

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of January 4, 2012

Minutes

I. CALL TO ORDER

The monthly meeting of January 4, 2012 was called to order at 6: 04 p.m. Ms. Gina Y. Ramos, Board Chairperson, presided over the meeting held in the President's Conference Room located at the Student Services & Administration Building.

1. Roll Call

Trustees Present: Ms. Gina Y. Ramos, Ms. Maria Dilanco Garcia, Ms. Deborah C. Belanger, Mr. Aaron M. Unpingco, Mr. Richard P. Sablan.

Not in attendance: Mr. Frank P. Arriola (schedule conflict), Mr. Edward G. Untalan (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Kenneth Bautista, Support Staff Advisoray Member; Attorney Sarah Strock, Legal Counsel; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Dr. Gina Tudela, Dean, School of Technology & Student Services; Mr. Reilly Ridgell, Dean, School of Trades & Professional Services; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations; Mr. Barry Mead, Adjunct Associate Dean.

Not in attendance: Ms. Karen Sablan Faculty Advisory Member (schedule conflict).

2. Recital of Mission Statement

Board members recited the Mission Statement: *The mission of the Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES

1. December 5, 2011 Meeting

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE AARON M. UNPINGCO, THAT THE BOARD APPROVES THE MEETING MINUTES OF DECEMBER 5, 2011, SUBJECT TO CORRECTIONS. MOTION CARRIES UNANIMOUSLY. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS - None to report at this time

IV. PUBLIC DISCUSSION - No request made for public discussion.

V. REPORTS

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

-Financial Status: Based on the college's financial report for Fiscal Year 2011, President Okada reported that the college still has a balance of \$489,841.50. With regard to fiscal year 2012 appropriation, the college to date still has not received any appropriation/releases from all funds.

-President Okada reported that the college has received a donation in the amount of \$25,000.00 on behalf of the Manual B. & Maria L.G. Flores Foundation. This is the second donation received from the family of former Lt. Governor, Frank Blas. The donation will be used towards a naming opportunity for the Learning Resource Center.

- Marketing Plan/Technology Audit: President Okada noted that the Marketing Plan and the Technology Audit have been completed and will be sent to the Resource, Planning & Facilities Committee as well as the College Governing Council process for approval. Upon approval, these plan documents will be submitted as part of an amendment to the ISMP and presented to the Accreditation team.

-Representation of the College on various Commissions: President Okada reported that Ms. Lolita Reyes has been sworn in as a member of the Serve Guam Commission and Ms. Joann Muna is now serving on the Guam Commission for Educator Certification.

- The college submitted the Institutional Self Evaluation Report (ISER) to the Commission on December 19, 2011.

- Pre-visit with Dr. Chip Chapdelaine, ACCJC Team Chair: President Okada reported that the ACCJC Team Chair, Dr. Chip Chapdelaine will be on Guam January 16 - 20, 2012 to visit the campus. He will discuss the logistics of the upcoming April visit as well as complete a preliminary walk through of the campus. President Okada emphasized that due to the Commission's regulations, there will be no procurement process to complete for the logistics of the upcoming visit, as the commission will bear the expense and GCC will reimburse the Commission based on their rules.

-FY2013 Budget: President Okada noted that the FY 2013 budget and the Staffing Pattern for additional employees is currently being compiled by all departments. Deadline is February 15, 2012 to the Guam Legislature and will be presented before the Board at its February meeting.

-Title V Grant: President Okada explained that the Title V grant has been successfully funded through GDOE. Dean Reilly Ridgell attended the GDOE Board meeting to raise the Title V funding issue, which had not been made available to GCC as of yet. Title V supports the secondary programs in each of the high schools. President Okada further explains that the reason why the College can't

support it through tuition dollars is because it is non revenue generating and the minute we use our funds we can not charge it back to Title V.

-FY2011 Capital Improvement Projects (CIP): President Okada reported that TRMA has submitted proposals for various sized construction and renovation projects. At the last meeting, President Okada reported that the College has requested the assistance of TRMA to help write the scope of work for some of the projects on campus - lights & ACs as a result of the energy audit; metal sidings for Bldg 300; estameric roof coating; restroom renovations; and the wheelchair ramps. President Okada also reported on the non-skid walkways from FY10-11 is yet to be completed. Lastly, the campus painting project is about 89% completed.

On December 9, 2011, the college held a successful ribbon cutting ceremony for the New Student Center.

GCC submitted the FEMA grant application in December. Homeland Security has verified that GCC's application has been received.

Planning for new fundraising events underway: Parade of Shoes (February 10th) and 35th Gala Anniversary (May 5th).

2. Monthly Activities Report

Student Trustee: Trustee Unpingco reported on the following:

- In referring to the Board's upcoming travel to DC, Trustee Unpingco would like to meet USDOE and/or other offices on specific Asian Pacific issues.
- Trustee Unpingco would like to extend recognition to GCC's Ecowarriors for their tireless hard work separating cans & plastics by hand throughout the campus.
- The Council on Postsecondary Affairs (COPSA) has scheduled a Student Retreat on Friday, January 6, 2012.
- Trustee Unpingco discussed a news article relating to a VA/GI Bill issue he is currently working with Congresswoman Madeleine Bordallo. The changes in regulation will benefit Guam Veterans seeking college degrees (see attached).
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Faculty Advisory Member: No report. Ms. Sablan was not in attendance.

Support Staff Advisory Member: Mr. Bautista reported on the following:

- Support Staff are gearing up for Spring Semester

At this time, President Okada noted that Support Staff, Administrators, and Faculty were provided a briefing on the first draft Campus Physical Master plan on December 23, 2011. Faculty will be briefed on January 20, 2012 by TRMA.

3. Board of Trustees Community Outreach Report

Attendance of Chairwoman Ramos at the ribbon cutting ceremony of the Student Center on December 9, 2011, and attendance at the Healthcare Forum at the University of Guam on December 6, 2011.

VI. UNFINISHED BUSINESS

1. Construction Project Updates

Foundation Building Renovation: Renovation continues at 43% completed as of December 31, 2011. The expected completion date for the renovation project is May 2012.

Building D Generator Project: As of December 31, 2011, the project is now at 77% completed.

Building 200 Renovation: At the last meeting, President Okada reported that the college submitted its application for funding. President Okada noted that she has requested another architectural and engineering briefing with TRMA to review upcoming project plans.

Northeast Parking Lot (across Firing Range): The project is at 75% complete, as of December 31, 2011, just pending the fix to the angle of the solar lights; it should be angled like the rest of the installed solar lights on campus.

2. Election of Board Officers (2 year term, Jan 2012-Dec 2013)

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE AARON M. UNPINGCO, THAT TRUSTEE DEBORAH C. BELANGER BE NOMINATED AS CHAIR PERSON; TRUSTEE EDWARD G. UNTALAN BE NOMINATED AS VICE CHAIR PERSON; TRUSTEE FRANK P. ARRIOLA BE NOMINATED AS SECRETARY; AND TRUSTEE RICHARD P. SABLAN BE NOMINATED AS TREASURER. THERE BEING NO FURTHER NOMINATIONS, THE MOTION CARRIES. (Voting: 5 ayes; 0 nays)

At this time, brief discussions on the topic of election of officers took place and with the interest of stability and no disrupted changes before the accreditation visit the Board recommends the delayed effective date of new officers in accreditation years.

The following motion was therefore made:

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES NEWLY

ELECTED OFFICERS TO START OFFICE AS OF JULY 2012. MOTION CARRIES UNANIMOUSLY. (Voting: 5 ayes; 0 nays)

VII. NEW BUSINESS

1. Proposed board Policy 114: GCC Naming Opportunities (1st reading)

At the last meeting, President Okada reported that the legal opinion issued regarding the naming opportunities is a policy that should be given authority to the Board of Trustees not the Foundation Board of Governors. Therefore the document has been updated to reflect the Board of Trustees as the approving authority.

After some discussion on the guidelines and allowance of flexibility on a case-by-case basis, the following motion was made.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE RICHARD P. SABLAN , THAT THE BOARD MOVE THE PROPOSED BOARD POLICY ENTITLED “ GCC NAMING OPPORTUNITIES” INTO SECOND READING. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

2. Board Policy 284, Resolution 5-2012: Community Use of Physical Facilities (Room Rental Fee) (Amendment/Update)

President Okada noted that this board policy is an amendment/update to the current policy regarding room rental fees, which does not contain an attachment of fees. After some discussion regarding the inclusion of a clause or clauses relating to the protection and preservation of property, and that address any conflicts with the College's mission that may arise from rentals, it was recommended by Chair Ramos that this issue be tabled. Board members concurred.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD TABLE THE REVIEW OF THE AMENDEMENT/UPDATE TO BOARD POLICY 284, RESOLUTION 5-2012: COMMUNITY USE OF PHYSICAL FACILITIES (ROOM RENTAL FEE). MOTION CARRIES. (Voting: 5 ayes; 0 nays)

3. Proposed Board Resolution 6-2012: Authorizing the application to the U.S.

**Department of Health, Administration for Children & Families,
Administration for Native Americans (ANA) to support Guam Community
College's Lina'La" I Finot'Ta Chamorro Grant proposal**

President Okada explained that the proposed resolution before the Board is to support a grant proposal with the U.S. Department of Health, Administration for Children & Families, Administration for Native Americans to encourage the use of the Chamorro language through hosting regional, conversational Chamorro discussions in language cafes in different segments of the island.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE RICHARD P. SABLAN , THAT THE BOARD APPROVE, THE Board Resolution 6-2012: Authorizing the application to the U.S. Department of Health, Administration for Children & Families, Administration for Native Americans (ANA) (Voting: 5 ayes; 0 nays)

4. President's Travel Schedule: January - March 2012

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR JANUARY - MARCH 2012. MOTION CARRIES UNANIMOUSLY. (Voting: 5 ayes, 0 nays)

At 7:20 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 7:35 a.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES UNANIMOUSLY. (Voting: 5 ayes, 0 nays)

At this time, Chair Ramos, on behalf of the Board extended the following:

- Congratulations to Lolita Reyes for serving as a member of the Serve Guam Commission.
- Congratulations Joann Muna for serving on the Guam Commission for Educator Certification.
- Thank You to Dean Reilly for raising the Title 5 funding issue at the GDOE Board meeting.
- Kudos to GCC's Ecowarriors in all their recycling efforts for the college.
- Thank you to Mr. Barry Mead for his dedicated service on the Board of Trustees.

IX. ADJOURNMENT - There being no further discussions, the meeting of January 4, 2012 adjourned at 7:40 p.m.

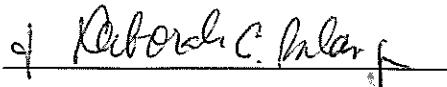
SUBMITTED BY:



ESTHER A. MUNA

Recording Secretary

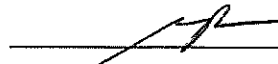
ATTESTED BY:



FRANK P. ARRIOLA

Secretary

APPROVED BY:



GINA Y. RAMOS

Chairperson

Guam Community College

Philanthropy at Guam Community College

Guam Community College (hereafter referred to as “the College”) Trustees and President, as well as the Board of Governors of the Guam Community College Foundation, seek private funds to enhance the College’s ability to meet the higher education needs of its community, particularly toward a level of excellence that would otherwise not be possible given government funding levels and restraints on student tuition and fees. To that end, the College seeks to provide appropriate recognition to donors for their generosity. Although such recognition may take many forms (thank you letters, press conferences, etc.), this policy seeks to establish guidelines for the naming of facilities and programs as donor recognition.

Naming Policy

Purpose

This policy serves as a guideline for the Guam Community College Trustees, the President, the Board of Governors of the GCC Foundation (hereafter referred to as “the Foundation”), and Assistant Director of the Development & Alumni Relations Office and outside advisors who assist in the solicitation of gifts. It is established to assure an appropriate reflection of the history of the College as well as consistency, fairness, fitting recognition and good value in exchange for the honor or privilege of name association with a program, fund, or physical aspect of the College. As gifts can encourage others to give or do the opposite, this policy is intended only as a guide and allows for flexibility on a case-by-case basis.

Naming Opportunities

Two circumstances generally give rise to a naming opportunity:

1. Naming in Recognition of Distinguished Service may honor a gift of time or talent that has had a significant positive impact on the College over an extended period of years. Such honor will typically be recommended no less than five years following the end of the individual’s service to the College. The President of the College, or a committee appointed by the President, is charged with determining whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting to the Board of Trustees for approval.
2. A gift of monetary value appropriate to the facility, program or fund being named. Such gifts must comprise a substantial portion of the cost (“substantial” meaning 51% of the cost, or a contribution, while not a majority, is integral to project completion).

Donors

Donors to be honored with naming opportunities may reflect individuals, families, organizations, foundations or corporations.

Endowments for Programs and Scholarships

Endowed funds established for a variety of purposes may also bear the donor's or designee's name. These funds are generally coordinated by the Foundation in accordance with their Investment and Gift Acceptance policies. Endowment minimums are established by the Board of Trustee and are regularly reviewed for currency and appropriateness.

Physical Property

Sponsorship of physical property on campus through monetary gifts may occur:

1. To pay for all or part of a new campus facility or improvement;
2. In conjunction with fundraising efforts on the part of the College or the Foundation.

Giving levels for the naming of physical property should be established through consultation among the College Trustees, Foundation Governors, and President. Some general guidelines include:

1. New construction, buildings or improvements may be named for a donor who has made a substantial monetary gift toward the cost of the project.
2. For existing buildings and facilities, dollar amounts will be established for a selected number of naming opportunities based on institutional priorities set by the President and the College Board of Trustees.
3. Giving levels may be established with either fixed or minimum dollar amounts for sponsorship of other physical property on campus. Such property may include but is not limited to pavers, benches, planters, fountains, gardens, equipment, musical instruments, meeting rooms, lounges, artwork, recreational facilities, and outdoor plazas. Amounts for these naming opportunities will be set and adjusted periodically by the President in consultation with the Foundation Board of Governors and the Board of Trustees.

Rights and Responsibilities

The College President, in consultation with the donor, Foundation Board of Governors and the Board of Trustees, or other appropriate parties shall make decisions related to naming, memorial and tribute gifts, including but not limited to the following:

1. **Public announcements**: the right to determine content, timing, location and frequency of any announcements associated with the gift.
2. **Physical markers**: the right to approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.

3. Care and maintenance: the right and responsibility to determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts or their physical markers.

General Provisions

1. Naming recognition should enhance the reputation and prestige of the College and the donor.
2. Where a building or part has been named, the College will continue to use the name so long as the building, part or facility remains in use and serves its original function, unless otherwise stipulated at the time of gift acceptance. When the use of a building, room, or facility is changed such that it must be demolished, substantially renovated or rebuilt, the College may retain the use of the name or name another comparable room or facility.
3. It is the responsibility of individuals negotiating on behalf of the College to advise potential benefactors that naming, subject to approvals and decisions being consistent with this policy may recognize their gift.
4. Commitments made prior to adoption of this policy shall be honored.

Final Authority

The final authority for any naming, memorial or tribute decision rests with the Board of Trustees. The guidelines set forth in this policy statement are not to be deemed all-inclusive. The Board of Trustees in consultation with the College President and/or the College Foundation Board of Governors reserve the right to consider any and all factors regarding the privilege of name association with the program, fund, or physical aspect of Guam Community College as particular acts and circumstances warrant.

Approved by the Board of Trustees

Date: _____

**GUAM COMMUNITY COLLEGE
Board of Trustees**

COMMUNITY USE OF PHYSICAL FACILITIES

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

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

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

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

Amended & Adopted: _____
Resolution 5-2012.



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

Room Rental Fees

Colleges	GCC			UOG		Evergreen Valley College (CA)		Golden Gate University (SF)		Leeward Community College (HI)		
Classrooms ↕/ Enrollment ➡	2,540		Average	3,700		3,000		5,000		7,500		
Standard Classroom (4-8 hrs)	\$100-\$150		\$129.00	\$75-\$120		\$150 / \$50	*1-3 hours (flat) *per addtl hr	\$400.00 per day	*up to 50	\$20.00 per hour	*per hour	
Lab (4-8 hours)	\$300-\$600		\$258.00			\$600.00	*1-3 hours (flat)	\$750.00 per day	*up to 100	\$15.00/\$100.00	*per hour	
Lab Attendant (4-8 hours)	\$200-\$400					\$200.00	*per addtl hr	seating capacity varies				
Technology Center												
Lecture Hall A (4-8 hours)	\$150-\$250	*up to 20	\$258.00	\$120-\$160				\$300.00 per day	*up to 40	\$40.00 per hour		
Lecture Hall B (4-8 hours)	\$210-\$350		\$283.00	same as above				same as above		\$40.00 per hour		
Lab A (4-8 hours)	\$420-\$840	*up to 20	\$730.00	N/A		\$600 / \$200	*1-3 hours (flat) / *per addtl hr	\$750 per day (varies)				
Lab Attendant (4-8 hours)	\$200-\$400		\$200.00									
Lab B (4-8 hours)	\$1,000.00	*up to 50	\$1,000.00	N/A		same as above		same as above				
Lab B Attendant (4-8 hours)	\$400.00		\$400.00									
MPA/Auditorium												
Seating capacity 50-75 (4-8 hours)	\$150-\$250		\$411.00	\$270-\$350		\$510.00	*1-3 hours (flat)	\$750.00 per day	*up to 138	\$750-\$1195	*200-500	
							\$170.00	*per addtl hr				
Seating capacity of 300 (4-8 hours)	\$300-\$500		\$578.00				same as above		\$1500 per day	*up to 270	same as above	
Lecture Halls												
Seating capacity 50-60 (4-8 hours)	\$150-\$250		\$253.00	\$270-\$350		\$198 / \$66	*1-3 hours (flat) / *per addtl hr	\$500.00 per day	*up to 64	\$330-\$595	*up to 112	
Set-up / Breakdown	\$100.00	*per day	\$75.00					\$50.00 per hour	* 2hr min			
Custodial Services	\$50.00	*per day	\$62.00	\$125.00	* + key deposit	\$105.00/\$35.00	*per addtl hr	\$50.00 per hour	* 2hr min	\$40.00 per hour		
Equipment	\$25-\$100	varies	\$57.00	\$150/\$50	*8 hours/per hr	\$27.00	varies			\$25-\$175	varies	

Suggestions: Parking fees (flat rate), key deposit (non-refundable), lower rates for non-profit org's,

Room Rental Fees

Colleges	Seattle Central Community College			Sunny Rockland Community College (NY)			Arapahoe Community College (CO)			Bellevue College (WA)			Valley Community College (MT)			
Classrooms  Enrollment 	10,000			Average	10,000			13,200			20,000			32,670		
Standard Classroom (4-8 hrs)	\$60-\$90		\$165.00	\$50 / \$35	*per hour/up to 4 hrs *each addtl hr/2 hr min	\$165-\$295		\$160.00	*up to 4 hrs	\$60.00	*4 hours					
Lab (4-8 hours)					\$440-\$495	\$40.00		*addtl per hr								
Lab Attendant (4-8 hours)					\$40.00	*per hour/min 2 hrs										
Technology Center																
Lecture Hall A (4-8 hours)	\$75-\$100		\$160.00	\$75 / \$35	*per hour/up to 4 hrs *each addtl hr/2 hr min	\$165-\$295		\$180 / \$40	*up to 4 hrs / *addtl per hr	\$80.00	*4 hours					
Lecture Hall B (4-8 hours)	\$75-\$100				\$165-\$295			\$80.00	*4 hours							
Lab A (4-8 hours)					\$495-\$895	\$500 / \$125		*up to 4 hrs / *addtl per hr	None							
Lab Attendant (4-8 hours)					\$40.00	*per hr/min 2 hrs										
Lab B (4-8 hours)					\$495-\$895				None							
Lab B Attendant (4-8 hours)					\$40.00	*per hr/min 2 hrs										
MPA/Auditorium																
Seating capacity 50-75 (4-8 hours)	\$300.00	*up to 150	\$378.00	\$100.00	*per hour/up to 4 hrs	\$330-\$595	*up to 112	\$560.00	*up to 350 w/ 4 hour min	\$300.00	*250-300 / 4 hrs					
				\$50.00	*each addtl hr / 2 hr min			\$140.00	*addtl per hr							
Seating capacity of 300 (4-8 hours)	\$425.00	*up to 150	\$364.00	same as above		same as above				\$300.00						
Lecture Halls																
Seating capacity 50-60 (4-8 hours)	\$100-\$150		\$242.00	\$75.00	*per hour/up to 4 hrs	\$330-\$595	*up to 112	\$160.00	*up to 60 w/ 4 hour min	\$80.00	*4 hours					
					\$35.00	*each addtl hr / 2 hr min			\$40.00	*addtl per hr						
Set-up / Breakdown					\$37.50		\$25 per person	*weekdays			\$50-\$100					
Custodial Services					\$35.00		\$35 per person	*weekends								
Equipment	\$30.00-\$175.00			varies	\$30.00											



Kulehon Kumuniddát Guáhan

Accredited by the Western Association of Schools and Colleges

BOARD OF TRUSTEES

Resolution No. 6-2012

AUTHORIZING THE APPLICATION TO THE U.S. DEPARTMENT OF HEALTH, ADMINISTRATION FOR CHILDREN & FAMILIES, ADMINISTRATION FOR NATIVE AMERICANS (ANA) TO SUPPORT GUAM COMMUNITY COLLEGE'S LINA'LA' I FINO'TA CHAMORRO GRANT PROPOSAL.

WHEREAS, Guam Community College was established in 1977 by Public Law 14-77 and whose primary mission is to provide career & technical education; and

WHEREAS, Guam Community College prepares individuals for Guam's workforce by providing career & technical postsecondary, secondary, and continuing education; and

WHEREAS, preserving the heritage and language of the island's people requires continuing education; and

WHEREAS, to this goal Guam Community College has enlisted the participation of the community through the Department of Chamorro Affairs, Department of Chamorro Studies, Guam Public School System, Fanlalai'an Oral History Project, Hurao Inc. (Hurao Immersion School), UOG Micronesian Language Institute, TASA Inc. Traditions Affirming Seafaring Ancestry, Guam Public Library, Guam Visitors' Bureau, as part of the project planning process; and

WHEREAS, a project called *Lina'la' I Fino'ta Chamorro (Living Our Chamorro Language)* will be developed to assure the survival and continuing vitality of the Chamorro language; and

WHEREAS, the majority of Guam Community College's Board of Trustees members are Native Chamorro; and

WHEREAS, Guam Community College will assure that the salaries and fees identified in the Lina'la' I Fino'ta Chamorro (Living Our Chamorro Language) proposal are in compliance with the Government of Guam wage and retirement compensation structure and local fair market values.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees supports the Lina'la' I Fino'ta Chamorro (Living Our Chamorro Language) proposal and authorizes the submission of an ANA grant application and designates Dr. Mary A.Y. Okada, Ed.D., President of Guam Community College to sign all application documents and negotiate on behalf of the institution; and

BE IT FINALLY RESOLVED, that the *Lina'la' I Fino'ta Chamorro (Living Our Chamorro Language)* grant proposal is for a period of three (3) years whereby the matching funds (cash-in-kind) is waived under Public Law 98-454, Title VI, Section 601(b) for local matching funds under \$200,000.

ADOPTED this 4th day of January 2012 with a quorum present vote of 5 FOR AND 0 AGAINST.

ATTESTED BY:


Gina Y. Ramos, Chairperson, BOT


Frank P. Arriola, Secretary, BOT

PRESIDENT'S TRAVEL SCHEDULE
January – March 2012

Conference Title	Date	Location	Sponsored by:
The Green Data Center Conference & Exhibition	January 31, 2012 – February 2, 2012	San Diego, CA	Global Strategic Management Institute
2012 National Legislative Summit	February 13, 2012 – February 16, 2012	Washington, DC	Association of Community College Trustees (ACCT)
PREL Board of Directors meeting*	March 26 – March 28, 2012	Honolulu, HI	Pacific Resources for Education and Learning (PREL)

*Funding Source(s): * To be paid by PREL Board*

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of February 27, 2012

Minutes

I. CALL TO ORDER

The monthly meeting of February 27, 2012 was called to order at 6:11 p.m., Ms. Gina Y. Ramos, Board Chairperson, presided over the meeting held in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call

Trustees Present: Ms. Gina Y. Ramos, Ms. Maria Dilanco Garcia, Ms. Deborah C. Belanger, Mr. Aaron M. Unpingco.

Not in attendance: Mr. Frank P. Arriola (schedule conflict); Mr. Kenneth Bautista, Support Staff Advisory Member; Ms. Karen Sablan Faculty Advisory Member (schedule conflict); Mr. Edward G. Untalan (schedule conflict), Mr. Richard P. Sablan (schedule conflict); Attorney Catrina Campana (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Mr. Reilly Ridgell, Dean, School of Trades & Professional Services; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Doris Perez, Assistant Director, Planning & Development.

