

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – January 10, 2014, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.           CALL TO ORDER**

1. Roll Call
2. Recital of Mission Statement

**II.          APPROVAL OF MINUTES**

1. Monthly Meeting of December 6, 2013

**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
  - Building 200 (Renovation), Building 100 and Forensic Lab

**VII.           NEW BUSINESS**

1.     Policy updates
  - a.    Mission Statement Board Policy #100
  - b.    A Guide to the Selection & Appointment of Guam  
        Community College Trustees – Policy #195
  - c.    Financial Board Policies (Series 200)
2.     AIER – Status update on BOT Assessment
3.     Prior Learning Assessment Policy (1st reading)
4.     Institutional Strategic Master Plan – Resolution
5.     President’s Travel Request (February 2014)

**VIII.          EXECUTIVE SESSION**

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

**IX.            ADJOURNMENT**



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of December 6, 2013**

**Minutes**

**I. CALL TO ORDER**

1. The monthly meeting of the GCC Board of Trustees on December 6, 2013, was called to order at 10:10 a.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. Frank P. Arriola; Mr. Richard P. Sablan; Mr. John Benito; Mr. Steven Alvarez, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member.

**Not in attendance:** Ms. Gina Ramos (*schedule conflict*); Mr. Kenneth Bautista, Support Staff Advisory Member (*on medical leave*).

**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; Attorney Matthew Kane, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions.

**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 25, 2013.**

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE STEVEN ALVAREZ, THAT THE BOARD APPROVE THE MEETING MINUTES OF OCTOBER 25, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS-** There was none.

**IV. PUBLIC DISCUSSION –** There were no requests made.

**V. REPORTS**

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

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

-FY2014: As of Dec. 6, 2013, the College received approximately \$1.2 Million from the General Fund, \$124,000 received from the LPN/Vocational Guidance fund; none received from MDF; \$24,000 received from TAF account and \$43,000 from TAF supplemental.

-Total received is approximately \$1.3 Million, which equates to about 8% of the allotment schedule.

-Received the remaining \$1Million from the TAF for last fiscal year.

-The President submitted a request to Department of Administration regarding the overpayment of approximately \$300,000 from the MDF. Requesting BBMR to release the 6% reserve from the General Fund for the last fiscal year by offsetting it with the MDF overage. Will be meeting with the Governor but has been off-island, however, will continue to follow up on the 6% reserve for release.

Capital Improvement Projects and other activities: President Okada reported the following:

-CIP: College has initiated the purchase order for the A&E design for the Maintenance & Wellness Center facility.

## ***BOT - Meeting of December 6, 2013***

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- Met with EPA for clean up of the firing range and possible funding for mitigation.
- A protest was received for campus internet connectivity. Documents will be forwarded to legal counsel.
- Will continue to work on FY2014 CIP projects, Facilities Administrator will be submitting all of the scope of work to procurement by December 18, 2013 for bid processing.
- Energy audit recommendations such as air-conditioning and light replacements are a work in progress.
- FY2015 Budget is currently being worked on and will be presented to the Board sometime in February 2014.
- Compact Impact Report for GCC has decreased about 13% and has been submitted to the Governor's office.
- A College Assembly was held November 22, 2013 reporting on the Institutional Strategic Master Plan/Mission Statement due for updates. College community was informed to provide comments/input, which are due today, December 6, 2013. A copy of the presentation will be provided to the Board.
- Dr. Ray Somera completed the PPEC report for ACCJC.
- The President attended the Asia Pacific Association for Fiduciary Studies (APAFS) in Manila, P.I. November 2013. There will be training for Fiduciary Essential Certification for GCC business office employees, including both FBOG and BOT members for sometime in January 2014.
- While the President was in Hawaii, she met with Gail Fujita, Economic and Development Representative.
- To date, 54 College constituents have completed the ACCJC Accreditation Basics. The campus wide deadline to complete is December 2014. Chair Deborah Belanger completed and received a certificate but all Board members are encouraged to complete this online before the deadline.
- Naming Opportunity pledges received November 2013: \$100,000 remaining balance from Bank of Guam as their final installment; \$20,000 remaining balance from Lou Leon Guerrero; \$10,000 from Bello Enterprises; and other naming opportunity donations. \$100,000 donation received from Take Care.

## **2. Monthly Activities Report**

**Student Trustee:** Student Trustee Steven Alvarez reported as follows:

- Trustee Alvarez is now a certified student leader, along with the COPSA President, after attending the NCSL conference in Louisiana in November 2013. Chair Belanger requested that he submit documents from the conference to include in his trip report. Trustee Alvarez further explained he learned about some of the different colleges and was able to network with other students.
- Preparing for spring semester orientation.

**Faculty Advisory Member:** Mr. Fred Tupaz reported as follows:

- Job specifications committee is working collaboratively with faculty and administration in aligning job description with BOT/Faculty agreement.
- Closing out the semester and looking forward to Spring.
- Thanked Board members and all who supported the John K. Lee 5K. Approximately \$14,000 was raised. This will be an annual event with support from First Hawaiian Bank as the main sponsor, including support from the GCC Foundation.
- Donations were made to the ALEE shelter and now requesting for specific donation items for next time around.

**Support Staff Advisory Member:** The President reported that Trustee Kenneth Bautista is off-island recovering due to medical reasons. She also reported that Mr. Richard Duque, a GCC MIS employee, recently passed away.

## **3. Board of Trustees Community Outreach Report.** The following Trustees attended:

- National Association of Women in Construction (NAWIC), December 2013; and Guam Society of Professional Engineers-attended by Trustee Frank Arriola.

-John K. Lee 5K, November 8, 2013, and GCC College Assembly, Nov. 22, 2013-attended by Chair Belanger.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

-Building 200 (Renovation)-The President reported the FEMA award grant notification was received.

-Still waiting on MOA between Homeland Security on the administrative services support funding provided by the College.

-Building 100 and Forensic Lab Extension Loan-The USDA loan has been reduced to \$5 Million due to rise in interest rate.

**VII. NEW BUSINESS.**

**1. BOT Election – new officers.** The Guam Community College Board of Trustees for the next term January 2014 through December 2015 nominated and elected new officers and made a motion, as follow:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE JOHN BENITO THAT TRUSTEE DEBORAH BELANGER BE NOMINATED AS THE CHAIRPERSON; TRUSTEE DEBORAH BELANGER MOVED AND SECONDED BY TRUSTEE FRANK ARRIOLA TO NOMINATE TRUSTEE JOHN BENITO AS THE VICE CHAIRPERSON; TRUSTEE FRANK ARRIOLA MOVED AND SECONDED BY JOHN BENITO TO NOMINATE TRUSTEE RICHARD SABLAN AS TREASURER; TRUSTEE DEBORAH BELANGER MOVED TO NOMINATE FRANK ARRIOLA AS SECRETARY.**

**THERE BEING NO FURTHER NOMINATIONS THE FOLLOWING WERE VOTED AS THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES FOR THE TERM JANUARY 2014 THROUGH DECEMBER 2015:**

**DEBORAH BELANGER, CHAIRPERSON**

**JOHN BENITO, VICE CHAIRPERSON**

**FRANK ARRIOLA, SECRETARY**

**RICHARD SABLAN, TREASURER.**

**NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**2. Travel Request (December 2013 – March 2014).** For the record, part of the President's travel request was the trip to Honolulu, Hawaii in November 2013, which was previously approved by the Board via electronic vote and included as part of the following motion:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR DECEMBER 2013-MARCH 2014, INCLUDING THE NOVEMBER 2013 TRIP TO HAWAII. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At approximately 10:42 a.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 11:00 a.m., the meeting reconvened to open session.

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

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

- Extended condolences to the family of the late Richard Duque, a former GCC employee.
- Extended get-well wishes to Mr. Kenneth Bautista.

**IX. ADJOURNMENT**

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE JOHN BENITO THAT THE MEETING OF DECEMBER 6, 2013, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of December 6, 2013, adjourned at approximately 11:01 a.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**

**Mission Statement**

**WHEREAS**, Guam Community College was created by the Community College Act of 1977 (codified at 17 GCA §§ 30101, *et seq.*) to provide secondary, postsecondary and adult educational programs and career-technical training that is premised on lifelong learning. The College's strength and success are driven by its core values. It is also guided by the College's vision statement as follows:

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

**WHEREAS**, the College values diversity: an engaged, inclusive culture that embraces diverse points of view and collaboration to accomplish the College's common goals.

**WHEREAS**, the College values accountability: a culture of institutional and individual responsibility, transparency, and continuous assessment and improvement.

**WHEREAS**, the College values service: supporting and recognizing service at all levels of the College, striving to contribute to the benefit of the College, students, community, and our neighboring islands within Micronesia.

**WHEREAS**, the College values integrity: holding high standards of character and integrity as the foundation upon which the College is created.

**WHEREAS**, the College is learning-centered: fostering intellectual flexibility, knowledge, and skills by integrating teaching, assessment, and learning to promote continuous improvement of our programs and services to support our scholarly community.

**WHEREAS**, the College is student-focused: committed to education, inquiry and service in order to meet our students' ever growing and changing needs, promoting lifelong learning, civic and social responsibility, leadership, and career growth.

**NOW THEREFORE, BE IT RESOLVED**, that the following Mission Statement be endorsed and adopted by the Board, subject to a simultaneous review of the College's Institutional Strategic Master Plan every six years.

**Guam Community College Mission Statement**

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

**Sinangan Misi3n (Chamorro translation)**

**Guiya i Kulehon Kumunidat Guahan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikat na kinahulo' i manfafache'cho' ya u na' guaguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananagui yan i fina'na'guen cho'cho' gi iya Maikronesiha.**

The mission is achieved by accomplishing the following goals:

**Goal 1: Retention and Completion**

Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

**Goal 2: Conducive Learning Environment**

Transform the campus into a conducive facility for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

**Goal 3: Improvement and Accountability**

Enhance the existing integrated planning, review, and evaluation process that provides for the allocation of resources based on assessment results and college-wide priorities in order to boost improvement and accountability.

**Goal 4: Visibility and Engagement**

Promote the Guam Community College brand to achieve regional, national, and international recognition.

**Amended & Adopted: January 10, 2014; Resolution 3-2014**

**Amended & Adopted: May 5, 2011 (Chamorro translation)**

**Re-examined & Adopted: February 9, 2011; Resolution 5-2011**

**Adopted: March 11, 2009; Resolution 17-2009**

**Amended & Adopted: September 5, 2008; Resolution: 12-2008**

**Re-examined & Adopted: January 25, 2007; Resolution 1-2007**

**Adopted: February 9, 2005; Resolution 3-2005**

# **GUIDELINES FOR STUDENT TRUSTEE ELIGIBILITY AND ELECTION**

## **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**

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 resume, an Application for Candidacy form, and a signed Declaration of Candidacy form.
11. Shall not be a full-time Guam Community College or 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 the elected COPSA Officers, from May through April.
13. Shall be advised that the 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.
2. The Program Specialist for the Center for Student Involvement 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.
3. 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**

1. Term of office:
  - 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 Commission 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. 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. Dismissed from the position if he or she has more than two unexcused absences for regularly scheduled Board of Trustees meetings;
  - c. Dismissed from the position if he or she has more than two unexcused absences for regularly scheduled COPSA Commission and General Membership 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.

# **RULES FOR CONDUCTING STUDENT TRUSTEE 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 Office of Communications and Promotions, 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 identification is verified, student voters must sign a voter registry 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:**

- A. 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.
- 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:*

- A. I am a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits)
- B. I have submitted proof of current enrollment (class schedule, tuition payment receipt).
- C. 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.)
- D. 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 GPA of 2.0 or better.
- E. 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.
- F. I am not on academic probation.
- G. I will have the Center for Student Involvement take my photo to be used on posters and the ballots.
- H. I will deliver a campaign speech at all the scheduled Campaign Forums.
- I. I have not been convicted of a felony.
- J. I have submitted a current resume, an Application for Candidate form, and this signed Declaration of Candidacy form.
- K. I am not a full-time Guam Community College Government of Guam employee.
- L. 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.
- M. I understand that my eligibility is subject to verification, guided by FERPA regulations, and that my candidacy requires the certification of the Selection Committee.
- N. I have been briefed on the minimum requirements of the position for which I am running, and the election procedures.
- O. 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.

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Print Full Name

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Signature

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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? \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**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**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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

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

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

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

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

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

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

**BE IT FURTHER RESOLVED**, that the Board of Trustees 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 guidelines to the Governor of Guam and the Chairperson of the Education Committee of the Guam Legislature with a letter explaining the intent and purpose of the policy;

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

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



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ACTING PRESIDENT**

**WHEREAS**, the President serves in a dual capacity as President of the College and as Executive Officer of the Board of Trustees; and

**WHEREAS**, it is sometimes necessary for the President to be off-island; and

**WHEREAS**, there may be occasions when the President is unable to perform his/her duties due to absence, illness, or incapacitation; and

**WHEREAS**, it is vital that leadership and responsibility for the overall operation of the College be maintained despite the absence, illness, or incapacitation of the President;

**NOW, THEREFORE, BE IT RESOLVED**, that when it becomes necessary for the President to travel off-island, the President shall appoint an Acting President from among the Vice Presidents or other designated Academic Administrator and shall advise the Board; and

**BE IT FURTHER RESOLVED**, that should the President be unable to perform his/her duties in case of an emergency, the Board of Trustees Chairperson, in consultation with the other Board Members, shall appoint an Acting President from among the Vice Presidents or other designated Academic Administrator who shall serve until such time that the President is able to return to work; and

**BE IT FURTHER RESOLVED**, that an employee who is appointed to serve temporarily in an acting capacity as President of the College shall be compensated during the period of such services by a payment differential to be added to his/her base rate of pay, measured by the difference in amount between the step in the pay grade he/she holds and the salary paid the President; and

**BE IT FURTHER RESOLVED**, that compensation following appointment in an acting capacity shall not be less than 30 calendar days and not to exceed one year. Payment differential shall be deferred until the employee has served 30 consecutive calendar days in an acting capacity.

**Amended & Adopted: January 10, 2014  
Resolution 4-2014**

**Amended & Adopted: September 5, 2008  
Resolution 21-2008**

**Adopted: July 20, 1994  
Resolution 49-94**

**Amended: July 1, 1998  
Amended: June 7, 2000**

**Guam Community College  
Board of Trustees  
Resolution \_\_\_\_-2014**

**PRIOR LEARNING ASSESSMENT**

**WHEREAS**, GCC recognizes the value of non-traditional college-level learning such as Prior Learning Assessment (PLA); and

**WHEREAS**, Prior Learning Assessment is defined as a structured process for colleges to assess and validate a learner's prior learning and competencies; and

**WHEREAS**, the College recognizes that students may have had prior learning experiences, which might translate to academic credit; and

**WHEREAS**, the College adheres to the following standards for assessing experience for awarding college credit:

- Credit should be awarded only for learning, and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that has a balance, is appropriate to the subject, and lies between the theory and practical application of the subject.
- The determination of competence levels, and of credit awards must be made by appropriate subject matter and academic experts.
- Credit should be appropriate to the academic context in which it is accepted; and

**WHEREAS**, since 1977, GCC has officially recognized "Non-Traditional and Sponsored Learning" as a legitimate way of earning college level credit; and

**WHEREAS**, since 1977, GCC has awarded credit to students for "Non-Traditional and Sponsored Learning" such as credit by examination, external examination, transfer credit, military education, prior learning, and work experience; and

**WHEREAS**, GCC's institutional philosophy includes, but is not limited, to providing each and every individual seeking an education at the College the opportunity to develop his or her greatest potential by offering courses and programs that are characterized by:

- Responsiveness to the educational and cultural needs of the community;
- Affirmative action for nontraditional students; and
- Currency and relevance through Continuing Education and Lifelong Learning; and

**WHEREAS**, GCC is committed to student success that lead to increased graduation rates; and

**WHEREAS**, GCC believes, through established research studies, that students who receive credit via PLA have a higher chance of completing their program of study towards an industry certificate, a certificate or degree; and

**WHEREAS**, GCC needs to consolidate its PLA practices into one central policy to conform to accreditation standards and best practices.

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College hereby adopts a consolidated policy governing recommended standards of practice in Prior Learning Assessment (PLA).

**ADOPTED** the \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
**DEBORAH C. BELANGER**  
Chairperson

**ATTESTED BY:**

\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Secretary

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

**INSTITUTIONAL STRATEGIC MASTER PLAN**

**WHEREAS**, Guam Community College has developed an Institutional Strategic Master Plan (ISMP) as the central planning document for the College directing critical steps in achieving overall excellence in career and technical workforce development for the years 2014 through 2020; and

**WHEREAS**, the ISMP incorporates the feedback and recommendations from the entire College community as part of the College's participatory governance process providing the opportunity for informed faculty, staff, and student participation and collaboration in college affairs; and

**WHEREAS**, the ISMP and its companion documents address the growth and continuing support of academic and career and technical education programs at Guam Community College for Guam and the region; and

**WHEREAS**, the ISMP supports the College's Mission Statement as approved and adopted by the Board of Trustees on January 10, 2014.

**NOW, THEREFORE, BE IT RESOLVED**, that the Institutional Strategic Master Plan, and its companion documents, is recognized as the central planning document for the College.

**BE IT FURTHER RESOLVED**, that the ISMP is designed to be a living document, subject to a simultaneous review of the College's Mission Statement every six years.

**Re-examined & Adopted: January 10, 2014**  
**Resolution 1-2014**

**Adopted: June 6, 2006**  
**Resolution No: 10-2006**

Guam Community College  
Institutional Strategic Master Plan (ISMP)  
2014 – 2020

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

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

***Sinangan Misi6n (Chamorro translation)***

Guiya i Kulehon Kumunidat Guahan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikat na kinahulo' i manfáfache'cho' ya u na' guaguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananagui yan i fina'na'guen cho'cho' gi iya Maikronesiha.

**Core Values:** GCC's strength and success are driven by the following values:

1. **Diversity:** We value an engaged, inclusive culture that embraces diverse points of view and collaboration to accomplish the College's common goals.
2. **Accountability:** We value a culture of institutional and individual responsibility, transparency, and continuous assessment and improvement.
3. **Service:** We support and recognize service at all levels of the College. We strive to contribute to the benefit of the College, students, community, and our neighboring islands within Micronesia.
4. **Integrity:** We hold high standards of character and integrity as the foundations upon which the College is created.
5. **Learning-Centered:** We foster intellectual flexibility, knowledge, and skills by integrating teaching, assessment, and learning to promote continuous improvement of our programs and services to support our scholarly community.
6. **Student-Focused:** We are committed to education, inquiry and service in order to meet our students' ever growing and changing needs. We promote lifelong learning, civic and social responsibility, leadership, and career growth.

**Goals:** At Guam Community College, the following four goals will direct our critical steps in achieving overall excellence in career and technical workforce development for the years 2014 through 2020:

**Goal 1: Retention and Completion**

Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

**Goal 2: Conducive Learning Environment**

Transform the campus into a conducive facility for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

**Goal 3: Improvement and Accountability**

Enhance the existing integrated planning, review, and evaluation process that provides for the allocation of resources based on assessment results and college-wide priorities in order to boost improvement and accountability.

**Goal 4: Visibility and Engagement**

Promote the Guam Community College brand to achieve regional, national, and international recognition.

**Goal 1: Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce:** There has been increasing emphasis in recent years on moving away from traditional teaching toward student-centered learning. The student-centered model of teaching requires that instructors see each learner as distinct and unique. This means recognizing that learners in any classroom learn at different rates with different styles, different abilities and talents. Learning is a constructive process that is relevant and meaningful to the learner and connected to the learner's prior experience and knowledge. Learning relies upon how well teachers and students interact personally. A teacher's recognition of student identities and a student's recognition of a teacher's leadership in learning are both needed for effective learning. Building upon the reciprocal recognition of students and teachers as partners in a shared venture, students come to learn how teaching can be done effectively in various ways, and teachers come to understand how learning variously occurs. To achieve the goal of providing a student-centered educational experience that fosters retention and success, two specific initiatives are included in the ISMP:

**Initiative 1: Incorporate the student-centered learning model into the curriculum and the classroom:** The student-centered learning curriculum must be designed to focus on the students' needs, abilities, interests, and learning styles placing the teacher as a facilitator of learning. Student-centered learning allows students to actively participate in discovery learning processes from an autonomous point of view and engage in hands-on problem solving where they can draw their own conclusion, or develop their own learning based on self-direction. Creating a student-centered classroom environment is not considered an easy task. Studies reveal that one of the most complex factors in a student-centered classroom is that of maintaining balance. Student-centered teaching methods shift the focus of activity from the teacher to the learner. These methods include active learning, in which students solve problems, answer questions, formulate questions of their own, discuss, debate, or brainstorm during class, cooperative learning, in which students work in teams on problems and projects under conditions that assure both positive interdependence and individual accountability, and inductive teaching and learning, in which students are first presented with challenges (questions or problems) and learn the course material in the context of addressing the challenges. The success in teaching depends on the student's desire to learn. Faculty need to present subject matter content in meaningful contexts that can integrate critical thinking, problem-solving, discovery, definition of tasks and accomplishment of those tasks.

**Initiative 2: Strengthen the professional development support for faculty to effectively implement the student-centered teaching method:** Scholars and researchers continuously perform research on how to enhance and improve student success. Educational delivery methods and models (including distance learning) are constantly being studied for effectiveness and efficiency. As instructional delivery methods and models are proven to be effective, they are disseminated to the teachers for implementation in the classroom. Effective implementation of

these methods and models cannot be achieved unless intensive training is provided and made available to the teachers. Faculty must be provided the opportunity to attend workshops and conferences on student-centered learning and teaching. Equally important to training is support. Support is vital in the areas of technology and logistics. The enhancement of academic programs, quality, and outcomes is dependent upon state-of-the-art technology and environmentally safe and comfortable classrooms.

Faculty must possess a deep understanding of the developmental characteristics of their students as well as how students learn to be effective partners in the learning process. A student-centered teacher is trained to design learning experiences that explicitly link essential concepts and skills to students' current understanding and natural curiosity about the topics being presented. The student-centered teacher helps students discover the power of their own minds to work in their own ways to achieve success.

**Goal 2: Transform the campus into a conducive facility for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success:** Transforming our campus into a conducive facility for learning and teaching and fostering a sense of family oriented employees committed to student access and success is dependent upon a well-developed facilities master plan. The master plan should contain building construction and renovation plans, as well as facilities improvements anticipated to meet the long-term needs of the College. The plan should be focused on the establishment and maintenance of an environment that is clean, attractive, safe, conducive to heightened learning, in keeping with ADA requirements, and supportive of the social and developmental needs of the student body.

Equally important to a well-developed facilities master plan for student access and success is a well-developed technology master plan. The technology master plan should be developed to promote and support the efficient and effective application of computer technology to enhance the administrative operations and delivery of educational programs at the College. The master plan should include support for computing equipment, software, information, and training and support for the technical expertise to carry forward the mission of the College.

To achieve the goal of transforming our campus into a conducive facility for learning and teaching, two specific initiatives are included in the ISMP:

**Initiative 1:** Enhance and monitor the College's facilities master plan to keep pace with institutional growth and educational projections and priorities: The College needs to envision the facilities needs of the future to accommodate the College's educational projections and priorities. The College must ensure that facilities are in adequate condition and capacity to accommodate current programs and distribution of class offerings. The maintenance of sufficient classrooms to meet scheduling needs and evening programs plays a critical part in providing our students with a conducive and comfortable learning environment.

**Initiative 2: Strengthen the participatory governance process to ensure that all stakeholders understand their role in collaborative governance:** The College's participatory governance process serves as an important element in carrying out the goals and initiatives of the College's mission. The process emphasizes the broad participation of employees at all levels (i.e., administrators, faculty and staff) and students to make meaningful contributions to the planning and decision-making processes and seeks to broaden the range of people who have access to such opportunities. The participatory governance process serves as a catalyst that generates the enthusiasm for employees to be committed to providing students with access and success in accomplishing their educational goals. The employees of the College must understand their role in participatory governance in order to achieve the spirit of cooperation, collaboration, and collegiality to promote the vision, mission, and values of the College. The collaborative and effective processes of planning, implementation, and evaluation through the participatory governance process will exemplify the College's commitment to student learning and achievement, continuous improvement and institutional excellence.

**Goal 3: Enhance the existing integrated planning, review, and evaluation process that provide for the allocation of resources based on assessment results and college-wide priorities in order to boost improvement and accountability:** The College needs to enhance and strengthen its existing integrated planning, review, and evaluation process in order to evaluate resource allocation and determine appropriate adjustments. One approach of integrating planning, review, and evaluation of resource allocation is through the development of a financial/resource allocation master plan or review of an existing master plan. The master plan should advance the fundamental objectives of the institution's strategic master plan. The master plan should also be aligned with institutional priorities and be able to reallocate resources to those programs and activities that most closely match the priorities of promoting excellence and efficiency at all levels and placing focus on the quality of the educational programs and services the College provides. To integrate planning, review, and evaluation of the College's reallocation processes, two specific initiatives are included in the ISMP, namely:

**Initiative 1: Update the College's existing institutional financial/resource allocation master plan to align with the College's new Institutional Strategic Master Plan's vision, mission, and goals:** The realization of the College's new vision, mission, and goals is dependent upon a carefully crafted and executed plan to maximize the use of available resources and increase administrative efficiency of all of the College's operations. Through successful resource allocation and increased administrative efficiency, the College will become an agile and responsive organization. In updating the financial/resource master plan, state-of-the-art information technology must be utilized to ensure that institutional data are accurate and available for effective planning and decision-making processes.

**Initiative 2: Utilize the institution's assessment system and program review to evaluate the effectiveness of the College's resource allocation process:** To evaluate the effectiveness of the College's resource allocation process, it must review and evaluate the degree to which resources



are being allocated in a transparent and cost-effective manner. Evaluation and review must relate to each department's/unit's progress in meeting the institution's mission and goals. The program review process has been proven to be an effective tool to evaluate the effectiveness of programs and services and to insure that the College keeps quality improvement at the forefront of college activities. Program review and unit assessment must be utilized as the key tools in evaluating the effectiveness of the College's resource allocation process. The program review and institutional assessment process serves as the foundation upon which departments/units develop a platform to advocate for their needs in achieving educational excellence. Program review and assessment provide the product for data-driven information for college-wide decision-making and resource allocation.

**Goal 4: Promote the Guam Community College brand to achieve regional, national, and international recognition:** Within the next six years GCC needs to expand its horizon to be internationally and globally recognized as a premier higher education institution that provides quality and proven educational and workforce development programs. The College needs to invest in improving and expanding its mode of educational delivery and provide access not only on the local and regional level but also, in the immediate future, on the international level as well. In order to achieve this monumental goal, two specific initiatives are included in the ISMP:

**Initiative 1: Market and highlight the GCC brand:** Re-launch a strengthened branding campaign to provide awareness of the educational and workforce development programs offered at the College. Develop a marketing video showcasing the College's facilities, real time classroom action, student testimonials, technology-equipped classrooms and state-of-the-art student center and learning resources center. GCC's low-cost tuition and fees as part of a two-plus-two formula for those wanting to continue their post-secondary education should also be highlighted.

**Initiative 2: Promote internationalizing our campus:** The quest of internationalizing our campus begins right at home here at GCC. GCC is a diverse campus community with faculty, administrators, staff, and students coming from different ethnic backgrounds of the neighboring islands of Micronesia, and the countries of the Philippines, Korea, China, Japan, and the Chamorro people of Guam and the Northern Marianas. Internationalizing our campus begins with implementing the following tenets and perspectives:

1. When we internationalize our campus, we learn, support, and build on the existing languages, cultures, and histories of Guam's diverse peoples;
2. When we internationalize our campus, we develop, inspire, and instill respect and honor for various cultures among our students, faculty and other constituents;
3. When we internationalize our campus, we construct viable and robust educational and economic regional and international partnerships; and
4. When we internationalize our campus, we fortify the college's role as a gateway to and bridge between Asia, the Pacific, the Americas, and the world.

Because of our diverse campus community, the College should set aside a day to honor and celebrate diversity. The College should research and write the history of GCC from its humble beginning and its origin as the Guam Trade School in the 1950s and its transformation to the community college that it is at present.

These initiatives are intended to improve awareness of GCC on both the national and international level. They also serve as a strategy to increase enrollment and revenue generating opportunities and reduce financial dependence on the Government of Guam. GCC needs to pursue a variety of ways to improve and strengthen its revenue generating opportunities, including aggressive grant-writing and pursuing endowment programs for the College. For all these initiatives, specific performance metrics are to be established to measure success in improving local, regional and international awareness of the “GCC Brand.”

**PRESIDENT'S TRAVEL SCHEDULE**  
**February 2014**

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
Achieving the Dream Conference	February 24-27, 2014	Orlando, FL	Krege Foundation

*Funding Source:*  
*\*100% Krege Foundation*

**Guam Community College  
Board of Trustees**

**Mission Statement**

**WHEREAS**, Guam Community College was created by the Community College Act of 1977 (codified at 17 GCA §§ 30101, *et seq.*) to provide secondary, postsecondary and adult educational programs and career-technical training that is premised on lifelong learning. The College's strength and success are driven by its core values. It is also guided by the College's vision statement as follows:

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

**WHEREAS**, the College values diversity: an engaged, inclusive culture that embraces diverse points of view and collaboration to accomplish the College's common goals.

**WHEREAS**, the College values accountability: a culture of institutional and individual responsibility, transparency, and continuous assessment and improvement.

**WHEREAS**, the College values service: supporting and recognizing service at all levels of the College, striving to contribute to the benefit of the College, students, community, and our neighboring islands within Micronesia.

**WHEREAS**, the College values integrity: holding high standards of character and integrity as the foundation upon which the College is created.

**WHEREAS**, the College is learning-centered: fostering intellectual flexibility, knowledge, and skills by integrating teaching, assessment, and learning to promote continuous improvement of our programs and services to support our scholarly community.

**WHEREAS**, the College is student-focused: committed to education, inquiry and service in order to meet our students' ever growing and changing needs, promoting lifelong learning, civic and social responsibility, leadership, and career growth.

**NOW THEREFORE, BE IT RESOLVED**, that the following Mission Statement be endorsed and adopted by the Board, subject to a simultaneous review of the College's Institutional Strategic Master Plan every six years.

**Guam Community College Mission Statement**

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

# **GUIDELINES FOR STUDENT TRUSTEE ELIGIBILITY AND ELECTION**

## **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**

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 resume, an Application for Candidacy form, and a signed Declaration of Candidacy form.
11. Shall not be a full-time Guam Community College or 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 the elected COPSA Officers, from May through April.
13. Shall be advised that the 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.
2. The Program Specialist for the Center for Student Involvement 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.
3. 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**

1. Term of office:
  - 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 Commission 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. 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. Dismissed from the position if he or she has more than two unexcused absences for regularly scheduled Board of Trustees meetings;
  - c. Dismissed from the position if he or she has more than two unexcused absences for regularly scheduled COPSA Commission and General Membership 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.

# **RULES FOR CONDUCTING STUDENT TRUSTEE 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 Office of Communications and Promotions, 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 identification is verified, student voters must sign a voter registry 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:**

- A. 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.
- 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:*

- A. I am a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits)
- B. I have submitted proof of current enrollment (class schedule, tuition payment receipt).
- C. 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.)
- D. 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 GPA of 2.0 or better.
- E. 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.
- F. I am not on academic probation.
- G. I will have the Center for Student Involvement take my photo to be used on posters and the ballots.
- H. I will deliver a campaign speech at all the scheduled Campaign Forums.
- I. I have not been convicted of a felony.
- J. I have submitted a current resume, an Application for Candidate form, and this signed Declaration of Candidacy form.
- K. I am not a full-time Guam Community College Government of Guam employee.
- L. 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.
- M. I understand that my eligibility is subject to verification, guided by FERPA regulations, and that my candidacy requires the certification of the Selection Committee.
- N. I have been briefed on the minimum requirements of the position for which I am running, and the election procedures.
- O. 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.

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Print Full Name

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Signature

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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? \_\_\_\_\_  
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\_\_\_\_\_

**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**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ACTING PRESIDENT**

**WHEREAS**, the President serves in a dual capacity as President of the College and as Executive Officer of the Board of Trustees; and

**WHEREAS**, it is sometimes necessary for the President to be off-island; and

**WHEREAS**, there may be occasions when the President is unable to perform his/her duties due to absence, illness, or incapacitation; and

**WHEREAS**, it is vital that leadership and responsibility for the overall operation of the College be maintained despite the absence, illness, or incapacitation of the President;

**NOW, THEREFORE, BE IT RESOLVED**, that when it becomes necessary for the President to travel off-island, the President shall appoint an Acting President from among the Vice Presidents or other designated Academic Administrator and shall advise the Board; and

**BE IT FURTHER RESOLVED**, that should the President be unable to perform his/her duties in case of an emergency, the Board of Trustees Chairperson, in consultation with the other Board Members, shall appoint an Acting President from among the Vice Presidents or other designated Academic Administrator who shall serve until such time that the President is able to return to work; and

**BE IT FURTHER RESOLVED**, that an employee who is appointed to serve temporarily in an acting capacity as President of the College shall be compensated during the period of such services by a payment differential to be added to his/her base rate of pay, measured by the difference in amount between the step in the pay grade he/she holds and the salary paid the President; and

**BE IT FURTHER RESOLVED**, that compensation following appointment in an acting capacity shall not be less than 30 calendar days and not to exceed one year. Payment differential shall be deferred until the employee has served 30 consecutive calendar days in an acting capacity.

