PURPOSES
			4		\$2,000	1 line item(s)
TOTAL BUDGET REQUESTED			6		\$3,000	2 line item(s)

Guam Community College
***FY 2023* Budget Request by Department**
HUMAN SERVICES

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. TO ENSURE FACULTY HAVE THE NECESSARY RESOURCES TO MEET STUDENT LEARNING OUTCOMES.
2. TO REVIEW COURSE CURRICULA EVERY 3 TO 5 YEARS FOR CURRENCY AND RELEVANCE.
3. TO PROVIDE COURSES AND SECTIONS NECESSARY TO COMPLETE STUDENT EDUCATIONAL PLANS.

PERFORMANCE INDICATORS:

1. REVIEW OF ASSESSMENT DATA.
2. 75% OF COURSE GUIDES WILL BE IDENTIFIED FOR REVIEW AND UPDATED.
3. CONDUCT STUDENT SURVEYS AND DEGREE AUDITS TO DETERMINE NECESSARY COURSE OFFERINGS.

PROPOSED OUTCOMES:

1. IMPROVED PROGRAM.
2. CURRICULUM DOCUMENTS WILL BE UP-TO-DATE.
3. FEWER THAN 5% OF STUDENTS WILL REQUEST FOR SPECIAL PROJECTS OR NEED TO OPEN ADDITIONAL SECTIONS.

Guam Community College
***FY 2023* Budget Request by Department**
HUMAN SERVICES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
108	01	SUPPLIES & MATERIALS	1	500	\$500	SUPPORT INSTRUCTION
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
VISUAL COMMUNICATIONS

GOALS AND OBJECTIVES:

1. TO ALIGN TECHNOLOGICAL NEEDS AND RESOURCES TO SUPPORT LEARNING AND ENHANCE WORKFORCE DEVELOPMENT USING ASSESSMENT RESULTS.
2. TO PROVIDE BEST PRACTICES AND APPLICATION OF INDUSTRY-STANDARD MATERIALS AND RESOURCES.
3. TO ENSURE CURRICULUM DOCUMENTS ARE ALIGNED TO INDUSTRY-STANDARD OPERATIONS AND PROTOCOLS.

PERFORMANCE INDICATORS:

1. UPDATE LIST OF TECHNOLOGY EQUIPMENT NEEDED FOR LABS, IN COLLABORATION WITH THE ADVISORY COMMITTEE.
2. UPDATE LIST OF THE MOST CURRENT INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES, WITH INPUT FROM ADVISORY COMMITTEE.
3. INTEGRATE LIST OF INDUSTRY-STANDARD SOFTWARE IN CURRICULUM DOCUMENTS, DEVELOPED WITH ADVISORY COMMITTEE.

PROPOSED OUTCOMES:

1. STUDENTS WILL HAVE ACCESS TO MODERN, TECHNOLOGICALLY ADVANCED EQUIPMENT BASED ON ASSESSMENT RESULTS AND INDUSTRY STANDARDS.
2. STUDENTS WILL HAVE ACCESS TO INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. UPDATED CURRICULUM DOCUMENTS THAT ALIGN WITH INDUSTRY-STANDARD SOFTWARE.

Guam Community College
***FY 2023* Budget Request by Department**
VISUAL COMMUNICATIONS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
109	01	SUPPLIES & MATERIALS	1	500	\$500	SUPPORT INSTRUCTION
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
ADULT BASIC EDUCATION

GOALS AND OBJECTIVES:

1. TO INCREASE CASAS LEARNING GAINS FOR STUDENTS IN BASIC SKILLS COURSES.
2. TO INCREASE THE NUMBER OF STUDENTS WHO COMPLETE 12 HOURS OF INSTRUCTION.
3. TO INCREASE THE GED STUDENT COMPLETION RATE.

PERFORMANCE INDICATORS:

1. PROVIDE WRAP-AROUND SERVICES SUCH AS TUTORS, READ THEORY, WORKKEYS, ETC.
2. IDENTIFY BEST PRACTICES TO ASSIST STUDENTS TO COMPLETE A BASIC SKILLS COURSE WITH 12 OR MORE HOURS OF INSTRUCTION.
3. DEVELOP A GED PREPARATION PROGRAM TO INCLUDE A GED EXAM PREPARATION COURSE.

PROPOSED OUTCOMES:

1. AT LEAST 10% OF STUDENTS WILL DEMONSTRATE AN INCREASE IN THEIR LEARNING GAINS THROUGH THEIR CASAS POST-TEST AND ADVANCE TO THE NEXT EDUCATIONAL FUNCTIONING LEVEL.
2. AT LEAST 10% OF STUDENTS IN A BASIC SKILLS COURSE WILL ACCOMPLISH MORE THAN 12 HOURS OF INSTRUCTION.
3. AT LEAST 10% OF STUDENTS ENROLLED IN THE GED PROGRAM WILL SUCCESSFULLY PASS THE GED.

Guam Community College
***FY 2023* Budget Request by Department**
ADULT BASIC EDUCATION

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
110	01	INSTRUCTIONAL SUPPLIES	1	500	\$500	ENSURE ADJUNCT FACULTY ARE EQUIPPED WITH SUPPLIES NEEDED TO CARRY OUT INSTRUCTIONAL ACTIVITIES
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
ADULT HIGH SCHOOL

GOALS AND OBJECTIVES:

1. TO INCREASE CASAS LEARNING GAINS FOR AHS STUDENTS.
2. TO INCREASE THE NUMBER OF GRADUATES WHO TRANSITION INTO COLLEGE OR WORKFORCE.
3. TO RESEARCH AND IDENTIFY INSTRUCTIONAL MODALITIES THAT WOULD MEET THE NEEDS OF ADULT EDUCATION STUDENTS.

PERFORMANCE INDICATORS:

1. PROVIDE WRAP-AROUND SERVICES SUCH AS READ THEORY, WORKKEYS, ETC.
2. DEVELOP A TRANSITION TO COLLEGE OR WORK THROUGH VARIOUS WORKSHOPS SUCH AS, FINANCIAL AID, RESUME WRITING, CAREER EXPLORATION, ETC..
3. ANALYZE AND DOCUMENT RESEARCH FINDINGS THROUGH A WHITEPAPER CONCEPT AND SUBMIT TO DEAN AND VICE PRESIDENT FOR REVIEW.

PROPOSED OUTCOMES:

1. AT LEAST 10% OF STUDENTS WILL DEMONSTRATE AN INCREASE IN THEIR LEARNING GAINS THROUGH THEIR CASAS POST-TEST.
2. AT LEAST 10% INCREASE IN THE NUMBER OF GRADUATES TRANSITIONING INTO THE COLLEGE.
3. APPROVAL OF WHITEPAPER CONCEPT AND IMPLEMENTATION IN FALL 2022.

Guam Community College
FY 2023 Budget Request by Department
ADULT HIGH SCHOOL

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
111	01	INSTRUCTIONAL SUPPLIES	1	500	\$500	ENSURE ADJUNCT FACULTY ARE EQUIPPED WITH SUPPLIES NEEDED TO CARRY OUT INSTRUCTIONAL ACTIVITIES
			1		\$500	1 line item(s)
MISCELLANEOUS EXPENSE						
113	01	STUDENT REGISTRATION FEE	20	574	\$11,480	SUPPORT STUDENTS' EFFORT TO COMPLETE AHS GRADUATION REQUIREMENTS
112	01	TUITION & FEES, CTE BOOKS	197	162	\$31,914	SUPPORT STUDENTS' EFFORT TO COMPLETE AHS GRADUATION REQUIREMENTS
			217		\$43,394	2 line item(s)
TOTAL BUDGET REQUESTED			218		\$43,894	3 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
ENGLISH-AS-A-SECOND LANGUAGE

GOALS AND OBJECTIVES:

1. TO INCREASE CASAS LEARNING GAINS FOR STUDENTS IN ESL COURSES.
2. TO INCREASE THE NUMBER OF STUDENTS WHO COMPLETE 12 HOURS OF INSTRUCTION.
3. TO INCREASE ENROLLMENT FOR ESL.

PERFORMANCE INDICATORS:

1. PROVIDE WRAP-AROUND SERVICES SUCH AS TUTORS, READ THEORY, WORKKEYS, ETC.
2. IDENTIFY BEST PRACTICES TO ASSIST STUDENTS TO COMPLETE A ESL COURSE WITH 12 OR MORE HOURS OF INSTRUCTION.
3. CONDUCT COMMUNITY OUTREACH AND EDUCATE INDIVIDUALS OF GCC ESL PROGRAMS.

PROPOSED OUTCOMES:

1. AT LEAST 10% OF STUDENTS WILL DEMONSTRATE AN INCREASE IN THEIR LEARNING GAINS THROUGH THEIR CASAS POST-TEST AND ADVANCE TO THE NEXT EDUCATIONAL FUNCTIONING LEVEL.
2. AT LEAST 10% OF STUDENTS IN AN ESL COURSE WILL ACCOMPLISH MORE THAN 12 HOURS OF INSTRUCTION.
3. AT LEAST 10% OF INDIVIDUALS FROM THE COMMUNITY WILL ENROLL IN AN ESL COURSE.

Guam Community College
FY 2023 Budget Request by Department
ENGLISH-AS-A-SECOND LANGUAGE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
114	01	INSTRUCTIONAL SUPPLIES	1	500	\$500	ENSURE ADJUNCT FACULTY ARE EQUIPPED WITH SUPPLIES NEEDED TO CARRY OUT INSTRUCTIONAL ACTIVITIES
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
ALLIED HEALTH

GOALS AND OBJECTIVES:

1. TO PROVIDE LEARNING EXPERIENCES FOR ALL STUDENTS THAT LEAD TO EMPLOYMENT OR CONTINUED HIGHER EDUCATION IN THE MEDICAL ASSISTANT FIELD.
2. TO ENSURE THAT CURRICULA REFLECT CURRENT PRACTICE AND INFORMATION THAT FALLS IN LINE WITH ACCREDITATION STANDARDS FOR MEDICAL ASSISTING EDUCATION.
3. TO ENHANCE FACULTY'S KNOWLEDGE OF MEDICAL ASSISTING ACCREDITATION STANDARDS TO ENSURE STUDENT LEARNING OUTCOMES ARE (ABHES) COMPLIANT.

PERFORMANCE INDICATORS:

1. COMMUNITY PARTNERSHIPS WILL BE ESTABLISHED BY NEW OR RENEWED MEMORANDUM OF AGREEMENTS (MOAS) WITH VARIOUS CLINIC SITES TO ENHANCE CLINICAL OPPORTUNITIES FOR STUDENTS IN THE MA PROGRAM.
2. A COMPILATION OF RESEARCH FROM INDUSTRY, ACCREDITATION GUIDELINES, AND ADVISORY FEEDBACK TO GUIDE CURRICULUM CHANGES.
3. ASSESSMENT OF CURRICULUM OUTCOMES AND STUDENT SURVEYS TO DETERMINE COURSE NEEDS.

PROPOSED OUTCOMES:

1. 90% OF STUDENTS WILL INDICATE BASED ON IDEA SURVEY RESULTS THAT COURSE AND CLINICAL PLACEMENTS ALLOWED FOR THE DEVELOPMENT OF SKILLS AND COMPETENCIES NEEDED BY PROFESSIONALS IN THE MEDICAL ASSISTING FIELD.
2. CURRICULA WILL BE UPDATED EVERY THREE TO FIVE YEARS OR AS NEEDED ACCORDING TO ACCREDITATION STANDARDS FOR MEDICAL ASSISTING EDUCATION.
3. IMPROVED TEACHING EFFECTIVENESS.

Guam Community College
FY 2023 Budget Request by Department
ALLIED HEALTH

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
117	01	HENRY SCHIEN EMR LICENSING/SUPPORT FEES	2	500	\$1,000	FEES TO MAINTAIN HENRY SCHEIN EMR PROGRAM, MEDICAL ASSISTING PROGRAM
116	01	ADMINISTRATIVE FEES	2	500	\$1,000	MEDICAL DIRECTOR, DR. LUIS CRUZ
115	01	BIOHAZARD WASTE DISPOSAL	1	300	\$300	TO DISPOSE OF MEDICAL SHARPS SUPPLIES PER JACHO REQUIREMENT
			5		\$2,300	3 line item(s)
SUPPLIES & MATERIALS						
118	01	SUPPLIES	4	500	\$2,000	FOR INSTRUCTIONAL AND OPERATIONAL COSTS
			4		\$2,000	1 line item(s)
TOTAL BUDGET REQUESTED			9		\$4,300	4 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
PRACTICAL NURSING

GOALS AND OBJECTIVES:

1. TO PROVIDE LEARNING EXPERIENCES FOR STUDENTS THAT LEAD TO EMPLOYMENT OR CONTINUED HIGHER EDUCATION IN THE NURSING FIELD.
2. TO ENSURE THAT CURRICULA REFLECT CURRENT PRACTICE AND INFORMATION THAT IS CONSISTENT WITH THE GUAM BOARD OF NURSING RULES & REGULATIONS IN THE PRACTICAL NURSING FIELD.
3. TO ENSURE FACULTY HAVE THE NECESSARY RESOURCES TO SUCCESSFULLY MEET INTENDED STUDENT LEARNING OUTCOMES.

PERFORMANCE INDICATORS:

1. COMMUNITY PARTNERSHIPS WILL BE ESTABLISHED BY NEW OR RENEWED MEMORANDUM OF AGREEMENTS (MOAS) WITH VARIOUS CLINIC SITES TO ENHANCE CLINICAL OPPORTUNITIES FOR STUDENTS IN THE PN PROGRAM.
2. A COMPILATION OF RESEARCH FROM INDUSTRY, DATA OF STUDENT ACHIEVEMENTS ON NCLEX EXAMS AND ADVISORY FEEDBACK TO GUIDE CURRICULUM CHANGES.
3. ASSESSMENT OF CURRICULUM OUTCOMES AND STUDENT SURVEYS TO DETERMINE COURSE NEEDS.

PROPOSED OUTCOMES:

1. 75-80% OF STUDENTS IN EACH COHORT WILL PASS THE NCLEX-PN EXAM.
2. CURRICULA WILL BE UPDATED EVERY 3-5YRS OR AS NEEDED ACCORDING TO UPDATES CONSISTENT W/ NATIONAL COUNCIL FOR BOARDS OF NURSING (NCSBN) NATIONAL COUNCIL LICENSURE EXAMINATION FOR PRACTICAL NURSES (NCLEX-PN) & CURRENT EVIDENCE BASED STANDARDS FOR PRACTICE.
3. IMPROVED TEACHING EFFECTIVENESS.

Guam Community College
FY 2023 Budget Request by Department
PRACTICAL NURSING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
122	01	ADMINISTRATIVE FEES	2	500	\$1,000	MEDICAL DIRECTOR, DR. LUIS CRUZ
121	01	MAINTENANCE	1	500	\$500	TO REPLACE OR REPAIR INSTRUCTIONAL EQUIPMENT (I.E.: MANIKINS, LABORATORY EQUIP, MULTIMEDIA)
120	01	ONLINE RESOURCES	15	500	\$7,500	DIAGNOSTIC READINESS TEST TO PREPARE STUDENTS TO TAKE NCLEX EXAM
119	01	EXAMINATION FEES	30	40	\$1,200	FOR NATIONAL LEAGUE OF NURSING PRE-ADMISSION EXAM FOR APPLICANTS SEEKING ENTRY INTO THE PROGRAM.
			48		\$10,200	4 line item(s)
SUPPLIES & MATERIALS						
123	01	SUPPLIES	1	500	\$500	FOR INSTRUCTIONAL AND OPERATIONAL PURPOSES
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			49		\$10,700	5 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
HOSPITALITY AND TOURISM

GOALS AND OBJECTIVES:

1. IMPLEMENT THE DISTANCE EDUCATION - IHM PROGRAM.
2. ESTABLISH A COHORT SCHEDULE FOR AY22-23.
3. INCREASE PRESENCE IN THE HOSPITALITY INDUSTRY.

PERFORMANCE INDICATORS:

1. NUMBER OF FACULTY TO BE ONLINE CERTIFIED.
2. NUMBER OF STUDENTS ENROLLED IN COURSES SCHEDULED FOR THE ACADEMIC YEAR.
3. ADVISING COMMITTEE PARTICIPATION.

PROPOSED OUTCOMES:

1. INCREASED FACULTY DEPARTMENT ELIGIBILITY FOR ONLINE TEACHING BY 10%.
2. NUMBER OF HIGH SCHOOL GRADUATES ENROLLED IN AN H&T PROGRAM.
3. PARTICIPATION IN ADVISORY COMMITTEES.

[GCC-DEPT3]

Guam Community College
FY 2023 Budget Request by Department
HOSPITALITY AND TOURISM

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
127	01	ANNUAL MEMBERSHIP DUES - GUAM VISITORS BUREAU	1	100	\$100	TO SUPPORT THE DEPARTMENT'S DE-IHM PROGRAM
126	01	ANNUAL MEMBERSHIP DUES - SKAL	1	175	\$175	TO SUPPORT THE DEPARTMENT'S DE-IHM PROGRAM
125	01	ANNUAL MEMBERSHIP DUES - PATA	1	225	\$225	INDUSTRY MEMBERSHIP FOR THE GUAM AND MICRONESIA
			3		\$500	3 line item(s)
SUPPLIES & MATERIALS						
131	01	PRINTER INK	2	500	\$1,000	SUPPLIES NEEDED FOR INSTRUCTIONAL USE
130	01	INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	SUPPLIES NEEDED FOR INSTRUCTIONAL USE
128	01	INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	TO SUPPORT THE DEPARTMENT'S DE-IHM PROGRAM
			4		\$2,000	3 line item(s)
EQUIPMENT						
129	01	INSTRUCTIONAL VIDEOS	2	500	\$1,000	TO SUPPORT THE DEPARTMENT'S DE-IHM PROGRAM: GUESTROOM EQUIPMENT
124	01	INSTRUCTIONAL EQUIPMENT - PORTABLE PROJECTOR PORTABLE SCREEN SPEAKER	3	500	\$1,500	PROVIDE EQUIPMENT TO SUPPORT DEPARTMENT'S DE-IHM PROGRAM
			5		\$2,500	2 line item(s)
TOTAL BUDGET REQUESTED			12		\$5,000	8 line item(s)

Guam Community College
***FY 2023* Budget Request by Department**
CULINARY & FOOD SERVICES

GOALS AND OBJECTIVES:

1. TO OBTAIN REAFFIRMATION OF CULINARY ARTS PROGRAM INCLUDING THE BAKING TRACK ACCREDITATION.
2. TO INCREASE THE LEVEL OF ENROLLMENT IN THE PROGRAM BY 10% COMPARED TO THE ACADEMIC YEAR 2020.
3. TO OBTAIN ACF INDUSTRY CERTIFICATIONS FOR FACULTY.

PERFORMANCE INDICATORS:

1. 5-YEAR REAFFIRMATION OF AMERICAN CULINARY FEDERATION ACCREDITATION.
2. NUMBER OF STUDENTS ENROLLED IN THE PROGRAM.
3. FACULTY AMERICAN CULINARY FEDERATION INDUSTRY CERTIFICATION.

PROPOSED OUTCOMES:

1. AA IN CULINARY ARTS PROGRAM WILL RECEIVE A 5-YEAR REAFFIRMATION OF ACCREDITATION.
2. INCREASE IN PROGRAM ENROLLMENT.
3. FACULTY WILL BE CERTIFIED BY THE NEW FISCAL YEAR.

Guam Community College
FY 2023 Budget Request by Department
CULINARY & FOOD SERVICES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
134	01	DRY CLEANING	1	500	\$500	MAINTAIN CULINARY LINENS
133	01	ANSUL SYSTEM RECERTIFICATION	1	2,500	\$2,500	MEET FIRE CODE REQUIREMENTS
132	01	AMERICAN CULINARY FEDERATION ANNUAL DUES	1	1,250	\$1,250	MEET PROGRAM ACCREDITATION
			3		\$4,250	3 line item(s)
SUPPLIES & MATERIALS						
139	01	KITCHEN EQUIPMENT MAINTENANCE	1	500	\$500	MEET ACFEF ACCREDITATION
138	01	INSTRUCTIONAL MATERIALS	2	500	\$1,000	SUPPORT TEACHING AND LEARNING
137	01	CULINARY KITCHEN LAB LP GAS	4	500	\$2,000	SUPPORT CULINARY & BAKING INSTRUCTIONS
136	01	OFFICE SUPPLIES	1	500	\$500	SUPPORT THE PROGRAMS
135	01	INSTRUCTIONAL EQUIPMENT	1	500	\$500	MEET ACFEF ACCREDITATION
			9		\$4,500	5 line item(s)
EQUIPMENT						
141	01	CLASSROOM LAB SMALLWARE	1	500	\$500	MEET ACFEF ACCREDITATION
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			13		\$9,250	9 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
MARKETING

GOALS AND OBJECTIVES:

1. TO ALIGN TECHNOLOGICAL NEEDS AND RESOURCES TO SUPPORT LEARNING AND ENHANCE WORKFORCE DEVELOPMENT USING ASSESSMENT RESULTS.
2. TO PROVIDE BEST PRACTICES AND APPLICATION OF INDUSTRY-STANDARD MATERIALS AND RESOURCES.
3. TO ENSURE CURRICULUM DOCUMENTS ARE ALIGNED TO INDUSTRY-STANDARD OPERATIONS AND PROTOCOLS.

PERFORMANCE INDICATORS:

1. UPDATE LIST OF TECHNOLOGY EQUIPMENT NEEDED FOR LABS, IN COLLABORATION WITH THE ADVISORY COMMITTEE.
2. UPDATE LIST OF THE MOST CURRENT INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES, WITH INPUT FROM ADVISORY COMMITTEE.
3. INTEGRATE LIST OF INDUSTRY-STANDARD SOFTWARE IN CURRICULUM DOCUMENTS, DEVELOPED WITH ADVISORY COMMITTEE.

PROPOSED OUTCOMES:

1. STUDENTS WILL HAVE ACCESS TO MODERN, TECHNOLOGICALLY ADVANCED EQUIPMENT BASED ON ASSESSMENT RESULTS AND INDUSTRY STANDARDS.
2. STUDENTS WILL HAVE ACCESS TO INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. UPDATED CURRICULUM DOCUMENTS THAT ALIGN WITH INDUSTRY-STANDARD SOFTWARE.

Guam Community College
***FY 2023* Budget Request by Department**
MARKETING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
142	01	SUPPLIES & MATERIALS	2	500	\$1,000	SUPPORT INSTRUCTION
			2		\$1,000	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$1,000	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
ACCOUNTING

GOALS AND OBJECTIVES:

1. TO ALIGN TECHNOLOGICAL NEEDS AND RESOURCES TO SUPPORT LEARNING AND ENHANCE WORKFORCE DEVELOPMENT USING ASSESSMENT RESULTS.
2. TO PROVIDE BEST PRACTICES AND APPLICATION OF INDUSTRY-STANDARD MATERIALS AND RESOURCES.
3. TO ENSURE CURRICULUM DOCUMENTS ARE ALIGNED TO INDUSTRY-STANDARD OPERATIONS AND PROTOCOLS.

PERFORMANCE INDICATORS:

1. UPDATE LIST OF TECHNOLOGY EQUIPMENT NEEDED FOR LABS, IN COLLABORATION WITH THE ADVISORY COMMITTEE.
2. UPDATE LIST OF THE MOST CURRENT INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES, WITH INPUT FROM ADVISORY COMMITTEE.
3. INTEGRATE LIST OF INDUSTRY-STANDARD SOFTWARE IN CURRICULUM DOCUMENTS, DEVELOPED WITH ADVISORY COMMITTEE.

PROPOSED OUTCOMES:

1. STUDENTS WILL HAVE ACCESS TO MODERN, TECHNOLOGICALLY ADVANCED EQUIPMENT BASED ON ASSESSMENT RESULTS AND INDUSTRY STANDARDS.
2. STUDENTS WILL HAVE ACCESS TO INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. UPDATED CURRICULUM DOCUMENTS THAT ALIGN WITH INDUSTRY-STANDARD SOFTWARE.

Guam Community College
***FY 2023* Budget Request by Department**
ACCOUNTING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
144	01	SUPPLIES AND MATERIALS	1	500	\$500	SUPPORT INSTRUCTION
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
SUPERVISION AND MANAGEMENT

GOALS AND OBJECTIVES:

1. TO ALIGN TECHNOLOGICAL NEEDS AND RESOURCES TO SUPPORT LEARNING AND ENHANCE WORKFORCE DEVELOPMENT USING ASSESSMENT RESULTS.
2. TO PROVIDE BEST PRACTICES AND APPLICATION OF INDUSTRY-STANDARD MATERIALS AND RESOURCES.
3. TO ENSURE CURRICULUM DOCUMENTS ARE ALIGNED TO INDUSTRY-STANDARD OPERATIONS AND PROTOCOLS.

PERFORMANCE INDICATORS:

1. UPDATE LIST OF TECHNOLOGY EQUIPMENT NEEDED FOR LABS, IN COLLABORATION WITH THE ADVISORY COMMITTEE.
2. UPDATE LIST OF THE MOST CURRENT INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES, WITH INPUT FROM ADVISORY COMMITTEE.
3. INTEGRATE LIST OF INDUSTRY-STANDARD SOFTWARE IN CURRICULUM DOCUMENTS, DEVELOPED WITH ADVISORY COMMITTEE.

PROPOSED OUTCOMES:

1. STUDENTS WILL HAVE ACCESS TO MODERN, TECHNOLOGICALLY ADVANCED EQUIPMENT BASED ON ASSESSMENT RESULTS AND INDUSTRY STANDARDS.
2. STUDENTS WILL HAVE ACCESS TO INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. UPDATED CURRICULUM DOCUMENTS THAT ALIGN WITH INDUSTRY-STANDARD SOFTWARE.

Guam Community College
***FY 2023* Budget Request by Department**
SUPERVISION AND MANAGEMENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
145	01	SUPPLIES AND MATERIALS	1	500	\$500	SUPPORT INSTRUCTION
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
DEAN'S OFFICE - TSS

GOALS AND OBJECTIVES:

1. TO PROVIDE APPROPRIATE ADMINISTRATIVE AND TECHNOLOGICAL ASSISTANCE TO FACULTY, PROGRAMS, AND STAFF.
2. TO PROVIDE ADEQUATE ASSISTANCE TO PROGRAM GROWTH VIA THE CURRICULUM PROCESS AT BOTH THE COURSE AND PROGRAM LEVEL.
3. TO DELIVER ASSISTANCE FOR STUDENTS TO MEET THE INSTITUTIONAL LEARNING OUTCOMES (ILO) BY PROVIDING A VARIETY OF STUDENT SERVICES.

PERFORMANCE INDICATORS:

1. PROCESSING OF REQUISITIONS, DOCUMENT SUBMISSIONS, AND ORGANIZED DOCUMENT RECOVERY SYSTEM.
2. TIMELY SUBMISSIONS AND REVIEW FOR CURRICULUM AND PROGRAM DOCUMENTS.
3. COORDINATE ACTIVITIES FOR SERVICE LEARNING AND INSTITUTIONAL ACTIVITIES TO SERVICE STUDENTS.

PROPOSED OUTCOMES:

1. TIMELY PROCESSING AND ROUTING OF DOCUMENTS, NOT EXCEEDING THREE DAYS; DOCUMENTS PROCESSED THROUGH WILL BE LOGGED INTO THE SYSTEM.
2. CURRICULUM DOCUMENTS TO REMAIN CURRENT WITHIN THE FIVE-YEAR CYCLE.
3. INCREASED OPPORTUNITIES FOR STUDENTS TO DEMONSTRATE ACHIEVEMENT OF ILO THROUGH SERVICE LEARNING AND STUDENT SERVICES ACTIVITIES.

Guam Community College
FY 2023 Budget Request by Department
DEAN'S OFFICE - TSS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
146	01	CONTRACTUAL	1	700	\$700	MEMBERSHIP FEES / BUSINESS CARDS
			1		\$700	1 line item(s)
SUPPLIES & MATERIALS						
147	01	OFFICE SUPPLIES FOR DEAN'S OFFICE AND INSTRUCTIONAL DESIGNER	2	500	\$1,000	COLLECT, ORGANIZE, PROCESS, AND RESPOND TO REQUISITIONS, CURRICULUM DOCUMENTS, AND CORRESPONDENCES.
			2		\$1,000	1 line item(s)
TOTAL BUDGET REQUESTED			3		\$1,700	2 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
MATH

GOALS AND OBJECTIVES:

1. TO CONTINUE TO SUPPORT THE LOGISTICAL AND INSTRUCTIONAL NEEDS OF FACULTY TO FULFILL THE COVERAGE OF SLO'S FOR EACH COURSE.
2. TO REVISE AND UPDATE COURSE GUIDES TO BETTER SERVE THE NEEDS OF THE STUDENTS.
3. TO CONTINUE TO CREATE AND HAVE APPROVED MATH COURSES THAT ARTICULATE TO OTHER INSTITUTIONS TO KEEP UP WITH NEW DEVELOPMENTS.

PERFORMANCE INDICATORS:

1. CONDUCT COMPREHENSIVE COURSE ASSESSMENT TO SHOW THAT CRITERIA OF THE COURSES' SLOS ARE MET.
2. COURSE GUIDES FOR MOST, IF NOT ALL, OF THE MATH COURSES WILL BE REVISED OR UPDATED, APPROVED AND IMPLEMENTED.
3. COURSE GUIDES FOR NEW COURSES WILL BE SUBMITTED THROUGH THE CURRICULUM PROCESS FOR APPROVAL.

PROPOSED OUTCOMES:

1. PASS RATES FOR EACH MATH COURSE WILL BE 70% OR HIGHER.
2. THE CHANGES OF THE REVISED OR UPDATED MATH COURSE GUIDES WILL BE REFLECTED IN EACH OF THE COURSE SYLLABI.
3. NEWLY APPROVED COURSES WILL BE MADE AVAILABLE TO STUDENTS WHO PLAN TO CONTINUE ON TO A FOUR-YEAR DEGREE UPON COMPLETION OF AN AA/AS.

Guam Community College
FY 2023 Budget Request by Department

[GCC-DEPT3]

MATH

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
148	01	INSTRUCTIONAL & OPERATIONAL SUPPLIES	6	500	\$3,000	CLASSROOM AND FACULTY OFFICE SUPPLIES FOR USE INSTRUCTION.
			6		\$3,000	1 line item(s)
MISCELLANEOUS EXPENSE						
150	01	PROMOTIONAL ACTIVITIES	1	418	\$418	ACTIVITIES TO PROMOTE MATH DEPARTMENT AND ENVIRONMENTAL TECH. CERT.
			1		\$418	1 line item(s)
TOTAL BUDGET REQUESTED			7		\$3,418	2 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
SCIENCE

GOALS AND OBJECTIVES:

1. TO CONTINUE TO SUPPORT THE LOGISTICAL AND INSTRUCTIONAL NEEDS OF FACULTY BOTH IN THE CLASSROOM AND LAB TO FULFILL THE COVERAGE OF SLO'S FOR EACH COURSE.
2. TO REVISE AND UPDATE COURSE GUIDES TO BETTER SERVE THE NEEDS OF THE STUDENTS.
3. TO REVIEW PROGRAM GUIDE AND COURSE GUIDES FOR THE ENVIRONMENTAL TECHNICIAN CERTIFICATE PROGRAM AND DEVELOP OR REVISE CURRICULA TO MEET THE NEED OF THE PROGRAM.

PERFORMANCE INDICATORS:

1. CONDUCT COMPREHENSIVE COURSE ASSESSMENT TO SHOW THAT THE CRITERIA OF THE COURSES' SLO'S ARE MET.
2. COURSE GUIDES FOR MOST, IF NOT ALL, OF SCIENCE COURSES WILL BE REVISED OR UPDATED, APPROVED AND IMPLEMENTED.
3. CONTINUE ASSESSMENT TO IMPROVE RECRUITMENT FOR THE ENVIRONMENTAL TECHNICIAN CERTIFICATE PROGRAM.

PROPOSED OUTCOMES:

1. PASS RATES FOR EACH SCIENCE COURSE WILL BE 70% OR HIGHER.
2. THE CHANGES IN THE REVISED OR UPDATED SCIENCE COURSE GUIDES WILL BE REFLECTED IN EACH OF THE COURSE SYLLABI.
3. COMPLETION RATE OF THE ENVIRONMENTAL TECHNICIAN CERTIFICATE PROGRAM WILL BE 50% OR MORE.

Guam Community College
FY 2023 Budget Request by Department
SCIENCE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
151	01	INSTRUCTIONAL & OPERATIONAL SUPPLIES	9	500	\$4,500	CLASSROOM, FACULTY OFFICES, AND LABS SUPPLIES FOR CLASSES AND LABS.
			9		\$4,500	1 line item(s)
MISCELLANEOUS EXPENSE						
153	01	PROMOTIONAL ACTIVITIES	1	400	\$400	ACTIVITIES TO PROMOTE SCIENCE DEPARTMENT AND ENVIRONMENTAL TECH. CERT.
			1		\$400	1 line item(s)
TOTAL BUDGET REQUESTED			10		\$4,900	2 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
STUDENT SUPPORT SERVICES

GOALS AND OBJECTIVES:

1. PROVIDE ACCURATE TRACKING OF KEYS BEING SIGNED OUT.
2. PROVIDE OUTSTANDING CUSTOMER SERVICE WHEN ISSUING ID CARDS WITH A FOCUS ON COST-SAVING MEASURES AND OPTIMIZING RESOURCES.
3. PROVIDE ROOM UTILIZATION ASSIGNMENTS TO ENSURE CONDUCIVE LEARNING ENVIRONMENTS FOR STUDENTS.

PERFORMANCE INDICATORS:

1. 100% OF HARD COPY KEY LOG WILL BE DOCUMENTED ELECTRONICALLY FOR TWO-WAY VERIFICATION.
2. AT LEAST 80% OF STUDENTS WHO COMPLETE THE SURVEY WILL BE SATISFIED WITH THE QUALITY OF THE SERVICE AND THE USE OF ID CARDS.
3. 100% OF ROOM UTILIZATION REQUESTS WILL BE ADDRESSED WITHIN TWO BUSINESS DAYS.

PROPOSED OUTCOMES:

1. ELECTRONIC DATA SHEETS WILL IMPROVE THE ACCURACY OF KEY LOG AND OVERALL OFFICE PRODUCTIVITY.
2. REDUCTION IN WAIT TIME FOR ID SERVICE TO LESS THAN 10 MINUTES FOR STUDENTS, EMPLOYEES AND CONTRACTORS.
3. TIMELY AND EFFICIENT ROOM UTILIZATION ASSIGNMENTS ARE MADE. ROOM ASSIGNMENTS ARE INPUTTED IN BANNER AND GOOGLE CALENDAR.