2. Recital of Mission Statement

Board members recited the Mission Statement: *The mission of the Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES

1. January 4, 2012

MOTION

IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE AARON UNPINGCO, THAT THE BOARD APPROVES THE MEETING MINUTES OF JANUARY 4, 2012, SUBJECT TO CORRECTIONS. MOTION CARRIES.

(Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS

President Okada shared information that Dr. Ray was presented with a Guam Legislative Resolution from Senator Sam Mabini recognizing GCC, DOE and UOG for its commitment to Career Technical and Education on Guam.

IV. PUBLIC DISCUSSION – No request was made for public discussion.

V. REPORTS

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

–Financial Status: With regard to FY2011, all appropriations for this fiscal year have been received to date. The first check for FY2012 was received in the amount of \$702,756.43.

–ARRA Projects: President Okada reported that the college is in the process of closing out all ARRA projects. That based on discussions in D.C. with USDOE representative, GCC has until March 31, 2012 to liquidate. Available balance as of February 27, 2012 left to liquidate is \$959,000.00. Significant invoices have been received for this project.

–FY2011 Capital Improvement Projects (CIP): President Okada reported purchase orders have been issued for the architectural and engineering design scope for TRMA to start working on. This is necessary in order for the bid proposals to be issued on all the CIP projects. President Okada further reported that other purchase orders regarding this project have already been issued.

–Painting: President Okada reported that Building 100 and 300 will be painted, which started last weekend, Building 200 is too close to renovations and will not be painted. There are still projects left to do for prior year funding but for FY2011 most of these projects have been completed. The bid for the mobile lift (genie lift) was just closed; this is needed for changing light bulbs, cutting trees, preparation of typhoon shutters, etc. The only bid out is the networking equipment for the Foundation Building. Purchase orders for trash receptacles have also been issued.

–Pre-visit from Dr. Chip Chapdelaine, Accreditation Team Chair: Dr. Chapdelaine was here on Guam in January 2012 for a preliminary campus visit. Preliminary schedules were provided including meetings with representatives of all certain committees. President Okada also asked that the Board provide a schedule of available dates should they be needed, especially for the BOT Chair, Vice-Chair to include the Foundation Board. Preliminary requests were also made and provided such as certain information with on-line access, on-line courses, third-party vendors, access to accreditation website, and Board Minutes, etc. One of the things noted by the Accreditation Team was that after so many years the bad debt the college had was written off.

VP Carmen documented this process.

–Financial requirements were provided to Ms. Benita Manglona at DOA providing her with GCC's allotment schedule to give her an idea of what can be done to be caught up with GCC, however, due to cash shortage monies have not been issued.

–Excess Government Property: President Okada reported she met with Mr. Monte Mafnas from Land Management who is trying to identify property that will support GCC projects. There is Mangilao property located on the back road to Andersen Air Force Base that Mr. Mafnas is trying to identify. However, with old documentations, he wants to ensure there are no claimants to said property. There are pockets of property but would like to give GCC a large portion. Mr. Mafnas will probably know in a couple of months. As soon as property is identified GCC students might be able to assist with the surveying.

2. Monthly Activities Report

Student Trustee: Student Trustee Aaron Unpingco reported on the following:

- The COPSA Students Leading Students Conference is scheduled for Friday, March 2, 2012 from 8:30 a.m.-4:30 p.m., at the Guam Marriott Hotel in Tumon.
- The Officer and Advisor Training was on Friday, February 17, 2012 from 9:00 a.m.-11:30 a.m., and the Student Organization Health Certificate Workshop on Friday, February 17, 2012 from 2:00 p.m.-4:00 p.m., and were both in the Student Center Training Room #5108.

Faculty Advisory Member: There was no report; Ms. Sablan was not in attendance.

Support Staff Advisory Member: There was no report; Mr. Bautista was not in attendance.

3. Board of Trustees Community Outreach Report

Several members attended the January 20, 2012, Campus Master Plan Update held at 4:00 p.m. at the Multipurpose Auditorium. In attendance were BOT Vice Chair Maria Dilanco Garcia, Trustee Deborah C. Belanger, Trustee Aaron M. Unpingco, and Trustee Edward Untalan.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

Foundation Building Renovation: President Okada reported that renovation continues for the Foundation Building and is 55% complete as of February 24, 2012. May 31, 2012 is still the target date for completion.

Building D Generator Project: President Okada reported that this project is online and there will be training conducted for the maintenance staff tomorrow, February 28, 2012. She also reported

there is a change order to include the preventive maintenance for one year. The warranty was just for parts.

Building 200 Renovation: President Okada mentioned that by the end of March 2012 the college should know more about the FEMA application status. She also mentioned that with the recent meeting with USDA, the college would have to submit the pre-application for the two projects and will apply for a USDA loan for Six Million Dollars (\$6,000,000.00) based on the public law, which comes out of the liquid fuel tax.

Northeast Parking Lot (across Firing Range): President Okada reported that this project is now complete.

Additional Construction Projects: President Okada reported that as part of the additional construction projects on campus, the college issued a change order to Orion for the photovoltaic lights for the Foundation Building and she will be signing off a notice of intent to award for the Student Center.

2. Proposed Board Policy 114: GCC Naming Opportunities (2nd reading)

At the last meeting, President Okada reported that this moved into second reading based on last discussion from the last meeting. This document has been updated to reflect the Board of Trustees as the approving authority. There will be one more reading, and the following motion was then made.

MOTION

IT WAS MOVED BY TRUSTEE MARIA D. GARCIA AND SECONDED BY TRUSTEE AARON UNPINGCO, THAT THE BOARD MOVE THE PROPOSED BOARD POLICY ENTITLED "GCC NAMING OPPORTUNITIES" INTO THIRD READING. NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

3. Board Policy 284, Resolution 5-2012: Community Use of Physical Facilities (Room Rental Fee) (Amendment/Update)

President Okada reported that this was tabled from the last meeting due to some changes and updates such as the chart. VP Carmen has reviewed and updated all the facilities and equipment leases and fee schedules. There were some discussions. The only change was the rate sheet and will be dated and attached to the Resolution. The following motion was then made.

MOTION

IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD UPDATE BOARD POLICY 284, RESOLUTION 5-2012: COMMUNITY USE OF PHYSICAL FACILITIES (ROOM RENTAL FEE). MOTION CARRIES. (Voting: 4 ayes; 0 nays)

VII. NEW BUSINESS

1. FY2013 Budget Request. For the record, President Okada noted that the Board approved the FY 2013 budget via electronic vote. This Board approved budget has been submitted to Senator Ben Pangelinan's Office and to BBMR. The Governor in turn will submit its budget to the Guam Legislature but it is still not approved. This Board approved budget will be the one the college will be answering to before the Guam Legislature during budget hearings.

2. Proposed Board Resolution, 7-2012: Adoption of GCC Graduation Mace. This is a new policy. President Okada explained that the Mace is a ceremonial object that is traditionally used to start off the commencement ceremony. The current requirement is that all faculty members are involved and this will become a ceremonial artifact to help support graduation. This has gone through the Faculty Senate and the GCC Management Team. This Resolution adopts the academic mace. A design was presented to the Board, which will be made out of myra or mahogany wood and is 3'x9' in size. One will be made for this year's graduation.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE MARIA D. GARCIA, THAT THE BOARD ADOPT BOARD RESOLUTION 7-1012: "ADOPTION OF GCC GRADUATION MACE." MOTION CARRIES. (Voting: 4 ayes; 0 nays)

3. Board's Travel Schedule (February 12-17, 2012): President Okada noted for record purposes that this Board Travel Schedule was previously voted on. Because the new travel policy that was adopted had a provision requiring Board approval, the Board had electronically approved the Travel Schedule for February 12-17, 2012, and wanted to ensure it was noted in the meeting minutes.

4. Tri-Board Meeting (suggested Feb. 25 or March 10): President Okada reported that the next Tri-Board meeting with GCC, DOE and UOG will be hosted by the college on March 10, 2012, at the Student Training Room #5108 at 9:00 a.m. A quorum from the Board is required. There were three (3) initiatives that the Board had to work on, which the college has already done as follows: Autonomy, College and Career Readiness and the Summit. The College and Career Readiness Resolution ties in with the Summit that GCC is already organizing. A draft resolution will be provided to the Board next week. As for the Autonomy portion, Ms. Taling Taitano from DOE was to work on this. Meeting minutes of the last Tri-Board meeting will be

provided to the Board.

5. Joint Board Retreat and Accreditation Review: President Okada explained that this retreat will involve Foundation activities and Dr. Ray will give information to the Boards regarding what to expect during the Accreditation Team visit in March. The retreat is scheduled for March 17, 2012 at 900 a.m. at the Student Center. Dr. Ray reported that the Accreditation Team will arrive on Guam March 18, 2012, and then at 9:00 a.m. on March 20th, there will be a “meet and greet” at the Student Center and asked that the Board attend this, if they can. On Thursday, at 11:00 a.m., March 22nd, the team will give a brief review (approximately 30 minutes) of commendations and recommendations to the college without discussion at the MPA.

6. President’s Travel Schedule: The following is a list of the President’s upcoming travel schedule:

- National Programs of Study Institute, 1st session was February 6-7 in Louisville, Kentucky – this was electronically approved; and the 2nd session is on March 5, 6 and March 7, 2012, in Washington, D.C. , there will be a 3rd one in June to be presented later.
- 2012 Sungard Summit in Las Vegas, Nevada, March 24-29, 2012.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE AARON UNPINGCO, THAT THE BOARD APPROVES THE PRESIDENT’S TRAVEL SCHEDULE FOR JANUARY - MARCH 2012. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

At 7:15 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 7:30 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE AARON UNPINGCO, THAT THE BOARD ACCEPTS PRESIDENT OKADA’S PROGRESS REPORT. MOTION CARRIES. (Voting: 4 ayes, 0 nays)

Chair Ramos asked for a motion to amend the August 17, 2011 meeting minutes to reflect three (3) items that are very important and should be recorded accordingly in said meeting minutes.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE MARIA D. GARCIA, THAT THE MEETING MINUTES OF AUGUST 17, 2011 BE AMENDED TO REFLECT THREE ITEMS TO BE INCLUDED IN SAID MEETING MINUTES, AS FOLLOWS:

1. BASED ON PRESIDENT MARY OKADA'S 2011 PERFORMANCE EVALUATION, SHE SHOULD BE RECEIVING A MERIT INCREASE AT THE HIGHEST LEVEL. NUMBER SHOULD BE VERIFIED WITH GCC HUMAN RESOURCES.
2. OFFICIALLY WELCOMING TRUSTEE RICHARD SABLAN AS A NEW MEMBER OF GCC BOT.
3. CONGRATULATIONS TO GCC FOR BEING RECOGNIZED BY PRESIDENT OBAMA FOR BEING PART OF THE PRESIDENT'S HIGHER EDUCATION COMMUNITY SERVICE HONOR ROLL FOR SERVICE LEARNING. MOTION CARRIES. (Voting: 4 ayes, 0 nays)

At this time, Chair Ramos, on behalf of the Board extended congratulations to the college for receiving the Legislative Resolution, as previously mentioned, from Senator Mabini.


IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE MARIA D. GARCIA, THAT THE MEETING OF FEBRUARY 27, 2012 BE ADJOURNED. MOTION CARRIES. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of February 27, 2012 adjourned at 7:35 p.m.


SUBMITTED BY:


BÉRTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


GINA Y. RAMOS
Chairperson

MAY 09 2012

MAY 09 2012

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of April 4, 2012

Minutes

I. CALL TO ORDER

The monthly meeting of April 4, 2012 was called to order at 6:16 p.m., Ms. Gina Y. Ramos, Board Chairperson, presided over the meeting held in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call

Trustees Present: Ms. Gina Y. Ramos, Chairperson; Mr. Frank P. Arriola, Secretary; Mr. Richard P. Sablan; Mr. Aaron M. Unpingco, Student Trustee; Dr. Karen Sablan, Faculty Advisory Member; and Mr. Kenneth Bautista, Support Staff Advisory Member.

Not in attendance: Ms. Maria Dilanco Garcia; Mr. Edward G. Untalan (schedule conflict); and Ms. Deborah C. Belanger (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Mr. Reilly Ridgell, Dean, School of Trades & Professional Services; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Lolita Reyes, Assistant Director for Development and Alumni Relations; Attorney Catrina Campana; Mr. Edwin Limtuatco, Controller; Dr. Gina Tudela, Dean, Technology Student Services; and Mr. Ellis White, GCC Student.

2. Recital of Mission Statement

Board members recited the Mission Statement: *The mission of the Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES

1. February 27, 2012.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE AARON UNPINGCO, THAT THE BOARD APPROVES THE MEETING MINUTES OF FEBRUARY 27, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIES.

(Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS

President Okada reported that a letter was received from Supreme Court Justice Sonia Sotomayer

thanking the College for hosting the “Conversatorio” at the University of Guam and our efforts in participating in the coordination. She was impressed by the students’ questions and visions for the future. Finally, she thanked us for the gift (Guam seal pendant) that she received from the College.

IV. PUBLIC DISCUSSION

Mr. Ellis White presented to the Board of Trustees a written statement regarding changing the College buildings and courtyards to reflect Chamorro names. He explained that a petition was signed by a total of 1,643 people, which constitutes 55% of the students currently attending GCC. There were no name proposals submitted but Mr. Ellis asked that the BOT consider this by assigning a Board Member to start the process.

V. REPORTS

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

–Financial Status: As last reported from the last meeting, all appropriations for FY2011 were received to date and the first check received for FY2012 was \$702,756.43. Based on our FY 2012 current budget of \$15.7 Million, the College is concerned that without the 15% set aside, the college will run out of budget authorizations by July or August of this year. The college continues to identify other sources of funding for operational uses.

–Dr. Chip Chapdelaine, Accreditation Team Chair and Accreditation Team Visit: Dr. Chapdelaine was here on Guam for the Accreditation Team Visit March 19-22, 2012 with ten (10) other members of the team. On the last day, there was a verbal report made by the Accreditation Chair to the College at the MPA building. Some BOT and Foundation Board members attended. There were several commendations and 4 recommendations. The College immediately started addressing the recommendations by the Accreditation Team. The College has not received the draft report to correct for “factual error”, but one should be received shortly. The final written report should be received by July 2012.

–Graduation: President Okada reported this year will be the largest graduating group for GCC.

–Off-island Conference: President Okada reported that she attended the 2012 Sungard Summit in Las Vegas, Nevada in March 2012.

–Tri-Board: The Joint Educational Board (GCC, UOG and DOE) will be presenting a Resolution to the Governor regarding “Career and Technical Education Programs of Study” and the College will be hosting a summit in May 2012.

–FY2011 Capital Improvement Projects (CIP): President Okada reported that the College made its final drawdown for its ARRA funding and is one of the GovGuam agencies to finish all its ARRA funds.

–Excess Government Property: President Okada submitted the Quitclaim Deed that has been prepared and would need to be signed, transferring the 314 acres of GCC property to the Guam Ancestral Land Commission. The college continues to work with The Department of Land

Management in identifying additional property for the college. GCC students currently enrolled in the Surveying courses may be able to assist in the surveying.

2. Monthly Activities Report

Student Trustee: Trustee Unpingco requested to present his report in Executive Session.

Faculty Advisory Member: Dr. Sablan reported as follows:

Faculty has participated in number of events such as the Spring Festival, the 2nd culinary competition, the 2nd DECA Awards Banquet, the start up of a new organization - Computer and Technology Organization (CATO), and the Adult Education conference for students.

Support Staff Advisory Member: Mr. Bautista reported as follows: There have been meetings with support staff to update their Position Descriptions. He also reported that he attended the Joint Board Retreat for the BOT and the FBOG.

3. Board of Trustees Community Outreach Report. Trustees Ramos, Garcia, Sablan, Arriola, and Unpingco attended the Legislative Summit held in Washington, D.C. Trustees Sablan and Unpingco attended the New Trustee Workshop held in Washington, D.C. Several members attended the accreditation “meet and greet” session, various meetings, and the final close out meeting. Members attended the Joint Board Retreat for the BOT and the BOG. Finally, members attended the Tri-Board working session.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

Foundation Building Renovation: Renovation continues for the Foundation Building and the target date of completion is still May 31, 2012. It is now 52% complete.

Building D Generator Project: President Okada reported this project has been completed.

Building 200 Renovation: President Okada reported that TRMA submitted the 35% A & E designs and discussions are ongoing with faculty and administrators.

Foundation Building: A change order was issued to Orion for the installation of photovoltaic lights.

Student Center construction project is complete, however, the notice of intent to award was issued for the photovoltaic panels to Pacific Green.

2. Proposed Board Policy 114: GCC Naming Opportunities (3rd reading). At the last meeting, this document was updated to reflect the Board of Trustees as the final approving authority. There were no other changes, and the following motion was then made.

MOTION

IT WAS MOVED BY TRUSTEE AARON UNPINGCO AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD ADOPT THE PROPOSED BOARD POLICY ENTITLED "GCC NAMING OPPORTUNITIES." NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

VII. NEW BUSINESS

1. Credit Hour Policy. The Board was provided with copies of the proposed Credit Hour Policy as approved by the College Governing Council. This process has undergone approximately two (2) years of discussions before the final process was completed.

MOTION

IT WAS MOVED BY TRUSTEE AARON UNPINGCO AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD MOVE THE PROPOSED CREDIT HOUR INTO FIRST READING. NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

2. Culinary Fees Increase. Two public hearings were held concerning this increase on February 6-7, 2012. Students who provided testimony indicated that they did not oppose the increase of lab fees as long as it is used for its intended purpose. A motion was then made.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD ACCEPT THE PROPOSED INCREASE OF THE LAB FEES FOR CULINARY ARTS. NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

3. FY2011 Audit Report. The Board was provided with a copy of the Audit Report from Deloitte & Touche and that the College is in compliant with all Federal requirements.

4. FY2013 NAF Special Projects Budget. The Board reviewed the 2013 NAF Special Projects Budget that provides the anticipated revenues and expenditures.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD ACCEPT AND APPROVE THE COLLEGE'S 2013 NAF Special Projects BUDGET REQUEST. NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

5. Ancestral Lands Commission – Quitclaim Deed. A copy of the Quitclaim Deed issued to the Guam Ancestral Lands Commission regarding a portion of Andersen Air Force Base Communications Annex was presented to Chairwoman Ramos for signature.

6. Marketing Plan. The College Governing Council met and approved the GCC Updated Marketing Plan that was prepared by the Assistant Director for Communications and Promotions. This is part of the Institutional Strategic Master Plan.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE AARON UNPINGCO, THAT THE BOARD ADOPT THE COLLEGE'S MARKETING PLAN. NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

7. Information Technology Strategic Plan/Enterprise Architecture (ITSP/EA). The President provided the update to the Information Technology Strategic Plan and Enterprise Architecture. This was done to ensure any future development to the network is supported. Recommendations and changes were made and presented to the College Governing Council. A motion was then made.

MOTION

IT WAS MOVED BY TRUSTEE AARON UNPINGCO AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD ACCEPTS THE COLLEGE'S UPDATED INFORMATION TECHNOLOGY STRATEGIC PLAN AND ENTERPRISE ARCHITECTURE (ITSP/EA). NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

8. President's Travel Schedule (April-July 2012). The Board was provided with a list of the President's upcoming travel for April through July 2012.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE AARON UNPINGCO, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR APRIL THROUGH JULY 2012. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

At 7:35 p.m., the meeting went into Executive Session.

VIII.

EXECUTIVE SESSION

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

At 8:00 p.m., the meeting reconvened to open session.

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MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

At this time, on behalf of the Board, Chairwoman Ramos extended congratulations for the following:

1. For its eleventh (11) year of clean audit, setting an example for fiscal responsibility.
2. For completion of ARRA funding, being one of the Government of Guam agencies to complete this.
3. On the Accreditation Team visit for receiving more commendations than recommendations. The Chair also gave appreciation on behalf of the other BOT members in preparing the Board for this visit.
4. For the College and EcoWarriors for their efforts in the College placement on the President's Higher Education Community Service Honor Roll for the third consecutive year.
5. For LMP students for placing 2nd in the National competition.

Trustee Richard Sablan on behalf of the Board also thanked Trustee Aaron Unpingco for his dedication and contribution as a BOT Student Member. This will be the last meeting Trustee Aaron Unpingco will be attending as a BOT Student Member.

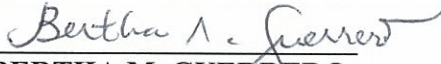
IX. ADJOURNMENT

MOTION

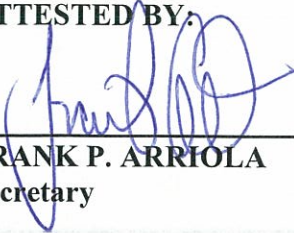
IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE MEETING OF APRIL 4, 2012 BE ADJOURNED. MOTION CARRIES. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of April 4, 2012 adjourned at 8:05 p.m.


SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


GINA Y. RAMOS
Chairperson

JUN 11 2012

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of May 3, 2012

Minutes

I. CALL TO ORDER

The monthly meeting of May 3, 2012 was called to order at 6:10 p.m., Ms. Deborah C. Belanger, Board Vice Chairperson, presided over the meeting held in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Swearing In and Administration of the Oath of Office. Vice Chairperson Belanger swore in the newly elected GCC Board of Trustees Student Member, Ms. Ariane Nepomuceno.

2. Roll Call. Trustees Present: Deborah C. Belanger, Vice Chairperson; Ms. Gina Y. Ramos, Chairperson; Mr. Edward G. Untalan; Mr. Richard P. Sablan; Ms. Ariane Nepomuceno, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member.

Not in attendance: Mr. Frank P. Arriola (off-island); Ms. Maria Dilanco Garcia (off-island); and Dr. Karen Sablan, Faculty Advisory Member (out sick).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Mr. Reilly Ridgell, Dean, School of Trades & Professional Services; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Lolita Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana; Mr. Edwin Limtuatco, Controller; Mr. Michael Chan, Technology Student Services; Ms. Bobbie Leon Guerrero, Center for Student Involvement; Ms. Liz Duenas, Civic Engagement; Mr. Donnie Lizama, CSI; Mr. Steven Ray Alvarez, COPSA; Butga Diana Masga, COPSA.

3. Recital of Mission Statement. Board members recited the Mission Statement: *The mission of the Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES

1. April 4, 2012.

MOTION

IT WAS MOVED BY TRUSTEE EDWARD UNTALAN SECONDED BY TRUSTEE RICHARD SABLAN THAT THE BOARD APPROVES THE MEETING MINUTES OF APRIL 4, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS-There was none reported.

IV. PUBLIC DISCUSSION – None.

V. REPORTS

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

Financial Status: As of April 30, 2012, the College received \$3.525 Million Dollars from the General Fund. \$235,000.00 for LPN; \$1.340 Million for the Manpower Development Fund (MDF); \$20,531.00 for TAF. Additionally, for the line items in the budget, the following was also received:

Power: \$421,000.00.

Water: \$13,000.00.

Medical & Dental: \$94,000.00.

Life Insurance: \$11,000.00

However, in the MDF, \$917,000.00 was received, which are excess funds for FY2011. These are funds not yet collected under the MDF but still transmitted to the College. The College is expecting that these funds will eventually be reverted back to MDF. This is currently recorded as a FY2012 revenue and will be looking out for its adjustment once DOA audits are complete.

Allotment schedule for GCC appropriations has been on track so far with the schedule provided to DOA. There is no word on the 15% set aside on whether the funds will be released.

Most of the Capital Improvement Projects for FY2011 are done such as the painting; however, some items are still pending, as follows:

- Building 500: Project is replacing windows and frames. There are issues with the contractor and has been notified of liquidating damages. Purchase Order was issued in September 2011 for 120 days and as of today's date it is only 5% complete. The contractor is having cash issues. Because this is a Purchase Order less than \$50,000.00, the contractor does not have a bond.
- FY2012 CIP: President Okada will be meeting with TRMA tomorrow for the status with the specifications for bids that have yet to go out.

President Okada further reported other activities that the College is working on such as the following:

EMT transition courses are being offered through a grant, namely, the Allied Health Education Center (AHEC) Grant, which the College is a subgrantee with the University of Guam. This is training and certification for personnel from GFD, Navy and the Air Force. The College is currently working with AHRD for work readiness training for its Youth Program. Other projects being coordinated are with the Port Authority of Guam, the Customs and Quarantine; summer employment project with the Guam Chamber of Commerce; training and certification for local professional counselors with the National Board of Certified Counselors; and the College and Career Readiness Summit will be held next week as a result of the Tri-Board meeting via a grant received through College Access.

President Okada further reported that Dr. Somera and the College Deans have been pursuing a program-to-program articulation with the University of Guam. This month there will be a joint ALO

training at the College of Micronesia in which PPEC member institutions, including UOG will be attending to discuss articulation. Programs will deal with liberal studies.