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

**Amended & Adopted: September 5, 2008**  
**Resolution 21-2008**

**Adopted: July 20, 1994**  
**Resolution 49-94**  
**Amended: July 1, 1998**  
**Amended: June 7, 2000**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**FIDUCIARY RESPONSIBILITY**

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

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

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

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

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

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

Current Unrestricted Fund Group  
GovGuam Appropriation  
Not Appropriated Fund  
Tourist Attraction Fund  
Manpower Development Fund

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

Capital Projects Fund  
Investment in Plant Fund Group  
Tobacco Settlement Fund

Agency Fund Group (Student Activity Fund)

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUDITS**

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

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

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

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

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



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS**

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

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

**First Hawaiian Bank**

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

**Bank of Guam**

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

**Bank of Hawaii**

- Student Activity Fund Checking Account

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

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

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

**TITLES**

**President**

**Vice President, Academic Affairs**

**Vice President, Finance & Administration**

**Amended & Adopted:** \_\_\_\_\_

**Resolution:** \_\_\_\_\_

**Amended & Adopted:** November 4, 2009

**Resolution:** 2-2010

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

**Resolution:** 39-2008

**Adopted:** December 11, 2007

**Resolution** 2-2008

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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

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

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

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

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

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

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

**TITLE**

**President**

**Vice President, Academic Affairs**

**Vice President, Finance & Administration**

**BE IT FURTHER RESOLVED**, that two actual signatures will be required for each such transaction, and an upper limit of \$25,000.00 will be placed on any single transaction request and, if such a transaction is initiated by facsimile transfer, written confirmation will be sent to the bank.

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

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

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**NON-APPROPRIATED FUNDS ACCOUNT**

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

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

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**THE PRICING OF CONTRACTS FOR SERVICES**

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROMOTIONAL AND DEVELOPMENT ACCOUNT**

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

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

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CAPITAL PROJECTS FUND**

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

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STUDENT ACTIVITY FUNDS**

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

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

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

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

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

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

**Reviewed with no changes:** \_\_\_\_\_ **2013**

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

**Resolution 45-2008**

**Adopted: July 20, 1994**

**Resolution 53-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROCUREMENT POLICY**

**WHEREAS**, Guam Community College (hereinafter GCC) is authorized to procure its own services, supplies, and construction procurement regulations pursuant to 5 G.C.A. § 5125, 5131, 5030(k) and (q), 5120, 5302(b) and (c), 5304(b), 5306(d), and 5307, and

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

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

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

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



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CONTRACTUAL AGREEMENTS**

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that in line with the GSA circular 99-02, all contractual service contracts in excess of \$250,000 be submitted to the Board of Trustees for approval prior to commitment of the College to the contract.

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TUITION AND FEES**

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

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

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

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

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

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

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

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

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

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

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

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

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

**BE IT FURTHER RESOLVED**, that while fees and charges are an important part of the funding of Guam Community College, care should be taken that there is not a proliferation of such fees. In the annual budgeting process, each department shall include within its budget request the full amount necessary to run the department for the coming budget year without regard to fees collected. There shall be no direct linkage between fees and the amount of the budget available to a department.

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

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STUDENT FINANCIAL AID**

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

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

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**VEHICLE USAGE**

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**INSURANCE PROTECTION**

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

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

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

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

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

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

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

**GOOD FAITH PROTECTION**

~~WHEREAS~~, individual employees of the College, as well as Board of Trustees members, have been sued as individuals for action taken with the course and scope of their employment with Guam Community College; and

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

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

~~BE IT FURTHER RESOLVED~~, that the College shall seek to provide appropriate liability insurance for the above purposes as a part of the overall insurance protection package for the College

~~Amended & Adopted: November 17, 2008~~  
~~Resolution 52-2008~~

~~Adopted: March 16, 1994~~  
~~Resolution 18-94~~

~~Reviewed and deleted: GCC Board of Trustees meeting January 10, 2014~~

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CLAIMS OFFICER**

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

**Amended & Adopted: November 17, 2008**  
**Resolution 53-2008**

**Adopted: March 16, 1994**  
**Resolution 22-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COLLEGE HOUSING**

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

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

**Amended & Adopted: November 17, 2008**  
**Resolution 54-2008**

**Adopted: March 16, 1994**  
**Resolution 20-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**UNION OFFICIALS PAYMENT**

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

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

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

**Reviewed with no changes:** \_\_\_\_\_ **2013**  
**Amended & Adopted: November 17, 2008**  
**Resolution 55-2008**

**Adopted: December 30, 1986**  
**Resolution 9-87**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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

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

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

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

**WHEREAS**, through this process the total needs of the college have not been adequately provided for, and the capital improvements needs have been completely unfunded for several years; and

**WHEREAS**, the capital improvement needs of the campus have reached a critical point that the accredited status of the college may be threatened if these needs are not addressed; and

**WHEREAS**, the current economic condition of the island offers little hope that the government will provide for the capital improvement needs of the college in the foreseeable future;

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

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

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

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

Reviewed with no changes: \_\_\_\_\_ 2013

Amended & Adopted: November 17, 2008  
Resolution 57-2008

Adopted: February 17, 1999  
Resolution 5-99

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

**INSTITUTIONAL STRATEGIC MASTER PLAN**

**WHEREAS**, Guam Community College has developed an Institutional Strategic Master Plan (ISMP) as the central planning document for the College directing critical steps in achieving overall excellence in career and technical workforce development for the years 2014 through 2020; and

**WHEREAS**, the ISMP incorporates the feedback and recommendations from the entire College community as part of the College's participatory governance process providing the opportunity for informed faculty, staff, and student participation and collaboration in college affairs; and

**WHEREAS**, the ISMP and its companion documents address the growth and continuing support of academic and career and technical education programs at Guam Community College for Guam and the region; and

**WHEREAS**, the ISMP supports the College's Mission Statement as approved and adopted by the Board of Trustees on \_\_\_\_\_.

**NOW, THEREFORE, BE IT RESOLVED**, that the Institutional Strategic Master Plan, and its companion documents, is recognized as the central planning document for the College.

**BE IT FURTHER RESOLVED**, that the ISMP is designed to be a living document, subject to a simultaneous review of the College's Mission Statement every six years.

**Re-examined & Adopted:** \_\_\_\_\_  
**Resolution 1-2014**

**Adopted: June 6, 2006**  
**Resolution No: 10-2006**

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – February 6, 2014, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.           CALL TO ORDER**

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

**II.          APPROVAL OF MINUTES**

1. Monthly Meeting of January 10, 2014

**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
  - Building 200 (Renovation), Building 100 and Forensic Lab
2. Prior Learning Assessment Policy (2nd reading)
3. Policy updates
  - a. Financial Board Policies (Series 200)-update

**VII.           NEW BUSINESS**

1.     FY 2015 Budget

**VIII.          EXECUTIVE SESSION**

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

**IX.            ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of January 10, 2014**

**Minutes**

**I. CALL TO ORDER**

1. The monthly meeting of the GCC Board of Trustees on January 10, 2014, was called to order at 12:07 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. John Benito; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. Steven Alvarez, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member.

**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; Attorney Matthew Kane, Legal Counsel; Ms. Doris Perez, Assistant Director, Planning & Development; Dr. Juan Flores, Dean, TPS; Dr. Michael Chan, Associate Dean, TSS; Ms. Bobbie Leon Guerrero, Center for Student Involvement.

**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 – December 6, 2013.**

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE JOHN BENITO, THAT THE BOARD APPROVE THE MEETING MINUTES OF DECEMBER 6, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

**III. COMMUNICATIONS-** There was none.

**IV. PUBLIC DISCUSSION** – There were no requests made.

**V. REPORTS**

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

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

-FY2014: As of January 7, 2014, the College received approximately \$2.258 Million from the General Fund, \$124,000 received from the LPN/Vocational Guidance fund; no funds received from MDF; \$24,000 received from TAF account and \$43,000 from TAF supplemental, which equates to about 14% of the allotment schedule.

-The College maintains communications regarding allotment releases.



Capital Improvement Projects and other activities: President Okada reported the following:

- Spring classes begin next week and over 2,000 students registered. Enrollment is about 7.7% higher from about the same time last year; 62% have taken advantage of the online registration.
- With the “Keep Your Guard Up” initiative, 161 letters of commitment from returning Guardsmen were received, to date, for six major areas of interest. Additional Guardsmen are expected to return.
- The College signed an MOU with the White House initiative on Asian Americans and Pacific Islanders (AAPI). GCC will co-host the regional summit on campus April 3, 2014. Board members will be meeting with the Deputy Director for AAPI during the ACCT trip in February 2014. Other meetings will also be set up with other agencies while in Washington D.C. during this trip.
- The final FY2015 budget will be presented to the Board during the February 2014 BOT meeting and new ISMP goals and initiatives will be in the new budget.
- The College is in discussions with GDOE regarding the possibility of a “reverse transfer” initiative with the Adult High School Diploma and GED program.
- The College is working with Dr. Larry Kasperbauer representing Sias University in China to propose sending student trainees to Guam.
- During the Christmas break, students from the middle and high schools participated in a GCC Winter Bridge program.
- The third annual “Parade of Shoes” fundraiser is Friday, February 7, 2014 at the GCC MPA.
- The “Rooftop” solar project with Guam Power Authority is underway.
- Working with architects to meet requirements for possible additional grant funding to support the construction of the Maintenance and Wellness Center facility.
- Dr. Juan Flores reported that on January 9, 2014, several faculty and administrators attended a scoring session for a critical thinking assessment test given to GCC students early in the year.

-CIP projects:

- Fencing surrounding the firing range is ready to begin in a couple of weeks. Just waiting for permits.
- Another major renovation is the bathrooms adjacent to Building 400.
- Other CIP projects such as the fire alarm and security systems are underway such as the bid processing, development of the scope of work, etc.

## **2. Monthly Activities Report**

**Student Trustee:** Student Trustee Steven Alvarez reported as follows:

- Student orientation is scheduled for January 14, 2014.
- Provided the Board with a COPSA calendar of events for membership meetings, etc.
- Currently working on finalizing recreational activity dates.

**Faculty Advisory Member:** Mr. Fred Tupaz reported as follows:

- January 14, 2014, the first day back for spring semester.
- Will be working on ideas for community projects.

**Support Staff Advisory Member:** Trustee Kenneth Bautista reported as follows:

- Staff preparing for spring semester.
- Computers in four classrooms are being updated for first day of class.



- 3. Board of Trustees Community Outreach Report.** The following Trustees attended:
- Jan. 9, 2014, Tri-Board (Joint Educational Board) meeting: Attended by Trustees Belanger, Benito, Arriola, Ramos and Alvarez.
  - Jan. 5, 2014, Government House Festival of Lights: Trustee Alvarez attended.
  - Dec. 6, 2013, Christmas Party: Trustees Benito and Sablan attended.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates.**

- Building 200 (Renovation)-The President reported construction is continuing and ongoing. An issue was brought up and is being resolved with legal counsel. This involves the contractor providing a generator and its housing. To date, the contractor is still on track with its September 2014 completion date.
- Building 100 and Forensic Lab Extension Loan- GCC has submitted all required documents to USDA and now awaiting funding.

## **VII. NEW BUSINESS.**

### **1. Policy updates**

- a. Mission Statement Board Policy #100. The Board was provided the current and proposed Policy 100 and after some discussions approved the amended policy, which included the updated Chamorro translation. The new mission statement will be, as follows: *Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.*

- b. A Guide to the Selection & Appointment of Guam Community College Trustees – Policy #195. A copy of the proposed guidelines by COPSA was submitted for the Board's consideration. As to the changes to Policy 195, Dr. Ray Somera explained that part of the ACCJC recommendation is to separate policies and guidelines as reported in the ACCJC Evaluation Report (2012).

Dr. Somera further explained that as stated in said report, "The College may want to 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."

After some discussions, the Board agreed that guidelines currently made a part of the policy should be separate as recommended. This will allow changes to the actual guidelines that do not require Board approval making it a general guideline.

At this time, an update to Policy #135 was provided for the Board's consideration. Changes made were to add "or other designated Academic Administrator" to Vice Presidents as Acting President during the President's absence.

**MOTION**

**IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE BOARD POLICY 100, POLICY 135, AND POLICY 195, AS REVISED, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

c. Financial Board Policies (Series 200). After some discussions, the Board agreed to table this matter for the next BOT meeting. The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE JOHN BENITO AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD TABLE FINANCIAL BOARD POLICIES (SERIES 200) FOR THE NEXT BOARD OF TRUSTEES MEETING AGENDA. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

1. AIER – Status update on BOT Assessment. The President reported that AIER office has compiled the results of the survey. The fifth BOT Assessment Report is in draft format but once finalized, it will be sent electronically to the Board.

2. Prior Learning Assessment Policy (1st reading). A copy of this resolution was provided for the Board's consideration. The President explained that this Prior Learning Assessment Policy (PLA) policy supports the College's initiative in recognizing prior learning. This will allow the College to review and award college credit to students for "Non-Traditional and Sponsored Learning." The process for awarding could be "credit by examination, external examination, transfer credit, military education, prior learning, and work experience."

Dr. Ray Somera further explained the College currently recognizes non-traditional and sponsored learning and this PLA policy will allow the College to develop SOPs and administrative procedures to validate this program's integrity in adopting such policy and receiving approval by the Board. Guidelines will be developed separate from the policy as recommended in the ACCJC Evaluation Report.

3. Institutional Strategic Master Plan – A resolution was presented to the Board for consideration to update the ISMP to 2014-2020. New goals and core values were identified which also adopts the new mission statement. Dr. Ray explained that the College went through a yearlong process and that input was requested from the College community and AIER worked with different committees to solicit more input and suggestions, in addition to the review of the previous ISMP. Student feedback was also solicited. Group Studio was also set up to generate more feedback. The new goals and initiatives were also presented during a College Assembly before the end of the year. The first draft was developed in May-June 2013 and said draft was published online and then given a December 6, 2013 deadline for the whole college community's input resulting in the proposal presented today.



**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE BOARD APPROVE THE 2014-2020 INSTITUTIONAL STRATEGIC MASTER PLAN. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

4. President's Travel Request: Request was for February 24-27, 2014 to attend the "Achieving the Dream Conference" in Orlando, Florida and is 100% funded by the Kresge Foundation.

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE JOHN BENITO, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR FEBRUARY 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

At approximately 12:54 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 1:43 p.m., the meeting reconvened to open session. Trustee Steven Alvarez was excused after the Executive Session.

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

- Welcome back to the faculty, staff, students and management returning after the holidays.
- Congratulations to President Mary Okada for being nominated to "2013 Executive of the Year."
- Kudos* to the College for its successful implementation of the College Access Challenge Grant "Winter Bridge" program and activities.
- Thanking the Micronesian Chefs Association (MCA) for their kitchen equipment donation for the GCC Culinary Arts program.
- Kudos* to the College for its participation in the "Keep Your Guard Up" program with the Guam Army National Guard.
- Thanking the Flores and Blas families for their LRC rotunda donation as well as thanking all other naming opportunity donors.
- Welcome back to the Support Staff Advisory BOT member, Mr. Kenneth Bautista.

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

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE JOHN BENITO THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

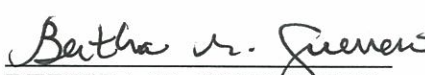
**IX. ADJOURNMENT**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK ARRIOLA THAT THE MEETING OF JANUARY 10, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of January 10, 2014, adjourned at approximately 1:44 p.m.

**SUBMITTED BY:**

  
**BERTHA M. GUERRERO**  
Recording Secretary

FEB 06 2014

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

  
**DEBORAH C. BELANGER**  
Chairperson

FEB 06 2014

FEB 06 2014

**Guam Community College  
Board of Trustees  
Resolution No. 2-2014**

**PRIOR LEARNING ASSESSMENT**

**WHEREAS**, GCC recognizes the value of non-traditional college-level learning such as Prior Learning Assessment (PLA); and

**WHEREAS**, Prior Learning Assessment is defined as a structured process for colleges to assess and validate a learner's prior learning and competencies; and

**WHEREAS**, the College recognizes that students may have had prior learning experiences, which might translate to academic credit; and

**WHEREAS**, the College adheres to the following standards for assessing experience for awarding college credit:

- Credit should be awarded only for learning, and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that has a balance, is appropriate to the subject, and lies between the theory and practical application of the subject.
- The determination of competence levels, and of credit awards must be made by appropriate subject matter and academic experts.
- Credit should be appropriate to the academic context in which it is accepted; and

**WHEREAS**, since 1977, GCC has officially recognized "Non-Traditional and Sponsored Learning" as a legitimate way of earning college level credit; and

**WHEREAS**, since 1977, GCC has awarded credit to students for "Non-Traditional and Sponsored Learning" such as credit by examination, external examination, transfer credit, military education, prior learning, and work experience; and

**WHEREAS**, GCC's institutional philosophy includes, but is not limited, to providing each and every individual seeking an education at the College the opportunity to develop his or her greatest potential by offering courses and programs that are characterized by:

- Responsiveness to the educational and cultural needs of the community;
- Affirmative action for nontraditional students; and
- Currency and relevance through Continuing Education and Lifelong Learning;

and

**WHEREAS**, GCC is committed to student success that lead to increased graduation rates; and

**WHEREAS**, GCC believes, through established research studies, that students who receive credit via PLA have a higher chance of completing their program of study towards an industry certificate, a certificate or degree; and

**WHEREAS**, GCC needs to consolidate its PLA practices into one central policy to conform to accreditation standards and best practices.

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College hereby adopts a consolidated policy governing recommended standards of practice in Prior Learning Assessment (PLA).

**ADOPTED** the 6<sup>th</sup> day of February 2014.

  
\_\_\_\_\_  
**DEBORAH C. BELANGER**  
Chairperson

**ATTESTED BY:**

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Secretary



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**FIDUCIARY RESPONSIBILITY**

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

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

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

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

2. The financial resources of the College will be managed in a prudent and careful manner in accord with the legal requirements of the Government of Guam. Financial resources received from other granting agencies will also be managed according to the requirements of the granting agency. The Board of Trustees will authorize opening or closing every bank, savings, and investment account as well as the authorized signatories for each account. The Board of Trustees has currently authorized a number of fund groups at GCC. The following lists each authorized fund group as well as the significant components of each fund group;

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

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

Capital Projects Fund  
Investment in Plant Fund Group  
Tobacco Settlement Fund

Agency Fund Group (Student Activity Fund)

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

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

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

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

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

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

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

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

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



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUDITS**

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

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

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

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

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

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

**Amended & Adopted: February 6, 2014  
Resolution 7-2014**

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS**

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

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

**First Hawaiian Bank**

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

**Bank of Guam**

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

**Bank of Hawaii**

- Student Activity Fund Checking Account

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

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

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

**TITLES**

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

**Amended & Adopted: February 6, 2014**  
**Resolution: 8-2014**

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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

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

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

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

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

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

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

**TITLE**

**President**

**Vice President, Academic Affairs**

**Vice President, Finance & Administration**

**BE IT FURTHER RESOLVED**, that two actual signatures will be required for each such transaction, and an upper limit of \$25,000.00 will be placed on any single transaction request and, if such a transaction is initiated by facsimile transfer, written confirmation will be sent to the bank.

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

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

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**NON-APPROPRIATED FUNDS ACCOUNT**

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

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

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

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

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

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

**Amended & Adopted: February 6, 2014  
Resolution 10-2014**

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**THE PRICING OF CONTRACTS FOR SERVICES**

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

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

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

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

**Amended & Adopted: February 6, 2014  
Resolution 11-2014**

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

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



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROMOTIONAL AND DEVELOPMENT ACCOUNT**

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

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

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

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

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

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

**Amended & Adopted: February 6, 2014  
Resolution 12-2014**

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CAPITAL PROJECTS FUND**

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

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

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

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

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

**Amended & Adopted: February 6, 2014  
Resolution 13-2014**

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STUDENT ACTIVITY FUNDS**

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

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

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

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

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

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

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

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

**Resolution 45-2008**

**Adopted: July 20, 1994**

**Resolution 53-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROCUREMENT POLICY**

**WHEREAS**, Guam Community College (hereinafter GCC) is authorized to procure its own services, supplies, and construction procurement regulations pursuant to 5 G.C.A. § 5125, 5131, 5030(k) and (q), 5120, 5302(b) and (c), 5304(b), 5306(d), and 5307; and

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

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CONTRACTUAL AGREEMENTS**

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

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

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

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

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

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

**Amended & Adopted: February 6, 2014  
Resolution 16-2014**

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TUITION AND FEES**

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

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

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

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

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

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

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

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

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

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

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

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

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

**BE IT FURTHER RESOLVED**, that while fees and charges are an important part of the funding of Guam Community College, care should be taken that there is not a proliferation of such fees. In the annual budgeting process, each department shall include within its budget request the full amount necessary to run the department for the coming budget year without regard to fees collected. There shall be no direct linkage between fees and the amount of the budget available to a department.

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

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

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

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



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STUDENT FINANCIAL AID**

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

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

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

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

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

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

**Amended & Adopted: February 6, 2014  
Resolution 18-2014**

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**VEHICLE USAGE**

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

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

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

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

**Amended & Adopted: February 6, 2014  
Resolution 19-2014**

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**INSURANCE PROTECTION**

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

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

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

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**GOOD FAITH PROTECTION**

——— **WHEREAS**, individual employees of the College, as well as Board of Trustees members, have been sued as individuals for action taken with the course and scope of their employment with Guam Community College; and

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

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

——— **BE IT FURTHER RESOLVED**, that the College shall seek to provide appropriate liability insurance for the above purposes as a part of the overall insurance protection package for the College

**Amended & Adopted: November 17, 2008**  
**Resolution 52-2008**

**Adopted: March 16, 1994**  
**Resolution 18-94**

Reviewed and deleted: GCC Board of Trustees meeting February 6, 2014

**Reviewed and deleted: GCC Board of Trustees meeting February 6, 2014**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CLAIMS OFFICER**

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

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

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

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

**Amended & Adopted: February 6, 2014  
Resolution 21-2014**

**Amended & Adopted: November 17, 2008  
Resolution 53-2008**

**Adopted: March 16, 1994  
Resolution 22-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COLLEGE HOUSING**

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

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

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

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

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

**Amended & Adopted: February 6, 2014  
Resolution 22-2014**

**Amended & Adopted: November 17, 2008  
Resolution 54-2008**

**Adopted: March 16, 1994  
Resolution 20-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**UNION OFFICIALS PAYMENT**

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

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

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

**Reviewed with no changes: February 6, 2014**  
**Amended & Adopted: November 17, 2008**  
**Resolution 55-2008**

**Adopted: December 30, 1986**  
**Resolution 9-87**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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

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

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

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

**WHEREAS**, through this process the total needs of the college have not been adequately provided for, and the capital improvements needs have been completely unfunded for several years; and

**WHEREAS**, the capital improvement needs of the campus have reached a critical point that the accredited status of the college may be threatened if these needs are not addressed; and

**WHEREAS**, the current economic condition of the island offers little hope that the government will provide for the capital improvement needs of the college in the foreseeable future.

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

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

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

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

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

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

**Resolution 57-2008**

**Adopted: February 17, 1999**

**Resolution 5-99**

# Guam Community College

## Fifth Board of Trustees' Assessment Report



Fall 2013



## **Mission**

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.

## ***Sinangan Misi6n (Chamorro translation)***

*I misi6n i Kulehon Kumunidã't Guåhan, guiya i gé'hilo' i fina'che'cho' siha yan i kinahulo' i mamfãfa'che'cho' ya u na'guãguãha nu i manãkhilo' yan manmaolek na tiningo' yan fina'nã'guen cho'cho' siha gi iya Maikronisiha.*

## **Fifth Board of Trustees' Assessment Report**

### **Guam Community College**

**August 2013**

#### **EXECUTIVE SUMMARY**

The Assessment, Institutional Effectiveness, and Research (AIER) Office has been conducting assessments of all the stakeholder groups on campus, including the Board of Trustees (BOT), as part of the College's comprehensive assessment process. This is the fifth Board assessment study conducted by AIER. The first was conducted in spring 2003, the second in fall 2005, the third in spring 2008, the fourth in fall 2010 and the fifth in fall 2013. The Board assessment reports serve as evidence for the public and the College community that the Board is serious about assessing its performance and that trustees are committed to being an effective governing board.

The purpose of the board self-evaluation is to identify areas of board functioning that are working well and those that present areas of opportunity for improvement based on a set of criteria reflecting commonly-accepted standards of board effectiveness organized into the five themes within the assessment instrument: Board-CEO Relations, Board Meetings (Interaction and Dynamics), Board Responsibilities, Personal Conduct, and Evaluation. Since the spring of 2003 and up through the fall of 2013, assessment study findings reveal the extent of improvements made in Board effectiveness on the five themes. The thoughtful consideration of assessment findings and the implementation of recommended improvements based on the findings are some of the key indicators of high performing Boards that add value and substance to an institution's commitment to excellence and student success. The demonstrated excellence

in leadership of the Board provides the College with the foundation for the institutional improvements that have occurred within the same timeframe. The findings, recommendations, and implementation results reveal the continued benefits of self assessments for continuous quality improvement. As pointed out by the Community College League of California, “successful colleges are the result of effective leadership and governance. Effective leadership and governance are the result of ensuring that highly qualified people serve in leadership positions and that they embrace their responsibilities and continually improve their performance. Effective governing boards are committed to assessing how well they perform their governance responsibilities and to using the results of the assessment to enhance board effectiveness.” (Community College League of California, Assessing Board Effectiveness: Resources for Board of Trustees Self-Evaluation, 2009)

Overall, the results of the Fifth Board of Trustees’ Assessment Report reveal that the functions of the Board are satisfactorily effective although the results from the two surveys, Governing Board Assessment Questionnaire (GBAQ) and Board Self-Evaluation Questionnaire (BSEQ) are ambivalent as to the degree of effectiveness of the Board’s performance. Results from the GBAQ survey (which represent the outside voices or non-Board members’ voices) seem to be more critical in responding to the items on the different themes of the survey. As reflected in table 3 of this report, respondents reported that they *moderately agree* or *slightly agree* on all the items of each theme. The findings suggest that based on the perspective of the outside voices, improvements need to be made on all the themes to enhance and strengthen the overall Board’s performance.

The results of the BSEQ survey (which represent the inside voices of respondents) reveal a more positive outlook in regards to the Board’s overall performance. As reflected in table 4 of



the report, respondents reported that a majority of the items on the different themes of the survey either *always* or *very frequently* occur. Several themes showed strong results, such as Personal Conduct and Board/CEO relations. One hundred percent of respondents reported that the statements included in these themes *always* occurred. A continued commitment by the Board to move from *very frequently* occurring to *always* occurring is possible in the areas of Board Meetings (Interaction and Dynamics), Board/CEO Relations, Evaluation, and Board Responsibilities to enhance the performance and effectiveness of the Board.



Fifth Board of Trustees' Assessment Report

Guam Community College

August 2013

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Fifth Board of Trustees' Assessment Report  
Guam Community College

I. Introduction

This study is intended to gauge the effectiveness of Board functioning from the perspective of Board members and Board meeting participants including College administrators (i.e., Deans, Assistant Directors, and general administrators). Moreover, the assessment is designed to identify Board strengths and areas in need of improvement.

II. Objectives and Methodology

There are two objectives for this study. The first is that Board members will be able to identify areas of strengths and weaknesses in Board functioning. The second is that Board members will gain a better understanding of expectations from themselves and others about what it takes to be an effective and efficient Board.

Instrumentation:

Data for this study includes responses to two survey instruments. One of the survey instruments used is the Board Self-Evaluation Questionnaire (BSEQ) which is a self-assessment survey completed by Board members (Appendix A). The second survey is the Governing Board Assessment Questionnaire (GBAQ) which was completed by Board meeting participants (non-Board members) who regularly attend Board meetings/activities (Appendix B). This group represents the *OUTSIDE VOICES* needed to provide insight into the Board's effectiveness as the College's governing body. These surveys are similar to the instruments used in the previous

Board assessment study. The two surveys were created using *Survey Monkey*<sup>1</sup>, a free survey tool that enables users to create their own web-based surveys. The surveys were administered from June 1, 2013 to July 3, 2013. The GBAQ consists of thirty-four multiple-choice questions and three open-ended questions designed to gather insight on Board functioning and effectiveness among individuals who regularly attend Board meetings. Eleven Board meeting participants were provided a link to complete the GBAQ via *Survey Monkey* and all eleven participants (100%) completed the survey online.<sup>2</sup>

The *INSIDE VOICES* for this study came from Board member responses to the BSEQ. The questionnaire consists of 41 multiple-choice and eight open-ended questions. Of the seven Board members who were provided with an electronic link to complete the survey via *Survey Monkey*, seven completed the survey, resulting in a 100% return rate.

Survey data was downloaded from *Survey Monkey* and was analyzed using Excel spreadsheets. Open-ended responses to the two survey instruments were content-analyzed to validate quantitative data gathered from the surveys.

For a better understanding of the next section, discussion of results is divided into two sections: *OUTSIDE VOICES* and *INSIDE VOICES*.

### III. Results and Discussion

Seven Board members completed the BSEQ and eleven non-Board members completed the GBAQ. The following table provides an overview of the socio-demographic profile of BSEQ respondents:

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<sup>1</sup> AIER purchased an annual subscription to use Survey Monkey's professional plan on an annual basis. *Survey Monkey* can be found online at <http://www.surveymonkey.com/>.

<sup>2</sup> The Board is comprised of five (5) official voting members and two non-voting advisory members.

**Table 1: Socio-Demographic Characteristics of BSEQ Respondents (N=7)**

<b>Gender</b>	<b>Response Percent</b>	<b>Response Count</b>
Female	28.6%	2
Male	71.4%	5
<b>Respondent Type</b>		
Voting member	71.4%	5
Non-voting member	28.6%	2
<b>Years of Service with Current Board</b>		
Less than one year	28.6%	2
1-3 years	14.3%	1
4-6 years	42.9%	3
7-9 years	14.3%	1
10 or more years	0.0%	0
<b>Number of Terms Served</b>		
Less than one term	42.9%	3
One term	14.3%	1
Two terms	28.6%	2
Three or more terms	14.3%	1

Responses from the seven Board members reveal that 71.4% are male and an equal percentage of Board members are voting members. One Board member served on the Board between 7-9 years and three Board members served on the Board between 4-6 years. One Board member served on the Board between 1-3 years and two Board members served on the Board for less than one year. As for the number of terms served, one Board member served on the Board for three or more terms; two Board members served on the Board for two terms; one Board member served on the Board for one term; and three Board members served on the Board for less than one term. Unlike what was reported in the *Third and Fourth Board of Trustees' Assessment Reports*, this study shows that a small percentage (29%) of Board respondents were relatively new to their positions. The information contained in the above table reveals that most

Board members (71%) continued to serve on the Board since the last assessment study was conducted.<sup>3</sup>

The following table provides an overview of the socio-demographic profile of GBAQ respondents:

**Table 2: Socio-Demographic Characteristics of GBAQ Respondents (N=11)**

<b>Gender</b>	<b>Response Percent</b>	<b>Response Count</b>
Female	72.7%	8
Male	27.3%	3
<b>Respondent Type</b>		
Board of Trustees Member (including voting/non-voting)	0.0%	0
Administrator	81.8%	9
Guest or attendee	18.2%	2
<b>Length of Participation in Board Meetings/Activities Years of Service with Current Board</b>		
Less than one year	0.0%	0
1-3 years	45.5%	5
4-6 years	9.1%	1
7-9 years	0.0%	0
10 or more years	45.5%	5

Responses from the eleven Board meeting participants show that nearly three-fourths (73%) are female and more than three-fourths (82%) are GCC administrators. Five respondents participated in Board meetings for *1 to 3 years*; one respondent had participated in Board meetings for *4-6 years*; and, five respondents had participated for *10 or more years*.

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<sup>3</sup> Trustees shall be appointed by the Governor of Guam with the advice and consent of the Guam Legislature. Three (3) trustees shall be appointed to terms of three (3) years, three (3) trustees shall be appointed to terms of five (5) years and the seventh (7<sup>th</sup>) shall be an elected student member who shall serve a term of one (1) year. Their successors shall be appointed each for a term of five (5) years, with the exception of the student member. The student member shall be elected by a plurality vote of students of the school. The student member must be a student at the college and may be re-elected to no more than one (1) successive one-year term. The student member position shall not require the appointment of the I Maga'lahaen Guahan and the advice and consent of I Liheslaturan Guahan. (Public Law 14-77 as amended)

## OUTSIDE VOICES

The perspective of non-Board members who regularly participate in Board meetings/activities is important because these individuals develop insights into Board functioning, including strengths and weaknesses. The following table characterizes the *OUTSIDE VOICES* of non-Board members within the context of five distinct themes: Board-CEO Relations, Board Meetings (Interaction and Dynamics), Board Responsibilities, Personal Conduct, and Evaluation.