Guam Community College
FY 2023 Budget Request by Department
STUDENT SUPPORT SERVICES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
155	01	RADIO/CELLULAR FOR SECURITY AND SSS PERSONNEL	12	107	\$1,284	RADIO/CELLULAR UNITS FOR CAMPUS SAFETY AND EMERGENCY DURING REGULAR AND AFTER HOURS FOR SECURITY GUARDS AND SSS PERSONNEL
154	01	SECURITY GUARD SERVICES	1	156,172	\$156,172	CONTRACT RENEWAL
			13		\$157,456	2 line item(s)
SUPPLIES & MATERIALS						
159	01	ADOBE ACROBAT PRO STUDENT/TEACHER EDITION	1	500	\$500	TO CREATE, EDIT & VIEW PDFS; CONVERT DOCUMENTS TO PDF AND CUSTOMIZE, FILL AND SEND SSS RELATED FORMS AND DOCUMENTS
158	01	FACULTY WORKROOM OFFICE SUPPLIES	2	500	\$1,000	PROVIDE INSTRUCTIONAL MATERIALS AND RESOURCES FOR FACULTY WORKROOM
157	01	OFFICE SUPPLIES FOR OPERATION	1	500	\$500	GENERAL OFFICE OPERATIONS SUPPLIES (PENS, PENCILS, NOTEPADS, LABEL STICKERS, FOLDERS, KEY LABELS, KEY BOXES, KEY RINGS, STAPLES, US & GUAM FLAGS)
156	01	ID PRINTER RIBBON (INK) AND ID SUPPLIES	7	500	\$3,500	TO PROVIDE STUDENTS, EMPLOYEES, AND CONTRACTORS ID CARDS FOR SECURITY AND SAFETY
			11		\$5,500	4 line item(s)
TOTAL BUDGET REQUESTED			24		\$162,956	6 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
HEALTH SERVICES CENTER

GOALS AND OBJECTIVES:

1. TO PROVIDE QUALITY NURSING CARE TO THE ILL AND INJURED ON CAMPUS UNDER THE SUPERVISION OF THE GCC MEDICAL DIRECTOR.
2. TO PROVIDE PREVENTATIVE HEALTH CARE SERVICES UNDER THE SUPERVISION OF THE GCC MEDICAL DIRECTOR.
3. TO PROVIDE QUALITY HEALTH EDUCATION/COUNSELING ON CAMPUS UNDER THE SUPERVISION OF THE GCC MEDICAL DIRECTOR.

PERFORMANCE INDICATORS:

1. HEALTH SURVEY RESULTS (ACCIDENT AND EMERGENCY ASSESSMENT REPORTS) AND FOLLOW-UP FROM THE NURSE.
2. HEALTH SURVEY RESULTS (BRIEF TOBACCO INTERVENTION/SMOKING CESSATION PROGRAM) AND FOLLOW-UP FROM THE NURSE.
3. HEALTH SURVEY RESULTS (HEALTH PROMOTION CLASS PRESENTATIONS) AND FOLLOW-UP FROM THE NURSE.

PROPOSED OUTCOMES:

1. SURVEYS ON ACCIDENT AND EMERGENCY ASSESSMENT REPORTS SHOW UNDERSTANDING OF HEALTH CONDITION THAT MAKES CLIENT A MORE INFORMED AND EFFECTIVE HEALTH CARE CONSUMER AND LEARNER.
2. AFTER HEALTH TEACHING PROVISIONS AND HEALTH SERVICES CENTER'S SURVEY INPUT ON BRIEF TOBACCO INTERVENTION/SMOKING CESSATION PROGRAM, CLIENT'S INTAKE AND BEHAVIOR SHOW POSITIVE RESULTS WHICH ENHANCE STUDENTS' OVERALL SUCCESS.
3. SURVEYS ON HEALTH PROMOTION CLASS PRESENTATIONS WILL SHOW EFFECTIVE AND ENCOURAGING RESULTS AMONG CLIENTELES THAT PROMOTE HOLISTIC HEALTH AND EDUCATIONAL EXPERIENCE.

Guam Community College
FY 2023 Budget Request by Department
HEALTH SERVICES CENTER

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
161	01	MEDICAL DIRECTOR FEES	1	3,500	\$3,500	MEDICAL DIRECTOR FEES
160	01	MEDICAL WASTE MANAGEMENT	1	400	\$400	CONTRACTUAL SERVICES TO FACILITATE PATIENT CARE
			2		\$3,900	2 line item(s)
SUPPLIES & MATERIALS						
162	01	SUPPLIES & MATERIALS	21	500	\$10,500	PURCHASE OF MEDICAL/NURSING SUPPLIES AND OTHER MATERIALS TO FACILITATE PATIENT CARE, MEET HEALTH REQUIREMENT, AND HEALTH TEACHINGS.
			21		\$10,500	1 line item(s)
TOTAL BUDGET REQUESTED			23		\$14,400	3 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
CENTER FOR STUDENT INVOLVEMENT

GOALS AND OBJECTIVES:

1. TO PROVIDE TRAINING FOR THE COUNCIL ON POSTSECONDARY STUDENT AFFAIRS (COPSA) OFFICERS ON THEIR ROLES & RESPONSIBILITIES AS THE REP. VOICE FOR THE STUDENT BODY TO FACILITATE CONCERNS TO ADMIN. & THE GCC COMMUNITY & TO PLAN & IMPLEMENT THEIR PLAN OF ACTION.
2. TO PROVIDE GUIDANCE AND A RESOURCE SYSTEM FOR ALL STUDENT ORGANIZATIONS.
3. TO PROVIDE TRAINING OPPORTUNITIES TO EMPOWER AND EQUIP OUR STUDENTS WITH SKILLS THEY CAN UTILIZE IN THE CLASSROOM AND IN THE WORKPLACE.

PERFORMANCE INDICATORS:

1. COPSA OFFICERS WILL SIT ON COLLEGE COMMITTEES TO ENSURE STUDENT REPRESENTATIVE VOICE AND THE NUMBER OF CAMPUS-WIDE ACTIVITIES OFFERED TO STUDENTS.
2. TRAINING AND DOCUMENTS AVAILABLE FOR STUDENTS ORGANIZATIONS.
3. REGULAR OFFERING OF WORKSHOPS/TRAINING SESSIONS FOR STUDENTS TO DEVELOP AND APPLY THEIR LEADERSHIP AND EMPLOYABILITY SKILLS.

PROPOSED OUTCOMES:

1. COPSA OFFICERS PROPERLY ROUTE STUDENT CONCERNS TO THE ADMINISTRATION AND CONDUCT CAMPUS-WIDE STUDENT ACTIVITIES.
2. TRAINING FOR STUDENT ORGANIZATION LEADERS AND MEMBERS IS PROVIDED EACH SEMESTER AND ALL RELEVANT DOCUMENTS NEEDED WILL BE AVAILABLE AS HARD COPIES AND ON-LINE.
3. EVALUATION SURVEYS AFTER WORKSHOPS/TRAINING SESSIONS WILL INDICATE THAT STUDENTS HAVE GAINED USABLE SKILLS/KNOWLEDGE THAT WILL HELP THEM WITH THEIR PERSONAL, EDUCATIONAL, AND/OR CAREER GOALS.

Guam Community College
FY 2023 Budget Request by Department
CENTER FOR STUDENT INVOLVEMENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
163	01	INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	DEPARTMENT IS EXHAUSTING SUPPLIES. ADDITIONAL SUPPLIES ARE NEEDED.
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
OFFICE TECHNOLOGY

GOALS AND OBJECTIVES:

1. TO PROVIDE EXPERIENCES WITH EMERGING TECHNOLOGY FOR STUDENTS TO OBTAIN KNOWLEDGE AND SKILLS IN VARIOUS HARDWARE AND SOFTWARE APPLICATIONS TO ADAPT TO THE NEEDS OF THEIR RESPECTIVE ORGANIZATIONS.
2. TO REVIEW AND UPDATE PROGRAM/CURRICULUM TO REFLECT CURRENT STANDARDS/PRACTICES IN THE WORKPLACE LOCALLY, NATIONALLY, AND/OR GLOBALLY.
3. TO PROMOTE OFFICE TECHNOLOGY TO INCREASE STUDENT ENROLLMENT AND STRENGTHEN INDUSTRY PARTNERSHIPS.

PERFORMANCE INDICATORS:

1. APPROVED COURSE GUIDES FOR THE DEPARTMENT.
2. NUMBER OF INSTITUTIONAL OUTREACH ACTIVITIES SUPPORTED EACH YEAR.
3. NUMBER OF STUDENTS WHO HAVE COMPLETED THE TECHNICAL AND/OR PROGRAM REQUIREMENTS AND ARE GIVEN THE OPPORTUNITY TO PARTICIPATE IN JOB SHADOWING, PRACTICUM, AND /OR COOPERATIVE EDUCATION/WORK LEARN.

PROPOSED OUTCOMES:

1. REVIEW AND UPDATE 100% OF THE COURSE GUIDES THAT ARE OVER FIVE (5) YEARS OLD OR AS NEEDED, WITH INPUT FROM THE ADVISORY COMMITTEE.
2. TO PROVIDE SUPPORT FOR THE INSTRUCTIONAL NEEDS OF FACULTY BOTH IN THE CLASSROOM AND COMPUTER LABS IN ORDER TO SUCCESSFULLY ACCOMPLISH THE SLO'S FOR EACH COURSE.
3. AT LEAST 70% OF THE PARTICIPANTS WILL INDICATE THAT THEIR RESPECTIVE COURSE/PROGRAM REQUIREMENTS PREPARED THEM FOR THE WORK FORCE EXPERIENCE AND/OR MAY LEAD TO EMPLOYMENT WITH THE RESPECTIVE COMPANY/ORGANIZATION.

Guam Community College
FY 2023 Budget Request by Department
OFFICE TECHNOLOGY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
164	01	ANNUAL MEMBERSHIP DUES	1	500	\$500	INSTRUCTIONAL
			1		\$500	1 line item(s)
SUPPLIES & MATERIALS						
165	01	INSTRUCTIONAL MATERIALS & SUPPLIES	1	500	\$500	INSTRUCTIONAL
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$1,000	2 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
ASSESSMENT & COUNSELING

GOALS AND OBJECTIVES:

1. IMPLEMENT INNOVATIVE STRATEGIES.
2. ENGLISH AND MATH PLACEMENT STRATEGIES.
3. SELF KNOWLEDGE ATTRIBUTES.

PERFORMANCE INDICATORS:

1. STUDENTS WHO PARTICIPATE IN CAREER DEVELOPMENT WORKSHOPS ONLINE WILL GAIN KNOWLEDGE AND SKILLS THAT WILL HELP THEM MEET THEIR ACADEMIC, CAREER AND/OR PERSONAL GOALS.
2. ASSESS THE NEED FOR AN INCREASE OF PLACEMENT TEST UNITS DUE TO A DECREASE IN USAGE OF OTHER PLACEMENT OPTIONS.
3. IDENTIFICATION OF FUNDAMENTAL ATTRIBUTES IN STUDENTS WILL FOSTER GREATER AWARENESS IN CAREER CHOICES.

PROPOSED OUTCOMES:

1. AT LEAST 70% OF STUDENTS WHO PARTICIPATE IN ONLINE CAREER DEVELOPMENT WORKSHOPS WILL AGREE THAT THEY HAVE GAINED KNOWLEDGE AND SKILLS THAT WILL HELP THEM MEET THEIR ACADEMIC, CAREER AND/OR PERSONAL GOALS.
2. REVIEW & RE-EVALUATE THE NEED FOR AN INCREASE IN PLACEMENT TEST UNITS DUE TO THE DISCONTINUATION OF ALTERNATIVE PLACEMENT TEST OPTIONS.
3. AFTER PARTICIPATING IN A CAREER EXPLORATION RELATED ACTIVITY, 65% OF THE STUDENTS WILL BE ABLE TO IDENTIFY AT LEAST ONE ATTRIBUTION AND ITS RELATED OCCUPATIONS.

Guam Community College
FY 2023 Budget Request by Department
ASSESSMENT & COUNSELING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
167	01	PLACEMENT TEST ADMINISTRATION	2,267	2	\$4,534	TEST UNITS FOR MATH & ENGLISH PLACEMENT TEST
166	01	MEMBERSHIP DUES	3	150	\$450	PROFESSIONAL ASSOCIATIONS
			2,270		\$4,984	2 line item(s)
SUPPLIES & MATERIALS						
168	01	SUPPLIES & MATERIALS	5	500	\$2,500	SUPPLIES & MATERIALS TO SUPPORT ACD OPERATIONS
			5		\$2,500	1 line item(s)
TOTAL BUDGET REQUESTED			2,275		\$7,484	3 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
VOCATIONAL GUIDANCE

GOALS AND OBJECTIVES:

1. FOSTERING 100% STUDENT-CENTERED SUCCESS.
2. CAREER DEVELOPMENT CONCEPTS AND STRATEGIES.
3. INCREASE INTEREST IN GCC SECONDARY PROGRAMS.

PERFORMANCE INDICATORS:

1. IMPLEMENT INNOVATIVE STRATEGIES AND PRACTICE FLEXIBILITY IN MEETING STUDENT NEEDS THROUGH THE CREATION OF A SECONDARY CTE WEBSITE TO OFFER A DIRECTORY OF RESOURCES TO SUPPORT CTE STUDENTS' RETENTION, COMPLETION, AND TRANSITION TO POSTSECONDARY EDUCATION.
2. INFUSE CAREER DEVELOPMENT CONCEPTS AND STRATEGIES FOR PROSPECTIVE CTE STUDENTS TO IDENTIFY AND SELECT A CAREER PATHWAY OF THEIR CHOICE.
3. COUNSELORS WILL FACILITATE PARTICIPATION OF SECONDARY CTE PROGRAMS IN SITE SCHOOL CAREER/ELECTIVE FAIRS TO PROMOTE SECONDARY CTE INTEREST AND DISSEMINATE INTEREST SURVEYS TO STUDENTS.

PROPOSED OUTCOMES:

1. 60% OF STUDENTS WHO VISIT THE SECONDARY CTE RESOURCE DIRECTORY WEBSITE WILL REPORT (SURVEY RESULTS) THAT THE WEBSITE WAS HELPFUL, USER FRIENDLY, AND PROVIDED THEM WITH ACCESS TO GCC RESOURCES.
2. 60% OF STUDENTS WHO PARTICIPATE IN THE GCC CAREER ELECTIVES FAIR WILL EXPRESS AN INTEREST (USE OF INTEREST SURVEY) IN A GCC CTE PROGRAM.
3. 60% OF STUDENTS WHO PARTICIPATE IN THE FAIRS WILL INDICATE (INTEREST SURVEY RESULTS) INTEREST IN A SECONDARY CTE PROGRAM.

Guam Community College
FY 2023 Budget Request by Department
VOCATIONAL GUIDANCE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
170	01	PAMPHLETS & BROCHURES	4	600	\$2,400	SUPPORT CTE PROGRAMMATIC ACTIVITIES AT H.S. SITES & OTHER VENUES
169	01	MEMBERSHIP DUES	4	145	\$580	PROFESSIONAL ASSOCIATION MEMBERSHIP
			8		\$2,980	2 line item(s)
SUPPLIES & MATERIALS						
171	01	SUPPLIES & MATERIALS	5	500	\$2,500	TO SUPPORT CTE ACTIVITIES
			5		\$2,500	1 line item(s)
TOTAL BUDGET REQUESTED			13		\$5,480	3 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
OFFICE OF ACCOMMODATIVE SERVICES

GOALS AND OBJECTIVES:

1. STUDENTS WITH DISABILITIES WILL RECEIVE IMPROVED SERVICES RESULTING IN BETTER STUDENT OUTCOMES.
2. STUDENTS WITH DISABILITIES WHO ARE RECEIVING REASONABLE ACCOMMODATIONS WILL RECEIVE ADDITIONAL SUPPORT SERVICES TO INCREASE OR MAINTAIN THEIR GPA.
3. STUDENTS W/ DISABILITIES WILL EXPERIENCE GREATER SATISFACTION THROUGH BETTER ACCESS TO ASSISTIVE TECHNOLOGY, LEARNING SOFTWARE & AUXILIARY AIDS, RESOURCES & SVCS TO ADDRESS LEARNING BARRIERS IN ORDER TO BETTER ACCESS EDUCATIONAL MATERIALS AT GCC.

PERFORMANCE INDICATORS:

1. FACULTY, INSTRUCTING STUDENTS WITH DISABILITIES, WILL INDICATE A BETTER UNDERSTANDING OF A STUDENT'S DISABILITY AND THEIR NEEDS.
2. OAS WILL MONITOR STUDENT PROGRESS BY OBTAINING MONTHLY & MID-TERM PROGRESS REPORTS FROM INSTRUCTORS. THESE PROGRESS REPORTS WILL BE USED TO GUIDE OAS IN SCHEDULING & MEETING W/ STUDENTS AND FACULTY TO ADDRESS DEFICIENCIES & TO IMPROVE SLOS.
3. STUDENTS W/ DISABILITIES RECEIVING SERVICES & THE USE OF ASSISTIVE TECHNOLOGY (A.T.) THROUGH OAS WILL REPORT IMPROVED SATISFACTION AS INDICATED THROUGH SURVEYS ADMINISTERED AT THE END OF EVERY SEM & AT TRAINING SESSIONS THAT STUDENTS MAY ATTEND.

PROPOSED OUTCOMES:

1. FACULTY WILL REPORT BEING BETTER ABLE TO RESPOND TO THE NEEDS OF STUDENTS REGISTERED WITH THE OFFICE OF ACCOMMODATIVE SERVICES. FACULTY WILL ALSO REPORT MORE CONFIDENCE AND AWARENESS IN PROVIDING SERVICES TO STUDENTS.
2. 60% OF THE STUDENTS RECEIVING REASONABLE ACADEMIC ACCOMMODATIONS WILL RECEIVE OR MAINTAIN A GPA OF 2.0 OR BETTER BY THE END OF EACH SEMESTER.
3. 60% OF STUDENTS REGISTERED WITH OAS WILL REPORT BEING VERY SATISFIED WITH THE SERVICES PROVIDED BY OAS THROUGH ACCESS TO ASSISTIVE TECHNOLOGY, LEARNING SOFTWARE, AND AUXILIARY AIDS.

Guam Community College
***FY 2023* Budget Request by Department**
OFFICE OF ACCOMMODATIVE SERVICES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
173	01	LICENSES	2	176	\$352	SOFTWARE LICENSES
			2		\$352	1 line item(s)
EQUIPMENT						
174	01	AUXILIARY AIDS	2	266	\$532	ASSISTIVE DEVICES FOR STUDENTS WITH DISABILITIES SUPPORT OF THEIR ACADEMIC SUCCESS
			2		\$532	1 line item(s)
TOTAL BUDGET REQUESTED			4		\$884	2 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
COMPUTER SCIENCE

GOALS AND OBJECTIVES:

1. TO ENSURE THAT COURSES WITHIN THE COMPUTER SCIENCE PROGRAM ARE UPDATED TO KEEP UP WITH THE FAST PACE OF CHANGES IN TECHNOLOGY.
2. TO INCREASE STUDENT COMPLETION IN THE COMPUTER SCIENCE PROGRAM.
3. TO MEET THE NEEDS OF THE INDUSTRY ON GUAM.

PERFORMANCE INDICATORS:

1. ASSESS ALL PROGRAMS AND COURSES WITHIN THE CYCLE TIMEFRAME.
2. NUMBER OF STUDENTS GRADUATING WITH COMPUTER SCIENCE ASSOCIATE DEGREES.
3. COMPUTER SCIENCE ADVISORY COMMITTEE MEETINGS ARE CONDUCTED AND DOCUMENTED.

PROPOSED OUTCOMES:

1. SUPPORT WILL BE PROVIDED FOR THE INSTRUCTIONAL NEEDS OF FACULTY BOTH IN THE CLASSROOM AND COMPUTER LABS IN ORDER TO SUCCESSFULLY ACCOMPLISH THE SLO'S FOR EACH COURSE.
2. INCREASED NUMBER OF STUDENTS GRADUATING FROM THE COMPUTER SCIENCE PROGRAM ANNUALLY.
3. ADDRESS THE NEEDS/CONCERNS IDENTIFIED IN THE ADVISORY COMMITTEE MEETING MINUTES.

Guam Community College
***FY 2023* Budget Request by Department**
COMPUTER SCIENCE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
175	01	SUPPLIES AND MATERIALS	1	500	\$500	TO SUPPORT TEACHING AND LEARNING
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

Guam Community College
***FY 2023* Budget Request by Department**
ENGLISH

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. TO OPTIMIZE ADVISEMENT OF LIBERAL STUDIES STUDENTS.
2. TO IMPROVE COMPLETION RATES BY PREPARING STUDENTS FOR COLLEGE-LEVEL COURSES IN A TIMELY MANNER.
3. TO ENSURE THAT STUDENTS HAVE SUFFICIENT INSTRUCTION AND PRACTICE IN EXPRESSING THEMSELVES ORALLY AND IN WRITING.

PERFORMANCE INDICATORS:

1. THE PERCENTAGE OF INCOMING LIBERAL STUDIES STUDENTS THAT MEET WITH ADVISOR AND HAVE NOTES ON DEGREE WORKS PLATFORM.
2. STUDENT COMPLETION RATES.
3. GCC ASSESSMENT CYCLE RESULTS.

PROPOSED OUTCOMES:

1. UP-TO-DATE ELECTRONIC RECORDS OF LIBERAL STUDIES STUDENTS EASILY ACCESSIBLE BY ADVISORS AND DEPARTMENT FOR EFFECTIVE ADVISING AND PROGRAM ASSESSMENT.
2. PERCENTAGE OF STUDENTS WHO PASS/COMPLETE THE DEVELOPMENTAL EDUCATION COURSES WILL INCREASE.
3. COURSES WILL BE REVISED TO REFLECT ASSESSMENT RESULTS AND BEST PRACTICES FOR LITERACY INSTRUCTION.

Guam Community College
FY 2023 Budget Request by Department
ENGLISH

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
177	01	SUPPLIES AND MATERIALS	1	500	\$500	TO PURCHASE SUPPLEMENTAL INSTRUCTIONAL MATERIALS, EXTENSION CORDS, POSTER BOARDS, EASELS, MULTI-PLUGS, PAINTER'S TAPE, FANS, TO SUPPORT ON AIR STUDENT SHOWCASE.
176	01	SUPPLIES AND MATERIALS	2	500	\$1,000	TO SUPPORT TEACHING AND LEARNING
			3		\$1,500	2 line item(s)
EQUIPMENT						
177	01	EQUIPMENT/NON-CAPITAL	1	1,211	\$1,211	TO PURCHASE SUPPLEMENTAL INSTRUCTIONAL MATERIALS
			1		\$1,211	1 line item(s)
TOTAL BUDGET REQUESTED			4		\$2,711	3 line item(s)

Guam Community College
***FY 2023* Budget Request by Department**
CHAMORU

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. TO PROVIDE THE HIGHEST-QUALITY, STUDENT-CENTERED EDUCATION AND JOB TRAINING FOR THOSE WHO PLAN TO BECOME CHAMORU LANGUAGE TEACHERS.
2. TO GROW THE CHAMORU EDUCATION AND CULTURE TRACK OF THE LIBERAL STUDIES PROGRAM INTO ITS OWN PROGRAM.
3. TO INCREASE PARTNERSHIPS WITH OTHER STAKEHOLDERS.

PERFORMANCE INDICATORS:

1. CURRENT COURSE GUIDES WILL BE UPDATED AND NEW COURSES WILL BE ADOPTED.
2. NUMBER OF STUDENTS DECLARING INTO THE CHAMORU EDUCATION AND CULTURE TRACK.
3. MEETINGS, MOAS, ARTICULATION AGREEMENTS.

PROPOSED OUTCOMES:

1. STUDENTS WILL HAVE COURSES TO CHOOSE FROM THAT MEET THE REQUIREMENTS OF CERTIFICATION AND PREPARE THEM FOR THE CLASSROOM.
2. THE NUMBER OF STUDENTS IN THE TRACK WILL INCREASE EACH YEAR AND MARKETING EFFORTS WILL BE INCREASED.
3. STAKEHOLDERS WILL GIVE INPUT IN THE DEVELOPMENT OF NEW COURSES AND ARTICULATION AGREEMENTS.

Guam Community College
FY 2023 Budget Request by Department
CHAMORU

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
EQUIPMENT						
178	01	EQUIPMENT	2	500	\$1,000	PURCHASE OF INSTRUCTIONAL MATERIALS SUCH AS GAMES, FLASHCARDS, BOOKS, DICTIONARIES AND GRAMMAR BOOKS, DVDS, AND OTHER SUPPLEMENTAL MATERIALS
			2		\$1,000	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$1,000	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department**
LEARNING RESOURCE CENTER

GOALS AND OBJECTIVES:

1. TO PROVIDE SUFFICIENT PRINT, DIGITAL AND TECHNOLOGICAL RESOURCES TO SUPPORT STUDENT LEARNING AND FACULTY INSTRUCTION.
2. THE LRC WILL OPTIMIZE RESOURCES BY EFFECTIVELY AND EFFICIENTLY, PROVIDING CURRENT RESOURCES FOR STUDENT LEARNING.
3. TO PROVIDE INFORMATION LITERACY INSTRUCTION TO ENSURE STUDENTS BECOME EFFECTIVE LIBRARY USERS, INFORMATION CONSUMERS AND LIFELONG LEARNERS.

PERFORMANCE INDICATORS:

1. 80% OF STUDENTS WILL AGREE THAT THE LIBRARY PROVIDES SUFFICIENT PRINT, DIGITAL AND TECHNOLOGICAL RESOURCES.
2. 80% OF STUDENTS WILL AGREE THAT THE LIBRARY PROVIDES SUFFICIENT RESOURCES TO SUPPORT THE CURRICULUM.
3. 80% OF STUDENTS WILL REPORT SUCCESS IN DEMONSTRATING THE NECESSARY INFORMATION LITERACY SKILLS.

PROPOSED OUTCOMES:

1. GCC LIBRARY WILL HAVE SUFFICIENT LEARNING RESOURCES TO MEET STUDENTS' NEEDS.
2. STUDENTS WILL BECOME COMPETENT USERS OF LIBRARY RESOURCES.
3. STUDENTS WILL DEMONSTRATE EFFECTIVE INFORMATION LITERACY SKILLS.

Guam Community College
FY 2023 Budget Request by Department
LEARNING RESOURCE CENTER

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
183	01	EBSCO ACADEMIC E-BOOK SUBSCRIPTION	1	4,600	\$4,600	RESOURCES FOR STUDENT LEARNING
182	01	PRINT SUBSCRIPTIONS	1	900	\$900	RESOURCES FOR STUDENT LEARNING
181	01	SIRSIDYNIX REMOTE ACCESS	1	100	\$100	ALLOWS LIBRARIAN REMOTE ACCESS TO SIRSIDYNIX OFF CAMPUS TO PROVIDE LRC SERVICES TO STUDENTS
180	01	EBSCO FULL TEXT PERIODICAL DATABASE	1	7,800	\$7,800	RESOURCES FOR STUDENT LEARNING
179	01	LOCAL SUBSCRIPTIONS	1	1,900	\$1,900	GUAM AND MICRONESIAN PERIODICALS TO SUPPORT STUDENT LEARNING
			5		\$15,300	5 line item(s)
SUPPLIES & MATERIALS						
184	01	SUPPLIES - COPIER PAPER, OFFICE AND LIBRARY MATERIAL PROCESSING	1	1,500	\$1,500	TO SUPPORT LEARNING RESOURCES FOR STUDENTS
			1		\$1,500	1 line item(s)
EQUIPMENT						
185	01	BOOKS/DVDS	1	3,200	\$3,200	RESOURCES FOR STUDENT LEARNING
			1		\$3,200	1 line item(s)
TOTAL BUDGET REQUESTED			7		\$20,000	7 line item(s)

GUAM COMMUNITY COLLEGE

[GCC-DEPT1]

FY2023 Budget Request by Object (Departmental Level)

MANPOWER DEVELOPMENT FUND - 04

Includes: Priority 1 & 2
ALL Departments

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
230 Contractual Services	6110 Automotive Technology	7,650
	6910 Apprenticeship	4,100
TOTAL CONTRACTUAL SERVICES		\$11,750
240 Supplies & Materials	6110 Automotive Technology	2,500
	6910 Apprenticeship	6,500
	6950 Construction Trades	2,000
TOTAL SUPPLIES & MATERIALS		\$11,000
250 Equipment	6110 Automotive Technology	13,700
	TOTAL EQUIPMENT	
290 Miscellaneous Expense	6910 Apprenticeship	2,787,075
	TOTAL MISCELLANEOUS EXPENSE	
TOTAL MANPOWER DEVELOPMENT FUND		\$2,823,525

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department (MDF)**
AUTOMOTIVE TECHNOLOGY

GOALS AND OBJECTIVES:

1. TO RECRUIT STUDENTS FROM SECONDARY PROGRAMS INTO POST-SECONDARY.
2. TO FULFILL INDUSTRY NEEDS FOR APPRENTICESHIP AND REGULAR PROGRAM STUDENTS.
3. TO ENSURE THE CURRENT INVENTORY MEETS NATIONAL AUTOMOTIVE TECHNICIANS EDUCATION FOUNDATION (NATEF) REQUIRED TOOLS & EQUIPMENT.

PERFORMANCE INDICATORS:

1. NUMBER OF STUDENTS FROM SECONDARY PROGRAM ENROLLING IN POST-SECONDARY PROGRAM.
2. DOCUMENT MEETING MINUTES WITH ADVISORY COMMITTEE.
3. IDENTIFICATION OF CURRENT INVENTORY NOT MEETING NATEF STANDARDS.

PROPOSED OUTCOMES:

1. 5% OF GRADUATING SENIORS WILL TRANSITION INTO POST-SECONDARY PROGRAM.
2. CURRICULUM REVISIONS BASED ON THE FEEDBACK FROM ADVISORY COMMITTEE.
3. 100% OF INVENTORY WILL MEET NATEF REQUIREMENTS AS LINKED TO ASSESSMENT RESULTS.

Guam Community College
FY 2023 Budget Request by Department (MDF)
AUTOMOTIVE TECHNOLOGY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
4	04	WASTE DISPOSAL	1	1,250	\$1,250	TO DISPOSE WASTE
3	04	CALIBRATION OF METERS AND A/C	1	200	\$200	TO SUPPORT SLO'S
2	04	ANNUAL SUBSCRIPTION DUES FOR ALLDATA	1	1,000	\$1,000	TO SUPPORT SLO'S
1	04	VEHICLE SCAN TOOL SUBSCRIPTION RENEWAL	2	2,600	\$5,200	TO SUPPORT SLO'S
			5		\$7,650	4 line item(s)
SUPPLIES & MATERIALS						
5	04	AUTOMOTIVE SUPPLIES	5	500	\$2,500	TO SUPPORT SLO'S
			5		\$2,500	1 line item(s)
EQUIPMENT						
13	04	AUTO BODY SERVICE TOOLS	1	1,650	\$1,650	TO SUPPORT SLO'S
12	04	MIG WELDER REPLACEMENT PARTS	1	1,250	\$1,250	TO SUPPORT SLO'S
11	04	TRANSMISSION SERVICE TOOLS	1	900	\$900	TO SUPPORT SLO'S
10	04	ENGINE SERVICE TOOLS	1	1,000	\$1,000	TO SUPPORT SLO'S
9	04	HVAC SERVICE TOOLS	1	7,000	\$7,000	TO SUPPORT SLO'S
8	04	STEERING AND SUSPENSION SERVICE TOOLS	2	450	\$900	TO SUPPORT SLO'S
7	04	REPLACEMENT OF BROKEN TOOLS	1	1,000	\$1,000	TO SUPPORT SLO'S
			8		\$13,700	7 line item(s)
TOTAL BUDGET REQUESTED			18		\$23,850	12 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department (MDF)**
APPRENTICESHIP

GOALS AND OBJECTIVES:

1. TO INCREASE EMPLOYER PARTICIPATION IN THE APPRENTICESHIP PROGRAM.
2. TO INCREASE THE NUMBER OF APPRENTICESHIP COMPLETERS.
3. TO INCREASE THE NUMBER OF ACTIVE APPRENTICES IN THE PROGRAM.

PERFORMANCE INDICATORS:

1. CREATE TWO NEW PRE-APPRENTICESHIP BOOT CAMPS.
2. CONDUCT A SURVEY OF RAP SPONSORS; CREATE A SOP FOR GCC APPRENTICESHIP EMPLOYER SPONSORS.
3. CONDUCT A SURVEY OF APPRENTICE COMPLETION STATUS; CREATE SPECIAL PROJECT FOR APPRENTICES TO COMPLETE.

PROPOSED OUTCOMES:

1. 21% INCREASE IN THE NUMBER OF ACTIVE EMPLOYERS REGISTERED WITH THE GCC APPRENTICESHIP PROGRAM.
2. 17% INCREASE IN THE NUMBER OF ACTIVE APPRENTICES IN THE GCC APPRENTICESHIP PROGRAM.
3. 28% INCREASE IN THE NUMBER OF APPRENTICES WHO RECEIVE THEIR COMPLETION CERTIFICATES.

Guam Community College
FY 2023 Budget Request by Department (MDF)
APPRENTICESHIP

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
15	04	GCC PLACEMENT TEST	50	22	\$1,100	PLACEMENT REQUIREMENT FOR ADVISEMENT (\$22.00 PER PLACEMENT TESTING)
14	04	CONTRACTUAL SERVICES	1	3,000	\$3,000	SUPPORT CURRICULUM FOR PROGRAMS
			51		\$4,100	2 line item(s)
SUPPLIES & MATERIALS						
23	04	OFFICIAL VECHICLE	1	500	\$500	MAINTENANCE (OIL CHANGE, SAFETY INSPECTION, ETC.)
22	04	APPRENTICE GRADUATION PROMOTION	100	60	\$6,000	GOWNS, T-SHIRTS, TASSEL AND SASHES
			101		\$6,500	2 line item(s)
MISCELLANEOUS EXPENSE						
27	04	MISCELLANEOUS	1	2,787,075	\$2,787,075	TUITION & FEES AND BOOKS
			1		\$2,787,075	1 line item(s)
TOTAL BUDGET REQUESTED			153		\$2,797,675	5 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2023* Budget Request by Department (MDF)**
CONSTRUCTION TRADES

GOALS AND OBJECTIVES:

1. TO ENSURE THE CURRENCY OF CURRICULUM DOCUMENTS.
2. TO ENSURE THAT INSTRUCTIONAL ASSESSMENT DEADLINES ARE MET.
3. TO ENSURE THAT SHOPS ARE IN COMPLIANCE WITH SAFETY AND INDUSTRY STANDARDS.

PERFORMANCE INDICATORS:

1. 30% OF CURRICULUM WILL BE REVIEWED AND UPDATED BY THE ADVISORY COMMITTEE.
2. SUBMISSION OF REQUIRED INFORMATION TO AIER.
3. NUMBER OF STUDENTS WHO ACTIVELY PARTICIPATE IN THE CAMPUS-WIDE GOVERNANCE SURVEY.

PROPOSED OUTCOMES:

1. 100% OF ALL CURRICULUM DOCUMENTS WILL BE SUBMITTED TO CCA AND WILL BE ALIGNED TO INDUSTRY STANDARDS.
2. 100% ASSESSMENT COMPLIANT.
3. CONDUCIVE LEARNING ENVIRONMENTS WILL BE PRESENT IN ALL SHOPS WITHIN THE PROGRAM.