The College has officially launched the Dual Credit Articulated Programs of Study (DCAPS) program. These are the high school programs that will be articulated into post secondary. There are some students that are already eligible for this semester which begins the College's dual credit program. This ties in with the Tri-Board initiative to try and increase college access in providing the pathway into the GCC secondary programs. In the future, this will expand into the DOE CTE programs.

The College received honorary membership into the Sustainable Energy Industry Association of the Pacific Islands (SEIAPI). The AutoCAD received 1st place in the 2012 Green greenhouse contest sponsored by the UOG Center for Island Sustainability Program. The prize is \$4,000.00 to be divided among the instructor and about six (6) students. The 35th Gala Anniversary will be held on Saturday, May 5, 2012 and the Distinguished Alumni will be recognized at this time; GCC commencement is on May 18, 2012; and the GCC "Biggest Loser" will be announced on May 25, 2012. The President also reported she has met with some of the GCC staff comprised as the core group to facilitate the GCC Staff Senate.

The President announced she was nominated, confirmed and has accepted the Board Chair position for the WestCare Pacific Islands. The President will be representing the Pacific Islands. WestCare is an organization that provides services to disadvantaged youths, drug and alcoholic abused victims and the homeless. There are currently fifteen (15) WestCare offices to include an East and West Region. Mr. Mike Perez was selected as the Co-Chair. Senator BJ Cruz was the former Chairperson. President Okada mentioned she visited the Guam office. There are about ten (10) employees on Guam and services are currently being offered. President Okada was then congratulated by the Board.

2. Monthly Activities Report

Student Trustee: Trustee Ariane Nepomuceno reported as follows:

- The COPSA general membership meeting was just held last Friday and they are preparing for the graduation.
- COPSA will be providing a merienda for the graduates.
- There will be training for the new BOT and new COPSA officers in May.

Faculty Advisory Member: Dr. Sablan was out sick.

Support Staff Advisory Member: Trustee Ken Bautista reported that he attended a meeting with the President and other GCC staff to create and draft By-Laws and a Constitution for the GCC Staff Senate. A meeting was held today and another will be held tomorrow. The first draft will be submitted on Monday and the election for new members will be on May 25, 2012. Positions will be created by the By-Laws.

3. Board of Trustees Community Outreach Report.

- Chair Ramos attended the Business Woman of the Year award with Dr. Ray Somera, FBOG

Chair Lorraine Okada, and Ms. Lolita Reyes. There was also a Joint Educational Board (Tri-Board) meeting held on April 7, 2012 on campus.

- Trustee Belanger reported for the record that she attended the Accreditation meetings, the Tri-Board meeting and a culinary contest.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

Foundation Building Renovation: Renovation continues for the Foundation Building is now 63% complete, however, the President reported she has a meeting with the architect tomorrow. There is additional work that has to be taken care of and the initial ribbon cutting of July 19th will be postponed.

Building 200 Renovation: President Okada reported that she met with GEDA and there is a proposal and a Bill supported by the Governor that will be submitted to the Guam Legislature. This Bill will allow GCC to enter into a leaseback agreement. The draft language was provided by GEDA and the bond counsel. Once this is finalized she will forward this to the Board.

Foundation Building: As last reported the change order was issued to Orion for photovoltaic lights and the notice of intent to award for the Student Center photovoltaic panels to Pacific Green.

- 2. Credit Hour Policy.** The Board made a motion to place the Credit Hour Policy into third reading as follows.

MOTION

IT WAS MOVED BY TRUSTEE EDWARD UNTALAN AND SECONDED BY TRUSTEE GINA RAMOS TO MOVE THE PROPOSED CREDIT HOUR POLICY INTO THIRD READING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

For clarification purposes, there was a question about the steps of the first through the third reading for Board's approval on certain issues. President Okada explained that this will allow the public an opportunity to respond should there be any questions or concerns since the Minutes are made public.

VII. NEW BUSINESS. (There was none)

At approximately 7:08 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At approximately 7:15 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE EDWARD UNTALAN, THAT THE BOARD ACCEPT PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)


IX. ADJOURNMENT

MOTION


IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE MEETING OF MAY 3, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of May 3, 2012 adjourned at 7:20 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


GINA Y. RAMOS
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of June 13, 2012

Minutes

I. CALL TO ORDER

The monthly meeting of June 13, 2012 was called to order at 6:00 p.m., Ms. Gina Ramos, Board Chairperson, presided over the meeting held in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call.

Trustees Present: Ms. Gina Y. Ramos, Chairperson; Deborah C. Belanger, Treasurer; Mr. Richard P. Sablan, Member; Ms. Ariane Nepomuceno, Student Trustee; Dr. Karen Sablan, Faculty Advisory Member.

Not in attendance: Mr. Frank P. Arriola (off-island); Ms. Maria Dilanco Garcia (submitted resignation June 5, 2012); Mr. Edward G. Untalan (schedule conflict); and Mr. Kenneth Bautista, Support Staff Advisory Member (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Reilly Ridgell, Dean, School of Trades & Professional Services; Ms. Joann W. Muna, HR Administrator; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Lolita Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Mr. Edwin Limtuatco, Controller, Business Office; Mr. Michael Chan, Associate Dean, Technology Student Services.

2. Recital of Mission Statement. Board members recited the Mission Statement: *The mission of the Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES

1. May 3, 2012.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE DEBORAH BELANGER THAT THE BOARD APPROVES THE MEETING MINUTES OF MAY 3, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED.
(Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS -There was none reported.

IV. PUBLIC DISCUSSION – None.

V. REPORTS

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

–Financial Status: The College has been doing well with its appropriation collections from the General Fund. So far 82% of its authorized appropriation has been received to date. This accounts for 78% for LPN and Vocational Guidance, 190% for the Manpower Development Fund (MDF), 100% for TAF, Power and Water at 67%, Life Insurance, Medical and Dental at 46%.

The President reported some activities at the College:

Work Keys Assessment. President Okada reported that the College initiated the WorkKeys training and testing for its staff. She stated that although this is not mandatory it is highly encouraged. Because WorkKeys is being offered at GCC, the President mentioned it made sense that employees utilize this. She further reported that some employees are experiencing some anxiety over this and whether they will lose their jobs. However, the President explained that WorkKeys is a job assessment based on a national testing and is not directly related or linked to an employee's job performance. The President mentioned she would like to recommend that the Board consider establishing WorkKeys sometime in the future.

Brigham Young University (BYU) Scholarship. President Okada reported she met with representatives from the Brigham Young University from Hawaii. BYU is interested in recruiting GCC students to offer complete scholarships, which are privately funded. There is no payback on the condition that students return to their islands once they complete the program. President Okada further reported that discussions are currently ongoing. A draft Articulation Agreement is being formalized by GCC and will be issued once complete.

An issue was brought up as to the scholarship amount. This amount has not been ascertained, however, the President is hopeful this will be awarded annually. Another issue brought up was whether this will be offered to other Micronesian islands. The President said she was unsure but noted she did inform BYU that the College has articulation agreements with PPEC members.

Other activities. President Okada reported the following:

* GW, JFK and Simon Sanchez high schools are now on the WorkKeys program. During the May 18th GCC graduation, 348 students were certified to graduate, over 250 walked which included 72 apprenticeship graduates. Mr. John Cruickshank was the guest speaker for the GCC 2012 graduation. He offered grant writing to the College's STEM faculty and spent several hours with them on how to prepare grant proposals.

* Mr. Victor Rodgers is currently working with the Guam Shipyard to start a new pool for the apprenticeship program. This will be for approximately 30-40 new students.

* The College is moving forward with the Articulation Agreement with the University of Guam. To date, there have been 4 courses consisting of 2 each in the Math and English areas. These are just course-to-course articulation and the College is currently working on having a program-to-program

articulation.

* The College will be offering TSA courses during Fall 2012 and being sponsored by TSA. The first course will be Intro to Homeland Security for Airport employees. Other related courses will also be offered during the following Spring and Fall semesters. Mr. Chuck Ada and Mr. Dennis Santo Tomas would probably be the instructors. In September 2012, Mr. Santo Tomas will be a GCC employee involved with the Peace Officer Standard Training (POST).

2012 Accreditation. The President reported that the Accreditation Team provided 4 recommendations to the College during its exit report in March 2012, and since then the College have been moving with these recommendations.

She presented a five-minute testimony before the Accreditation Commission during her California trip. Issues brought before the Commission included the following:

- Distance Education: That it is not the College's intent to provide specific courses in Micronesia, but that "the College is the hub."
- The Staff Senate Constitution and Bylaws were ratified and copies provided to the Commission.

There were specific questions asked after her testimony relating to the Board training. The Commission asked the type of training they received, how was it executed, including documentation of their attendance. The President informed the Commission that the Board has attended the ACCT training to include new trustees and the student trustee. She also included the PPEC training wherein speakers were familiar with the island's accreditation standards and the laws of the jurisdictions, plus policies vs. operations. The Commission also asked if the Board were more effective given the training the Board received. The President emphasized that the GCC Board members have been approached and informed they are probably serving on one of the best Boards and are the envy of other Government of Guam board members. She reported that the current Board works collaboratively with the GCC Foundation Board and the College.

The President further informed the Board that the Commission has already voted and the College should know the results at least by June 30, 2012 or the first week of July.

Accreditation Evaluation Chair. President Okada informed the Board she will be chairing an ACCJC Evaluation at a community college in Hawaii and will be accompanied by Dr. Ray Somera who will serve as her assistant. The Accreditation Standards are being presented for modification at a public hearing in Honolulu. This is our opportunity to make some recommendations for changes to the standards. The President and Dr. Somera will be testifying. Some suggested modifications include requesting for a 10 year accreditation instead of 6 years and the emphases of mid-term reports.

DOI Grant. The President reported she recently attended a planning session for a woman's conference in Palau sponsored by the Department of Interior. Also in attendance were designated representatives from the four states of Micronesia, Guam, CNMI and the Marshall Islands. She also visited the Palau Community College to outsource some of the grant activities, mainly to handle procurement at that end rather than on Guam. An agreement will be entered between the College and

the Palau Community College especially with reimbursement based on the grant. This conference is expected to be held August 1-3, 2012.

Guam Legislature Bill 437. President Okada reported that this is a GDOE Bill for the AARA funds and facilities upgrade that was presented to the Guam Legislature during its Session on June 1, 2012. The College submitted an amendment to the Bill. The amendment passed which provides the financing for Building 100, 200 and the Forensic Lab. Vice-President Carmen Santos testified on behalf of the College. The repayments source is a year-by-year appropriation by the Guam Legislature.

The College is also looking into other ways to fund the project in the event funding by the Guam Legislature does not go through. A pre-application loan has been submitted to USDA and will be meeting with them next.

The President reported that she will be meeting with DOI to request for another Technical Assistance grant for the A&E for Building 100.

Capital Improvement Projects. There are some bids that are in the process of being finalized this week. The bids are mainly for the energy audit and air-conditioning. As last reported for Building 500, notification for liquidating damages has been issued to the vendor. The project is for window replacements. The Purchase Order was issued September 16, 2011 for 120 calendar days to complete due on April 7, 2012. The vendor has not been in contact and the College will issue a letter to terminate. Since the Purchase Order is less than \$50,000.00, the President reported the College will obtain new price quotes to try and complete this project.

2. Monthly Activities Report

Student Trustee: Trustee Ariane Nepomuceno reported that the training for the new BOT and new COPSA officers were held on May 14~16, 2012, and another on June 15, 2012.

Trustee Ariane also reported that last week Monday, COPSA was involved with the campus tour for about six students visiting from Taiwan.

The President also reported that the request for the campus visit was made through the Taiwan consulate, which included one faculty member. The students are English majors. Other than the tour, GCC students presented the visitors with marmars and provided a cultural presentation.

Faculty Advisory Member: Dr. Karen Sablan reported that faculty has been attending the 2nd Leadership Academy training this week.

Support Staff Advisory Member: Trustee Ken Bautista was not in attendance.

3. Board of Trustees Community Outreach Report.

- May 18, 2012 was GCC's graduation and the following BOT members attended: Chairwoman Ramos, Deborah Belanger, Ed Untalan, Frank Arriola, Ariane Nepomuceno, Dr. Karen Sablan, and Ken Bautista.

- May 5, 2012 Gala attendance: Chairwoman Ramos, Deborah Belanger, and Richard Sablan.
- The President and Chairwoman Ramos attended the last monthly Chamber of Commerce meeting.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

Foundation Building Renovation: President Okada reported that the renovation is now 72% complete as of June 6, 2012. There was another request for an extension and was denied. The previous extension granted was just for the photovoltaic and some work outside the building. As last reported the bid for the café has been awarded, however, work at the café also has to be completed such as the counters. Because of the delays there is the problem with the furniture storage that has already arrived. The College is anticipating the arrival of more furniture soon, which will be a problem for the College.

The ribbon cutting for the Foundation Building has been postponed until sometime in October or November. The Congresswoman and Assistant Secretary Tony Babauta will be invited once the new date is set.

Building 200 Renovation: The pre-application for the USDA loan has been submitted. The money is available nationally and USDA would have to commit funds by September 30, 2012. As reported from the last meeting, a Bill was to be submitted to the Guam Legislature relating to the leaseback agreement. UOG and GCC will be seeking separate loans with \$6 Million for the College and \$34 Million for UOG. The final application for the College will include another funding source (FEMA) to support the 1st floor renovation. The A&E for Building 200 is approximately 85% complete.

With this additional funding source, President Okada is hoping USDA will regard this as a higher priority, especially since funds have to be committed by September 30th.

Foundation Building & Student Center (PV lights): As last reported the photovoltaic lights are underway and invoices are being processed.

2. Credit Hour Policy (3rd Reading). The Board made a motion to approve the Credit Hour Policy as follows.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE DEBORAH BELANGER TO APPROVE THE PROPOSED CREDIT HOUR POLICY. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

VII. NEW BUSINESS.

1. Tuition Benefit Program (for Employees' Spouse and Dependents). The President reported that the College Governing Council met on May 6, 2012 and unanimously approved a Tuition

Benefit Program. An outline of the Program, including a copy of the application form was provided to the Board.

The President then explained that the GCC Tuition Benefit program provides 12 credits per fall or spring semester and up to 6 credits per summer semester per family. Other requirements include being a fulltime GCC employee for a minimum of 7 years and maintain a 2.5 GPA. The program covers only tuition and not CE courses, text books, lab and other fees. There is an employee payback provision and an account will be set up.

A few modifications to the form and a discussion on the grade point average and the length of time a family member can be in the benefit program were presented. The changes clarified the number of credits that will be afforded (up to 12 credits). The grade point average was determined based on research of other institutions. The length of time for participation is related to the GCC employee's term of service, as there are pay back provisions to participate in the program.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE TUITION BENEFIT PROGRAM FOR EMPLOYEES' SPOUSE AND DEPENDENTS AS APPROVED BY THE COLLEGE GOVERNING COUNCIL. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. Salary Freeze for Faculty and Administrators (AY2013). The President informed the Board that the College Governing Council approved the salary increment freeze for faculty and administrators for academic year 2012-2013 only, which begins August 2012 and ends May 2013.

The President further informed the Board that currently all administrators are on a January adjustment, and all faculty are with the academic year. Chairwoman Ramos inquired if the faculty and administrators are aware of this. President Okada mentioned that the College Governing Council is the representative for both.

Trustee Deborah Belanger mentioned that it bothered her that the Board has to freeze salaries again when employees deserved the increments. She praised the employees for their willingness to do this. She also praised the College's management in operating "correctly" and cannot understand why it should be penalized and mentioned there should be a discussion with the Governor. The President explained that 98% of the College's general fund is for salaries.

Chairwoman Ramos mentioned that at this point and time the freeze is necessary and should funds become available, the Board can do the reverse. The President noted this was a contingency and that it was recognized as so by the Governing Council.

President Okada informed the Board of the budget hearing on June 28, 2012. Based on the budget submitted for the College by the Governor and in comparison to what the College presented, the

Governor's budget is not enough. Also, for the remainder of the fiscal year, the College will need its 15% reserve released by the end of July in order to certify payroll.

The College is also waiting for the results of the Governor's Spending Task Force. Implementation is expected to be July 1st.

Trustee Deborah Belanger reiterated that she believes if an agency is running smoothly and properly and can afford to give raises then it should do so and be an example for the rest of the agencies. That if an agency is especially in alignment with its funding and if they want to increase its wages then it should be allowed to do so after re-evaluation of its funding source.

President Okada mentioned this could be made part of the College's presentation for testimony on behalf of the Board during the College's budget hearing on June 28th.

For the record, Dr. Karen wanted to mention to the Board that the faculty is giving up a lot, especially since faculty is doing work performance base and results have been favorable for the past two years. Despite this and of what is happening in the Government, she said faculty is still willing to give up their increment. Dr. Karen further mentioned that the Guam Legislature should be informed of this.

Chairwoman Ramos agreed that advocacy efforts should start with the budget hearing. She mentioned that as a Board, it should find out what else can be done in the future to ensure salary freezes does not happen every year.

There were further discussions that although the increments are warranted, the College still needs to remain open. Trustee Belanger mentioned that there has to be a plan to augment the budget especially during this period from July until September. That this is a repeat of last year and to maybe find another funding source, for example, in Washington D.C. A motion was then made as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ARIANE NEPOMUCENO, THAT THE BOARD APPROVE THE FREEZE FOR THE GUAM COMMUNITY COLLEGE SALARY INCREMENTS FOR FACULTY AND ADMINISTRATORS FOR ACADEMIC YEAR 2012 THROUGH 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. Nursing and Allied Health Administrator~Position Description. The President mentioned that there is a requirement in order to proceed with the College's LPN program through the Guam Board of Nurse Examiners. The person in charge of the program should be an administrator and not necessarily be faculty. This new position will serve as the Director of Nursing and as department chair. The duties will include the supervision/evaluation of faculty and management of the program referencing the public law requirement. There was a question of the duties and responsibilities whether it met with the minimum requirements. HR confirmed that it is aligned with the minimum requirements. A copy of the new position description is attached.

The President informed the Board that Dr. Karen Sablan and Dr. Ray Somera met and has reached an agreement to amend Article VI of the Faculty Union Contract. Board authorization is needed in order to amend the agreement, including approval of this new administrative position. This agreed process will be for a period of one (1) year and revisited after the one year period.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE AMENDMENT TO ARTICLE VI OF THE GCC FACULTY UNION CONTRACT, INCLUDING APPROVING THE NEW POSITION DESCRIPTION FOR A NURSING AND ALLIED HEALTH ADMINISTRATOR . MOTION CARRIED UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

4. President's Travel Schedule (September~October 2012). The following is a list of the President's upcoming travel schedule: Accreditation Evaluation training in California and Evaluation visit in Hawaii. All trips herein will be all paid by the ACCJC.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR SEPTEMBER~OCTOBER 2012. MOTION CARRIED UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

At approximately 7:00 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 7:08 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, Chairwoman Ramos, on behalf of the Board thanked Trustee Maria Garcia for approximately 5-6 years of service as a member of the Board. Trustee Garcia resigned as of June 5, 2012. Due to this vacancy, the Board was asked to email a list of names they would like to recommend to the Governor for consideration as a GCC BOT member.

There will be upcoming conferences for Board training and the Board will be provided information via email to survey interest and possible attendance from the Board.

The next BOT meeting will be scheduled the week of July 16-20, 2012.

IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE MEETING OF JUNE 13, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of June 13, 2012 adjourned at 7:15 p.m.

SUBMITTED BY:



BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

APPROVED BY:



DEBORAH C. BELANGER
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of July 20, 2012

Minutes

I. CALL TO ORDER

1. The monthly meeting of July 20, 2012 was called to order at 4:10 p.m., by Ms. Gina Y. Ramos, held in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam. Ms. Debbie Belanger, the newly elected Board Chairperson, presided over the meeting after being sworn in as the next Board Chairwoman,

2. **Swearing In and Administration of the Oath of Office.** Former Board Chairwoman Ramos swore in the newly elected GCC Board of Trustees members, as follows: Ms. Debbie Belanger, Chairperson; Mr. Edward G. Untalan, Vice Chairperson; Mr. Frank P. Arriola, Secretary; Mr. Richard P. Sablan, Treasurer.

3. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Edward G. Untalan; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Y. Ramos; Dr. Karen M.S. Sablan, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member.

Not in attendance: Ms. Ariane Nepomuceno, Student Trustee (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Mr. Barry Mead Acting Dean, School of Trades & Professional Services; Ms. Lolita Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Gina Tudela, Dean, Technology Student Services.

4. **Recital of Mission Statement.** Board members recited the Mission Statement: *The mission of the Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES

1. **June 13, 2012.**

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN THAT THE BOARD APPROVES THE MEETING MINUTES OF JUNE 13, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS –The following communications were submitted:

1. For information purposes and which did not require Board action, a new credit and fee structure for cosmetology beginning Spring 2013 was submitted that reflected a reduction in fees. It included changing from a GCC Certificate program to an Industry Certification program.

2. Official letter dated July 2, 2012 from Dr. Barbara A. Beno, the President of the Accrediting Commission for Community and Junior Colleges (ACCJC) reaffirming GCC's accreditation. A copy

of the full report is available on the College's website.

3. Letter dated June 14, 2012 from Dr. Rod A. Risley, Executive Director for Phi Theta Kappa Honor Society, giving commending GCC's Phi Theta Kappa, the Beta Beta Xi Chapter as a "Five Star Chapter."
4. Joint Board (BOT/FBOG) Sub-Committee Assignments listing the different subcommittees.

IV. PUBLIC DISCUSSION – None.

V. REPORTS

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

–Financial Status: President Okada reported that as a result of a meeting with the Governor's Chief of staff, 5% of the College's appropriation from the 15% reserve was released. As to the 10% balance, the President mentioned she anticipates this will be released in increments of 5% before the end of this fiscal year.

–Foundation Term of Existence Request for Extension: President Okada also reported that she discussed with the Governor's Chief of Staff extending the term of existence of the GCC Foundation. The Foundation's term is currently for 50 years, however, it has been in existence for approximately 30 years. Due to a 40 year USDA loan the Foundation is applying for, an extension is needed, which requires the Governor's approval. An official request was submitted to the Governor, which is currently under the review of the Governor's Legal Counsel.

–DOI CIP \$2.8 Million funding: President Okada reported that due to other commitments, this funding is still pending approval as to whether the College will be included for this fiscal year. The President also mentioned that there is still an opportunity for the College to submit another request to the Governor for the next CIP.

The President reported some activities at the College:

- On June 21 and 22, 2012, GCC staff and administrators attended a mandatory "Shooter on Campus" training conducted by the Superior Court Marshals. Another will be conducted later for those who did not attend the initial training, including one for faculty on August 10, 2012. The College also submitted a request to the Marshal's Office to conduct presentations during new student orientations.
- As a result of the "Shooter on Campus" training, an agreement was recently signed with PDN. The agreement allows for students to sign up during student orientation to receive news alert of any emergency notifications specific to the College.
- Student registration is currently ongoing and express registration will be conducted in a couple of weeks.
- A new College website, www.guamcc.edu was recently launched with new features. An e-catalog is also included with complete descriptions of SLOs and prerequisites.
- Dr. Somera and President Okada will be guests during the "Higher Degree" television show hosted by Ms. Jayne Flores, that will air on Sunday, July 22, 2012 at 3:30 p.m. Discussions will involve issues relating to the importance of accreditation.

Other activities. President Okada reported the following:

- **Foundation Donors.** The President reported she attended meetings with Ms. Lolita Reyes and with all previous Foundation donors. Once the Foundation building is complete, there will be a rededication of rooms, instead of a wall for the existing donors. Donor room signs will also be updated either refurbished or replaced. The current donors are as follows: Bank Pacific (formerly 1st Savings & Loan), Hawaiian Rock, First Hawaiian Bank, Nikko Hotel, Pedro Perez. Presentation were also made to potential donors.
- **Governor's Education Task Force.** President Okada reported the College's Management Team participated in this outreach program to be aware of the Governor's education initiative.
- **Submission to DOI.** The President reported the College submitted a request to the Department of Interior for the architectural and engineering design for Building 100.

2. Monthly Activities Report

Student Trustee: Trustee Ariane Nepomuceno was not in attendance.

Faculty Advisory Member: Dr. Karen Sablan reported that most of the faculty are still out for the summer, however, some have assisted with registration and attended the "Shooter on Campus" training.

Support Staff Advisory Member: Trustee Ken Bautista reported that staff attended the mandatory "Shooter on Campus" training and staff comments have been positive. Staff are also preparing for the new semester.