**Table 3. Governing Board Assessment Questionnaire (GBAQ) Respondent's MODAL RESPONSES, MEAN and STANDARD DEVIATION (N=11)**

	<b>Mode</b> , or most frequently occurring value on a scale of 1 to 6 where 1=Strongly Disagree, 2=Moderately Disagree, 3=Slightly Disagree, 4=Slightly Agree, 5=Moderately Agree, and 6=Strongly Agree	<b>Mean</b> , or the average of the value in all responses on a scale of 1 to 6 where 1=Strongly Disagree, 2=Moderately Disagree, 3=Slightly Disagree, 4=Slightly Agree, 5=Moderately Agree, and 6=Strongly Agree	<b>Standard Deviation</b> , or the measure of how widely values are dispersed from the mean or the average value.
<b>Board-CEO Relations</b>			
The Board delegates the authority the Chief Executive needs to administer the institution successfully.	6.00	5.27	0.63
The Board is clear and consistent in its expectations of the performance of the CEO.	6.00	5.27	0.42
The Board expresses approval, publicly and privately, for the successes of the CEO and the institution.	6.00	5.09	0.70
The Chief Executive keeps the Board informed regarding issues that confront the College.	6.00	5.45	0.00



	<b>Mode</b> , or most frequently occurring value on a scale of 1 to 6 where 1=Strongly Disagree, 2=Moderately Disagree, 3=Slightly Disagree, 4=Slightly Agree, 5=Moderately Agree, and 6=Strongly Agree	<b>Mean</b> , or the average of the value in all responses on a scale of 1 to 6 where 1=Strongly Disagree, 2=Moderately Disagree, 3=Slightly Disagree, 4=Slightly Agree, 5=Moderately Agree, and 6=Strongly Agree	<b>Standard Deviation</b> , or the measure of how widely values are dispersed from the mean or the average value.
There is a climate of mutual trust and support between the Board and the President.	6.00	5.45	0.00
<b>Board Meetings: Interaction and Dynamics</b>			
The Board has an adequate process for the study of issues that will receive Board action.	5.00	4.73	0.42
The leadership of this Board typically goes out of its way to make sure that all members have the same information on important issues.	5.00	4.82	0.67
The number and frequency of Board meetings allow enough time for responsible discussion and resolution of key issues.	6.00	5.00	0.97
Board meetings are conducted in a fair, efficient, and business-like manner.	6.00	5.45	0.00
Orientation programs for new Board members specifically include a segment about the organization's history and traditions.	5.00	3.82	1.50
In discussing key issues, it is not unusual for someone on the Board to talk about what this organization stands for and how that is related to the matter at hand.	5.00	4.64	0.74
I have been present in Board meetings where discussions of the history and mission of the College were key factors in reaching a conclusion on a problem.	5.00	4.18	1.17
<b>Board Responsibilities</b>			
The Board rotates leadership in key Board offices.	6.00	4.73	1.03

	<b>Mode</b> , or most frequently occurring value on a scale of 1 to 6 where 1=Strongly Disagree, 2=Moderately Disagree, 3=Slightly Disagree, 4=Slightly Agree, 5=Moderately Agree, and 6=Strongly Agree	<b>Mean</b> , or the average of the value in all responses on a scale of 1 to 6 where 1=Strongly Disagree, 2=Moderately Disagree, 3=Slightly Disagree, 4=Slightly Agree, 5=Moderately Agree, and 6=Strongly Agree	<b>Standard Deviation</b> , or the measure of how widely values are dispersed from the mean or the average value.
The Board has an established procedure to orient new members to the institution and to their duties and responsibilities.	6.00	4.36	1.81
The members of the Board have sufficient knowledge of their institution and its programs and services to judge the value of new ideas and practices with reasonable confidence in their decisions.	5.00	4.64	0.99
The Board has an agreed upon philosophy as to the distinction between policy and administration.	6.00	5.18	0.48
This Board allocates organizational funds for the purpose of Board member education and development (i.e., professional development).	5.00	5.00	0.53
The Board is well informed about educational and manpower training needs of the community.	6.00	4.91	0.97
The Board ensures that the College keeps the community well informed of the College's activities, educational perspectives and plans.	6.00	5.09	0.70
The Board periodically sets aside time (i.e., holding Board retreats) to learn more about important issues facing the College.	6.00	4.82	0.82
The GCC Foundation Board is an effective vehicle for the contribution of funds to support the College's activities, goals, plans, projects, and programs.	6.00	4.91	1.07

	<b>Mode</b> , or most frequently occurring value on a scale of 1 to 6 where 1=Strongly Disagree, 2=Moderately Disagree, 3=Slightly Disagree, 4=Slightly Agree, 5=Moderately Agree, and 6=Strongly Agree	<b>Mean</b> , or the average of the value in all responses on a scale of 1 to 6 where 1=Strongly Disagree, 2=Moderately Disagree, 3=Slightly Disagree, 4=Slightly Agree, 5=Moderately Agree, and 6=Strongly Agree	<b>Standard Deviation</b> , or the measure of how widely values are dispersed from the mean or the average value.
<b>Personal Conduct</b>			
The members of the Board are sensitive to the need to avoid even the appearance of conflicts of interests.	6.00	4.36	1.32
Board members honor divergent opinions without being intimidated by them.	6.00	5.09	1.26
There is a climate of mutual trust and support between Board members.	6.00	5.18	0.67
Board members are prepared to participate responsibly in Board meetings.	6.00	5.09	0.97
<b>Evaluation</b>			
The Board sets clear organizational priorities for the year ahead.	6.00	4.91	0.70
This Board engages in strategic planning and strategic issues management discussions.	6.00	5.18	0.48
The Board's key decisions are consistent with the mission of this organization.	6.00	5.27	0.42
This Board reviews the College's mission annually (i.e., every January of each year).	5.00	5.00	0.53
The Board participates in a self-evaluation process on a regular basis.	6.00	5.00	0.97

Responses to the survey questions related to **Board-CEO Relations** continue to reveal a good working relationship between the Board and the President. Respondents *moderately agreed* with the following: the Board delegates the authority the Chief Executive needs to administer the

institution successfully (mean 5.27, s.d. 0.63), the Chief Executive keeps the Board informed regarding issues that confront the College (mean 5.45, s.d.0.00), and there is a climate of mutual trust and support between the Board and the President (mean 5.18, s.d.0.67). Respondents also *moderately agree* that the Board is clear and consistent in its expectations of the performance of the CEO (mean 5.27, s.d. 0.42) and that the Board expresses approval, publicly and privately, for the successes of the CEO and the institution (mean 5.09, s.d. 0.70). Like the results of the current study, the third and fourth Board assessment study suggests a good working relationship between the Board and the CEO. Respondents continue to either *moderately agree* or *strongly agree* with all five items under this theme.

In terms of **Board Meetings (Interaction and Dynamics)**, all Board meeting participants *moderately agree* that the number and frequency of Board meetings allow enough time for responsible discussion and resolution of key issues (mean 5.00, s.d. 0.97), Board meetings are conducted in a fair, efficient, and business-like manner (mean 5.45, s.d. 0.00). They *slightly agree* that the Board has an adequate process for the study of issues that will receive Board action (mean 4.73, s.d. 0.42), the leadership of this Board typically goes out of its way to make sure that all members have the same information on important issues (mean 4.82, s.d. 0.67), in discussing key issues, it is not unusual for someone on the Board to talk about what this organization stands for and how that is related to the matter at hand (mean 4.64, s.d.0.74), and meeting participants reported having been present in Board meetings where discussions of the history and mission of the College were key factors in reaching a conclusion on a problem (mean 4.18, s.d. 1.17). Participants *slightly disagree* that orientation programs for new Board members specifically include a segment about the organization's history and traditions (mean 3.82, s.d. 1.50). The high standard deviation (1.50) for this variable reveals a difference in opinion among

respondents. The mean score of this particular survey question dropped from 4.86 in the fourth Board assessment report to 3.82 in the current report.

As for **Board Responsibilities**, respondents *moderately agree* with three of the nine statements pertaining to this theme. Specifically, respondents *moderately agree* that the Board has an agreed upon philosophy as to the distinction between policy and administration (mean 5.18, s.d.0.48); the Board allocates organizational funds for the purpose of Board member education and development (i.e. professional development) (mean 5.00, s.d. 0.53); and, the Board ensures that the College keeps the community well informed of the College's activities, educational perspectives, and plans (mean5.09, s.d.0.70). Respondents *slightly agree* on six of the nine items on the theme. Specifically, respondents *slightly agree* that the Board rotates leadership in key Board offices (mean 4.73, s.d. 1.03); the Board has an established procedure to orient new members to the institution and to their duties and responsibilities (mean 4.36, s.d. 1.81); the members of the Board have sufficient knowledge of their institution and its programs and services to judge the value of new ideas and practices with reasonable confidence in their decisions (mean 4.64, s.d. 0.99); the Board is well informed about educational and manpower training needs of the community (mean4.91, s.d.0.97); the Board periodically sets aside time (i.e., holding Board retreats) to learn more about important issues facing the College (mean 4.82, s.d. 0.82); and, the GCC Foundation Board is an effective vehicle for contribution of funds to support the College's activities, goals, plans, projects, and programs (mean 4.91, s.d. 1.07).

In the area of **Personal Conduct**, respondents *moderately agree* with three of the four statements related to this theme. In particular, respondents *moderately agree* that Board members honor divergent opinions without being intimidated by them (mean 5.09, s.d. 1.26); there is a climate of mutual trust and support between Board members (mean 5.18, s.d. 0.67); and Board

members are prepared to participate responsibly in Board meetings (mean 5.09, s.d. 0.97).

Respondents *slightly agree* that members of the Board are sensitive to the need to avoid even the appearance of conflicts of interest (mean 4.36, s.d. 1.32).

As for **Evaluation**, respondents *moderately agree* on four of the five statements pertaining to this theme. Respondents *moderately agree* that the Board engages in strategic planning and strategic issues management discussions (mean 5.18, s.d. 0.48); the Board's key decisions are consistent with the mission of this organization (mean 5.27, s.d. 0.42); this Board reviews the College's mission annually (i.e., every January of each year) (mean 5.00, s.d. 0.53); and, the Board participates in a self-evaluation process on a regular basis (mean 5.00, s.d. 0.97). Respondents *slightly agree* that the Board sets clear organizational priorities for the year ahead (mean 4.91, s.d. 0.70).

The open-ended survey questions provide respondents' perceptions of Board efficiency and effectiveness. Board successes reported by individual Board meeting participants include the following: "Increased positive image/perception of College, new building constructions;" "very good rapport with the CEO and its ability to sustain healthy relationships with each other support for the expansion of GCC's academic and construction needs;" "graduation and the opening of the Foundation Building;" GCC's continued success of audits. BOT continues to support the college by allowing the Administrators to do their jobs without any interferences from the BOT and by holding the President accountable for the administration and management of the college;" "BOT does a great job in their role as policy makers for the College;" and "GCC accreditation and continue growth of the college."

In response to the question, “What particular shortcomings do you see in the Board’s organization or performance that need attention,” the following responses were reported by meeting participants: “Become more knowledgeable about the programs that GCC offers;” “More interaction with faculty constituents via yearly meeting scheduled before a faculty audience for example. More participation in student-led activities so the Board is more visible in the eyes of students;” “Improve community partnerships to increase funding opportunities;” “More connectedness to institutional life through regular participation of most members (not just Chair) in institutional activities (e.g. convocation, graduation, etc.);” “More participation at college events, especially public ones;” and, “hold board meetings in a larger room. Very limited seating in current conference room; does not provide the appearance that the meetings are open to the public.”

The following section provides the perspective of Board members in relation to Board effectiveness. How do perceptions of non-Board members (*OUTSIDE VOICES*) measure up to perceptions of Board members (*INSIDE VOICES*)?

## INSIDE VOICES

The following table represents the INSIDE VOICES of Board members within the context of five distinct themes:

**Table 4. Board Self-Evaluation Questionnaire (BSEQ) Respondent's MODAL RESPONSES, MEAN and STANDARD DEVIATION (N=7)**

	<b>Mode</b> , or most frequently occurring value on a scale of 1 to 6 where 1=Never, 2=Very Rarely, 3=Rarely, 4=Occasionally, 5=Very Frequently, and 6=Always	<b>Mean</b> , or the average of the value in all responses on a scale of 1 to 6 where 1=Never, 2=Very Rarely, 3=Rarely, 4=Occasionally, 5=Very Frequently, and 6=Always	<b>Standard Deviation</b> , or the measure of how widely values are dispersed from the mean or the average value
<b>Personal Conduct</b>			
Board members treat each other with courtesy.	6.00	6.00	0.00
Board members respect the power of the Chair to speak for the Board as a whole.	6.00	6.00	0.00
Members of the Board are always conscious that their demeanor is part of the College's public image.	6.00	6.00	0.00
<b>Board Meetings</b>			
Board meetings begin on time.	5.00	4.29	0.63
Board meeting agendas and conduct effectively meet the purposes of Board meetings.	6.00	5.86	0.38
All Board members attend Board meetings.	5.00	5.29	0.49
The collective demeanor of the Board is poised and professional.	6.00	6.00	0.00
Board members are able to disagree without being disagreeable.	6.00	6.00	0.00
Board members ask questions relevant to the item(s) under discussion.	5.00	5.42	0.53
Board meetings are conducted in an orderly and efficient manner.	6.00	6.00	0.00
The Board welcomes participation by members of the community at appropriate times designated on the agenda.	6.00	5.86	0.38



	<b>Mode</b> , or most frequently occurring value on a scale of 1 to 6 where 1=Never, 2=Very Rarely, 3=Rarely, 4=Occasionally, 5=Very Frequently, and 6=Always	<b>Mean</b> , or the average of the value in all responses on a scale of 1 to 6 where 1=Never, 2=Very Rarely, 3=Rarely, 4=Occasionally, 5=Very Frequently, and 6=Always	<b>Standard Deviation</b> , or the measure of how widely values are dispersed from the mean or the average value
The Board maintains confidentiality of privileged information.	6.00	6.00	0.00
<b>Board/CEO Relations</b>			
There is a high level of trust and respect between the Board and the President.	6.00	6.00	0.00
The President keeps the members of the Board well informed.	6.00	5.71	0.49
The President follows the rule of “no surprises” by informing the Board members as soon as possible about important matters concerning the College, its students and its employees.	6.00	5.86	0.38
The Board delegates administrative matters to the President and refrains from micromanaging the College.	6.00	6.00	0.00
The Board maintains a positive working relationship with the CEO.	6.00	6.00	0.00
<b>Evaluation</b>			
The Board develops annual goals for the College and uses them as the basis for presidential evaluation.	6.00	5.71	0.49
The Board specifies its expectations for presidential performance in writing.	6.00	5.71	0.76
The Board formally evaluates the President’s performance on a regular basis.	6.00	5.71	0.49
The Board evaluates its own performance on a regular basis (at least once every other year).	6.00	5.57	0.79
The Board evaluation process helps the Board enhance its performance.	5.00	5.14	0.69

	<b>Mode</b> , or most frequently occurring value on a scale of 1 to 6 where 1=Never, 2=Very Rarely, 3=Rarely, 4=Occasionally, 5=Very Frequently, and 6=Always	<b>Mean</b> , or the average of the value in all responses on a scale of 1 to 6 where 1=Never, 2=Very Rarely, 3=Rarely, 4=Occasionally, 5=Very Frequently, and 6=Always	<b>Standard Deviation</b> , or the measure of how widely values are dispersed from the mean or the average value
<b>Board Responsibilities</b>			
The Board conducts periodic reviews of its own policies.	5.00	5.29	0.76
The Board formally orients new members as soon as possible after they have been sworn in as trustees.	6.00	5.71	0.49
New members receive orientation to Board roles and the institution.	6.00	5.57	0.53
The Board consistently follows its own Board ethics policy.	6.00	6.00	0.00
The Board regularly reviews its ethics policy.	6.00	5.57	0.53
The Board focuses on ends in making policy and leaves the implementation to the President.	6.00	6.00	0.00
The Board is actively involved in the long-term planning process of the College.	6.00	6.00	0.00
Board members participate in Trustee development activities (i.e., professional development).	6.00	5.57	0.79
The Board plans with the President how to best develop and maintain relationships with local, state, and federal legislators for the benefit of the College.	6.00	5.57	0.53
The Board clearly understands its policy role and differentiates its role from that of the CEO and College employees.	6.00	6.00	0.00
Board members avoid conflicts of interest and the perception of such conflicts.	6.00	5.86	0.38
The Board understands and fulfills its roles and responsibilities.	6.00	5.86	0.38

Analysis is limited to those variables with responses from all seven board members. Although seven Board members responded to the BSEQ, not all Board members answered each question.

According to Table 4, in terms of **Board-CEO Relations**, all seven Board members who responded to the BSEQ reported that there is *always* a high level of trust and respect between the Board and the President (mean 6.00, s.d. 0.00); the Board *always* delegates administrative matters to the president and refrains from micromanaging the College (mean 6.00, s.d. 0.00); and the Board *always* maintains a positive working relationship with the CEO (mean 6.00, s.d. 0.00. Respondents also reported that the president *very frequently* keeps the members of the Board well informed (mean 5.71, s.d. 0.49) and the president *very frequently* follows the rule of “no surprises” by informing the Board members as soon as possible about important matters concerning the College, its students, and its employees (mean 5.86, s.d. 0.38).

Qualitative comments from Board member responses to the survey question, “How would you describe the Board’s relationship with the CEO?” continuously support the existence of a positive relationship between the Board and the President as reflected on the two BSEQ Survey Reports. Three Board members described their relationship as “Excellent.” One Board member described it as “very effective and communicative. Appropriate”. Another member described the relationship as “very professional and effective” and one member described the relationship as “very well. Out of the seven Board members, six responded to the question and one skipped the question.

In response to the survey question “As a Trustee, what are you most pleased about?” one respondent mentioned “The college’s consistent exemplary performance.” Another respondent

commented “Being able to serve GCC in such a meaningful way.” One respondent mentioned ongoing construction and improvement and one mentioned “Student success.” Of the seven Board members that were surveyed, five responded to this question.

As for **Board Meetings (Interaction and Dynamics)**, there is one hundred percent agreement among respondents that the collective demeanor of the Board is *always* poised and professional (mean 6.00, s.d. 0.00); Board members are *always* able to disagree without being disagreeable (mean 6.00, s.d. 0.00); Board meetings are *always* conducted in an orderly and efficient manner (mean 6.00, s.d. 0.00); and, the Board *always* maintains confidentiality of privileged information (mean 6.00, s.d. 0.00). Respondents reported that the following *very frequently* occurred: Board meeting agendas and conduct effectively meet the purposes of Board meetings (mean 5.86, s.d. 0.38); all Board members attend Board meetings (mean 5.29, s.d. 0.49); Board members ask questions relevant to the item (s) under discussion (mean 5.43, s.d. 0.53); and, the Board welcomes participation by members of the community at appropriate times designated on the agenda (mean 5.86, s.d. 0.38). Respondents reported that Board meetings begin on time *occasionally* (mean 4.29, s.d. 0.63).

The following comments were made by Board members when asked about the Board’s greatest strengths: (a) “Knowing its role”; (b) “Professionalism, Structure, Assessment”; (c) “BOT as a cohesive unit”; (d) “Leadership, community feel, involvement in goal setting for college”; (e) “Unity and cohesiveness”; and (f) “communication”. When asked “Is the Board functioning as a team as well as it should? Why or why not?” the five members who answered the question reported that the Board is functioning as a team. One respondent recommended, “Increase focus on building relationships would improve function, but overall the Board

functions well as a team.” Overall, these statements support the finding that Board members have a good working relationship with one another.

In terms of **Board Responsibilities**, Board members indicated that the Board *always* consistently follows its own Board ethics policy (mean 6.00, s.d. 0.00), the Board *always* focuses on ends in making policy and leaves the implementation to the president (mean 6.00, s.d. 0.00), the Board *always* clearly understands its policy role and differentiates its role from that of the CEO and College employees (mean 6.00, s.d. 0.00); and, the Board is *always* actively involved in the long-term planning process of the College (mean 6.00, s.d. 0.00). The Board *very frequently* understands and fulfills its roles and responsibilities (mean 5.86, s.d. 0.38); Board members *very frequently* avoid conflicts of interest and the perception of such conflicts (mean 5.86, s.d. 0.38); the Board *very frequently* participate in Trustee development activities (i.e., professional development) (mean 5.57, s.d. 0.79); the Board *very frequently* formally orients new members as soon as possible after they have been sworn in as Trustees (mean 5.71, s.d. 0.49); the Board *very frequently* plans with the President how to best develop and maintain relationships with local, state, and federal legislators for the benefit of the College (mean 5.57, s.d. 0.53); the Board *very frequently* conducts periodic reviews of its own policies (mean 5.29, s.d. 0.76); the Board *very frequently* regularly reviews its ethics policy (mean 5.57, s.d. 0.53); and, new members receive orientation to Board roles and the institution *very frequently* by the Board (mean 5.57, s.d. 0.53).

As for **Personal Conduct**, all seven respondents reported that Board members *always* treat each other with courtesy (mean 6.00, s.d. 0.00); Board members are *always* conscious that their demeanor is part of the College’s public image (mean 6.00, s.d. 0.00); and Board members *always* respect the power of the Chair to speak for the Board as a whole (mean 6.00, s.d. 0.00).

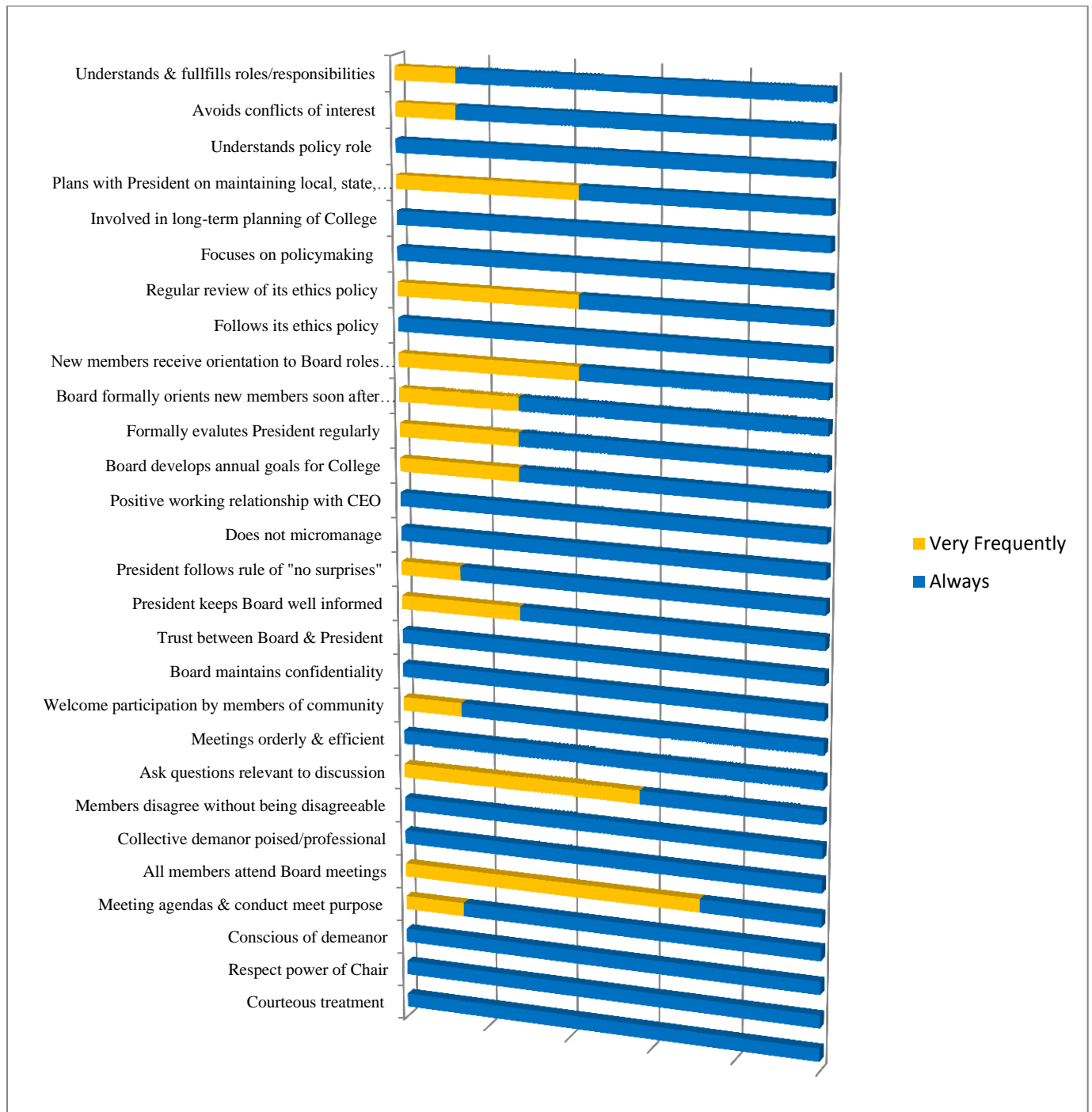
In the fourth Board assessment study, respondents reported that Board members *very frequently* respect the power of the Chair to speak for the Board as a whole. In the current study respondents reported that all of the three statements pertaining to personal conduct *always* occurs.

With respect to **Evaluation**, all seven Board members indicated that the Board *very frequently* specifies its expectations for presidential performance in writing (mean 5.71, s.d. 0.76); the Board *very frequently* formally evaluates the President's performance on a regular basis (mean 5.71, s.d. 0.49); the Board *very frequently* evaluates its own performance on a regular basis (at least once every other year) (mean 5.57, s.d. 0.79); the Board evaluation process *very frequently* helps the Board enhance its performance (mean 5.14, s.d.0.69); and the Board *very frequently* develops annual goals for the College and uses them as the basis for presidential evaluation (mean 5.71, s.d. 0.49).

Figure 1 identifies perceived areas of strengths in Board functioning among BOT member-respondents.

Figure 1.

Perceived **areas of strengths** in Board functioning among BOT member-respondents, as indicated by raw frequencies of 28 BSEQ variables with the **highest** mean score (n=7)



The above twenty-eight variables are identified as **strengths** because of the high mean scores for these items. These are variables that occur *very frequently* and *always* as reported by Board member respondents. The fourteen variables that are reported to *always* occur are: Board members treat each other with courtesy (mean 6.00); Board members respect the power of the Chair to speak for the Board as a whole (mean 6.00); members of the Board are conscious that their demeanor is part of the College's public image (mean 6.00); the collective demeanor of the Board is poised and professional (mean 6.00); Board members are able to disagree without being disagreeable (mean 6.00); Board meetings are conducted in an orderly and efficient manner (mean 6.00); the Board maintains confidentiality of privileged information (mean 6.00); there is a high level of trust and respect between the Board and the President (mean 6.00); the Board delegates administrative matters to the President and refrains from micromanaging the College (mean 6.00); the Board maintains a positive working relationship with the CEO (mean 6.00); the Board consistently follows its own Board ethics policy (mean 6.00); the Board focuses on ends in making policy and leaves the implementation to the President (mean 6.00); the Board is actively involved in the long-term planning process of the College (mean 6.00); and the Board clearly understands its policy role and differentiates its role from that of the CEO and College employees (mean 6.00).

The variables bordering between *always* and *very frequently* are: Board meeting agendas and conduct effectively meet the purposes of Board meetings (mean 5.86); all Board members attend Board meetings (mean 5.29); Board members ask questions relevant to the item(s) under discussion (mean 5.43); the Board welcomes participation by members of the community at appropriate times designated on the agenda (mean 5.86); the President keeps members of the Board well informed (mean 5.71); the President follows the rule of "no surprises" by informing

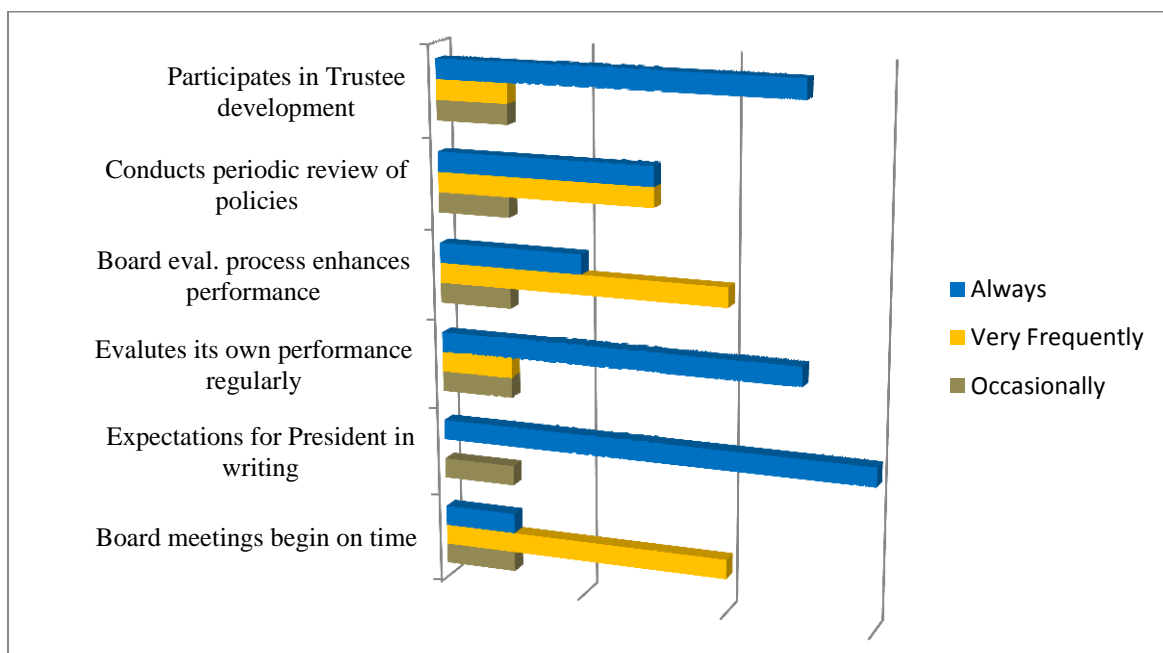


the Board members as soon as possible about important matters concerning the College, its students and its employees (mean 5.86); the Board develops annual goals for the College and uses them as the basis for presidential evaluation (mean 5.71); the Board formally evaluates the President's performance on a regular basis (mean 5.71); the Board formally orients new members as soon as possible after they have been sworn in as trustees (mean 5.71); new members receive orientation to Board roles and the institution (mean 5.57); the Board regularly reviews its ethics policy (mean 5.57); the Board plans with the President how to best develop and maintain relationships with local, state, and federal legislators for the benefit of the College (mean 5.57); Board members avoid conflicts of interest and the perception of such conflicts (mean 5.86); and the Board understands and fulfills its roles and responsibilities (mean 5.86).

Figure 2 below identifies perceived areas of growth and needed improvement in Board functioning.

Figure 2.

Perceived **areas of growth and needed improvement** in Board functioning as indicated by raw frequencies of 6 BSEQ variables with the **lowest** mean scores (n=7)



The above figure identifies the following six areas of growth and needed improvement in Board functioning based on responses to the BSEQ: Board meetings begin on time (mean 4.29, s.d. 0.63); the Board specifies its expectations for presidential performance in writing (mean 5.71, s.d. 0.76); the Board evaluates its own performance on a regular basis (at least once every other year) (mean 5.57, s.d. 0.79); the Board evaluation process helps the Board enhance its performance (mean 5.14, s.d. 0.69); the Board conducts periodic reviews of its own policies (mean 5.29, s.d. 0.76); and, Board members participate in Trustee development activities (i.e., professional development) (mean 5.57, s.d. 0.79). The relatively high standard deviations reveal some differences in opinions among Board members in these areas.

#### IV. Conclusion

This assessment study aims to improve Board functioning and to promote accountability through the identification of areas of strengths and areas in need of improvement. The following is a review of the strengths and weaknesses identified by this study organized by theme.

##### Board-CEO Relations

Responses to both the GBAQ and BSEQ reveal a relatively good working relationship between the President and the Board. Respondents reported on the GBAQ survey that they moderately agree with all of the five statements on the theme regarding Board-CEO Relations. On the other hand, respondents on the BSEQ survey reported a more positive result regarding Board/CEO Relations. Survey results reveal that respondents reported *always* on three of the five statements and *moderately agree* on two of the statements with high mean scores leaning towards *always*. As reported on previous GBAQ/BSEQ survey reports, Board/CEO Relations

have been consistently good and positive. However, respondents on the GBAQ survey appear to be more critical about assessing BOARD/CEO Relations.

“Given the unique nature of the relationship between the board and CEO, the evaluations of the board and the CEO are intertwined. When the board evaluates itself, it is evaluating in part how well the CEO supports the board; when it evaluates the CEO, it is evaluating the direction and support the board provides for that position. The board conducts the CEO evaluation and looks at its own behavior in fostering CEO effectiveness.” (Community College League of California, Assessing Board Effectiveness: Resources for Board of Trustees Self-Evaluation, 2009)

#### Board Meetings (Interaction and Dynamics)

Respondents on the GBAQ survey reported that they *slightly agree* on four of the seven statements on the Board Meeting (Interaction and Dynamics) theme representing areas for growth and development. These areas are: the Board has an adequate process for the study of issues that will receive Board action (mean, 4.73); the leadership of this Board typically goes out of its way to make sure that all members have the same information on important issues (mean, 4.82); in discussing issues, it is not unusual for someone on the Board to talk about what this organization stands for and how that is related to the manner at hand (mean, 4.64); and I have been in Board meetings where discussion of the history and mission of the College were key factors in reaching a conclusion on a problem (mean, 4.18).

More critically, respondents *slightly disagree* that orientation programs for new Board members specifically include a segment about the organization’s history and traditions (mean, 3.82). In a more positive light, respondents reported that they *moderately agree* on two of the

seven statements regarding Board meetings. Respondents *moderately agree* that the number and frequency of the Board meetings allow enough time for responsible discussion and resolution of key issues (mean, 5.00) and Board meetings are conducted in a fair, efficient, and business-like manner (mean, 5.45). Since the survey indicated that respondents *moderately agree* and *slightly agree* on all seven items of the Board Meeting theme, Board members should work on strengthening those items to improve Board effectiveness in conducting meetings.