Guam Community College
FY 2023 Budget Request by Department (MDF)
CONSTRUCTION TRADES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
28	04	INSTRUCTIONAL SUPPLIES & MATERIALS	4	500	\$2,000	SUPPORT CONSTRUCTION TRADES PROGRAM
			4		\$2,000	1 line item(s)
TOTAL BUDGET REQUESTED			4		\$2,000	1 line item(s)

Guam Community College

2023 BUDGET REQUEST - NAF

PRIOR YEAR

PROJECTED REVENUES	2022 Budget	FY 2023
	Request	PROJECTION
Educational and General Operations Revenue		
3 Tuition Net of Capital Improvement	2,080,070	1,966,290
6 Capital Improvement Fees (Resolution 4-99)	529,000	500,000
4 Technology Fee for Upgrades (Resolution 11-2000)	133,600	129,960
4 Technology Fee for Current Operations (Resolution 11-2000)	133,600	129,960
Student Activity Fee	54,900	53,410
Perm. Faculty Positions (Resolution 5-2006)	1,410,218	1,333,078
Perm. Staff/Admin Positions (Resolution 5-2006)	564,087	533,231
Other Fees Net of Tech and Stud Act Fees	216,000	210,000
Lab Fees	171,206	188,154
Total General Operations Subsidy	5,292,681	5,044,083
Auxiliaries Revenue		
Bookstore Sales	840,000	600,000
Food Services	17,186	22,500
Total Auxiliaries	857,186	622,500
Other Sources Revenue		
Administrative Recoveries	30,000	110,759
Interest/Miscellaneous Income	20,000	20,000
Total Other Sources	50,000	130,759
TOTAL PROJECTED REVENUE	6,199,867	5,797,342

PROJECTED EXPENDITURES	2022 Budget	FY 2023
	Request	PROJECTION
Educational and General Expenditures		
GovGuam Supplement - Other	1,259,022	1,239,729
GovGuam Supplement - Adjunct/Substitutes	737,786	737,786
GovGuam Supplement - PT Salaries		
2 Perm. Faculty & Staff/Admin Positions (Resolution 5-2006)	1,974,305	1,866,309
4 Technology Fee for Current Operations	133,600	129,960
4 Technology Fee for Upgrades (Resolution 11-2000)	133,600	129,960
Total E & G Expenditures	4,238,313	4,103,744
Other Educational and General Expenditures		
Promotion and Development (BOT Policy 216)	145,800	145,800
Professional Development - Faculty (BOT Policy 400)	54,675	54,675
Professional Development - Staff (BOT Policy 400)	36,450	36,450
5 Student Activity Fee - Dean Accts.	10,980	10,682
Pacific Island Student Transition (BOT Policy 515)	6,475	6,475
Graduation	12,000	12,000
Bank Fee Expenditures	38,600	35,000
Board of Trustees Travel	22,500	22,500
Faculty Senate	800	800
Cosmetology	17,500	18,000
Education - ASL	6,903	5,500
Education - ECE	10,515	5,500
Education	804	3,257
Computer Science	20,491	19,118
Electronics	12,444	14,280
Office Technology	3,984	3,784
Automotive	10,841	7,326
Allied Health	10,685	11,530
Nursing		660
Visual Communications	16,084	14,259
English *Inclusive of Dev. Ed. English courses	5,685	4,060
Criminal Justice & Social Science		17,400
Math/Science	16,520	19,480
Culinary	38,750	44,000
High School Equivalency	5,008	2,834
Staff Senate	1,000	1,000
Reach for College	33,100	38,673
Total Other E & G Expenditures	538,594	555,043
Total E & G Expenditures	4,776,907	4,658,787
Auxiliaries Expenditures		
Bookstore	600,000	600,000
Total Auxiliaries	600,000	600,000
TOTAL CURRENT EXPENDITURES	5,376,907	5,258,787
TRANSFER		
Transfer from Foundation - Pacific Island Endowment	-6,475	-6,475
6 Transfer to Capital Improvement Fees	529,000	500,000
Transfer to Student Activity Fees	43,920	42,728
Total Transfer	566,445	536,253
TOTAL EXPENDITURES AND TRANSFERS	5,943,352	5,795,040
INCREASE (USE) OF RESERVE	256,514	2,302

- Notes: 1) The FY2023 Budget Request reflects the initial budget approved.
 2) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 50% and 20%, respectively.
 3) Tuition & Fees projection is based on SP22 estimated, SU21, & FA21 enrollment figures. No increase budgeted.
 4) Of the \$73.00 Technology fee, \$36.50 is reserved for the Upgrades and \$36.50 is for Computer Operations.
 5) Student Activity Fee - Dean's Acct is based on 20% of Student Activity Fee projected.
 6) The revenue for Capital Improvement Fees is included in the revenue for Tuition and Fees.
 7) Due to declining enrollment, a reduction of 10% has been applied to non-revenue generating budgets.

Guam Community College

2023 BUDGET REQUEST - NAF SPECIAL PROJECTS

PROJECTED REVENUES	PRIOR YEARS		
	ACTUAL as of 09/30/21	2022 BUDGET REQUEST	FY 2023 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Professional Development (Certified Manager's)		48,650	30,800
Industry Certification	114,470	30,150	19,555
* Gov't Guam/Private Industries Training Requests/Other	51,145	555,520	859,414
* Prometric/Pan/Ed2go Online Courses/HOST TESTING	14,489	20,000	20,000
TAM Workshop (Alcohol Beverage Control)	45,255	43,200	54,000
Tour Guide Certification	0	9,000	7,700
WorkKeys Assessment/NCRC	79,845	195,000	62,075
Public Health		0	
Total Continuing Education	305,204	901,520	1,053,544
TRADES & PROFESSIONAL SERVICES (TPS)			
Hospitality Institute/Culinary		0	
Criminal Justice Academy	0	0	
Sustainability/High School Equivalency	0	0	0
*Other Projects		0	
Total Trades & Professional Services	0	0	0
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	0	50,000	40,500
Principles of Voice & Data	0	28,500	31,500
Total Technology & Student Services	0	78,500	72,000
TOTAL REVENUE	305,204	980,020	1,125,544
Special Projects			
CONTINUING EDUCATION (CE)			
Professional Development (Certified Manager's)		48,650	30,800
Industry Certification	62,471	30,150	19,555
Gov't Guam/Private Industries Training Requests	7,064	555,414	859,414
Prometric/Pan/Ed2go Online Courses/HOST TESTING	997	20,000	19,910
TAM Workshops (Alcohol Beverage Control)	20934	43,200	54,000
Tour Guide Certification	0	9,000	7,700
WorkKeys Assessment/NCRC	25,769	195,000	62,075
Public Health/Health Certificate		0	0
Total Continuing Education	117,236	901,414	1,053,454
TRADES & PROFESSIONAL SERVICES (TPS)			
Hospitality Institute/Culinary		0	0
Criminal Justice Academy		0	
Sustainability		0	0
* Other Projects		0	
Total Trades & Professional Services	0	0	0
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	0	46,247	40,500
Principles of Voice & Data	0	28,500	30,524
Total Technology & Student Services	0	74,747	71,024
TOTAL EXPENDITURES	117,236	976,161	1,124,478
NET PROFIT/(LOSS)	187,968	3,859	1,066

Notes: * Other Projects budget is projected for projects not anticipated.

**GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of February 11, 2022**

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on February 11, 2022, was called to order at 12:00 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Richard P. Sablan, Treasurer; Ms. Rose P. Grino, Secretary; Mr. Eloy P. Hara; Ms. Paris Blas, Student Trustee.

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Attorney Rebecca Wrightson; Ms. Simone Bollinger, Faculty Advisory member; Mr. Kenneth Bautista, Support Staff Advisory member.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – January 6, 2022.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF JANUARY 6, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS. None.

IV. PUBLIC DISCUSSION.

At this time, there was discussion to table all other matters to include reports to the Board until the next Board of Trustees meeting, however, the Fiscal Year 2023 Budget Request for the College will be discussed per today's Board meeting Agenda. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD TABLED ALL ITEMS ON THE AGENDA

EXCEPT THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2023 BUDGET REQUEST. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

V. REPORTS

1. President's Report: President Okada reported on the following:

Financial Status: *(Tabled)*

Capital Improvement Projects and other activities: *(Tabled)*

2. Monthly Activities Report.

Student Trustee: *(Tabled)*

Support Staff Advisory Member: *(Tabled)*

Board of Trustees Community Outreach Report: *(Tabled)*

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

Forensic Lab/DNA Building. *(Tabled)*

Building 300. *(Tabled)*

Wellness Center. *(Tabled)*

Building B. *(Tabled)*

Workforce Development Center (Barrigada Property): *(Tabled)*

VII. NEW BUSINESS.

FY 2023 Budget. A copy of the Fiscal Year 2023 Budget Request was submitted to the Board for consideration. The College is requesting the total amount of \$21,333,285 for FY23 for an increase of \$1,182,774.

The President reported budget request was developed by the departments through their respective Deans and Vice Presidents for their approval. This was then submitted for review to the Resource Planning Facilities and Governance Committee as well as the College Governing Council.

This budget request includes the salary increments for employees plus the Administrators pay adjustments approved by the Board.

Part of the increase is for personnel and benefits costs. The College received guidance from

BBMR to budget at the highest rate for vacant positions for the medical and dental. Faculty promotions are also included in this budget, pending results from the Advancement in Rank Committee, which should be finalized by the end of February 2022.

Decrease and increase of supplies/equipment remain stable due to the Higher Education Emergency Relief Fund to include some slight decrease for telephone under utilities due to the conversion to the VOIP system.

Contractual services, moved some of this to other funding sources such as the federal and non-appropriated funds but will be restored back to the regular budget due to HEERF funding that will be expired by next fiscal year.

The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2023 BUDGET REQUEST, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

VIII. EXECUTIVE SESSION *(Tabled)*

1. **Personnel Matters** *(Tabled)*
2. **Labor Management Relations** *(Tabled)*
3. **Legal Matters** *(Tabled)*

At this time, the Chairman thanked the GCC Team for all their hard work and for developing a well thought out budget during this difficult times such as challenges with enrollment. Praised the College for solutions to subsidize the boot camps, seeking other funding sources, as well as another year of clean audit for the College. The Chairman further thanked everyone for their support.

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF FEBRUARY 11, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of February 11, 2022, adjourned at 12:15 p.m.

SUBMITTED BY:



BERTHA M. GUERRERO
Recording Secretary

MAR 11 2022

ATTESTED BY:



ROSE P. GRINO
Secretary

MAR 11 2022

APPROVED BY:



FRANK P. ARRIOLA
Chairperson

MAR 11 2022

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of January 6, 2022

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on January 6, 2022, was called to order at 12:02 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Richard P. Sablan, Treasurer; Mr. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas, Student Trustee.

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Attorney Rebecca Wrightson; Ms. Simone Bollinger, Faculty Advisory member; Mr. Kenneth Bautista, Support Staff Advisory member.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – December 23, 2021. There was one change on page 4 under the Board of Trustees Community Outreach Report: Add the word “new” before “Guam Regional Medical Center Board Chairman.”

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE PARIS BLAS, THAT THE BOARD APPROVE THE MEETING MINUTES OF December 23, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS. None.

IV. PUBLIC DISCUSSION. No request.

V. REPORTS

1. President’s Report: President Okada reported on the following:

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2022: As of January 6, 2022, the College received a total of \$4,471,553.00 as follows:

\$3,938,376.00 for the General Fund; \$465,149.00 for MDF; \$18,030.00 for POST; and \$49,998.00 for the First-Generation Trust Fund Initiative. Based on billings and the allotment schedule, this equates to 67% of the request. The College anticipates receiving its allotment on a weekly basis from DOA.

Capital Improvement Projects and other activities:

Refurbishing of the Building 400 water tank has begun with the preparations for sandblasting.

Other activities:

As part of a public law requirement the GCC annual report is due to the Guam Legislature by December 31, 2021, which has been transmitted to the Guam Legislature to include the Governor. Copies of this report will also be provided to the Board members. Highlights of the report focused on how the College responded to the COVID19 pandemic, including the development of the various boot camps to support the local needs of the community in providing job opportunities and training.

The College received funding from the Higher Education Emergency Relief Fund (HEERF) for students to apply to cover medical bills, childcare and other expenses. The College released a total of over \$120,000 to students who applied for this emergency fund during the Fall semester. The College will continue this application process for the Spring semester and anticipate making it available for students in February 2022. The deadline for the College to utilize all of this funding is May 2022.

The USDOE approved the Bachelor of Science in Career & Technical Education (BSCTE) program as an eligible program under financial aid. We anticipate this will increase enrollment at the College under this program.

As last reported with the 2020 LPN cohorts, during November 2021, 12 out of 19 students who took the LPN NCLEX exam passed, which amounted to 63% of cohorts who have passed. As an update, 18 out of the 19 students passed which brings this up to 93% of the LPN cohorts passing. There is one more student from this cohort to test and the department is confident the student will pass.

Beginning November through December 2021, in preparation for the Spring 2022 semester, the Financial Aid office and the Reach for College office has continually provided FAFSA hands-on workshops for students.

The FY2023 Budget will be presented at the next Board meeting. As part of the governance process, this will go through the Resource, Planning and Facilities (RPF) committee before being presented to the Board.

2. Monthly Activities Report.

Student Trustee: Trustee Paris Blas reported the following:

1/03/2022, Spring 2022 Student Orientation, 9am-12pm in the MPA for new and full-time students with a campus tour for new students. A total of 87 students attended with 9 via virtual and 78 in person. 50% of attendees participated in the campus tours led by the COPSA Officers.

Trustee Blas had an opportunity to speak with new students to ask why they selected GCC and some responded due to the career opportunities and certificate programs. Some students were cross-enrolled from UOG. It was mentioned that cost was a factor in choosing GCC and the financial aid workshops helped students with their decision.

A hard copy of the Spring 2022 Calendar of Events was provided and Trustee Blas is looking forward to the Spring semester graduation in May 2022.

Faculty Advisory Member: Ms. Simone Bollinger reported the following:

Ms. Bollinger expressed she is happy to see students on campus and that students are still registering for classes.

Department Chairs have been working with Ms. Ava Garcia and the Admissions & Registration team with registration resulting in quick turnaround responses.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:

Mr. Bautista expressed a "Happy New Year" to everyone.

Staff are helping students with Technology needs as well as other processes for the new semester.

There are more students present on campus, including parking lots being full.

Board of Trustees Community Outreach Report:

None to report at this time.

VI. UNFINISHED BUSINESS

1. Election of Board of Trustees Officers (2022-2023). There were nominations for the Board of Trustees Officers for 2022-2023 as follows: Trustee Frank Arriola to continue as Chairman; Mr. Carlo Leon Guerrero to continue as Vice Chairman; Mr. Richard Sablan to continue as Treasurer; and Ms. Rose P. Grino as the newly elected Secretary. At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE NOMINATIONS FOR THE 2022-2023 BOARD OF TRUSTEES ELECTION OF OFFICERS IS NOW CLOSED; AND THAT THE BOARD APPROVE THE 2022-2023 BOARD OF TRUSTEES OFFICERS, AS FOLLOWS: TRUSTEE FRANK P. ARRIOLA AS CHAIRMAN; MR. CARLO M. LEON GUERRERO AS VICE CHAIRMAN; MR. RICHARD P. SABLAN AS TREASURER; AND MS. ROSE P. GRINO AS SECRETARY. NONE OPPOSED, MOTION CARRIED. (Voting: 6

ayes, 0 nays)

2. **Copyright & Fair Use Policy #193 (2nd Reading).** The Board was previously presented with a copy of the Copyright & Fair Use Policy recorded as Policy Number 193 for second reading and now moved into third reading for adoption. The President explained that the proposed Policy 193 has been reviewed by the College Governing Council. This was also reviewed by the Legal Counsel with a correction on the first paragraph to add "Copyright" after the word "Millennium" to then read "*Digital Millennium Copyright Act of 1998.*" Although the Guidelines are separated from the policy, these were also reviewed by the College Governing Council and will be provided as future reference for the Board when finalized. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE PROPOSED "COPYRIGHT AND FAIR USE POLICY" IS HEREBY ADOPTED WITH THE CORRECTION ON THE FIRST PARAGRAPH TO READ "DIGITAL MILLENNIUM COPYRIGHT ACT OF 1998" AND ADOPTED AS POLICY 193 AND RESOLUTION 13-2021. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

3. **Construction Projects Updates.** President Okada reported on the following:

Forensic Lab/DNA Building. This project is 94.28% complete to date and almost done. As last reported the anticipated completion date is February 2022.

Building 300. This project is 92% complete and the College is continuing to monitor the progress. The anticipated substantial completion date is the end of February 2022.

Wellness Center. The College is still working in securing federal funds for this project. The A&E design is 100% complete and once funding is secured, this will go out to bid. The College is considering multiple funding sources for this project as a leverage.

Building B. The bid opening for this project is now closed with two bids received, which are currently under evaluation then legal counsel's review.

Workforce Development Center (Barrigada Property): The College should be receiving the updated A&E plans for this project by the end of January 2022. The College is also waiting on the final approval by U.S. Economic Development Authority. The Chairman made a suggestion for Trustee Leon Guerrero to help review the plans before it is finalized and was noted.

VII. NEW BUSINESS.

1. **Compensation Review/Updates.** The Board was provided with a copy of the

College's Compensation Review report for the faculty and academic administrators as of December 2021 conducted by Alan Searle & Associates, Management Consultants. The President explained that a compensation review and update of the pay plan for the faculty and academic administrators was authorized by the Board. This Compensation Review report was presented to the President and Ms. Apolline San Nicolao, GCC Chief Human Resources Officer.

The President provided a timeline beginning with a compensation review study initially done in 2009 through implementation and to the 2019-2020 disruption with the current compensation review due to the COVID19 pandemic.

Alan Searle & Associates, did all the evaluations to do the update to the market based on a 15th percentile, a 20th percentile and a 25th percentile. Based on this compensation study and taking into consideration the job evaluation criteria, a determination was made on where current employees, faculty and administrators were in terms of the market.

Since the pay plan implementation in 2009, the administrators' pay plan was staggered and behind hovering over the 10th percentile. Faculty was averaged at the 40th percentile. There are some faculty that exceed the 50th percentile.

The following are recommendations to the Board:

- Adopt the 20th percentile for implementation with the academic administrators' after January 1, 2022 to be in line with the calendar year and the faculty after August 1, 2022.
- Conduct a review every 3-5 years, or within this range.
- Utilize proposal on recommendations for conducting promotions and demotions.
- If an employee is at the 50th market percentile based on the prevailing market data, whatever year it is going forward, HR will review: If an employee is not in the 50th percentile, the employee will earn an adjustment that is added to the base; and if an employee is on the 50th percentile, or higher, then the adjustment will be a one time lump sum payment whether employee is a faculty or an administrator.

The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD HEREBY MOVES TO ADOPT THE TWENTIETH (20TH) PERCENTILE FOR IMPLEMENTATION; THAT THE ACADEMIC ADMINISTRATORS' ADOPTION WILL BE AFTER JANUARY 1, 2022, IN LINE WITH THE CALENDAR YEAR; AND THAT THE IMPLEMENTATION FOR FACULTY MIGRATION TO THE 20TH PERCENTILE IS AFTER AUGUST 1, 2022; ADOPT RECOMMENDATIONS FOR PROMOTIONS AND DEMOTIONS IN THE COMPENSATION REVIEW STUDY BY ALAN SEARLE & ASSOCIATES AS REPORTED ON DECEMBER 2021, INCLUDING RECOMENDATIONS FOR ADJUSTMENTS FOR FACULTY AND ACADEMIC ADMINISTRATORS

REGARDING THOSE UNDER THE 50TH PERCENTILE EARNING AN ADJUSTMENT BY ADDING TO THE BASE; THOSE ON THE 50TH PERCENTILE AND ABOVE THE 50TH PERCENTILE WILL BE GIVEN A ONE TIME LUMP SUM PAYMENT. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

2. President's Travel Request (February 2022)

WestCare Foundation, February 16-19, 2022, Henderson, Nevada, 100% WestCare funds.

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE PRESIDENT'S TRAVEL REQUEST FOR FEBRUARY 16-19, 2022, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO M. LEON GUERRERO, THAT THE MEETING CONVEENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 12:45 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

- 1. Personnel Matters**
- 2. Labor Management Relations**
- 3. Legal Matters**

A motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE PARIS BLAS, THAT THE MEETING RECOVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 1:11 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's Report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time, the Chairman thanked everyone for having confidence in the Board with Trustee Arriola continuing as the Chairman and especially with the recent elected Board officers; commended everyone for the recent updates to the Board of Trustees policies; commending management for supporting the faculty, staff and the students and for their continued support throughout the year; anticipate another successful year; and thanked everyone for attending the meeting today.

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF JANUARY 6, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of January 6, 2022, adjourned at 1:12 p.m.

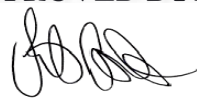
SUBMITTED BY:


FEB 11 2022
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FEB 11 2022
ROSE P. GRINO
Secretary

APPROVED BY:


FEB 11 2022
FRANK P. ARRIOLA
Chairperson

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Thursday, January 6, 2022, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of December 23, 2021

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
 - Board of Trustees Community Outreach Report

VI. UNFINISHED BUSINESS

1. Election of Board of Trustees Officers (2022-2023)
2. Copyright & Fair Use Policy #193 (2nd Reading)
3. Construction Projects Updates
 - Forensic Lab
 - Building 300
 - Wellness Center
 - Building B
 - Workforce Development Center

VII. NEW BUSINESS

1. Compensation Review/Updates
2. President's Travel Request (February 2022)

VIII. EXECUTIVE SESSION

1. Personnel Matters
2. Labor Management Relations
3. Legal Matters

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of December 23, 2021

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on December 23, 2021, was called to order at 12:05 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Mr. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas, Student Trustee. Mr. Richard P. Sablan, Treasurer, schedule conflict.

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Pilar Williams, Dean, School of Trades & Professional Services; Attorney Rebecca Wrightson; Ms. Simone Bollinger, Faculty Advisory member; Mr. Kenneth Bautista, Support Staff Advisory member.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – November 5, 2021

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVE THE MEETING MINUTES OF NOVEMBER 5, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS. A letter dated November 15, 2021, was received from the Guam Commission for Educator Certification (GCEC) recognizing and approving GCC's Bachelor of Science in Career and Technical Education (BSCTE) program with jurisdictional approval.

The President gave recognition and thanked Faculty member Ms. Vicky Schrage, the Education Department Chair Dr. Deborah Ellen and all the faculty members involved with the development of this curriculum and seeing it through its approval.

IV. PUBLIC DISCUSSION. No request.

V. REPORTS

1. President's Report: President Okada reported on the following:

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2022: As of December 16, 2021, and based on the monthly billing, the College received a total of \$3,332,472 for the General Fund; \$465,149.00 for MDF; \$15,257.00 for POST; and \$42,306.00 for the First-Generation Trust Fund Initiative for a total of \$3,855,184. The College continues to receive its allotment on a weekly basis from DOA with no reserves set aside.

FY2021: Total appropriation for FY2021 is \$20,446,03. The College received 97% of its appropriation for a total of \$19,769,002.

There is a balance pending for the Manpower Development Fund in the amount of \$653,960 and the Capital Improvements Fund, which is the College's debt service of \$23,069. Anticipate receiving the balance of the CIF but not the MDF. The College will continue to follow up with DOA regarding this matter.

Capital Improvement Projects and other activities:

Other activities:

Supported by a Department of Interior grant, the College approved the curriculum for a baking and pastry track as part of the DOI free College grant under the GCC Culinary and Hospitality program to begin during the Spring 2022 semester.

The College will be adding an afternoon and weekend cosmetology cohort beginning with twenty (20) students for the regular cohort.

Atkins Kroll has been displaying the College's hybrid engine, which has been extended until December 31, 2021. This is in conjunction with discussions regarding the College's hybrid and electric car training program to support faculty and workforce development.

In collaboration with PayLess Supermarkets, the College's secondary and postsecondary Culinary students have been highlighted during the *Chagi* Facebook live demonstration.

A presentation was given before the Guam Department of Education Island Board of Governing Students on WorkKeys assessment and how it can be used as an alternative to placement testing. This is in addition to the Clymer (Classroom Learning Yields Math & English Readiness) testing.

During November 2021, Business Visual and Communications department showcased their GDOE high school junior and senior students on campus at their "Pave Your Way" open house.

During November 2021, twelve (12) out of nineteen (19) students who took the LPN NCLEX exam have passed. This amounts to 63% of cohorts who have passed the NCLEX exam. As for December 2021, this has increased to 85%, surpassing the College's goal and based on the last cohort.

As for the TNAP and as of November 2021, this was at 53% and most of the students in this program were employed as Temporary CNAs to help support the hospital with COVID.

Board policies have been reviewed and were made part of the Board meeting packet for

discussion under New Business for today's meeting. Several policy updates are in response to Title IV requirements through the process of the College Governing Council with recommendations for the Board's consideration.

Discussions are ongoing with TRMA for updates to the GCC's Master Plan to include input from individuals and all employees. These are for discussion points, which could be incorporated into the Master Plan where appropriate. With the exception of holidays, there is a meeting every Friday at 10:00 a.m. for information sessions with TRMA. The Board members are encouraged to attend and invites will be issued when Board members are available.

Wireless upgrades continue throughout the campus including the GOREX project for the email ".edu" traffic, which can save the College on Internet costs.

The College will be updating its Energy Audit. The last update was in 2010 with ARRA funds.

In partnership with GDOE, there are two (2) classrooms in Simon Sanchez that require repairs to make it safe for everyone due to water leaking. These are the Culinary and LNP classes. In order to expedite the repairs, the College has taken on this project to be completed during the Christmas break.

2. Monthly Activities Report.

Student Trustee: Trustee Paris Blas submitted a hard copy of her report for November/December 2021 and also reported the following:

Fall 2021 semester student feedback:

Hybrid option for attending classes during the semester. It allowed students to complete the semester without dropping out completely or dropping classes.

Buyback book program: This is a hit for students to know it is available during the upcoming semesters.

There is an increase of students on campus this Fall semester and students are happy to be back.

There are ongoing **FAFSA workshops** during this intercession.

Student organizations are actively giving back to the community in **service and/or donations**. Ongoing partnerships with Guam Coalition Against Sexual Assault & Family Violence (GCASAFV) and Guam Behavioral Health & Wellness providing **counseling services** for both faculty/staff and students.

Customer service at the **bookstore** was "outstanding" this semester.

12/09/2021 and 12/31/2021: COPSA Spring 2022 Officers Training to prepare for the upcoming semester.

2022:

01/03/2022, 9am-12pm in the MPA: Spring 2022 Student Orientation for new and full-time students with a campus tour for new students. Students will have the option to attend face to face and via livestream.

01/05/2022: First day of classes.

1/24/2022 and 1/25/2022: Spring 2022 "Meet the President" with both sessions at 4 p.m.

1/21/2022: First General Membership meeting/

Student Trustee Blas thanked President Okada for addressing issues, concerns, and requests made by students throughout the semester.

Faculty Advisory Member: Ms. Simone Bollinger reported the following:
Most faculty members are on break and campus has been quiet, however, there are three (3) classes that are still running, which are two (2) Math and one (1) English.
Faculty are collecting data on how to speed up the process for students.

The classes are Monday through Thursday for four (4) hours.

Most students are able to attend while some are having issues with transportation among other issues.

These students were then offered to continue classes online, however, this can be difficult as well with 4 hours of classes. Students are still working through this and will continue to find solutions to ensure they finish and obtain their degrees.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Employees are working on the year end processes as well as preparing for Fiscal Year 2022.
On behalf of all the staff, the Board was thanked for the Thanksgiving luncheon on Friday, November 19, 2021.

Board of Trustees Community Outreach Report:

Trustee Grino reported that as a nursing leader and representing GCC, she was recently invited with other nursing leaders to a meeting by the new Guam Regional Medical Center Board Chairman. The meeting was to find out what are the issues on Guam, trying to get an assessment and of what can be done with the workforce development for LPNs, CNAs and other healthcare certifications and work on a collaboration with GCC and UOG. Discussions were also on having a summit or conference on these issues and how the new GRMC management can also assist with these issues.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Forensic Lab/DNA Building. This project is 93% complete to date and as last reported the anticipated completion date in February 2022.

Building 300. This project is 90% complete and the College is continuing to monitor the progress.

Wellness Center. The College is awaiting verification if its application for federal funds will be accepted, however, the design is 100% complete. Once funding is secured, this will go out to bid.

Building B. As last reported, this project is out to bid but the bid opening has been extended to December 29, 2021, with five potential bidders.

Workforce Development Center (Barrigada Property): The College should be receiving the updated A&E plans for this project. All documents required by the Economic Development Authority have been submitted and the College is waiting on EDA's final review.

VII. NEW BUSINESS.

1. **Resolution re Deborah Belanger (Commendation for BOT service).** A Resolution to commend Ms. Deborah Belanger for her years of service as a Board of Trustees was presented to the Board for consideration. The President read the resolution and the following motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE RESOLUTION 14-2021, "COMMENDATION FOR SERVICE AS TRUSTEE" FOR MS. DEBORAH C. BELANGER IS HEREBY ADOPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. **Proposed Copyright & Fair Use Policy #193 (1st Reading).** A proposed GCC Board of Trustees "Copyright and Fair Use" policy was presented to the Board for consideration for a 1st Reading and as Policy 193. This has been given to the College Governing Council for review as well as to the legal counsel who have provided recommended changes. Most of the language for this resolution was extracted from other colleges and language from the Federal Rules and Regulations regarding copyright and fair use. Anticipate there will be additional changes when this is presented for the second reading due to recommendations by the College Governing Council. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE PROPOSED GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES "COPYRIGHT AND FAIR USE" POLICY 193, BE MOVED TO SECOND

READING. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. BOT Policy Updates (Series 200; Policies 115, 170, 180, 185, 410). Copies of the reviewed/amended Guam Community College Board of Trustees (BOT) policies for Series 200; and BOT Policies 115, 170, 180, 185, and 410 were presented to the Board for consideration.

These policies were previously reviewed by the Board with recommended changes. Input was also provided by the Vice President for Academic Affairs and the Vice President for Finance & Administration. The Faculty Advisory Member and the Support Staff Advisory Member were also previously provided copies of the BOT policies herein and the opportunity to review and provide input. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES POLICES, AS AMENDED, FOR SERIES 200: 200-FIDUCIARY RESPONSIBILITY; 204-AUDITS; 208-AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS; 209-AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS (WIRE PAYMENT TRANSACTIONS); 212-NON-APPROPRIATED FUNDS ACCOUNT; 214-THE PRICING OF CONTRACTS FOR SERVICES; 216-PROMOTIONAL AND DEVELOPMENT ACCOUNT; 220-CAPITAL PROJECTS FUND; 224-STUDENT ACTIVITY FUNDS; 228-PROCUREMENT POLICY; 232-CONTRACTUAL AGREEMENTS; 236-TUITION AND FEES; 240-STUDENT FINANCIAL AID; 244-VEHICLE USAGE; 248-INSURANCE PROTECTION; 256-CLAIMS OFFICER; 264-COLLEGE HOUSING; 276-UNION OFFICIALS PAYMENT; 284-COMMUNITY USE OF PHYSICAL FACILITIES; 292-ANNUAL FUND RAISING OF THE BOARD OF TRUSTEES; AND

POLICIES 115-CODE OF TRUSTEE ETHICS AND CONDUCT; 170-CAMPUS CRIME AND SECURITY; 180-RISK CRISIS MANAGEMENT AND EMERGENCY PROTOCOL; 185-SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION PREVENTION; AND 410-STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL, ARE HEREBY ADOPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

4. 2022 BOT Travel (2022 ACCT Governance Leadership Institute & D.C. mtgs.). The 2022 Association of Community College Trustees (ACCT) Governance Leadership Institute (GLI) "Strengthening the Leadership Team of the Board" will be held on March 23-25, 2022, in Philadelphia, Pennsylvania. The ACCT recommends that the board chair, vice chair, and college CEO attend this conference as a team.

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD AND PRESIDENT'S TRAVEL FOR THE 2022 ACCT GOVERNANCE LEADERSHIP INSTITUTE, INCLUDING MEETINGS IN WASHINGTON, D.C., DURING MARCH 2022, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

5. President's Travel Request (Dec. 2021 & Jan.-March 2022)

PREL Board meeting, December 6-7, 2021, Honolulu, Hawaii, 100% sponsored by PREL. For record purposes, this was previously approved electronically due to the invitation being received after the November 2021 Board meeting concluded and would have been too late to request for the December 2021 Board meeting.

Workforce Development Institute, January 26-29, 2022, Jacksonville, Florida, promo funds.

ACCT Governance Leadership Institute, March 23-25, 2022, Philadelphia, Pennsylvania, promo funds.

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE PRESIDENT'S TRAVEL REQUEST FROM DECEMBER 2021; JANUARY 2022 AND MARCH 2022, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

6. Election of Board of Trustees Officers (2022-2023). A recommendation was made to table the election until the next Board meeting and to also provide an opportunity for Trustee Richard Sablan to be present. At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE 2022-2023 BOARD OF TRUSTEES ELECTION OF OFFICERS BE TABLED FOR THE NEXT BOARD OF TRUSTEES MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING CONVEENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:45 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

- 1. Personnel Matters**
- 2. Labor Management Relations**
- 3. Legal Matters**

At 1:07 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's Report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, the Chairman mentioned an adjustment to President Mary Okada's salary with regards to the President's Performance Evaluation Reports for 2020 (June 2019-June 2020) and for 2021 (June 2020-June 2021).

The adjustment for 2020 was applicable in January 2021 and the review for 2021 was a perfect score with 50 out of 50 points and is applicable in January 2022.

There was a recommendation and concurred by the Board that an adjustment to Dr. Mary Okada's salary of a four percent (4%) increase will be applied effective January 2022 for each of the periods 2020 and 2021.

Also discussed is that President Okada deferred a retroactive payment for adjustments to her salary increment for the period 2020. The Board then mentioned that no retroactive increment for the period 2020 will be paid out. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE AN ADJUSTMENT TO DR. MARY OKADA'S SALARY EFFECTIVE JANUARY 2022 OF A FOUR PERCENT (4%) INCREASE BASED ON DR. OKADA'S PERFORMANCE EVALUATION FOR THE PERIOD 2020 (JUNE 2019-JUNE 2020); AND THE PERIOD 2021 (JUNE 2020-JUNE 2021). THERE WILL BE NO RETROACTIVE INCREMENT PAYMENT FOR THE PERIOD 2020. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, the Board congratulated President Okada. Dr. Okada was also recognized for the hard decisions she has had to make through her service and leadership from the executive level

and her service to the students. The Board further commended President Okada for continually responding to the needs of the community, continued clean audits and overall exemplary leadership. Dr. Okada thanked the Board for their continued support.


IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

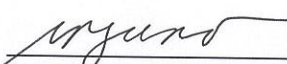
IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING OF DECEMBER 23, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of December 23, 2021, adjourned at 1:11 p.m.