3. Board of Trustees Community Outreach Report.

- Trustee Ramos reported she attended the SHRM (Society of Human Resource Management) in her capacity as a BOT member, including a meeting with the American College of Healthcare Executives in June, and the Budget Hearing on June 28, 2012. Trustee Richard Sablan also attended the Budget Hearing.
- Chairwoman Belanger, Trustee Ed Untalan and Trustee Frank Arriola attended the meeting in June at the Governor's office regarding the budget.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

Foundation Building Renovation: President Okada reported that this renovation is now 84% complete and as last reported ribbon cutting initially scheduled for July 19th was postponed. Also, as last reported the contractor requested for some time extensions such as window installations, the photovoltaic lights and completion of the café. The photovoltaic lights are now complete. A preliminary walk through should have been done with the initial occupancy permit but, to date, the President reported she has not received an official report.

Building 200 Renovation: The President reported that all documents have been submitted for a USDA loan application by the Foundation. A change in the applicant requires the Foundation to apply for its EIN, DUNS and CCR numbers, separate from the College. This is currently being processed and needed especially since the Foundation is a non-profit organization.

Foundation Building & Student Center (PV lights): The Foundation PV lights are complete, however, the Student Center PV lights expected completion date is August 7, 2012.

VII. NEW BUSINESS.

1. President's Travel Schedule (September 2012). The following is an amended travel list of the President's upcoming travel schedule for September 2012: PREL Board member workshop and ACCJC events in conjunction with the PPEC meetings both in Hawaii.

MOTION

IT WAS MOVED BY TRUSTEE EDWARD UNTALAN AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR SEPTEMBER 2012. MOTION CARRIED UNANIMOUSLY. (Voting: 5 ayes, 0 nays)

At approximately 4:50 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 5:02 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Chairwoman Debbie Belanger, on behalf of the Board expressed the following:

- Congratulations to the College for ACCJC reaffirming accreditation until 2018.
 - Congratulations to the newly elected BOT officers who were sworn into office today.
 - Congratulations to the College's Beta Beta Xi Chapter of Phi Theta Kappa Honor Society for receiving special commendation as a "Five Star Chapter" rating.
 - Appreciation to the College's faculty for assisting with registration.
 - Appreciation to Trustee Gina Ramos for her outstanding leadership as the Board Chair.
-

IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLON, THAT THE MEETING OF JULY 20, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of July 20, 2012 adjourned at 5:15 p.m.

SUBMITTED BY:



BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

APPROVED BY:



DEBORAH C. BELANGER
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of August 22, 2012

Minutes

I. CALL TO ORDER

1. The monthly meeting of August 22, 2012 was called to order at 6:10 p.m., by Ms. Debbie Belanger, held in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Edward G. Untalan; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Dr. Karen M.S. Sablan, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member; Ms. Ariane Nepomuceno, Student Trustee.

Not in attendance: Ms. Gina Y. Ramos (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Ms. Lolita Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Michael Chan, Associate Dean, Technology Student Services; Ms. Doris Perez, Assistant Director, Planning & Development.

3. **Recital of Mission Statement.** Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES - July 20, 2012.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN THAT THE BOARD APPROVES THE MEETING MINUTES OF JULY 20, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – None.

IV. PUBLIC DISCUSSION – None.

V. REPORTS

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

–**Financial Status:** President Okada reported the Department of Administration has found the overpayment of the Manpower Development Fund. This has been applied towards the General Fund and adjustments have been made accordingly. The total collection of appropriations received from the General Fund is currently at 81%.

As last reported as a result of a meeting with the Governor's Chief of staff, 5% of the College's appropriation from the 15% reserve was released. To date, an additional 3% was released leaving a 7% balance. The Vice President has met with BBMR regarding this; however, the President will again

communicate with the Chief of Staff for the remainder of the balance.

–Foundation Building: The President reported that the College has received occupancy for the Foundation Building. Furniture and equipment are currently being moved into the new building and the ribbon cutting is tentatively scheduled for November 5, 2012.

Although, USDOE representatives were given a tour of the campus specific to their AARA funding, they were also given a tour of the Foundation Building. A booklet reporting the impact of AARA funding for the College will be published.

Other activities. President Okada reported the following:

- Updates to the GCC Catalog are now complete and online listing all the courses, the SLOs and prerequisites.
- The College will be submitting at least three proposals for national competitions. Two with AACC is a website contest and dealing with its initiative to encourage individuals 50 years and older to return to school. One is with ACCT regarding Board chairs.
- The College received a \$5,000 grant from the National Rifle Association to clean up lead at the GCC firing range. A similar proposal will be submitted to the U.S. EPA for \$5,000.
- The College received a \$30,000 grant from Citi Foundation which provided 31 students with English and Math courses, financial aid counseling, tutoring, etc., spearheaded by Dr. Michael Chan.
- \$100,000 was received from the Bank of Guam for the Leon Guerrero building.
- There is a change in the College's admission process. Approximately 300 students have been dropped for non-payment, most of which has been recovered. This provided paying students an opportunity to get into certain classes that were freed up as a result of this. Also, financial aid requirement now includes providing proof of filing tax returns.
- There are approximately 100 companies who are currently participating in the College's Apprenticeship Program, which the College will continue to recruit.
- The contract with TSA is complete to begin this program at the College for Airport employees.
- Some of the Faculty attended a Career and Technical Education training under the Carl D. Perkins grant.
- The Director of the Hawaii Procurement Institute conducted a session for some of GCC's procurement class, which was sponsored by Bank of Hawaii. Vice President of Academics, Dr. Ray Somera, also had an opportunity to meet with the Director.

USDA. The President informed the Board that documents will be executed today by the BOT Chairperson and Secretary for the \$3.5 Million grant that USDA has awarded the College. The USDA Hawaii Director, Chris Kanazawa, will be visiting the College as well as visiting the Foundation Building. Furniture and equipment are currently being moved into the Foundation Building.

The President also reported there will be a "Soba Night" fundraiser prepared by the Culinary students in support of the American Association of University Women (AAUW) and the Japan Club of Guam on Friday, September 14, 2012 at the MPA building. Coupons are also being sold beforehand.

2. Monthly Activities Report

Student Trustee: Trustee Ariane Nepomuceno reported as follows:

- August 14, 2012: Student orientation—447 total students signed in, consisting of two sessions.
- September 7, 2012: Induction and Training for the student organization and advisor.
- September 20, 2012: Fall Festival.

Faculty Advisory Member: Dr. Karen Sablan reported as follows:

- Faculty was available for the August 6 Express Registration.
- There was a “Shooter on Campus” training for Faculty and others who missed the initial training.
- Faculty, Administrators and the President met on August 17, 2012. Dr. Karen reported it was a productive meeting to discuss financial issues and other activities on the campus.
- Faculty assisted with the Employer Support of the Guard and Reserve (ESGR) job fair.
- Late registration has been very busy especially for this year.
- Dr. Clare Camacho submitted her resignation this week as Faculty President and thanked her for her leadership. There will be an election for another Faculty President. Mr. Joey Munoz was also thanked for stepping in.
- There will be a Task Force to review academic advisement.
- Due to a grant, new furniture will be delivered for the English/Math testing lab. The old furniture replaced is being utilized in the student registration area.

Support Staff Advisory Member: Trustee Ken Bautista reported as follows:

- Approximately 60 support staff showed up for the last Staff Senate membership meeting.
- Professional Development Training is scheduled October 8, 2012.
- Mr. Bautista and other staff attended the “Shooter on Campus” training in August.
- Staff is assisting with the processing of the add/drop.

3. Board of Trustees Community Outreach Report. Chair Debbie Belanger, and Trustees Ed Untalan, Nepomuceno, Dr. Karen Sablan, Kenneth Bautista, President Dr. Mary A.Y. Okada attended the GCC “Convocation and Celebration of Accreditation Reaffirmation” on August 13, 2012.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

- Foundation Building (Renovation)-*as previously reported by the President.*
- Building 200 (Renovation), Building 100 and Forensic Lab – The President reported that there will be a meeting with TRMA regarding Building 200. Other meetings with TRMA will be scheduled regarding Building 100 and the Forensic Lab.

VII. NEW BUSINESS.

1. **Execution of USDA Loan for Foundation Building.** The USDA loan resolution require the signature of the BOT President the Secretary. These are the closing documents for the \$3.5 Million loan for the construction of the Foundation Building, which the legal counsel has reviewed.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE EDWARD UNTALAN, THAT THE BOARD APPROVES THE USDA LOAN RESOLUTION FOR \$3.5 MILLION. MOTION CARRIED UNANIMOUSLY. (Voting: 5 ayes, 0 nays)

At approximately 6:40 p.m., the meeting went into Executive Session.

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

At 7:01 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE EDWARD UNTALAN, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Board members agreed to BOT meetings at 4:00 p.m. instead of 6:00 p.m. Student Trustee Member Ariane Nepomuceno informed the Board that she will be relocating and also submitted her letter of resignation.

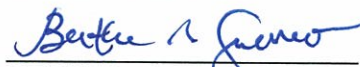
IX. ADJOURNMENT

MOTION

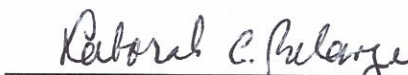
IT WAS MOVED BY TRUSTEE EDWARD UNTALAN SECONDED BY TRUSTEE RICHARD SABLON, THAT THE MEETING OF AUGUST 22, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of August 22, 2012 adjourned at 7:08 p.m.


SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

USDA

Form RD 1942-47
(Rev. 12-97)LOAN RESOLUTION
(Public Bodies)FORM APPROVED
OMB NO. 0575-0015A RESOLUTION OF THE Board of TrusteesOF THE Guam Community CollegeAUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING
A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS
Foundation Building

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Guam Community College

(Public Body)

(herein after called Association) ~~to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of~~
Three Million Five Hundred Thousand Dollars and 00/100pursuant to the provisions of Board of Trustees; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U. S. C. 1983 (c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$ 10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contract or agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by the Government. No free service or use of the facility will be permitted.

11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.
12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.
13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.
14. That if the Government requires that a reserve account be established and maintained, disbursements from that account may be used when necessary for payments due on the bond if sufficient funds are not otherwise available. With the prior written approval of the Government, funds may be withdrawn for:
 - (a) Paying the cost of repairing or replacing any damage to the facility caused by catastrophe.
 - (b) Repairing or replacing short-lived assets.
 - (c) Making extensions or improvements to the facility.

Any time funds are disbursed from the reserve account, additional deposits will be required until the reserve account has reached the required funded level.
15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain the Government's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.
16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.
17. To accept a grant in an amount not to exceed \$ 3,500,000

under the terms offered by the Government; that the Guam Community College
 and Board of Trustees of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee

The vote was: Yeas 5 Nays 0 Absent 1

IN WITNESS WHEREOF, the Board of Trustees of the
Guam Community College has duly adopted this resolution and caused it
 to be executed by the officers below in duplicate on this 22nd day of August, 2012.

(SEAL)

Attest:

Deborah C. Belanger
 Deborah C. Belanger, Chairperson
 Title

By Frank P. Arriola
 Title Secretary

CERTIFICATION TO BE EXECUTED AT LOAN CLOSING

I, the undersigned, as President of the Guam Community College
hereby certify that the Board of Trustees of such Association is composed of
7 members, of whom 4, constituting a quorum, were present at a meeting thereof duly called and
held on the 22nd day of August, 2012; and that the foregoing resolution was adopted at such meeting
by the vote shown above. I further certify that as of _____, the date of closing of the loan from the Government, said resolution
remains in effect and has not been rescinded or amended in any way.

Dated, this _____ day of _____, _____.

Title Mary A.Y. Okada Ed.D., President

RESOLUTION OF MEMBERS OR STOCKHOLDERS

Guam Community College

(Name of Association)

P.O. Box 23069, Barrigada, Guam 96921

(Address, including Zip Code)

RESOLVED, that the Governing Board of this Association be and it hereby is authorized and empowered to take all action necessary or appropriate –

1. To obtain for and on behalf of the Association through the United States Department of Agriculture (USDA) or any other Governmental agency:
 - (a) A loan in a sum not to exceed \$ \$3,500,000.00 ;
 - (b) A grant in a sum not to exceed \$ \$0.00 ;to be advanced by the lender or grantor in one or more advances at such time or times as may be agreed upon.
2. In case of a loan or grant or both –
 - (a) For the execution of such application or applications (including exhibits, amendments and/or supplements thereto) as may be required;
 - (b) For the execution and delivery to the lender or grantor of all such written instruments as may be required in regard to or as evidence of such loan or grant; and
 - (c) In its judgment to carry out the terms of this resolution.
3. And in case of a loan –
 - (a) To obligate this Association for the repayment of the loan at such rates of interest and on such other terms and conditions as the Governing Board shall deem proper;
 - (b) To pledge, hypothecate, mortgage, convey, or assign property of this Association of any kind and in any amount now owned or hereafter acquired, as security for any or all obligations (past, present and/or future) of this Association to such lender; and
 - (c) From time to time to pay, extend, or renew any such obligations.

CERTIFICATION

I, the undersigned, as Secretary of the above named Association, hereby
(Secretary) (Acting Secretary)
certify that said Association on the 22nd day of August, 2012, had 7 6
(Number)
members ; that 4 of these
(members) (stockholders) or (shares of voting stock outstanding)
constituted a quorum; that 5 said members or stockholders or shares of voting stock were present at a meeting
of the members or stockholders duly called and held on the 22nd day of August, 2012 ;
that the foregoing resolution was adopted at such meeting by the affirmative vote of 5 said members
or stockholders or shares of voting stock; and that said resolution has not been rescinded or amended in any way.

Dated this day 22nd of August, 2012.



Frank P. Arriola
Secretary of Board of Trustees, GCC

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of September 19, 2012

Minutes

I. CALL TO ORDER

1. The monthly meeting of September 19, 2012 was called to order at 4:10 p.m., by Chairwoman Debbie Belanger, held in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Edward G. Untalan; Mr. Richard P. Sablan; Ms. Gina Y. Ramos; Mr. Kenneth Bautista, Support Staff Advisory Member; Ms. Ariane Nepomuceno, Student Trustee.

Not in attendance: Mr. Frank P. Arriola (schedule conflict); Dr. Karen M.S. Sablan, Faculty Advisory Member (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Ms. Lolita Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Michael Chan, Associate Dean, Technology Student Services; Ms. Doris Perez, Assistant Director, Planning & Development; Gary Hartz (*representing Dr. Karen Sablan*).

3. **Recital of Mission Statement.** Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – August 22, 2012.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN THAT THE BOARD APPROVES THE MEETING MINUTES OF AUGUST 22, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – The College received a letter from the Office of the U.S. Vice-President via Mrs. Biden identifying different proposals of the Obama Administration. President Obama is in support of the community colleges to career fund amounting to \$8 Million and hopes Congress will approve this funding for job training, middle skill workers, etc. Mrs. Biden is also interested in college-business partnerships. A response letter will be sent with a copy of the College's Factbook, Annual Report and Impact report of ARRA funding for GCC.

IV. PUBLIC DISCUSSION – None.

V. REPORTS

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

–**Financial Status:** As last reported DOA has offsetted the overpayment of the Manpower Development Fund from previous years and the College will not collect approximately \$600,000 from the MDF. FY13

BOT - Meeting of September 19, 2012

Page 2 of 4

Budget would have to be revisited for operations. President Okada has communicated with the Governor's office for the remainder of the 7% to be released.

Capital Improvement Projects: President Okada reported that several projects for FY12 have been signed off to include:

- Building 500 and 600 roofing projects due to leaks. Notice of Intent to Award and Notice of Award issued to contractors.
- Elastomeric coating for Building 1000 (Tech Center) due to several leaks.
- Wheelchair ramps
- Air-conditioning Units – to be upgraded with energy efficient units.

Other activities: President Okada reported the following:

- The College submitted 16 nominations for the Government of Guam MagPro Awards for the different programs, including customer service. This is a Government of Guam employee's excellence award that will include the college's participation in fundraising committees. The Board was encouraged to participate.
- The College recently hired retired Lt. Col. Dennis Santo Tomas as the Executive Director for the Peace Officers Standards Training (POST) Commission that encompasses updating the standards for all types of law enforcements in hiring qualifications.
- Recently received a \$5,000.00 grant from the National Rifle Association (NRA) for lead mitigation for the College shooting range.
- The College received a \$45,000.00 DOI grant in support of the Council for Native Hawaiian Advancement convention in Honolulu during October 2012. This supports the non-profits from the different islands in our region to include Guam, Palau, Saipan, American Samoa, etc.
- The committees for the Institutional Strategic Master Plan have been meeting to review the different goals.
- PDS will be the new basic telephone service provider for the College.

2. Monthly Activities Report

Student Trustee: Since the last meeting Student Trustee Ariane Nepomuceno resigned. Election for a new Student Trustee is scheduled for September 20, 2012. Mr. James Pangelinan and Ms. Paling April Cruz are the two candidates. Election results should be provided at the next BOT meeting.

Trustee Ramos brought up a concern from a previous Student Trustee regarding Student Trustee elections. The President explained that this is a new academic year and COPSA has submitted a proposal to the President and the Dean. The President suggested that all recommendations will first go through the process as students. The President wanted to ensure the students were involved with the dialogue of these changes before final submission to the Board.

Faculty Advisory Member: Due to a schedule conflict, Dr. Karen Sablan was unable to attend the meeting, however, Dr. Gary Hartz, the Vice-President of the GCC Faculty Staff Union, reported as follows:

- The faculty is moving forward in a positive way and doing the best they can for the students and the College.
 - The Board was also invited to the Fall Festival, which is scheduled for September 20, 2012 at the Center Court.
-

Support Staff Advisory Member: At this time, Trustee Ken Bautista did not provide a report.

3. **Board of Trustees Community Outreach Report.** Trustees Gina Ramos and Richard Sablan attended the GCC Labor Day on September 2, 2012.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

- Foundation Building (Renovation) - Ribbon cutting is scheduled for Monday, November 5, 2012 at 10:00 a.m. Furniture is still being moved into the building and finalizing the computer network. There are a few modifications with the café. A final walk through with the architect and contractor will be done tomorrow, September 20th. The President extended an invitation to the Board to participate in the walk through at 9:00 a.m. USDA has already done a walk through with the President.
- Building 200 (Renovation), Building 100 and Forensic Lab – The President reported that there will be a meeting with TRMA regarding Building 200 with final modification to the plans. The College should be receiving these modifications in a couple of weeks and groundbreaking should follow soon thereafter. As last reported, other meetings with TRMA will be scheduled regarding Building 100 and the Forensic Lab.

VII. NEW BUSINESS.

1. **Facilities Engineer Administrator.** The College is in need of a Facilities Engineer Administrator to help facilitate with the current construction on campus and future construction projects, including assisting with the facilities department with construction and project management, plus assisting with the layout and architectural designs. A copy of the proposed position description was provided to the Board for consideration and approval. This is an academic position under the board's purview. This person will report to Ms. Doris Perez, who is the Assistant Director for Planning and Development who oversees the College facilities. With a few modifications, the following motion was then made.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN, TO APPROVE THE TITLE AND PAY GRADE OF THE FACILITIES ENGINEER ADMINISTRATOR AS PROPOSED TO THE BOARD. MOTION CARRIED UNANIMOUSLY. (Voting: 5 ayes, 0 nays)

At approximately 4:55 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 5:35 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE EDWARD UNTALAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)


IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE MEETING OF AUGUST 22, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)


There being no further discussions, the meeting of September 19, 2012 adjourned at 5:40 p.m.

SUBMITTED BY:



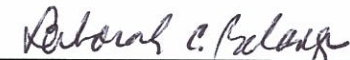
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

APPROVED BY:



DEBORAH C. BELANGER
Chairperson

Facilities Engineer Administrator

NATURE OF WORK

This is a highly complex and responsible professional work in architectural and engineering, project management and facilities management. The Facilities Engineer Administrator plans, coordinates, and directs activities in architecture and engineering for the College. Plans, directs, and coordinate all activities concerned with the construction and maintenance of structures, facilities, and systems. Participates in the conceptual development of capital improvement, construction, LEED, and HVAC projects, etc. and oversee its organization, scheduling, budgeting, and implementation. Directs, supervises and leads the personnel in the Facilities and Maintenance division.

This position reports to the Assistant Director for Planning and Development.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Plan, schedule, coordinate, manage and direct all activities on assigned capital improvement projects, construction projects, LEED projects, HVAC projects, etc.; monitors work for compliance to applicable codes, accepted engineering practices, and College standards.

Research availability and suitability options for new projects.

Prepares plans, specifications, feasibility studies and cost estimates on proposed projects.

Confer with supervisory personnel, contractors, or design professionals to discuss and resolve matters, such as work procedures, complaints, or problems.

Interpret and explain plans and contract terms to supervisory personnel and constituents. Actively participates in meetings regarding projects in line with the College's facility master plan objectives.

Consult with program administrators and applicable personnel to obtain first hand information on program and operational needs on facility type and design. Incorporate such needs into the plans and specification to the extent possible.

Assist in the planning in the best allocation and utilization of space and resources for new buildings, or re-organization of current premises.

Prepares specifications for request for proposals, contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, suppliers and/or contractors.

Directly responsible for developing, implementing and maintaining a preventive maintenance program within the confines of an annual budget. This includes air conditioning, maintenance and repair of buildings, and equipment. Prepares estimates on time, material and labor cost.

Directs, manages, and supervises the work of the facilities and maintenance personnel.

Develops a system for dealing with emergency repair problems with efficiency. Takes action to deal with the results of delays, bad weather, or emergencies at a construction site or maintenance project.

Maintains records of all plant and facilities coming within the administrative jurisdiction of the Guam Community College.

Prepare and submit budget estimates, progress reports, and/or cost tracking reports.

Certifies on compliance with plans and specifications and recommends (or not recommend) acceptance of projects or buildings for occupancy.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of the general engineering fields applied in pertinent capital improvement projects and construction projects.

Knowledge of authoritative reference works in the general fields of engineering.

Knowledge of local and federal laws and regulations related to engineering.

Knowledge of environmental, health and safety practices and regulations.

Knowledge of risk assessment.

Ability to administer, coordinate and direct the work of contractors and subordinate staff.

Ability to interpret and apply pertinent program guidelines; evaluate operational effectiveness and recommend/implement changes in organization policies and procedures to improve effectiveness.

Ability to make decisions in accordance with appropriate guidelines.

Ability to work effectively with the public, vendors, faculty, administrators and staff.

Ability to communicate effectively, orally and in writing.

Skill in contract negotiation.

Skill in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures.

Skill in the use of personal protective equipment and other safety devices.

Skill in developing and conducting information and orientations sessions.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Engineering or related field with two (2) years of professional engineering work experience.
- B. Bachelor's degree in Engineering or related field with four (4) years of professional engineering work experience, with at least two (2) years of supervisory experience.
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Ratified: _____

CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade N

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Wednesday, October 10, 2012, 4:00pm
GCC Student Center Training Room 5108

I. CALL TO ORDER

1. Swearing In and Administration of the Oath of Office to newly elected GCC Trustee Student Member Mr. James Pangelinan
2. Roll Call
3. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of September 19, 2012

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
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Foundation Building (Ribbon Cutting)
 - Building 200 (Renovation), Building 100 and Forensic Lab

VII. NEW BUSINESS

1. Policy 195 Update
2. President's Travel Schedule (November-December 2012)
3. Reporting Requirements

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 19, 2012

Minutes

I. CALL TO ORDER

1. The monthly meeting of September 19, 2012 was called to order at 4:10 p.m., by Chairwoman Debbie Belanger, held in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Edward G. Untalan; Mr. Richard P. Sablan; Ms. Gina Y. Ramos; Mr. Kenneth Bautista, Support Staff Advisory Member; Ms. Ariane Nepomuceno, Student Trustee.

Not in attendance: Mr. Frank P. Arriola (schedule conflict); Dr. Karen M.S. Sablan, Faculty Advisory Member (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Ms. Lolita Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Michael Chan, Associate Dean, Technology Student Services; Ms. Doris Perez, Assistant Director, Planning & Development; Gary Hartz (*representing Dr. Karen Sablan*).

3. **Recital of Mission Statement.** Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – August 22, 2012.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN THAT THE BOARD APPROVES THE MEETING MINUTES OF AUGUST 22, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – The College received a letter from the Office of the U.S. Vice-President via Mrs. Biden identifying different proposals of the Obama Administration. President Obama is in support of the community colleges to career fund amounting to \$8 Million and hopes Congress will approve this funding for job training, middle skill workers, etc. Mrs. Biden is also interested in college-business partnerships. A response letter will be sent with a copy of the College's Factbook, Annual Report and Impact report of ARRA funding for GCC.

IV. PUBLIC DISCUSSION – None.

V. REPORTS

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

–**Financial Status:** As last reported DOA has offsetted the overpayment of the Manpower Development Fund from previous years and the College will not collect approximately \$600,000 from the MDF. FY13

Budget would have to be revisited for operations. President Okada has communicated with the Governor's office for the remainder of the 7% to be released.