Respondents reported a more positive result on the BSEQ survey in regards to the Board Meetings (Interaction and Dynamics) theme. In general, Board members are pleased with how Board meetings are conducted. Of the nine items under this theme in the BSEQ, Board members reported that four of the nine items on the Board Meeting theme *always* occur. The strengths for the Board members to maintain are: the collective demeanor of the Board is poised and professional, Board members are able to disagree without being disagreeable, Board meetings are conducted in an orderly and efficient manner, and the Board maintains confidentiality of privileged information. Board members *moderately agree* on four of the nine items which present areas of growth and improvement. They are: Board meeting agendas and conduct effectively meet the purposes of Board meetings (mean, 5.86); all Board members attend Board meetings (mean, 5.29); Board members ask questions relevant to the item(s) under discussion (mean, 5.42); and the Board welcomes participation by members of the community at appropriate times designated on the agenda (5.86). Lastly, Board members reported that *occasionally*, Board meetings begin on time (mean, 4.29).

### Board Responsibilities

Results of the GBAQ survey revealed that respondents *slightly agree* on six of the nine items on this theme. Characteristics of Board effectiveness which need improvement are: The

Board rotates leadership in key Board offices (mean, 4.73); the Board has an established procedure to orient new members to the institution and to their duties and responsibilities (mean, 4.36); the members of the Board have sufficient knowledge of their institution and its programs and services to judge the value of new ideas and practices with reasonable confidence in their decisions (mean, 4.64); the Board is well informed about educational and manpower training needs of the community (mean, 4.91); the Board periodically sets aside time (i.e., holding Board retreats) to learn more about important issues facing the College (mean, 4.82); and the GCC Foundation Board is an effective vehicle for the contribution of funds to support the College's activities, goals, plans, projects, and programs (mean 4.91).

Respondents *moderately agree* on the following: The Board has an agreed upon philosophy as to the distinction between policy and administration (mean, 5.18); the Board allocates organizational funds for the purpose of Board member education and development (i.e., professional development) (mean, 5.00); and the Board ensures that the College keeps the community well informed of the College's activities, educational perspectives, and plans (mean, 5.09).

The BESQ survey report reveal more encouraging results regarding Board Responsibilities. Respondents reported that four of the twelve items on the theme *always* occur. They are as follows: the Board consistently follows its own Board ethics policy (mean, 6.00); the Board focuses on ends in making policy and leaves the implementation to the president (mean, 6.00); the Board is actively involved in the long-term planning process of the College (mean, 6.00); and the Board clearly understands its policy role and differentiates its role from that of the CEO and College employees (mean, 6.00).

### Personal Conduct

The GBAQ survey results indicated that the personal conduct of Board members needs to be strengthened in order to improve Board effectiveness. According to the survey, respondents reported that they *moderately agree* on three of the four items of the theme. Specifically, respondents *moderately agree* on the following: Board members honor divergent opinions without being intimidated by them (mean, 5.09); there is a climate of mutual trust and support between Board members (mean, 5.18); and Board members are prepared to participate responsibly in Board meetings (mean, 5.09).

On the other hand, results from the BSEQ survey reveal a more positive perspective compared to the GBAQ survey. Based on the BSEQ survey, the responses reveal that Board members take their responsibility seriously and professionally. One hundred percent of the respondents reported that the four items on the theme *always* occur with all having a mean score of (6.00).

### Evaluation

Results of the GBAQ survey reveal that the Evaluation theme gauging Board effectiveness needs to be strengthened. Respondents reported that they *moderately agree* on four of the five items on the theme. The four items are as follows: the Board engages in strategic planning and strategic issues management discussions (mean, 5.18); the Board's key decisions are consistent with the mission of this organization (mean, 5.27); this Board reviews the College's mission annually (i.e., every January of each year (mean, 5.00); and the Board participates in a self-evaluation process on a regular basis (mean, 5.00). Respondents reported

that they *slightly agree* that the Board sets clear organizational priorities for the year ahead (mean, 4.91).

As with the other themes cited on this report, the BSEQ survey results reveal a more promising result regarding the theme. Respondents reported that all five items of the theme occur *very frequently*. These results reveal the cohesive and positive working relationship amongst Board members.

## V. Recommendations

Based on the above conclusions, the following suggestions are made to improve overall Board functioning:

- Board visibility and engagement perceptions may be improved through Board member attendance and participation at College-wide events and other key events of the College where members may be acknowledged and invited to provide a message of support and recognition.
- The assessment study may be expanded to other stakeholders' voices in the GBAQ instrument, or an additional instrument may be employed, so that a more representative perspective of Board effectiveness can be generated.
- An orientation to Board roles and functions may be provided to stakeholders through a special section dedicated for the Board, similar to the President's Message and Vice President's Message, in the monthly newsletter Chachalani.

# APPENDIX A



# 2013 Guam Community College Board Self-Evaluation Questionnaire

## Survey Overview

June 2013

Dear Board of Trustees member:

The following is a Board Self-Evaluation Questionnaire (BSEQ), which is being used to provide a "basic board health snap shot". Your honest and thoughtful response to this survey is greatly appreciated. All responses are confidential.

Your voice is of critical importance to the College's assessment initiative. Please complete the survey on or before June 30, 2013.

An important component of the BSEQ this year is the ACCJC requirement that members of the College community, including Board members, complete an online workshop called "Accreditation Basics." Please see Item 41 on page 15 of this survey instrument for more information.

Thank you,

Assessment, Institutional Effectiveness, and Research (AIER) Office

# 2013 Guam Community College Board Self-Evaluation Questionnaire

## Demographic Information

Attached is the Board Self-Evaluation Questionnaire (BSEQ), which is being used to provide a "basic board health snap shot". Your honest and thoughtful response to this survey is greatly appreciated.

### 1. Gender:

- ☐ Female
- ☐ Male

### 2. Respondent Type:

- ☐ Voting member
- ☐ Non-voting member

### 3. Years of service with current Board of Trustees:

- ☐ Less than one year
- ☐ 1-3 years
- ☐ 4-6 years
- ☐ 7-9 years
- ☐ 10 or more years

### 4. Number of terms served in the Board of Trustees:

- ☐ Less than one term
- ☐ One term
- ☐ Two terms
- ☐ Three or more terms

# 2013 Guam Community College Board Self-Evaluation Questionnaire

## Board Members

Please respond to the following questions by checking the option most applicable to your board's experience.

**5. All currently serving members of the College's Board of Trustees have been legally appointed/elected to their positions on the Board.**

- ☐ True
- ☐ False

**6. Board members represent diverse backgrounds, experience, interests, gender, ethnicity, and areas of the district.**

- ☐ True
- ☐ False

# 2013 Guam Community College Board Self-Evaluation Questionnaire

## Personal Conduct

**7. Board members treat each other with courtesy.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**8. Board members respect the power of the Chair to speak for the Board as a whole.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**9. Members of the Board are always conscious that their demeanor is part of the College's public image.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

# 2013 Guam Community College Board Self-Evaluation Questionnaire

## Board Meetings

### 10. Board meetings begin on time.

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

### 11. Board meeting agendas and conduct effectively meet the purposes of Board meetings.

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

### 12. All Board members attend Board meetings.

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

### 13. The collective demeanor of the Board is poised and professional.

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

## 2013 Guam Community College Board Self-Evaluation Questionnaire

**14. Board members are able to disagree without being disagreeable.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**15. Board members ask questions relevant to the item(s) under discussion.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**16. Board meetings are conducted in an orderly and efficient manner.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**17. The Board welcomes participation by members of the community at appropriate times designated on the agenda.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

## 2013 Guam Community College Board Self-Evaluation Questionnaire

### **18. The Board maintains confidentiality of privileged information.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

# 2013 Guam Community College Board Self-Evaluation Questionnaire

## Board/CEO Relations

**19. There is a high level of trust and respect between the Board and the President.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**20. The President keeps the members of the Board well informed.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**21. The President follows the rule of "no surprises" by informing Board members as soon as possible about important matters concerning the College, its students and its employees.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always



## 2013 Guam Community College Board Self-Evaluation Questionnaire

**22. The Board delegates administrative matters to the President and refrains from micromanaging the College.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**23. The Board maintains a positive working relationship with the CEO.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

# 2013 Guam Community College Board Self-Evaluation Questionnaire

## Evaluation

**24. The Board develops annual goals for the College and uses them as the basis for presidential evaluation.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**25. The Board specifies its expectations for presidential performance in writing.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**26. The Board formally evaluates the President's performance on a regular basis.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**27. The Board evaluates its own performance on a regular basis (at least once every other year).**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

## 2013 Guam Community College Board Self-Evaluation Questionnaire

### **28. The Board evaluation process helps the Board enhance its performance.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

# 2013 Guam Community College Board Self-Evaluation Questionnaire

## Board Responsibilities

**29. The Board conducts periodic reviews of its own policies.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**30. The Board formally orients new members as soon as possible after they have been sworn in as trustees.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**31. New members receive orientation to Board roles and the institution.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**32. The Board consistently follows its own Board ethics policy.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

## 2013 Guam Community College Board Self-Evaluation Questionnaire

**33. The Board regularly reviews its ethics policy.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**34. The Board focuses on ends in making policy and leaves the implementation to the President.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**35. The Board is actively involved in the long-term planning process of the College.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**36. Board members participate in Trustee development activities (i.e., professional development).**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

## 2013 Guam Community College Board Self-Evaluation Questionnaire

**37. The Board plans with the President how to best develop and maintain relationships with local, state, and federal legislators for the benefit of the College.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**38. The Board clearly understands its policy role and differentiates its role from that of the CEO and College employees.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**39. Board members avoid conflicts of interest and the perception of such conflicts.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**40. The Board understands and fulfills its roles and responsibilities.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

# 2013 Guam Community College Board Self-Evaluation Questionnaire

## Accreditation

**41. Accreditation Basics is an online workshop that offers a comprehensive overview of higher education accreditation in the United States, including regional accreditation, and the Western Association of Schools and Colleges as well as an in-depth look at the ACCJC Accreditation Standards. Participation in the workshop is a requirement for Board members in order to have a good understanding of the principles of accreditation and learning more about the four (4) Accreditation Standards.**

**The workshop will offer a flexible, self-paced learning opportunity. Participants can register and complete the workshop at any time that suits their schedule. The workshop, if taken in full, requires an hour or more to complete; however, you may stop at any point and return to the workshop when your schedule permits. You may access the online course here: <http://www.trainingway.com/accjc>**

**Please turn in your printed or scanned ACCJC Certificate of Completion for the Accreditation Basics workshop to Bertha Guerrero for our accreditation files, a copy of which will be provided to AIER.**

**Have you completed the Accreditation Basics online workshop?**

- ☐ Yes
- ☐ No

# 2013 Guam Community College Board Self-Evaluation Questionnaire

## Open-Ended Questions

**42. What are the Board's greatest strengths?**

**43. What are the major accomplishments of the Board in the past year?**

**44. What are areas in which the Board could improve?**

**45. As a Trustee, what concerns do you have?**

**46. As a Trustee, what are you most pleased about?**

**47. What changes would you like to see in how the Board operates?**

**48. Is the Board functioning as a team as well as it should? Why or why not?**

**49. How would you describe the Board's relationship with the CEO?**



Thank you for completing the survey!

# **APPENDIX B**

# 2013 Guam Community College Governing Board Assessment

## Survey Overview

June 2013

Dear Board of Trustees' meeting participant:

The following is a Governing Board Assessment Questionnaire (GBAQ), which is being used to gather perceptions of Board functioning and effectiveness. As an attendee of Board meetings, your honest and thoughtful response to this survey is greatly appreciated. All responses are confidential.

Your voice is of critical importance to the College's assessment initiative. Please complete the survey on or before June 30, 2013.

An important component of the GBAQ this year is the ACCJC requirement that members of the College community, including Board members, complete an online workshop called "Accreditation Basics." Please see Item 34 on page 14 of this survey instrument for more information.

Thank you,

Assessment, Institutional Effectiveness, and Research (AIER) Office

# 2013 Guam Community College Governing Board Assessment

## Demographic Information

### 1. Gender:

- ☐ Female
- ☐ Male

### 2. Respondent Type:

- ☐ Board of Trustees Member (including voting/non-voting)
- ☐ Administrator
- ☐ Guest or attendee

### 3. Length of Participation in Board Meetings/Activities:

- ☐ Less than one year
- ☐ 1-3 years
- ☐ 4-6 years
- ☐ 7-9 years
- ☐ 10 or more years

## BOARD-CEO RELATIONS

**4. The Board delegates the authority the Chief Executive needs to administer the institution successfully.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**5. The Board is clear and consistent in its expectations of the performance of the CEO.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**6. The Board expresses approval, publicly and privately, for the successes of the CEO and the institution.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**7. The Chief Executive keeps the Board informed regarding issues that confront the College.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

## 2013 Guam Community College Governing Board Assessment

### **8. There is a climate of mutual trust and support between the Board and the President.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

# 2013 Guam Community College Governing Board Assessment

## Board Meetings: Interaction and Dynamics

**9. The Board has an adequate process for the study of issues that will receive board action.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**10. The leadership of this Board typically goes out of its way to make sure that all members have the same information on important issues.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**11. The number and frequency of Board meetings allow enough time for responsible discussion and resolution of key issues.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

## 2013 Guam Community College Governing Board Assessment

**12. Board meetings are conducted in a fair, efficient, and business-like manner.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**13. Orientation programs for new Board members specifically include a segment about the organization's history and traditions.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**14. In discussing key issues, it is not unusual for someone on the Board to talk about what this organization stands for and how that is related to the matter at hand.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**15. I have been present in Board meetings where discussions of the history and mission of the College were key factors in reaching a conclusion on a problem.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree



# 2013 Guam Community College Governing Board Assessment

## Board Responsibilities

**16. The Board rotates leadership in key board offices.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**17. The Board has an established procedure to orient new members to the institution and to their duties and responsibilities.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**18. The members of the Board have sufficient knowledge of their institution and its programs and services to judge the value of new ideas and practices with reasonable confidence in their decisions.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

## 2013 Guam Community College Governing Board Assessment

**19. The Board has an agreed upon philosophy as to the distinction between policy and administration.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**20. This Board allocates organizational funds for the purpose of Board member education and development (i.e., professional development).**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**21. The Board is well informed about educational and manpower training needs of the community.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**22. The Board ensures that the College keeps the community well informed of the College's activities, educational perspectives and plans.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

## 2013 Guam Community College Governing Board Assessment

**23. The Board periodically sets aside time (i.e., holding Board retreats) to learn more about important issues facing the College.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**24. The GCC Foundation Board is an effective vehicle for the contribution of funds to support the College's activities, goals, plans, projects, and programs.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

## Personal Conduct

**25. The members of the Board are sensitive to the need to avoid even the appearance of conflicts of interests.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**26. Board members honor divergent opinions without being intimidated by them.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

## Evaluation

**27. The Board sets clear organizational priorities for the year ahead.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**28. This Board engages in strategic planning and strategic issues management discussions.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**29. The Board's key decisions are consistent with the mission of this organization.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

**30. This Board reviews the College's mission annually (i.e., every January of each year).**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

## 2013 Guam Community College Governing Board Assessment

### **31. The Board participates in a self-evaluation process on a regular basis.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

## Personal Conduct

### **32. There is a climate of mutual trust and support between Board members.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

### **33. Board members are prepared to participate responsibly in Board meetings.**

- ☐ Strongly Disagree
- ☐ Moderately Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Moderately Agree
- ☐ Strongly Agree

## Accreditation

**34. Accreditation Basics is an online workshop that offers a comprehensive overview of higher education accreditation in the United States, including regional accreditation, and the Western Association of Schools and Colleges as well as an in-depth look at the ACCJC Accreditation Standards. Participation in the workshop is a requirement for the College community in order to have a good understanding of the principles of accreditation and learning more about the four (4) Accreditation Standards.**

**The workshop will offer a flexible, self-paced learning opportunity. Participants can register and complete the workshop at any time that suits their schedule. The workshop, if taken in full, requires an hour or more to complete; however, you may stop at any point and return to the workshop when your schedule permits. You may access the online course here: <http://www.trainingway.com/accjc>**

**Please turn in your printed or scanned ACCJC Certificate of Completion for the Accreditation Basics workshop to Bertha Guerrero for our accreditation files, a copy of which will be provided to AIER.**

**Have you completed the Accreditation Basics online workshop?**

- ☐ Yes
- ☐ No



# 2013 Guam Community College Governing Board Assessment

## Open-Ended Questions

**35. What were one or two successes during the past year for which the Board takes some satisfaction?**

**36. What particular shortcomings do you see in the Board's organization or performance that need attention?**

**37. What areas of improvement would you suggest?**

Thank you for completing the survey!

# APPENDIX C




# 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.

This signed Call to Action commits Guam Community College to promote the development and implementation of policies, practices, and institutional cultures that will produce 50% more students with high quality degrees and certificates by 2020. We call upon every sector and constituency of our college and community to join us in this work. **Our democracy needs every one of us.**

  
Deborah C. Belanger, Chairperson, BOT  
Chair, Board of Trustees

  
Mary A.Y. Okada, Ed.D., President, GCC  
College President/Chancellor

December 20, 2012

Date





# APPENDIX D

# Assessment Plan

## Guam Community College

### Board of Trustees

#### Board of Trustees

**Mission Statement:** The Board of Trustees upholds the mission of Guam Community College through policy formulation and governance processes that shape, promote and strengthen the college as a premier vocational institution in the Pacific region.

**Vision Statement:** The BOT envisions a highly-respected, reputable, and community-supported two-year institution that addresses the changing needs of the workforce in Guam and the region through quality educational opportunities that lead to career success and lifelong learning.

#### Administrative Unit Outcome (AUO): AUO#1-Policy Review

AUO #1 FA2012-SP2014: 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.

**Start Date:** 11/28/2012

**End Date:** 11/28/2014

**AUO Status:** Currently being assessed

**Program SLO/AUO/SSUO** ACCJC Standards

**Plan reflects/incorporates:**

**Notes from the pull/drop** The role of leadership and the institution's governance and decision-making structures and processes are **down list above:** regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion ( Written in % )	Activity Schedule	Active
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.	100% of all BOT policies will reflect a last review date of 3 years or less.	Regular Board meeting or dedicated Board retreat within the academic year. Working sessions.	Yes
<b>Type of Artifact/Instrument/Rubric/Method/Tool:</b> Board of Trustees Policy			
<b>Related Documents:</b> <a href="#">Board Policy listing on Governance Tab.pdf</a> <a href="#">POLICY REVIEW TOOL-Criteria for AY2012-12(for BOT approval).pdf</a> <a href="#">BOT Calendar _October 2012-September 2013_for Trac.pdf</a>			

#### Related Activities

- Assessment Report
- Board Assessment Activities
- Board Retreat
- BOT Monthly Meetings
- Review Assessment Plan
- Special Meetings
- Survey Instrument Completion

#### Related Tasks

\* Task Name: BOT Calendar

**Task Description:** Create BOT Calendar of events, i.e., meetings, retreats, public events, campus events, reporting requirements.

#### Related Goals

##### Guam Community College

\* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#4

Dedicated Planning:

This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.

- \* Institutional Learning Outcome (ILO) - ILO#5 (Institutional Learning Outcome)  
Students will demonstrate civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally.

### Academic Affairs Division (AAD)

- \* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3  
Review recommendations in the ISER and the ACCJC Evaluation Report to ensure that all actionable improvement plans and recommendations are addressed in a timely manner.

### ACCJC/WASC

- \* STANDARD IV. Leadership and Governance - The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

### Board of Trustees (BOT)

- \* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1  
Policy review. Evaluation and amend periodically Board policies and the code of ethics policy for all GCC constituents (including the Board) to align procedures, as necessary and appropriate.
- \* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2  
Assessment. 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.
- \* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3  
Governance evaluation. Assess the effectiveness of the participatory governance structure as a whole through an integrated campuses survey that builds on previous assessment work.

### Board of Trustees

- \* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1  
Update board's professional development plan to provide for continuous education for board members.
- \* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2  
Establish and implement systematic assessment processes.
- \* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3  
Update board policies through a systematic review process that reflect changing institutional and community needs and demands.
- \* Program Review Goal (Budget Related Goals & Objectives) - FY2013  
PRG#1:  
To update Board's Professional Development Plan to provide for continuous education for Board members.
- \* Program Review Goal (Budget Related Goals & Objectives) - FY2013  
PRG#2:  
To establish and implement systematic assessment processes.
- \* Program Review Goal (Budget Related Goals & Objectives) - FY2013  
PRG#3:  
To update Board Policies through a systematic review process that reflect changing institutional and community needs and demands.
- \* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#1  
Policy Review. 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.
- \* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#2  
Assessment. 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.
- \* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#3.  
Governance Evaluation. Assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.

### Administrative Unit Outcome (AUO): AUO#2-Board Assessment

AUO #2 FA2012-SP2014: 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.

**Start Date:** 11/28/2012

**End Date:** 11/28/2014

**AUO Status:** Currently being assessed

**Program SLO/AUO/SSUO** Other

**Plan reflects/incorporates:**

**Notes from the pull/drop** See 4A5 Institutional Self Evaluation Report.  
**down list above:**

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion ( Written in % )	Activity Schedule	Active

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion ( Written in % )	Activity Schedule	Active
2a. Implement a regular schedule for board assessment training to increase and deepen members' knowledge of assessment and accreditation for accountability and improvement <b>Type of Artifact/Instrument/Rubric/Method/Tool:</b> Training Plan  <b>Related Documents:</b> <a href="#">BOT Calendar _October 2012-September 2013_for Trac.pdf</a>	100% of all Board members will attend the regular assessment training-in compliance with assessment process.	Semi-Annually: December 2012; August 2013	Yes
2b. Include the input and participation of the Faculty Senate in the Governing Board Assessment Questionnaire (GBAQ) <b>Type of Artifact/Instrument/Rubric/Method/Tool:</b> Other (indicate the specific tool in the Method field/box)	100% Board participation in survey	Board participates in GBAQ survey to be administered Spring 2013 with final report due July 2013.	Yes

### Related Activities

- Assessment Report
- Board Assessment Activities
- Board Retreat
- Review Assessment Plan
- Survey Instrument Completion

### Related Tasks

- \* Task Name: Schedule training  
**Task Description:** Assessment Plan training

### Related Goals

#### Guam Community College

- \* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#4  
Dedicated Planning:  
This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.
- \* Institutional Learning Outcome (ILO) - ILO#5 (Institutional Learning Outcome)  
Students will demonstrate civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally.

#### ACCJC/WASC

- \* STANDARD IV. Leadership and Governance - The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

#### Board of Trustees

- \* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#2  
Assessment. 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.

### Administrative Unit Outcome (AUO): AUO#3-Governance Evaluation

AUO #3 FA2012-SP2014: Assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.

**Start Date:** 11/28/2012

**End Date:** 11/28/2014

**AUO Status:** Currently being assessed

**Program SLO/AUO/SSUO** Other

**Plan reflects/incorporates:**

**Notes from the pull/drop** See 4A2a in the Institutional Self Evaluation Report  
**down list above:**

### Means of Assessment



Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion ( Written in % )	Activity Schedule	Active
Participate actively in campus-wide governance survey <b>Type of Artifact/Instrument/Rubric/Method/Tool:</b> Other (indicate the specific tool in the Method field/box) <b>Related Documents:</b> <a href="#">Evaluation Report 04232012.pdf</a>	75% Participation from students, 100% from Board members, Faculty and Staff	Timeline: Spring 2013	Yes

#### Related Activities

- Survey Instrument Completion

#### Related Tasks

- \* Task Name: Participate actively in campus-wide governance survey  
**Task Description:** Administer survey, collect results with AIER, provide report.

#### Related Goals

##### Guam Community College

- \* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#4  
Dedicated Planning:  
This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.
- \* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)  
Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

##### ACCJC/WASC

- \* STANDARD IV. Leadership and Governance - The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

##### Board of Trustees

- \* Program Review Goal (Budget Related Goals & Objectives) - FY2013  
PRG#2:  
To establish and implement systematic assessment processes.
- \* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#3.  
Governance Evaluation. Assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.

# **APPENDIX E**

# ACCJC NEWS

ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES

Western Association of Schools and Colleges

Summer 2012

## Accreditation and Governing Board Roles and Responsibilities

*"THE GOVERNING BOARD IS RESPONSIBLE FOR THE (EDUCATIONAL) QUALITY, INTEGRITY, AND FINANCIAL STABILITY OF THE INSTITUTION AND FOR ENSURING THAT THE INSTITUTION'S MISSION IS BEING CARRIED OUT."*

SOURCE: ACCJC ELIGIBILITY REQUIREMENT 3

Institutional effectiveness and educational quality start with the administrators, staff and especially faculty, but depends upon the quality of the governing board. Excellent institutional performance requires well-defined roles and high performance from an institution's governing board. In recent years, many external events have created challenge for colleges; funding reductions, changing public policy, turnover due to retirements, changing student populations and needs, and the accountability movement are among them. These are challenging times, and it is the job of a governing board to assure that an institution finds the way to adjust to the external and internal pressures without compromising educational quality and financial integrity. Strong and effective governing boards are critically important to institutional success and survival.

However, the ACCJC's analyses show that governing board dysfunctions are increasing among member institutions, and that governing board difficulties provide opportunities for other organizational deficiencies to emerge or to go unaddressed, negatively impacting an institution's adherence to good practices and likelihood of maintaining educational quality or even fiscal viability.

The Commission regularly examines trends in institutional performance with regard to the Accreditation Standards. Each summer, the ACCJC publishes "Top Deficiencies Causing Sanctions,"<sup>1</sup> which

describes trends at the institutions the ACCJC has sanctioned over the last few years. This year's report shows that between 2009 and 2012, the percentage of institutions on sanction that had deficiencies in governing board performance rose from 46% to 71%. The data also show that institutions with governing board difficulties always have additional challenges, most often in financial management and stability, and in institutional assessment, planning and effectiveness. In fact, no institution that has been sanctioned for board issues identified by an accreditation team has only governing board problems!

The ACCJC presents below some things that governing boards can do to help prevent or remediate governing board deficiencies (and related institutional deficiencies) most commonly seen by the ACCJC evaluation teams:

**GET EARLY TRAINING, AND REGULAR RE-TRAINING, FOR EVERY BOARD MEMBER.** The initial training should have sufficient breadth to provide a solid foundation in the fundamental roles and responsibilities of governing board members. Standard IV.B.1 states, "The governing board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services, and the financial stability of the institution."

All new board members should receive an early training to help them understand policy governance and the

<sup>1</sup> See the data chart on page 11



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elements of good policy, the meaning and content of financial reports and budgets, and the metrics used to assess institutional effectiveness. All board members should receive at least annual training that will allow the board members to fully understand budgets, audit reports, associated financial terminology, and reports that indicate educational effectiveness on topics such as student achievement data, student learning outcomes data, and other forms of ongoing institutional assessment. Training at venues where other institutions' governing board members are present allows a board member to gain access to expert advice, as well as perspective on alternative ways of understanding important topics or alternative governing board solutions to policy issues. Board members should be required to participate in a regular program for development, and individual board members should escape this important responsibility to build their own capacity to be good board members. (*Standard IV.B.1.f.*)

**GET CLEAR ON THE POLICY ROLE OF GOVERNING BOARD MEMBERS.** The board exercises its control over the institution's quality and integrity by adopting policies to guide the actions of institutional members. These policies should be regularly evaluated and updated to remain useful. But governing board members are not practicing education experts; they are largely lay members of the public. If governing boards stick to their policy role and avoid becoming involved in college operations, they will be able to exercise the appropriate oversight of those operations by expecting, and reviewing, key reports and data analyses on institutional performance. Board members should not apply their own knowledge or skill to addressing operational issues. If there is a weakness or vacuum in the performances of key administrative staff, governing board members should assure that the vacuum is addressed with improved or new staff. Remember, the Board hires and evaluates the CEO, and delegates all operations and responsibility for implementing policy and institutional operations to that CEO. (*Standard IV.B.1.j.*)

**PAY SERIOUS ATTENTION TO EXTERNAL FINANCIAL AND ACCREDITATION REPORTS.** Boards should be vigilant in expecting that external audit reports be completed on time every year, that the institutional staff respond fully and quickly to any audit findings and explain what they have done to the Board, and that the institution changes auditing firms every few years. Boards should be especially concerned if external audit findings go unaddressed for multiple years - this could be a neon alert to difficulties with the financial management system of the institution or worse. Boards should also read carefully and understand Accreditation Standards, ACCJC action letters and evaluation team reports. These documents frame the basic requirements for quality institutional practices. Boards should expect the institutional CEO to ensure that there is a full report to the board on any Commission action on the institution, and that the institution is

timely in its resolution of any deficiencies identified by the ACCJC. Boards should be aware that the ACCJC, responding to federal regulations, announced in 2007 that there is a two-year time limit for institutions to resolve deficiencies or face possible loss of accreditation. Since the governing board's role is to assure educational quality and fiscal integrity, governing boards are among those held accountable when institutions fail to address financial and accreditation concerns. (*Standard I.B.1.C.*)

**ADOPT AND ENFORCE STRONG POLICIES ON ETHICS AND CONFLICT OF INTEREST.** "The governing board has a code of ethics that includes a clearly defined policy for dealing with behavior that violated that code." (*Standard IV.B.1.h.*) The policy should have clear statements about conflict or potential conflict of interest that recuse board members from decisions where they have a conflict of interest. Most importantly, an ethics code is not useful if it is only voluntary. The board policy should define how governing board members who violate the code will be addressed. A suggested sequence is: new trustee training and mentoring, prompt feedback when violations occur, individual coaching, board warning, board censorship, legal action. Ethics violations by board members can threaten the integrity of an institution's financial or educational processes and quality, and often also disrupt productive board functioning, leading to the inability of a governing board to perform its important and appropriate functions.

**REMEMBER AN INSTITUTIONAL GOVERNING BOARD IS NOT A CITY COUNCIL.** Many of the ACCJC-accredited institutions have elected governing board members. The political process provides a good deal of information to a board candidate on what the electorate desires and hopes for. However, once placed on a governing board, the board member must operate with the following bottom line: "The governing board is an independent policy-making body that reflects the public interest in board activities and interests. Once the board reaches a decision, it acts as a whole." (*Standard IV.B.1.a.*)

Independence means the board member operates in the best interest of the overall institution, not in response to constituencies or special pleaders if those interests are not aligned with the basic mission, direction and resources of the institution, with the full board's direction, and with the institution's priorities that come from assessment and planning activities. City Councils often act to dole out "rewards" to their electorate; a college governing board member's job is to focus on achieving educational effectiveness within the bounds of the institution's mission and available resources. Finally, remember, no single board member has authority; the board as a body has authority. No trustee should be roaming a campus, giving direction to or attempting to influence college employees or governance committees. Trustees should not use their role on a college governing board to advance their own political careers and pet projects. A college board member

Accreditation and Governing Boards, continued on page 4



## Accreditation and Governing Boards, *continued from page 3*

should be a careful steward of higher education quality and integrity, and champion of student achievement and student learning.

**ACTIVELY REVIEW AND ADAPT THE INSTITUTIONAL MISSION STATEMENT**, and then require the institution to focus its efforts and resources on achieving that mission. "The institution's educational mission is clearly defined, adopted and published by its governing board, and is appropriate to a degree granting institution of higher education and the constituency it seeks to serve. The mission statement defines institutional commitment to student learning." (*Eligibility Requirement 2*) The mission statement should be reviewed on a regular basis. (*Standard I.A.3.*) That review should ensure that the institution examines the effectiveness of the educational learning programs and services the mission statement promises to provide, and wisely use, its resources in achieving that mission. Board policies should require that the institution has a defined process with valid metrics for ongoing assessments of educational effectiveness - an internal quality assurance process that requires data driven program review, analyses, priority setting, planning and implementation. Governing boards should receive annual reports on the institution's educational effectiveness, goals, and priorities for improvement set through the institution's planning processes. Governing boards should participate in setting targets and goals for improving educational performance. Finally, governing boards should beware of the tendency for college constituencies to hope their college can be "all things to all people." It cannot, and in the current fiscal environment, every governing board should be identifying the core educational mission for their institution and avoiding commitments to other activities. Resources stretched too thin result in poor educational quality. The governing board is responsible for ensuring that the financial resources of the institution are used to provide sound educational programs, and these require adequate funding.

**THINK SHORT RANGE AND LONG RANGE IN ADOPTING THE INSTITUTION'S FISCAL PLANS.** Each year, the governing board adopts an institutional annual budget that reflects the ongoing commitments, priorities, and planned new expenditures for the institution. It is important that the board examine the budget proposed by the CEO with careful attention to short-term (current year) and longer-term (multiple out-years) consequences of expenditure plans and projected accelerating costs (e.g., planned salary or benefits costs, collective bargaining agreement costs, loan costs, possible revenue declines). In the area of contract negotiations alone, too often difficult discussions lead to a willingness to delay dealing with potential cost challenges until later, in "future years." That 'just kicks the can down the road.' Certain kinds of borrowing vehicles have been enticing to boards of colleges that wish to spend now and pay later. Governing boards have a responsibility to assure the fiscal integrity, short- and long-term, for the colleges they govern. The region

and the country have experienced a significant financial downturn since 2008, and current federal projects suggest "recovery" will not really happen for another 5 or 6 years.