SUBMITTED BY:

 **JAN 06 2022**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

 **JAN 06 2022**
ROSE P. GRINO
Secretary

APPROVED BY:

 **JAN 06 2022**
FRANK P. ARRIOLA
Chairperson

GUAM COMMUNITY COLLEGE

Board of Trustees

Resolution 13-2021

COPYRIGHT AND FAIR USE POLICY

WHEREAS, the Guam Community College (“GCC”, “College”) its employees, students and community partners are required to comply with the Copyright Act of 1976 as amended and the Digital Millennium Copyright Act of 1998; and

WHEREAS, ownership and copyright of materials and products developed by employees while performing duties as an employee of GCC are the property of GCC, unless otherwise governed by negotiated agreement; and

WHEREAS, the College prohibits the unauthorized duplication, distribution, or use of any copyrighted materials by students, faculty, or other employees, except as allowed by specific exemption in the copyright law, such as Section 107 fair use, licenses, agreements, or written permission from the copyright holders. Individuals assume full responsibility and liability for any actions taken outside these constraints; and

WHEREAS, with Rights of Creators: Copyright, copyright law affords legal rights and protections for authors of original works, such as literary, dramatic, musical, artistic, and other intellectual property; and

WHEREAS, *Section 106 of the Copyright Act* generally gives the owner of copyright the exclusive right to do and to authorize the following: reproduce copies of the work, prepare derivative works, distribute copies of work by sale, rental, lease or lending, publicly perform the work and publicly display the work; and

WHEREAS, a GCC Copyright and Fair Use Policy Guidelines/Procedures (“GCC CFU Policy Guidelines/Procedures”) will be developed and adopted as part of this policy and updated as deemed necessary by the College within its governance process; and

WHEREAS, this policy applies to all administrators, faculty and staff of the College to include adherence to Ownership Rights as explained in the GCC CFU Policy Guidelines/Procedures; and

WHEREAS, the College through its governance process will develop a GCC Copyright/Ownership Agreement and made a part of the GCC CFU Policy Guidelines/Procedures to be updated as deemed necessary and appropriate; and

Page 2: GCC Board of Trustees Resolution 13-2021 - Copyright and Fair Use Policy

WHEREAS, there is a “fair use” doctrine that limits the exclusive right of copyright owners (**17 U.S.C. § 107 - U.S. Code - Unannotated Title 17. Copyrights § 107. Limitations on exclusive rights: Fair use**). In some cases, faculty, staff, and students who wish to use copyrighted works for non-commercial educational purposes may do so without seeking authorization from the copyright owner; and

WHEREAS, Copyrights (Section 107 of Title 17) lays out guidelines for determining Fair Use and said provisions will be made a part of the GCC CFU Policy Guidelines/Procedures including amendments to this Section; and

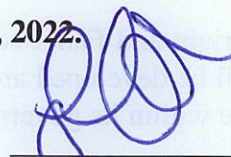
WHEREAS, due to the complexity of copyright law and fair use, the determination of the correct use of copyrighted materials should be determined on a case-by-case basis in accordance with the GCC CFU Policy Guidelines/Procedures.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees shall adopt this Resolution as the Guam Community College “Copyright and Fair Use Policy;” and

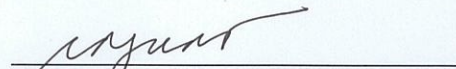
BE IT FURTHER RESOLVED, that the GCC Board of Trustees shall adopt a “Guam Community College Copyright and Fair Use Policy Guidelines/Procedures” and “Copyright/Ownership Agreement,” to be developed through the College’s governance process, and to be updated as deemed necessary and appropriate; and

BE IT FURTHER RESOLVED, that such Guam Community College Copyright and Fair Use Policy and its Guidelines/Procedures shall apply to all GCC employees, students and community partners and must be adhered to accordingly.

ADOPTED the 6th day of January, 2022.



FRANK P. ARRIOLA
Chairperson



ROSE P. GRINO
Secretary

GUAM COMMUNITY COLLEGE

Compensation Review

Faculty & Academic Administrators

Report to Board

December 2021



ALAN SEARLE & ASSOCIATES

Management Consultants

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1.0 Alan Searle & Associates

Alan Searle & Associates is a management consultancy based in Russell, New Zealand. The Managing Director is Alan Searle. With over 38 years of consulting experience Alan started the business in 1990 having previously worked in the management consulting divisions of both Arthur Young (now Ernst & Young) and Price Waterhouse (now Price WaterhouseCoopers). With regards the latter he was responsible for the firm's compensation consulting practice in Kuala Lumpur, Malaysia.

The business provides a range of human resource consultancy services to both the public and private sectors although the two main business streams are human resource benchmark reports and compensation reviews.

The following is a summary of compensation reviews undertaken and implemented within the region:

- Guam Power Authority (GPA)
- Guam Waterworks Authority (GWA)
- Guam Airport Authority (GIAA)
- Guam Port Authority (PAG)
- Guam Community College (GCC) - Faculty & Academic Administrators
- Marshalls Energy Company (MEC)

2.0 GCC - Compensation Study 2009

In 2009 we completed a compensation study covering all Academic Administrators & Faculty. It was clear from the results that the College's market position at the time was extremely low as many positions were below the 5th market percentile c.f. U.S. Institutions of Higher Education. Whilst faculty as a group were slightly more competitive the results nonetheless validated ongoing attraction and retention concerns. In short, it was very apparent that a more competitive market position was urgently needed.

It was clear that GCC's low market position (as with GPA, GWA, PAG and GIAA) was the result of no market adjustment having been made over the period 1991 - 2008 or when the College's compensation model (including both Academic Administrators & Faculty) was under the Department of Administration, Government of Guam. The situation was further exacerbated by Government policy that stated that any employee over Step 10 c.f. the old Hay compensation model, had to wait two (2) years between increments.

A new compensation model was endorsed and implemented (see timeline below) based on a structural adjustment being made to the 10th market percentile c.f. U.S. Institutions of Higher Education. For all remaining staff positions no change was made as their compensation continues to be handled by DOA, Government of Guam.

Implementation Timeline :

- | | | |
|------------------------|---|---------------------------------|
| Faculty Pay Plan | - | approved in 2009 |
| | - | implemented and paid 10/01/2009 |
| Administrator Pay Plan | - | approved in 2009 |
| | - | implemented 10/01/2010 |
| | - | rolled back 02/13/2011 * |
| | - | implemented and paid 01/01/2014 |

* undertaken in support of staff pay plan roll-back (Gov. Guam / Hay Methodology)

3.0 GCC - Faculty Market Review 2013

The objective of this review was to examine the extent compensation had moved for faculty over the period 2010 to 2013 and to analyze current compensation in respect of those findings.

The College & University Professional Association (CUPA) reported an average salary increase for faculty (all Institutions) of 5.1% over the period 2010 to 2013.

In order to refine the above result, we examined the extent the market (for Faculty) had moved at the 10th market percentile as this was where GCC's current compensation model was based. The results showed a 6.4% average increase in base salary (for Faculty) at the 10th market percentile over the period 2010 - 2013.

Given GCC's pay line (both in 2009 and then again in 2013 / 2014) still approximated the 10th market percentile the conclusion was that the "status quo" had basically been maintained in terms of market position and no further action was taken.

In summary, the 2013 market review resulted in no change in Faculty compensation.

4.0 GCC - Compensation Study 2019 / 2021

A successful compensation model needs to be both internally equitable and externally competitive. With that in mind, our approach to reviewing GCC's current compensation model was to continue using our structured and transparent market-based methodology to address both requirements. The only difference here was that having completed 75% of the study in 2019 this was put on hold due to the Covid-19 pandemic. With the economy beginning to improve the study was re-started in July 2021 with the results being presented in this report.

4.1 Job Evaluation

Internal equity is addressed through a process called job evaluation. The results are presented in this report (see Appendix A) and represent approximately 20% of the background data required in developing a new compensation model.

The job evaluation criteria we use is a Point Factor System that uses twelve (12) measurement factors to assess the content and relative importance of positions. The tool was originally developed by Price Waterhouse (now Price WaterhouseCoopers) and is now a proprietary tool of Strategic Pay Ltd, Auckland, New Zealand. Each factor derives a point rating with their sum representing the "total value" of the position.

4.2 Market Data

The need to obtain external market data is a critical step in reviewing any compensation model as what the market is paying will have a significant impact on GCC's ability to both attract and retain competent employees. The key challenge therefore is to remain externally competitive.

Our approach to gathering base salary market data was to compare all Academic Administrator and Faculty positions against comparable / industry positions within the U.S. mainland.

Compensation data was gathered (but not limited to) the following sources:

- Faculty in Higher Education Annual Report (2019)
CUPA (College & University Professional Association)

The above report gathered data from 258,731 full-time faculty positions. Salary and demographic data for tenure-track (TT), non-tenure teaching (NTT), and non-tenure research (NTR) faculty were collected by rank: professor, associate professor, assistant professor, new assistant professor and instructor.

- Administrators in Higher Education Annual Report (2019)
CUPA (College & University Professional Association)

A total of 1,174 institutions provided incumbent-level data for 50,880 administrators. The 200 positions surveyed were grouped into six administrative categories: Top Executive Officers, Senior Institutional Officers, Academic Deans, Institutional Administrators, Heads of Divisions, Departments, and Centers, Academic Associate/Assistant Deans. Institutions were represented by classification, affiliation, and region.

- Professionals in Higher Education Annual Report (2019)
CUPA (College & University Professional Association)

Data from 240,895 professionals were analyzed in the report. The 387 positions surveyed were grouped into the following areas: Administrative Professional Associates, Academic Affairs, Student Affairs, Institutional Affairs, Fiscal Affairs, External Affairs, Facilities, Information Technology, Research Professionals, Research Support Professionals, Extension Programs, Other Education Professionals, Health Science and Environmental Sustainability Professionals, Safety Professionals and Supervisors of Office/Clerical, Skilled Craft, and Service/Maintenance Personnel.

The market data results are presented in this report (see Appendix B) and represent the remaining 80% of the background data required in developing a new compensation model. Please note that the data is presented as market percentiles (5th through to the 95th) with the 50th being the market average within the United States.

4.3 Regression Analysis

Having gathered the necessary background data a regression analysis was undertaken to:

- a) Confirm GCC's market position for both Academic Administrators and Faculty c.f. Higher Education / Associate Institutions (U.S. mainland)
- b) Show the extent of market movement after a proposed market adjustment to the 20th market percentile.

The regression analysis results are included in this report as follows:

Appendix C - Regression Analysis (Faculty)

Appendix D - Regression Analysis (Academic Administrators)

With reference to Appendix C the current average market position of GCC's Faculty (see dotted red line) is approximately the 40th market percentile c.f. Higher Education / Associate Institutions (U.S. mainland).

Based on rank, the average pay line is as follows :

Professor	55 th market percentile
Associate Professor	55 th market percentile
Assistant Professor	45 th market percentile
Instructor	35 th market percentile
Assistant Instructor	25 th market percentile
Emergency Instructor	20 th market percentile

With the cost adjustment (being proposed in this report) aimed at migrating Faculty to the 20th market percentile the focus therefore is on those few employees (from the lower Faculty ranks) who are currently being remunerated below the 20th market percentile. Following the proposed pay adjustment, the market position of GCC's Faculty (see solid red line) is only marginally higher and still approximates (again as an average) the 40th market percentile.

With reference to Appendix D the current average market position of GCC's Academic Administrators (see dotted red line) is the 10th market percentile c.f. Higher Education / Associate Institutions (U.S. mainland).

With the cost adjustment (being proposed in this report) aimed at migrating Academic Administrators to the 20th market percentile the focus therefore is on those employees who are currently being remunerated below the 20th market percentile. Following the proposed pay adjustment the average market position of GCC's Academic Administrators (see solid red line) now reflects the 20th market percentile.

4.4 Identification of Implementation Ranges

The identification of a unique implementation range for every Academic Administrator and Faculty position is an important step in the market-based methodology that we use. Why do we do this ?. Assume that between 900 - 950 job evaluation points there are 20 positions. Some of our competitors would start all of those 20 positions on Step 1 of a specific pay level. Our concern with this approach is that the market base salary being awarded those positions is invariably different. The challenge therefore, is to have a methodology in place that maintains a relationship between the following three (3) factors for any given position:

- Job size - the job evaluation point total for the position (minor component)
- Market data - the market base salary for the position (major component)
- Target market percentile - the target market percentile the company is migrating to

The implementation ranges identified in the study will be provided to GCC / HR and are based on migrating both Academic Administrators and Faculty to the 20th market percentile.

Please note that the implementation ranges are not only used for slotting purposes but also aid with recruitment including promotions and demotions etc.

4.5 Proposed New Pay Schedule

It has been 12 (twelve) years since we implemented GCC's current pay schedule. With the lower grades having become obsolete and market salaries having moved over the intervening period it is time for a new pay schedule to be introduced.

The proposed new pay schedule (encompassing Grades A to Z and Steps 1 to 20) will be provided to GCC / HR.

Please note that within the new pay schedule individual faculty ranks were extracted as follows :

Emergency Instructor (Grade H)

Assistant Instructor (Grade I)

Instructor (Grade J)

Assistant Professor (Grade K)

Associate Professor (Grade L)

Professor (Grade M)

4.6 Costing

This step assessed the cost required in migrating both Academic Administrators and Faculty to a more competitive market position. In order to assess the impact of different cost options we chose the 15th, 20th and 25th market percentiles based on 2019 market data c.f. U.S. Institutions of Higher Education.

The cost results are included in this report as follows :

Appendix E - Estimated Cost in Migrating GCC to the 15th market percentile

Appendix F - Estimated Cost in Migrating GCC to the 20th market percentile

Appendix G - Estimated Cost in Migrating GCC to the 25th market percentile

Given the current variance in market position (between Academic Administrators and Faculty) it is our recommendation that GCC consider the 20th market percentile option.

In summary, and excluding vacancies, the cost to migrate all Academic Administrators and Faculty to the 20th market percentile c.f. Higher Education / Associate Institutions (U.S. mainland) is \$211,299 in base salary or \$281,732 in total compensation (i.e. base salary + benefits).

If we were to include vacancies (currently 16), the cost to migrate all Academic Administrators and Faculty to the 20th market percentile c.f. Higher Education / Associate Institutions (U.S. mainland) is \$880,928 in base salary or \$1,174,571 in total compensation (i.e. base salary + benefits).

Notes :

1. 52% of Academic Administrators (versus 26% of Faculty) are currently below the 20th market percentile.
2. the 20th market percentile is a conservative adjustment given the current pandemic, but one that will benefit 44 employees (16 x Academic Administrators and 28 Faculty)
3. The methodology provides for “fair, transparent and targeted” adjustments in pay. Furthermore, no employee will receive less pay than what they are receiving now
4. Total compensation is based on 25% of total compensation
5. Appendix F identifies 15 x Academic Administrators and 78 x Faculty who are currently being paid above the 20th market percentile. Appendix F also identifies the need for a small sum of money (\$6,809 for Academic Administrators and \$30,348 for Faculty) to enable these employees to also be slotted within the new pay schedule. Note : for each affected employee the increase is < 1%.

5.0 Promotions & Demotions

When the initial compensation study for GCC was implemented back in 2008 policies regarding promotions and demotions were also introduced. With GCC now poised to migrate to an updated pay schedule it is timely that the College also update policies affected by improvements in the compensation methodology.

The new policies are simply a process change.

In short, six sub-steps are initially applied to the employee's current base salary. For promotions this is a six sub-step increase up the grade or for demotions it is a six sub-step decrease down the grade. This identifies a value that can then be compared to the implementation range of the position the employee is being promoted or demoted to.

5.1 Current policies regarding promotions and demotions are as follows :

Compensation Adjustment Following a Promotion to an Administrator Position

In a promotion, the incumbent's salary shall be increased by two steps within their current pay range and then slotted closest to but not less than the salary within the target pay range

Compensation Adjustment Following a Promotion within the Faculty Ranks

Placement on a higher salary range, as a result of reclassification or promotion, shall be made on a "step-to-step" basis

Compensation Adjustment Following a Voluntary Demotion

The minimum reduction shall be to the salary in the new pay grade closest to, but not more than, the employee's salary at the time of demotion

Compensation Adjustment Following an Involuntary Demotion

In an involuntary demotion, the incumbent's salary shall be reduced (A) at least (1) one step; or (B) no more than (2) two steps of the current position within their current pay range; and then slotted closest to but not more than the salary within the target pay range; or (C) to the lowest step of the demoted position (at the discretion of the appointing authority)

5.2 Proposed policies regarding promotions and demotions are as follows :

Compensation Adjustment Following a Promotion

With a promotion, the pay adjustment is effectuated by initially increasing the employee's current base salary by six (6) sub-steps on the grade they are currently allocated. If this figure is :

- a) below the minimum of the new implementation range they would be slotted at the minimum of the new implementation range. This identifies the employee's new base salary
- b) above the minimum of the new implementation range they would be slotted at the closest sub-step (just on the high side) of the new grade. This identifies the employee's new base salary
- c) The President, with approval from the Board, may grant up to three (3) additional sub-steps, based on superior performance, significant contributions made to the business unit or College as a whole, or demonstration of personal enrichment and development related to and beyond the job requirement. All requests for additional sub-step placement must be justified in writing

If it is not possible to increase the employee's current base salary by six (6) sub-steps on the grade they are currently allocated then identify the closest sub-step (just on the high side) of the grade they are being promoted to and then increase this by a further six (6) sub-steps. This identifies the employee's new base salary

Compensation Adjustment Following a Demotion

With a demotion, the pay adjustment is effectuated by initially decreasing the employee's current base salary by six (6) sub-steps on the grade they are currently allocated. If this figure is :

- a) below the minimum of the new implementation range they would be slotted at the minimum of the new implementation range. This identifies the employee's new base salary

- b) above the minimum of the new implementation range they would be slotted at the closest sub-step (just on the low side) of the new grade. This identifies the employee's new base salary

If it is not possible to decrease the employee's current base salary by six (6) sub-steps on the grade they are currently allocated then identify the closest sub-step (just on the low side) of the grade they are being demoted to and then decrease this by a further six (6) sub-steps. This identifies the employee's new base salary

6.0 Increments

Salary increments are normally calculated and received at the end of the financial year and (most often) are generally based on the employee's work performance over the previous year. Furthermore, it is common practice that the increment amount (often expressed as a percentage of base salary) is simply added to the employee's base salary.

The structure of GCC's pay schedule (which provides a 1% incremental increase between sub-steps) makes the above calculation and transition very easy.

Figure 1 below provides an example of this. Shown is a portion of the new Faculty Pay Schedule for the rank of Assistant Professor (Grade K). The green square shows the employee is currently on \$50,693 (Grade K, Step 2, Sub-step C). After receiving a 3% performance increment the employee's new salary (shaded blue) is simply an increase of three sub-steps to \$52,229 (Grade K, Step 3, Sub-step B).

Figure 1 - Grade K

Step 2				Step 3		
A	B	C	D	A	B	C
49,694	50,191	50,693	51,200	51,712	52,229	52,751
			1%	2%	3%	

Whilst performance management is another issue, the above application works well and for many organizations and the story would appear to end there. Unfortunately, in terms of compensation management there is a key variable that is often overlooked, and that is the need to monitor the market position of individual employees relative to the target market percentile of the College.

So what do we mean by this and how does it work ?

Based on this review and implementation of our recommended costing GCC's market position will be the 20th market percentile (2019 market data). Whilst the pending migration will mark another important step forward for the College (in the drive to becoming more externally competitive) the question remains - what market percentile is the eventual target ?.

Strategically, the answer to the above question should be the 50th market percentile (based on prevailing market data). In short, the 50th market percentile represents the market average c.f. Higher Education / Associate Institutions (U.S. mainland). With regards the latter the CUPA (College & University Professional Association) reports are the gold standard in providing such information.

In short, if GCC's compensation model was at the 50th market percentile half the marketplace would be paying salaries at a higher rate and half the marketplace would be paying salaries at a lower rate. Once an organization starts paying salaries in excess

of the 50th market percentile they become market leaders in some shape or form. Therefore, from a compensation management perspective the 50th market percentile makes for a sound financial target.

Let's assume the eventual target for GCC's compensation model is the 50th market percentile (prevailing market data). What we want therefore, is for employee salaries to work towards reaching the 50th market percentile (prevailing market data), but not to go over it.

If we are to achieve the above, we must monitor the market position of every employee against the 50th market percentile. On the road to reaching the 50th market percentile it makes sense therefore (and as currently handled) that annual increments be added to the employee's base salary. However, once the employee's salary has reached the 50th market percentile our proposal is that the increment should NOT be added to base salary but simply paid out as a lump sum.

At the end of the day this recommendation is a win / win situation as the College is able to successfully manage its compensation model and those employees in excess of the 50th market percentile still receive their increment. Furthermore, in implementing this strategy, the salaries of those employees already over the 50th market percentile would not be reduced. In time, the market place will catch-up and their salaries would eventually be back-in sync with the 50th market percentile. Moving forward, if the employee's salary is then deemed to be below the 50th market percentile (based on the prevailing market) then the employee would revert back to having their increments added to their base salary.

Based on the results of the current study (using 2019 market data) the number of employees (Academic Administrators and Faculty) above the 50th market percentile are as follows : Academic Administrators (0), Emergency Instructor (0), Assistant Instructor (0), Instructor (10), Assistant Professor (10), Associate Professor (11) and Professor (6).

7.0 Board Recommendations

Our recommendations to the Board are as follows :

- The College adopt the estimated costing (as outlined in Appendix F) in order to migrate GCC (Academic Administrators and Faculty) to the 20th market percentile (2019 Market Data)

The proposed implementation dates are as follows :

1. Academic Administrators (after January 1st, 2022)
2. Faculty (after August 1st, 2022)

Note : the following caveat to accompany the above recommendation :

“Any position currently under probation should be excluded until such time the probation period has ended and a positive performance review confirmed”.

- The College adopt a resolution that would see a market review of compensation conducted every three (3) to five (5) years.
- The College adopt the amended promotion and demotion policies as outlined in 5.2 above
- The College adopt a policy stating that increments will be paid out separately (as opposed to being added to base salary) for any Academic Administrator or Faculty employee above the 50th market percentile (prevailing market data).

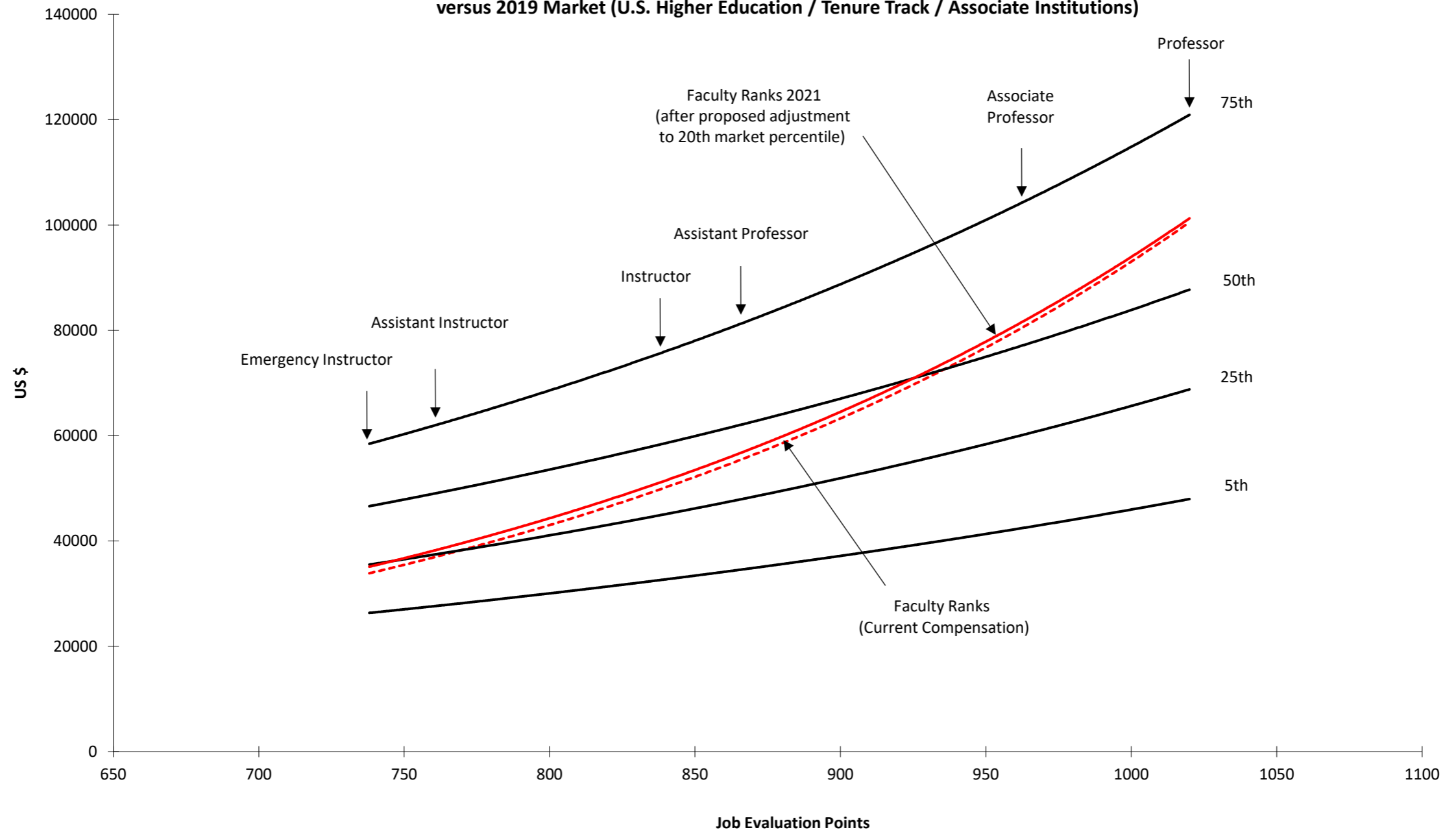
Note : the College acknowledges that it will monitor market data on an annual basis in order for the above status to be determined

**APPENDIX B
Market Data / Percentiles (2019)**

Authority	Benchmark Position	Market Comparison (2019) - Higher Education / Associate Institutions / Tenure Track (U.S. Mainland)																		
		5th	10th	15th	20th	25th	30th	35th	40th	45th	50th	55th	60th	65th	70th	75th	80th	85th	90th	95th
GCC	Assistant Director (Ass.t, Ins. Eff. & Research)	71,275	74,204	77,133	80,063	82,992	85,649	88,306	90,963	93,620	96,277	99,479	102,680	105,882	109,083	112,285	115,214	118,144	121,073	124,002
GCC	Assistant Director (Com. & Promotions)	69,211	72,250	75,289	78,328	81,367	84,316	87,265	90,215	93,164	96,113	99,242	102,370	105,499	108,627	111,756	114,795	117,834	120,873	123,912
GCC	Assistant Director (Continuing Education)	70,261	73,827	77,394	80,960	84,527	87,986	91,444	94,903	98,361	101,820	105,495	109,169	112,844	116,518	120,193	123,760	127,326	130,893	134,459
GCC	Assistant Director (Planning & Development)	76,606	80,737	84,867	88,998	93,129	99,505	105,881	112,258	118,634	125,010	126,895	128,781	130,666	132,552	134,437	138,568	142,699	146,829	150,960
GCC	Assistant Instructor (Average)	27,760	30,402	33,043	35,685	38,326	40,938	43,549	46,161	48,772	51,384	54,055	56,726	59,398	62,069	64,740	67,381	70,023	72,664	75,306
GCC	Assistant Professor (Average)	38,468	42,178	45,888	49,598	53,308	55,249	57,191	59,132	61,074	63,015	68,494	73,972	79,451	84,929	90,408	94,118	97,828	101,538	105,248
GCC	Associate Dean (TPS)	69,600	71,285	72,969	74,654	76,338	78,591	80,844	83,096	85,349	87,602	88,718	89,834	90,950	92,066	93,182	94,866	96,551	98,235	99,920
GCC	Associate Dean (TSS)	69,600	71,285	72,969	74,654	76,338	78,591	80,844	83,096	85,349	87,602	88,718	89,834	90,950	92,066	93,182	94,866	96,551	98,235	99,920
GCC	Associate Professor (Average)	42,893	47,183	51,473	55,763	60,053	62,863	65,674	68,484	71,295	74,105	79,875	85,644	91,414	97,183	102,953	107,243	111,533	115,823	120,113
GCC	Chief Human Resources Officer	83,030	86,845	90,660	94,475	98,290	101,255	104,220	107,185	110,150	113,115	117,780	122,445	127,111	131,776	136,441	140,256	144,071	147,886	151,701
GCC	Chief Information Technology Officer	85,045	89,162	93,278	97,395	101,511	105,074	108,637	112,201	115,764	119,327	123,997	128,667	133,336	138,006	142,676	146,793	150,909	155,026	159,142
GCC	Controller	87,739	92,095	96,450	100,806	105,162	109,951	114,741	119,530	124,320	129,109	133,031	136,953	140,876	144,798	148,720	153,076	157,432	161,787	166,143
GCC	Coordinator - Admissions & Registration	54,973	57,729	60,485	63,241	65,997	68,394	70,791	73,189	75,586	77,983	81,098	84,213	87,327	90,442	93,557	96,313	99,069	101,825	104,581
GCC	Coordinator - Financial Aid	54,934	57,668	60,403	63,137	65,872	68,277	70,682	73,087	75,492	77,897	80,961	84,025	87,090	90,154	93,218	95,953	98,687	101,422	104,156
GCC	Data Processing Systems Administrator	65,630	68,022	70,413	72,805	75,197	77,547	79,898	82,248	84,599	86,949	89,382	91,815	94,248	96,680	99,113	101,505	103,896	106,288	108,680
GCC	Dean Technology & Student Services (TSS)	87,056	89,211	91,365	93,520	95,674	97,295	98,915	100,536	102,156	103,777	106,465	109,153	111,842	114,530	117,218	119,372	121,527	123,681	125,836
GCC	Dean Trades & Prof. Services (TPS)	92,366	94,646	96,926	99,205	101,485	103,211	104,938	106,664	108,391	110,117	112,950	115,783	118,616	121,449	124,282	126,562	128,841	131,121	133,401
GCC	Emergency Instructor (Average)	24,485	26,485	28,485	30,485	32,485	34,982	37,479	39,975	42,472	44,969	46,472	47,975	49,479	50,982	52,485	54,485	56,485	58,485	60,485
GCC	Environmental Health & Safety Officer	50,230	52,269	54,307	56,346	58,385	60,328	62,272	64,215	66,159	68,102	70,236	72,370	74,505	76,639	78,773	80,812	82,851	84,889	86,928
GCC	Instructional Designer	54,973	57,729	60,485	63,241	65,997	68,394	70,791	73,189	75,586	77,983	81,098	84,213	87,327	90,442	93,557	96,313	99,069	101,825	104,581
GCC	Instructor (Average)	33,231	36,401	39,571	42,741	45,911	48,333	50,755	53,177	55,599	58,021	61,939	65,857	69,775	73,693	77,611	80,781	83,951	87,121	90,291
GCC	Nursing & Allied Health Administrator	70,103	71,897	73,691	75,484	77,278	79,909	82,540	85,170	87,801	90,432	91,389	92,345	93,302	94,258	95,215	97,009	98,802	100,596	102,390
GCC	President	160,969	166,744	172,519	178,294	184,069	188,847	193,626	198,404	203,183	207,961	214,732	221,504	228,275	235,047	241,818	247,593	253,368	259,143	264,918
GCC	Procurement & Inventory Administrator	68,017	70,495	72,974	75,452	77,931	80,367	82,803	85,239	87,675	90,111	92,632	95,153	97,675	100,196	102,717	105,196	107,674	110,153	112,631
GCC	Professor (Average)	45,121	50,136	55,151	60,165	65,180	70,155	75,129	80,104	85,078	90,053	95,108	100,163	105,217	110,272	115,327	120,342	125,356	130,371	135,386
GCC	Program Specialist	49,003	51,024	53,045	55,065	57,086	59,223	61,360	63,497	65,634	67,771	69,675	71,580	73,484	75,389	77,293	79,314	81,334	83,355	85,376
GCC	Sustainability & Project Coordinator	55,439	58,216	60,994	63,771	66,548	68,968	71,388	73,809	76,229	78,649	81,783	84,917	88,052	91,186	94,320	97,097	99,874	102,652	105,429
GCC	VP Academic Affairs	112,234	117,753	123,273	128,792	134,312	137,730	141,148	144,565	147,983	151,401	159,022	166,644	174,265	181,887	189,508	195,028	200,547	206,067	211,586
GCC	VP Finance and Administration	111,295	115,244	119,192	123,141	127,089	129,956	132,823	135,689	138,556	141,423	146,453	151,483	156,514	161,544	166,574	170,523	174,471	178,420	182,368

APPENDIX C

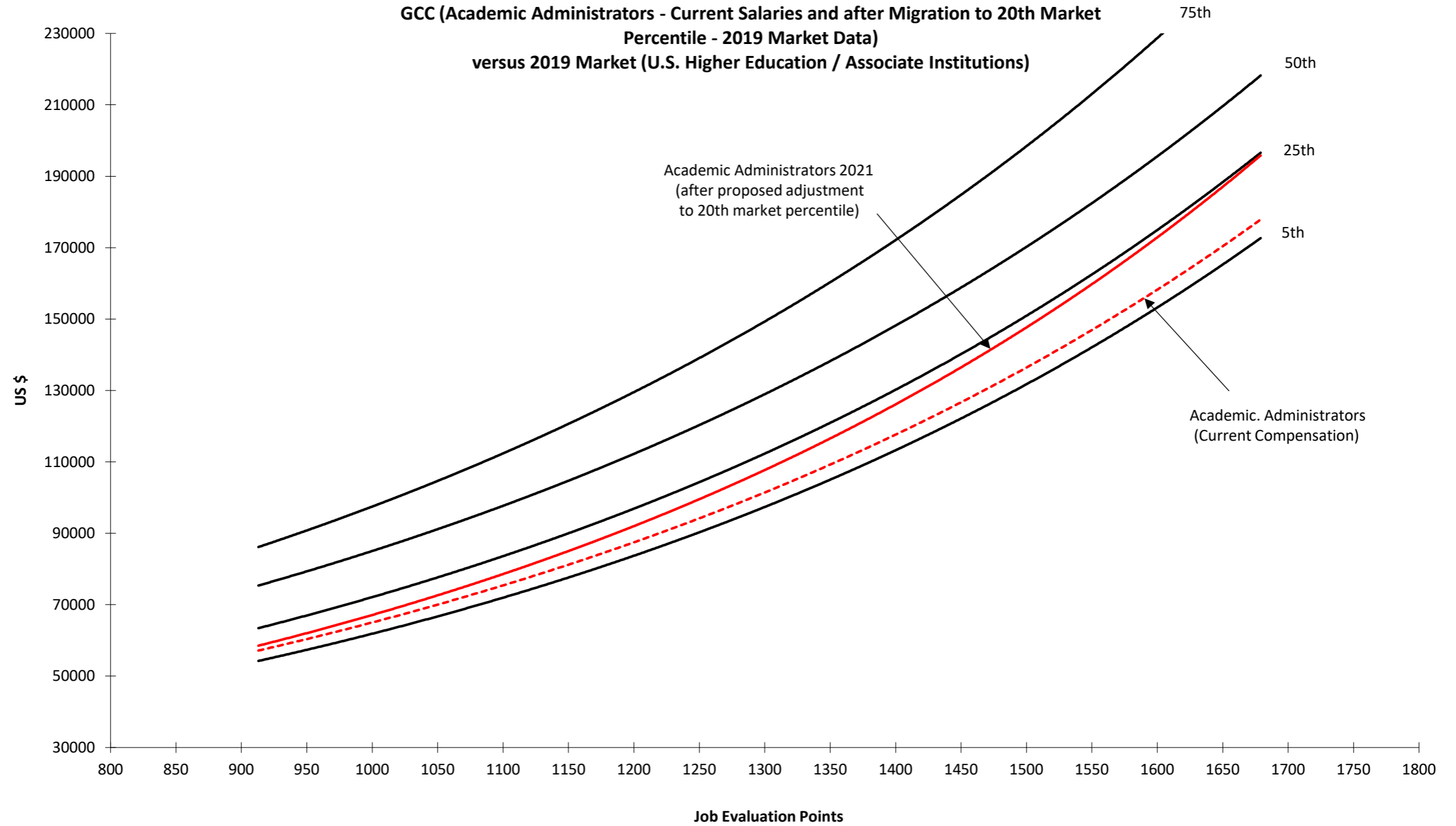
**Base Salary Regression
GCC (Faculty Ranks - Current Salaries and after Migration to 20th Market Percentile - 2019 Market Data)
versus 2019 Market (U.S. Higher Education / Tenure Track / Associate Institutions)**