Capital Improvement Projects: President Okada reported that several projects for FY12 have been signed off to include:

- Building 500 and 600 roofing projects due to leaks. Notice of Intent to Award and Notice of Award issued to contractors.
- Elastomeric coating for Building 1000 (Tech Center) due to several leaks.
- Wheelchair ramps
- Air-conditioning Units – to be upgraded with energy efficient units.

Other activities: President Okada reported the following:

- The College submitted 16 nominations for the Government of Guam MagPro Awards for the different programs, including customer service. This is a Government of Guam employee's excellence award that will include the college's participation in fundraising committees. The Board was encouraged to participate.
- The College recently hired retired Lt. Col. Dennis Santo Tomas as the Executive Director for the Peace Officers Standards Training (POST) Commission that encompasses updating the standards for all types of law enforcements in hiring qualifications.
- Recently received a \$5,000.00 grant from the National Rifle Association (NRA) for lead mitigation for the College shooting range.
- The College received a \$45,000.00 DOI grant in support of the Council for Native Hawaiian Advancement convention in Honolulu during October 2012. This supports the non-profits from the different islands in our region to include Guam, Palau, Saipan, American Samoa, etc.
- The committees for the Institutional Strategic Master Plan have been meeting to review the different goals.
- PDS will be the new basic telephone service provider for the College.

2. Monthly Activities Report

Student Trustee: Since the last meeting Student Trustee Ariane Nepomuceno resigned. Election for a new Student Trustee is scheduled for September 20, 2012. Mr. James Pangelinan and Ms. Paling April Cruz are the two candidates. Election results should be provided at the next BOT meeting.

Trustee Ramos brought up a concern from a previous Student Trustee regarding Student Trustee elections. The President explained that this is a new academic year and COPSA has submitted a proposal to the President and the Dean. The President suggested that all recommendations will first go through the process as students. The President wanted to ensure the students were involved with the dialogue of these changes before final submission to the Board.

Faculty Advisory Member: Due to a schedule conflict, Dr. Karen Sablan was unable to attend the meeting, however, Dr. Gary Hartz, the Vice-President of the GCC Faculty Staff Union, reported as follows:

- The faculty is moving forward in a positive way and doing the best they can for the students and the College.
- The Board was also invited to the Fall Festival, which is scheduled for September 20, 2012 at the Center Court.

Support Staff Advisory Member: At this time, Trustee Ken Bautista did not provide a report.

3. **Board of Trustees Community Outreach Report.** Trustees Gina Ramos and Richard Sablan attended the GCC Labor Day on September 2, 2012.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

- Foundation Building (Renovation) - Ribbon cutting is scheduled for Monday, November 5, 2012 at 10:00 a.m. Furniture is still being moved into the building and finalizing the computer network. There are a few modifications with the café. A final walk through with the architect and contractor will be done tomorrow, September 20th. The President extended an invitation to the Board to participate in the walk through at 9:00 a.m. USDA has already done a walk through with the President.
- Building 200 (Renovation), Building 100 and Forensic Lab – The President reported that there will be a meeting with TRMA regarding Building 200 with final modification to the plans. The College should be receiving these modifications in a couple of weeks and groundbreaking should follow soon thereafter. As last reported, other meetings with TRMA will be scheduled regarding Building 100 and the Forensic Lab.

VII. NEW BUSINESS.

1. **Facilities Engineer Administrator.** The College is in need of a Facilities Engineer Administrator to help facilitate with the current construction on campus and future construction projects, including assisting with the facilities department with construction and project management, plus assisting with the layout and architectural designs. A copy of the proposed position description was provided to the Board for consideration and approval. This is an academic position under the board's purview. This person will report to Ms. Doris Perez, who is the Assistant Director for Planning and Development who oversees the College facilities. With a few modifications, the following motion was then made.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN, TO APPROVE THE TITLE AND PAY GRADE OF THE FACILITIES ENGINEER ADMINISTRATOR AS PROPOSED TO THE BOARD. MOTION CARRIED UNANIMOUSLY.
(Voting: 5 ayes, 0 nays)

At approximately 4:55 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 5:35 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE EDWARD UNTALAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

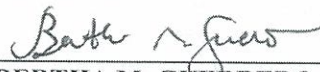
IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE MEETING OF AUGUST 22, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

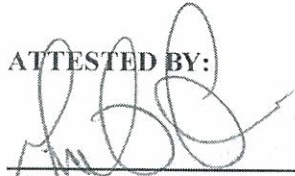
There being no further discussions, the meeting of September 19, 2012 adjourned at 5:40 p.m.

SUBMITTED BY:



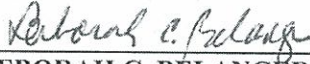
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

APPROVED BY:



DEBORAH C. BELANGER
Chairperson

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**A GUIDE TO THE SELECTION AND APPOINTMENT
OF GUAM COMMUNITY COLLEGE TRUSTEES**

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

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

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

WHEREAS, the Association of Community College Trustees has produced "A Guide to the Election and Appointment of Community College Trustees," and

WHEREAS, the Board of Trustees has developed "Guidelines for Student Trustee Election to the Board of Trustees."

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby adopts the standards and principles of said "Guide" to assist it in recommending qualified persons to the Governor of Guam.

BE IT FURTHER RESOLVED, that the Board of Trustee adopts the "Guidelines for Student Trustee Election to the Board of Trustees."

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

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

BE IT FURTHER RESOLVED, that upon adoption of this policy, the President shall communicate said policy and "Guidelines for Student Trustee Election to the Board of Trustees" to the Guam Community College Faculty, Staff, and Students.

**Amended & Adopted: September 5, 2008
Resolution 35-2008**

**Adopted: February 7, 1996
Resolution 2-96
Amended: July 14, 1999**

A GUIDE TO THE SELECTION AND APPOINTMENT OF COMMUNITY COLLEGE TRUSTEES

PREAMBLE: Community colleges are invaluable resources in meeting the educational and economic needs of their communities. Each college reflects the standards of excellence the community sets for itself. Responsibility for continued excellence is shared by all who appoint or select trustees to govern on their behalf.

COMMUNITY COLLEGE GOVERNANCE: Selection and professional development of qualified trustees is essential to overall excellence in community colleges. The primary responsibility of board of trustees is meeting the changing educational needs of the community, while reflecting the community's values in fulfilling the college mission. Primary functions of trusteeship are certifying the consistency of the mission and goals with community need, formulating policy, and ensuring effective leadership and responsible use of resources.

ETHICAL LEADERSHIP: The public trust of governance requires that trustees serve without personal gain to fulfill the college mission. Exclusionary influences such as partisan politics or personal agendas can precipitate actions unrelated to the college mission and are inappropriate in lay board governance.

QUESTIONS TO GUIDE TRUSTEE SELECTION:

- * Does the candidate meet the legal criteria for trusteeship?
 - * Does the candidate understand and appreciate the distinctive mission of the community college?
 - * Has the candidate demonstrated service to the community?
 - * Does the candidate bring a desire to advocate the college and its students to the community?
 - * Is the candidate aware of and knowledgeable about governance responsibilities?
 - * Does the candidate have a commitment to shared leadership with the college president, and a commitment to working with faculty and other members of the college community?
 - * Is the candidate aware of ethical issues of board governance and unencumbered by private agendas?
 - * Is the candidate sensitive to issues of diversity and committed to be mindful of the perspectives of all constituencies?
 - * Does the candidate understand that the board, and not the individual, has authority?
 - * Is the candidate willing to commit sufficient time and effort to governance responsibilities?
 - * Does the candidate bring characteristics and qualities which will enhance the standing of the college in the community?
-
- * Condensed from "A Guide to the Election and Appointment of Community College Trustees" published by the American Association of Community College Trustees.
-

GUIDELINES FOR STUDENT TRUSTEE ELIGIBILITY AND ELECTION

(Approved by the GCC Board of Trustees: August 17, 2011)

I. SELECTION COMMITTEE

The Dean responsible for Student Services will appoint a Selection Committee to oversee the elections for the Student Trustee. The Committee will consist of an Associate Dean representing Student Services, the GCC Registrar, the Program Coordinator for the Center for Student Involvement (CSI), and the Program Specialist for the Center for Student Involvement who will serve as the Chairperson.

II. ELIGIBILITY REQUIREMENTS FOR STUDENT TRUSTEE

- A. Shall be a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits.)
- B. Shall submit proof of current enrollment (class schedule, tuition payment receipt).
- C. Shall commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI office. (A regular semester is defined as the Fall and Spring semesters.)
- D. Shall have attended GCC for a minimum of one regular semester immediately prior to running for this position and completed the regular semester term with a Grade Point Average (GPA) of 2.0 or better.
- E. Shall have a minimum, cumulative GPA of 2.0 or better when declaring candidacy, and must maintain a minimum 2.0 GPA throughout every regular semester of service as the Student Trustee.
- F. Shall not be on academic probation (failing to achieve a 2.0 for a regular semester term).
- G. Shall have the Center for Student Involvement take your photo to be used on posters and the ballots.
- H. Shall deliver a campaign speech at all the scheduled Campaign Forums.
- I. Shall not be convicted of a felony.
- J. Shall submit a resume, an Application for Candidate form, and a signed Declaration of Candidacy to run for election.
- K. Shall not be a full-time Guam Community College Government of Guam employee.
- L. Shall attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with the elected COPSA Officers, from May through April.
- M. Above eligibility must be reviewed, guided by FERPA regulations, and certified by the Selection Committee.

III. VOTER ELIGIBILITY

Officially registered, full-time or part-time, declared or undeclared, GCC postsecondary or Adult High School student as defined in the GCC Catalog.

IV. VOTING PROCESS

- A. The Dean responsible for Student Services via the Selection Committee:
 - 1. Announces the election to be held within the month of April. (Exceptions to conducting the elections in April can be made by an approved motion of the GCC Board of Trustees.)
 - 2. Ensures that ballots are developed.
 - 3. Ensures campaign activities are conducted in accordance with all rules.
 - 4. Ensures elections are conducted in accordance with all rules.
 - 5. Ensures the tabulation is conducted in accordance with all rules.
 - 6. Certifies the results and submits the election results to the President of GCC, via the Dean responsible for Student Services and the Academic Affairs Division Vice President. The GCC President forwards the report to the GCC Board of Trustees.
- B. The Board of Trustees issues a Certificate of Election to the candidate with the highest number of votes. The Certificate of Election will serve as a contract of commitment.

V. TERM OF OFFICE AND DISMISSAL

- A. Term of office is one year.
 - B. Student Trustee must maintain all eligibility requirements throughout their term of office.
-

- C. Student Trustee will be dismissed from the position if he or she does not maintain a minimum, cumulative GPA of 2.0 or better or does not maintain a 2.0 GPA at the end of each regular semester of service.
- D. Student Trustee will be dismissed from the position if he or she misses more than two consecutive regularly scheduled meetings.

VI. REPLACEMENT OF STUDENT TRUSTEE

If the Student Trustee is unable to complete the term, the Dean responsible for Student Services will offer the position to the Student Trustee candidate who received the second highest number of votes in the most recent election only if that candidate received at least 20% of the total votes cast. Should the candidate who received the second highest number of votes be a write-in candidate who received at least 20% of the total votes cast, he/she can only be certified as the new Student Trustee pending submission of the required documents necessary to certify his/her eligibility. If either of those candidates cannot complete the term of the original Student Trustee, the Dean responsible for Student Services will convene the Selection Committee within two weeks of a declared vacancy within a regular semester, to conduct another election to fill the remainder of the term unless the vacancy occurs within two months of a regularly scheduled election. If the vacancy occurs in the summer, a special election will occur within the first four (4) weeks of the Fall semester.

VII. EXPECTATIONS OF A STUDENT TRUSTEE

- A. Student Trustee will abide by GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct).
- B. Student Trustee will also abide by the duties listed in the Council On Postsecondary Student Affairs (COPSA) By-Laws:
 - 1. Attend all Guam Community College Board of Trustees meetings and activities.
 - 2. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student concerns and needs.
 - 3. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns.

RULES FOR CONDUCTING STUDENT TRUSTEE ELECTIONS

I. CAMPAIGNING

- A. Open Student Assemblies are permitted, but must be coordinated with the Center for Student Involvement.
- B. Campaigning in the hallways is allowed provided that the noise level does not interrupt any classes.
- C. Posters can be placed in designated areas once approved by the Center for Student Involvement and the Student Support Services office.
- D. No campaigning can occur in classrooms during scheduled instructional time.
- E. On Election Day, no one can campaign closer than 25 feet from the polling area.

II. VOTING

- A. Students must present their current GCC student I.D. card in order to vote.
- B. Student voters must sign a voter registry and confirm their identity. (The Registrar will provide the registry.)
- C. Once voter status is verified, a ballot will be issued.
- D. The voter will be afforded privacy for completing the ballot.
- E. The completed ballot is to be placed in a locked ballot box by the voter.
- F. A GCC staff member must be present at the voting site throughout the entire election. A student or students may assist, but must first be approved by the Center for Student Involvement. The Center for Student Involvement designee is responsible for organizing the work assignments.
- G. Candidates are allowed to have one representative to observe the process. However, the observers are not allowed to intervene or campaign during the process. They may report any discrepancy to their candidate or to members of the Selection Committee.
- H. All elections must be conducted on campus.

III. ELECTION CHALLENGES

The following process will be followed when filing challenges to the election:

- A. The Candidate filing the challenge must do so in writing and address challenge to the Selection Committee within two (2) working days from the election date.
- B. The Selection Committee will render a decision on the challenge within two (2) working days from the date of the candidate's filed challenge.
- C. Should the candidate filing the challenge deem the decision of the Selection Committee unacceptable, an appeal can then be filed within two (2) working days of the decision with the Dean responsible for Student Services. The Dean responsible for Student Services will render a decision, in writing, within two (2) working days from receipt of the appeal.
- D. If the decision rendered by the Dean responsible for Student Services is deemed unacceptable by the candidate, an appeal can then be filed within two (2) working days of the decision with the Academic Affairs Division Vice President whose finding will be final. This final decision will be forwarded to the challenger within two (2) working days.

IV. TABULATION OF VOTES

- A. The ballots will be counted immediately after the polls close. If warranted by circumstances beyond our control, the box will be secured in the Center for Student Involvement until the next time that tabulation can resume.
- B. The Tabulation Team will be chosen by the Program Specialist for the Center for Student Involvement and will be composed of two Student Organization Advisors, one staff, a postsecondary student identified by the Center for Student Involvement, and the Program Specialist for the Center for Student Involvement.
- C. The results of the tabulation and all ballots must be presented to the Selection Committee for their approval. A summary sheet of the tabulation will be prepared to include total number of votes that were received, results by each candidate, number of votes that were disqualified and specific reasons for disqualification. Candidates are allowed to have one representative present to observe the process.
- D. The Tabulation Team is prohibited from announcing any results or providing any information to the candidates, supporters or others not specifically authorized to receive such information. The results will only be presented to the Selection Committee.
- E. If there is no declared candidate, should a write-in candidate receive at least 20% of the total votes cast, the Selection Committee can certify the write-in candidate as the winner, pending submission of the required documents necessary to certify his/her eligibility.

V. ANNOUNCEMENT OF ELECTION RESULTS

The Center for Student Involvement Program Specialist will introduce the elected candidate to the Dean responsible for Student Services, who in turn will introduce the candidate to the Academic Affairs Division Vice President. The Academic Affairs Division Vice President will then introduce the candidate to the President of the College, who will then introduce the candidate to the Board of Trustees. The President of the College, on behalf of the Board of Trustees, will announce the selected candidate to the college community.

VI. APPLICABILITY OF RULES

The above rules are applicable to the Student Trustee elections at Guam Community College and must be followed without deviation.

DECLARATION OF CANDIDACY FOR STUDENT TRUSTEE POSITION

I hereby declare that the following is true and correct:

1. I am a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits.)
2. I have submitted proof of current enrollment (class schedule, tuition payment receipt).
3. I will commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI Office. (A regular semester is defined as the Fall and Spring semesters.)
4. I have attended a minimum of one regular semester at GCC immediately prior to running for this position and completed this regular semester term with a GPA of 2.0 or better.
5. I have a minimum, cumulative GPA of 2.0 or better when declaring candidacy and will maintain this minimum 2.0 GPA throughout every regular semester of service.
6. I am not on academic probation.
7. I will have the Center for Student Involvement take my photo to be used on posters and the ballots.
8. I will deliver a campaign speech at all the scheduled Campaign Forums.
9. I have not been convicted of a felony.
10. I have submitted a current resume, an Application for Candidate form, and this signed Declaration of Candidacy form.
11. I am not a full-time Guam Community College Government of Guam employee.
12. I will attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with the elected COPSA Officers, from May through April.
13. I understand that my eligibility is subject to verification, guided by FERPA regulations, and that my candidacy requires the certification of the Selection Committee.
14. I have been briefed on the minimum requirements of the position for which I am running, and the election procedures.
15. I further understand that if I have submitted false information, I may be disqualified from this election or removed from office if I am elected.

Print Full Name

Signature

Date

APPLICATION for Candidate

for the GCC Board of Trustees Student Trustee

As required by the Guidelines for Student Trustee Elections, please submit a current resume.

Name: (Last) _____ **(First)** _____ **(Middle)** _____

How would you like your name to be printed on the ballot? _____

Address:
(Home) _____

(Mailing) _____

(E-mail) _____

Contact Numbers:

(Home) _____ **(Work)** _____ **(Cell)** _____ **(Pager)** _____

GCC Student Identification Number: _____ **Date of Birth:** _____

Guam Community College Enrollment Status: ☐ **Full-Time** ☐ **Part-Time**

Number of Credits attempted this semester: _____

Major (Program of Study): _____

Other College / University attending: _____

Names of Student Organizations / Membership – Positions Held: _____

Describe your Leadership Experiences: _____

List any Leadership Courses / Workshops / Seminars Taken: _____

Describe any Volunteer Services Rendered / Community Services provided: _____

List past experiences which qualify you for this position: _____

Why do you seek this position? _____

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.
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.

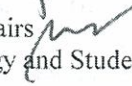
Reviewed & Adopted: September 5, 2008
Resolution 17-2008


Adopted: March 16, 1994
Resolution 12-94

OCT 2 2 2012

PRESIDENT'S OFFICE
Initials: 

TO: Mary A.Y. Okada, Ed.D., President

VIA: Ray D. Somera, Ph.D., Vice President, Academic Affairs
Virginia C. Tudela, Ph.D., Dean, School of Technology and Student Services 

FROM: Bobbie Leon Guerrero, Program Specialist, Center for Student Involvement 

SUBJECT: Recommended changes for the Election Procedures and Requirements
for the GCC Student Trustee

DATE: September 26, 2012

Attached, please find the recommended changes for the "Election Procedures and Requirements for the COPSA Board of Trustees Officer Serving as the Student Trustee". When reviewing the attachment, UNDERLINED words indicate recommended additions and STRIKETHROUGHS indicate recommended deletions.

These recommended changes were reviewed by the 2012-2013 COPSA Officers during their summer leadership retreats and then presented at the COPSA General Membership meeting on September 7, 2012. Hard copies were distributed at this meeting and electronic copies were posted on the COPSA Groups page on MyGCC for all to review.

At the September 21, 2012, General Membership meeting, the body voted unanimously to approve the recommended changes and forward it on to the Board for their review and approval.

One of the main aspects of these recommended changes is that the BOT Student Member will now become a COPSA Officer. With the June 2011 and August 2012 resignations of the Student Trustees, special elections have had to be held to elect a new Student Member. Challenges: conducting elections every semester since 2011, but more importantly, the loss of student representation on the Board until a new student is elected.

As a COPSA Board of Trustees Officer, the COPSA President can now appoint a postsecondary student to immediately fill this vacant position and student representation on the Board can continue.

I am requesting that these recommended changes be placed on the agenda for the October 2012 Board of Trustees meeting for review and approval.

I look forward to your feedback and notification that these recommended guidelines will be on the October BOT meeting agenda. Should you have any questions, please do not hesitate to contact me.

Attachment: Election Procedures and Requirements for the COPSA Board of Trustees Officer Serving as the Student Trustee (9pgs)

GUIDELINES FOR STUDENT TRUSTEE ELIGIBILITY AND ELECTION
ELECTION PROCEDURES AND REQUIREMENTS
FOR THE COPSA BOARD OF TRUSTEES OFFICER
SERVING AS THE STUDENT TRUSTEE

(Approved by the GCC Board of Trustees on _____)

(Effective immediately upon approval)

I. SELECTION COMMITTEE

The Dean responsible for Student Services will appoint a Selection Committee to oversee the elections for the COPSA Board of Trustees Officer who will serve as the Student Trustee. The Committee will consist of an Associate Dean representing Student Services, the GCC Registrar, the Program Coordinator for the Center for Student Involvement (CSI), and the Program Specialist for the Center for Student Involvement who will serve as the Chairperson.

II. ELIGIBILITY REQUIREMENTS FOR THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER

1. Shall be a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits)
2. Shall submit proof of current enrollment (class schedule, tuition payment receipt).
3. Shall commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI office. (A regular semester is defined as the Fall and Spring semesters.)
4. Shall have attended GCC as a postsecondary student for a minimum of one regular semester immediately prior to running for this position and completed the regular semester term with a Grade Point Average (GPA) of 2.0 or better.
5. Shall have a minimum, cumulative GPA of 2.0 or better when declaring candidacy, and must maintain a minimum 2.0 GPA throughout every regular semester of service. ~~as the Student Trustee.~~
6. Shall not be on academic probation (failing to achieve a 2.0 for a regular semester term).
7. Shall have the Center for Student Involvement take your photo to be used on posters and the ballots.
8. Shall deliver a campaign speech at all the scheduled Campaign Forums.
9. Shall not be convicted of a felony.
10. Shall submit a current resume, an Application for Candidate form, and a signed Declaration of Candidacy to run for election.
11. Shall not be a full-time ~~Guam Community College~~ Government of Guam employee.
12. Shall attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with all the elected COPSA Officers, from May through April.
13. Above eligibility must be reviewed, guided by FERPA regulations, and certified by the Selection Committee.

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

III. VOTER ELIGIBILITY

Officially registered, full-time or part-time, declared or undeclared, GCC postsecondary or Adult High School student as defined in the GCC Catalog.

IV. VOTING PROCESS

1. The Dean responsible for Student Services via the Selection Committee:
 - a. Announces the election to be held within the month of April. (Exceptions to conducting the elections in April can be made by an approved motion of the GCC Board of Trustees.)
 - b. Ensures that ballots are developed.
 - c. Ensures campaign activities are conducted in accordance with all rules.
 - d. Ensures elections are conducted in accordance with all rules.
 - e. Ensures the tabulation is conducted in accordance with all rules.
 - f. Certifies the results.
 - g. Submits the election results to the President of GCC, via the Dean responsible for Student Services and the Academic Affairs Division Vice President. The GCC President forwards the report to the GCC Board of Trustees.
2. The Board of Trustees issues a Certificate of Election to the candidate with the highest number of votes. The Certificate of Election will serve as a contract of commitment.

V. TERM OF OFFICE, REQUIREMENTS AND DISMISSAL FOR THE COPSA BOARD OF TRUSTEES OFFICER

1. Term of office: ~~is one year.~~
 - a. Officially sworn in during the first Board of Trustees regular meeting in May;
and
 - b. Term will end after the last Board of Trustees regular meeting April.
2. Requirements:
 - a. Abide by the GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct);
 - b. Maintain all eligibility requirements throughout their term of office;
 - c. Attend all Guam Community College Board of Trustees meetings and retreats;
 - d. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student activities, concerns and needs;
 - e. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns; and
 - f. Serve as the student representative on the Committee on College Assessment.
3. Dismissal:
 - a. ~~Student Trustee will be~~ Dismissed from the position if he or she does not maintain a minimum, cumulative GPA of 2.0 or better or does not maintain a 2.0 GPA at the end of each regular semester of service;
 - b. ~~Student Trustee will be~~ Dismissed from the position if he or she ~~misses~~ has more than two unexcused absences for consecutive regularly scheduled Board of Trustees meetings;
 - c. ~~Student Trustee will be~~ Dismissed from the position if he or she ~~misses~~ has more than two unexcused absences for consecutive regularly scheduled COPSA Executive and General Membership meetings.

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

VI. REPLACEMENT OF THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER

If the COPSA Board of Trustees Officer is unable to complete his or her term, the COPSA By-Law provision for vacancies amongst COPSA officers will apply.