In the view of many, higher education is undergoing a significant restructuring that will last. Wise boards ensure resources match programming.

*The ACCJC provides regular training on accreditation matters for governing board members every year at the California Community College Trustees annual conference, the Pacific Postsecondary Education Council's events, and at individual or regional governing board workshops to which it is invited. The ACCJC is developing a new guide for governing board members, and a draft of it is available on the ACCJC's website at [www.accjc.org](http://www.accjc.org). ♦*



# *Update on the Review of Accreditation Standards and Practices*

The current review of Accreditation Standards and practices was launched with a letter to the field on November 9, 2011. The Commission invited input from the field by:

- ✓ Posting the suggestion form online at: [www.accjc.org](http://www.accjc.org);
- ✓ Sending letters to the field encouraging input;
- ✓ Holding public hearings: March 14, Huntington Beach, for southern California colleges and members of the public including business leaders; June 6, Burlingame, for northern California colleges and members of the public including business leaders; and
- ✓ Seeking targeted input from the Financial Task Force, Distance Education Task Force, and the Accreditation Liaison Officer workshop.

More than 100 members of the field have attended the scheduled activities, and 20 have provided written or oral testimony.

Active input-gathering will continue through the end of September, 2012. A public hearing will take place September 24 in Hawai'i for Pacific island colleges and members of the public including business leaders. Targeted input will be sought from the Student Learning Outcomes Task Force and at an upcoming Accreditation Liaison Officer workshop. Additional written comments from interested individuals across the region are invited.

## **INCREMENTAL ACCREDITATION PRACTICE CHANGES FROM REVIEW**

**DISAGGREGATED DATA.** The need for increased availability and use of data and research has been highlighted during the Review of Accreditation Standards and Practices. As the culture of assessment and continuous improvement becomes established, colleges in the region look for ways to ensure data-based decision-making. Indicators of student success need to be sufficiently disaggregated to pinpoint areas where improvement is needed. When used for internal quality assurance processes, data and data analysis need to focus on improvement efforts for institutional effectiveness.

Beginning fall 2012, colleges undergoing comprehensive self evaluation will report statistical data related to student success in a disaggregated form. Data for success measures will be disaggregated by age, gender, race/ethnicity, socioeconomic status, and by other relevant subpopulations identified by the institution. In addition, data will be disaggregated by instructional delivery site (including centers and other off-campus locations) and delivery mode (specifically including distance education and correspondence education).

**ADDITIONAL FINANCIAL MONITORING.** Regulations and changes in the higher education environment have highlighted the need for increased monitoring and attention to institutional fiscal conditions. More than ever, institutional quality and sustainability are dependent upon effective financial planning and practices. Effective monitoring includes the correlation of the annual financial data collected from member institutions with known indicators of fiscal health. The 2012-2013 Annual Fiscal Report will ask for additional financial information that will enhance the monitoring of fiscal health required by federal regulations.

At its June 2012 meeting, the Commission approved an enhanced monitoring process for fiscal data. Data received from colleges in the annual fiscal report and in the audited financial statements are given a risk assessment. Colleges identified at higher levels of risk are referred to a Financial Review Group for a closer examination of the data submitted. At the next Commission meeting, a report will be made by the Financial Review Group to the Commission. If warranted for a particular college, the Commission may request a special report, with or without a visit, on the financial condition of the institution. ♦





## Federal Updates

The U.S. Department of Education (USDE) recently lost two court battles dealing with regulations affecting higher education institutions. The decisions were based primarily on the process used to adopt the regulations in question. The decisions affirmed the need for the USDE to ensure its negotiated rulemaking processes are followed to provide adequate opportunity for comment from the field and also to provide a basis for establishing regulatory parameters. It is likely the USDE will revisit regulations in the areas addressed by the court.

### STATE AUTHORIZATION

USDE regulations require, as one element of qualification for participation in Title IV programs (including federal financial aid), that higher education institutions be authorized to operate in the state<sup>1</sup> where they are located. In 2010, federal regulations were amended to include language pertaining to state authorization for colleges offering distance education:

If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be able to document to the Secretary the State's approval upon request. 34 C.F.R. § 600.9(c).

The implications for colleges which might have students across many states in their online courses and correspondence courses raised consternation and concerns. In addition, many state agencies found they were not adequately staffed to handle authorization applications from multiple institutions across the country, and may not have addressed circumstances where an institution may have one or two students from the state in an institution's online or correspondence program.

The deadline for institutions to fully comply with this regulation was extended to July 1, 2014 in an April 20, 2011 Dear Colleague letter.<sup>2</sup> In July 2011, the United States District Court for the District of Columbia struck down this new language because of inadequate opportunity for the field to comment on the proposed regulation. On June 5, 2012, the United States Court of Appeals released its decision upholding the lower court ruling. The USDE is still assessing its next steps on the issue.

Despite the uncertainty about USDE regulations in this regard, institutions are still charged with addressing state authorization requirements in states where they may have students participating in online or correspondence education. The involvement of the State Higher Education Officers Association (SHEOA) in preparing for implementation of the federal requirement created awareness at the state level of the need to deal with out-of-state providers of distance and correspondence education. That organization has created a listing of higher education authorizing agencies, which can be accessed at:

<http://www.sheeo.org/stateauth/stateauth-agency.htm>.

<sup>1</sup> "State" as defined in higher education regulations includes: any state in the United States, American Samoa, the Commonwealth of Puerto Rico, the District of Columbia, Guam, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau. The latter three are also known as the Freely Associated States. 34 C.F.R. § 600.2.

<sup>2</sup> This Dear Colleague letter and other materials dealing with state authorization for distance education and correspondence education can be found on our website at: [www.accjc.org](http://www.accjc.org), on the President's Desk page under "State Authorization and Credit Hour." Institutions may also want to monitor the USDE website for financial aid professionals, <http://www.ifap.ed.gov/ifap/>, for information about next steps at the federal level related to state authorization.





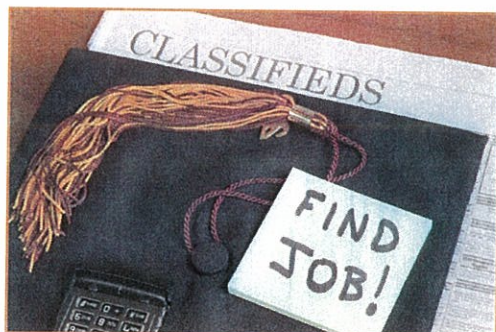
#### GAINFUL EMPLOYMENT

In June 2010, federal regulations were amended to include requirements for higher education institutions offering programs related to career-technical preparation.<sup>3</sup> These took effect on July 1, 2011. To qualify for federal aid, the law required that certificate programs at public and non-profit institutions, and most programs at for-profit institutions, must prepare students for gainful employment in a recognized occupation. Under the regulations, a program would be considered to lead to gainful employment if first, the program prepared students for a recognized occupation, and second, met at least one of the following three metrics related to federal student loans: at least 35% of former students are repaying their loans; the estimated annual loan payment of a typical graduate does not exceed 30 percent of his or her discretionary income; or the estimated annual loan payment of a typical graduate does not exceed 12% of his or her total earnings.



The regulations also required institutions to report to the USDE and make available to the public certain data about gainful employment programs, including information about the number of students in the program, the median debt load incurred by students completing the program, the number of students who transferred into a higher program, on-time graduation rates, and placement rates. 34 C.F.R. § 668.6(a).

On June 30, 2012, the United States District Court for the District of Columbia struck down that portion of the regulation defining the metrics for determining gainful employment. Specifically, the court found the metric “at least 35% of former students are repaying their loans” to be arbitrary and capricious, and not having any supporting factual basis. Because the three student loan metrics were intertwined, this finding resulted in all three metrics being vacated.



Without having in place the second element of determining whether a program leads to gainful employment, the status of the gainful employment regulations is in question. In a response to the court ruling, the USDE noted “the Court’s decision vacated the gainful employment reporting requirements in 34 CFR 668.6(a). Therefore, institutions are not required to submit gainful employment reports for the just ended 2011-2012 award year.”<sup>4</sup> Further guidance from the USDE is expected soon; it will be posted online at:

<http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>. ♦

<sup>3</sup> The USDE Dear Colleague letter discussing the regulations, and other resource materials on gainful employment can be accessed on our website at: [www.accjc.org](http://www.accjc.org), on the President’s Desk page under “Gainful Employment.”

<sup>4</sup> Gainful Employment Electronic Announcement #39 - Status of Gainful Employment Regulations, posted at: <http://www.ifap.ed.gov/ifap/> under “Gainful Employment Information.”



# *National and International Discussions on Quality Assurance*

## **AMERICAN COUNCIL ON EDUCATION (ACE)**

The ACE Board of Directors recently approved a resolution endorsing the Guidelines for Assessment and Accountability in Higher Education presented by the New Leadership Alliance for Student Learning and Accountability. The guidelines include four principles that ACE supports: the importance of 1) articulating specific goals for student learning and prominently announcing them to various stakeholders and the public, 2) developing processes to gather evidence of student learning, 3) using that evidence to improve quality in student learning, and 4) reporting to internal and external constituents the evidence and results of student learning. ♦

## **INTERNATIONAL NETWORK FOR QUALITY ASSURANCE AGENCIES IN HIGHER EDUCATION (INQAAHE)**

This spring, INQAAHE held a Member's Forum on "The Future of External Quality Assurance" in Melbourne, Australia. Quality assurance agencies vary across the world and few are truly peer developed and peer based. The discussions at the conference were centered on the topics of government control, external vs. internal quality assurance, and the research on the impact of quality assurance agencies. There is a shared phenomenon that governments increasingly see higher education as critical to economic development/growth/sustainability, and so are increasingly interested in the quality of student learning outcomes. ♦

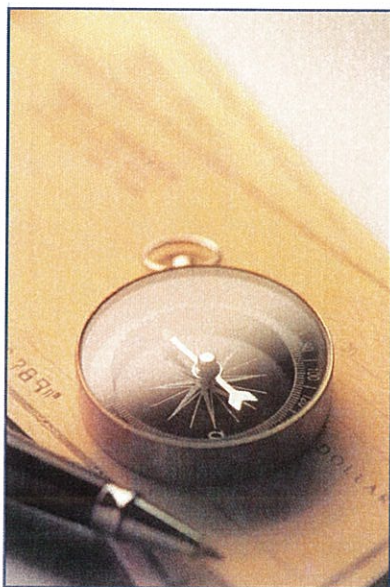
## **NATIONAL ADVISORY COMMITTEE ON INSTITUTIONAL QUALITY AND INTEGRITY (NACIQI)**

In March, NACIQI issued its final Report on Accreditation and recommendations for future legislation to the Secretary of Education. The report discussed the "triad of actors in educational quality assurance"—federal, state and accreditor. It recommended further clarity and understanding about the responsibility of each member of the triad, increased coordination and communication, and encouragement of states' engagement. The report had more than 20 recommendations, and after careful consideration, it argued that the link between accreditation and federal student aid should be retained. ♦



## *Revised Accreditation Standards Available*

**T**he Commission adopted revisions to Standard III at the public session of its June 2012 meeting. The adoption followed a first reading in January 2012 and a two-month comment period for the field to offer suggestions and input on the proposed revisions. The adopted revision contained language suggested during the comment period.

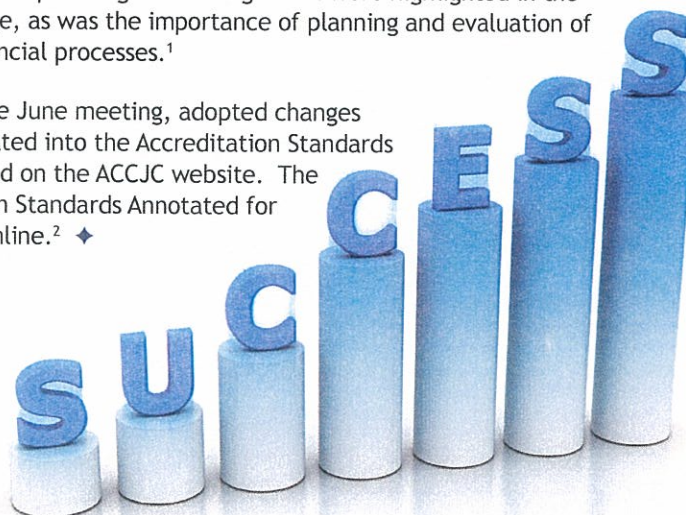


The opening paragraph of Standard III, Resources was changed to clarify that when an accredited college is in a multi-college system or district, and responsibility for resources and allocation of resources rests with the system or district, then the system or district is responsible for meeting the Standards on behalf of the accredited colleges.

**Standard III.D.**, Financial Resources, was reorganized for clarity, and language was added to reinforce the importance of healthy fiscal practices and allocation of financial resources that reflected the college mission and supported student success. Accuracy of documents and processes, timeliness in providing financial information throughout the institution, and inclusion of funds from all sources—including short and long term debt instruments, and post-employment health benefits -- into financial planning and management were highlighted in the new language, as was the importance of planning and evaluation of internal financial processes.<sup>1</sup>

Following the June meeting, adopted changes were integrated into the Accreditation Standards and published on the ACCJC website. The Accreditation Standards Annotated for

CQI and SLOs has also been updated and posted online.<sup>2</sup> ♦



<sup>1</sup> The revised Standard III is posted on the ACCJC website at: [www.accjc.org](http://www.accjc.org), on the "Recent Commission Actions, Actions on Policy" page.

<sup>2</sup> The updated Accreditation Standards is posted on the ACCJC website at: [www.accjc.org](http://www.accjc.org), on the "Eligibility Requirements & Standards" page. The updated Annotated Standards can also be found at the ACCJC website on the "Publications & Policies" page.



# FOCUS ON QUALITY

## SPECIAL PRESENTATIONS

ACCJC staff made a number of presentations on several topics important to the field. In April 2012, a workshop on the Basics of Program Review for Integrated Planning was presented to approximately 25 faculty and staff at Napa Valley College. In San Francisco, staff also presented a session for 18 representatives of the Ministry of Education from Kabul, Afghanistan who were interested in learning more about regional accreditation and ACCJC processes. In April, staff opened the "Improving Student Success through Planning" workshop to 150 Cerritos College faculty, staff, and administrators.



On March 30 2012, ACCJC staff offered the second Regional Accreditation Liaison Officer (ALO) Workshop at Diablo Valley College for 54 participants. Staff presented and facilitated the interactive scenarios and exercises for each of the sessions, particularly noting new federal regulations, substantive change and distance education requirements. ALOs were also given the opportunity to provide input for the Accreditation Standards Review.

The ACCJC again offered workshops for governing board members in partnership with the California Community Colleges Trustees association (CCCT) in May. Dr. Barbara Beno participated in an interesting and very diverse panel discussion on leadership during times of sustained crisis with representatives from the Academic Senate for California Community Colleges, the Chancellor's Office of the California Community Colleges, the Education Management and Assistance Corporation (EDMAC), the Fiscal Crisis and Management Assistance Team (FCMAT), and the Community College League of California. Several important themes arose - building institutional leadership cadres that have the wisdom and courage to restructure institutions, and use reduced resources in a way that is innovative and achieves better focus on student outcomes. Later, ACCJC staff conducted a workshop on board governance with new training materials and the first draft of a manual for governing boards. Staff will continue to refine the manual for governing boards, and publish a final version by November 2012, and distribute it to the field. **The materials from this workshop, including the draft manual, can be accessed at: [www.accjc.org](http://www.accjc.org).** ♦

## ACCJC REGIONAL WORKSHOPS 2012

ACCJC has also continued with its successful Regional Workshop on Capacity Building for Educational Excellence through Program Review and Integrated Institutional Planning at San Diego Mesa College in March and again at Carrington College California in April. A total of 108 individuals from 34 institutions attended these two workshops. Barstow College, Rancho Santiago Community College District (Santa Ana College and Santiago Canyon College), MTI College and Los Rios Community College District (American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College) made presentations of models that have worked at their institutions.

To date ACCJC has developed and implemented seven Regional Workshops serving 114 colleges and 483 participants. Two final workshops on this topic are planned for fall 2012. ♦

## DISTANCE EDUCATION TASK FORCE AND WEBINAR

The Distance Education Task Force held a second meeting in Oakland in May. The group discussed what evidence peer evaluation teams should look for to determine the quality and effectiveness of distance education offered in our regional institutions. They also reviewed the current and pending federal regulations that impact distance education, and gave input for the review of Accreditation Standards and Commission practices.

On May 9, ACCJC sponsored and staff presented at the first-ever webinar event, "Distance Education on the Front Burner - New Regulations, New Challenges, and Accreditation." The webinar reached over 220 participants from member institutions including almost 30 participants from outside California. The presentation and list of questions submitted from participants is available on the ACCJC website at: [www.accjc.org](http://www.accjc.org), on the "Other Resources" page. ♦



## *Trends in Deficiencies Leading to Sanction*

Since 2009, ACCJC has collected data regarding the deficiencies that lead to colleges being placed on a sanction. The deficiencies are reported every year in the Commission's spring newsletter. The information is also available on the ACCJC website: [www.accjc.org](http://www.accjc.org) on the President's Desk page.

The main deficiencies for sanction are related to Program Review, Planning, Internal Governance, Board, and Financial Stability or Management. Over the four years from January 2009 to January 2012, the number of colleges on sanction has not diminished, but the reasons for placing colleges on sanction differ. The colleges placed on a sanction also differ from year to year as some colleges have made improvements and are removed from sanction.

### **Colleges on Sanction January 2009 - January 2012**

#### *Top Deficiencies Causing Sanctions*

COLLEGES ON SANCTION	PROGRAM REVIEW	PLANNING	INTERNAL GOVERNANCE	BOARD	FINANCIAL STABILITY OR MANAGEMENT
<b>2009 SANCTIONS (N=24)</b>	<b>71% (17)</b>	<b>92% (22)</b>	<b>46% (11)</b>	<b>46% (11)</b>	<b>54% (13)</b>
<b>2010 SANCTIONS (N=19)</b>	<b>68% (13)</b>	<b>89% (17)</b>	<b>42% (8)</b>	<b>58% (11)</b>	<b>58% (11)</b>
<b>2011 SANCTIONS (N=21)</b>	<b>19% (4)</b>	<b>71% (15)</b>	<b>24% (5)</b>	<b>67% (14)</b>	<b>62% (13)</b>
<b>2012 SANCTIONS (N=28)</b>	<b>21% (6)</b>	<b>71% (20)</b>	<b>18% (5)</b>	<b>71% (20)</b>	<b>50% (14)</b>

- The proportion of institutions with deficiencies in program review work has decreased considerably from 71% of those on sanction in 2009 to 19% of those on sanction in 2012.
- The proportion of institutions with deficiencies in planning practices has decreased somewhat from 92% of those on sanction in 2009 to 71% of those on sanction in 2012.
- Internal governance deficiencies have decreased from 46% of those institutions on sanction in 2009 to 18 % of those on sanction in 2011.
- Of most concern, the proportion of institutions with deficiencies in governing board practices has increased sharply from 46% of those in sanction in 2009 to 71% of those on sanction in 2012.
- The proportion of institutions on sanction with deficiencies in financial stability or management has remained at or slightly above 50% since 2009.



# June 2012 Commission Actions on Institutions

CORRECTED AUGUST 13, 2012

At its meeting, June 6-8, 2012, the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, took the following actions on institutional accreditation:

## REAFFIRMED ACCREDITATION

Defense Language Institute- FLC  
Feather River College  
Guam Community College  
College of the Siskiyous  
Cypress College  
Fullerton College  
San Joaquin Delta College  
MiraCosta College

## ISSUED WARNING

Barstow College  
Hawai'i Tokai International College  
West Los Angeles College

## IMPOSED PROBATION

Los Angeles Harbor College  
Los Angeles Southwest College

## CONTINUED ON WARNING

Berkeley City College  
College of Alameda  
Laney College  
Merritt College  
Merced College

## CONTINUED ON PROBATION

College of Micronesia-FSM  
Moorpark College  
Oxnard College  
Palo Verde College  
Ventura College  
Victor Valley College

## ORDERED SHOW CAUSE

City College of San Francisco



# June 2012 Commission Actions on Policies

At its meeting, June 6-8, 2012, the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, took the following actions:

## REVISIONS TO ACCREDITATION STANDARDS AND ADOPTED POLICIES

- ❖ Accreditation Standard III, III.D
- ❖ Policy on Award of Credit
- ❖ Policy on Institutional Compliance with Title IV
- ❖ Policy and Procedures on the Joint Accreditation Process between ACCJC and ACSCU of WASC
- ❖ Policy on Public Disclosure and Confidentiality in the Accrediting Process
- ❖ Policy on the Rights and Responsibilities of the Commission and Member Institutions
- ❖ Policy on the Role of Accreditation Liaison Officers

## POLICIES APPROVED FOR FIRST READING

- ❖ **Policy on Review of Accreditation Standards.** This policy was initially adopted in June 1996, and was last edited in 2007. The revision provides language required in federal regulations concerning timelines for making needed changes to Accreditation Standards. Language is also added to detail the process for a review, for changes to Accreditation Standards, and for development and approval of new Accreditation Standards.
- ❖ **Policy on Student and Public Complaints Against Institutions.** This policy was initially adopted in 1972, and was last edited in 2007. It has been reorganized to clarify for complainants and member institutions the steps, sequence, and timing of the complaint process.



All first reading policies have been sent to the field for comment and can be accessed on the ACCJC website at: [www.accjc.org](http://www.accjc.org).



## Upcoming Events

### **ACCJC REGIONAL WORKSHOPS 2012**

ACCJC is offering two Regional Workshops on “Capacity Building for Educational Excellence through Program Review and Integrated Planning” in fall 2012. Santa Rosa Junior College will host a workshop on September 21, and Ventura Community College will host another workshop on October 19. Attendance at the workshops is by invitation. The regional workshops offer opportunities for participants to share best practices through presentations by member institutions representing both single- and multi-college districts and to engage in group discussions. Each participating institution is asked to send eight staff and bring copies of the institution’s program review and integrated planning documents to share. Copies of presentation materials can be found on the ACCJC website on the Other Resources page at: <http://www.accjc.org/other-resources>.



With these two workshops, the Commission will have invited every member institution to a regional workshop on program review and integrated planning. The Commission will begin offering regional workshops on using assessment of student outcomes to plan and improve institutional quality in spring 2013. ♦

### **REVIEW OF COMMISSION STANDARDS AND PRACTICES**

The Commission launched a review of its Accreditation Standards and practices in November 2011. The 2011-2013 Review will help the Commission determine if changes to the Standards and practices are needed to maintain alignment with the new higher education environment (federal regulation and public expectations of quality, accountability, and transparency). A final public hearing to gather input from the field will be held for the Pacific island colleges on September 24, 2012, as part of the Pacific Postsecondary Education Council Conference. The Commission has received input from the Distance Education Task Force, the Financial Review Task Force, and Accreditation Liaison Officers. The Commission has scheduled a time for input from the Student Learning Outcomes Task Force on August 23, 2012. To date, more than 100 individuals have participated in this review process. For more details, please refer to the ACCJC website ([www.accjc.org](http://www.accjc.org)) and the article “Update on the Review of Accreditation Standards and Practices” on page 5 in this newsletter. ♦

### **ANNUAL TRUSTEES CONFERENCE, COMMUNITY COLLEGE LEAGUE OF CALIFORNIA**

**November 15-17, 2012, at the Millennium Biltmore in Los Angeles.** The theme of this conference is “Singing in the Rain: A Positive Perspective in a Difficult Climate.” ACCJC President Dr. Barbara Beno and ACCJC Associate Vice President Dr. John Nixon will introduce the new Guide to Accreditation for Governing Boards, developed as a guide for understanding the roles and responsibilities of trustees. In addition, the session will explore the board’s responsibility for assuring institutional effectiveness, to have and uphold practices that assure board excellence, and avoid problems with accreditation. (Also see the article New Guide to Accreditation for Governing Boards on page 17 in this newsletter.) More information about the CCLC conference can be found on the Events page of the Community College League of California’s website at: [www.ccleague.org](http://www.ccleague.org). ♦

*Upcoming Events, continued on page 15*



## STRENGTHENING STUDENT SUCCESS CONFERENCE

**October 3-5, 2012, at the Hilton Costa Mesa Hotel.** The theme of the conference is “Embracing and Leading Change.” The conference will provide a unique opportunity for a cross-section of California community college professionals—including faculty, deans, program directors, student services staff, professional development and SLO leadership, researchers, and planners—to engage each other in discussions about strategies for building institutional effectiveness and student learning.

### ACCJC WILL PRESENT THREE SESSIONS:

- 1) **Federal Regulations and National Conversations Impacting Accreditation Practices and Policies (October 3)**—ACCJC President Dr. Barbara Beno will provide current information from the U.S. Department of Education’s regulations on incentive compensation, misrepresentation, gainful employment, the credit hour, state authorization, distance education, and the two-year rule. Pressures from national dialog on changes in accreditation will also be discussed including the need for greater transparency, public disclosure, focus on student outcomes, and other emerging topics.
- 2) **Saying it all in 250 Words or Less: Tackling the Narrative Responses in the ACCJC’s College Status Report on SLO Implementation (October 4)**—ACCJC Vice President Dr. Susan Clifford, Anu Khanna (De Anza College), Sarah McLemore (Glendale Community College), and Donna Matsumoto (Leeward Community College) will report on the types of questions SLO coordinators, ALOs, and other interested parties have been asking about the College Status Report on SLO Implementation. The presenters and participants will engage in an interactive discussion of what these questions mean in terms of prioritizing the content of the narrative responses and balancing the quantitative and qualitative evidence to be included. Participants will have the opportunity to examine hypothetical campus situations and develop criteria for what to include in the narrative analyses and table of evidence. This session will close with a discussion on what other colleges are identifying as areas for improvement to meet the Accreditation Standards on student learning outcomes.
- 3) **Developing Institutional Student Learning Outcomes (October 4).** This session will offer three case studies of how California community colleges are articulating and assessing institutional learning outcomes (ILOs), as well as how they are engaging faculty in discussions about the outcomes and assessment results. Attendees will leave with ideas for how colleges can use ILOs to inform institutional improvement efforts.
- 4) **SLO Proficiency into Practice (October 5)**—ACCJC staff will detail the Commission’s expectations and instructions for reporting Proficiency on the ACCJC Rubric for Evaluating Institutional Effectiveness for Program Review, Integrated Planning, and Student Learning Outcomes. Marcy Alancraig (Cabrillo College) and Karen Wong (Skyline College) will serve as “coaches” to participants as they work together to develop successful practices and strategies. This session has been designed to promote interaction among participants, build connections among peers from across the state, and provide opportunities to hear perspectives from other disciplines. The conference is sponsored by the Research and Planning Group in collaboration with ACCJC, the California Community Colleges Success Network, the Career Ladders Project, and Learning Works with in-kind support provided by Mt. San Antonio College. ♦

### REMINDER ABOUT COLLEGE SLO STATUS REPORT

Colleges are reminded that a College Status Report on SLO Implementation is due from each institution during 2012-2013. The forms, resource documents, and lists of colleges reporting by October 15, 2012, and by March 15, 2013, were distributed to chief executive officers and ALOs this spring in hard copy (April 5) and electronic format (April 9).

Colleges must submit the completed report form by e-mail to the ACCJC, and also must submit the full report with attached evidence on CD/DVD to the ACCJC. Although evidence cited may include links to college web resources, the Commission requires actual copies (electronic files) of the evidence for its records.



## Future Comprehensive Visits

**U**nder current U.S. Department of Education regulations, ACCJC must provide opportunity for third-party comment regarding the institutional qualifications for accreditation. The institutions noted below are scheduled to undergo comprehensive visits in the fall of 2012, the spring of 2013, and the fall of 2013 and review by the Commission at its January 2013, June 2013, and January 2014 meetings. Third-party comment on these institutions should be made to the ACCJC President, Dr. Barbara A. Beno, at 10 Commercial Blvd. Suite 204, Novato, CA 94949. For consideration, such comment must be made in writing, signed, accompanied by return address and telephone number, and received no later than five weeks before the scheduled Commission meeting.

### FALL 2012

(for January 2013 Commission Review)

Bakersfield College  
Cerro Coso Community College  
College of the Sequoias  
Hawai'i Community College  
Honolulu Community College  
Kapi'olani Community College  
Kaua'i Community College  
Leeward Community College  
Northern Marianas College  
Porterville College  
Windward Community College  
Woodland Community College  
Yuba Community College

### SPRING 2013

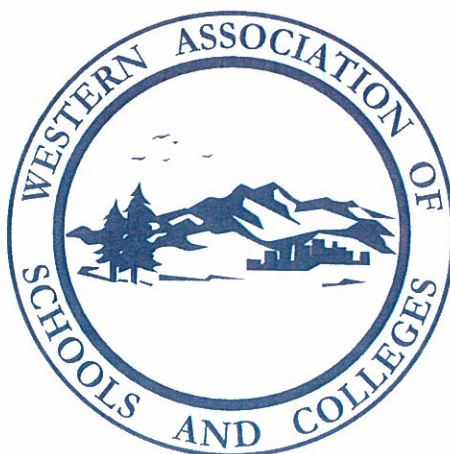
(for June 2013 Commission Review)

Coastline College  
Copper Mountain College  
Gavilan College  
Golden West College  
Hartnell College  
Imperial Valley College  
Los Angeles County College of Nursing  
and Allied Health  
Los Angeles Mission College  
Los Angeles Pierce College  
Los Angeles Valley College  
Orange Coast College  
San Joaquin Valley College  
Carrington College of California

### FALL 2013

(for January 2014 Commission Review)

Cabrillo College  
Canada College  
College of San Mateo  
Cuyamaca College  
Grossmont College  
MTI College  
Salvation Army Crestmont College  
Sierra College  
Skyline College





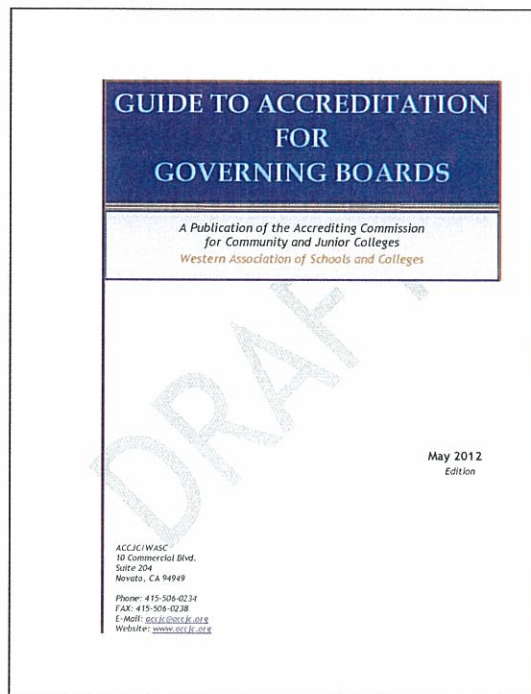
## ***New Guide to Accreditation for Governing Boards***

The Accrediting Commission for Community and Junior Colleges (ACCJC) is publishing a *Guide to Accreditation for Governing Boards*, designed for use by college governing board members as an introduction to regional accreditation and the ACCJC. The *Guide* has been developed in response to increased interest by governing boards in accreditation, and specifically their roles in the processes. Noting that evaluation team recommendations related to board governance have increased in recent years, the ACCJC intends the *Guide* to assist governing boards on their roles and responsibilities in accreditation, focusing on expectations for effective governance as defined through the ACCJC's Accreditation Standards, Eligibility Requirements, and Commission policies.

The *Guide* describes the governing boards' leadership responsibilities related to the college mission, institutional quality and improvement, integrity, and, ultimately, student success. The *Guide* offers guidance on defining the policy role of governing boards and distinguishing that role from the delegated role of institutional operations in accordance with Accreditation Standards. A section of the *Guide* provides questions and answers (Q&A) on effective practices for governing boards.

Publication and distribution of the *Guide* is scheduled for November 2012. A draft of the *Guide* is currently available on the ACCJC website on the President's Desk page at: [www.accjc.org/presidents-desk](http://www.accjc.org/presidents-desk) (under Other Messages from the President). The Commission welcomes input from the field on the draft. Comments and suggestions should be sent to [accjc@accjc.org](mailto:accjc@accjc.org).

The *Guide* will be introduced at the Annual Trustees Conference at the Community College League of California in November (see the article Upcoming Events on page 14 in this newsletter). ♦



### **REMINDER ABOUT ACCJC PUBLICATIONS**

The ACCJC retains materials from model college practices and program review and planning on its website's "Other Resources" page via the "[ACCJC Conference Presentations and Other Materials](#)" link.



## 650 People Already Know; Do You?

Six hundred fifty individuals from across the Western region have completed the free **Accreditation Basics Course**, available online, and received their certificates. The course is useful for people new to accreditation as well as for people who may already know something about accreditation and want a refresher. Some institutions have reported requiring the course for all members of the college faculty and college/district staff, for those who are serving on committees to prepare various reports to the Commission, and for members of boards of trustees. The 90-minute course can be started and stopped at any time and is repeatable. When completed, users should be able to:

- Describe the role of the federal government and the U.S. Department of Education with regard to accrediting colleges;
- Explain the organization of accrediting commissions in the United States;
- Explain the organization and purposes of the ACCJC;
- Identify resource documents published by the ACCJC;
- Describe the Accreditation Standards;
- Explain the importance of evidence in the accreditation process;
- Describe the steps in the accreditation process; and
- Describe the responsibilities of external evaluation team members.