- Faculty Ranks (GCC) - Solid red line representing base salary compensation after proposed adjustment to 20th market percentile (2019 Market Data)
- Faculty Ranks (GCC) - Dotted red line representing current base salary compensation
- Market Percentiles - 5th, 25th, 50th and 75th (2019 - Faculty Ranks : U.S. Higher Education / Associate Institutions / Tenure Track)

APPENDIX D

Base Salary Regression
GCC (Academic Administrators - Current Salaries and after Migration to 20th Market
Percentile - 2019 Market Data)
versus 2019 Market (U.S. Higher Education / Associate Institutions)



- Academic Administrators (GCC) - Solid red line representing base salary compensation after proposed adjustment to 25th market percentile (2019 Market Data)
- Academic Administrators (GCC) - Dotted red line representing current base salary compensation
- Market Percentiles - 5th, 25th, 50th and 75th (2019 - U.S. Higher Education / Associate Institutions)

APPENDIX E

Estimated Cost in migrating GCC to the 15th Market Percentile (2019 Market Data) - based on range minimum
Staffing Pattern : 30th September 2021

Employee Group	Employees above or below 15th Market Percentile Regression Line	Number of Employees (No)	Percentage of Employees (%)	Estimated Additional Cost Required (\$)
Academic Administrators	< 15th Mkt Percentile	7	5.1	41,972
	> 15th Mkt Percentile	24	17.5	12,308
Faculty	< 15th Mkt Percentile	20	14.6	15,684
	> 15th Mkt Percentile	86	62.8	36,822
		137	100.0	106,786

Employee Group	Base Salary	Estimated Benefit Cost based on 25% of Total Compensation	Estimated Total Compensation
Current - Academic Administrators + Faculty	8,366,965	2,788,988	11,155,953
Transition cost to 15th Market Percentile	106,786	35,595	142,381
Sub-Total	8,473,751	2,824,584	11,298,335
17 x Vacancies x (base salary based on range minimum for recruitment)	700,283	233,428	933,711
Total	9,174,034	3,058,011	12,232,045

APPENDIX F

Estimated Cost in migrating GCC to the 20th Market Percentile (2019 Market Data) - based on range minimum
Staffing Pattern : 30th September 2021

Employee Group	Employees above or below 20th Market Percentile Regression Line	Number of Employees (No)	Percentage of Employees (%)	Estimated Additional Cost Required (\$)
Academic Administrators	< 20th Mkt Percentile	16	11.7	80,095
	> 20th Mkt Percentile	15	10.9	6,809
Faculty	< 20th Mkt Percentile	28	20.4	82,697
	> 20th Mkt Percentile	78	56.9	30,348
		137	100.0	199,949

Employee Group	Base Salary	Estimated Benefit Cost based on 25% of Total Compensation	Estimated Total Compensation
Current - Academic Administrators + Faculty	8,366,965	2,788,988	11,155,953
Transition cost to 20th Market Percentile	199,949	66,650	266,599
Sub-Total	8,566,914	2,855,638	11,422,552
17 x Vacancies x (base salary based on range minimum for recruitment)	748,408	249,469	997,877
Total	9,315,322	3,105,107	12,420,429

APPENDIX G

Estimated Cost in migrating GCC to the 25th Market Percentile (2019 Market Data) - based on range minimum
Staffing Pattern : 30th September 2021

Employee Group	Employees above or below 25th Market Percentile Regression Line	Number of Employees (No)	Percentage of Employees (%)	Estimated Additional Cost Required (\$)
Academic Administrators	< 25th Mkt Percentile	20	14.6	132,326
	> 25th Mkt Percentile	11	8.0	6,643
Faculty	< 25th Mkt Percentile	40	29.2	183,140
	> 25th Mkt Percentile	66	48.2	31,257
		137	100.0	353,366

Employee Group	Base Salary	Estimated Benefit Cost based on 25% of Total Compensation	Estimated Total Compensation
Current - Academic Administrators + Faculty	8,366,965	2,788,988	11,155,953
Transition cost to 25th Market Percentile	353,366	117,789	471,155
Sub-Total	8,720,331	2,906,777	11,627,108
17 x Vacancies x (base salary based on range minimum for recruitment)	795,777	265,259	1,061,036
Total	9,516,108	3,172,036	12,688,144

PRESIDENT'S TRAVEL SCHEDULE
February 2022

Conference Title/Sponsor	Date	Location
Westcare Foundation	February 16-19, 2022	Henderson, NV

Funding Source(s): PROMO Fund

FOLLOW GCC



GUAMCC



GUAMCOMMUNITYCOLLEGE

Council on
Postsecondary Student
Affairs (COPSA)

FOLLOW COPSA



COPSA.GUAMCC

SPRING 2022 STUDENT ACTIVITIES

Important Dates and Activities for Students

JANUARY	Time	Activity	Location
Mon., Jan. 3 rd	9:00am	Spring 2022 Student Orientation	Multi-Purpose Auditorium (MPA), Bldg. 400
Wed., Jan. 5 th		First Day of Monday/Wednesday Classes	
Thurs., Jan. 6 th		First Day of Tuesday/Thursday Classes	
Fri., Jan. 7 th		First Day of Friday Classes	
Sat., Jan. 8 th		First Day of Saturday Classes	
Mon., Jan. 17 th		HOLIDAY - Martin Luther King, Jr. Day (Observed)	
Fri., Jan. 21 st	10:00am	Student Organization Officer & Advisor Training	Center for Student Involvement, Student Center, Room 5101
Fri., Jan. 21 st	1:00pm	COPSA General Membership Meeting	Rm. 3108, Allied Health Center
Mon., Jan. 24 th	4:00pm	Meet the President	Virtual via Zoom
Tues., Jan. 25 th	4:00pm	Meet the President	Virtual via Zoom
Fri., Jan. 28 th	3:00pm	Deadline to Develop a New Student Organization	Center for Student Involvement, Student Center, Room 5101
FEBRUARY	Time	Activity	Location
Fri., Feb. 11 th	1:00pm	COPSA General Membership Meeting	Rm. 3108, Allied Health Center
Fri., Feb. 11 th	2:30pm	Zumba Recreational Activity	Student Center Courtyard
Thurs., Feb. 24 th	12:00pm	Spring Festival & "Tour of the Pacific"	Virtual via Zoom
Fri., Feb. 25 th	1:00pm	COPSA General Membership Meeting	Rm. 3108, Allied Health Center
MARCH	Time	Activity	Location
Fri., Mar. 4 th		Deadline to Apply for Graduation	Admissions, Bldg. 2000
Mon., Mar. 7 th		HOLIDAY - Guam History & CHamoru Heritage Day (Observed)	
Fri., Mar. 11 th	1:00pm	COPSA General Membership Meeting	Rm. 3108, Allied Health Center
Fri., Mar. 11 th		Last Day to Withdraw – Full Term Courses	Admissions, Bldg. 2000
Fri., Mar. 18 th		"THE EDGE" Student Conference	Multi-Purpose Auditorium (MPA), Bldg. 400
Fri., Mar. 25 th	1:00pm	COPSA General Membership Meeting	Rm. 3108, Allied Health Center
Tues., Mar. 29 th	5:00pm	Deadline to Submit Applications to Run in the 2022-2023 GCC Student Leaders Election	Center for Student Involvement, Student Center, Room 5101
APRIL	Time	Activity	Location
Apr. 4 th - 7 th	Voting ends at 8:00pm on Thurs., Apr. 7 th	2022-2023 GCC Student Leaders Election	Online via GCC Email
Fri., Apr. 8 th	1:00pm	COPSA General Membership Meeting	Rm. 3108, Allied Health Center
Apr. 11 th - Apr. 17 th		SPRING BREAK	
Mon., Apr. 18 th	8:00am-4:00pm	NO CLASSES (8:00am - 4:00pm) - College Assembly	
Fri., Apr. 22 nd	1:00pm	COPSA General Membership Meeting	Rm. 3108, Allied Health Center
Fri., Apr. 22 nd		Last Day of Friday Classes	
Sat., Apr. 23 rd		Last Day of Saturday Classes	
Tues., Apr. 26 th		Last Day of Tuesday / Thursday Classes	
Thurs., Apr. 28 th	3:00pm	Last Day to Submit Student Organization Fund Vouchers - COPSA Account #2252	Center for Student Involvement, Student Center, Room 5101
MAY	Time	Activity	Location
Mon., May 2 nd		Last Day of Monday / Wednesday Classes	
Thurs., May 5 th		Grades Due	
Fri., May 13 th		GCC Motorcade Graduation	GCC Campus
Mon., May 30 th		HOLIDAY - Memorial Day (Observed)	

Activities, dates, times, and locations are subject to change. For the most up-to-date Student Activities Calendar, please visit www.guamcc.edu/csi

As of December 27, 2021

Center for Student Involvement (CSI)

Location: Room 5101, Bldg. 5000, Student Center

Tel: (671) 735-5518/5519

Email: csi@guamcc.edu

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of December 23, 2021

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on December 23, 2021, was called to order at 12:05 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Mr. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas, Student Trustee. Mr. Richard P. Sablan, Treasurer, schedule conflict.

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Pilar Williams, Dean, School of Trades & Professional Services; Attorney Rebecca Wrightson; Ms. Simone Bollinger, Faculty Advisory member; Mr. Kenneth Bautista, Support Staff Advisory member.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – November 5, 2021

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVE THE MEETING MINUTES OF NOVEMBER 5, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS. A letter dated November 15, 2021, was received from the Guam Commission for Educator Certification (GCEC) recognizing and approving GCC's Bachelor of Science in Career and Technical Education (BSCTE) program with jurisdictional approval.

The President gave recognition and thanked Faculty member Ms. Vicky Schrage, the Education Department Chair Dr. Deborah Ellen and all the faculty members involved with the development of this curriculum and seeing it through its approval.

IV. PUBLIC DISCUSSION. No request.

V. REPORTS

1. President's Report: President Okada reported on the following:

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2022: As of December 16, 2021, and based on the monthly billing, the College received a total of \$3,332,472 for the General Fund; \$465,149.00 for MDF; \$15,257.00 for POST; and \$42,306.00 for the First-Generation Trust Fund Initiative for a total of \$3,855,184. The College continues to receive its allotment on a weekly basis from DOA with no reserves set aside.

FY2021: Total appropriation for FY2021 is \$20,446,03. The College received 97% of its appropriation for a total of \$19,769,002.

There is a balance pending for the Manpower Development Fund in the amount of \$653,960 and the Capital Improvements Fund, which is the College's debt service of \$23,069. Anticipate receiving the balance of the CIF but not the MDF. The College will continue to follow up with DOA regarding this matter.

Capital Improvement Projects and other activities:

Other activities:

Supported by a Department of Interior grant, the College approved the curriculum for a baking and pastry track as part of the DOI free College grant under the GCC Culinary and Hospitality program to begin during the Spring 2022 semester.

The College will be adding an afternoon and weekend cosmetology cohort beginning with twenty (20) students for the regular cohort.

Atkins Kroll has been displaying the College's hybrid engine, which has been extended until December 31, 2021. This is in conjunction with discussions regarding the College's hybrid and electric car training program to support faculty and workforce development.

In collaboration with PayLess Supermarkets, the College's secondary and postsecondary Culinary students have been highlighted during the *Chagi* Facebook live demonstration.

A presentation was given before the Guam Department of Education Island Board of Governing Students on WorkKeys assessment and how it can be used as an alternative to placement testing. This is in addition to the Clymer (Classroom Learning Yields Math & English Readiness) testing.

During November 2021, Business Visual and Communications department showcased their GDOE high school junior and senior students on campus at their "Pave Your Way" open house.

During November 2021, twelve (12) out of nineteen (19) students who took the LPN NCLEX exam have passed. This amounts to 63% of cohorts who have passed the NCLEX exam. As for December 2021, this has increased to 85%, surpassing the College's goal and based on the last cohort.

As for the TNAP and as of November 2021, this was at 53% and most of the students in this program were employed as Temporary CNAs to help support the hospital with COVID.

Board policies have been reviewed and were made part of the Board meeting packet for

discussion under New Business for today's meeting. Several policy updates are in response to Title IV requirements through the process of the College Governing Council with recommendations for the Board's consideration.

Discussions are ongoing with TRMA for updates to the GCC's Master Plan to include input from individuals and all employees. These are for discussion points, which could be incorporated into the Master Plan where appropriate. With the exception of holidays, there is a meeting every Friday at 10:00 a.m. for information sessions with TRMA. The Board members are encouraged to attend and invites will be issued when Board members are available.

Wireless upgrades continue throughout the campus including the GOREX project for the email ".edu" traffic, which can save the College on Internet costs.

The College will be updating its Energy Audit. The last update was in 2010 with ARRA funds.

In partnership with GDOE, there are two (2) classrooms in Simon Sanchez that require repairs to make it safe for everyone due to water leaking. These are the Culinary and LNP classes. In order to expedite the repairs, the College has taken on this project to be completed during the Christmas break.

2. Monthly Activities Report.

Student Trustee: Trustee Paris Blas submitted a hard copy of her report for November/December 2021 and also reported the following:

Fall 2021 semester student feedback:

Hybrid option for attending classes during the semester. It allowed students to complete the semester without dropping out completely or dropping classes.

Buyback book program: This is a hit for students to know it is available during the upcoming semesters.

There is an increase of students on campus this Fall semester and students are happy to be back.

There are ongoing **FAFSA workshops** during this intercession.

Student organizations are actively giving back to the community in **service and/or donations**. Ongoing partnerships with Guam Coalition Against Sexual Assault & Family Violence (GCASAFV) and Guam Behavioral Health & Wellness providing **counseling services** for both faculty/staff and students.

Customer service at the **bookstore** was "outstanding" this semester.

12/09/2021 and 12/31/2021: COPSA Spring 2022 Officers Training to prepare for the upcoming semester.

2022:

01/03/2022, 9am-12pm in the MPA: Spring 2022 Student Orientation for new and full-time students with a campus tour for new students. Students will have the option to attend face to face and via livestream.

01/05/2022: First day of classes.

1/24/2022 and 1/25/2022: Spring 2022 "Meet the President" with both sessions at 4 p.m.

1/21/2022: First General Membership meeting/

Student Trustee Blas thanked President Okada for addressing issues, concerns, and requests made by students throughout the semester.

Faculty Advisory Member: Ms. Simone Bollinger reported the following: Most faculty members are on break and campus has been quiet, however, there are three (3) classes that are still running, which are two (2) Math and one (1) English. Faculty are collecting data on how to speed up the process for students.

The classes are Monday through Thursday for four (4) hours.

Most students are able to attend while some are having issues with transportation among other issues.

These students were then offered to continue classes online, however, this can be difficult as well with 4 hours of classes. Students are still working through this and will continue to find solutions to ensure they finish and obtain their degrees.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:

Employees are working on the year end processes as well as preparing for Fiscal Year 2022.

On behalf of all the staff, the Board was thanked for the Thanksgiving luncheon on Friday, November 19, 2021.

Board of Trustees Community Outreach Report:

Trustee Grino reported that as a nursing leader and representing GCC, she was recently invited with other nursing leaders to a meeting by the new Guam Regional Medical Center Board Chairman. The meeting was to find out what are the issues on Guam, trying to get an assessment and of what can be done with the workforce development for LPNs, CNAs and other healthcare certifications and work on a collaboration with GCC and UOG. Discussions were also on having a summit or conference on these issues and how the new GRMC management can also assist with these issues.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Forensic Lab/DNA Building. This project is 93% complete to date and as last reported the anticipated completion date in February 2022.

Building 300. This project is 90% complete and the College is continuing to monitor the progress.

Wellness Center. The College is awaiting verification if its application for federal funds will be accepted, however, the design is 100% complete. Once funding is secured, this will go out to bid.

Building B. As last reported, this project is out to bid but the bid opening has been extended to December 29, 2021, with five potential bidders.

Workforce Development Center (Barrigada Property): The College should be receiving the updated A&E plans for this project. All documents required by the Economic Development Authority have been submitted and the College is waiting on EDA's final review.

VII. NEW BUSINESS.

1. **Resolution re Deborah Belanger (Commendation for BOT service).** A Resolution to commend Ms. Deborah Belanger for her years of service as a Board of Trustees was presented to the Board for consideration. The President read the resolution and the following motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE RESOLUTION 14-2021, "COMMENDATION FOR SERVICE AS TRUSTEE" FOR MS. DEBORAH C. BELANGER IS HEREBY ADOPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. **Proposed Copyright & Fair Use Policy #193 (1st Reading).** A proposed GCC Board of Trustees "Copyright and Fair Use" policy was presented to the Board for consideration for a 1st Reading and as Policy 193. This has been given to the College Governing Council for review as well as to the legal counsel who have provided recommended changes. Most of the language for this resolution was extracted from other colleges and language from the Federal Rules and Regulations regarding copyright and fair use. Anticipate there will be additional changes when this is presented for the second reading due to recommendations by the College Governing Council. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE PROPOSED GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES "COPYRIGHT AND FAIR USE" POLICY 193, BE MOVED TO SECOND

READING. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. BOT Policy Updates (Series 200; Policies 115, 170, 180, 185, 410). Copies of the reviewed/amended Guam Community College Board of Trustees (BOT) policies for Series 200; and BOT Policies 115, 170, 180, 185, and 410 were presented to the Board for consideration.

These policies were previously reviewed by the Board with recommended changes. Input was also provided by the Vice President for Academic Affairs and the Vice President for Finance & Administration. The Faculty Advisory Member and the Support Staff Advisory Member were also previously provided copies of the BOT policies herein and the opportunity to review and provide input. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES POLICES, AS AMENDED, FOR SERIES 200: 200-FIDUCIARY RESPONSIBILITY; 204-AUDITS; 208-AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS; 209-AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS (WIRE PAYMENT TRANSACTIONS); 212-NON-APPROPRIATED FUNDS ACCOUNT; 214-THE PRICING OF CONTRACTS FOR SERVICES; 216-PROMOTIONAL AND DEVELOPMENT ACCOUNT; 220-CAPITAL PROJECTS FUND; 224-STUDENT ACTIVITY FUNDS; 228-PROCUREMENT POLICY; 232-CONTRACTUAL AGREEMENTS; 236-TUITION AND FEES; 240-STUDENT FINANCIAL AID; 244-VEHICLE USAGE; 248-INSURANCE PROTECTION; 256-CLAIMS OFFICER; 264-COLLEGE HOUSING; 276-UNION OFFICIALS PAYMENT; 284-COMMUNITY USE OF PHYSICAL FACILITIES; 292-ANNUAL FUND RAISING OF THE BOARD OF TRUSTEES; AND

POLICIES 115-CODE OF TRUSTEE ETHICS AND CONDUCT; 170-CAMPUS CRIME AND SECURITY; 180-RISK CRISIS MANAGEMENT AND EMERGENCY PROTOCOL; 185-SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION PREVENTION; AND 410-STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL, ARE HEREBY ADOPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

4. 2022 BOT Travel (2022 ACCT Governance Leadership Institute & D.C. mtgs.). The 2022 Association of Community College Trustees (ACCT) Governance Leadership Institute (GLI) "Strengthening the Leadership Team of the Board" will be held on March 23-25, 2022, in Philadelphia, Pennsylvania. The ACCT recommends that the board chair, vice chair, and college CEO attend this conference as a team.

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD AND PRESIDENT'S TRAVEL FOR THE 2022 ACCT GOVERNANCE LEADERSHIP INSTITUTE, INCLUDING MEETINGS IN WASHINGTON, D.C., DURING MARCH 2022, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

5. President's Travel Request (Dec. 2021 & Jan.-March 2022)

PREL Board meeting, December 6-7, 2021, Honolulu, Hawaii, 100% sponsored by PREL. For record purposes, this was previously approved electronically due to the invitation being received after the November 2021 Board meeting concluded and would have been too late to request for the December 2021 Board meeting.

Workforce Development Institute, January 26-29, 2022, Jacksonville, Florida, promo funds.

ACCT Governance Leadership Institute, March 23-25, 2022, Philadelphia, Pennsylvania, promo funds.

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE PRESIDENT'S TRAVEL REQUEST FROM DECEMBER 2021; JANUARY 2022 AND MARCH 2022, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

6. Election of Board of Trustees Officers (2022-2023). A recommendation was made to table the election until the next Board meeting and to also provide an opportunity for Trustee Richard Sablan to be present. At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE 2022-2023 BOARD OF TRUSTEES ELECTION OF OFFICERS BE TABLED FOR THE NEXT BOARD OF TRUSTEES MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING CONVEENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:45 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

- 1. Personnel Matters**
- 2. Labor Management Relations**
- 3. Legal Matters**

At 1:07 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's Report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, the Chairman mentioned an adjustment to President Mary Okada's salary with regards to the President's Performance Evaluation Reports for 2020 (June 2019-June 2020) and for 2021 (June 2020-June 2021).

The adjustment for 2020 was applicable in January 2021 and the review for 2021 was a perfect score with 50 out of 50 points and is applicable in January 2022.

There was a recommendation and concurred by the Board that an adjustment to Dr. Mary Okada's salary of a four percent (4%) increase will be applied effective January 2022 for each of the periods 2020 and 2021.

Also discussed is that President Okada deferred a retroactive payment for adjustments to her salary increment for the period 2020. The Board then mentioned that no retroactive increment for the period 2020 will be paid out. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE AN ADJUSTMENT TO DR. MARY OKADA'S SALARY EFFECTIVE JANUARY 2022 OF A FOUR PERCENT (4%) INCREASE BASED ON DR. OKADA'S PERFORMANCE EVALUATION FOR THE PERIOD 2020 (JUNE 2019-JUNE 2020); AND THE PERIOD 2021 (JUNE 2020-JUNE 2021). THERE WILL BE NO RETROACTIVE INCREMENT PAYMENT FOR THE PERIOD 2020. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, the Board congratulated President Okada. Dr. Okada was also recognized for the hard decisions she has had to make through her service and leadership from the executive level

and her service to the students. The Board further commended President Okada for continually responding to the needs of the community, continued clean audits and overall exemplary leadership. Dr. Okada thanked the Board for their continued support.


IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

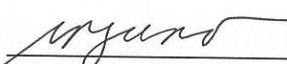
IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING OF DECEMBER 23, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of December 23, 2021, adjourned at 1:11 p.m.


SUBMITTED BY:

 **JAN 06 2022**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

 **JAN 06 2022**
ROSE P. GRINO
Secretary

APPROVED BY:

 **JAN 06 2022**
FRANK P. ARRIOLA
Chairperson

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Thursday, December 23, 2021, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000**

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of November 5, 2021

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
 - Board of Trustees Community Outreach Report

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Forensic Lab
 - Building 300
 - Wellness Center
 - Building B
 - Workforce Development Center

VII. NEW BUSINESS

1. Resolution re Deborah Belanger (Commendation for BOT service)
2. Proposed Copyright & Fair Use Policy #193 (1st Reading)
3. BOT Policy Updates (Series 200; Policies 115, 170, 180, 185, 410)
4. 2022 BOT Travel
(2022 ACCT Governance Leadership Institute & D.C. mtgs.)
5. President's Travel Request (Dec. 2021 & Jan.-March 2022)
6. Election of Board of Trustees Officers (2022-2023)

VIII. EXECUTIVE SESSION

1. Personnel Matters
2. Labor Management Relations
3. Legal Matters

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of November 5, 2021

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on November 5, 2021, was called to order at 12:00 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas, Student Trustee. Mr. Carlo Leon Guerrero, Vice Chairperson; and Mr. Richard P. Sablan, Treasurer, were off-island.

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Attorney Rebecca Wrightson; Ms. Simone Bollinger, Faculty Advisory member; Mr. Kenneth Bautista, Support Staff Advisory member.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – September 24, 2021

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVE THE MEETING MINUTES OF SEPTEMBER 24, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS. On November 5, 2021, communication was received by Ms. Deborah Belanger regarding her resignation as a member of the Guam Community College Board of Trustees.

At this time, the Chairman commended Ms. Belanger for her commitment and dedication to the College as a Trustee and also as a Chairperson on the Board; Trustees Grino and Hara also commented on Ms. Belanger's commitment and dedication and all wished her well on her future endeavors as her presence will be missed. A Resolution will be presented to the Board commending Ms. Belanger for her service on the Board.

IV. PUBLIC DISCUSSION. No request.

V. REPORTS

1. President's Report: President Okada reported on the following:

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2022: As of the end of October 2021, the College received a total of \$1.2 million for the General Fund to include POST and the First-Generation Trust Fund Initiative for a total of \$1,232,740. The College continues to receive its allotment on a weekly basis from DOA.

FY2021: There are some funds still pending from FY2021 for the Manpower Development Fund. The College is currently following up with DOA regarding this matter.

Capital Improvement Projects and other activities:

Other activities:

The 12th Police Officer Training (POT) Cycle was recently launched.

There have been discussions with the College and with representatives from CDC who are working to develop the workforce to support the DPH&SS laboratory to be constructed in the future. They were especially interested in the lab certification and training program. The College anticipates some type of support for this new lab such as a stand up program, providing the workforce to support the new facility.

As of the second week of October 2021, the College is in partnership with WestCare Pacific Islands to provide counseling services in support of the social well being of both students and employees. Counseling are by appointments via virtually or in person, on campus.

The Degree Works Education Planner will be launched in two weeks. This will help students navigate their academic progress through degree completion. Training will also begin within the upcoming weeks.

The GCC Foundation Board recently approved its FY2022 budget and in line with a request during the February 2021 E2 Symposium to support scholarships for the LGBTQ community. This will be a first for the College and will be applying for these scholarships to support LGBTQ stakeholders on campus.

The Spring 2022 semester registration has started and the College will continue to support students with academic advising, counseling, financial aid workshops, and other training that can assist them. Registration ends in December for this semester, which begins in January 2022.

During the Meet the President as reported at the last meeting, there were several requests from students relating to educational resources. Another concern is whether student vaccination will be required by the College. The President had an opportunity to discuss this with Student Trustee Paris Blas and the Faculty Union representative, Simone Bollinger. The College anticipates vaccination requirements for students at the earliest in Summer 2022. The reason for this timeframe is for the College to make preparations in order to offer testing to students. This service is already being offered to employees. The College wants to ensure this is in place

to avoid any disruptions with students' academic progress.

The Chairman mentioned he visited the Student Center clinic (Health Services Center) on campus and noted that it was very clean and employees were very welcoming. He indicated that it is very good service to provide to students.

The GCC Virtual College Assembly was held on October 11, 2021. There were three trainings required for employees to attend, provided by United Educators. The trainings focused on the continuing training for sexual harassment, which is offered every year. The three topics were "Trust and Betrayed," "Fostering Student Health" and "Understanding the Clery Act." Other than a few employees that were on leave, all of GCC employees attended.

The College launched its updates to the Facilities Master Plan. Information and feedback sessions began last week and are ongoing for the next twenty-four weeks. One will be scheduled for the Board to attend. The updates will show the Board how the updates to the Facilities Master Plan helps with the phasing of updates not just with infrastructure, but also the technology side that supports students on campus. It will also show what the phases will be in terms of project redevelopment on campus.

2. Monthly Activities Report.

Student Trustee: Trustee Paris Blas submitted a hard copy of her report for October 2021 and also reported the following:

10/12/2021: Students were reminded to update their vaccination records to include their COVID-19 vaccination card with the GCC Health Services Center.

10/15/2021: was the last day to withdraw with full term courses.

10/21/2021, Fall 2021 "Tour of the Pacific" Pumpkin Contest: Winners were announced the following day at the GM meeting. There were 7 entries and 3 winners (CASA-Culinary Arts Student Association, DAS-Digital Arts Society, and the HSSO-Human Services Student Organization). Contest was well organized by COPSA and all safety protocols followed.

10/22/2021, COPSA's (Council on Postsecondary Student Affairs) October General Membership (GM) meeting: 18 student organizations remain active and in participation. Student Organizations shared their organization monthly reports and events.

At the last GM meeting: The following Board policies pertaining to the Clery Act of 1990 were reviewed, which is also in the Student Handbook on Page 18: Social Media-Policy 199; Tobacco Product, Electronic Cigarette and Betelnut-Free Campus-Policy 175; Pandemic Response Plan-Policy 172; Campus Crime and Security-Policy 170.

10/29/2021, Fri., 1:00 p.m.-3:00 p.m. in the MPA, "Breaking the Chains: Decolonization & Climate Action" Conference: GCC COPSA co-hosted. It was well attended and a lot of good information was shared during the conference.

BOT - Meeting of November 5, 2021

Page 4 of 7

11/5/2021, 1:00 p.m.: next General Membership meeting.

11/17/2021, 5:30-6:30 p.m. in the Center Courtyard, Zumba/MixxedFit recreational activity: This is COPSA's last event for Fall 2021. Safety protocols will be followed.

An ongoing uplift counseling service by WestCare Pacific Islands is a wellness support being offered to GCC students and employees and is also available on campus.

Bachelors Degree Programs articulation agreement with Bellevue University, Nebraska: Students who complete their Associates Degree at GCC may pursue a Bachelor's Degree by applying to Bellevue University.

Important Dates to remember: last day of Friday classes, 11/19/2021; last day of Saturday classes, 11/20/2021; last day of Monday/Wednesday classes, 11/24/2021; November 25-28, 2021, Thanksgiving Break; last day of Tuesday/Thursday classes, 12/02/2021.

Students recently received their CARES Act checks, including the Pell Grant funds.

Students are still very concerned about being on campus but are communicating with their instructors.

Trustee Blas inquired about the student laptop loaner program and MiFis for Spring semester. President Okada confirmed these will be available for Spring. President Okada also mentioned that if students signed up for the loaner program and completed Fall semester, students can hold on to the equipment as long as they can verify registration for Spring.

There were no other student concerns to report at this time.

Faculty Advisory Member: Ms. Simone Bollinger reported the following:

Provided additional information regarding the 10/29/2021 "Breaking the Chains: Decolonization & Climate Action" hybrid educational forum, co-sponsored by the Fanoghe Coalition and COPSA. Venue was at the MPA, 1:00 p.m. - 3:00 p.m.

This conference targeted GCC Science and Education students and was also available to the public. This was held to raise awareness regarding the connection with political status, militarization and climate change. The moderator was GCC faculty member Joni Kerr. The conference included local and regional panelists from the Commission on Decolonization, UOG, CNMI Legislature, a Palau Entrepreneur, Micronesian Climate Change Alliance, Prutehi Litekyan, UOG Green Army, and Guam Youth Climate Strike. There were 20 in-person attendees to include students, faculty and members from the community; 40 attendees were via Zoom; and with 1,600 Facebook viewers. GCC students also used this as a service learning project.

Thanked everyone for their support for WestCare. Faculty continue to provide students with advisement.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following: Employees attended the GCC Virtual College Assembly on October 11, 2021 with several online training sessions, which were very informative. Employees received updates regarding the health and safety of COVID. There were a lot of concerns regarding COVID. A GCC Virtual Town Hall meeting was held on October 22, 2021 regarding concerns with COVID and confident these concerns were addressed. With this meeting, most employees are now more comfortable about being on campus. Employees are working together through the semester. A campus wide sanitization was done by GCC Health & Safety on Saturday, October 30, 2021.

Board of Trustees Community Outreach Report:

October 13-16, 2021: Trustees Arriola, Leon Guerrero, Hara and Grino attended the 2021 Association of Community College Trustees (ACCT) Leadership Congress, “Advancing Diversity, Equity & Inclusion” in San Diego, California. Trustees Arriola and Leon Guerrero presented at the conference with Dr. Okada, “Innovative Design for Successful Partnerships” regarding GCC’s workforce development program and boot camps.

Trustee Grino reported her experience during the conference as this was her first time to attend an ACCT conference and that she was proud of the presentation by Trustees Arriola and Leon Guerrero, and Dr. Okada. Trustee Hara also reported that he was proud of how GCC was represented. The Board and Dr. Okada’s presentation was a success and attendees had a lot of questions before the presentation concluded.

At this time, the President also reported there were sessions at the conference she attended regarding an upcoming initiative in 2023 to extend Pell to individuals that are incarcerated as a “second chance Pell Grant.” Providing them with skills for a chance to be gainfully employed once they are released from prison.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Forensic Lab/DNA Building. This project is 82.06% complete to date and with an anticipated completion date in February 2022. The generator system completion date is May 2022.

Building 300. This project is 88% complete and the College is continuing to monitor the progress. Anticipated completion date is end of November 2021.

Wellness Center. The College submitted a federal grant requesting funding for this project, which was submitted in late October 2021.

Building B. This project is out to bid. Bid opening is scheduled on November 22, 2021 with five potential bidders.

Workforce Development Center (Barrigada Property): The Architect is still working on the A&E for this project and has met with Subject Matter Experts regarding welding and construction with a site visit to Cabras Marine to see their layout for ideas for the ongoing renovation of the facility.

The College is in contact with the Economic Development Authority and there are follow up questions regarding the funding request with a document that is still pending. This document will not be available until December 12, 2021.

VII. NEW BUSINESS. None.

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 12:41 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

- 1. Personnel Matters**
- 2. Labor Management Relations**
- 3. Legal Matters**

At 1:13 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's Report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE PARIS BLAS, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, a motion was made to acknowledge and accept the President's Performance Evaluation Reports, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD ACKNOWLEDGE PRESIDENT MARY OKADA'S

PERFORMANCE EVALUATION REPORTS FOR THE PERIODS FROM JUNE 16, 2019 TO JUNE 15, 2020; AND FROM JUNE 16, 2020 TO JUNE 15, 2021. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, the Chairman mentioned that a Fourth Amendment to the President's employment contract with the Guam Community College was presented for consideration and a motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD ACCEPT AND APPROVE A FOURTH AMENDMENT TO PRESIDENT MARY OKADA'S EMPLOYMENT CONTRACT WITH GUAM COMMUNITY COLLEGE. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

Dr. Okada thanked the Board for their continued confidence in her ability to support students and as the College prepares for the next accreditation review in 2025 with training beginning in Spring 2022.

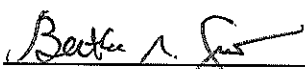
IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF NOVEMBER 5, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of November 5, 2021, adjourned at 1:18 p.m.