~~If the Student Trustee is unable to complete their term, the Dean responsible for Student Services will offer the position to the Student Trustee candidate who received the second highest number of votes in the most recent election, only if that candidate received at least 20% of the total votes cast. Should the candidate who received the second highest number of votes be a write-in candidate who received at least 20% of the total votes cast, he/she can only be certified as the new Student Trustee pending submission of the required documents necessary to certify his/her eligibility. If either of those candidates cannot complete the term of the original Student Trustee, the Dean responsible for Student Services will convene the Selection Committee within two weeks of a declared vacancy within a regular semester, to conduct another election to fill the remainder of the term unless the vacancy occurs within two months of a regularly scheduled election. If the vacancy occurs in the summer, a special election will occur within the first four (4) weeks of the Fall semester.~~

~~VII. EXPECTATIONS OF A STUDENT TRUSTEE~~

- ~~1. Student Trustee will abide by GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct).~~
- ~~2. Student Trustee will also abide by the duties listed in the Council On Postsecondary Student Affairs (COPSA) By-Laws:~~
 - ~~1. Attend all Guam Community College Board of Trustees meetings and activities.~~
 - ~~2. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student concerns and needs.~~
 - ~~3. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns.~~

RULES FOR CONDUCTING THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER ELECTIONS

I. CAMPAIGNING

1. Open Student Assemblies are permitted, but must be coordinated with the Center for Student Involvement.
2. Campaigning in the hallways is allowed provided that the noise level does not interrupt any classes.
3. Posters can be placed in designated areas once approved by the Center for Student Involvement and the Student Support Services office.
4. No campaigning can occur in classrooms during scheduled instructional time.
5. On Election Day, no one can campaign closer than 25 feet from the polling area.

II. VOTING

1. Students must present their current GCC student I.D. card, or another form of photo identification showing their full name, in order to vote.
2. Once ~~voter status~~ identification is verified, student voters must sign a voter registry ~~and confirm their identity~~ which confirms they are an officially registered GCC student. (The Registrar will provide the registry.)
3. A ballot will be issued for the student to vote.
4. The voter will be afforded privacy for completing the ballot.
5. The completed ballot is to be placed in a locked ballot box by the voter.
6. A GCC staff member must be present at the voting site throughout the entire election. A student or students may assist, but must first be approved by the Center for Student Involvement. The Center for Student Involvement designee is responsible for organizing the work assignments.
7. Candidates are allowed to have one representative to observe the process. However, the observers are not allowed to intervene or campaign during the process. They may report any discrepancy to their candidate or to members of the Selection Committee.
8. All elections must be conducted on campus.

III. ELECTION CHALLENGES

The following process will be followed when filing challenges to the election:

1. The Candidate filing the challenge must do so in writing and address the challenge to the Selection Committee within two (2) working days from the election date.
2. The Selection Committee will render a decision on the challenge within two (2) working days from the date of the candidate's filed challenge.
3. Should the candidate filing the challenge deem the decision of the Selection Committee unacceptable, an appeal can then be filed within two (2) working days of the decision with the Dean responsible for Student Services. The Dean responsible for Student Services will render a decision, in writing, within two (2) working days from receipt of the appeal.
4. If the decision rendered by the Dean responsible for Student Services is deemed unacceptable by the candidate, an appeal can then be filed within two (2) working days of the decision with the Academic Affairs Division Vice President whose finding will be final. This final decision will be forwarded to the challenger within two (2) working days.

IV. TABULATION OF VOTES

1. The ballots will be counted immediately after the polls close. If warranted by circumstances beyond our control, the box will be secured in the Center for Student Involvement until the next time that tabulation can resume.
2. Candidates are allowed to have one representative present to observe the process.
3. The Tabulation Team will be chosen by the Program Specialist for the Center for Student Involvement and will be composed of two Student Organization Advisors, one staff, a postsecondary student identified by the Center for Student Involvement, and the Program Specialist for the Center for Student Involvement.
4. The results of the tabulation and all ballots must be presented to the Selection Committee for their approval. A summary sheet of the tabulation will be prepared to include total number of votes that were received, results by each candidate, number of votes that were disqualified and specific reasons for disqualification.
5. The Tabulation Team is prohibited from announcing any results or providing any information to the candidates, supporters or others not specifically authorized to receive such information. The results will only be presented to the Selection Committee.
6. If there is no declared candidate, should a write-in candidate receive at least 20% of the total votes cast, the Selection Committee can certify the write-in candidate as the winner, pending submission of the required documents necessary to certify his/her eligibility.

V. ANNOUNCEMENT OF ELECTION RESULTS

The Center for Student Involvement Program Specialist will introduce the elected candidate to the Dean responsible for Student Services, who in turn will introduce the candidate to the Academic Affairs Division Vice President. The Academic Affairs Division Vice President will then introduce the candidate to the President of the College, who will then introduce the candidate to the Board of Trustees. The President of the College, on behalf of the Board of Trustees, will announce the selected candidate to the college community.

VI. APPLICABILITY OF RULES

The above rules are applicable to the ~~Student Trustee~~ COPSA Board of Trustees Officer elections at Guam Community College and must be followed without deviation.

DECLARATION OF CANDIDACY FOR STUDENT TRUSTEE POSITION **THE COPSA BOARD OF TRUSTEES OFFICER**

I hereby declare that the following is true and correct:

1. I am a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits)
2. I have submitted proof of current enrollment (class schedule, tuition payment receipt).
3. I will commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI Office. (A regular semester is defined as the Fall and Spring semesters.)
4. I have attended a minimum of one regular semester at GCC as a postsecondary student immediately prior to running for this position and completed this regular semester term with a Grade Point Average (GPA) of 2.0 or better.
5. I have a minimum, cumulative GPA of 2.0 or better when declaring candidacy and will maintain this minimum 2.0 GPA throughout every regular semester of service.
6. I am not on academic probation.
7. I will have the Center for Student Involvement take my photo to be used on posters and the ballots.
8. I will deliver a campaign speech at all the scheduled Campaign Forums.
9. I have not been convicted of a felony.
10. I have submitted a current resume, an Application for Candidate form, and this signed Declaration of Candidacy form.
11. I am not a full-time ~~Guam Community College~~ Government of Guam employee.
12. I will attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with all the elected COPSA Officers, from May through April.
13. I understand that my eligibility is subject to verification, guided by FERPA regulations, and that my candidacy requires the certification of the Selection Committee.
14. I have been briefed on the minimum requirements of the position for which I am running, and the election procedures.
15. I further understand that if I have submitted false information, I may be disqualified from this election or removed from office if I am elected.

Print Full Name

Signature

Date

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

Page 6 of 9

APPLICATION for Candidate

for the GCC COPSA Board of Trustees Officer ~~Student Trustee~~

*As required by the Guidelines for Student Trustee Elections
Per the Election Procedures and Requirements, please submit a current resume.*

Name: (Last) _____ (First) _____ (Middle) _____

How would you like your name to be printed on the ballot? _____

Address:
(Home) _____

(Mailing) _____

(E-mail) _____

Contact Numbers:

(Home) _____ (Work) _____ (Cell) _____ (Pager) _____

GCC Student Identification Number: _____ Date of Birth: _____

.....

Guam Community College Enrollment Status: ☐ Full-Time ☐ Part-Time

Number of Credits attempted this semester: _____

Major (Program of Study): _____

Other College / University attending: _____

Names of Student Organizations / Membership – Positions Held: _____

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

Describe your Leadership Experiences: _____

List any Leadership Courses / Workshops / Seminars Taken: _____

Describe any Volunteer Services Rendered / Community Services provided: _____

List past experiences which qualify you for this position: _____

Why do you seek this position? _____

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

**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

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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.
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7. Maintain consistent and vigilant oversight of the College with emphasis on instructional quality, operational efficiency and fiscal stability.
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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.
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.

**Reviewed & Adopted: September 5, 2008
Resolution 17-2008**

**Adopted: March 16, 1994
Resolution 12-94**

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

PRESIDENT'S TRAVEL SCHEDULE
November-December 2012

Conference Title	Date	Location	Sponsor:
APAFS 2012 Board of Governors Meeting*	November 15-16, 2012	Manila, PI	Asia Pacific Association for Fiduciary Studies
National Education Partnerships Conference**	December 9-11, 2012	San Antonio, TX	National Education Partnerships
PREL Board Meeting***	December 12, 2012	Honolulu, HI	Pacific Resources for Education and Learning

Funding Source:

* \$800 reimbursed by APAFS; ** 100% Promotional Account; ***100% reimbursed by PREL



OFFICE OF PUBLIC ACCOUNTABILITY
Doris Flores Brooks, CPA, CGFM
Public Auditor

Guam Community College
RECEIVED


OCT 05 2012

PRESIDENT'S OFFICE
Initials: 68

MEMORANDUM

September 26, 2012

To: All Line Agencies, Autonomous and Semi-Autonomous Agencies, Public Corporations, and the Guam Mayors' Council with a Board or Commission

From: Doris Flores Brooks, CPA, CGFM
Public Auditor 

RE: Notification of Reporting Requirements for Boards and Commissions Pursuant to Public Law 31-233, Budget Act of 2013.

This memorandum is to notify you of the new reporting requirements for Boards and Commissions pursuant to Public Law (P.L.) 31-233:

Section 38. A new §8113.1 is hereby added to Chapter 8 of Title 5 GCA to read:

“§8113.1. Reporting Requirements for Boards and Commissions.

The governing Boards and Commissions of all agencies, public corporations, and departments of the government of Guam shall provide electronic copies of the monthly Board and Commission meeting agendas, approved minutes, and other attachments and addendums as discussed in each monthly meeting, to I Maga'låhen Guåhan and the Speaker of I Liheslaturan Guåhan no later than fifteen (15) days after the end of said meeting and post the same on its website of the agency, public corporation, or department to which it governs. The audio recording of each meeting shall be provided to the Office of Public Accountability within seven (7) calendar days after the meeting. The Office of Public Accountability shall post these audio files on its website upon receipt of audio files.”

Beginning with the first Board meeting on or after October 1, 2012, please provide audio recordings in mp3 format via audio compact disc (CD) no later than seven (7) calendar days after each Board meeting.

For questions on this reporting requirement, please contact Joy Bulatao at 475-0390 ext. 216 or jbulatao@guamopa.org, or Jerrick Hernandez at ext. 203 or jhernandez@guamopa.org.

Thank you and Senseramente.

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Wednesday, November 28, 2012, 4:00pm
GCC President's Conference Room

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of October 10, 2012

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
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Policy 195 update (*2nd Reading*)
2. Construction Projects Updates
 - Foundation Building (Ribbon Cutting)
 - Building 200 (Renovation), Building 100 and Forensic Lab

VII. NEW BUSINESS

1. Board Training
2. Board's Assessment Goals (AY2012-2014)
3. President's Travel Schedule (January 2013)
4. FY 2013 Supplemental Budget Request

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of October 10, 2012

Minutes

I. CALL TO ORDER

1. The monthly meeting of October 10, 2012 was called to order at approximately 4:13 p.m., by Chairwoman Debbie Belanger, held at the GCC Campus in the Student Center Training Room 5108 in Mangilao, Guam.
2. **Swearing In and Administration of Oath of Office.** Board Chairwoman Debbie Belanger swore in the newly elected GCC Board of Trustee Student Member, Mr. James Pangelinan.
3. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola, Mr. Richard P. Sablan; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. James Pangelinan, Student Trustee.
Not in attendance: Mr. Edward Untalan (schedule conflict); Dr. Karen M.S. Sablan, Faculty Advisory Member (schedule conflict); Ms. Gina Ramos (off-island).
Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Ms. Lolita Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Michael Chan, Associate Dean, Technology Student Services; Dr. Gina Tudela, Dean, TSS; Mr. Gary Hartz, Vice-President, GCC Faculty Union (*representing Dr. Karen Sablan*); Mr. Reilly Ridgell, Dean, TPS; Ms. Joann Muna, GCC Human Resources Administrator; Representing COPSA: Vicenta B. Lungred, Elmarie Anderson, Jennifer Esteves, Carl Torres II, Troy Lizama, Sally Sablan; Representing Center for Student Involvement: Ms. Bobbie Leon Guerrero, Mr. Don Lizama; Ms. Liz Duenas, Staff-Civil Engagement and COPSA; Ms. Juanita Martinez, Student.
4. **Recital of Mission Statement.** Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – September 19, 2012.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE FRANK ARRIOLA THAT THE BOARD APPROVES THE MEETING MINUTES OF SEPTEMBER 19, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS – There was none.

IV. PUBLIC DISCUSSION – None.

At this time the President requested for authorization by the Board for an additional item to be placed under New Business in today's Agenda. The request was for Reporting Requirements pursuant to Public Law No. 31-233, as Item #3.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN THAT THE BOARD APPROVES ADDING AS ITEM #3, REPORTING REQUIREMENTS UNDER NEW BUSINESS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

V. REPORTS

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

-Financial Status: This being a new fiscal year the President provided the Board with the current financial status of the College as follows:

-For FY13, no money has been received to date.

-For FY12, out of the General Fund, to date, the College received 99% of its appropriations.

As to the Manpower Development Fund (MDF), all have been received as expected, however, no additional funding will be received for FY13. Although the FY12 budget appropriation was \$1.6 Million, the College will not collect approximately \$600,000 under the MDF, even though it is appropriated.

-With the FY13 Budget passed and the Governor's 15% reserve, the College did not receive any funding for operations, such as utilities (power, water, telephone, etc.). Funding was only for salaries and benefits. With this shortfall, the College will be presenting to the Board for additional appropriation for operations under the NAF. The College will also seek the support from the Legislature and the Governor. Presentation will be provided during the next Board meeting.

-The President explained that the Board approved the College's FY12-FY13 NAF Budget. There will be some funding available to cover some of operations but it will not be enough. We still have to anticipate new buildings that are being constructed and once completed, there will be increase in utilities and contractual services.

-Capital Improvement Project: With the CIP funding the Board approved for FY13, projects will be reviewed first by the resource planning and facilities committee to be specifically identified before submitting proposals to the Board.

Other activities: President Okada reported the following:

- The College has recently hired Mr. Dennis Santo Tomas as the Executive Director for the POST Commission, who will be working with other agencies in setting up the standards for Peace Officers.

-Student Trustee Election was on September 20, 2012 during the Fall Festival. 720 students voted and at this time Mr. James Pangelinan was officially welcomed as the new Student Member Board of Trustees.

2. Monthly Activities Report

Student Trustee: A report was not provided at this time.

Faculty Advisory Member: Due to a schedule conflict, Dr. Karen Sablan was unable to attend the meeting, however, Mr. Gary Hartz, the Vice-President of the GCC Faculty Union, reported as follows:

-The faculty continues to positively move forward.

-Faculty are hopeful there will be a way the GCC administration and the Board can communicate a commitment that when the College is at a point and financially able, would it consider retroactively paying faculty their increments.

Support Staff Advisory Member: Trustee Ken Bautista reported as follows:

-Support staff working diligently to set up the Foundation Building for the ribbon cutting.

-Staff/Administrators Professional Day was moved from October 8, 2012 to November 23, 2012.

3. **Board of Trustees Community Outreach Report.** There was none to report at this time.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

- Foundation Building - Ribbon cutting is scheduled for Monday, November 5, 2012 at 10:00 a.m.
- Building 200 (Renovation), Building 100 and Forensic Lab – The President reported this is work in progress.

VII. NEW BUSINESS.

1. **Policy 195 update.** The President explained that the students reviewed Policy 195 and are recommending some changes to the current guidelines for nominating and how the students are represented to the BOT. The procedures and requirements were revised and copies of the revisions, plus the current policy were provided to the Board. This will be considered the First Reading.

Chairwoman asked for clarification regarding the appointment of the new member by the Student President. President Okada explained that currently a Student Trustee is voted in. However, there have been two incidences of a Student Trustee not completing their term. The change would be that a COPSA President will appoint a post secondary student as a Student Trustee to fill any vacancies instead of going through a special election. This will be only for the duration of the remainder of the term vacated by a Student Trustee so that Student representation is ongoing. The COPSA President will recommend the appointment to the COPSA members and will be voted on.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE JAMES PANGELINAN, TO MOVE POLICY 195 TO 2ND READING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. **President's Travel Schedule (December-November 2012).** There are three items for consideration for travel, as follows:

-The President serves as a member of the Board of Governors of the Asia Pacific Association for Fiduciary Studies (APAFS). There will be a conference in Manila, Philippines on November 15-16, 2012. This travel is a contingency due to other activities occurring at the same time. \$800 will be covered by APAFS. Should the President not attend, she will ask for approval to transfer her vote and designate a representative on her behalf.

-National Education Partnerships Conference, December 9-11, 2012: The President mentioned that approximately two years ago, the Foundation Board attended this conference in San Antonio, Texas. A proposal was submitted for their consideration and for presentation at the next conference. The presentation "Strategizing for Fundraising Activities" was accepted. This will be held in conjunction with the PREL Board meeting in December 2012.

-PREL Board Meeting, December 12, 2012, Honolulu, Hawaii: The President is a member of this Board and expenses by the College will be reimbursed by PREL.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE

RICHARD SABLAN, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR NOVEMBER-DECEMBER 2012. NONE OPPOSED, MOTION CARRIED.
(Voting: 4 ayes, 0 nays)

- 3. Reporting Requirements.** The President apprised the Board of new reporting requirements for Boards and Commissions pursuant to Public Law No. 31-233, included in the Budget Act of 2013. The Legal Counsel, Ms. Campana, explained the following to the Board:
- Public Law 31-233 adds a new section into the Open Government Law, which requires reporting but did not have a deadline for reporting of Board Minutes.
 - The new rule is that within fifteen (15) days after the meeting, you submit a copy of the Board Minutes to the Guam Legislature and the Governor, and to submit a copy of the Board recording to the Office of Public Accountability after the Board meetings within seven (7) days.

At approximately 5:30 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 6:30 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD PANGELINAN, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)


IX. ADJOURNMENT

MOTION


IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE MEETING OF OCTOBER 10, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of October 10, 2012 adjourned at approximately 6:35 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

OCT 02 2012

PRESIDENT'S OFFICE
Initials: [Signature]

TO: Mary A.Y. Okada, Ed.D., President

VIA: Ray D. Somera, Ph.D., Vice President, Academic Affairs
Virginia C. Tudela, Ph.D., Dean, School of Technology and Student Services

FROM: Bobbie Leon Guerrero, Program Specialist, Center for Student Involvement

SUBJECT: Recommended changes for the Election Procedures and Requirements
for the GCC Student Trustee

DATE: September 26, 2012

Attached, please find the recommended changes for the "Election Procedures and Requirements for the COPSA Board of Trustees Officer Serving as the Student Trustee". When reviewing the attachment, UNDERLINED words indicate recommended additions and STRIKETHROUGHS indicate recommended deletions.

These recommended changes were reviewed by the 2012-2013 COPSA Officers during their summer leadership retreats and then presented at the COPSA General Membership meeting on September 7, 2012. Hard copies were distributed at this meeting and electronic copies were posted on the COPSA Groups page on MyGCC for all to review.

At the September 21, 2012, General Membership meeting, the body voted unanimously to approve the recommended changes and forward it on to the Board for their review and approval.

One of the main aspects of these recommended changes is that the BOT Student Member will now become a COPSA Officer. With the June 2011 and August 2012 resignations of the Student Trustees, special elections have had to be held to elect a new Student Member. Challenges: conducting elections every semester since 2011, but more importantly, the loss of student representation on the Board until a new student is elected.

As a COPSA Board of Trustees Officer, the COPSA President can now appoint a postsecondary student to immediately fill this vacant position and student representation on the Board can continue.

I am requesting that these recommended changes be placed on the agenda for the October 2012 Board of Trustees meeting for review and approval.

I look forward to your feedback and notification that these recommended guidelines will be on the October BOT meeting agenda. Should you have any questions, please do not hesitate to contact me.

Attachment: Election Procedures and Requirements for the COPSA Board of Trustees Officer Serving as the Student Trustee (9pgs)

**GUIDELINES FOR STUDENT TRUSTEE ELIGIBILITY AND ELECTION
ELECTION PROCEDURES AND REQUIREMENTS
FOR THE COPSA BOARD OF TRUSTEES OFFICER
SERVING AS THE STUDENT TRUSTEE**

(Approved by the GCC Board of Trustees on _____)
(Effective immediately upon approval)

I. SELECTION COMMITTEE

The Dean responsible for Student Services will appoint a Selection Committee to oversee the elections for the COPSA Board of Trustees Officer who will serve as the Student Trustee. The Committee will consist of an Associate Dean representing Student Services, the GCC Registrar, the Program Coordinator for the Center for Student Involvement (CSI), and the Program Specialist for the Center for Student Involvement who will serve as the Chairperson.

II. ELIGIBILITY REQUIREMENTS FOR THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER

1. Shall be a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits)
2. Shall submit proof of current enrollment (class schedule, tuition payment receipt).
3. Shall commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI office. (A regular semester is defined as the Fall and Spring semesters.)
4. Shall have attended GCC as a postsecondary student for a minimum of one regular semester immediately prior to running for this position and completed the regular semester term with a Grade Point Average (GPA) of 2.0 or better.
5. Shall have a minimum, cumulative GPA of 2.0 or better when declaring candidacy, and must maintain a minimum 2.0 GPA throughout every regular semester of service. ~~as the Student Trustee.~~
6. Shall not be on academic probation (failing to achieve a 2.0 for a regular semester term).
7. Shall have the Center for Student Involvement take your photo to be used on posters and the ballots.
8. Shall deliver a campaign speech at all the scheduled Campaign Forums.
9. Shall not be convicted of a felony.
10. Shall submit a current resume, an Application for Candidate form, and a signed Declaration of Candidacy to run for election.
11. Shall not be a full-time ~~Guam Community College~~ Government of Guam employee.
12. Shall attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with all the elected COPSA Officers, from May through April.
13. Above eligibility must be reviewed, guided by FERPA regulations, and certified by the Selection Committee.

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

III. VOTER ELIGIBILITY

Officially registered, full-time or part-time, declared or undeclared, GCC postsecondary or Adult High School student as defined in the GCC Catalog.

IV. VOTING PROCESS

1. The Dean responsible for Student Services via the Selection Committee:
 - a. Announces the election to be held within the month of April. (Exceptions to conducting the elections in April can be made by an approved motion of the GCC Board of Trustees.)
 - b. Ensures that ballots are developed.
 - c. Ensures campaign activities are conducted in accordance with all rules.
 - d. Ensures elections are conducted in accordance with all rules.
 - e. Ensures the tabulation is conducted in accordance with all rules.
 - f. Certifies the results.
 - g. Submits the election results to the President of GCC, via the Dean responsible for Student Services and the Academic Affairs Division Vice President. The GCC President forwards the report to the GCC Board of Trustees.
2. The Board of Trustees issues a Certificate of Election to the candidate with the highest number of votes. The Certificate of Election will serve as a contract of commitment.

V. TERM OF OFFICE, REQUIREMENTS AND DISMISSAL FOR THE COPSA BOARD OF TRUSTEES OFFICER

1. Term of office: ~~is one year.~~
 - a. Officially sworn in during the first Board of Trustees regular meeting in May;
and
 - b. Term will end after the last Board of Trustees regular meeting April.
2. Requirements:
 - a. Abide by the GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct);
 - b. Maintain all eligibility requirements throughout their term of office;
 - c. Attend all Guam Community College Board of Trustees meetings and retreats;
 - d. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student activities, concerns and needs;
 - e. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns; and
 - f. Serve as the student representative on the Committee on College Assessment.
3. Dismissal:
 - a. ~~Student Trustee will be~~ Dismissed from the position if he or she does not maintain a minimum, cumulative GPA of 2.0 or better or does not maintain a 2.0 GPA at the end of each regular semester of service;
 - b. ~~Student Trustee will be~~ Dismissed from the position if he or she misses has more than two unexcused absences for consecutive regularly scheduled Board of Trustees meetings;
 - c. ~~Student Trustee will be~~ Dismissed from the position if he or she misses has more than two unexcused absences for consecutive regularly scheduled COPSA Executive and General Membership meetings.

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

VI. REPLACEMENT OF THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER

If the COPSA Board of Trustees Officer is unable to complete his or her term, the COPSA By-Law provision for vacancies amongst COPSA officers will apply.

~~If the Student Trustee is unable to complete their term, the Dean responsible for Student Services will offer the position to the Student Trustee candidate who received the second highest number of votes in the most recent election, only if that candidate received at least 20% of the total votes cast. Should the candidate who received the second highest number of votes be a write-in candidate who received at least 20% of the total votes cast, he/she can only be certified as the new Student Trustee pending submission of the required documents necessary to certify his/her eligibility. If either of those candidates cannot complete the term of the original Student Trustee, the Dean responsible for Student Services will convene the Selection Committee within two weeks of a declared vacancy within a regular semester, to conduct another election to fill the remainder of the term unless the vacancy occurs within two months of a regularly scheduled election. If the vacancy occurs in the summer, a special election will occur within the first four (4) weeks of the Fall semester.~~

~~VII. EXPECTATIONS OF A STUDENT TRUSTEE~~

- ~~1. Student Trustee will abide by GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct).~~
- ~~2. Student Trustee will also abide by the duties listed in the Council On Postsecondary Student Affairs (COPSA) By-Laws:~~
 - ~~1. Attend all Guam Community College Board of Trustees meetings and activities.~~
 - ~~2. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student concerns and needs.~~
 - ~~3. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns.~~

RULES FOR CONDUCTING THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER ELECTIONS

I. CAMPAIGNING

1. Open Student Assemblies are permitted, but must be coordinated with the Center for Student Involvement.
2. Campaigning in the hallways is allowed provided that the noise level does not interrupt any classes.
3. Posters can be placed in designated areas once approved by the Center for Student Involvement and the Student Support Services office.
4. No campaigning can occur in classrooms during scheduled instructional time.
5. On Election Day, no one can campaign closer than 25 feet from the polling area.