Accreditation Basics is available on the ACCJC website at: [www.accjc.org](http://www.accjc.org) under "New on the Website." ♦

## Webinar on Distance Education Draws Wide Audience

The ACCJC offered a webinar on May 9, 2012, entitled: **ACCJC Special Event: DE on the Front Burner - New Regulations, New Challenges and Accreditation**. Barbara Beno and Patricia James co-hosted the program. The seven presenters participated live from five locations across three time zones, bringing their expertise and current information into a format that was accessible and cost effective for the participants from member colleges. Technical support and e-event management were provided by @One, using the CCC Confer training site.

A record 224 individuals participated in this ACCJC training, representing a wide geographic area. There were participants from Palau, Guam, the Marshall Islands, and Micronesia. Four Hawai'i community colleges were represented, along with many of the California community colleges and the State Chancellor's office. State universities from Colorado to California had participants, as did private 2-year and 4-year colleges.

The webinar addressed current issues in distance education and the accreditation response. Among the subjects presented were: state authorization; student authentication; last day of attendance; categorizing online courses as distance education or correspondence; and other challenges and concerns on the horizon. Barbara Beno and the ACCJC Vice Presidents answered questions and offered the accrediting agency's perspective to the discussion.

The complete webinar, answers to participant questions, and presentation slides have been archived and are available at: <http://www.onefortraining.org/accjcwebinar>. As of June, there have been 1,967 visits to that site, and 348 have viewed the webinar. The webinar presentation can also be seen in a portable format on YouTube at: <http://youtu.be/phb-VrFUte8>. ♦

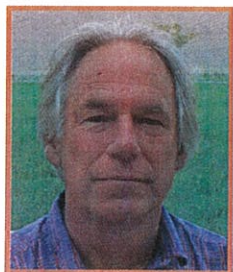


## Changes in Commissioners

### HOW ARE NEW COMMISSIONERS ELECTED?

- ✚ The 19 Commissioners are elected by member institutions for staggered, three-year terms. Each sitting Commissioner may be elected to a second three-year term.
- ✚ At its meeting each January, the Commission announces the identities of departing Commissioners, the names of Commissioners seeking a second term, and the types of Commissioner positions that are becoming vacant and to which individuals may be elected or sitting Commissioners may be elected to a second term.
- ✚ In February, the Commission sends a letter to the field and posts a notice on its website announcing the Commissioner positions becoming vacant and inviting applications and nominations.
- ✚ A Nominating Committee of four Commissioners and four persons representing member institutions reviews applications and creates a slate of candidates for the vacant Commissioner positions.
- ✚ The Presidents/Chancellors of each institution accredited by the ACCJC review the slate and may nominate alternative candidates.
- ✚ Each May, a ballot containing the slate and the appropriately nominated alternative candidates is voted upon by the CEO of each member institution.
- ✚ Each June, the results of the election are announced at the Commission's meeting, on the Commission's website and in its summer ACCJC News.
- ✚ New Commissioner terms begin on July 1 of each year.

### NEW COMMISSIONERS (Term Beginning July 1, 2012)



**DR. RICHARD MAHON** — Dr. Mahon was elected to serve as a faculty member of the Commission. Dr. Mahon has been a Professor of Humanities at Riverside City College since 1997. He has also served as a visiting professor at Deep Springs College, Lecturer at UC Santa Cruz, an Associate Faculty member at West Valley College, an Adjunct Faculty member at Cabrillo College, and an Instructor at Diablo Valley College. He has a Ph.D. in History of Consciousness (History and Politics) from University of California, Santa Cruz, a BA in History and Religious Studies from Cowell College (University of Santa Cruz), and an AA from West Valley College.

### COMMISSIONERS RE-ELECTED (Beginning July 1, 2012)

**DR. FRANK GORNICK** — Dr. Gornick, representing Administration, was elected to serve a second term on the Commission.

**MS. VIRGINIA MAY** — Ms. May, representing Faculty, was elected to serve a second term on the Commission.

## Changes in Commission Staff

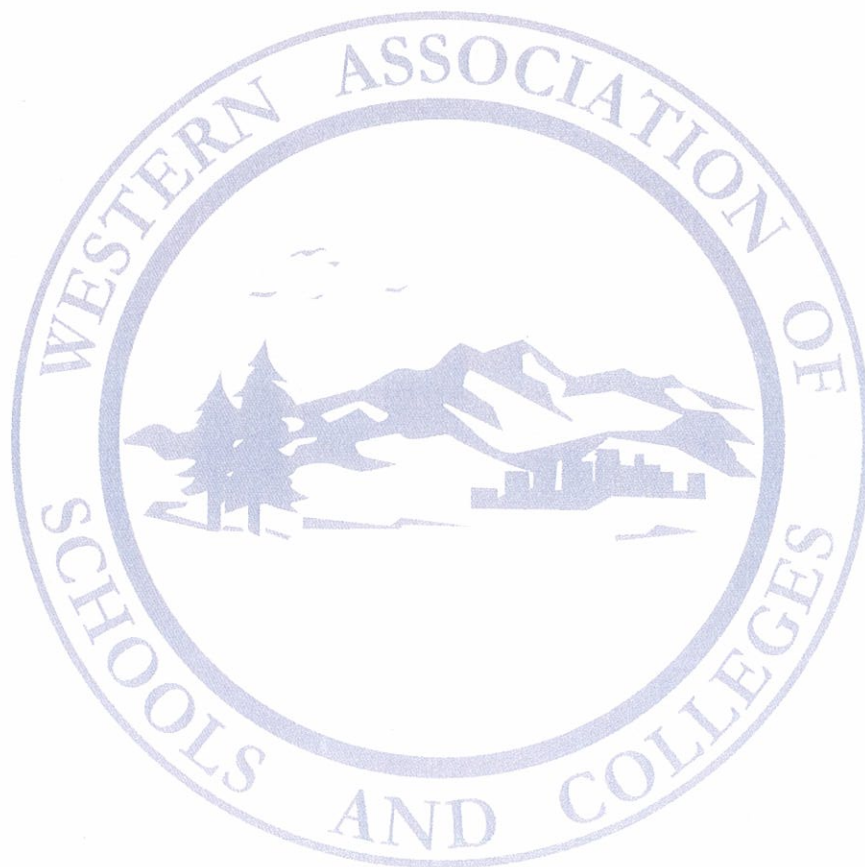
**Ms. Cheri Sixbey** joined the Commission staff on July 19, 2012 as the Executive Assistant and Business Officer. She will serve as lead assistant to the President as well as providing financial administrative services and administrative support to ACCJC. She holds a Bachelor's degree in Psychology and Sociology from Eastern Michigan University, a Master's in Educational Psychology from the University of Michigan, and a Master's in Counseling Psychology from John F. Kennedy University in California. Cheri also holds a Certified Meeting Planner credential from the Convention and Industry Council.



**ACCREDITING COMMISSION**  
for **COMMUNITY** and  
**JUNIOR COLLEGES**

10 Commercial Blvd., Suite 204  
Novato, CA 94949

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**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – March 14, 2014, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.           CALL TO ORDER**

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

**II.          APPROVAL OF MINUTES**

1. Monthly Meeting of February 6, 2014

**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
  - Building 200 (Renovation), Building 100 and Forensic Lab

**VII.           NEW BUSINESS**

1.     Western Interstate Commission for Higher Education (WICHE)
2.     FY2013 Audit Report
3.     Sustainability and Project Coordinator

**VIII.          EXECUTIVE SESSION**

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

**IX.           ADJOURNMENT**

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**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of February 6, 2014**

**Minutes**

**I. CALL TO ORDER**

1. The monthly meeting of the GCC Board of Trustees on February 6, 2014, was called to order at 12:05 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. John Benito; Mr. Richard P. Sablan; Mr. Steven Alvarez, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Norman Aguilar representing Mr. Frederick Tupaz, Faculty Advisory Member. **Not in attendance:** Mr. Frank P. Arriola (off-island); Ms. Gina Ramos (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Mr. Edwin Limtuatco, Controller, Business Office representing Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Matthew Kane, Legal Counsel; Dr. Juan Flores, Dean, TPS; Dr. Gina Tudela, Dean, TSS, Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Joann Muna, Human Resources Administrator.

**Recital of Mission Statement.** Board members recited the Mission Statement:

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

**II. APPROVAL OF MINUTES – January 10, 2014.**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE STEVEN ALVAREZ, THAT THE BOARD APPROVE THE MEETING MINUTES OF JANUARY 10, 2014, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

---

**III. COMMUNICATIONS-** There was none.

**IV. PUBLIC DISCUSSION –** There were no requests made.

**V. REPORTS**

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

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

-FY2014: As of February 4, 2014, the College received approximately \$3.862 Million from the General Fund, \$241,000 received from the LPN/Vocational Guidance fund; \$79,000 received from MDF; \$24,000 received from TAF and approximately \$122,000 from TAF supplemental, which equates to about 59% of the total appropriation. To date, the College is one month behind in receiving its allotments.



Capital Improvement Projects and other activities: President Okada reported the following:

- As of January 2014, several CIP RFQs are being processed for the following: ADA compliant doors for several rooms; water sprinkler system for Building 2000; speed bumps to deter speeding on campus; and accessible pathways for Building 5000.
- 2,452 students registered for spring class, slightly higher from last spring; however, this does not include participants in the Keep Your Guard Up initiative.
- 166 guardsmen will be participating in the 90-day training certification program. Launching of this program is scheduled for February 17, 2014 at 8am at the MPA.
- Educational Regional Summit is April 4, 2014 to coincide with the White House visitors for an on-campus tour.
- In discussion with Senator Chris Duenas for energy efficiency and sustainability legislation and will work closely with his office on this.
- FY2013 audit expected completion is February 28, 2014. Federal requirement is June 2014.
- A final report of the BOT assessment were provided to the Board with recommendations such as continue board visibility and engagement in college wide activities, include other community stakeholders, continue board orientation in terms of board roles and function, board included in the GCC monthly newsletter, a message to the public to show board's involvement or as a board update.
- Joint leadership meeting was held last week and discussions were on how to approach FY2015 budget to the Legislature. Anticipated budget hearing is July or August 2014.

## **2. Monthly Activities Report**

**Student Trustee:** Student Trustee Steven Alvarez reported as follows:

- 178 students attended the new student orientation.
- February 2014 events: February 7th is the first general membership meeting to include a new officers/advisors training workshop; sponsoring a health certificate workshop for all student organizations handling food for any upcoming events; movie night featuring the Ironman 3 is February 12<sup>th</sup>; and first COPSA entertainment night February 28<sup>th</sup> showcasing different entertainment.
- UOG Fines Arts Theater production on Feb. 27-March 1, 2014 is free for all GCC students.

**Faculty Advisory Member:** Mr. Fred Tupaz was represented by Mr. Norman Aguilar and reported as follows:

- January 24, 2014, faculty met and the new job specifications were approved.

**Support Staff Advisory Member:** Trustee Kenneth Bautista reported as follows:

- Started nominations for support staff council and election will be in March 2014.
- Reminder regarding the Parade of Shoes fundraiser tomorrow, February 7, 2014 at the MPA.

**3. Board of Trustees Community Outreach Report.** In January 2014, Trustee Richard Sablan attended the Guam Airport Authority Employee appreciation event.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

-Building 200 (Renovation). The President reported that this construction is ongoing and retaining a September 2014 completion date. There is still the issue of the generator and will be seeking legal counsel's advice.

-Building 100 and Forensic Lab Extension Loan. Still waiting for USDA funding approval. There will be a follow up meeting with USDA in D.C. with board members who will be attending the ACCT conference next week. A new USDA program director is in charge of Guam.

-Design for the GCC Wellness and Maintenance building is underway. The purchase order has been issued to TRMA for the soil study, which is required before moving forward with the construction.

2. Prior Learning Assessment Policy (2nd Reading). The Board moved to adopt the following resolution:-

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE JOHN BENITO, THAT THE BOARD ADOPT THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES RESOLUTION ENTITLED "PRIOR LEARNING ASSESSMENT," WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

3. Policy updates. The Board members were previously provided copies of the updated Financial Board Policies (Series 200). The President pointed out the changes that were also reviewed by Board members during a working session. A motion was then made to approve said changes, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE UPDATED GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES POLICY SERIES 200, WITH CORRECTIONS, AS FOLLOWS: POLICY 200, FIDUCIARY RESPONSIBILITY; POLICY 204, AUDITS; POLICY 208, AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS; POLICY 209, AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS (WIRE PAYMENT TRANSACTIONS); POLICY 212, NON-APPROPRIATED FUNDS ACCOUNT; POLICY 214, THE PRICING OF CONTRACTS FOR SERVICES; POLICY 216, PROMOTIONAL & DEVELOPMENT ACCOUNT; POLICY 220, CAPITAL PROJECTS FUND; POLICY 224, STUDENT ACTIVITY FUNDS; POLICY 228, PROCUREMENT POLICY; POLICY 232, CONTRACTUAL AGREEMENTS; POLICY 236, TUITION AND FEES; POLICY 240, STUDENT**



**FINANCIAL AID; POLICY 244, VEHICLE USAGE; POLICY 248, INSURANCE PROTECTION; POLICY 252 (DELETED); POLICY 256, CLAIMS OFFICER; POLICY 264, COLLEGE HOUSING; POLICY 276, UNION OFFICIALS PAYMENT; POLICY 292, ANNUAL FUND RAISING OF THE BOARD OF TRUSTEES. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**VII. NEW BUSINESS.**

1. FY 2015 Budget. The Board was presented with the proposed Fiscal Year 2015 budget for the College, which includes the proposed competitive pay adjustments. After several discussions, the following motion was made:

**MOTION**

**IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ AND SECONDED BY TRUSTEE JOHN BENITO, THAT THE BOARD APPROVE THE PROPOSED GUAM COMMUNITY COLLEGE FISCAL YEAR 2015 BUDGET, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At approximately 12:54 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 1:45 p.m., the meeting reconvened to open session.

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

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE STEVEN ALVAREZ THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

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

- Congratulations to the five students in the GCC CTE at John F. Kennedy High School for being the first-ever inductees to the National Technical Honor Society.
- Congratulations to the Southern High School students in the GCC CTE Marketing team who took top honors during the Distributive Education Clubs of America (DECA) Quiz Bowl on January 31, 2014.



**IX. ADJOURNMENT**

**MOTION**

**IT WAS MOVED BY TRUSTEE JOHN BENITO, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE MEETING OF FEBRUARY 6, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of February 6, 2014, adjourned at approximately 1:46 p.m.

**SUBMITTED BY:**

 **MAR 14 2014**  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

 **MAR 14 2014**  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

 **MAR 14 2014**  
**DEBORAH C. BELANGER**  
Chairperson

***I MINA'TRENTAI DOS NA LIHESLATURAN GUÁHAN***  
**2013 (FIRST) Regular Session**

**Resolution No. 234-32 (COR)**

As substituted and amended on the Floor.

Introduced by:

Brant T. McCreddie  
Aline A. Yamashita, Ph.D.  
Michael F. Q. San Nicolas  
Tommy Morrison  
Judith T. Won Pat, Ed.D.  
T. R. Muña Barnes  
Chris M. Dueñas  
R.J. Respicio  
T. C. Ada  
V. Anthony Ada  
Frank B. Aguon, Jr.  
B. J.F. Cruz  
Michael T. Limtiaco  
Vicente (ben) C. Pangelinan  
Dennis G. Rodriguez, Jr.

**Relative to supporting Guam's application for membership  
in the Western Interstate Commission for Higher Education  
(WICHE).**

1        **BE IT RESOLVED BY *I MINA'TRENTAI DOS NA LIHESLATURAN***  
2 ***GUÁHAN*:**  
3        **WHEREAS,** the Western Interstate Commission for Higher Education  
4 (WICHE) is a regional non-profit organization created by the Western Regional  
5 Education Compact, adopted in the 1950s by western states to facilitate resource  
6 sharing among the higher education systems of the west; and

1       **WHEREAS**, WICHE operations commenced in 1953, and is governed by  
2 three Commissioners appointed by the governors from each state; and

3       **WHEREAS**, under the terms of the Compact, each state commits to support  
4 WICHE's basic operations through annual dues established by the full  
5 Commission; and

6       **WHEREAS**, WICHE and its member states work to improve access to  
7 higher education and ensure student success through its various programs, regional  
8 initiatives, and through research and policy work; and

9       **WHEREAS**, becoming a member of WICHE will greatly benefit Guam's  
10 undergraduate students by allowing them access to the Western Undergraduate  
11 Exchange (WUE) program, the largest regional tuition-reciprocity agreement in the  
12 nation, which provides a reduced tuition, at no more than 150% of the resident  
13 tuition rate, at more than 150 participating two and four year public institutions,  
14 instead of paying substantially more for non-resident tuition, which is at least  
15 double or more the resident tuition rate; and

16       **WHEREAS**, becoming a member of WICHE will provide the opportunity  
17 for Guam's graduate students to enroll in approximately 250 participating graduate  
18 programs and pay the resident tuition rate; and

19       **WHEREAS**, Guam students can additionally benefit from WICHE's  
20 Professional Student Exchange Program (PSEP) and Internet Course Exchange  
21 (ICE) program; and

22       **WHEREAS**, although Guam's institutions of higher learning have made  
23 great strides and improvements over the last several years, Guam's geographic  
24 location and smaller population limit access to higher education for our students;  
25 and



1       **WHEREAS**, Guam can additionally benefit from WICHE's various  
2 resources in workforce and policy development, technology, health, and other  
3 areas; and

4       **WHEREAS**, WICHE has already included Guam, the Commonwealth of  
5 the Northern Mariana Islands, American Samoa, Palau, the Federated States of  
6 Micronesia and the Marshall Islands as the collective sixteenth member of the  
7 Western Interstate Commission for Higher Education, and it is now contingent on  
8 Guam to decide to actively participate in WICHE; and

9       **WHEREAS**, *I Mina'Trentai Dos na Liheslaturan Guåhan* supports and  
10 encourages Guam's efforts to join the CNMI as the second territory to actively  
11 participate in WICHE to offer programs that are not currently offered at the  
12 University of Guam or the Guam Community College; now, therefore be it

13       **RESOLVED**, that with the concurrence and support of the University of  
14 Guam Board of Regents and the Guam Community College Board of Trustees, a  
15 resolution from UOG and GCC for Guam's participation in WICHE *shall* be  
16 transmitted to *I Liheslaturan Guåhan* for its consideration, within 30 days of  
17 adoption; and be it further

18       **RESOLVED**, that *I Mina'Trentai Dos Na Liheslaturan Guåhan* does  
19 hereby, on behalf of the people of Guam, support the government of Guam's  
20 efforts to become active members of the Western Interstate Commission for Higher  
21 Education (WICHE), and further urges the government of Guam to work with  
22 WICHE to cement Guam's status as a WICHE member; and be it further

23       **RESOLVED**, that the Speaker certify, and the Legislative Secretary attest  
24 to, the adoption hereof, and that copies of the same be thereafter transmitted to Dr.  
25 Robert Underwood, President of the University of Guam; to Dr. Mary Okada,

1 President of the Guam Community College; to Mr. Jon Fernandez, Superintendent  
2 of the Guam Department of Education; to the Honorable Madeleine Z. Bordallo,  
3 Guam Delegate to the 112<sup>th</sup> U.S. Congress; and to the Honorable Edward J.B.  
4 Calvo, *I Maga'lahaen Guåhan*.

**DULY AND REGULARLY ADOPTED BY *I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN* ON THE 1<sup>ST</sup> DAY OF FEBRUARY 2014.**



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**JUDITH T. WON PAT, Ed.D.**  
Speaker



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**Rory J. Respicio**  
Acting Legislative Secretary

# LEGISLATIVE SESSION

## I MINA'TRENTAI DOS NA LIHESLATURAN

### 2014 (SECOND) Regular Session

### Voting Sheet

Resolution No. 234-32 (COR)  
As substituted and amended on the Floor.

Speaker Antonio R. Unipingo Legislative Session Hall  
February 1, 2014

NAME	Yea	Nay	Not Voting/ Abstained	Out During Roll Call	Absent
Senator Thomas "Tom" C. ADA	✓				
Senator V. Anthony "Tony" ADA	✓				
Senator Frank Blas AGUON Jr.	✓				
Vice-Speaker Benjamin J.F. CRUZ	✓				
Senator Christopher M. DUENAS	✓				
Senator Michael LIMTIACO	✓				
Senator Brant McCREADIE	✓				
Senator Thomas "Tommy" MORRISON	✓				
Senator Tina Rose MUÑA BARNES	✓				
Senator Vicente (ben) Cabrera PANGELINAN	✓				
Senator Rory J. RESPICIO	✓				
Senator Dennis G. RODRIGUEZ, Jr.	✓				
Senator Michael F. Q.SAN NICOLAS	✓				
Speaker Judith T. WON PAT, Ed.D.	✓				
Senator Aline A. YAMASHITA, Ph.D.	✓				

TOTAL

15

Yea

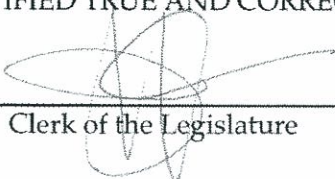
Nay

Not Voting/  
Abstained

Out During  
Roll Call

Absent

CERTIFIED TRUE AND CORRECT:

  
Clerk of the Legislature

I = Pass



# Sustainability and Project Coordinator

## NATURE OF WORK

This is a complex and responsible professional position that requires knowledge and skills in sustainability, environmental sciences or renewable resources. The Sustainability and Project Coordinator is responsible for providing coordination and oversight of campus projects and activities focusing on sustainability.

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).*

Provides leadership and coordination to the sustainability efforts on campus.

Fosters a culture of sustainability among students, faculty, administrators and staff; identifies and prioritizes areas for institutional sustainability efforts; plans and develops long and short range programs; and engages with institutional leaders to foster sustainability broadly across campus units.

Develops a coherent, campus-wide sustainability program and projects by coordinating academic, research, operations, and student sustainability activities.

Coordinates with the academic community to integrate sustainability into the curriculum.

Plans, organizes, directs, and controls the activities of all sustainability activities on campus. Serves as a point-person for all sustainability activities on campus.

Develops and implements sustainability policies, programs, processes and procedures for the College.

Coordinate campus wide communications; provides updates and conducts training on sustainability programs and projects.

Ensures compliance with all federal and local regulations regarding sustainability programs and projects.

Prepares and submits all required institutional applications and reports for sustainability programs and projects

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

## MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of sustainability theory and practices.

Knowledge of the current trends in sustainability (i.e. energy issues and conservation).

Ability to administer and manage a sustainability program and projects for an institution of higher education.

Ability to develop and implement methods and procedures for improving, maintaining, and facilitating an effective sustainability program and projects.

Ability to establish policies and procedures relative to sustainability programs.

Ability to make decisions in accordance with appropriate guidelines.

Ability to build teams, encourage cooperation, and communicate vision and strategy.

Ability to work with and respect diverse population.

Ability to communicate effectively, orally and in writing.

Skill in developing and conducting information and orientation sessions.

Skill in project management.

Skill in the use of technology.

#### **MINIMUM EXPERIENCE AND TRAINING**

- A. Master's degree in Sustainability, Life, Physical or Social Sciences or related field; or
- B. Bachelor's degree in Sustainability, Life, Physical or Social Science or related field; or plus two (2) years of work experience in sustainability or related area, with at least one (1) year of supervisory experience.
- C. Any acceptable equivalent combination of both training and experience which provides the minimum knowledge, abilities and skills to perform the duties of the position.

Ratified: MAR 14 2014

DEBORAH C. BELANGER

  
\_\_\_\_\_  
CHAIRPERSON  
BOARD OF TRUSTEES

Pay Grade L



March 6, 2014

Board of Trustees  
Guam Community College:

To the Board of Trustees:

We have performed an audit of the financial statements of the Guam Community College (the College) and its discretely presented component unit, collectively a component unit of the Government of Guam, as of and for the year ended September 30, 2013, in accordance with auditing standards generally accepted in the United States of America ("generally accepted auditing standards") and have issued our report thereon dated March 6, 2014.

We have prepared the following comments to assist you in fulfilling your obligation to oversee the financial reporting and disclosure process for which management of the College is responsible.

## **OUR RESPONSIBILITY UNDER GENERALLY ACCEPTED AUDITING STANDARDS AND GENERALLY ACCEPTED GOVERNMENT AUDITING STANDARDS**

Our responsibility under generally accepted auditing standards and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, have been described in our engagement letter dated September 25, 2013. As described in that letter, the objective of a financial statement audit conducted in accordance with the aforementioned standards is:

- To express an opinion on the whether the College's basic financial statements and the accompanying supplementary information, in relation to the basic financial statements as a whole, for the year ended September 30, 2013, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America, and to perform specified procedures on the required supplementary information for the year ended September 30, 2013.
- To express an opinion on whether the supplementary information that accompanies the basic financial statements including the schedule of expenditures of federal awards, is presented fairly, in all material respects, in relation to the financial statements as a whole;
- To report on the College's internal control over financial reporting and on its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters for the year ended September 30, 2013 based on an audit of financial statements performed in accordance with the standards applicable to financial audits contained in *Government Auditing Standards*.
- To report on the College's compliance with requirements applicable to each major program and on internal control over compliance in accordance with the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* ("OMB Circular A-133").



Our responsibilities under generally accepted auditing standards include forming and expressing an opinion about whether the financial statements that have been prepared with the oversight of management and the Board of Trustees are presented fairly, in all material respects, in conformity with generally accepted accounting principles. The audit of the financial statements does not relieve management or the Board of Trustees of their responsibilities.

We considered the College's internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over financial reporting. Our consideration of internal control over financial reporting would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses.

We also considered the College's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133. Our audit does not, however, provide a legal determination of the College's compliance with those requirements.

## **MANAGEMENT JUDGMENTS AND ACCOUNTING ESTIMATES**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and on assumptions about future events. Significant accounting estimates reflected in the College's 2013 financial statements include management's estimate of the allowance for uncollectible accounts, which is determined based upon past collection experience and aging of the accounts, and management's estimate of depreciation expense, which is based on estimated useful lives of the respective capital assets. During the year ended September 30, 2013, we are not aware of any significant changes in accounting estimates or in management's judgments relating to such estimates.

## **AUDIT ADJUSTMENTS AND UNCORRECTED MISSTATEMENTS**

As the result of our audit work, we identified matters that resulted in audit adjustments that we believe, either individually or in the aggregate, would have a significant effect on the College's financial reporting process. Such proposed adjustments, listed in Attachment I, have been recorded in the accounting records and are reflected in the 2013 financial statements. Those proposed adjustments that were not recorded by management are also included in the schedule described in the next paragraph.

In addition, we have attached to this letter, as Appendix A to Attachment II, a summary of uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period and prior period presented that were determined by management to be immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

## **SIGNIFICANT ACCOUNTING POLICIES**

The College's significant accounting policies are set forth in Note 2 to the College's 2013 financial statements. During the year ended September 30, 2013, there were no significant changes in previously adopted accounting policies or their application, except for the following pronouncements adopted by the College:

- GASB Statement No. 60, *Accounting and Financial Reporting for Service Concession Arrangements*, which addressed how to account for and report service concession arrangements (SCAs), a type of public-private or public-public partnership that state and local governments are increasingly entering into. The implementation of this statement did not have a material effect on the accompanying financial statements.



- GASB Statement No. 61, *The Financial Reporting Entity: Omnibus*, which improved financial reporting for governmental entities by amending the requirements of Statements No. 14, *The Financial Reporting Entity*, and No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, to better meet user needs and address reporting entity issues that have come to light since those Statements were issued in 1991 and 1999, respectively. The implementation of this statement did not have a material effect on the accompanying financial statements.
- GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which enhanced the usefulness of its Codification by incorporating guidance that previously could only be found in certain Financial Accounting Standards Board (FASB) and American Institute of Certified Public Accountants (AICPA) pronouncements issued on or before November 30, 1989, which do not conflict or contradict GASB pronouncements. GASB Statement No. 62 superseded GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*. The implementation of this statement did not have a material effect on the accompanying financial statements.
- GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, which established guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, which clarifies the appropriate reporting of deferred outflows of resources and deferred inflows of resources to ensure consistency in financial reporting. These Statements amend the net asset reporting requirements in Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. With the implementation of GASB Statement No. 63 and Statement No. 65, the Statement of Net Assets was renamed the Statement of Net Position.

In April 2012, GASB issued Statement No. 66, *Technical Corrections - 2012*, which enhances the usefulness of financial reports by resolving conflicting accounting and financial reporting guidance that could diminish the consistency of financial reporting. The provisions of this statement are effective for periods beginning after December 15, 2012. Management has not yet determined the effect of implementation of this statement on the financial statements of the College.

In June 2012, GASB issued Statement No. 67, *Financial Reporting for Pension Plans*, which revises existing guidance for the financial reports of most pension plans, and Statement No. 68, *Accounting and Financial Reporting for Pensions*, which revises and establishes new financial reporting requirements for most governments that provide their employees with pension benefits. The provisions in Statement 67 are effective for financial statements for periods beginning after June 15, 2013. The provisions in Statement 68 are effective for fiscal years beginning after June 15, 2014. Management has not yet determined the effect of implementation of these statements but is of the opinion that Statement 68 will materially impact the College's financial statements.

In January 2013, GASB issued Statement No. 69, *Government Combinations and Disposals of Government Operations*, which improves accounting and financial reporting for state and local governments' combinations and disposals of government operations. Government combinations include mergers, acquisitions, and transfers of operations. A disposal of government operations can occur through a transfer to another government or a sale. The provisions in Statement 69 are effective for fiscal years beginning after December 15, 2013. Management has not yet determined the effect of implementation of this statement on the financial statements of the College.



In April 2013, GASB issued Statement No. 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*, which requires a state or local government guarantor that offers a nonexchange financial guarantee to another organization or government to recognize a liability on its financial statements when it is more likely than not that the guarantor will be required to make a payment to the obligation holders under the agreement. The provisions in Statement 70 are effective for fiscal years beginning after June 15, 2013. Management has not yet determined the effect of implementation of this statement on the financial statements of the College.

## **OTHER INFORMATION IN THE ANNUAL REPORTS**

When audited financial statements are included in documents containing other information such as the College's 2013 Annual Report, we will read such other information and consider whether it, or the manner of its presentation, is materially inconsistent with the information, or the manner of its presentation, in the financial statements audited by us. We will read the other information in the College's 2013 Annual Report and will inquire as to the methods of measurement and presentation of such information. If we note a material inconsistency or if we obtain any knowledge of a material misstatement of fact in the other information, we will discuss this matter with management and, if appropriate, with the Board.

## **DISAGREEMENTS WITH MANAGEMENT**

We have not had any disagreements with management related to matters that are material to the College's 2013 financial statements.

## **CONSULTATION WITH OTHER ACCOUNTANTS**

We are not aware of any consultations that management may have had with other accountants about auditing and accounting matters during 2013.

## **MANAGEMENT'S REPRESENTATIONS**

We have made specific inquiries of the College's management about the representations embodied in the financial statements. Additionally, we have requested that management provide to us the written representations the College is required to provide to its independent auditors under generally accepted auditing standards. We have attached to this letter, as Attachment II, a copy of the representation letter we obtained from management.

## **MAJOR ISSUES DISCUSSED WITH MANAGEMENT PRIOR TO OUR RETENTION**

Throughout the year, routine discussions were held or were the subject of correspondence with management regarding the application of accounting principles or auditing standards in connection with transactions that have occurred, transactions that are contemplated, or reassessment of current circumstances. In our judgment, such discussions or correspondence were not held in connection with our retention as auditors.

## **SIGNIFICANT DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT**

In our judgment, we received the full cooperation of the College's management and staff and had unrestricted access to the College's senior management in the performance of our audit.



## CONTROL-RELATED MATTERS

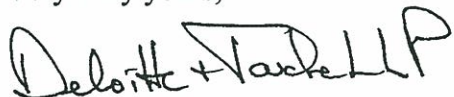
We have also issued a separate report to you, dated March 6, 2014, containing information regarding our consideration of the College's internal control over financial reporting and our tests of its compliance with certain provisions of law, regulations, contracts and grant agreements.

We have also issued a separate report to you, also dated March 6, 2014, regarding the College's compliance with requirements applicable to each major federal program and on internal control over compliance in accordance with OMB Circular A-133.

This report is intended solely for the information and use of management of the College, the Board of Trustees, and the Office of Public Accountability - Guam and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank the staff and management of the College for their cooperation and assistance during the course of this engagement.

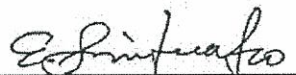
Very truly yours,

A handwritten signature in black ink that reads "Deloitte + Touche LLP". The signature is written in a cursive, stylized font.

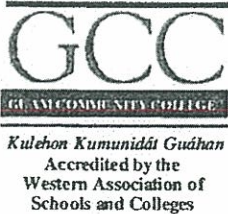
Guam Community College  
Summary of Corrected Misstatements  
September 30, 2013

Name	Debit	Credit
Fund 11/12		
1 AJE To record unaccrued unpaid interest at year end		
Accrued Interest	-	11,962.00
Interest	11,962.00	-
	<u>11,962.00</u>	<u>11,962.00</u>

I have reviewed the adjustments above and authorized that they be recorded in the general ledger as of September 30, 2013.  
The adjustments are results of errors and not results of fraud or illegal acts.