SUBMITTED BY:



BERTHA M. GUERRERO
Recording Secretary

DEC 23 2021

ATTESTED BY:

Secretary

DEC 23 2021

APPROVED BY:



FRANK P. ARRIOLA
Chairperson

DEC 23 2021

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 14-2021

COMMENDATION FOR SERVICE AS TRUSTEE

WHEREAS, Ms. Deborah C. Belanger served on the Board of Trustees since her initial appointment in 2008 and reappointments throughout the years until 2021; and

WHEREAS, Ms. Deborah C. Belanger served as a Chairperson and Secretary during her tenure and in that capacity faithfully and honorably represented the students, faculty and staff of the College in a commendable fashion; and

WHEREAS, Ms. Deborah C. Belanger demonstrated outstanding leadership and commitment to education for the students, faculty and administration of the College, to our community and neighboring islands; and

WHEREAS, for over thirteen (13) years, Ms. Deborah C. Belanger has been an advocate of the Guam Community College as “a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia” by responding effectively to the diverse needs of the community in her role as a Trustee.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees commends and recognizes Ms. Deborah C. Belanger for over thirteen (13) years of dedicated service and leadership; for providing guidance to the administration of the College; and for her commitment to the mission of the College; and

BE IT FURTHER RESOLVED, that the Board of Trustees further commends Ms. Deborah C. Belanger for her leadership in providing valuable support for the welfare of the faculty, staff, and students of the College; and

BE IT FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Ms. Deborah C. Belanger for her outstanding contribution to the people of Guam throughout the years in her role as a member of the Guam Community College Board of Trustees as she completes her tenure.

ADOPTED the 23rd day of December 2021.

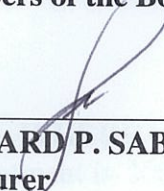


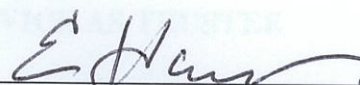
FRANK P. ARRIOLA
Chairperson

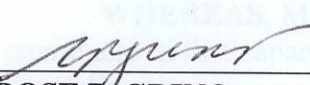


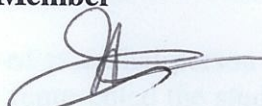
CARLO M. LEON GUERRERO
Vice Chairperson

Members of the Board:


DEC 23 2021
RICHARD P. SABLAN
Treasurer


DEC 23 2021
ELOY P. HARA
Member


DEC 23 2021
ROSE P. GRINO
Member


DEC 23 2021
PARIS M. BLAS
Student Trustee

WHEREAS, Ms. Deborah C. Belanger has demonstrated outstanding leadership and commitment to education for the students, faculty and administration of the College, to our community and neighboring schools; and


WHEREAS, for over thirteen (13) years, Ms. Deborah C. Belanger has been an advocate of the Guasa Community College as "a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Mississippi" by responding effectively to the diverse needs of the community in her role as a Trustee;


NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees commends and recognizes Ms. Deborah C. Belanger for over thirteen (13) years of dedicated service and leadership for providing guidance to the administration of the College, and for her commitment to the mission of the College; and

BE IT FURTHER RESOLVED, that the Board of Trustees further commends Ms. Deborah C. Belanger for her leadership in providing valuable support for the success of faculty, staff, and students of the College; and

BE IT FURTHER RESOLVED, that the Board of Trustees further commends and expresses appreciation to Ms. Deborah C. Belanger for her outstanding contributions to the College throughout the years in her role as a member of the Guasa Community College Board of Trustees as the Trustee for Finance.

ADOPTED this 23rd day of December 2021.


FRANCES W. ...
Chairperson


...
Vice Chairperson

**GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 13-2021**

COPYRIGHT AND FAIR USE POLICY

WHEREAS, the Guam Community College (“GCC”, “College”) its employees, students and community partners are required to comply with the *Copyright Act of 1976* as amended and the *Digital Millennium Act of 1998*; and

WHEREAS, ownership and copyright of materials and products developed by employees while performing duties as an employee of GCC are the property of GCC, unless otherwise governed by negotiated agreement; and

WHEREAS, the College prohibits the unauthorized duplication, distribution, or use of any copyrighted materials by students, faculty, or other employees, except as allowed by specific exemption in the copyright law, such as Section 107 fair use, licenses, agreements, or written permission from the copyright holders. Individuals assume full responsibility and liability for any actions taken outside these constraints; and

WHEREAS, with Rights of Creators: Copyright, copyright law affords legal rights and protections for authors of original works, such as literary, dramatic, musical, artistic, and other intellectual property; and

WHEREAS, *Section 106 of the Copyright Act* generally gives the owner of copyright the exclusive right to do and to authorize the following: reproduce copies of the work, prepare derivative works, distribute copies of work by sale, rental, lease or lending, publicly perform the work and publicly display the work; and

WHEREAS, a GCC Copyright and Fair Use Policy Guidelines/Procedures (“GCC CFU Policy Guidelines/Procedures”) will be developed and adopted as part of this policy and updated as deemed necessary by the College within its governance process; and

WHEREAS, this policy applies to all administrators, faculty and staff of the College to include adherence to Ownership Rights as explained in the GCC CFU Policy Guidelines/Procedures; and

WHEREAS, the College through its governance process will develop a GCC Copyright/Ownership Agreement and made a part of the GCC CFU Policy Guidelines/Procedures to be updated as deemed necessary and appropriate; and

Page 2

GCC Board of Trustees Resolution 13-2021 - *Copyright and Fair Use Policy*

WHEREAS, there is a “fair use” doctrine that limits the exclusive right of copyright owners (**17 U.S.C. § 107 - U.S. Code - Unannotated Title 17. Copyrights § 107. Limitations on exclusive rights: Fair use**). In some cases, faculty, staff, and students who wish to use copyrighted works for non-commercial educational purposes may do so without seeking authorization from the copyright owner; and

WHEREAS, Copyrights (Section 107 of Title 17) lays out guidelines for determining Fair Use and said provisions will be made a part of the GCC CFU Policy Guidelines/Procedures including amendments to this Section; and

WHEREAS, due to the complexity of copyright law and fair use, the determination of the correct use of copyrighted materials should be determined on a case-by-case basis in accordance with the GCC CFU Policy Guidelines/Procedures.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees shall adopt this Resolution as the Guam Community College “Copyright and Fair Use Policy;” and

BE IT FURTHER RESOLVED, that the GCC Board of Trustees shall adopt a “Guam Community College Copyright and Fair Use Policy Guidelines/Procedures” and “Copyright/Ownership Agreement,” to be developed through the College’s governance process, and to be updated as deemed necessary and appropriate; and

BE IT FURTHER RESOLVED, that such Guam Community College Copyright and Fair Use Policy and its Guidelines/Procedures shall apply to all GCC employees, students and community partners and must be adhered to accordingly.

ADOPTED the ____ day of _____, 2021.

FRANK P. ARRIOLA
Chairperson

(NAME)
Secretary

2022 Governance Leadership Institute: Strengthening the Leadership Team of the Board

Wednesday, March 23 – Friday, March 25, 2022
Philadelphia, PA

Hosted By

Community
College
of Philadelphia
www.ccp.edu



About the Institute

The 2022 ACCT Governance Leadership Institute (GLI) will provide educational training and team building for the board chair, vice chair, and CEO of the college.

This GLI will cover topics such as: the role of the board chair, how to build a strong relationship between the CEO and the board, succession planning for the board, and the chair's role during a crisis, along with team building exercises.

[HOME](#)

[2022 Governance Leadership Institute](#)

[2022 New Trustee Institute](#)

Who Should Attend This Institute?

The objective of the 2022 GLI is to strengthen the **leadership team of the board**. ACCT is recommending that the board chair, vice chair, and college CEO attend this Institute as a team.

\$650 Member Rate

\$850 Non Member Rate

DRAFT AGENDA

REGISTER TODAY



Location

Community College of Philadelphia

The Pavilion Building -
Klein Cube Room
1700 Spring Garden Street
Philadelphia, PA



Accommodations

HOME

2022 Governance Leadership Institute

2022 New Trustee Institute

201 N 17th St, Philadelphia, PA 19103

ACCT Discounted Rate
of \$179.00 per night

Only a ten minute walk to the
Community College of Philadelphia

Hotel Reservations Opening Soon

For more information contact:
Christina Simons, Director of Educational Events
simons@acct.org
02-384-5814

Association of Community College Trustees
1101 17th Street NW
Suite 300
Washington DC 20036

PRESIDENT'S TRAVEL SCHEDULE
January 2022 – March 2022

Conference Title/Sponsor	Date	Location
Workforce Development Institute	January 26-29, 2022	Jacksonville, FL
ACCT Governance Leadership Institute	March 23-25, 2022	Philadelphia, PA

*Funding Source(s): **PROMO Fund***

PRESIDENT'S TRAVEL SCHEDULE
December 2021

Conference Title/Sponsor	Date	Location
PREL Board Meeting	December 6-7, 2021	Honolulu, HI

Funding Source(s): Sponsored by PREL

**Guam Community College
Board of Trustees-Student Member
Monthly Activities Report for November/December 2021**

I. Fall 2021 semester student feedback:

- **Hybrid option** for attending classes during the semester. It allowed them to complete the semester without dropping out completely or dropping classes.
- **Buy back book program** and request to see it available during the upcoming semesters.
- Increased number of students on campus this Fall semester.
- Ongoing **FAFSA workshops** during this intercession.
- Student organizations actively giving back to the community in **service and/or donations**.
- Ongoing partnerships with Guam Coalition Against Sexual Assault & Family Violence (GCASAFV) and Guam Behavioral Health & Wellness providing **counseling services** for both faculty/staff and students.
- Customer service at the **bookstore** was “outstanding” this semester.

II. COPSA Spring 2022 Officers Training was held on Friday, 12/03 and Thursday, 12/09 to prepare for upcoming semester.

III. Spring 2022 Student Orientation for new and full-time students will be held on Monday, 01/03/2022, in the MPA beginning at 9 a.m. to 12 noon. A campus tour is scheduled for new students. Students will have the option to attend face to face and via livestream. First day of classes is scheduled for Wednesday, 01/05/2022.

IV. Spring 2022 Meet the President is scheduled for Monday, 01/24 and Tuesday, 01/25 both sessions at 4 p.m.

V. First General Membership Meeting scheduled for Friday, January 21, 2022 at 12 p.m.


Paris Jean M. Blas
Board of Trustees-Student Member

BOT SM would like to thank President Okada for the addressing issues, concerns, and request made by students throughout the semester.

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CODE OF TRUSTEE ETHICS AND CONDUCT

WHEREAS, the Trustees recognize that the education of students is the reason for the College's existence; all other functions must support this purpose; and

WHEREAS, it is the duty of the Board of Trustees of Guam Community College to ensure that students receive the highest quality education in the most efficient manner possible.

NOW, THEREFORE, BE IT RESOLVED, that in the performance of their governance responsibilities, the Board of Trustees shall:

1. Recognize that the primary responsibility of the Board is to govern the College in the best interests of the educational needs of the Territory.
2. Promote and encourage open, mutually supportive and accountable participation of students, faculty and staff in the governance process.
3. Communicate and promote the needs of the community to the College and the needs of the College to the community.
4. Encourage and support open access to the Board while maintaining appropriate and well-defined College communication and decision-making channels.
5. Recognize that a trustee is a member of a legal entity; that the strength and effectiveness of the Board is as a unit; that the majority decisions of the Board shall be supported even when personally opposed; and that a single Board member has no authority to act on behalf of the Board, unless so authorized.
6. Develop and maintain good relations with fellow Board members by considering and respecting their opinions and working with each other in a spirit of harmony and cooperation.
7. Maintain consistent and vigilant oversight of the College with emphasis on instructional quality, operational efficiency and fiscal stability.
8. Promote a healthy working relationship with the President through supportive, open and honest communication and regular evaluation.
9. Delegate authority to the President and staff to initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions.
10. Act honestly and openly at all times following the letter and intent of all applicable Local and Federal Laws and keeping the confidentiality of privileged information.
11. Avoid all conflicts of interest and the appearance of conflicts of interest and not using the position as Trustee for personal gain.
12. Devote time to educational and informational activities which will enhance one's personal ability to function effectively as a member of the Board of Trustees.

Page 2: GCC Board of Trustees Policy 115 – Code of Trustee Ethics and Conduct

13. Maintain confidentiality of all Board discussions held in closed sessions and recognize that deliberations of the Board in closed sessions are not to be released or discussed in public without the prior approval of the Board by majority vote.

Amended & Adopted: December 23, 2021

Resolution _____ 2021

Reviewed, no changes: July 15, 2016

Reviewed, no changes: July 24, 2014

Reviewed & Adopted: September 5, 2008

Resolution 17-2008

Adopted: March 16, 1994

Resolution 12-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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2. Promote and encourage open, mutually supportive and accountable participation of students, faculty and staff in the governance process.
3. Communicate and promote the needs of the community to the College and the needs of the College to the community.
4. Encourage and support open access to the Board while maintaining appropriate and well-defined College communication and decision-making channels.
5. Recognize that a trustee is a member of a legal entity; that the strength and effectiveness of the Board is as a unit; that the majority decisions of the Board shall be supported even when personally opposed; and that a single Board member has no authority to act on behalf of the Board, unless so authorized.
6. Develop and maintain good relations with fellow Board members by considering and respecting their opinions and working with each other in a spirit of harmony and cooperation.
7. Maintain consistent and vigilant oversight of the College with emphasis on instructional quality, operational efficiency and fiscal stability.
8. Promote a healthy working relationship with the President through supportive, open and honest communication and regular evaluation.
9. Delegate authority to the President and staff to initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions.
10. Act honestly and openly at all times following the letter and intent of all applicable Local and Federal Laws and keeping the confidentiality of privileged information.
11. Avoid all conflicts of interest and the appearance of conflicts of interest and not using the position as Trustee for personal gain.
12. Devote time to educational and informational activities which will enhance one's personal ability to function effectively as a member of the Board of Trustees.

Page 2: GCC Board of Trustees Policy 115 – Code of Trustee Ethics and Conduct

13. Maintain confidentiality of all **b**Board discussions held in closed sessions and recognize that deliberations of the **b**Board in closed sessions are not to be released or discussed in public without the prior approval of the **b**Board by majority vote.

Reviewed & Adopted: _____, 2021

Resolution _____, 2021

Reviewed, no changes: July 15, 2016

Reviewed, no changes: July 24, 2014

Reviewed & Adopted: September 5, 2008

Resolution 17-2008

Adopted: March 16, 1994

Resolution 12-94

**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 Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”)); and

WHEREAS, the Board of Trustees of Guam Community College intends to comply with the requirements of that Act, including the completion of an Annual Security Report (ASR); and

WHEREAS, the Guam Community College is fully committed to the transparency of its operations, in regard to crime and security; and

WHEREAS, the College fully accepts its role in maintaining a safe and secure campus by responding to crimes and alleged crimes as quickly and fully as possible; and

WHEREAS, the College strives to create an environment where stakeholders are safe and comfortable in reporting crimes; and

WHEREAS, the College understands that the safety of community members is best maintained through effective collaboration between College personnel and the Guam Police Department; and

WHEREAS, the College is fully committed to reporting crime in an accurate and timely way; and

WHEREAS, the College understands its responsibility to educate the campus community about their roles in maintaining a safe and secure campus and seeks to utilize multiple forms of communication to reach all stakeholders, as appropriate, in crime-related situations; and

WHEREAS, the College employs Counselors who address the needs of their clients as fully as possible; and

WHEREAS, the College abides by the Family and Educational Rights and Privacy Act (FERPA); and

WHEREAS, the Higher Education Opportunities Act (HEOA) establishes safeguards for anyone who provides information by prohibiting any retaliation against the person who shares information under a provision of the Clery Act; and

WHEREAS, the College is intent upon holding individuals accountable for retaliation against whistleblowers.

Page 2: GCC Board of Trustees Policy 170 – Campus Crime and Security

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby directs the administration to prepare, publish, and distribute the Criminal Statistics Report and Annual Security Report each year. The ASR includes the policy statements that comply with the letter and spirit of the Clery Act as well as the criminal statistics for the three most recent years including, but not limited to:

- (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 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; and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby adopts the *GCC Annual Security Report Policy and Procedures* and the *GCC Drug and Alcohol Abuse Prevention Program Policy and Procedures*; and

BE IT FURTHER RESOLVED, that GCC community members, to include students, are to report criminal actions or other emergencies occurring on campus; and

BE IT FURTHER RESOLVED, that the College encourages victims or witnesses who wish to report crimes on a voluntary, confidential basis, to do so to the Student Support Services Office, to any of GCC's identified Emergency Responders, any GCC employee, or to the Guam Police Department; and

BE IT FURTHER RESOLVED, that regarding law enforcement, the Guam Police Department has authority to address crimes committed on campus, and no specific additional agreement exists to guide intervention and investigation; and

BE IT FURTHER RESOLVED, that GCC Counselors and other personnel are to inform those receiving their services on how to report crimes voluntarily and confidentially to the Police or other agencies beyond campus as appropriate. They are also to facilitate this contact process, if requested by their clients.

Reviewed & Adopted: December 23, 2021

Resolution _____ 2021

Reviewed & Adopted: March 26, 2021

Resolution 7-2021

Reviewed, no changes: April 8, 2016

Reviewed & Adopted: September 5, 2008

Resolution 28-2008

Adopted: November 24, 1992

Resolution 2-93

**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 Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”); and

WHEREAS, the Board of Trustees of Guam Community College intends to comply with the requirements of that Act, including the completion of an Annual Security Report (ASR); and

WHEREAS, the Guam Community College is fully committed to the transparency of its operations, in regard to crime and security; and

WHEREAS, the College fully accepts its role in maintaining a safe and secure campus by responding to crimes and alleged crimes as quickly and fully as possible; and

WHEREAS, the College strives to create an environment where stakeholders are safe and comfortable in reporting crimes; and

WHEREAS, the College understands that the safety of community members is best maintained through effective collaboration between College personnel and the Guam Police Department; and

WHEREAS, the College is fully committed to reporting crime in an accurate and timely way; and

WHEREAS, the College understands its responsibility to educate the campus community about their roles in maintaining a safe and secure campus and seeks to utilize multiple forms of communication to reach all stakeholders, as appropriate, in crime-related situations; and

WHEREAS, the College employs Counselors who address the needs of their clients as fully as possible; and

WHEREAS, the College abides by the Family and Educational Rights and Privacy Act (FERPA); and

WHEREAS, the Higher Education Opportunities Act (HEOA) establishes safeguards for anyone who provides information by prohibiting any retaliation against the person who shares information under a provision of the Clery Act; and

WHEREAS, the College is intent upon holding individuals accountable for retaliation against whistleblowers.

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)~~the Criminal Statistics Report and Annual Security Report each year. The ASR includes the policy statements that comply with the letter and spirit of the Clery Act as well as the criminal statistics for the three most recent years including, but not limited to~~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).~~

BE IT FURTHER RESOLVED, that ~~These~~ 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; ~~and~~ **and**

BE IT FURTHER RESOLVED, that the Board of Trustees hereby adopts the GCC Annual Security Report Policy and Procedures and the GCC Drug and Alcohol Abuse Prevention Program Policy and Procedures; ~~and~~ **and**

BE IT FURTHER RESOLVED, that GCC community members, to include students, are to report criminal actions or other emergencies occurring on campus; ~~and~~ **and**

BE IT FURTHER RESOLVED, that the College encourages victims or witnesses who wish to report crimes on a voluntary, confidential basis, to do so to the Student Support Services Office, to any of GCC's identified Emergency Responders, any GCC employee, or to the Guam Police Department; ~~and~~ **and**

BE IT FURTHER RESOLVED, that regarding law enforcement, the Guam Police Department has authority to address crimes committed on campus, and no specific additional agreement exists to guide intervention and investigation; ~~and~~ **and**

BE IT FURTHER RESOLVED, that GCC Counselors and other personnel are to inform those receiving their services on how to report crimes voluntarily and confidentially to the Police or other agencies beyond campus as appropriate. They are also to facilitate this contact process, if requested by their clients.

Reviewed & Adopted:
Resolution

|

Reviewed & Adopted: March 26, 2021
Resolution 7-2021

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

Adopted: November 24, 1992
Resolution 2-93

**GUAM COMMUNITY COLLEGE
Board of Trustees**

RISK CRISIS MANAGEMENT & EMERGENCY PROTOCOL

WHEREAS, the Guam Community College, due to its geographical 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;
and

WHEREAS, emergency protocols have been developed to cope with these disasters; and

WHEREAS, reporting of crimes or alleged crimes may be made to GCC's emergency responders.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees formally adopts the *GCC Emergency Operations Plan and Procedures*, which will be made electronically available on the College website (www.guamcc.edu) and be periodically reviewed and updated as deemed necessary; and

BE IT FURTHER RESOLVED, that GCC's Emergency Responders are as follows: Environmental Health and Safety Officer, Associate Deans of Technology and Student Services, and Accommodative Services Coordinator.

Reviewed and Adopted: December 23, 2021
Resolution _____ 2021

Reviewed and Adopted: March 26, 2021
Resolution 9-2021

Reviewed, no changes: July 15, 2016

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

Adopted: April 6, 1994

**GUAM COMMUNITY COLLEGE
Board of Trustees**

RISK CRISIS MANAGEMENT & EMERGENCY PROTOCOL

WHEREAS, the Guam Community College, due to its geographical 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; and

WHEREAS, emergency protocols have been developed to cope with these disasters; and

WHEREAS, reporting of crimes or alleged crimes may be made to GCC's emergency responders.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees formally adopts the GCC Emergency Operations Plan and Procedures, which will be that the Campus Guide to Emergency Protocol ~~be made~~ made electronically available ~~to~~ on the College website (www.guamcc.edu) and be periodically reviewed and updated as deemed necessary; and.

BE IT FURTHER RESOLVED, that GCC's Emergency Responders are as follows: Environmental Health and Safety Officer, Associate Deans of Technology and Student Services, and Accommodative Services Coordinator.

Reviewed and Adopted: _____
Resolution _____

Reviewed and Adopted: March 26, 2021
Resolution 9-2021

Reviewed, no changes: July 15, 2016

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

Adopted: April 6, 1994

**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 vendor; 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 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 abuse working, learning environment; and

WHEREAS, Title IX prohibits all schools, colleges, and universities receiving federal funds from discrimination on the basis of sex; and

WHEREAS, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges to maintain and disclose information related to crime on college campuses, including sexual assault; and

WHEREAS, the Violence Against Women’s Reauthorization Act of 2013 (VAWA) amended the Clery Act to now require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their Annual Security Reports; and

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

WHEREAS, sexual assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of the recipient, including sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape. Sexual assault is a form of sexual harassment; and

WHEREAS, domestic violence is defined as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone; and

WHEREAS, dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship; and

WHEREAS, stalking is defined as a pattern of repeated and unwanted attention, harassment contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear; 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; and

WHEREAS, the College is fully committed to notifying proper law enforcement authorities, to the police, and to assisting victims in notifying law enforcement authorities should they choose to do so.

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 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 actions such as demotion, suspension, or dismissal will be

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

imposed upon employees, students, or other members of the College community who violates this policy, in accordance with the Guam Community College adopted employee/student code 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 will apply to an employee who fails to report a witnessed (visual or verbal) incident of sexual harassment, sexual assault or fraternization; and

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; and

BE IT FURTHER REOLVED, 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; and

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 grace, 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 innuendos; 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, petting, or pinching; obscene gestures.
6. Examples of sexual assault are sexual activities include, but 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; and

Page 4: 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 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; and

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.

Amended & Adopted: December 23, 2021
Resolution _____ 2021

Reviewed, no changes: March 26, 2021

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**

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 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 abuse working, learning environment; and

WHEREAS, Title IX prohibits all schools, colleges, and universities receiving federal funds from discrimination on the basis of sex; and-

WHEREAS, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges to maintain and disclose information related to crime on college campuses, including sexual assault; and-

WHEREAS, the Violence Against Women’s Reauthorization Act of 2013 (VAWA) amended the Clery Act to now require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their Annual Security Reports; and-

WHEREAS, sexual assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of the recipient, including - ~~Per the Office on Violence Against Women, falling under the definition of sexual assault are sexual activities as forced sexual~~

intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape. Sexual assault is a form of sexual harassment; and

WHEREAS, domestic violence is defined as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone; and-

WHEREAS, dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship; and-

WHEREAS, stalking is defined as a pattern of repeated and unwanted attention, harassment contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear; 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; and-

WHEREAS, the College is fully committed to notifying proper law enforcement authorities, to the police, and to assisting victims in notifying law enforcement authorities should they choose to do so.

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 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 actions such as demotion, suspension, or dismissal will be imposed upon employees, students, or other members of the College community who violates this policy, in accordance with the Guam Community College adopted employee/student code 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 will apply to an employee who fails to report a witnessed (visual or verbal) incident of sexual harassment, sexual assault or fraternization; ~~and-~~

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; ~~and-~~

BE IT FURTHER REOLVED, 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; ~~and-~~

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 grace, 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 innuendos; 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, petting, or pinching; obscene gestures.
6. Examples of sexual assault are sexual activities include, but 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; ~~and-~~

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 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; ~~and-~~

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.

Amended & Adopted: _____
Resolution _____

Reviewed, no changes: March 26, 2021

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

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, BE IT RESOLVED, AS FOLLOWS:

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.

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 authorizes every bank 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)

Page 2: GCC Board of Trustees Policy 200 – Fiduciary Responsibility

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.

3. The GCC Business Office will develop an annual 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 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 budget request will be presented to the Governor and the Legislature.

Annually, once a governmentally approved budget is available, the Business Office will allocate the available financial resources. To the extent possible, this allocation will be linked to the budget request. 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 the 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 of any substantive financial developments.

4. Annually, the Business Office is responsible for presenting to the President comprehensive, audited financial statements. The President will review these statements with the Board of Trustees.

Amended & Adopted: December 23, 2021

Resolution _____ 2021

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**

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~~ BE IT RESOLVED, AS FOLLOWS:

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)

Page 2: GCC Board of Trustees Policy 200 – Fiduciary Responsibility

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.

3. The GCC Business Office will ~~annually~~ develop an ~~annual 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 ~~request~~ 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 ~~the~~ 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 of~~ any substantive financial developments.

4. Annually, the Business Office is responsible for presenting to the President a comprehensive, audited financial statements. ~~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 these~~ statements with the Board of Trustees.

Amended & Adopted: _____, 2021
Resolution -2021

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 conduct 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 to ensure that the resources are appropriately managed.

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

BE IT FURTHER RESOLVED, that in accordance with Guam procurement laws, the College solicits for 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; and

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 audit with the Board of Trustees after its completion.

Amended & Adopted: December 23, 2021
Resolution _____2021

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**

AUDITS

WHEREAS, Guam Community College is required to ~~have~~ conduct 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 the~~ resources are appropriately managed.

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

BE IT FURTHER RESOLVED, that in accordance with Guam procurement laws, the College ~~rebid it~~ solicits for 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; and~~ .

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.

**Amended & Adopted:
Resolution _____, 2021**

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

-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
- Tiyan High School Checking

Bank of Guam

- Capital Project Fund Checking Account
- 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.

Page 2: GCC Board of Trustees Policy 208 - Authorized Signatories for 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

Amended & Adopted: December 23, 2021

Resolution: _____ 2021

Amended & Adopted: March 26, 2021

Resolution: 1-2021

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

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

-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
- Tiyan High School Checking

Bank of Guam

- Capital Project Funds Checking Account
- Payroll Checking Account

~~**BG Investment Services, Inc.**~~

Bank of Hawaii

- Student Activity Fund Checking Account

~~**WHEREAS**, the Tiyan High School Marketing Laboratory is another student organization with Guam Community College which raise funds as part of their activities; and~~

~~**WHEREAS**, it is determined that a bank account should be established for the Tiyan High School Marketing Laboratory consistent with the Marketing Laboratories for High Schools; and~~

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.

Page 2: GCC Board of Trustees Policy 208 - Authorized Signatories for Bank Transactions

NOW, THEREFORE, BE IT RESOLVED, ~~that a bank account should be established for the Tiyan High School Marketing Laboratory consistent with the Marketing Laboratories for High Schools; and~~ 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

Amended & Adopted:

Resolution: _____, 2021

Amended & Adopted: March 26, 2021

Resolution: 1-2021

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 email/electronic 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 Fund 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 email/electronic transfer, written confirmation will be sent to the bank.

Amended & Adopted: December 23, 2021
Resolution _____ 2021

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

**Page 2: GCC Board of Trustees Policy 209 – Authorized Signatories for Bank Transactions
(Wire Payment Transactions)**

**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**

**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 ~~faesimile~~email/electronic 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 ~~faesimile~~email/electronic transfer, written confirmation will be sent to the bank.

Amended & Adopted:
Resolution 2021

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

**Page 2: GCC Board of Trustees Policy 209 – Authorized Signatories for Bank Transactions
(Wire Payment Transactions)**

**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 Guam Code Annotated (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; and

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

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.

Amended & Adopted: December 23, 2021
Resolution _____ 2021

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**

NON-APPROPRIATED FUNDS ACCOUNT

WHEREAS, 17 Guam Code Annotated (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; and

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; and

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.

Amended & Adopted: (date)
Resolution _____, 2021

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 is often contracted 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; and

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.

Amended & Adopted: December 23, 2021
Resolution _____ 2021

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**

THE PRICING OF CONTRACTS FOR SERVICES

WHEREAS, the Guam Community College is often contracteds 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; and-

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.

Amended & Adopted: (date)
Resolution _____, 2021

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, BE IT RESOLVED, 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 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.

Page 2: GCC Board of Trustees Policy 216 - Promotional and Development Account

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.

Amended & Adopted: December 23, 2021
Resolution _____ 2021

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**

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 eCollege 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~~ BE IT RESOLVED, 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~~-ACCOUNT and manage the ~~Account~~-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.

Page 2: GCC Board of Trustees Policy 216 - Promotional and Development Account

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.

Amended & Adopted: (date)
Resolution _____, 2021

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 Capital Projects Fund is reserved for such capital projects and shall be maintained in the Non-Appropriated Fund; and.

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

Amended & Adopted: December 23, 2021
Resolution _____ 2021

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**

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 maintained in the Non-Appropriated Fund; and.~~

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

Amended & Adopted: (date)
Resolution _____, 2021

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 educational 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 student activity club and School of Technology & Student Services and School of Trades and Professional Services school levels; 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.

**Amended & Adopted: December 23, 2021
Resolution _____ 2021**

**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**

STUDENT ACTIVITY FUNDS

WHEREAS, student organizations at Guam Community College often raise funds as part of their educational 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 student activity club and School of Technology & Student Services and School of Trades and Professional Services school levels; 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.

Amended & Adopted: (date)
Resolution, **2021**

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 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; and

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; and

BE IT FURTHER RESOLVED, that GCC may, upon the Board of Trustees' approval, delegate its procurement authority of construction contracts to the Department of Public Works; and

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

**Amended & Adopted: December 23, 2021
Resolution ____2021**

**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**

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 eCollege.

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; ~~and-~~

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; ~~and-~~

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; ~~and-~~

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: _____, 2021
Resolution _____ 2021

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”, as amended, empowers the Board of Trustees to enter into and execute contracts and instruments of every kind and nature necessary or convenient to exercise its powers and functions; and

WHEREAS, the “Community College Act of 1977”, as amended, 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.

**Amended & Adopted: December 23, 2021
Resolution _____ 2021**

**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**

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”, as amended, ~~(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”, as amended, ~~(codified at 17 GCA §30101, et seq.)~~ empowers the Board of Trustees to hire a ~~e~~Chief ~~e~~Executive ~~e~~Officer with full charge and control of the administrative and business affairs of the ~~e~~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.

Amended & Adopted: _____, 2021
Resolution -2021

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; 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 reasonably 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.

Page 2: GCC Board of Trustees Policy 236 – Tuition and Fees

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; and

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: December 23, 2021
Resolution _____ 2021

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**

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 reasonably-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:

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Page 2: GCC Board of Trustees Policy 236 – Tuition and Fees

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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; ~~and~~.

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:

Resolution 2021

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; and

WHEREAS, the Financial Aid Office is required to establish policies and procedures in compliance with applicable federal regulations; and

WHEREAS, the Financial Aid Office is required to perform verifications of selected students' Free Application for Federal Student Aid (FAFSA) to ensure that the information provided is accurate; and

WHEREAS, students are liable to pay for registered courses unless they officially drop a course(s) before the specified date; and

WHEREAS, a credit balance on a student's account occurs when the payment from the students' Pell grant, federal and state scholarships and other grants, and private scholarships, exceed the charges on their GCC bill or is greater than the amount that is owed; and

WHEREAS, federal law specifies how the Financial Aid Office must determine the amount of Title IV program assistance that students can earn when they withdraw from classes or cease enrollment at 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

Page 2: GCC Board of Trustees Policy 240 - Student Financial Aid

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; and

BE IT FURTHER RESOLVED, that the Board of Trustees formally adopts the *Financial Aid Verification Policy and Procedures*, the *Financial Aid Disbursement Policy and Procedures*, the *Financial Aid Tuition Refund and Credit Balances Policy and Procedures*, and the *Financial Aid Return to Title IV Policy and Procedures*.

Amended & Adopted: December 23, 2021
Resolution _____ 2021

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

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; and

WHEREAS, the Financial Aid Office is required to establish policies and procedures in compliance with applicable federal regulations; and

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Amended & Adopted:
Resolution:

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: December 23, 2021

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**

VEHICLE USAGE

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

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Reviewed with no changes: _____, 2021
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 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; and

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

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; and

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

Amended & Adopted: December 23, 2021
Resolution _____ 2021

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**

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 ~~F~~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;~~ and

BE IT FURTHER RESOLVED, that the cost of such insurance be included in the annual College budget submitted to the Board for approval; ~~and-~~

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; ~~and-~~

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, including their contents.~~

**Amended & Adopted:
Resolution _____, 2021**

**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 and 6105 states 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.

**Amended & Adopted: December 23, 2021
Resolution _____ 2021**

**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**

CLAIMS OFFICER

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WHEREAS, 5 GCA §§6102 and 6105 states 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.

Amended & Adopted: _____, 2021
Resolution _____, 2021

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.

**Amended & Adopted: December 23, 2021
Resolution _____ 2021**

**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**

COLLEGE HOUSING

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Amended & Adopted: _____, 2021
Resolution _____, 2021

**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; and

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.

NOW, THEREFORE, BE IT RESOLVED, 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.

**Amended & Adopted: December 23, 2021
Resolution _____ 2021**

**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**

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; ~~and-~~

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.

~~**NOW, THEREFORE, BE IT RESOLVED, 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.