II. VOTING

1. Students must present their current GCC student I.D. card, or another form of photo identification showing their full name, in order to vote.
2. Once ~~voter status~~ identification is verified, student voters must sign a voter registry and confirm their identity which confirms they are an officially registered GCC student. (The Registrar will provide the registry.)
3. A ballot will be issued for the student to vote.
4. The voter will be afforded privacy for completing the ballot.
5. The completed ballot is to be placed in a locked ballot box by the voter.
6. A GCC staff member must be present at the voting site throughout the entire election. A student or students may assist, but must first be approved by the Center for Student Involvement. The Center for Student Involvement designee is responsible for organizing the work assignments.
7. Candidates are allowed to have one representative to observe the process. However, the observers are not allowed to intervene or campaign during the process. They may report any discrepancy to their candidate or to members of the Selection Committee.
8. All elections must be conducted on campus.

III. ELECTION CHALLENGES

The following process will be followed when filing challenges to the election:

1. The Candidate filing the challenge must do so in writing and address the challenge to the Selection Committee within two (2) working days from the election date.
2. The Selection Committee will render a decision on the challenge within two (2) working days from the date of the candidate's filed challenge.
3. Should the candidate filing the challenge deem the decision of the Selection Committee unacceptable, an appeal can then be filed within two (2) working days of the decision with the Dean responsible for Student Services. The Dean responsible for Student Services will render a decision, in writing, within two (2) working days from receipt of the appeal.
4. If the decision rendered by the Dean responsible for Student Services is deemed unacceptable by the candidate, an appeal can then be filed within two (2) working days of the decision with the Academic Affairs Division Vice President whose finding will be final. This final decision will be forwarded to the challenger within two (2) working days.

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

IV. TABULATION OF VOTES

1. The ballots will be counted immediately after the polls close. If warranted by circumstances beyond our control, the box will be secured in the Center for Student Involvement until the next time that tabulation can resume.
2. Candidates are allowed to have one representative present to observe the process.
3. The Tabulation Team will be chosen by the Program Specialist for the Center for Student Involvement and will be composed of two Student Organization Advisors, one staff, a postsecondary student identified by the Center for Student Involvement, and the Program Specialist for the Center for Student Involvement.
4. The results of the tabulation and all ballots must be presented to the Selection Committee for their approval. A summary sheet of the tabulation will be prepared to include total number of votes that were received, results by each candidate, number of votes that were disqualified and specific reasons for disqualification.
5. The Tabulation Team is prohibited from announcing any results or providing any information to the candidates, supporters or others not specifically authorized to receive such information. The results will only be presented to the Selection Committee.
6. If there is no declared candidate, should a write-in candidate receive at least 20% of the total votes cast, the Selection Committee can certify the write-in candidate as the winner, pending submission of the required documents necessary to certify his/her eligibility.

V. ANNOUNCEMENT OF ELECTION RESULTS

The Center for Student Involvement Program Specialist will introduce the elected candidate to the Dean responsible for Student Services, who in turn will introduce the candidate to the Academic Affairs Division Vice President. The Academic Affairs Division Vice President will then introduce the candidate to the President of the College, who will then introduce the candidate to the Board of Trustees. The President of the College, on behalf of the Board of Trustees, will announce the selected candidate to the college community.

VI. APPLICABILITY OF RULES

The above rules are applicable to the ~~Student Trustee~~ COPSA Board of Trustees Officer elections at Guam Community College and must be followed without deviation.

DECLARATION OF CANDIDACY FOR STUDENT TRUSTEE POSITION
THE COPSA BOARD OF TRUSTEES OFFICER

I hereby declare that the following is true and correct:

1. I am a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits)
2. I have submitted proof of current enrollment (class schedule, tuition payment receipt).
3. I will commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI Office. (A regular semester is defined as the Fall and Spring semesters.)
4. I have attended a minimum of one regular semester at GCC as a postsecondary student immediately prior to running for this position and completed this regular semester term with a Grade Point Average (GPA) of 2.0 or better.
5. I have a minimum, cumulative GPA of 2.0 or better when declaring candidacy and will maintain this minimum 2.0 GPA throughout every regular semester of service.
6. I am not on academic probation.
7. I will have the Center for Student Involvement take my photo to be used on posters and the ballots.
8. I will deliver a campaign speech at all the scheduled Campaign Forums.
9. I have not been convicted of a felony.
10. I have submitted a current resume, an Application for Candidate form, and this signed Declaration of Candidacy form.
11. I am not a full-time ~~Guam Community College~~ Government of Guam employee.
12. I will attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with all the elected COPSA Officers, from May through April.
13. I understand that my eligibility is subject to verification, guided by FERPA regulations, and that my candidacy requires the certification of the Selection Committee.
14. I have been briefed on the minimum requirements of the position for which I am running, and the election procedures.
15. I further understand that if I have submitted false information, I may be disqualified from this election or removed from office if I am elected.

Print Full Name

Signature

Date

APPLICATION for Candidate

for the GCC **COPSA** Board of Trustees **Officer** ~~Student Trustee~~

*As required by the Guidelines for Student Trustee Elections
Per the Election Procedures and Requirements, please submit a current resume.*

Name: (Last) _____ (First) _____ (Middle) _____

How would you like your name to be printed on the ballot? _____

Address:
(Home) _____

(Mailing) _____

(E-mail) _____

Contact Numbers:

(Home) _____ (Work) _____ (Cell) _____ (Pager) _____

GCC Student Identification Number: _____ Date of Birth: _____

.....
Guam Community College Enrollment Status: ☐ Full-Time ☐ Part-Time

Number of Credits attempted this semester: _____

Major (Program of Study): _____

Other College / University attending: _____

Names of Student Organizations / Membership – Positions Held: _____

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

Describe your Leadership Experiences: _____

List any Leadership Courses / Workshops / Seminars Taken: _____

Describe any Volunteer Services Rendered / Community Services provided: _____

List past experiences which qualify you for this position: _____

Why do you seek this position? _____

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

**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.
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.

Reviewed & Adopted: September 5, 2008
Resolution 17-2008

Adopted: March 16, 1994
Resolution 12-94

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

Preliminary Agenda

Building and Sustaining an Effective Governing Board

Board Training Workshop

for the

Pacific Postsecondary Education Council

Conducted by the Association of Governing Boards of Universities and Colleges

December 5-6, 2012

Facilitator: Dr. Sheila Stearns, Senior Fellow, AGB

(This preliminary agenda may change based on the information obtained from the participant survey, and in consultation with the PPEC leadership.)

December 5

7:00 p.m. Reception and Dinner
Welcome and Introductions

December 6

8:00 a.m. Basic Board Responsibilities

- full board
- individual members
- for board chairs

9:00 a.m. Focusing on Key Responsibilities (part 1)

- responsibilities for mission and strategic planning
- working with the president
- educational quality in all programs (developmental and credit-bearing)
- financial responsibilities

10:30 a.m. Break

10:45 a.m.	Focusing on Key Responsibilities (part 2)
	<ul style="list-style-type: none"> - ensure independence and autonomy - integrating public interest into campus decision-making - ensuring adequate resources, advocacy and fund-raising - preparing for accreditation reviews
12:15 p.m.	Lunch
1:30 p.m.	Organizing effective board agendas and meetings
2:30 p.m.	Developing an effective committee structure
3:00 p.m.	Break
3:15 p.m.	Recruiting and sustaining an effective board
4:00 p.m.	Wrap-up and final questions/discussion
4:30 p.m.	Adjourn



Hilton Palacio del Rio
St. Philip's College
San Antonio, TX

AGENDA

Thursday, March 21, 2013

Hilton Palacio del Rio

11:00 a.m. – 12:00 p.m. Institute Registration

12:00 p.m. – 1:00 p.m. Lunch & Program Overview

1:00 p.m. – 2:30 p.m. Welcoming Remarks

Introductions, Opening Exercises and Objectives

Dr. Narcisa Polonio, Vice President for Education Research, and
Board Leadership Services, ACCT

- Key Questions
- Assess Your Board's Health
- Identify Strengths and Weaknesses
- Leading During Turbulent Times

2:30 p.m. – 2:45 p.m. Break

2:45 p.m. – 4:00 p.m. Key Indicators of an Effective Board

- The Board's Changing Role – Reducing Anxiety and Sending the Right Message
- Understanding Leadership and Group/Team Dynamics
- Fostering Goodwill and Commitment
- Handling Conflict and the "Self Interested Trustee"

4:00 p.m. – 4:20 p.m. Preparation for the Next Day

4:20 p.m. Adjourn for the Day – Open Evening

Friday, March 22, 2013

St. Philip's College

Heritage Room

7:30 a.m. – 8:30 a.m.	Breakfast
8:30 a.m. – 9:30 a.m.	Create an Exceptional Board/President Relationship and the Role of the Leadership Team of the Board <ul style="list-style-type: none">• Board/President Partnership• Job Description for the Chair• Job Description for Committee Chairs• Advocating on Behalf of the College
9:30 a.m. – 9:45 a.m.	Break
9:45 a.m. – 10:45 a.m.	Robert's Rule of Order and Parliamentary Procedures
10:45 a.m. – 11:00 a.m.	Break
11:00 a.m. – 12:15 p.m.	What Trustees Need to Know About Outcomes, Quality and Student Success
12:15 p.m. – 1:15 p.m.	Lunch Provided by Culinary Institute at St. Philip's College
1:15 p.m. – 2:00 p.m.	Innovation in Community College Programs and Services
2:00 p.m. – 2:15 p.m.	Break
2:15 p.m. – 3:15 p.m.	Bringing it all Together
3:30 p.m. – 4:30 p.m.	Image Building and Crisis Management
4:30 p.m. – 6:00 p.m.	Networking and Tee-shirt Exchange

Saturday, March 22, 2013

Hilton Palacio del Rio

7:30 a.m. – 8:30 a.m.	Breakfast
8:30 a.m. – 10:00 a.m.	Difficult Times Require the Developing of new Relationships and Understanding with Internal and External Constituencies

- The Value of Compassion and Providing Hope to the Community
- Effective Communication Reinforces Trust

Effective Strategies and Tools for Addressing Financial Constraints

- Understanding your Fiduciary Responsibilities to Ensure the College has Sound Finances
- How to Focus on Quality, Gaining Efficiencies and Being More Cost-Effective as a way of Surviving and Thriving During Difficult Financial Times

10:00 a.m. – 10:15 a.m.

Break

10:15 a.m. – 11:15 a.m.

Board Self-Assessment as a Leadership Tool

- Presidential Assessment
- Succession Planning

11:15 a.m. – 12:00 p.m.

From Good to Great: The Journey to Becoming an Exemplary Board

- Elements of a Leadership Plan
- Successful Strategies
- Code of Commitment
- Lessons to take Back to your College

12 p.m. – 1:00 p.m.

Working Lunch

- What Works: Show & Tell

1:00 p.m. – 2:00 p.m.

Beginning the Journey

- How to Inspire your Colleagues
- Defining a Purposeful Path

GUAM COMMUNITY COLLEGE
PROPOSED AY 2012-2014 Board of Trustees Assessment Activities & Timeline

GOAL #1 Review of Board Policies	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
<p><u>Policy Review.</u> Evaluate and amend periodically Board Policies and the Code of Ethics Policy for all GCC constituents (including the Board) to align processes and procedures, as necessary and appropriate.</p>	<p>1a. Follow and implement the established annual schedule for the evaluation of board policies (including the mission statement review) in compliance with Board of Trustees Membership Handbook</p> <p>1b. Conduct periodic reviews of the Board's Policies for publication both in print and electronic format.</p> <p>1c. Respond to the 2012 ACCJC report recommendation to separate Board policies and administrative procedures that operationalize the policy.</p> <p>Outcome: Revised BOT policies that separate the procedural portion of the policies into a companion document of administrative procedures in order to consolidate and facilitate administrative changes without unduly taxing the Board to act upon changes that do not affect the integrity of the policy itself.</p>	<p>1a. January 2013</p> <p>1b. BOT monthly meetings</p>	<p><u>Board of Trustees:</u> *All BOT members</p> <p><u>Staff:</u> * Divisional departments and Board's Administrative Secretary * Vice President, Academic Affairs * Vice President, Finance & Administration</p>

CONCUR: _____
DO NOT CONCUR: _____

Chairperson, Board of Trustees

GUAM COMMUNITY COLLEGE
PROPOSED AY 2012-2014 Board of Trustees Assessment Activities & Timeline

GOAL #2 Board Assessment	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
<u>Assessment.</u> Set an example by engaging 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.	<p>2a. Implement a regular schedule for board assessment training to increase and deepen members' knowledge of assessment and accreditation for accountability and improvement.</p> <p>2b. Include the input and participation of the Faculty Senate in the Governing Board Assessment Questionnaire (GBAQ) process.</p> <p><u>Outcome:</u></p> <ul style="list-style-type: none"> Board of Trustees' forum for Faculty Senate, Staff Senate, and the Council on Postsecondary Student Affairs (COPSA) 	<p>2a. Semi-Annually</p> <ul style="list-style-type: none"> December 2012 August 2013 <p>2b. GBAQ to be conducted</p> <ul style="list-style-type: none"> Spring 2013 Final Report: July 2013 	<p><u>Board of Trustees:</u> Entire Board</p> <p><u>Staff:</u> *Assistant Director, Office of Assessment & Institutional Effectiveness (AIE) *Board's Administrative Secretary</p>

CONCUR: _____
 DO NOT CONCUR: _____

 Chairperson, Board of Trustees

GUAM COMMUNITY COLLEGE
PROPOSED AY 2012-2014 Board of Trustees Assessment Activities & Timeline

GOAL #3 Governance	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
<p><u>Governance Evaluation.</u> Assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.</p>	<p>3a. Participate actively in campus-wide governance survey.</p> <p>Outcome:</p> <ul style="list-style-type: none"> Evidence of input by the faculty, staff and student representatives present at Board meetings will reflect their close connection with the participatory governance process. 	<p>3a. Spring 2013</p>	<p><u>Board of Trustees:</u> *Entire Board</p> <p><u>Staff:</u> *Assistant Director, Office of Assessment & Institutional Effectiveness (AIE) *Board's Administrative Secretary</p>

CONCUR: _____
DO NOT CONCUR: _____

Chairperson, Board of Trustees

PRESIDENT'S TRAVEL SCHEDULE
January 2013

Conference Title	Date	Location	Sponsor:
PREL Board Meeting *	January 11, 2012 (rescheduled from December 12, 2012)	Honolulu, HI	Pacific Resources for Education and Learning
Annual Foundation Board of Director Meeting/Weekend Retreat**	January 25-27, 2013	Las Vegas, Nevada	Westcare Foundation

Funding Source:
*100% reimbursed by PREL; **100% reimbursed by WestCare Foundation

**Guam Community College
Board of Trustees**

FY 2013 Operations Fund

WHEREAS, the Guam Community College was created by public Law 14-77; and

WHEREAS, the Guam Community College submitted its fiscal year 2013 budget to the 31st Guam Legislature; and

WHEREAS, the 31st Guam Legislature passed Bill No. 426-31(COR) supporting the GCC fiscal year 2013 budget in the amounts that follow; and

General Fund	\$13,301,611
General Fund LPN/Counseling	\$ 705,058
ProStart/LMP	\$ 24,154
Manpower Development Fund	<u>\$ 1,688,448</u>
Total	\$15,719,271

WHEREAS, the fiscal year 2013 budget appropriation resulted in an overall 1% increase from fiscal year 2012 budget appropriation; and

WHEREAS, the General Fund appropriation of \$14,006,669 will only be enough to cover employees' salaries and benefits for fiscal year 2012; and

WHEREAS, I Magalahen Guahan signed Bill No. 426-31(COR) into Public Law 31-233 on September 7, 2012, appropriating the fiscal year 2013 budget to the Guam Community College as outlined above; and

WHEREAS, Bureau of Budget and Management Research issued Circular 13-01 that has imposed a 15% reserve or \$2,357,890.65 of \$15,719,271 on all FY2013 appropriations; and

WHEREAS, the College currently requires an estimated \$3,037,436 for the fiscal year to cover contractual, utilities, and critical operation costs, of which \$975,092 is currently budgeted in the non-appropriated funds; and

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees authorizes the continuance of the "GCC Operations Fund" for fiscal year 2013; and

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the sum of \$700,000 to support the fiscal year 2013 operations up to March 31, 2013; and

BE IT FURTHER RESOLVED, that the Board of Trustees, upon recommendation by the GCC administration authorizes the use of Non-Appropriated Fund Balance to support the Operations of the college up to March 31, 2013.

Adopted: _____
Resolution _____

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Thursday, December 20, 2012, 4:00pm
GCC President's Conference Room

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of November 28, 2012

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
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Policy 195 update (*2nd Reading*)
2. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab

VII. NEW BUSINESS

1. Community College Completion Corps (C4) Call to Action - PTK
2. 2013 Board Travel (February-ACCT Legislative Summit/March-Governance Leadership Institute)
3. President's Travel Schedule (February-March 2013)

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 28, 2012

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on November 28, 2012 was called to order at 4:10 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Edward Untalan; Mr. Frank P. Arriola, Mr. Richard P. Sablan; Mr. James Pangelinan; Mr. Kenneth Bautista, Support Staff Advisory Member; Dr. Karen M.S. Sablan, Faculty Advisory Member.

Not in attendance: Ms. Gina Ramos (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Ms. Lolita C. Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Mr. Reilly Ridgell, Dean, TPS; Ms. Joann Muna, GCC Human Resources Administrator.

3. **Recital of Mission Statement.** Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – October 10, 2012.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE EDWARD UNTALAN THAT THE BOARD APPROVES THE MEETING MINUTES OF OCTOBER 10, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – There was none.

IV. PUBLIC DISCUSSION – No request was made.

V. REPORTS

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

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

–For FY13, as of November 23, 2012, the College received \$1,984,278 from DOA to support its Fiscal Year 2013 budget which equals to 15% of the \$15.7 Million appropriation authorized in Public Law No. 31-233. The College has been receiving its budget allotments on a regular basis.

Other activities: President Okada reported the following:

- The College has recently hired employees as follows: Mr. Larry Perez as the new Facility Engineer Administrator; Ms. Marlena Montague as Assistant Director for Assessment and Institutional Effectiveness; Dr. Karen Sablan as Associate Dean effective January 2013. Dr. Sablan will be resigning as the Faculty Union representative.

As part of increasing the capacity of the institution, approximately 11 additional staff, faculty and administrators will be hired in the next two months. This is part of the funding commitments under the student tuition increase.

-Educational Initiative. Proposals were submitted to the Guam Department of Education for Math Common Core Standards and Professional Development. The first series was done. The College was represented by Dr. Michael Chan. This is in partnership with the Pacific Resource for Education and Learning (PREL). Request was made for the College to submit the additional proposals, which is in the process.

-Institutional Strategic Master Plan (ISMP) Update. On November 16, 2012, the College conducted a review of the ISMP for employees. A Power Point was presented and employees were invited to participate in discussions. This update review identified the status of the College, activities completed, and new initiatives/activities in moving forward with the plan. BOT members were emailed a copy of the Power Point presentation.

-Articulation Program. Dr. Ray Somera has been actively pursuing program to program articulation with the University of Guam. He has just successfully completed a new program to program articulation in Liberal Studies with UOG. Dr. Somera will continue to pursue articulation programs in Education, Criminal Justice and Accounting.

-Annual Compact Impact Report to Governor's Office. This reports the impact to the College on the migration of FAS students. The report states that based on student population and additional classes, there is a 7.43% increase in costs. This has been submitted to the Governor.

- Dual Credit Articulation Program of Studies (DCAPS) recording fee. The public hearing regarding processing fees was completed yesterday, November 27, 2012, which was held on campus. Results of the hearing will be presented to the Board.

-Publications. A brief report on Dual Enrollment Articulation in Learning (DEAL) and DCAPS programs has been published; two other reports included the AVP SAGA Reports, which is a program review of Secondary Programs; and an ARRA impact report. The ARRA report will be submitted to the Department of Energy, Department of Interior, Department of Labor, Department of Education and USDOE, Congresswoman Bordallo, the National Science Foundation, including the Governor's office.

-Grants. The College is currently working with the Lt. Governor's office regarding an educational grant to assist former Guam Department of Corrections inmates transitioning into the community.

-Donation to the College. Additional donations from the following businesses were received: Take Care donated \$100,000.00 for Allied Health support as part of its QC requirement and Nikko Hotel donated \$10,000.00.

2. Monthly Activities Report

Student Trustee: Trustee James Pangelinan reported as follows:

-GCC Medical Assistant students completed a free health screening for blood pressure check, cholesterol check, blood sugar testing and body mass index. This was sponsored by the GCC Medical Assistant Student Organization in conjunction with the Department of Public Health & Social Services chronic disease prevention program.

Faculty Advisory Member: Dr. Karen Sablan, reported as follows:

-Recognized Ms. Patricia Terlaje, Counselor for Adult Basic for assisting with student registration.

-Registration has been very busy for both faculty and counselors.

Support Staff Advisory Member: Trustee Ken Bautista reported as follows:

- Recognizing support staff for a successful Foundation Building ribbon cutting.
- Staff attended the November 16, 2012 ISMP update which included a Thanksgiving luncheon and heard it was a success.
- GCC Employee Association Christmas party is December 6, 2012 and invited the BOT.
- MagPro Awards was held which included several awards given to GCC employees.

3. Board of Trustees Community Outreach Report. Trustees Frank Arriola and Debbie Belanger attended the Foundation Building Ribbon Cutting ceremony on Monday, November 5, 2012.

VI. UNFINISHED BUSINESS

1. Policy 195 Update. The President explained that she met with Student Trustee James Pangelinan to discuss this and agreed to additional research. A request was made for Board's approval to table the 2nd Reading of Policy 195 until the additional research is complete.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE ED UNTALAN, TO TABLE THE 2ND READING OF POLICY 195. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. Construction Projects Updates.

- Foundation Building - Ribbon cutting was held Monday, November 5, 2012 at 10:00 a.m. and the Foundation Building is successfully open. Classes will begin in Spring 2013. The Bookstore received all of its equipment and staff is continually setting up. The Café is still waiting for the Department of Public Health inspection. Occupancy permit has been received and this project is now complete.
- Building 200 (Renovation). Classes held in this building have been identified for relocation in time for the Spring 2013 semester. This should be done in December 2012. Certain things have to be done before bidding and anticipate this will be done by January 2013.
- Building 100 and Forensic Lab. Still waiting for funding for the Architectural and Engineering Design. Assessment has been done to save some of the endangered trees. Authorization for additional soil testing was just issued. Original testing results showed hard coral on the property. This is a second soil testing to ensure the building is positioned correctly before the drawings are finalized.

VII. NEW BUSINESS.

1. Board Training. The following was presented to the Board, as follows:

- Board Training Workshop for the Pacific Postsecondary Education Council (**PPEC**). This is sponsored by PPEC and conducted by the Association of Governing Boards of Universities and Colleges to be held December 6, 2012 at the GCC Student Center Training Room. A Preliminary Agenda was submitted to the Board. The Facilitator is Dr. Sheila Stearns. There will be a "meet and greet" at the Hilton on December 5, 2012. Other members of the PPEC Board will join in from Palau, CNMI, FSM, and UOG. A survey was provided for participants in which results will be used to finalize the Preliminary Agenda.
- Association of Community College Trustees (ACCT).** There will be a Legislative Summit held in Washington D.C. in February 2013 and Governance training in San Antonio, Texas in March 2013. Copies of the training information were submitted to the Board for their perusal for voting during the next Board meeting.

2. **Board's Assessment Goals for AY2012-2014.** Three (3) proposed goals for Academic Year 2012~2014 was submitted to the Board for consideration and approval, as follows: 1) Review of Board policies, which has to be done on a regular or systematic basis for changes or updates; 2) Assessment, this entails surveys for Boards who attend the BOT meetings and are also provided to constituents for Board evaluation. 3) Governance-there will be a campus wide governance survey conducted. Proposed deadlines were also provided for each goal. After discussions the following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE EDWARD UNTALAN AND SECONDED BY TRUSTEE RICHARD SABLAN, TO APPROVE THE GOALS FOR THE BOT ASSESSMENT PLAN FOR AY2012-2014. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. **President's Travel Schedule (January 2013).**

-The **Pacific Resources for Education and Learning (PREL)** Board Meeting of December 12, 2012, in Honolulu, Hawaii was rescheduled to January 11, 2013. This was initially approved by the BOT in December.