 3/5/14  
Edwin Limutaco, Controller, Business Office

  
Carmen K. Santos, CPA, V.P. of Finance and Administration



March 6, 2014

Deloitte & Touche LLP  
361 South Marine Corps Drive  
Tamuning, GU 96913

We are providing this letter in connection with your audits of the financial statements of the Guam Community College (the College) as of September 30, 2013 and 2012, which collectively comprise the College's basic financial statements for the purpose of expressing an opinion as to whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of the College in conformity with accounting principles generally accepted in the United States of America.

We confirm that we are responsible for the following:

- a. The fair presentation in the basic financial statements of financial position, results of operations, and cash flows in conformity with accounting principles generally accepted in the United States of America (GAAP).
- b. The fair presentation of the required supplementary information including, Management's Discussion and Analysis, and additional information accompanying the basic financial statements that are presented for the purpose of additional analysis of the basic financial statements.
- c. The design, implementation, and maintenance of programs and controls to prevent and detect fraud.
- d. Establishing and maintaining effective internal control over financial reporting.
- e. The review and approval of the basic financial statements and related notes and acknowledge your role in the preparation of this information. Specifically, we acknowledge that your role in the preparation of the basic financial statements was a matter of convenience rather than one of necessity. We have reviewed the basic financial statement preparation assistance provided by you and acknowledge that the financial statements are prepared in accordance with GAAP. Our review was based on the use of the financial statement disclosure checklist for stand-alone business-type activities obtained from the Government Finance Officers Association.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.



## ATTACHMENT II, CONTINUED

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

1. The basic financial statements referred to above are fairly presented in conformity with GAAP. In addition:
  - a. The basic financial statements properly classify all funds and activities.
  - b. Net position components (net investment in capital assets, restricted, and unrestricted) and fund balance reserves and designations are properly classified and, if applicable, approved.
  - c. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
  - d. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
  - e. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported
  - f. Deposits and investment securities are properly classified in category of custodial credit risk.
  - g. Capital assets are properly capitalized, reported and, if applicable, depreciated.
  - h. Required supplementary information is measured and presented within prescribed guidelines.
  - i. Costs to federal awards have been charged in accordance with applicable cost principles
2. The College has provided to you all relevant information and access as agreed in the terms of the audit engagement letter.
3. The College has provided you:
  - a. Financial records and related data for all financial transactions of the College and for all funds administered by the College. The records, books, and accounts, as provided to you, record the financial and fiscal operations of all funds administered by the College and provide the audit trail to be used in a review of accountability. Information presented in the financial reports is supported by the books and records from which the basic financial statements have been prepared.
  - b. Minutes of the meetings of Board of Trustees or summaries of actions of recent meetings for which minutes have not yet been prepared as well as Public Laws enacted by the Government of Guam's Legislature.
  - c. Contracts and grant agreements (including amendments, if any).
4. There have been no:
  - a. Action taken by the College's management that contravenes the provision of federal laws and local laws and regulations or of contracts and grants applicable to the College.
  - b. Communications from regulatory agencies concerning noncompliance with or deficiencies in financial reporting practices or other matters that could have a material effect on the basic financial statements.



5. We believe the effects of any uncorrected financial statement misstatements aggregated by you during the current audit engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the basic financial statements taken as a whole. A summary of such uncorrected misstatements has been attached as Appendix A.
6. The College has not performed a risk assessment, including the assessment of the risk that the financial statements may be materially misstated as a result of fraud. However, management has made available to you their understanding about the risks of fraud in the College and do not believe that the basic financial statements are materially misstated as a result of fraud.
7. We have no knowledge of any fraud or suspected fraud affecting the College involving:
  - a. Management.
  - b. Employees who have significant roles in the College's internal control over financial reporting.
  - c. Others, if the fraud could have a material effect on the financial statements.
8. We have no knowledge of any allegations of fraud or suspected fraud affecting the College received in communications from employees, former employees, regulators, or others.
9. Significant assumptions used by us in making accounting estimates are reasonable.
10. We adopted the provisions of GASB Statement No. 60, *Accounting and Financial Reporting for Service Concession Arrangements*, which addressed how to account for and report service concession arrangements (SCAs), a type of public-private or public-public partnership that state and local governments are increasingly entering into. The implementation of this statement did not have a material effect on the accompanying financial statements.
11. We adopted the provisions of GASB Statement No. 61, *The Financial Reporting Entity: Omnibus*, which improved financial reporting for governmental entities by amending the requirements of Statements No. 14, *The Financial Reporting Entity*, and No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, to better meet user needs and address reporting entity issues that have come to light since those Statements were issued in 1991 and 1999, respectively. The implementation of this statement did not have a material effect on the accompanying financial statements.
12. We adopted the provisions of GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which enhanced the usefulness of its Codification by incorporating guidance that previously could only be found in certain Financial Accounting Standards Board (FASB) and American Institute of Certified Public Accountants (AICPA) pronouncements issued on or before November 30, 1989, which do not conflict or contradict GASB pronouncements. GASB Statement No. 62 superseded GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*. The implementation of this statement did not have a material effect on the accompanying financial statements.
13. We adopted the provisions of GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, which established



guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, which clarifies the appropriate reporting of deferred outflows of resources and deferred inflows of resources to ensure consistency in financial reporting. These Statements amend the net asset reporting requirements in Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. With the implementation of GASB Statement No. 63 and Statement No. 65, the Statement of Net Assets was renamed the Statement of Net Position. In addition, the Statement of Net Position includes two new classifications separate from assets and liabilities. Amounts reported as deferred outflows of resources are reported in a separate section following assets. Likewise, amounts reported as deferred inflows of resources are reported in a separate section following liabilities. The implementation of this statement did not have a material effect on the accompanying financial statements.

14. In April 2012, GASB issued Statement No. 66, *Technical Corrections - 2012*, which enhances the usefulness of financial reports by resolving conflicting accounting and financial reporting guidance that could diminish the consistency of financial reporting. The provisions of this statement are effective for periods beginning after December 15, 2012. Management has not yet determined the effect of implementation of this statement on the financial statements of the College.
15. In June 2012, GASB issued Statement No. 67, *Financial Reporting for Pension Plans*, which revises existing guidance for the financial reports of most pension plans, and Statement No. 68, *Accounting and Financial Reporting for Pensions*, which revises and establishes new financial reporting requirements for most governments that provide their employees with pension benefits. The provisions in Statement 67 are effective for financial statements for periods beginning after June 15, 2013. The provisions in Statement 68 are effective for fiscal years beginning after June 15, 2014. Management has not yet determined the effect of implementation of this statement on the financial statements of the College.
16. In January 2013, GASB issued Statement No. 69, *Government Combinations and Disposals of Government Operations*, which improves accounting and financial reporting for state and local governments' combinations and disposals of government operations. Government combinations include mergers, acquisitions, and transfers of operations. A disposal of government operations can occur through a transfer to another government or a sale. The provisions in Statement 69 are effective for fiscal years beginning after December 15, 2013. Management has not yet determined the effect of implementation of this statement on the financial statements of the College.
17. In April 2013, GASB issued Statement No. 70, *Accounting and Financial Reporting for Non-exchange Financial Guarantees*, which requires a state or local government guarantor that offers a non-exchange financial guarantee to another organization or government to recognize a liability on its financial statements when it is more likely than not that the guarantor will be required to make a payment to the obligation holders under the agreement. The provisions in Statement 70 are effective for fiscal years beginning after June 15, 2013. Management has not yet determined the effect of implementation of this statement on the financial statements of the College.
18. Regarding required supplementary information:
  - a. We confirm that we are responsible for the required supplementary information



- b. The required supplementary information is measured and presented in accordance with the requirements of the Governmental Accounting Standards Board.
  - c. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period
19. Regarding supplementary information
- a. We are responsible for the fair presentation of the supplementary information in accordance with GAAP
  - b. We believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP
  - c. The methods of measurement and presentation of the supplementary information have not changed from those in the prior period
20. The Schedule of Expenditures of Federal Awards was prepared in accordance with the requirements of OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." We have identified in that schedule all awards provided by federal agencies in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, or direct appropriations. We did not incur any Research & Development costs within the fiscal year. In addition, we have accurately completed the appropriate sections of the data collection form.
21. We are responsible for compliance with local, state and federal laws, rules and regulations, including compliance with the requirements of OMB Circular A-133, and provisions of grants and contracts relating to the College's operations. We are responsible for establishing and maintaining the components of internal control relating to our activities in order to achieve the objectives of providing reliable financial reports, effective and efficient operations, and compliance with laws and regulations. The College is responsible for maintaining accounting and administrative control over revenues, obligations, expenditures, assets, and liabilities.
22. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on its federal programs.
- 
23. We have:
- a. Identified the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each federal program.
  - b. Complied, in all material respects, with the requirements identified above in connection with federal awards.
  - c. Identified and disclosed interpretations of any compliance requirements that have varying interpretations.
  - d. Made available all information related to federal financial reports and claims for advances and reimbursements. Federal financial reports and claims for advances and

## ATTACHMENT II, CONTINUED

reimbursements are supported by the books and records from which the financial statements have been prepared and are prepared on a basis consistent with that presented in the Schedule of Expenditures of Federal Awards. The copies of federal program financial reports provided are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through entity, as applicable.

- e. Identified and disclosed all amounts questioned and any known noncompliance with the requirements of federal awards, including the results of other audits or program reviews related to the objectives of the audit.
24. Management has identified and disclosed to you all laws and regulations that have a direct and material effect on the determination of financial statement amounts.
25. No evidence of fraud or dishonesty in fiscal operations of programs administered by the College has been discovered.

Except where otherwise stated below, immaterial matters less than \$105,600 collectively are not considered to be exceptions that require disclosure for the purpose of the following representations. This amount is not necessarily indicative of amounts that would require adjustment to, or disclosure in, the basic financial statements.

26. Except as listed in Appendix A, there are no transactions that have not been properly recorded in the accounting records underlying the basic financial statements.
27. The College has no plans or intentions that may affect the carrying value or classification of assets and liabilities.
28. Regarding related parties:
- a. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
  - b. To the extent applicable, related parties and all the related-party relationships and transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees (written or oral) have been appropriately identified, properly accounted for, and disclosed in the financial statements.
29. In preparing the financial statements in conformity with GAAP, management uses estimates. All estimates have been disclosed in the financial statements for which known information available prior to the issuance of the financial statements indicates that both of the following criteria are met:
- a. It is at least reasonably possible that the estimate of the effect on the financial statements of a condition, situation, or set of circumstances that existed at the date of the financial statements will change in the near term due to one or more future confirming events.
  - b. The effect of the change would be material to the financial statements.
30. Risks associated with concentrations, based on information known to management, that meet all of the following criteria have been disclosed in the basic financial statements:
- a. The concentration exists at the date of the financial statements.



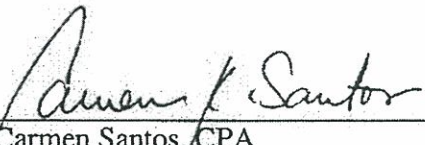
ATTACHMENT II, CONTINUED

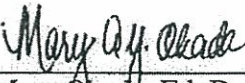
- b. The concentration makes the College vulnerable to the risk of a near-term severe impact.
  - c. It is at least reasonably possible that the events that could cause the severe impact will occur in the near term.
31. There are no:
- a. Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
  - b. Known actual or possible litigation and claims whose effects should be considered and accounted for and disclosed in the financial statements and that have not been disclosed to you.
32. The College has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral except for the lien established by U.S. Department of Agriculture as disclosed in note 9 to the financial statements.
33. The College has complied with all aspects of contractual agreements that may have an effect on the financial statements in the event of noncompliance.
34. No department of Guam Community College has reported a material instance of noncompliance to us.
35. There are no known related party transactions, which should be recorded or disclosed in the financial statements.
36. The College is exposed to various risks of loss; theft of, damage to, and destruction of assets; operation liability; errors and omissions; employee injuries and illnesses; natural disasters and employee health, dental and accident benefits. Commercial coverage is provided for claims arising from most of these matters.
37. The College is responsible for determining and maintaining the adequacy of the allowance for doubtful accounts, interfund receivables, and accounts receivable, as well as estimates used to determine such amounts. Management believes the allowances are adequate to absorb currently estimated bad debts in the account balances.
38. Quantitative and qualitative information regarding the allowance for doubtful accounts has been properly disclosed in the financial statements.
39. Provision has been made to reduce excess or obsolete inventories to their estimated net realizable value. All inventories are the property of the College and do not include any items consigned to it, any items billed to customers, or any items for which the liability has not been recorded.
40. The College does not require collateralization of its cash deposits; therefore, deposit levels in excess of FDIC insurance coverage are uncollateralized. Accordingly, these deposits are exposed to custodial credit risk. The College has not experienced any losses on such accounts and management believes it is not exposed to credit risk on its deposits.
41. The College, using its best estimates based on reasonable and supportable assumptions and projections, reviews for impairment of long-lived assets in accordance with GASB Statement No. 42, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*. The financial statements referred to above reflect all adjustments required by GASB Statement 42.

ATTACHMENT II, CONTINUED

42. The Government of Guam and its component units, including the College began withholding and remitting funds to the U.S. Social Security system for the health insurance component of its salaries and wages effective October 1998. Prior to that date, the Government of Guam did not withhold or remit Medicare payments to the U.S. Social Security system. If the Government is found to be liable for Medicare payments on salaries and wages prior to October 1998, an indeterminate liability could result. It has been the practice of the College and all other component units of the Government of Guam that payment of this health insurance component is optional prior to October 1998. Therefore, no liability for any amount, which may ultimately arise from this matter, has been recorded in the financial statements.
43. The College is involved in various legal proceedings. Management believes that any losses arising from these actions will not materially affect the College's financial position.
44. No events have occurred after September 30, 2013, but before March 6, 2014, the date the financial statements were available to be issued that require consideration as adjustments to, or disclosures in, the financial statements.

 3/7/14  
Edwin Limtuatco  
Controller, Business Office

 3/7/14  
Carmen Santos, CPA  
V.P. of Finance and Administration

  
Mary Okada, Ed. D.  
President

## ATTACHMENT II, CONTINUED

Guam Community College  
Summary of Current Year Misstatements  
9/30/2013

## APPENDIX A

Entry Description	Assets	Liabilities	Equity	Profit and Loss
	Dr. (Cr)	Dr. (Cr)	Dr. (Cr)	Dr. (Cr)
PAJE 1 - To adjust for stale dated checks over 3 years old Accounts payable Other income		191,217		(191,217)
PAJE 2 - To capitalize interest CIP Interest expense	43,110			(43,110)
	43,110	191,217	0	(234,327)

**Concurrence:** The above misstatements have been provided and explained to me. I understand these misstatements and I believe they are considered to be immaterial to the financial statements taken as a whole. I also believe they did not result from fraud or illegal acts, rather errors.

 3/7/14  
Edwin Limutatco, Controller, Business Office

 3/7/14  
Carmen Santos, CPA, V.P. of Finance and Administration



**GUAM COMMUNITY COLLEGE**  
**(A COMPONENT UNIT OF THE**  
**GOVERNMENT OF GUAM)**

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**FINANCIAL STATEMENTS,**  
**ADDITIONAL INFORMATION**  
**AND INDEPENDENT AUDITORS' REPORT**

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**YEARS ENDED SEPTEMBER 30, 2013 AND 2012**

**GUAM COMMUNITY COLLEGE  
(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

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Years Ended September 30, 2013 and 2012

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## INDEPENDENT AUDITORS' REPORT

The Board of Trustees  
Guam Community College:

### **Report on Financial Statements**

We have audited the accompanying financial statements of Guam Community College (the College), and its discretely presented component unit, collectively a component unit of the Government of Guam, which comprise the statements of net position as of September 30, 2013 and 2012, and the related statements of revenues, expenses, and changes in net position and cash flows for the years then ended, and the related notes to the financial statements, as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of Guam Community College as of September 30, 2013 and 2012, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 4 through 13, as well as the Schedule of Funding Progress and Actuarial Accrued Liability-Post Employment Benefits Other than Pension on page 34 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

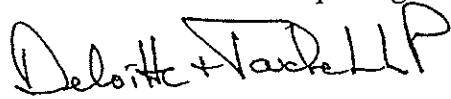
### *Other Information*

Our audits were conducted for the purpose of forming opinions on the financial statements that collectively comprise the College's basic financial statements. The schedule of salaries and wages (cash basis), schedule of expenditures by function and object code, the unrestricted and restricted fund supplemental schedule – balance sheet, and unrestricted and restricted fund supplemental schedule – statement of changes in fund balances are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of salaries and wages (cash basis), schedule of expenditures by function and object code, the unrestricted and restricted fund supplemental schedule – balance sheet, and unrestricted and restricted fund supplemental schedule – statement of changes in fund balances are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, schedule of salaries and wages (cash basis), schedule of expenditures by function and object code, the unrestricted and restricted fund supplemental schedule – balance sheet, and unrestricted and restricted fund supplemental schedule – statement of changes in fund balances are fairly stated in all material respects in relation to the financial statements as a whole.

### Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 6, 2014 on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

A handwritten signature in black ink, appearing to read "Deloitte + Touche LLP", is written over the printed name.

March 6, 2014



**GUAM COMMUNITY COLLEGE  
(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Management's Discussion and Analysis  
Years Ended September 30, 2013 and 2012

**Introduction**

The following discussion and analysis provides an overview of the financial activities of Guam Community College (the College or GCC). This is a requirement of the Governmental Accounting Standards Board (GASB) found in Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*. In November 1999, GASB issued Statement No. 35, *Basic Financial Statements-and Management's Discussion and Analysis-for Public Colleges and Universities*, which established new reporting standards for public colleges and universities. This discussion has been prepared by College management. It is based on the three financial statements provided in the annual audit report. Comparable financial data from the prior year is also being provided. The three statements presented are the:

*Statement of Net position* – This statement is similar to a balance sheet. Net position represents the difference between the institution's total assets and the institution's liabilities.

*Statement of Revenues, Expenses, and Changes in Net position* – This statement presents the financial results of operating the College for the whole fiscal year. In this presentation, appropriated funds are considered as non-operating revenue. Accordingly, these additions to revenue are placed after the results of operations.

*Statement of Cash Flows* – This statement provides information about the College's ability to generate the cash flows needed to meet the financial obligations of the College as well as the extent to which external financing is being used to fund College operations.

These three financial statements present data in a summarized form. The College is most often asked questions about how specific monies have been expended. Because the summarized format is not able to provide answers to these specific questions, the College also provides a set of financial statements in the fund accounting format used previously. These statements are presented as other supplementary information and the statements are structured so the dollar totals there link to the basic financial statements.

For the thirteenth consecutive year, GCC has maintained its low-risk auditee status. Given this designation by the Independent Auditor, review of the College's financial records demonstrate there were no questioned costs or unresolved prior year audit findings in fiscal year 2013. Proudly, the College continues to receive recognition as one of the best financially managed organizations within the Government of Guam system. The College strives to maintain this status, even with increasing federal and local regulations.

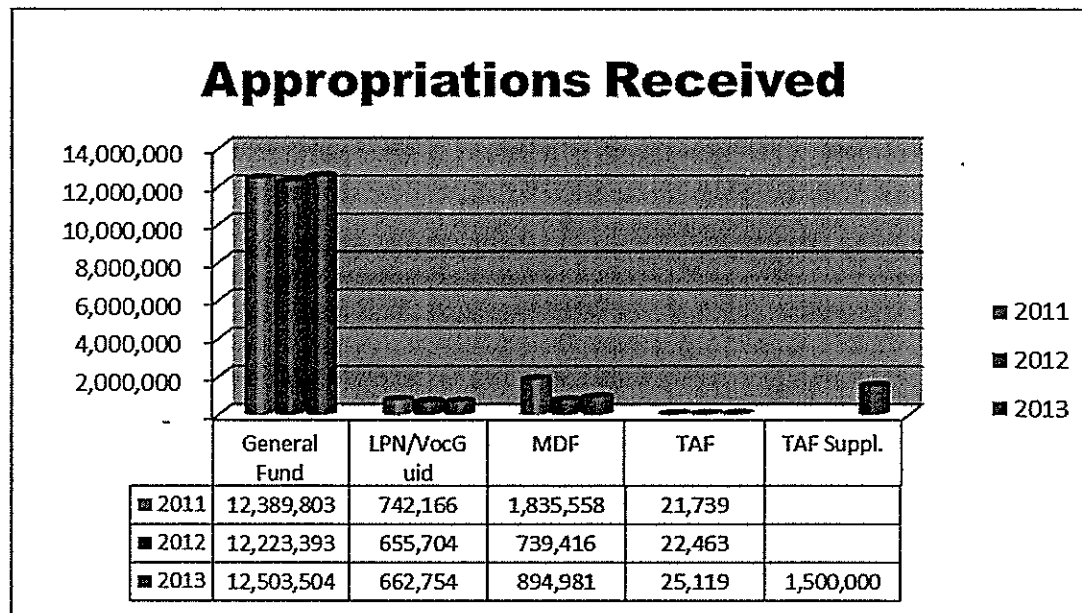
**Fiscal Year 2013 Overview**

Fiscal year 2013 proved to be a tough year financially for the College as continued restrictions were placed on local and federal funding. Challenges continue throughout the Government of Guam in 2013. The College implemented restrictions on institution spending as local general fund appropriations covered a majority of salaries and benefits. Although federal sequestration did not have a significant impact on the College, it brought concerns for continued funding student financial aid programs and federal student service programs throughout the College. In 2013, the Board of Trustees approved the 2011-2015 Physical Master Plan. Included in this plan is the Institutional Strategic Master Plan, Facility Master Plan, the Enterprise Architecture, the Information Technology Strategic Plan, and the 5 year Resource Plan.

**GUAM COMMUNITY COLLEGE**  
**(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Management's Discussion and Analysis  
Years Ended September 30, 2013 and 2012

Continuing challenges with the Government of Guam financial issues combined with the delay in the military buildup caused financial woes throughout the Government of Guam. At the beginning of FY13, the GovGuam Bureau of Budget and Management Research (BBMR) imposed a 15% reserve on all appropriation funds for all government agencies. For GCC, this amounted to a \$2,357,890 reserve. Subsequently, BBMR released 9% of General Fund appropriations totaling \$1,260,600. Additionally, there were allotment shortages made to the Manpower Development Fund (MDF) that directly correlates to the number of H-2 workers on Guam. Due to the decline in the construction industry and the delay of the military buildup, the actual collections from the MDF were 47% or \$793,467 less than the appropriation of \$1,688,448. The Legislature and the Governor acknowledged the shortages in the MDF funds with the passage of PL 32-061 (Bill 84-32) providing an additional \$1,500,000 from the Tourist Attraction Fund. In total, GCC saw an overall increase of 2% from the General Fund and 21% from MDF appropriations.



Appropriation levels remained stable in FY13 as compared to FY12 due to the Governor's fiscal responsibility plan of fiscal management and prioritization and cost savings. Additionally, the Government of Guam had two bond issues totaling \$350 million to help pay off years of unpaid tax refunds. These bonds were used to repay prior year taxpayer refunds, retiree cola payments, and retirement liabilities. The bonds issued are the result of the economic challenges facing Guam including the many years of extended government overspending, rising utility costs, rising costs of imported goods and products, unpaid tax returns, overdue vendor liabilities, and unfunded local and federal mandates.

The College was able to maintain its fiscal accountability and manage the increased student enrollment, through the management of its available resources. The College continues to budget wisely and allocates financial resources to obtain maximum benefits. Additionally, the College implemented fiscal conservation measures through the reduction of contractual operating costs for maintenance, grass cutting, telephone, and insurance. Power conservation measures were implemented with the standardized temperature settings and installation of PV parking lights and in newly constructed buildings.

**GUAM COMMUNITY COLLEGE  
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Management's Discussion and Analysis  
Years Ended September 30, 2013 and 2012

Continued federal discussions to reduce the overall deficit did not reduce the amount of Pell funding as Pell for AY 2012-2013 remained stable at the maximum full time award of \$5,550 per student per academic year. The AY 2013-2014 maximum Pell award increased to \$5,645 or \$95. Pell grants make up approximately 64% or \$4,977,371 of students tuition and fee payments. This is an 11% decrease from 2012 where 75% or \$5,060,154 of student's tuition and fees were paid with Pell grants.

The College continues to seek and apply for additional funding resources through grants and loans. The College received additional funds during the year through various federal and local grants. The ability of the College to source and receive additional resources through federal and local grants greatly shows its fiscal responsiveness and management of different funding sources.

- GCC received \$1,454,306 Federal Emergency Management Pre-Disaster Mitigation Competitive sub-award for the procurement of professional services and materials to structurally fortify and harden Building 200.
- GCC was a sub-recipient of a DOI Technical Assistance Program grant of \$227,750 for the architectural and engineering design of the renovation of Building 100.
- GCC was a recipient of an American Association of Community Colleges Plus 50 Encore completion Program Grant of \$6,000 to enhance and expand workforce training in Medical Billing and Coding fields.
- GCC was the sub-recipient of an Area Health Education Center Cooperative Agreements under Guam Micronesia Area Health Education Center amounting to \$160,512. The sub-grant allows the college to develop and conduct training to meet the health workforce needs.
- The Citi Foundation awarded a \$30,000 grant to GCC. This allowed approximately 30 high school seniors to receive academic instruction in English, Reading and Math over the summer. Several of these students went on to enroll in the College's postsecondary programs.
- The College Access Challenge Grant was awarded for its fourth year amounting to \$1,500,000. The funds will be used to implement activities and services for students who may be at-risk of not enrolling or completing postsecondary education. The grant will improve access to, or participation in, postsecondary education and college retention.
- The College was the recipient of a \$6,500 grant from Clark Atlanta University for faculty professional training on solar energy and the purchase of supplies and materials for hands on training.
- The College was the recipient of a Island of Opportunity Alliance – Louis Stokes Alliance for Minority Participation subaward for \$18,318. This sub-award allows the College to hire teaching assistants and tutors for math and science programs; allows the College to host a summer student conference; funds STEM area exportation; and organization of a STEM awareness day at the College.

**GUAM COMMUNITY COLLEGE**  
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Management's Discussion and Analysis  
Years Ended September 30, 2013 and 2012

- GCC was the recipient of \$100,000 from the TakeCare Foundation to support faculty professional development, equipment, medical supplies, and student scholarships.

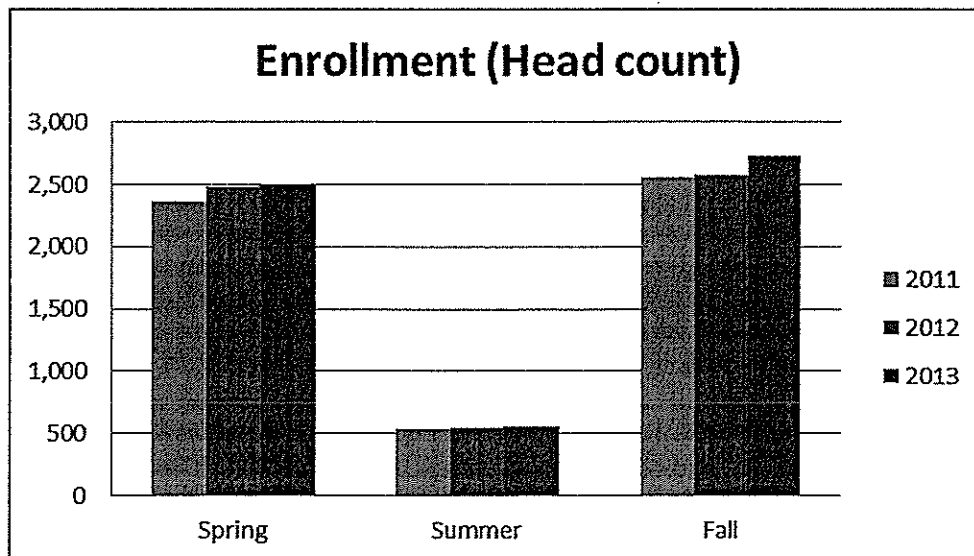
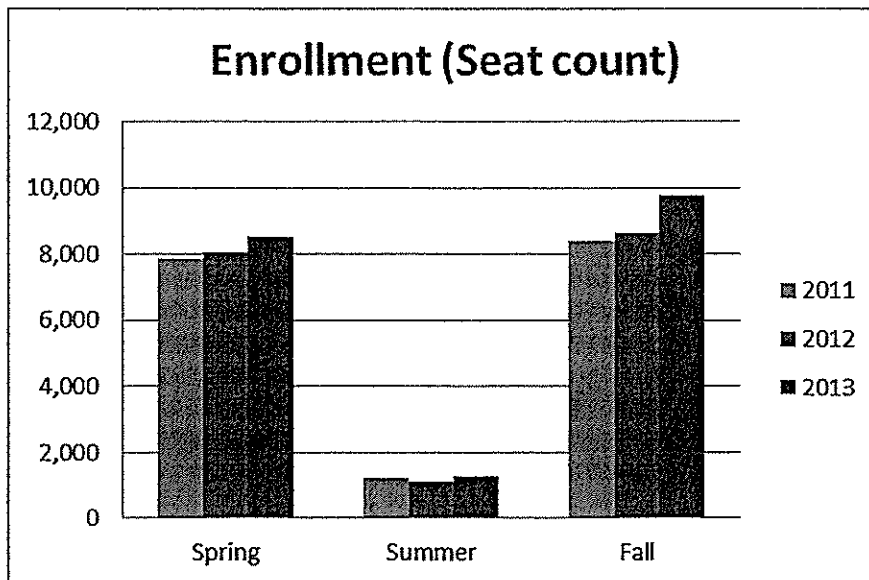
The College operated with 246 full time personnel positions. This does not include adjunct faculty members hired to teach additional postsecondary courses. The College's Government of Guam local appropriation funds are used to provide personnel costs at the College campus and at the five secondary high schools and the post-secondary programs. The College continues to receive funding for the Licensed Practical Nursing (LPN) and Vocational Guidance programs. The LPN program addresses the islands' continued need to develop and train students for the Allied Health fields. The additional funding also places Vocational Counselors in each of the five public high schools to provide information to students about the career and technical opportunities available to them from the College. Also, the College receives funds from the Manpower Development Fund to support the apprenticeship programs which served 492 and 386 apprentices over 93 and 80 active employers in Fall 2013 and 2012, respectively. This is an increase of 27% of apprentices in the program as compared to the previous year.

Tuition at GCC is currently at \$130 per credit hour. The last increase occurred in Fall 2011 from \$110 to \$130 per credit hour. There was no change in tuition per credit hour in FY13 and there has been no request expected for FY14. However, programs seeking course fee increases go through the adjudication process. Overall, actual tuition revenues have increased due to increases in the number of students and classes during the academic year 2012-2013. As authorized by the Board of Trustees, 50% of the proceeds from the tuition revenue increases will be used to hire additional full time permanent faculty and 20% to hire staff and administrative positions. The BOT authorized 30% of the increase to be used for capital improvements to the campus and related operating expenses. Classroom improvements, technology lab upgrades and capital projects are funded through increases in tuition, technology and parking fees. Funds utilized in FY2013 for capital projects and technology fees were \$618,000 and \$342,000, respectively.

There were slight increases in the post-secondary enrollment seats and headcounts for the Spring 2013 and Fall 2013 of 1% and 6% respectively, as compared to prior 2012 semesters. This is mainly attributable to competitive tuition rates, increase of maximum annual allowable Pell awards, delays in the military buildup, and the decline in the economic environment. Based on prior trends, declines in the global economy usually lead to increases in post-secondary enrollment, as people tend to go back to school to obtain degrees so that they can get higher paying jobs.

**GUAM COMMUNITY COLLEGE**  
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Management's Discussion and Analysis  
Years Ended September 30, 2013 and 2012



The College continues to provide career and technical education programs for students in five of the Guam high schools: GW, JFK, Southern, Simon Sanchez and Okkodo. The secondary high schools' enrollment remained stable from 2,368 to 2,350 students in SY11-12 and SY12-13, respectively. These programs included the Allied Health, Auto Body, Automotive Service, Construction, Electronics/Networking, Lodging Management, Marketing, Tourism, Education and Visual Communications. Not all programs are available at each of the high school locations.



**GUAM COMMUNITY COLLEGE**  
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Management's Discussion and Analysis  
Years Ended September 30, 2013 and 2012

**Overview of the Financial Statements and Financial Analysis**  
(all figures are in thousands)

**Summary Statement of Net position**

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Assets:			
Other current assets	\$ 14,228	\$ 7,418	\$ 11,989
Accounts receivable – U.S. Government	2,600	4,916	4,322
Investments (noncurrent)	1,770	1,799	1,775
Capital assets, net	<u>33,494</u>	<u>32,709</u>	<u>27,267</u>
Total	\$ <u>52,092</u>	\$ <u>46,842</u>	\$ <u>45,353</u>
Liabilities:			
Current liabilities	\$ 4,476	\$ 5,903	\$ 6,706
Non-current liabilities	<u>6,963</u>	<u>3,448</u>	<u>3,489</u>
Total	<u>11,439</u>	<u>9,351</u>	<u>10,195</u>
Net position:			
Net investment in capital assets	27,759	29,649	22,084
Restricted	1,883	1,887	1,833
Unrestricted	<u>11,011</u>	<u>5,955</u>	<u>11,241</u>
Total	<u>40,653</u>	<u>37,491</u>	<u>35,158</u>
Total liabilities and net position	\$ <u>52,092</u>	\$ <u>46,842</u>	\$ <u>45,353</u>

The overall financial situation at the College improved as compared with prior year, mainly due to the fiscal conservation methods that were placed by the College. Accounts receivable amounts decreased due to the timely collection of GovGuam appropriations and federal grants by the end of the fiscal year. Additionally, the College implemented the system of dropping students for non-payment in Fall 2012. This has helped increase collections from student receivables. Investment balances remained steady as the markets were favorable and interest rates remained low. Increases in capital assets were due to the construction of the \$5 million Foundation Building completed in November 2012, with photovoltaic panels. Additionally, increases in construction in progress were due to the renovation and hardening of the Building 200 started in July 2013 with completion dates set for September 2014. The increase in non-current liabilities is mainly due to the \$3.5M USDA loan for the Foundation Building completed in FY2013.