Amended & Adopted: _____, 2021
Resolution _____, 2021

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 and cultural recreational needs of all the citizens of Guam; and

WHEREAS, the Board of Trustees encourages the use of the facilities when not in use by the College 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 an additional fee 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: December 23, 2021
Resolution _____2021

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**

COMMUNITY USE OF PHYSICAL FACILITIES

WHEREAS, the Guam Community College is a community institution and oriented to the educational ~~and~~; 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~~not in use by the College to carry on the programs of the College.;

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1. Applications for eCollege facility usage shall originate with established and responsible community non-profit organizations or associations, or public agencies.
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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~~an additional fee for equipment and labor in accordance with the schedule of fees.
4. Whenever a eCollege facility is being used, a eCollege employee shall be on duty and shall be responsible for supervision of the facility.
5. Groups using eCollege 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: _____, 2021
Resolution _____, 2021

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.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees shall seek alternative means of funding the 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 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: December 23, 2021
Resolution _____, 2021

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

**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 eCollege; and

WHEREAS, providing the resources necessary to the annual operations of the eCollege 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 eCollege in any given year, that budget is subject to legislative review and adoption; ~~and.~~

NOW, ~~BE IT THEREFORE,~~ BE IT RESOLVED, that the Board of Trustees shall seek alternative means of funding ~~those the~~ needs of the eCollege 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~~ FURTHER 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: _____, 2021
Resolution _____, 2021

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL

WHEREAS, Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of drugs and alcohol is recognized as an impediment to these goals and as a threat to the College's mission of education and training; and

WHEREAS, the College strives to maintain standards of behavior performance, and discipline necessary for completing our mission of education. The College expects employees to refrain from behavior that would disrupt its function of education. The illegal or improper use of drugs by employees can seriously damage physical and mental health; may jeopardize safety and can lead to criminal prosecution and/or dismissal.

NOW, THEREFORE, BE IT RESOLVED, that regarding controlled substances:

- 1.** The College prohibits the possession, use, manufacture, delivery, cultivation, sale or transfer of controlled substances (drugs) within the campus or as part of any college-sponsored activity.
- 2.** Employees or students found to be in violation of these prohibitions will be referred to local law enforcement officials for prosecution under the law. (Under Guam laws a conviction can result in fines from \$100.00 to \$100,000.00, up to 15 years to life imprisonment, or both). Additionally, employees and students in violation will be subjected to disciplinary or adverse actions upon conviction for an offense that occurred on campus or as part of a college-sponsored activity.
- 3.** All employees are required to report any conviction received for a drug statute violation not later than five days after such conviction. The College may at its discretion offer an employee counseling or rehabilitation in lieu of or in addition to disciplinary action. However, this option is discretionary and includes considering all circumstances, the offense, and appropriateness of exercising such options.

BE IT FURTHER RESOLVED, that regarding alcohol:

- 1.** Employees and students are further prohibited from reporting for duty or being on duty under the influence of alcohol.
- 2.** The consumption of alcoholic beverages on campus is prohibited except when specifically authorized in writing by the President of the College.

Page 2: GCC Board of Trustees Policy 410 - Standards of Conduct Regarding Drugs and Alcohol

3. Violation of the prohibitions indicated in paragraph 1 of this section on alcohol may result in referral to local law enforcement officials for prosecution. Employees may also be subject to disciplinary or adverse actions. The College may at its discretion offer employees counseling or rehabilitation in lieu of disciplinary actions.

BE IT FURTHER RESOLVED, the Board of Trustees has charged the administration to establish a Drug and Alcohol Prevention Program (DAAPP). The DAAPP team consisting of students, staff, faculty and administrators are to meet on a regular basis to review the need for educational, interventional and enforcement-related initiatives regarding alcohol and drugs. Their efforts will result in annual reports and biennial reviews of the program's effectiveness as required by Federal law; and

BE IT FURTHER RESOLVED, that the enforcement of territorial underage drinking laws is in effect, and violators of these laws / policies will be held accountable.

Amended & Adopted: December 23, 2021
Resolution _____ 2021

Amended & Adopted: August 11, 2017
Resolution 14-2017

Amended & Adopted: January 8, 2009
Resolution 2-2009

Adopted: March 16, 1994
Resolution 23-94

GUAM COMMUNITY COLLEGE
Board of Trustees

STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL

EMPLOYEES

WHEREAS, Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of drugs and alcohol is recognized as an impediment to these goals and as a threat to the College's mission of education and training; and

WHEREAS, the College strives to maintain standards of behavior performance, and discipline necessary for completing our mission of education. The College expects employees to refrain from behavior that would disrupt its function of education. The illegal or improper use of drugs by employees can seriously damage physical and mental health; may jeopardize safety and can lead to criminal prosecution and/or dismissal.

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2. ~~Any e~~Employees or students who is found to be in violation of these prohibitions will be referred to local law enforcement officials for prosecution under the law. (Under Guam laws a conviction can result in fines from \$100.00 to \$100,000.00, up to 15 years to life imprisonment, or both). Additionally, ~~the employees and students~~ in violation will be subjected to disciplinary or adverse actions upon conviction for an offense that occurred on campus or as part of a college-sponsored activity~~in the workplace, or in the course of their employment.~~
3. All employees are required to report any conviction received for a drug statute violation not later than five days after such conviction. The College may at its discretion offer an employee counseling or rehabilitation in lieu of or in addition to disciplinary action. However, this option is discretionary and includes considering all circumstances, the offense, and appropriateness of exercising such options.

BE IT FURTHER RESOLVED, that regarding alcohol:

1. Employees and students are further prohibited from reporting for duty or being on duty under the influence of alcohol.
2. The consumption of alcoholic beverages on campus is prohibited except when specifically authorized in writing by the President of the College.
3. Violation of the prohibitions indicated in paragraph 1 of this section on alcohol may result in referral to local law enforcement officials for prosecution. Employees may also be subject to disciplinary or adverse actions. The College may at its discretion offer employees counseling or rehabilitation in lieu of disciplinary actions.

BE IT FURTHER RESOLVED, the Board of Trustees has charged the administration to establish a Drug and Alcohol Prevention Program (DAAPP). The DAAPP team consisting of students, staff, faculty and administrators are to meet on a regular basis to review the need for educational, interventional and enforcement-related initiatives regarding alcohol and drugs. Their efforts will result in annual reports and biennial reviews of the program's effectiveness as required by Federal law; ~~and-~~

BE IT FURTHER RESOLVED, that the enforcement of territorial underage drinking laws is in effect, and violators of these laws / policies will be held accountable.

Amended & Adopted: _____
Resolution

Amended & Adopted: August 11, 2017
Resolution 14-2017

Amended & Adopted: January 8, 2009
Resolution 2-2009

Adopted: March 16, 1994
Resolution 23-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CODE OF TRUSTEE ETHICS AND CONDUCT

WHEREAS, the Trustees recognize that the education of students is the reason for the College's existence; all other functions must support this purpose; and

WHEREAS, it is the duty of the Board of Trustees of Guam Community College to ensure that students receive the highest quality education in the most efficient manner possible.

NOW, THEREFORE, BE IT RESOLVED, that in the performance of their governance responsibilities, the Board of Trustees shall:

1. Recognize that the primary responsibility of the Board is to govern the College in the best interests of the educational needs of the Territory.
2. Promote and encourage open, mutually supportive and accountable participation of students, faculty and staff in the governance process.
3. Communicate and promote the needs of the community to the College and the needs of the College to the community.
4. Encourage and support open access to the Board while maintaining appropriate and well-defined College communication and decision-making channels.
5. Recognize that a trustee is a member of a legal entity; that the strength and effectiveness of the Board is as a unit; that the majority decisions of the Board shall be supported even when personally opposed; and that a single Board member has no authority to act on behalf of the Board, unless so authorized.
6. Develop and maintain good relations with fellow Board members by considering and respecting their opinions and working with each other in a spirit of harmony and cooperation.
7. Maintain consistent and vigilant oversight of the College with emphasis on instructional quality, operational efficiency and fiscal stability.
8. Promote a healthy working relationship with the President through supportive, open and honest communication and regular evaluation.
9. Delegate authority to the President and staff to initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions.
10. Act honestly and openly at all times following the letter and intent of all applicable Local and Federal Laws and keeping the confidentiality of privileged information.
11. Avoid all conflicts of interest and the appearance of conflicts of interest and not using the position as Trustee for personal gain.
12. Devote time to educational and informational activities which will enhance one's personal ability to function effectively as a member of the Board of Trustees.

Page 2: GCC Board of Trustees Policy 115 – Code of Trustee Ethics and Conduct

13. Maintain confidentiality of all Board discussions held in closed sessions and recognize that deliberations of the Board in closed sessions are not to be released or discussed in public without the prior approval of the Board by majority vote.

Amended & Adopted: December 23, 2021

Resolution 15-2021

Reviewed, no changes: July 15, 2016

Reviewed, no changes: July 24, 2014

Reviewed & Adopted: September 5, 2008

Resolution 17-2008

Adopted: March 16, 1994

Resolution 12-94

**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 Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”)); and

WHEREAS, the Board of Trustees of Guam Community College intends to comply with the requirements of that Act, including the completion of an Annual Security Report (ASR); and

WHEREAS, the Guam Community College is fully committed to the transparency of its operations, in regard to crime and security; and

WHEREAS, the College fully accepts its role in maintaining a safe and secure campus by responding to crimes and alleged crimes as quickly and fully as possible; and

WHEREAS, the College strives to create an environment where stakeholders are safe and comfortable in reporting crimes; and

WHEREAS, the College understands that the safety of community members is best maintained through effective collaboration between College personnel and the Guam Police Department; and

WHEREAS, the College is fully committed to reporting crime in an accurate and timely way; and

WHEREAS, the College understands its responsibility to educate the campus community about their roles in maintaining a safe and secure campus and seeks to utilize multiple forms of communication to reach all stakeholders, as appropriate, in crime-related situations; and

WHEREAS, the College employs Counselors who address the needs of their clients as fully as possible; and

WHEREAS, the College abides by the Family and Educational Rights and Privacy Act (FERPA); and

WHEREAS, the Higher Education Opportunities Act (HEOA) establishes safeguards for anyone who provides information by prohibiting any retaliation against the person who shares information under a provision of the Clery Act; and

WHEREAS, the College is intent upon holding individuals accountable for retaliation against whistleblowers.

Page 2: GCC Board of Trustees Policy 170 – Campus Crime and Security

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby directs the administration to prepare, publish, and distribute the Criminal Statistics Report and Annual Security Report each year. The ASR includes the policy statements that comply with the letter and spirit of the Clery Act as well as the criminal statistics for the three most recent years including, but not limited to:

- (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 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; and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby adopts the *GCC Annual Security Report Policy and Procedures* and the *GCC Drug and Alcohol Abuse Prevention Program Policy and Procedures*; and

BE IT FURTHER RESOLVED, that GCC community members, to include students, are to report criminal actions or other emergencies occurring on campus; and

BE IT FURTHER RESOLVED, that the College encourages victims or witnesses who wish to report crimes on a voluntary, confidential basis, to do so to the Student Support Services Office, to any of GCC's identified Emergency Responders, any GCC employee, or to the Guam Police Department; and

BE IT FURTHER RESOLVED, that regarding law enforcement, the Guam Police Department has authority to address crimes committed on campus, and no specific additional agreement exists to guide intervention and investigation; and

BE IT FURTHER RESOLVED, that GCC Counselors and other personnel are to inform those receiving their services on how to report crimes voluntarily and confidentially to the Police or other agencies beyond campus as appropriate. They are also to facilitate this contact process, if requested by their clients.

Reviewed & Adopted: December 23, 2021

Resolution 16-2021

Reviewed & Adopted: March 26, 2021

Resolution 7-2021

Reviewed, no changes: April 8, 2016

Reviewed & Adopted: September 5, 2008

Resolution 28-2008

Adopted: November 24, 1992

Resolution 2-93

**GUAM COMMUNITY COLLEGE
Board of Trustees**

RISK CRISIS MANAGEMENT & EMERGENCY PROTOCOL

WHEREAS, the Guam Community College, due to its geographical 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;
and

WHEREAS, emergency protocols have been developed to cope with these disasters; and

WHEREAS, reporting of crimes or alleged crimes may be made to GCC's emergency responders.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees formally adopts the *GCC Emergency Operations Plan and Procedures*, which will be made electronically available on the College website (www.guamcc.edu) and be periodically reviewed and updated as deemed necessary; and

BE IT FURTHER RESOLVED, that GCC's Emergency Responders are as follows:
Environmental Health and Safety Officer, Associate Deans of Technology and Student Services,
and Accommodative Services Coordinator.

**Reviewed & Adopted: December 23, 2021
Resolution 17-2021**

**Reviewed & Adopted: March 26, 2021
Resolution 9-2021**

Reviewed, no changes: July 15, 2016

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

Adopted: April 6, 1994

**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 vendor; 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 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 abuse working, learning environment; and

WHEREAS, Title IX prohibits all schools, colleges, and universities receiving federal funds from discrimination on the basis of sex; and

WHEREAS, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges to maintain and disclose information related to crime on college campuses, including sexual assault; and

WHEREAS, the Violence Against Women’s Reauthorization Act of 2013 (VAWA) amended the Clery Act to now require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their Annual Security Reports; and

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

WHEREAS, sexual assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of the recipient, including sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape. Sexual assault is a form of sexual harassment; and

WHEREAS, domestic violence is defined as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone; and

WHEREAS, dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship; and

WHEREAS, stalking is defined as a pattern of repeated and unwanted attention, harassment contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear; 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; and

WHEREAS, the College is fully committed to notifying proper law enforcement authorities, to the police, and to assisting victims in notifying law enforcement authorities should they choose to do so.

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 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 actions such as demotion, suspension, or dismissal will be

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

imposed upon employees, students, or other members of the College community who violates this policy, in accordance with the Guam Community College adopted employee/student code 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 will apply to an employee who fails to report a witnessed (visual or verbal) incident of sexual harassment, sexual assault or fraternization; and

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; and

BE IT FURTHER REOLVED, 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; and

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 grace, 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 innuendos; 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, petting, or pinching; obscene gestures.
6. Examples of sexual assault are sexual activities include, but 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; and

Page 4: 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 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; and

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.

**Amended & Adopted: December 23, 2021
Resolution 18-2021**

Reviewed, no changes: March 26, 2021

**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**

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, BE IT RESOLVED, AS FOLLOWS:

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.

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 authorizes every bank 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)

Page 2: GCC Board of Trustees Policy 200 – Fiduciary Responsibility

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.

3. The GCC Business Office will develop an annual 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 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 budget request will be presented to the Governor and the Legislature.

Annually, once a governmentally approved budget is available, the Business Office will allocate the available financial resources. To the extent possible, this allocation will be linked to the budget request. 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 the 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 of any substantive financial developments.

4. Annually, the Business Office is responsible for presenting to the President comprehensive, audited financial statements. The President will review these statements with the Board of Trustees.

Amended & Adopted: December 23, 2021

Resolution 19-2021

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 conduct 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 to ensure that the resources are appropriately managed.

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

BE IT FURTHER RESOLVED, that in accordance with Guam procurement laws, the College solicits for 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; and

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 audit with the Board of Trustees after its completion.

**Amended & Adopted: December 23, 2021
Resolution 20-2021**

**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

-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
- Tiyan High School Checking

Bank of Guam

- Capital Project Fund Checking Account
- 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.

Page 2: GCC Board of Trustees Policy 208 - Authorized Signatories for 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

Amended & Adopted: December 23, 2021

Resolution 21-2021

Amended & Adopted: March 26, 2021

Resolution 1-2021

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 email/electronic 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 Fund 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 email/electronic transfer, written confirmation will be sent to the bank.

Amended & Adopted: December 23, 2021
Resolution 22-2021

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

**Page 2: GCC Board of Trustees Policy 209 – Authorized Signatories for Bank Transactions
(Wire Payment Transactions)**

**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 Guam Code Annotated (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; and

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

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.

**Amended & Adopted: December 23, 2021
Resolution 23-2021**

**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 is often contracted 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; and

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.

**Amended & Adopted: December 23, 2021
Resolution 24-2021**

**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, BE IT RESOLVED, 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 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.

Page 2: GCC Board of Trustees Policy 216 - Promotional and Development Account

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.

Amended & Adopted: December 23, 2021
Resolution 25-2021

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 Capital Projects Fund is reserved for such capital projects and shall be maintained in the Non-Appropriated Fund; and.

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

**Amended & Adopted: December 23, 2021
Resolution 26-2021**

**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 educational 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 student activity club and School of Technology & Student Services and School of Trades and Professional Services school levels; 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.

**Amended & Adopted: December 23, 2021
Resolution 27-2021**

**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 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; and

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; and

BE IT FURTHER RESOLVED, that GCC may, upon the Board of Trustees' approval, delegate its procurement authority of construction contracts to the Department of Public Works; and

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

Amended & Adopted: December 23, 2021

Resolution 28-2021

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”, as amended, empowers the Board of Trustees to enter into and execute contracts and instruments of every kind and nature necessary or convenient to exercise its powers and functions; and

WHEREAS, the “Community College Act of 1977”, as amended, 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.

**Amended & Adopted: December 23, 2021
Resolution 29-2021**

**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; 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 reasonably 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.

Page 2: GCC Board of Trustees Policy 236 – Tuition and Fees

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; and

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: December 23, 2021
Resolution 30-2021

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; and

WHEREAS, the Financial Aid Office is required to establish policies and procedures in compliance with applicable federal regulations; and

WHEREAS, the Financial Aid Office is required to perform verifications of selected students' Free Application for Federal Student Aid (FAFSA) to ensure that the information provided is accurate; and

WHEREAS, students are liable to pay for registered courses unless they officially drop a course(s) before the specified date; and

WHEREAS, a credit balance on a student's account occurs when the payment from the students' Pell grant, federal and state scholarships and other grants, and private scholarships, exceed the charges on their GCC bill or is greater than the amount that is owed; and

WHEREAS, federal law specifies how the Financial Aid Office must determine the amount of Title IV program assistance that students can earn when they withdraw from classes or cease enrollment at 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

Page 2: GCC Board of Trustees Policy 240 - Student Financial Aid

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; and

BE IT FURTHER RESOLVED, that the Board of Trustees formally adopts the *Financial Aid Verification Policy and Procedures*, the *Financial Aid Disbursement Policy and Procedures*, the *Financial Aid Tuition Refund and Credit Balances Policy and Procedures*, and the *Financial Aid Return to Title IV Policy and Procedures*.

Amended & Adopted: December 23, 2021
Resolution 31-2021

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: December 23, 2021

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 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; and

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

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; and

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

**Amended & Adopted: December 23, 2021
Resolution 32-2021**

**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 and 6105 states 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.

**Amended & Adopted: December 23, 2021
Resolution 33-2021**

**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.

**Amended & Adopted: December 23, 2021
Resolution 34-2021**

**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; and

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.

NOW, THEREFORE, BE IT RESOLVED, 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.

**Amended & Adopted: December 23, 2021
Resolution 35-2021**

**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 and cultural recreational needs of all the citizens of Guam; and

WHEREAS, the Board of Trustees encourages the use of the facilities when not in use by the College 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 an additional fee 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: December 23, 2021
Resolution 36-2021**

**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.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees shall seek alternative means of funding the 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 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: December 23, 2021
Resolution 37-2021**

**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**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL

WHEREAS, Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of drugs and alcohol is recognized as an impediment to these goals and as a threat to the College's mission of education and training; and

WHEREAS, the College strives to maintain standards of behavior performance, and discipline necessary for completing our mission of education. The College expects employees to refrain from behavior that would disrupt its function of education. The illegal or improper use of drugs by employees can seriously damage physical and mental health; may jeopardize safety and can lead to criminal prosecution and/or dismissal.

NOW, THEREFORE, BE IT RESOLVED, that regarding controlled substances:

- 1.** The College prohibits the possession, use, manufacture, delivery, cultivation, sale or transfer of controlled substances (drugs) within the campus or as part of any college-sponsored activity.
- 2.** Employees or students found to be in violation of these prohibitions will be referred to local law enforcement officials for prosecution under the law. (Under Guam laws a conviction can result in fines from \$100.00 to \$100,000.00, up to 15 years to life imprisonment, or both). Additionally, employees and students in violation will be subjected to disciplinary or adverse actions upon conviction for an offense that occurred on campus or as part of a college-sponsored activity.
- 3.** All employees are required to report any conviction received for a drug statute violation not later than five days after such conviction. The College may at its discretion offer an employee counseling or rehabilitation in lieu of or in addition to disciplinary action. However, this option is discretionary and includes considering all circumstances, the offense, and appropriateness of exercising such options.

BE IT FURTHER RESOLVED, that regarding alcohol:

- 1.** Employees and students are further prohibited from reporting for duty or being on duty under the influence of alcohol.
- 2.** The consumption of alcoholic beverages on campus is prohibited except when specifically authorized in writing by the President of the College.

Page 2: GCC Board of Trustees Policy 410 - Standards of Conduct Regarding Drugs and Alcohol

3. Violation of the prohibitions indicated in paragraph 1 of this section on alcohol may result in referral to local law enforcement officials for prosecution. Employees may also be subject to disciplinary or adverse actions. The College may at its discretion offer employees counseling or rehabilitation in lieu of disciplinary actions.

BE IT FURTHER RESOLVED, the Board of Trustees has charged the administration to establish a Drug and Alcohol Prevention Program (DAAPP). The DAAPP team consisting of students, staff, faculty and administrators are to meet on a regular basis to review the need for educational, interventional and enforcement-related initiatives regarding alcohol and drugs. Their efforts will result in annual reports and biennial reviews of the program's effectiveness as required by Federal law; and

BE IT FURTHER RESOLVED, that the enforcement of territorial underage drinking laws is in effect, and violators of these laws/policies will be held accountable.

Amended & Adopted: December 23, 2021
Resolution 38-2021

Amended & Adopted: August 11, 2017
Resolution 14-2017

Amended & Adopted: January 8, 2009
Resolution 2-2009

Adopted: March 16, 1994
Resolution 23-94

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, November 5, 2021, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of September 24, 2021

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
 - Board of Trustees Community Outreach Report

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Forensic Lab
 - Building 300
 - Wellness Center
 - Building B
 - Workforce Development Center

VII. NEW BUSINESS

VIII. EXECUTIVE SESSION

1. Personnel Matters
2. Labor Management Relations
3. Legal Matters

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of September 24, 2021

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on September 24, 2021, was called to order at 12:00 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Mr. Richard P. Sablan, Treasurer; Deborah Belanger, Secretary; Mr. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas, Student Trustee.

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Dr. Michael Chan, Dean, TSS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Mr. Francisco Camacho, President's Office; Attorney Rebecca Wrightson; Ms. Simone Bollinger, Faculty Advisory member; Mr. Kenneth Bautista, Support Staff Advisory member.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – August 20, 2021

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVE THE MEETING MINUTES OF AUGUST 20, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)

III. COMMUNICATIONS. None.

IV. PUBLIC DISCUSSION. No request.

V. REPORTS

1. President's Report: President Okada reported on the following:

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2021: As of September 24, 2021, the College received a total of \$18,732,714 for all funds, which is 92% based on all allotment releases requested, as follows: \$15,456,700 for the General Fund; \$700,000 for the LPN/Vocational Guidance; \$2.183 million from the MDF; \$22,960 for Lodging and Management to support the ProStart Program; \$177,331 for the Capital

Improvements Fund; and \$192,300 for the First-Generation Trust Fund Initiative. The College continues to receive its allotment on a weekly basis and anticipates receiving 100% of its appropriation for the remainder of the fiscal year.

Capital Improvement Projects and other activities:

Ongoing CIP projects:

Other activities:

As of September 23, 2021, of the 293 GCC employees, which includes adjunct faculty, the College has a total vaccination rate of 90.44%. Anticipate the percentage to increase after today. Out of this percentage, 93.75% are full time employees, including the adjuncts.

During the month of August 2021, a Medical Home Health Care boot camp was recently completed with employer sponsors Catholic Social Services and IHP.

IT boot camps, Cohort 1 and Cohort 2 are complete with employer sponsors IT&E, G4S and Docomo with 21 completers.

The HVAC/Engineering Tech boot camp has been completed with employer sponsors AC Sales, JMI Edison, JH Corporation, UOG, and GCC.

Procurement Ethics training is now a requirement for Government of Guam employees and is offered by GCC as CEUs for government workers.

The Criminal Justice pilot program for recent high school graduates had 13 participants with 11 completers.

The College is currently working with Guam Behavioral Health on providing a Substance Abuse Prevention certification.

The College received a grant from the Pacific Resources for Education and Learning (PREL) for a project to help the CNMI public school system in developing their CTE programs. The College is working with Subject Matter Experts (SMEs) in providing support for Hospitality, Entrepreneurship, Construction, Allied Health and Education.

The College is continuing its communications with Atkins Kroll regarding electric vehicles. There was an opportunity for faculty and administrators to participate in a training by the FBI in Counterterrorism and Weapons of Mass Destruction.

The CNA students will be applying for their GBNE testing; and 7 of the 19 LPN students who took the NCLEX exam passed. Trustee Rose Grino reported that one of the student is currently working with her at FHP and is an excellent student.

Dr. Michael Chan has been working with UOG on its articulation agreements and updating the Computer Science, Math courses, and some of the Science courses.

The College was the second runner-up in the USDOE Rethink Adult Ed Challenge, and will be

receiving \$200,000, highlighting the Ship Repair boot camp program. This morning the President attended a webinar with USDOE regarding this. There were questions and mostly interested on how the College worked in partnership with company employers and having students employed upon completion.

Chairman Arriola and GCC Foundation Chair Okada should have completed the transaction of the purchase of the Workforce Development Center in Barrigada from the Foundation.

A media release was issued today regarding Guam Community College receiving a \$475,200 grant from the U.S. Department of Interior to expand the solar footprint on campus mainly with Photovoltaics. The project will be for an additional PV barrel vault walkway and to upgrade the current one.

During the last Board meeting, Trustee Sablan had a question regarding the financial impact due to the reduced enrollment. These are normally computed from Spring to Spring, and Fall to Fall. The President then provided the following:

Spring 2019-Spring 2020 had a decrease of 2%, which is \$55,189.

Spring 2020-Spring 2021: \$290,181

Fall 2019 to Fall 2020: \$273,712

Fall 2020 to Fall 2021: \$210,437

The decrease in tuition was calculated at 12%-14%. Although there has been a decrease, at the same time the College has been receiving a significant infusion of additional federal funds for all programs, to include boot camps. The College is still in a good financial position and has not freeze any salaries or hiring of new employees.

Upcoming boot camps are being scheduled for Truck Driving #3, Medical Coding Billing, Bus Driving, Ship Repair #5, Diesel Mechanic, Construction #3, Welding and Security.

2. Monthly Activities Report.

Student Trustee: Trustee Paris Blas submitted a hard copy of her report and also reported the following:

September 10, 2021: COPSA Student Organization Officer & Advisor Induction Ceremony training and COPSA's first General Membership meeting. Total number of Student Organizations inducted: 18; Student Organizations participated: 21; and Students & Advisors present at General Membership meeting: 88.

September 24, 2021, 1:00 p.m.: COPSA's next General Membership meeting will be held face-to-face in the Allied Health Building-Lecture Hall.

Sept. 14-15, 2021: Meet the President was held via Zoom. The total number of students who attended on 9/14th: 129; and on 9/15th: 130.

BOT - Meeting of September 24, 2021
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Corrected date: October 1, 2021, 8 a.m. to 12 p.m.: Need to Lead Fall 2021 Conference will be held virtually and registrations are ongoing. As of September 23, 2021, approximately 52 registered.

Four (4) Skill Shops will be provided during the conference: Personal Discovery & Career Exploration; Stand & Deliver Powerful Presentations; Time Management, Time Flies but You're the Pilot; and Managing Stress & Self Care Strategies.

September 15, 2021: Association of Junior Accountants (AJA) general membership meeting had a Guest Speaker from the Association of Government Accountants and presented scholarship opportunities available.

September 17, 2021, 6 p.m., via Zoom: The Human Services Student Organization (HSSO) held a Self-Care with Ina Wellness Collective Event. Anticipate having future events like this.

September 25, 2021, 12:00 p.m., vis Zoom: HSSO will be hosting "Dealing with Grief During the Pandemic," in line with Suicide Prevention Month.

AY 2021-2022: The Veteran's Club will be active. During the Fall Student Orientation, there was an inquiry regarding student programs for Veterans.

Faculty Advisory Member: Ms. Simone Bollinger reported the following:
The Interest Based Bargaining virtual training was held on September 3-4, 2021, and Ms. Bollinger was in attendance to include Board Trustees Arriola and Leon Guerrero. This training was a success showing how we can work together.
Thanked President Okada for the "Meet the President" event and noticed students were speaking up and voicing their concerns.
Ms. Bollinger also gave appreciation to President Okada for her message in reminding students that they can and really need to communicate with their instructors in trying to work things out. Working things out such as when they are absent, or sick or any other concerns, that they can actually speak up. That communication is important and appreciated the President reminding students about this.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Good to know that 93.75% fulltime GCC employees are vaccinated to include adjuncts.
The College is busy with the year-end processes and also preparing for the new fiscal year.
Employees are constantly cleaning and sanitizing such as the open labs and classrooms.
There is a concern from staff regarding notification when there is a possibility they have been in close contact with a COVID positive. Would prefer to be informed as soon as they can. Although contact tracing is a Public Health responsibility, which he agrees, at least be provided the information and be given a choice to be tested for self-assurance.
Currently, employees try to isolate themselves from the different departments unless they need to meet in person. Everyone seems to be keeping within their work area. Employees are also finding

~~ways to work in keeping safe such as working remotely, or processing documents electronically.~~

Board of Trustees Community Outreach Report:

August 27, 2021, 8:30 a.m.-12:00 p.m.: Trustee Sablan attended the Ethics in Government training online.

September 3-4, 2021: Trustee Carlo Leon Guerrero attended the Interest Based Bargaining (IBB) virtual training conducted by the Federal Mediation Conciliation Service (FMCS). Chairman Arriola attended the training on Sat., Sept. 4, 2021.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Forensic Lab/DNA Building. This project is 75.25% complete to date and is progressing very well.

Building 300. This project remains at 85% complete. Work is being done on the drywall, the gypsum boards, bathroom finishings, painting and the water tanks.

Wellness Center. To date, the College is still waiting on the stamped building plans for submission for USDA review. There is an opportunity to apply for federal funding for this project to include equipment.

Building B. The stamped plans for this project were received on September 15, 2021 and procurement is preparing the package to put out to bid soon.

Workforce Development Center (Barrigada Property): Is currently under design and the design team has worked with Subject Matter Experts to redesign the interior of the building.

As a follow up into Trustee Belanger's inquiry regarding additional land for purchase by the College, the President mentioned she will be obtaining information this week and will be reporting out to the Board.

VII. NEW BUSINESS. None.

At this time, Dr. Okada recognized Mr. Francisco "Frank" Camacho who will retire on September 30, 2021, who has been employed with the College for a long time. The President mentioned that this recognition is also for his contributions to the College in moving to the Cloud, and moving into an integrated Banner system connecting to Payroll, Finance, Students, Accounting, Financial Aid, and HR.

The Board also recognized and congratulated Mr. Frank Camacho on his upcoming retirement and their appreciation for Mr. Camacho's commitment and contributions to the College.

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING CONVEENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)

At 12:39 p.m.,the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

- 1. Personnel Matters**
- 2. Labor Management Relations**
- 3. Legal Matters**

At 1:05 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)

It was noted for the record that Trustee Belanger was in attendance during today's, September 24, 2021 Board of Trustees meeting.

At this time, the Chairman mentioned the following:

Thanked everyone for continuing the focus on safety for the faculty, staff and students and for any accommodations to comply with the protocols.

Congratulating Mr. Francisco Camacho on his retirement and thanking him for his dedication to the College.

There is a proposed amendment to the President's employment contract and will be provided to each Board member for their review. It was then recommended that this matter will be discussed at the next Board of Trustees meeting.

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION


IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF SEPTEMBER 24, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)

There being no further discussion, the meeting of September 24, 2021, adjourned at 1:12 p.m.


SUBMITTED BY:

 **NOV 16 2021**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

 **NOV 16 2021**
RICHARD P. SABLAN
Treasurer

APPROVED BY:

 **NOV 16 2021**
FRANK P. ARRIOLA
Chairperson

**Guam Community College
Board of Trustees-Student Member
Monthly Activities Report for October 2021**

- I. **COPSA's (Council on Postsecondary Student Affairs) October General Membership** meeting was held on Friday, October 22, 2021. There are 18 student organizations that remain active and in participation. Student Organizations share their organization monthly reports and events.
- II. During the last GM meeting, I went over several policies pertaining to the Clery Act of 1990 which could be found in the Student Handbook on Page 18.
 - *Social Media Policy 199*
 - *Tobacco Product, Electronic Cigarette and Bettlenut-Free Campus Policy 175*
 - *Pandemic Response Plan Policy 172*
 - *Campus Crime and Security Policy 170*
- III. **Fall 2021 "Tour of the Pacific" Pumpkin Contest** that was held on Thursday, October 21, 2021 and winners of the contest were announced on Friday, October 22nd at the COPSA General Membership Meeting. There were seven (7) entries and 3 winners (CASA-Culinary Arts Student Association, DAS-Digital Arts Society, and HSSO-Human Services Student Organization). Contest was well organized by COPSA with all safety protocols followed.
- IV. **Last Day to Withdraw-Full Term Courses** was on Friday, October 15, 2021.
- V. **COPSA's last event for Fall 2021 will be a Zumba/MixedFit recreational activity** to be held on Wednesday, November 17, 2021 between 5:30-6:30 p.m. in the Center Courtyard. Safety protocols will be followed.
- VI. Beginning October 12th, student were reminded to update their **vaccination records to include their COVID-19 vaccination card** with HSC-Health Service Center.
- VII. **GCC COPSA co-hosted Breaking the Chains: Decolonization & Climate Action Conference** held on Friday, October 29, 2021 in the MPA from 1-3 p.m. It was well attended and a lot of good information shared during the conference.

- VIII. Uplift Counseling Services by West-Care Pacific.** Wellness Support for GCC Students & Employees is being offered and ongoing.
- IX. GCC Students can apply to Bellevue University for Bachelors Degree Programs.** Students who wish to pursue a Bachelor's Degree after completing their Associates Degree at GCC may consider applying to Bellevue University. GCC entered into an articulation agreement with Bellevue University-Nebraska.
- X. No student concerns at this time to report.**
- XI. Important Dates to remember:**
- Last day of Friday classes-Friday, 11/19
 - Last day of Saturday classes-Saturday, 11/20
 - Last day of Monday/Wednesday classes-Wednesday, 11/24
 - November 25-28-THANKSGIVING BREAK
 - Last day of Tuesday/Thursday classes-Thursday, 12/02
- XII. Next General Membership Meeting scheduled for Friday, November 05, 2021 at 1 p.m.**



Paris Jean M. Blas
Board of Trustees-Student Member

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, September 24, 2021, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of August 20, 2021

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
 - Board of Trustees Community Outreach Report

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Forensic Lab
 - Building 300
 - Wellness Center
 - Building B
 - Workforce Development Center

VII. NEW BUSINESS

VIII. EXECUTIVE SESSION

1. Personnel Matters
2. Labor Management Relations
3. Legal Matters

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of August 20, 2021

Minutes

I CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on August 20, 2021, was called to order at 12:07 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Mr. Richard P. Sablan, Treasurer; Deborah Belanger, Secretary; Mr. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas, Student Trustee.

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Ms. Pilar Williams, Dean, TSS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Mr. Francisco Camacho, President's Office; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Attorney Rebecca Wrightson; Ms. Simone Bollinger, Faculty Advisory member.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – July 7, 2021

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF JULY 7, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)

III. COMMUNICATIONS. None.

IV. PUBLIC DISCUSSION. No request.

V. REPORTS

1. President's Report: President Okada reported on the following:

Financial Status: The President provided the Board with a current financial status of the College as follows:

As of year-to-date for FY2021, the College received a total of \$17,030,703 for all funds, which is 91% based on all allotment releases requested. The College continues to receive its allotment on a weekly basis, which places it in a good financial position to support the operations of the College.