-The **WestCare Foundation** Annual Foundation Board of Director Meeting/Weekend Retreat will be held in Las Vegas, Nevada, January 25-27, 2013.

Expenses by the College for both travels will be reimbursed by the respective organization.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE EDWARD UNTALAN, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR JANUARY 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

4. **FY 2013 Supplemental Budget Request.** The President explained that due to the current financial condition of the College and the Legislative appropriation made to the College, there is a shortfall that requires additional funding for operations. A Resolution requesting for \$700,000.00 to support College operations up until March 2013 was presented to the Board for its consideration for Fiscal Year 2013. The President further explained that operations of the College should not be borne with student tuitions and intent on seeking assistance from the Guam Legislature for additional funding. A presentation will be made to the Legislature to support the remainder of the College's FY 2013 operational budget.

MOTION

IT WAS MOVED BY TRUSTEE EDWARD UNTALAN AND SECONDED BY TRUSTEE RICHARD SABLAN TO APPROVE THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES RESOLUTION FOR A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2013 IN THE AMOUNT OF \$700,000.00 TO SUPPORT THE OPERATIONS OF THE COLLEGE. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 4:40 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

1. Personnel Matters

2. Labor Management Relations
3. Legal Matters

At 6:13 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE EDWARD UNTALAN, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

IX. ADJOURNMENT

MOTION


IT WAS MOVED BY TRUSTEE EDWARD UNTALAN, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE MEETING OF NOVEMBER 28, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of November 28, 2012 adjourned at approximately 6:15 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

OCT 2 2012

PRESIDENT'S OFFICE
Initials: 

TO: Mary A.Y. Okada, Ed.D., President

VIA: Ray D. Somera, Ph.D., Vice President, Academic Affairs
Virginia C. Tudela, Ph.D., Dean, School of Technology and Student Services

FROM: Bobbie Leon Guerrero, Program Specialist, Center for Student Involvement

SUBJECT: Recommended changes for the Election Procedures and Requirements
for the GCC Student Trustee

DATE: September 26, 2012

Attached, please find the recommended changes for the "Election Procedures and Requirements for the COPSA Board of Trustees Officer Serving as the Student Trustee". When reviewing the attachment, UNDERLINED words indicate recommended additions and STRIKETHROUGHS indicate recommended deletions.

These recommended changes were reviewed by the 2012-2013 COPSA Officers during their summer leadership retreats and then presented at the COPSA General Membership meeting on September 7, 2012. Hard copies were distributed at this meeting and electronic copies were posted on the COPSA Groups page on MyGCC for all to review.

At the September 21, 2012, General Membership meeting, the body voted unanimously to approve the recommended changes and forward it on to the Board for their review and approval.

One of the main aspects of these recommended changes is that the BOT Student Member will now become a COPSA Officer. With the June 2011 and August 2012 resignations of the Student Trustees, special elections have had to be held to elect a new Student Member. Challenges: conducting elections every semester since 2011, but more importantly, the loss of student representation on the Board until a new student is elected.

As a COPSA Board of Trustees Officer, the COPSA President can now appoint a postsecondary student to immediately fill this vacant position and student representation on the Board can continue.

I am requesting that these recommended changes be placed on the agenda for the October 2012 Board of Trustees meeting for review and approval.

I look forward to your feedback and notification that these recommended guidelines will be on the October BOT meeting agenda. Should you have any questions, please do not hesitate to contact me.

Attachment: Election Procedures and Requirements for the COPSA Board of Trustees Officer Serving as the Student Trustee (9pgs)

GUIDELINES FOR STUDENT TRUSTEE ELIGIBILITY AND ELECTION
ELECTION PROCEDURES AND REQUIREMENTS
FOR THE COPSA BOARD OF TRUSTEES OFFICER
SERVING AS THE STUDENT TRUSTEE

(Approved by the GCC Board of Trustees on _____)
(Effective immediately upon approval)

I. SELECTION COMMITTEE

The Dean responsible for Student Services will appoint a Selection Committee to oversee the elections for the COPSA Board of Trustees Officer who will serve as the Student Trustee. The Committee will consist of an Associate Dean representing Student Services, the GCC Registrar, the Program Coordinator for the Center for Student Involvement (CSI), and the Program Specialist for the Center for Student Involvement who will serve as the Chairperson.

II. ELIGIBILITY REQUIREMENTS FOR THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER

1. Shall be a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits)
2. Shall submit proof of current enrollment (class schedule, tuition payment receipt).
3. Shall commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI office. (A regular semester is defined as the Fall and Spring semesters.)
4. Shall have attended GCC as a postsecondary student for a minimum of one regular semester immediately prior to running for this position and completed the regular semester term with a Grade Point Average (GPA) of 2.0 or better.
5. Shall have a minimum, cumulative GPA of 2.0 or better when declaring candidacy, and must maintain a minimum 2.0 GPA throughout every regular semester of service. ~~as the Student Trustee.~~
6. Shall not be on academic probation (failing to achieve a 2.0 for a regular semester term).
7. Shall have the Center for Student Involvement take your photo to be used on posters and the ballots.
8. Shall deliver a campaign speech at all the scheduled Campaign Forums.
9. Shall not be convicted of a felony.
10. Shall submit a current resume, an Application for Candidate form, and a signed Declaration of Candidacy to run for election.
11. Shall not be a full-time ~~Guam Community College~~ Government of Guam employee.
12. Shall attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with all the elected COPSA Officers, from May through April.
13. Above eligibility must be reviewed, guided by FERPA regulations, and certified by the Selection Committee.

III. VOTER ELIGIBILITY

Officially registered, full-time or part-time, declared or undeclared, GCC postsecondary or Adult High School student as defined in the GCC Catalog.

IV. VOTING PROCESS

1. The Dean responsible for Student Services via the Selection Committee:
 - a. Announces the election to be held within the month of April. (Exceptions to conducting the elections in April can be made by an approved motion of the GCC Board of Trustees.)
 - b. Ensures that ballots are developed.
 - c. Ensures campaign activities are conducted in accordance with all rules.
 - d. Ensures elections are conducted in accordance with all rules.
 - e. Ensures the tabulation is conducted in accordance with all rules.
 - f. Certifies the results.
 - g. Submits the election results to the President of GCC, via the Dean responsible for Student Services and the Academic Affairs Division Vice President. The GCC President forwards the report to the GCC Board of Trustees.
2. The Board of Trustees issues a Certificate of Election to the candidate with the highest number of votes. The Certificate of Election will serve as a contract of commitment.

V. TERM OF OFFICE, REQUIREMENTS AND DISMISSAL FOR THE COPSA BOARD OF TRUSTEES OFFICER

1. Term of office: ~~is one year.~~
 - a. Officially sworn in during the first Board of Trustees regular meeting in May;
and
 - b. Term will end after the last Board of Trustees regular meeting April.
2. Requirements:
 - a. Abide by the GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct);
 - b. Maintain all eligibility requirements throughout their term of office;
 - c. Attend all Guam Community College Board of Trustees meetings and retreats;
 - d. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student activities, concerns and needs;
 - e. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns; and
 - f. Serve as the student representative on the Committee on College Assessment.
3. Dismissal:
 - a. ~~Student Trustee will be~~ Dismissed from the position if he or she does not maintain a minimum, cumulative GPA of 2.0 or better or does not maintain a 2.0 GPA at the end of each regular semester of service;
 - b. ~~Student Trustee will be~~ Dismissed from the position if he or she misses has more than two unexcused absences for consecutive regularly scheduled Board of Trustees meetings;
 - c. ~~Student Trustee will be~~ Dismissed from the position if he or she misses has more than two unexcused absences for consecutive regularly scheduled COPSA Executive and General Membership meetings.

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

VI. REPLACEMENT OF THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER

If the COPSA Board of Trustees Officer is unable to complete his or her term, the COPSA By-Law provision for vacancies amongst COPSA officers will apply.

~~If the Student Trustee is unable to complete their term, the Dean responsible for Student Services will offer the position to the Student Trustee candidate who received the second highest number of votes in the most recent election, only if that candidate received at least 20% of the total votes cast. Should the candidate who received the second highest number of votes be a write-in candidate who received at least 20% of the total votes cast, he/she can only be certified as the new Student Trustee pending submission of the required documents necessary to certify his/her eligibility. If either of those candidates cannot complete the term of the original Student Trustee, the Dean responsible for Student Services will convene the Selection Committee within two weeks of a declared vacancy within a regular semester, to conduct another election to fill the remainder of the term unless the vacancy occurs within two months of a regularly scheduled election. If the vacancy occurs in the summer, a special election will occur within the first four (4) weeks of the Fall semester.~~

VII. EXPECTATIONS OF A STUDENT TRUSTEE

- ~~1. Student Trustee will abide by GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct).~~
- ~~2. Student Trustee will also abide by the duties listed in the Council On Postsecondary Student Affairs (COPSA) By-Laws:~~
 - ~~1. Attend all Guam Community College Board of Trustees meetings and activities.~~
 - ~~2. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student concerns and needs.~~
 - ~~3. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns.~~

RULES FOR CONDUCTING THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER ELECTIONS

I. CAMPAIGNING

1. Open Student Assemblies are permitted, but must be coordinated with the Center for Student Involvement.
2. Campaigning in the hallways is allowed provided that the noise level does not interrupt any classes.
3. Posters can be placed in designated areas once approved by the Center for Student Involvement and the Student Support Services office.
4. No campaigning can occur in classrooms during scheduled instructional time.
5. On Election Day, no one can campaign closer than 25 feet from the polling area.

II. VOTING

1. Students must present their current GCC student I.D. card, or another form of photo identification showing their full name, in order to vote.
2. Once ~~voter status~~ identification is verified, student voters must sign a voter registry and ~~confirm their identity~~ which confirms they are an officially registered GCC student. (The Registrar will provide the registry.)
3. A ballot will be issued for the student to vote.
4. The voter will be afforded privacy for completing the ballot.
5. The completed ballot is to be placed in a locked ballot box by the voter.
6. A GCC staff member must be present at the voting site throughout the entire election. A student or students may assist, but must first be approved by the Center for Student Involvement. The Center for Student Involvement designee is responsible for organizing the work assignments.
7. Candidates are allowed to have one representative to observe the process. However, the observers are not allowed to intervene or campaign during the process. They may report any discrepancy to their candidate or to members of the Selection Committee.
8. All elections must be conducted on campus.

III. ELECTION CHALLENGES

The following process will be followed when filing challenges to the election:

1. The Candidate filing the challenge must do so in writing and address the challenge to the Selection Committee within two (2) working days from the election date.
2. The Selection Committee will render a decision on the challenge within two (2) working days from the date of the candidate's filed challenge.
3. Should the candidate filing the challenge deem the decision of the Selection Committee unacceptable, an appeal can then be filed within two (2) working days of the decision with the Dean responsible for Student Services. The Dean responsible for Student Services will render a decision, in writing, within two (2) working days from receipt of the appeal.
4. If the decision rendered by the Dean responsible for Student Services is deemed unacceptable by the candidate, an appeal can then be filed within two (2) working days of the decision with the Academic Affairs Division Vice President whose finding will be final. This final decision will be forwarded to the challenger within two (2) working days.

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

IV. TABULATION OF VOTES

1. The ballots will be counted immediately after the polls close. If warranted by circumstances beyond our control, the box will be secured in the Center for Student Involvement until the next time that tabulation can resume.
2. Candidates are allowed to have one representative present to observe the process.
3. The Tabulation Team will be chosen by the Program Specialist for the Center for Student Involvement and will be composed of two Student Organization Advisors, one staff, a postsecondary student identified by the Center for Student Involvement, and the Program Specialist for the Center for Student Involvement.
4. The results of the tabulation and all ballots must be presented to the Selection Committee for their approval. A summary sheet of the tabulation will be prepared to include total number of votes that were received, results by each candidate, number of votes that were disqualified and specific reasons for disqualification.
5. The Tabulation Team is prohibited from announcing any results or providing any information to the candidates, supporters or others not specifically authorized to receive such information. The results will only be presented to the Selection Committee.
6. If there is no declared candidate, should a write-in candidate receive at least 20% of the total votes cast, the Selection Committee can certify the write-in candidate as the winner, pending submission of the required documents necessary to certify his/her eligibility.

V. ANNOUNCEMENT OF ELECTION RESULTS

The Center for Student Involvement Program Specialist will introduce the elected candidate to the Dean responsible for Student Services, who in turn will introduce the candidate to the Academic Affairs Division Vice President. The Academic Affairs Division Vice President will then introduce the candidate to the President of the College, who will then introduce the candidate to the Board of Trustees. The President of the College, on behalf of the Board of Trustees, will announce the selected candidate to the college community.

VI. APPLICABILITY OF RULES

The above rules are applicable to the ~~Student Trustee~~ COPSA Board of Trustees Officer elections at Guam Community College and must be followed without deviation.

DECLARATION OF CANDIDACY FOR STUDENT TRUSTEE POSITION
THE COPSA BOARD OF TRUSTEES OFFICER

I hereby declare that the following is true and correct:

1. I am a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits)
2. I have submitted proof of current enrollment (class schedule, tuition payment receipt).
3. I will commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI Office. (A regular semester is defined as the Fall and Spring semesters.)
4. I have attended a minimum of one regular semester at GCC as a postsecondary student immediately prior to running for this position and completed this regular semester term with a Grade Point Average (GPA) of 2.0 or better.
5. I have a minimum, cumulative GPA of 2.0 or better when declaring candidacy and will maintain this minimum 2.0 GPA throughout every regular semester of service.
6. I am not on academic probation.
7. I will have the Center for Student Involvement take my photo to be used on posters and the ballots.
8. I will deliver a campaign speech at all the scheduled Campaign Forums.
9. I have not been convicted of a felony.
10. I have submitted a current resume, an Application for Candidate form, and this signed Declaration of Candidacy form.
11. I am not a full-time ~~Guam Community College~~ Government of Guam employee.
12. I will attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with all the elected COPSA Officers, from May through April.
13. I understand that my eligibility is subject to verification, guided by FERPA regulations, and that my candidacy requires the certification of the Selection Committee.
14. I have been briefed on the minimum requirements of the position for which I am running, and the election procedures.
15. I further understand that if I have submitted false information, I may be disqualified from this election or removed from office if I am elected.

Print Full Name

Signature

Date

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

Page 6 of 9

APPLICATION for Candidate

for the GCC **COPSA** Board of Trustees **Officer** ~~Student Trustee~~

*As required by the Guidelines for Student Trustee Elections
Per the Election Procedures and Requirements, please submit a current resume.*

Name: (Last) _____ (First) _____ (Middle) _____

How would you like your name to be printed on the ballot? _____

Address:
(Home) _____

(Mailing) _____

(E-mail) _____

Contact Numbers:

(Home) _____ (Work) _____ (Cell) _____ (Pager) _____

GCC Student Identification Number: _____ Date of Birth: _____

.....
Guam Community College Enrollment Status: ☐ Full-Time ☐ Part-Time

Number of Credits attempted this semester: _____

Major (Program of Study): _____

Other College / University attending: _____

Names of Student Organizations / Membership – Positions Held: _____

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

Describe your Leadership Experiences: _____

List any Leadership Courses / Workshops / Seminars Taken: _____

Describe any Volunteer Services Rendered / Community Services provided: _____

List past experiences which qualify you for this position: _____

Why do you seek this position? _____

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

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.
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.

Reviewed & Adopted: September 5, 2008
Resolution 17-2008

Adopted: March 16, 1994
Resolution 12-94

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

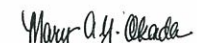
Accepting the College Completion Challenge

A Call to Action

In recognition of the central role that Guam Community College has in meeting the educational and training needs in our community and, more broadly, in contributing to an educated U.S. citizenry and a competitive workforce, we pledge to do our part to increase in the number of Americans with high quality postsecondary degrees and certifications to fulfill critical local, state, and national goals. With the "completion agenda" as a national imperative, Guam Community College has an obligation to meet the challenge while holding firmly to traditional values of access, opportunity, and quality.

- We believe the student success and completion agenda is the future of Guam Community College.
- We believe that completion matters and that every student counts.
- We believe in every student's potential and responsibility to succeed—and that an engaged student is more likely to persist in college.
- We believe the "open door" must not be a "revolving door," and that Guam Community College must take responsibility for student success.
- We believe that community colleges are the gateways to the middle class and beyond for millions of Americans.
- We believe that community colleges are an invaluable economic engine driving the nation toward renewed and sustained economic prosperity.
- We believe that talented and committed people working "heart and soul" at Guam Community College are ready to take on leadership roles to increase student success and college completion.
- We believe to change in institutional culture, from emphasis on access only to *emphasis on access and success.
- *We commit to courageous conversations about diversity, equity, and evidence reflecting student success and institutional performance.
- We commit, while increasing success rates for all students, to eliminating the attainment gaps that separate student groups on the basis of race, ethnicity and family income.
- We commit to acting on facts to make positive changes in the interest of student success and college completion.
- We commit to promoting faculty and staff development focused on evidence based educational practice.
- We commit to providing development opportunities, for college administrators, trustees, faculty, staff, and students to build and sustain leadership for student success.
- We ask every trustee, administrator, faculty member, counselor, advisor financial aid officer, staff member, and student organization to examine current practices, to identify ways to help students understand the added value of degrees and certifications, and to help them progress toward their goals.
- We ask every student to help one other student succeed.
- We ask community members to support and work with us to help more students succeed.
- We ask elected officials to create the policy conditions that enable, support, and reward our work to strengthen student success.
- We ask other community colleges to join us by signing and sharing this commitment and call to action.


Deborah C. Belanger, Chairperson, BOT
Chair, Board of Trustees


Mary A. Y. Okada, Ed.D., President, GCC
College President/Chancellor

December 20, 2012
Date



SUMMIT AT A GLANCE

MONDAY FEBRUARY 11

9:00 A.M. – 5:00 P.M.
Registration

10:30 A.M. – 5:00 P.M.
New Trustee Academy**

11:00 A.M. – 4:00 P.M.
Advocacy Academy**

TUESDAY FEBRUARY 12

7:00 A.M. – 2:30 P.M.
Registration

8:00 A.M. – 9:45 A.M.
Opening General Sessions

9:30 A.M. – 11:30 A.M.
Roundtable Seminar for
Community College Lawyers

10:00 A.M. – 11:30 A.M.
Community College
Priorities Session

12:15 P.M. – 2:15 P.M.
General Session Luncheon*

2:30 P.M. – 3:30 P.M.
Policy Focus Sessions

5:30 P.M. – 6:30 P.M.
National Capital Reception

WEDNESDAY FEBRUARY 13

7:00 A.M. – 2:30 P.M.
Registration

7:00 A.M. – 8:15 A.M.
State Breakfast Meetings (at hotel)

10:00 A.M. – 12:00 P.M.
General Sessions on Capitol Hill
(tentative)

AFTERNOON
Visits to House, Senate, and
Executive Branch Offices Begin

4:00 P.M. – 5:30 P.M.
Community College Caucus
Capitol Hill Reception

7:00 P.M. – 9:00 P.M.
Capital Awards and
Entertainment Banquet *

THURSDAY FEBRUARY 14

8:30 A.M. – 10:30 A.M.
General Session Breakfast *

MORNING
Visits to House, Senate, and
Executive Branch Offices

AFTERNOON
Additional visits to House, Senate,
and Executive Branch Offices

All meetings take place at the
Marriott Wardman Park Hotel
unless otherwise noted.

Meeting times/sessions are subject
to change.

***TICKETS REQUIRED**

****Advance Registration Required**

ENTERTAINMENT BY CAPITOL STEPS, THE CRITICALLY ACCLAIMED SATIRICAL AND IMPROVISATIONAL PERFORMANCE COMPANY



The Capitol Steps began as a group of Senate staffers who set out to satirize the very people and places that employed them.

The group was born in December, 1981 when some staffers for Senator Charles Percy were planning

entertainment for a Christmas party. They decided to dig into the headlines of the day, and they created song parodies & skits.

In the years that followed, many of the Steps ignored the conventional wisdom ("Don't quit your day job!"), and although not all of the current members of the Steps are former staffers, taken together the performers represent 62 years of collective House and Senate experience. Since they began, the Capitol Steps have recorded over 30 albums. They've been featured on NBC, CBS, ABC, and PBS.

SPECIAL MEETINGS & EVENTS***

ACCT BOARD COMMITTEES

- Diversity
- Finance & Audit
- Governance & Bylaws
- Member Communications & Education
- Public Policy
- Trust Fund Board

ACCT BOARD OF DIRECTORS

ACCT REGIONAL NOMINATING COMMITTEES

ACCT STATE, PROVINCE, AND TERRITORY COORDINATORS

ACCT ADVISORY COMMITTEE OF PRESIDENTS

***Please note that the start of these meetings is prior to the official start of the NLS program.

SUMMIT REGISTRATION

EARLY BIRD FEE REGISTRATION POSTMARK/FAX BY DECEMBER 21, 2012

CONTACT INFORMATION (please print)

LAST NAME	FIRST NAME
NICKNAME FOR BADGE	GUEST NAME
TITLE: <input type="checkbox"/> TRUSTEE <input type="checkbox"/> BOARD CHAIR <input type="checkbox"/> COLLEGE PRESIDENT <input type="checkbox"/> OTHER	
COLLEGE OR ORGANIZATION	
ADDRESS	
CITY/STATE/ZIP	
TELEPHONE	FAX
E-MAIL (FOR REGISTRATION)	ATTENDEE'S E-MAIL

REGISTRATION OPTIONS (choose one)

REGISTRATION PACKAGE: ☐ POSTMARKED BY DECEMBER 21: **\$677** ☐ AFTER DECEMBER 21: **\$827**
(Includes tickets for Tuesday Luncheon, Wednesday Dinner and Thursday Closing Breakfast. Please order tickets for guests below.)

or

REGISTRATION FEE ONLY: ☐ POSTMARKED BY DECEMBER 21: **\$498** ☐ AFTER DECEMBER 21: **\$648**
If your college board or organization is not a member of ACCT or AACC, please add \$200.

NEW TRUSTEE ACADEMY: An all-day academy to orient new trustees, presidents, and professional board staff. (Includes registration for Monday New Trustee Academy, lunch, and a copy of the publication *Trusteeship in Community Colleges*.) REGISTRATION: ☐ **\$100**

ADVOCACY ACADEMY: An all-day academy designed to help you understand federal-level advocacy and leverage your local work to secure support from your national representatives. (Includes registration for Monday Advocacy Academy, lunch, and a copy of the publication *The Trustee's Role in Effective Advocacy*.) REGISTRATION: ☐ **\$100**

ADDITIONAL TICKETS (You must pay a registration fee to be eligible to purchase individual tickets for you or your guest. Tickets may not be available on-site.)

	Fee	No. of Tickets	Subtotal
Advocacy Academy with Lunch (Monday)	\$100	_____	_____
New Trustee Academy with Lunch (Monday)	\$100	_____	_____
General Session Luncheon (Tuesday)	\$58	_____	_____
Recognition Dinner & Entertainment by The Capitol Steps (Wednesday)	\$85	_____	_____
Closing Breakfast (Thursday)	\$36	_____	_____
TOTAL		_____	_____

PAYMENT: ☐ CHECK: MAKE CHECKS PAYABLE TO ACCT ☐ CREDIT CARD: VISA OR MASTERCARD ONLY

CREDIT CARD NO.	EXP. DATE
SIGNATURE	

MAIL

Association of Community College Trustees, Dept. 6061, Washington, D.C. 20042-6061

FAX 301-694-5124 (CREDIT CARD ONLY) **ONLINE** WWW.ACCT.ORG (CREDIT CARD ONLY)

NOTE

Be sure to register in advance. An additional fee will be charged for on-site registration.
Questions? Call 301-694-5243 or email acct@experient-inc.com

Cancellations must be postmarked by January 13, 2013 to receive refund, less \$200 processing fee.
No refunds will be issued after January 13, 2013. Refunds will be issued following the Summit.

PRESIDENT'S TRAVEL SCHEDULE
February - March 2013

Conference Title	Date	Location	Sponsor:
Community College National Legislative Summit	February 11-14, 2013	Washington, DC	Association of Community Colleges Trustees (ACCT)
37 th Annual Conference	February 22-25, 2013	Atlanta, Georgia	Community Colleges for International Development (CCID)
2013 CASE District VII Biennial Conference	March 1-3, 2013	San Francisco, CA	Council of Advancement and Support of Education (CASE)
PPEC Spring Meeting*	March 19-20, 2013	Maui, HI	Pacific Postsecondary Education Council (PPEC)
Governance Leadership Institute (pending concurrent Board travel)	March 21-22, 2013	San Antonio, TX	Association of Community College Trustees (ACCT)

Funding Source:
**50% reimbursed by PPEC*