Capital Improvement Projects and other activities:

Ongoing CIP projects:

August 25, 2021 is the pre-bid opening for the replacement of the water tank for Building 400; repair of the awning for Building 900 is pending the permit and the award was issued to JJ Global.

Other activities:

The College has continuously completed several boot camps for the past months and most recently are the HVAC, Engineering Tech, and the CNA/Home Healthcare. A Medical Coding Billing will be scheduled soon plus another Ship Repair boot camp.

The remainder of the 19 boot camps are on schedule and on track through December 2021 and the College is working in identifying employer sponsors.

Vice President Gina Tudela is currently working on updating articulation agreements with Bellevue University, Chaminade University, First Asia Institute of Technology & Humanities, University of Makati Center for Linkages, Career Development and Placement, Pacific Islands University (PIU), and University of Guam.

Dr. Michael Chan, Dean for Technology & Student Services, has been working to continue to strengthen the 2+2 Computer Science Articulation Agreement with the University of Guam.

The College completed the Articulation of a Critical Thinking course with UOG, which is a requirement for UOG.

A preliminary report was received from the Governor's Office that the College will be receiving funding through the Literacy Navigator project in the amount of \$1.2 million. This project will provide student tutors in the community learning centers. The College will be able to hire 46 students from GCC and UOG to participate as tutors.

The Governor's Office informed the College it will be allotted \$3.6 million for the renovation and expansion of Building B. The design for this project is complete and will soon go out to bid once a final document is received. Building B will include a Student Success Center which will service students with longer hours.

Trustee Belanger inquired whether the College is also looking at additional property for expansion near the campus. The President informed the Board that the College is working with the Governor's Office with one particular property and will be presented to the Board when ready.

The BOT Chair recently met with the Foundation Board Chair regarding the sale/purchase of the Workforce Development Center in Barrigada as well as the Foundation to consider seeking other properties to purchase for program expansion.

The Financial Feasibility Study is complete and has been submitted to the USDA for review for funding to support the maintenance and wellness facility.

The new semester has started and students have the opportunity to sign up for the laptop and MiFi loaner program. This is available on a first-come, first-served basis at the Bookstore. If needed, the College will purchase additional MiFis.

Enrollment is at 1,650, a decrease in comparison to the last Spring semester at 1,807. The Boot Camps will help supplement enrollment starting with the boot camp for Medical Billing and Coding for the Fall and Spring semesters.

Trustee Belanger inquired how the institution will continue to operate with the decrease in enrollment. The President informed the Board that based on the federal funds received to date, some funds were made available directly to the students. The College received a half a million dollars in the Spring of 2020 and another half a million dollars in Spring 2021. Most recently, \$2.8 million was received right after Spring 2021 for students, which will be allocated throughout the academic year.

Another sum of money was received beginning with another half a million dollars, \$2.8 million and another \$2.8 million, which amounted to about \$6 million. This second funding source is used to support transition from in-class learning to online learning, professional development, staff development, upgrades, air-conditioning and air purifying systems and other projects. Still have about \$5 million and there is a provision that allows GCC to capture lost revenue, which is carefully being monitored. With this funding and based on the students currently enrolled, the College is still able to meet its institutional obligations. In the event of revenue loss, the College can utilize this as an allowable cost.

Additional funding was recently received a few weeks ago beginning with \$4600, \$16,000 and increased totaling \$2.8 million to support an increase in staffing, technology and other expansions. The College anticipates using these funds to carry over to continue to offset student Technology fees, which were rebated to students; and upgrading generators on campus to include a request for the administration building, which are just some of the projects. However, these funds cannot be used for construction but can be used for computer lab and network upgrades. These funds will help support the institution on a longer term and will also allow the College to decrease costs for the next several years.

Trustee Belanger inquired what is the plan to sustain the institution once these federal funds are all utilized. The President explained that there are several initiatives that the College has in place such as the Reach for College division aimed to recruit students into post secondary and following through with the DCAPS program, which aligns with dual credits. This division has increased its staffing from 2 to 3 personnel. The Early Middle College is also part of this program. This supports a dual degree and is offered to high school students to receive post secondary credentials upon graduation. These programs are already being implemented.

The federal funding currently received also does not allow for direct recruitment, to hire or advertise. Trustee Belanger inquired whether there is a funding source that can be identified for this. Just want to ensure that when these federal funds are all spent, the College is able to move forward and continue to support what is already in place.

The President explained how the College will support the institution in moving forward: There is current federal legislation to support President Biden's initiative for a Free Community College that will benefit GCC. If this is passed, it will provide opportunities for GCC. GCC is closely monitoring this, however, it will continue with its recruitment efforts. The continuation of Boot Camps is another way the College is moving forward; the intent will be for cohorts to enter the Apprenticeship program.

There were further discussions and the Chair asked if the College can come up with a plan so that potential students do not go elsewhere such as increasing the Nursing program and Cosmetology, plans to "overcome roadblocks to enrollment." He is aware that a daycare program is being considered and currently being worked on.

The President informed the Board that there is a list of areas the College has for program expansion such as offering Cosmetology in high school; health occupations and ensuring faculty for this program are in place; a Criminal Justice introductory program in high school that when these students enroll at the College, they become POST certified which will support the law enforcement community. The President will provide a comprehensive list of all the different programs and how the College can expand them especially to support enrollment efforts.

Trustee Belanger recommended continuing with the workforce. In order to improve the community, training has to be available. Recommend looking at the population especially the indigenous population and individuals on government assistance and tie them into the training. There is a need to improve everyone and to get these individuals into programs and provide them with the workforce skills. One way is to collaborate with the different agencies such as GHURA and Public Health. There are already programs in place, however, just need to start and focus on bringing the entire island up with its own skilled workforce.

Trustee Sablan requested for the financial impact of enrollment this year in comparison to last year's enrollment. The President will research this and will provide information.

2. Monthly Activities Report.

Student Trustee: Trustee Paris Blas submitted a hard copy of her report and also reported the following:

Had the opportunity to speak with students on campus on their first day back to school.
Provided the Board with a copy of Fall 2021 Calendar of Events, which is subject to change especially if an Executive Order is issued.

July 20-22, 2021, Summer Leadership Training: introduced 2021-2022 COSPA Officers;

BOT - Meeting of August 20, 2021
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discussed GCC Organizational Chart, Student Organization Structure; the 2021-2022 COSPA Calendar/Budget/Activities; was able to revise/update the Student Handbook for AY 2021-2022 which is posted on the GCC website; Introduction of AY 2021-2022 Advisors.

July 30-31, 2021, Summer Leadership Training: revised/updated the Student Organization Handbook for AY 2021-2022; and completed the Fall/Spring 2021-2022 Calendar of Events/Activities, which is also subject to change.

August 5-6, 2021, Summer Leadership Training: discussed Fall 2021 Student Orientation/Campus Tour; completed the AY 2021-2022 Plan of Action.

August 9, 2021, Student Orientation, number of students in attendance was 244 and 27 for the campus tour.

Student concerns raised during orientation:

- Wearing of Mask/Social Distance Guidelines for students returning to campus;
- Sports during AY 2021-2022, several questions came up during orientation as to what sports activities will be available;
- Financial Aid Concerns/Annual Transcripts (Dept. of Revenue & Taxation), is there a way to get the tax transcript transmitted directly to Financial Aid instead of students personally requesting it because it's not an easy process especially with the COVID situation. Some students opt not to register because of this;

There were discussions, Dr. Okada mentioned there was a Financial Aid training for students to be informed of the new provisions for applying. This training is on the GCC Facebook page for those who want to view this. Also, students should contact the Financial Aid office for further assistance especially those who were having problems. Students can also email the Financial Aid office and they will get a response. The President further mentioned that more financial aid outreach will be provided for the upcoming Spring semester.

- Student Programs for Veterans;
- Daycare Services for post secondary students, which the Student Trustee is aware is being worked on;
- When will the cafe in the Foundation Building open again? The President mentioned that a bid was issued with no response and the problem could be potential vendors are unable to cook onsite which limits sales. The College is working on the possibility of a food truck at a property near the campus.

Feedback from students regarding first day of classes: Trustee Blas reported that overall, the students are excited and happy to be back on campus face to face; some are having difficulty studying from home via online classes; the student Trustee had the opportunity to check the campus at night since she has classes during the evening and mentioned that the campus is well lit; and there is roaming security on campus at Buildings D and E, and Bldg. 1000.

Trustee Belanger mentioned at this time that she appreciates the hard copy report submitted by the Student Trustee Blas and thanked her for it as it is coming from a student's perspective.

Sept. 10, 2021, 12 p.m., is the next Executive & General Membership meeting.

Faculty Advisory Member: Ms. Simone Bollinger was welcomed by the Board as this is her first day as the new Faculty Advisory Member and said she was excited to attend today's meeting and reported the following:

Faculty is happy to be back but are still cautious due to the COVID situation but have learned with this situation there is flexibility and have been reaching out to admin and staff to work out issues. Especially thankful for the diligence of the admin as faculty return with a less restrictive but safe environment.

There are a lot of adjustments but overall people are happy to be back and looking forward to working together.

At this time, Trustee Belanger mentioned that she is happy that Ms. Bollinger is attending the meeting today and she anticipates everyone working together because everyone is in this together especially with the COVID situation.

Support Staff Advisory Member: Mr. Kenneth Bautista was not in attendance.

Board of Trustees Community Outreach Report:

Trustee Rose Grino mentioned that as President of the Guam Nurses Association and on behalf of GNA, they are happy and excited with GCC's cohort with the Medical Home Health Aide (Caregiver) and CNA programs and the expansion of the Allied Health programs. The GNA Board and nursing leaders in the community are available to provide any information that GCC might need regarding these programs. That from a nurse's perspective they are aware of the challenges. Trustee Grino is available to provide input.

Aug. 9, 2021: Trustees Hara and Grino attended the GCC Boot Camp Graduation for Caregivers and CNA in the MPA.

Aug. 13, 2021: Trustee Arriola attended the GCC HVAC and Engineering Technician Boot Camps Completion Ceremony in the MPA.

Aug. 14, 2021: Trustee Grino attended the Make-A-Wish Foundation gala at the Hyatt.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Forensic Lab/DNA Building. This project is 69.11% complete to date. The structure is already done and the contractor is now working on the interior. This is on track to be completed as scheduled for November 2021. The furniture and equipment for the classrooms have been ordered and GPD is working on outfitting their collateral equipment at their end, which was obtained separately by GPD with federal grants. Legal counsel is currently working on the joint lease agreement for this facility.

Building 300. As last reported and to date, this project is still 85% complete. The College submitted an additional request to FEMA for consideration for loss of funds due to the project not being complete. The College met with FEMA representatives on August 19, 2021, to submit information. Additional information will be provided today for their reconsideration. Liquidated damages were filed on August 1, 2021.

Wellness Center. To date, the College is still waiting on the final design plans from the architect. Once received this project will go out for bid. The final feasibility study has been submitted to USDA for their initial cursory review.

Building B. As previously reported, \$3.6 million has been allocated for this project from the Governor's Office. Anticipate the design for this project to be 100% complete and submitted by the architect on September 15, 2021.

Building 100. This project is finally 100% complete. The fire pump and the generator were tested and passed GFD inspection on August 6, 2021, as part of the last punch list.

Workforce Development Center (Barrigada Property): This project is going through SHPO review. This is a \$1.2 million renovation project. The College anticipates being awarded a grant from EDA.

VII. NEW BUSINESS.

1. GCC Organizational Chart (updated). The Board was presented with an updated Guam Community College Organizational Chart and a copy of the last GCC organizational chart, which was approved in 2017. There have been some changes to the operational structure reflected on the draft chart for the Board's consideration.

The first difference is the School of Career & College Success has been removed. The other changes were made to provide a better balance for the Assistant Directors. The Admissions & Registration will be under Assessment, Institutional Effectiveness & Research (AIER); the Academic Technology is removed from the Finance & Administration Division and will be placed under the School of Technology & Student Services; and the Development & Alumni Relations will be placed under Communications & Promotions.

There was a question regarding the Guam P.O.S.T. Commission as to why it is placed in the organization chart. The President informed the Board that this is due to an amendment in the public law that designates the Guam Community College as the State Agency for POST, which is under the President's Office.

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE UPDATED GUAM COMMUNITY

COLLEGE ORGANIZATIONAL CHART. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)

2. BOT Fiscal Calendar (October 2021-September 2022). The Board was presented with the Board of Trustees Fiscal Year Calendar. This is an annual calendar for the next academic year, Fiscal Year 2021-2022, which is subject to change. The dates included upcoming BOT monthly meetings, reporting requirements, a schedule of the continuation of policy reviews, special events and training opportunities. Any anticipated changes would be due to any additional requirements under the FY2022 Budget Act currently being reviewed by the Guam Legislature. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES ANNUAL FISCAL CALENDAR FOR OCTOBER 2021 THROUGH SEPTEMBER 2022. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)

At this time the Board Chair thanked everyone for their attendance and at 1:11 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

- 1. Personnel Matters**
- 2. Labor Management Relations**
- 3. Legal Matters**

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)

At 1:50 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE MEETING OF AUGUST 20, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)

There being no further discussion, the meeting of August 20, 2021, adjourned at 1:51p.m.


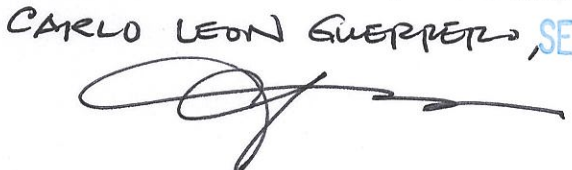
SUBMITTED BY:


SEP 24 2021
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


SEP 24 2021
DEBORAH C. BELANGER
Secretary

APPROVED BY:


FRANK P. ARRIOLA
Chairperson ON BEHALF OF CHAIRMAN

CARLO LEON GUERRERO, SEP 24 2021

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, August 20, 2021, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of July 7, 2021

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
 - Board of Trustees Community Outreach Report

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Forensic Lab
 - Building 300
 - Wellness Center
 - Building B

VII. NEW BUSINESS

1. GCC Organizational Chart (updated)
2. BOT Fiscal Calendar (October 2021-September 2022)

VIII. EXECUTIVE SESSION

1. Personnel Matters
2. Labor Management Relations
3. Legal Matters

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of July 7, 2021

Minutes

I CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on July 7, 2021, was called to order at 8:10 a.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Mr. Eloy P. Hara; Ms. Paris Blas. **Schedule Conflict:** Mr. Richard P. Sablan, Treasurer (off-island); Deborah Belanger, Secretary; Ms. Rose P. Grino (off-island).

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Dr. Michael Chan, Dean, TPS; Ms. Pilar Williams, Dean, TSS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Attorney Rebecca Wrightson; Mr. Kenneth Bautista, Support Staff Advisory member; Ms. Jonita Kerr, Faculty Advisory representative.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – May 7, 2021

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE MEETING MINUTES OF MAY 7, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS. None.

IV. PUBLIC DISCUSSION. No request.

V. REPORTS

1. President's Report: President Okada reported on the following:

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2021: As of July 7, 2021, the College received a total of \$14,929,345 for all funds, which is 87% based on all allotment releases requested, as follows: \$ 12,056,226 for the General Fund; \$545,766 for the LPN/Vocational Guidance; \$ 1,980,325 from the MDF; \$22,960 for Lodging and Management to support the ProStart Program; \$ 174,074 for Capital Improvements and \$149,994

for the First-Generation Trust Fund Initiative. The College continues to receive its allotment on a weekly basis.

Capital Improvement Projects and other activities:

Ongoing CIP projects:

The following are the projects: Barrel vault project between Building C and D is 100% completed; replacement water tank project was put out for bid and bid submission was higher than the anticipated costs and working on the scope of work to refurbish instead; Building 900 awning repair has been submitted to the vendor and notice of award has been issued.

Other activities:

Boot Camps.

There are several boot camps ongoing on campus and completed: May 2021 was the Truck Driving with 11 successfully completing with 9 passing the road test, 10 currently employed and waiting for the remaining student to accept employment.

The Construction boot camp was also completed in May 2021 with 21 students successfully completing a 4-month training with 17 currently employed. The employer sponsors are Black Construction, Smithbridge, JMSI, GWA and Docomo.

The HVAC boot camp has been launched. The employer sponsor is JMI with the possibility of GCC and UOG becoming sponsors.

Students are completing their Mastery for the summer CTE programs.

Met with Mr. Ernie Galito from Atkins Kroll regarding electric cars and will review the GCC curriculum and for AK to possibly provide Master Technicians skilled in electric cars to train students and faculty.

The Salvation Army is seeking support for clients with the Lighthouse Recovery Center and the Family Service Center to partner with GCC for the Adult Education/GED programs and the possibility of participation in boot camps.

There are some discussions in the media about a program to support the Professional Student Exchange Program that supports students who want to pursue several healthcare occupations, including medical MDs. A Bill was introduced in the Guam Legislature for the Guam Community College to set up a scholarship office at the College under the Western Interstate Commission for Higher Education (WICHE). This will allow students to receive stipends to pursue their medical degree in 10 different healthcare areas with the intent to return and practice on Guam, which will be a requirement.

Moodle training is being offered for Faculty with the GCC Instructional Designer, Mr. Al Garrido;

a Disability Sensitivity Training is being coordinated by the GCC Accommodative Office for GCC HR staff and for members of the Guam P.O.S.T. Commission.

Mrs. Dee Duenas is currently developing a boot camp bridge to CNA to help students complete their programs.

There is a submission by the College to the Governor's Office for literacy navigators that hires GCC and UOG students as tutors to support the Community Learning Centers on island, which are currently managed by GDOE.

The College recently received 2 grants from the Department of Interior. One is \$456,000 to support the Construction boot camps; and a 50/50 match for \$140,000 to purchase tools and equipment for facilities and maintenance to include 2 aerial lifts.

The College will be finalizing its response to EDA for a grant to renovate the Workforce Development Center in Barrigada. The College will continue to keep the Board informed of the status.

2. Monthly Activities Report.

Student Trustee: Trustee Paris Blas reported the following:

May 24, 2021: Student Trustee attended and completed the Student Membership Training.

The Ethics in Government Program per Public Law 28-76 Training for students will be scheduled.

June 8, 2021: Student Trustee attended the first COPSA Executive Committee meeting. COPSA is still in need of a Parliamentarian and is actively recruiting.

The Summer Leadership Trainings will commence on July 15, 2021 and will be held every Thursday and Friday throughout July 2021.

The Fall 2021 Event Calendar will be shared during the next Board meeting.

COPSA officers are discussing and planning on a GCC Food Pantry. More information will be forthcoming. Beneficiaries will be students. This will be discussed further at the next COPSA meeting.

July 15, 2021: Next COPSA Executive meeting.

Faculty Advisory Member: Ms. Jonita Kerr, Acting President for the GCC Faculty Union, represented faculty and reported the following:

April 30, 2021: Faculty Union election was held and the following results were certified: Ms. Simone Bollinger, President; Ms. Jonita Kerr, Vice President; Ms. Juanita Tenorio, Secretary; and Ms. Pilar Pangelinan, Treasurer.

Faculty are preparing for job specs and negotiations.

Ms. Kerr also reported the following for May and June 2021 for faculty.

May 2021: Ms. Kerr and another faculty member coordinated a National Partnership for Environmental Technology Education (NPETE) OSHA training involving an OSHA 10-hour and a 15-hour Disaster Site Worker training with 20 participants from the region. Participants were 4

from GCC combined staff/students; 6 from private contractors; and 10 from Guam Waterworks.
June 2021:

Attended the Marianas Terrestrial Conservation Conference held June 8, 9, 10, 15, 16 and 17, 2021. This conference was previously held at GCC in 2017 and 2018 but this year it had to go virtual. The new logo for this year's conference was designed by a GCC student, Ms. Reggie Santos.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
MIS has been handling the summer classes by supporting students and the staff.
Staff has been working on Saturdays to support enrollment especially for students who do not utilize online registration.
Everyone is preparing for the Fall semester.

Board of Trustees Community Outreach Report:

Trustee Carlo Leon Guerrero attended the Guam Contractors Association Small Business monthly meeting recently. Dr. Okada also presented to the small business community about the GCC boot camps with a Q & A session regarding opportunities for both students and employers at Guam Community College.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Forensic Lab/DNA Building. This project is 56.75% complete to date, however, the structural work is 100% complete.

Building 300. To date, this project is 85% complete and as last reported progress is continuously being closely monitored every 2 days.

Wellness Center. The final financial feasibility study should be received by the end of this week and then submitted to USDA for their initial review. Once this is done, the Foundation will submit its application for construction of this project.

Building B. Anticipate the design for this project to be 100% completed soon by TRMA, the Architect. The College will then present this to the Board to request funding. The College is also working on another funding source to partially fund this project.

VII. NEW BUSINESS.

1. BOT Resolution re Transfer of Funds to GCC Foundation. The Board was provided with a copy of Resolution GCC12-2021, "Transfer Funds to the Guam Community College Foundation and Purchase the Workforce Development Center."

Resolution GCC12-2021 will authorize the withdrawal of funds from the College's BG Investments account in the amount of \$2.1 million and transfer all funds from this account to the

GCC Foundation as a restricted transfer specifically for capital improvement projects and investment purposes.

Resolution GCC12-2021 will also authorize the purchase of the Workforce Development Center (WDC) facility in Barrigada from the GCC Foundation. Having ownership of the WDC is a requirement that will allow the College to receive EDA grant funding for renovations to this property.

There were further discussions and a motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE ELOY P. HARA, THAT RESOLUTION 12-2021, "TRANSFER FUNDS TO THE GUAM COMMUNITY COLLEGE FOUNDATION AND PURCHASE THE WORKFORCE DEVELOPMENT CENTER" IS HEREBY ADOPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. **2021 ACCT Conference.** The Board of Trustees are members of the Association of Community College Trustees (ACCT) and some members are interested in attending the 2021 ACCT Leadership Congress which will be held on October 13-16, 2021 in San Diego, California. The Board also submitted a proposal to ACCT for the Board Chair and the President to present during the conference. There were discussions and the following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES TRAVEL TO ATTEND THE 2021 ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT) LEADERSHIP CONGRESS ON OCTOBER 13-16, 2021 IN SAN DIEGO, CALIFORNIA. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. **President's Travel Request (September 2021-October 2021).** The President informed the Board of the following travel request:
University Facilities Conference, September 20-21, 2021, Austin, Texas, 100% Promo funds.
2021 ACCT Leadership Congress, October 13-16, 2021, San Diego, California, 100% Promo funds.

At 8:39 a.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

1. **Personnel Matters**
2. **Labor Management Relations**
3. **Legal Matters**

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 9:18 am., the meeting reconvened into Open Session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)


IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE PARIS M. BLAS, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING OF JULY 7, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of July 7, 2021, adjourned at 9:19 a.m.


SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

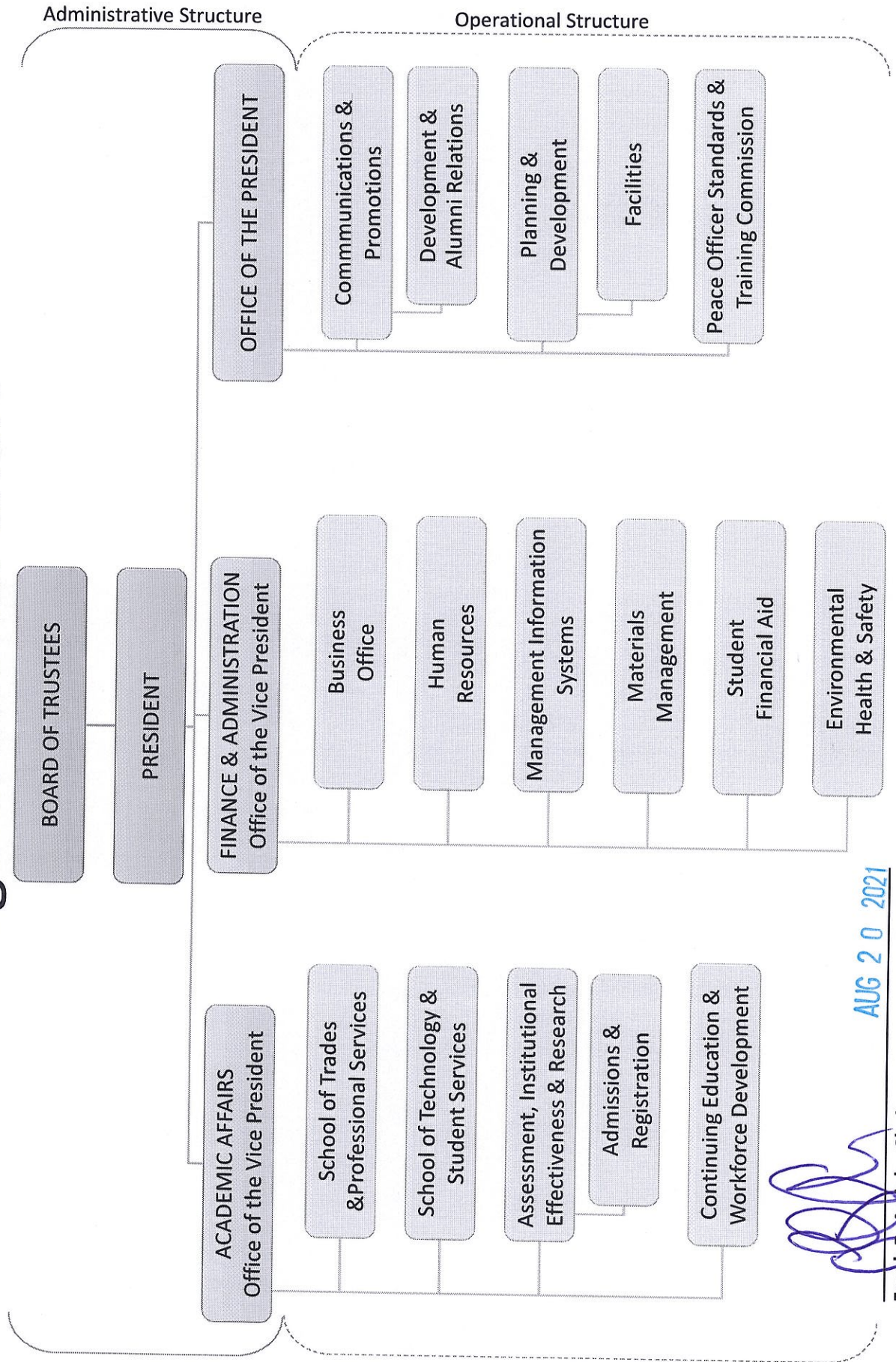
ATTESTED BY:



DEBORAH C. BELANGER
Secretary

APPROVED BY:

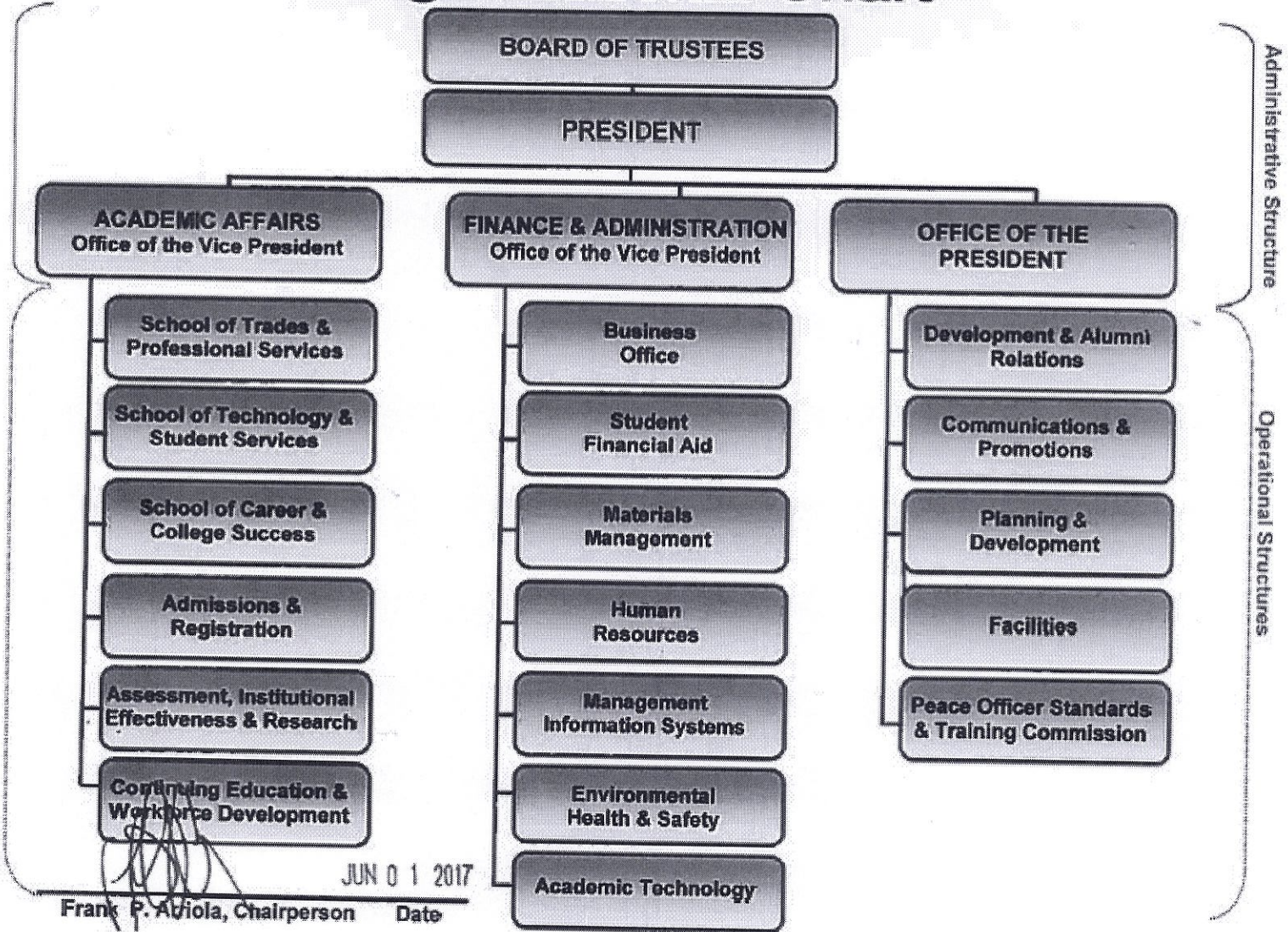

FRANK P. ARRIOLA
Chairperson


Guam Community College Organizational Chart




AUG 20 2021 Date
 Frank P. Arriola, Chairperson

Guam Community College Organizational Chart




 JUN 01 2017
 Frank P. Abiola, Chairperson Date

GUAM COMMUNITY COLLEGE
Board of Trustees

Annual Fiscal Year Calendar, October 2021 thru September 2022
AUG 20 2021

Approved by GCC Board of Trustees:

OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021	JANUARY 2022
<p>08- Fri., BOT monthly meeting (12pm) campus</p> <p>22- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due:</p> <p>BOT CHAIR Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107</p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, Apprenticeship Advisory Council (AA), Legislature, 22 GCA, Chapter 7, §7120.2</p> <p>RESUME BOT POLICY REVIEW, SERIES 200.</p>	<p>05- Fri., BOT monthly meeting (12pm)</p> <p>19- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>TBA- Board of Trustees / Foundation Board Annual Meeting (Joint Boards Retreat Per Board Bylaws, Article III, Section 1)</p> <p>Reports Due:</p> <p>BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p>	<p>03- **Fri., BOT monthly meeting (12pm)</p> <p>17- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due:</p> <p>BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>PRESIDENT: 31- GCC's Annual Report to the Governor</p> <p>*Update BOT training: Boards and Commissions Educational Programs, 5GCA, §43116 (d): Continuing Education for Board and Commission Members. Each year, the members of each board and commission shall, as a form of continuing education, complete the applicable educational program for the board or commission on which they serve.</p> <p>**Reminder: 2021 BOT ELECTION</p>	<p>07- Fri., BOT monthly meeting (12pm)</p> <p>21- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>NOTE: (*update BOT training)</p> <p>BOARDS & COMMISSION EDUCATIONAL REQUIREMENT, 5GCA, §43116</p> <p>Reports Due:</p> <p>BOT CHAIR Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107</p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, AA Council, Legislature, 22 GCA, Chapter 7, §7120.2</p> <p>BOT POLICY REVIEW, SERIES 300.</p> <p>Public Law 28-76 Ethics in Government Training every 4 years due 2025 (4 GCA, Article 4, Chapter 15, §15409)</p>

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.

GUAM COMMUNITY COLLEGE

Board of Trustees

Annual Fiscal Year Calendar, October 2021 thru September 2022

AUG 20 2021

Approved by GCC Board of Trustees: _____

FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022
<p>04- Fri., BOT monthly meeting (12pm) 18- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due: <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §§8113.1</p> <p>BOARD: No later than the 15th of February, submittal of GCCs annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature</p>	<p>04- Fri., BOT monthly meeting (12pm) 18- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due: <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §§8113.1</p> <p>BOT POLICY REVIEW, SERIES 400.</p>	<p>01- Fri., BOT monthly meeting (12pm) 22- Fri., Foundation Board of Governors mtg., 12pm, GCC campus New Student Trustee elected</p> <p>Reports Due: <u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107 BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §§8113.1</p> <p>PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, AA Council, Legislature, 22 GCA, Chapter 7, §7120.2</p>	<p>06- Fri., BOT monthly meeting (12pm) (New Student Trustee sworn in) 13- <u>Fri., GCC COMMENCEMENT, (Time TBA)</u> 20- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due: <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §§8113.1</p>

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.

GUAM COMMUNITY COLLEGE
Board of Trustees

Annual Fiscal Year Calendar, October 2021 thru September 2022

AUG 20 2021

Approved by GCC Board of Trustees:

JUNE 2022	JULY 2022	AUGUST 2022	SEPTEMBER 2022
<p>03- Fri., BOT monthly meeting (12pm) 17- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due: <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p><u>PRESIDENT:</u> June 30th - Graduate Employment Report</p> <p>BOT POLICY REVIEW, SERIES 500-700.</p>	<p>01- Fri., BOT monthly meeting (12pm) 22- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due: <u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor, 5GCA, Chapter 43, §43107</p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, Apprenticeship Advisory Council, Legislature, 22 GCA, Chapter 7, §7120.2</p>	<p>05- Fri., BOT monthly meeting 19- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>TBA- Convocation</p> <p>Reports Due: <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>BOT Annual Educational Requirements, 5 GCA, Chapter 43, §43116</p> <p>REMINDEES: TBA - 2022 ACCT Leadership Congress TBA - GCC PAR Excellence Golf Tournament (Scheduled in Sept. or Oct. 2022)</p>	<p>09- Fri., BOT monthly meeting (12pm) 23- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due: <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>REMINDEES: TBA - 2022 ACCT Leadership Congress TBA - GCC PAR EXCELLENCE GOLF TOURNAMENT (Scheduled in Sept. or Oct. 2022)</p>

Adopted by the GCC Board of Trustees:



FRANK P. ARRIOLA, Chairperson

Date:

AUG 20 2021

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.