**GUAM COMMUNITY COLLEGE**  
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Management's Discussion and Analysis  
Years Ended September 30, 2013 and 2012

Due to the constraints of College and University accounting, approximately \$5,935,140 in encumbrances incurred in fiscal year 2013 have yet to be reflected as expenditures in the accompanying financial presentation, but will be liquidated with 2013 net position. The increase in encumbrances is related to the ongoing construction of Building 200.

**Summary Statement of Revenues, Expenses, and Changes in Net Position**

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Operating revenues	\$ 18,652	\$ 21,307	\$ 18,283
Operating expenses	<u>32,676</u>	<u>36,602</u>	<u>32,195</u>
Operating loss	(14,024)	(15,295)	(13,912)
Nonoperating revenues	15,986	14,456	15,653
Capital contributions	<u>1,200</u>	<u>3,172</u>	<u>6,839</u>
Change in net position	3,162	2,333	8,580
Net position at beginning of year	<u>37,491</u>	<u>35,158</u>	<u>26,578</u>
Net position at end of year	\$ <u>40,653</u>	\$ <u>37,491</u>	\$ <u>35,158</u>

**Statement of Cash Flows**

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Cash provided by (used in):			
Operating activities	\$ (12,488)	\$ (11,366)	\$ (9,118)
Noncapital financing activities	14,413	18,533	13,289
Capital and related financing activities	1,158	(4,630)	(3,902)
Investing activities	<u>29</u>	<u>(24)</u>	<u>(17)</u>
Net change in cash and cash equivalents	3,112	2,513	252
Cash and cash equivalents at beginning of year	<u>3,958</u>	<u>1,445</u>	<u>1,193</u>
Cash and cash equivalents at end of year	\$ <u>7,070</u>	\$ <u>3,958</u>	\$ <u>1,445</u>

At the end of FY 2013 and 2012, the College recognized 7% and 4% increases in student tuition and fees due to increased student enrollment and seat counts. Federal revenue decreases were attributed to completion of the ARRA related projects in the first quarter of FY 2012 and receipt of remaining ARRA funds in the beginning of FY 2013. The net position of the College show an increase of approximately \$3 million for the current year. The \$3 million increase directly coincides with the \$1 million increase in capital assets from the completed construction projects, increased collection efforts, and cost saving measures implemented by the College to reduce operational costs. Local appropriation from the Manpower Development continues to decrease and the General fund remained constant. In fiscal year 2013, the College received approximately 94% of its local appropriations from the Government of Guam with the remaining subsequent balance received in FY14.

**GUAM COMMUNITY COLLEGE**  
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Management's Discussion and Analysis  
Years Ended September 30, 2013 and 2012

Pell grant expenditures decreased by 41% or \$3,449,433. Expenditure decreases correlate to \$2m of Program Year 12-13 Pell award recorded in FY 2012, resulting in a timing difference. Increased instructional costs were the result of increases in special projects offered and the associated expenditure. The actual full-time employee count increased by 7 employees, from 239 to 246, with an increased cost of \$455,455, due to increased benefit costs. Allotment releases remained stable and the College received on average 80% of its local appropriations throughout the year. The College remains committed to displaying fiscal responsibility in the management of its funds by operating within the prescribed authorized levels. Overall expenditures decreased due to the completion of the student center in FY12, decreased federally funds with completion of ARRA projects, and increased enrollment that required adjunct hiring, equipment, and instructional supply costs.

**Capital Assets and Debt Administration**

GCC's capital assets of \$33,494,299 as of September 30, 2013, included land, buildings and equipment. Increases in capital assets were due to the completion of the Foundation Building with costs totaling \$5M. Costs incurred for the construction of Building 200, A/E for Building 100, and the Gregorio D. Perez Crime Lab extension and classrooms were included in Construction In Progress. The renovation and construction of Building 200 is expected to be substantially completed by September 2014. The College has submitted its application for a \$5,000,000 Community Facilities Direct loan for the renovation and construction of Building 100 and the Gregorio D. Perez Crime Lab extension. In January 2013, the College paid in full the USDA Water Tank loan with principal and interest payments totaling \$266,272 for the year. The College remained current in the repayment of Learning Resource and Foundation Building construction loans from USDA and made principal and interest payments of \$116,376 and \$76,860, respectively, during fiscal year 2013. Please refer to notes 3 and 9 to the accompanying financial statements for additional information regarding GCC's capital assets and long-term debt.

Management's Discussion and Analysis for the years ended September 30, 2012 and 2011, is set forth in the College's report on the audit of the financial statements, which is dated March 4, 2013, and that Discussion and Analysis explains the major factors impacting the 2012 and 2011 financial statements and can be viewed at the Office of Public Accountability – Guam website at [www.guamopa.org](http://www.guamopa.org).

**Economic Outlook for FY 2014**

The College continues to closely track the economic situation of the Government of Guam (GovGuam), as it receives in total 56% of its operational funding locally and 90% of the local appropriation is used for personnel costs. The College's FY14 appropriation for all funds increased by 7% or by \$1,027,072 (inclusive of \$850K MDF reserve) and with the passage of PL 32-068, GCC was exempted from BMR allotment release control. The Manpower Development Funds collections will be monitored closely as collections have decreased significantly and the College has placed an \$850,000 internal reserve on MDF funds. Although the Government of Guam has been able to update its liability and significantly pay down overdue tax refunds and personnel liabilities, the College remains conservative in its allocation of resources. The economic recession and Government of Guam stretched resources, overspending, future bond payments, and unpaid liabilities continue to affect the government cash flow and funding availability. Although the College continues to seek additional funding from non-GovGuam sources, it still requires an increase in its base budget to grow and meet the future island demands on education.

**GUAM COMMUNITY COLLEGE  
(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Management's Discussion and Analysis  
Years Ended September 30, 2013 and 2012

As of February 18, 2014, the College has received 29% of its FY14 total appropriations from the General Fund, MDF, and the Tourist Attraction Fund (TAF). The College has received 4% of the Manpower Development Fund Appropriations to date. Collections from MDF are expected to remain at 2013 levels due to the declined construction industry and the deferred military buildup. In FY14, the College received an increase of 7% total appropriations as compared to FY13 levels. The General Fund appropriation is budgeted to fund salaries and benefits for full-time classified employees and approximately 64% of utility costs only. TAF funding covers limited amounts of essential College's operation contractual costs. The increase of appropriations is critical to cover increases in employee benefits, contractual, supplies, and other costs related to providing programs in both the secondary and post-secondary environments. Improvements in cash flow releases and exemption from BBMR allotment releases have allowed the College to forecast and plan for institutional needs and institute conservation measures. Adjustments have been made to department budgets and spending constraints have been placed on the entire College. Funds continue to be limited to essential instructional costs, contractual services, personnel costs, and utility costs.

The College takes its finances seriously and monitors its spending within the College's procurement process. The College's management team has weekly discussions of national and local economic conditions, and how such conditions will affect the Government of Guam's finances. Based on such discussions and projection of allotments to be received from the Department of Administration, adjustments to College department budgets will be made throughout the year. The College will continue to maintain fiscal accountability for the benefit of our students.

Guam Community College recognizes the job opportunities that will be created because of Guam's military expansion and growing community needs. In the First Hawaiian Bank 2012-2013 Economic Forecast for Guam, Dr. Ruane M., states the Guam economy is favorable and improving. The forecast indicated that tourism is rebounding. Also, although the military build-up will not be as large as originally anticipated, there are positive indications. The College is preparing for the on-going training needs for the immediate economic impact resulting from the island's increased military activity. Consequently, the valuable skills and higher incomes this military buildup brings to Guam provides opportunities for GCC to expand its programs and services, not only to its civilian community, but the direct and indirect associations that result from this base realignment project. GCC will partner with federal and local government entities as well as private sector businesses to ensure that Guam's workforce is able to take advantage of opportunities that are available through GCC's expansive information technology, allied health, construction & trades courses— which will include GCC's Construction Trades Boot Camp, Allied Health, Education, and other academic programs – offered at the College.

The Building 200 renovation project was awarded in April 2013 and is expected to be completed by September 2014. This project is for the hardening and renovation of building 200 and the addition of a second floor. Building 200 will house the Early Childhood Education, Education, Computer Aided Design and Drafting, and Survey Technologies programs. Over \$1.4 million in FEMA funds have been awarded for this project.

At the October 25, 2013 meeting, the Board of Trustees approved the \$400,000 funding of the architectural and engineering design fee for the Wellness Center and Maintenance Building construction project. The project is estimated to cost no more than \$4,500,000.

On January 10, 2014, the Board of Trustees approved the 2014-2020 Institutional Strategic Master Plan (ISMP) and the College's updated Mission Statement. The new Mission Statement reads, "Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training in Micronesia."

**GUAM COMMUNITY COLLEGE  
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**Management's Discussion and Analysis  
Years Ended September 30, 2013 and 2012**

In the Spring of 2013, the Governor announced that a new high school would start in August 2014 at the Tiyan purchased property. The establishment of new Career and Technical Education Courses will require funding for personnel and equipment. The College will determine which programs will be offered.

In February 2014, The College launched the Keep Your Guard Up program and identified eight programs that returning Guam Army Reserve soldiers from Afghanistan can take to lead them to an industry certification. This is a joint effort with community partners that will affect over 150 underemployed and employed soldiers. Programs include Automotive, Electrical, A+ certification, Supervision and Management, Emergency Management Technician, HVAC, Heavy Equipment, and Welding.

The 2012 accreditation visit findings indicated that the College should develop a Distance Education Strategic Plan. In early February 2014, an Ellucian team came onto campus for one week of interviews with various constituents throughout the campus including student, faculty, staff, and administrators. A DE Strategic Plan draft is expected to be completed by April 2014. The College will use the plan as a guiding source of information for its future growth endeavors.

In line with PL 32-068, February 14, 2014 was the deadline to implement the Government of General Competitive Pay Plan (GCPP). The College continues to closely monitor the impact of the GCPP on its limited financial resources. Although legislated through public law, the amount allocated to GCC for the implementation of the GCPP will not be sufficient to cover the actual costs for implementation.

The College continues to collaborate with the U.S. Federal Government, the Government of Guam, Department of the Interior, and private sector businesses in Guam in identifying issues and developing solutions that relate to Guam's military buildup and the impact it will have on the Territory and the neighboring islands of Micronesia.

Other small capital improvement projects are planned for FY 2014, such as fire alarm system repair, A/C replacement, campus speed humps, security system installation, upgrading of electrical and line conditioning, purchase and insulation of a mass notification system, replacement of door locks and identification system, lighting replacements, safety issues, and ADA compliance issues. These projects address the repair and maintenance requirements needed to ensure student accessibility and safety, along with the security needed for our College's assets.



**GUAM COMMUNITY COLLEGE**  
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Statements of Net Position  
September 30, 2013 and 2012

<u>ASSETS</u>	<u>2013</u>	<u>2012</u>
Current assets:		
Cash and cash equivalents	\$ 4,675,109	\$ 3,588,384
Cash and cash equivalents - restricted	394,839	369,373
Time certificate of deposit	2,000,000	-
Due from Government of Guam	2,013,941	840,191
Tuition receivable, less allowance for doubtful accounts of \$1,591,048 and \$1,432,232 at September 30, 2013 and 2012, respectively	4,389,084	1,933,991
Accounts receivable - U.S. Government	2,600,374	4,916,282
Accounts receivable - others	161,000	228,964
Inventories	594,000	457,195
Total current assets	<u>16,828,347</u>	<u>12,334,380</u>
Noncurrent assets:		
Investments	1,769,691	1,798,929
Property, plant and equipment, net	<u>33,494,299</u>	<u>32,709,195</u>
Total noncurrent assets	<u>35,263,990</u>	<u>34,508,124</u>
	<u>\$ 52,092,337</u>	<u>\$ 46,842,504</u>

LIABILITIES AND NET POSITION

Current liabilities:		
Current portion of long-term debt	\$ 70,785	\$ 281,196
Accounts payable and accrued liabilities	1,696,939	2,581,542
Construction contracts payable	134,767	565,349
Unearned revenue	2,080,272	1,997,753
Deposits held on behalf of others	281,181	281,181
Accrued annual leave	<u>212,443</u>	<u>196,137</u>
Total current liabilities	4,476,387	5,903,158
Noncurrent liabilities:		
Accrued annual leave, net of current portion	228,081	255,602
DCRS sick leave liability	1,205,176	978,663
Long-term debt, net of current portion	<u>5,529,156</u>	<u>2,213,617</u>
Total liabilities	<u>11,438,800</u>	<u>9,351,040</u>
Commitment and contingencies		
Net position:		
Net investment in capital assets	27,759,591	29,649,033
Restricted:		
Expendable	1,867,977	1,875,483
Non-expendable	15,372	11,638
Unrestricted	<u>11,010,597</u>	<u>5,955,310</u>
Total net position	<u>40,653,537</u>	<u>37,491,464</u>
	<u>\$ 52,092,337</u>	<u>\$ 46,842,504</u>

See accompanying notes to financial statements.

# GUAM COMMUNITY COLLEGE FOUNDATION

## Statements of Financial Position September 30, 2013 and 2012

ASSETS	2013	2012
Cash and cash equivalents	\$ 249,353	\$ 186,843
Investments	8,794,971	7,758,512
Accounts receivable	2,070	2,070
Plant and equipment, net	<u>18,008</u>	<u>18,008</u>
Total assets	<u>\$ 9,064,402</u>	<u>\$ 7,965,433</u>
LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts payable	\$ <u>614,292</u>	\$ <u>326,787</u>
Total liabilities	<u>614,292</u>	<u>326,787</u>
Commitments		
Net assets:		
Unrestricted	8,388,473	7,577,009
Temporarily restricted	18,008	18,008
Permanently restricted	<u>43,629</u>	<u>43,629</u>
	<u>8,450,110</u>	<u>7,638,646</u>
Total net assets and liabilities	<u>\$ 9,064,402</u>	<u>\$ 7,965,433</u>

See accompanying notes to financial statements.

**GUAM COMMUNITY COLLEGE**  
**(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Statements of Revenues, Expenses and Changes in Net Position  
Years Ended September 30, 2013 and 2012

	2013	2012
Revenues:		
Operating revenues:		
Student tuition and fees	\$ 7,798,472	\$ 7,237,242
Less: Scholarship discounts and allowances	(4,977,371)	(5,060,154)
	2,821,101	2,177,088
Federal grants and contracts	11,745,911	16,627,544
Government of Guam grants and contracts	352,893	403,351
Auxiliary enterprises	1,157,687	1,136,529
Other revenues	2,733,169	1,900,913
Total operating revenues	18,810,761	22,245,425
Bad debts	(158,816)	(938,028)
Net operating revenues	18,651,945	21,307,397
Operating expenses:		
Education and general:		
Instruction	12,052,467	10,952,166
Scholarships and fellowships	4,910,041	8,359,474
Institutional support	4,533,184	4,537,146
Student services	2,828,306	2,930,697
Academic support	2,238,734	2,806,504
Depreciation	2,168,374	1,967,458
Operations and maintenance of plant	1,940,953	2,536,239
Planning	641,355	980,679
Auxiliary enterprises	792,730	930,333
Retiree healthcare costs	569,695	601,729
Total operating expenses	32,675,839	36,602,425
Operating loss	(14,023,894)	(15,295,028)
Nonoperating revenues (expenses):		
Government of Guam appropriations:		
Operations	16,156,063	14,569,116
Interest expense	(170,030)	(112,629)
Net nonoperating revenues	15,986,033	14,456,487
Capital contributions:		
Contributions from U.S. Government	1,199,934	3,171,646
Change in net position	3,162,073	2,333,105
Net position:		
Net position at beginning of year	37,491,464	35,158,359
Net position at end of year	\$ 40,653,537	\$ 37,491,464

See accompanying notes to financial statements.

# GUAM COMMUNITY COLLEGE FOUNDATION

## Statements of Activities

Years Ended September 30, 2013 and 2012

	2013			2012				
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenues, gains and other additions:								
Net investment gains	\$ 1,036,459	\$ -	\$ -	\$ 1,036,459	\$ 1,087,633	\$ -	\$ -	\$ 1,087,633
Interest income	19	-	-	19	60	-	-	60
Other additions	85,335	-	-	85,335	3,575	-	24,180	27,755
Fundraising	33,927	-	-	33,927	272,367	-	-	272,367
Net position released from restrictions due to:								
Expiration of time restrictions	-	-	-	-	1,872,494	(1,872,494)	-	-
Total gains (losses) and other additions	1,155,740	-	-	1,155,740	3,236,129	(1,872,494)	24,180	1,387,815
Expenditures and other deductions:								
Transfer to Guam Community College	316,342	-	-	316,342	304,106	-	-	304,106
Fundraising expenses	18,352	-	-	18,352	48,593	-	-	48,593
Professional services	4,924	-	-	4,924	5,968	-	-	5,968
Scholarship	4,500	-	-	4,500	2,000	-	-	2,000
Other deductions	158	-	-	158	20,438	-	-	20,438
Total expenditures and other deductions	344,276	-	-	344,276	381,105	-	-	381,105
Change in net position	811,464	-	-	811,464	2,855,024	(1,872,494)	24,180	1,006,710
Net assets at beginning of year	7,577,009	18,008	43,629	7,638,646	4,721,985	1,872,494	37,457	6,631,936
Transfer from permanently restricted to temporarily restricted	-	-	-	-	-	18,008	(18,008)	-
Net assets at end of year	\$ 8,388,473	\$ 18,008	\$ 43,629	\$ 8,450,110	\$ 7,577,009	\$ 18,008	\$ 43,629	\$ 7,638,646

See accompanying notes to financial statements.

**GUAM COMMUNITY COLLEGE**  
**(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Statements of Cash Flows  
Years Ended September 30, 2013 and 2012

	2013	2012
Cash flows from operating activities:		
Student tuition and fees	\$ 1,711,172	\$ 3,835,739
Federal grants and contracts	12,653,035	16,420,999
Government of Guam grants and contracts	352,893	403,351
Auxiliary enterprises	1,157,687	1,136,529
Other receipts/payments	2,680,068	1,917,268
Payments to employees	(17,369,574)	(17,006,041)
Payments to suppliers	(9,059,337)	(9,981,185)
Payments for scholarships and fellowships	(4,613,925)	(8,092,307)
Net cash used in operating activities	<u>(12,487,981)</u>	<u>(11,365,647)</u>
Cash flows from investing activities:		
Decrease (increase) in investments	29,238	(24,078)
Increase in time certificates of deposit	(2,000,000)	-
Net cash used in investing activities	<u>(1,970,762)</u>	<u>(24,078)</u>
Cash flows from noncapital financing activities:		
Government of Guam appropriations	14,412,618	18,532,897
Cash flows from capital and related financing activities:		
Purchases of capital assets	(2,953,478)	(7,412,213)
Capital contributions received	1,188,658	2,783,506
Proceeds from long-term debt	3,440,000	131,216
Principal paid on long-term debt	(334,872)	(33,205)
Interest paid on long-term debt	(181,992)	(99,564)
Net cash provided by (used in) capital and related financing activities	<u>1,158,316</u>	<u>(4,630,260)</u>
Net change in cash and cash equivalents	1,112,191	2,512,912
Cash and cash equivalents at beginning of year	3,957,757	1,444,845
Cash and cash equivalents at end of year	<u>\$ 3,099,186</u>	<u>\$ 3,957,757</u>
Reconciliation of operating loss to net cash used in operating activities:		
Operating loss	\$ (14,023,894)	\$ (15,295,028)
Adjustments to reconcile operating loss to net cash used in operating activities:		
Depreciation	2,168,374	1,967,458
Bad debts	158,816	938,028
Loss on disposal of fixed assets	-	3,060
On-behalf payments for retiree healthcare costs	569,695	601,729
Changes in assets and liabilities:		
Tuition receivable	(2,613,909)	1,576,525
Accounts receivable - U.S. Government	2,327,185	(206,545)
Other receivables	67,964	16,355
Inventories	(136,805)	(12,265)
Accounts payable and accrued liabilities	(1,303,224)	(1,185,814)
Accrued annual leave	(11,215)	17,799
DCRS sick leave liability	226,513	105,574
Unearned revenue	82,519	82,126
Deposits held on behalf of others	-	25,351
Net cash used in operating activities	<u>\$ (12,487,981)</u>	<u>\$ (11,365,647)</u>

See accompanying notes to financial statements.



**GUAM COMMUNITY COLLEGE**  
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Notes to Financial Statements  
September 30, 2013 and 2012

**(1) Organization and Purpose**

Guam Community College (the College) was established by the enactment of Public Law 14-77, "The Community College Act of 1977" (the Law), which became effective on November 11, 1977. Administration and operation of the College is under the control of a nine-member Board of Trustees appointed by the Governor with the advice and consent of the Legislature. Two of the nine members have no voting and participation rights as they represent the faculty and staff union. The College is a component unit of the Government of Guam (GovGuam). The operation of the College is reliant on the appropriations provided by GovGuam.

On September 30, 2011, Public Law 31-99 was signed into law which updates, amends and repeals sections of previously enacted Public Law 14-77. Public Law 31-99 amends the purposes of the College to read as follows:

1. To establish career and technical education, and other related occupational training and education courses of instruction aimed at developing educated and skilled workers on Guam;
2. To coordinate with the Guam Education Board the development of career and technical education programs in all public schools on Guam;
3. To establish and maintain short-term extension and apprenticeship training programs in Guam;
4. To expand and maintain secondary and postsecondary educational programs in the career and technical fields;
5. To award appropriate certificates, degrees and diplomas to qualified students; and
6. To serve as the State Agency and the Board of Control for vocational education for purposes of the United States Vocational Education Act of 1946 and 1963 and subsequent amendments thereto.

The Guam Community College Foundation (the Foundation) was founded in August 1982, as a non-profit, public benefit corporation, which operates under a separate Board of Governors from that of the College. The accompanying financial statements include the accounts of the Foundation.

**(2) Summary of Significant Accounting and Reporting Policies**

**Basis of Presentation**

Governmental Accounting Standards Board (GASB) Statement No. 35, *Basic Financial Statements-and Management's Discussion and Analysis-for Public Colleges and Universities*, establishes the financial statement presentation for the College and provides a comprehensive, entity-wide perspective of the College's assets, liabilities, net position, revenues, expenses, changes in net position, and cash flows.

**GUAM COMMUNITY COLLEGE**  
**(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Notes to Financial Statements  
September 30, 2013 and 2012

(2) Summary of Significant Accounting and Reporting Policies, Continued

Basis of Presentation, Continued

The College has adopted GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*, and presents the Guam Community College Foundation (the Foundation), a legally separate, tax-exempt entity, as a discretely presented component unit. The Foundation provides financial support for the objectives, purposes and programs of the College. Although the College does not control the timing, purpose, or amount of receipts from the Foundation, the resources (and income thereon) which the Foundation holds and invests are restricted to the activities of the College. Because the resources held by the Foundation can only be used by, or for the benefit of, the College, the Foundation is considered a component unit of the College and its Statements of Financial Position and Statements of Activities and Changes in Net Position are separately presented in the College's financial statements. In addition, significant notes are summarized under Foundation Investments.

The Foundation is a private organization that reports under accounting standards established by FASB, which is the source of generally accepted accounting principles for not-for-profit entities. The financial statement presentation follows the recommendations of the Accounting Standards Codification (ASC) 958, *Not-for-Profit Entities*. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's financial information in the College's financial reporting entity for these differences.

The separate financial statements of the Foundation can be obtained directly by contacting the Foundation's Board of Governors, P.O. Box 23069, GMF, Barrigada, Guam 96921.

Basis of Accounting

For financial statement purposes, the College is considered a special-purpose government engaged only in business-type activities. Accordingly, the College's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All significant intra-agency transactions have been eliminated.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash in banks, money market accounts and time certificates of deposit with original maturities of less than three months. Time certificates of deposit with original maturities of more than three months are separately presented.

Accounts Receivable

Accounts receivable consist of tuition and fee charges to students and charges for auxiliary enterprise services provided to students, faculty and staff. Accounts receivable also includes amounts due from U.S. Federal agencies for various federal grant awards as well as amounts due from GovGuam for local appropriations. Accounts receivable are recorded net of an estimated allowance for doubtful accounts, an amount which management believes will be adequate to absorb possible losses on accounts receivable that may become uncollectible based on evaluations of the collectibility of these accounts and prior collection experience. The allowance is established through a provision for bad debts charged to expense. Receivables are written-off against the reserve through the specific identification method.

**GUAM COMMUNITY COLLEGE**  
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Notes to Financial Statements  
September 30, 2013 and 2012

(2) Summary of Significant Accounting and Reporting Policies, Continued

Inventory

Inventory is stated at the lower of cost (first-in, first-out) or market (net realizable value).

Investments and Investment Income

Investments in marketable securities are stated at current market value. Market value is determined using quoted market prices. Investment income consists of interest and dividend income, realized gains and losses, and the net change for the year in the fair value of investments carried at fair value.

Property, Plant and Equipment

Physical plant and equipment are stated at cost at date of acquisition or fair value at date of donation in the case of gifts, except as noted below, and except for transfers of assets from GovGuam or GovGuam agencies subsequent to October 1, 2007, which are stated at GovGuam's basis at the date of transfer.

Physical plant and certain equipment were transferred to the College from GovGuam effective July 1, 1978, except for Police Academy assets, which were transferred on September 28, 1978. Physical plant is valued at the June 1, 1979 appraised value of \$6,493,585. Transferred equipment and fiscal year 1979 acquisitions are valued at the October 9, 1979 appraised value of \$1,008,192. Subsequent to that date, equipment acquisitions are stated at cost.

The College capitalizes assets with costs greater than \$5,000. The cost of property, plant and equipment is depreciated using the straight-line method over the estimated useful lives of the related assets.

Unearned Revenues

Unearned revenues include amounts received for tuition and fees and certain auxiliary activities prior to the end of the fiscal year but related to the subsequent accounting period. Unearned revenues also include amounts received from grant and contract sponsors that have not yet been earned.

Compensated Absences

Vested or accumulated vacation leave is recorded as an expense and liability as the benefits accrue to employees. No liability is recorded for nonvesting accumulating rights to receive sick benefits. As of September 30, 2013 and 2012, an accumulated vacation leave liability of \$440,524 and \$451,739, respectively, is included within the statement of net position as accrued annual leave.

Income Taxes

As an instrumentality of GovGuam, the College and all property acquired by or for the College, and all revenues and income there from are exempt from taxation by GovGuam or by any political subdivision or public corporation thereof and from all taxes imposed by the Guam Legislature, or with respect to which the Guam Legislature is authorized to grant exemption.

**GUAM COMMUNITY COLLEGE**  
**(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Notes to Financial Statements  
September 30, 2013 and 2012

**(2) Summary of Significant Accounting and Reporting Policies, Continued**

**Grants-in-Aid**

GovGuam law requires that the College waive the tuition and fees for credit classes for senior citizens. Effective Fall 2012, the Board of Trustees voted to approve the Guam Community College Tuition Benefit Program for Employees' Spouse and Dependents. The total of senior citizen waivers provided is \$81,178 and \$60,516 for the years ended September 30, 2013 and 2012, respectively.

**Net Position**

Net position represent the residual interest in the College's assets after liabilities are deducted and consist of three sections: net investment in capital assets; restricted expendable and non-expendable, and unrestricted. Net investment in capital assets include capital assets, restricted and unrestricted, net of accumulated depreciation, reduced by outstanding debt net of debt service reserve. Net position is reported as restricted when constraints are imposed by third parties or enabling legislation. The accounts shown as restricted assets are amounts required to be maintained in revenue bond fund accounts and amounts set aside in accordance with terms of a U.S. Department of Agriculture capital grant agreement. All other net position is unrestricted.

**Classification of Revenues and Expenses**

The College has classified its revenues and expenses as either operating or nonoperating according to the following criteria:

*Operating Revenues and Expenses* – Operating revenues and expenses include activities that have the characteristics of exchange transactions, such as (1) student tuition and fees, net of scholarship discounts and allowances, (2) sales and services of auxiliary enterprises, (3) most federal, state and local grants and contracts and federal appropriations, and (4) investment earnings.

*Nonoperating Revenues and Expenses* – Nonoperating revenues and expenses include activities that have the characteristics of nonexchange transactions, such as gifts and contributions, and other revenue and expense sources that are defined as nonoperating revenues and expenses by GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities that Use Proprietary Fund Accounting*, and GASB Statement No. 34, such as state appropriations.

**Scholarship Discounts and Allowances**

Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the Statement of Revenues, Expenses and Changes in Net position. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the College and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain governmental grants, such as Pell grants, and other federal, state or nongovernmental programs, are recorded as either operating or nonoperating revenues in the College's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the College has recorded a scholarship discount and allowance.

**GUAM COMMUNITY COLLEGE**  
**(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Notes to Financial Statements  
September 30, 2013 and 2012

(2) Summary of Significant Accounting and Reporting Policies, Continued

Foundation Investments

The Foundation has adopted the accounting guidance within ASC 320, *Investments - Debt and Equity Securities*, which require that the Foundation account for its investments at market value.

The original cost and market values of investments at September 30, 2013 and 2012, are:

<u>2013</u>		<u>2012</u>	
<u>Cost</u>	<u>Market Value</u>	<u>Cost</u>	<u>Market Value</u>
\$ <u>4,894,734</u>	\$ <u>8,794,971</u>	\$ <u>4,894,734</u>	\$ <u>7,758,512</u>

The following represents the composition of market values of the above investments:

	<u>2013</u>	<u>2012</u>
Equities and related	\$ 5,170,868	\$ 4,961,692
Mutual funds	1,948,672	1,191,655
Government and government sponsored entity bonds	1,232,662	1,101,745
Cash and equivalents	<u>442,769</u>	<u>503,420</u>
	\$ <u>8,794,971</u>	\$ <u>7,758,512</u>

The following represents the composition of investment gains for the years ended September 30, 2013 and 2012:

	<u>2013</u>	<u>2012</u>
Unrealized investment gains	\$ 577,577	\$ 1,110,198
Net realized investment gains (losses)	235,686	(112,455)
Interest income and dividends	<u>223,196</u>	<u>89,890</u>
	\$ <u>1,036,459</u>	\$ <u>1,087,633</u>

Statutes authorize the Foundation to invest the Term Endowment Funds during the twenty-year grant period, in savings account(s) or in low-risk securities as required by State law(s) regulating insurance company investments for Guam, such as federally insured bank savings account(s); comparable interest bearing accounts offered by a bank; money market funds; securities issued by the U.S. Treasury, other U.S. Agencies and instrumentalities; certificates of deposit; mutual funds; stock or bonds, but not in real estate. The investments are pooled and earnings and expenses are allocated to the respective funds which comprise the Foundation. There are no limits on the investment policy of the Quasi-Endowment Fund.



**GUAM COMMUNITY COLLEGE  
(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Notes to Financial Statements  
September 30, 2013 and 2012

**(2) Summary of Significant Accounting and Reporting Policies, Continued**

**Deposits and Investments**

Investment in debt securities are carried at cost which approximates market value.

GASB Statement No. 40 addresses common deposit and investment risks related to credit risk, concentration of credit risk, interest rate risk and foreign currency risk. As an element of interest rate risk, disclosure is required of investments that have fair values that are highly sensitive to changes in interest rates. GASB Statement No. 40 also requires disclosure of formal policies related to deposit and investment risks.

**A. Deposits**

GASB Statement No. 40 requires disclosures for deposits that have exposure to custodial credit risk. Custodial credit risk is the risk that in the event of a bank failure, the College's deposits may not be returned to it. Such deposits are not covered by depository insurance and are either uncollateralized, or collateralized with securities held by the pledging financial institution or held by the pledging financial institution but not in the depositor-government's name. The College does not have a deposit policy for custodial credit risk.

As of September 30, 2013 and 2012, the carrying amount of the College's total cash and cash equivalents, inclusive of time certificates of deposit, was \$7,069,948 and \$3,957,757, respectively, and the corresponding bank balances were \$7,543,910 and \$2,131,434, respectively. The bank balances are maintained in financial institutions subject to Federal Deposit Insurance Corporation (FDIC) insurance. As of September 30, 2013 and 2012, bank deposits in the amount of \$667,744 and \$1,262,658, respectively, were FDIC insured. The College does not require collateralization of its cash deposits; therefore, deposit levels in excess of FDIC insurance coverage are uncollateralized. Accordingly, these deposits are exposed to custodial credit risk.

**B. Investments**

GASB Statement No. 40 provides for disclosure requirements addressing common risks of investments such as credit risk, interest rate risk, concentration of credit risk, foreign currency risk and custodial credit risk.

Pursuant to Public Law 25-187, the College is the recipient of tobacco settlement bond proceeds issued by the Guam Economic Development Authority. Public Law 25-187 requires the establishment of a separate account to be administered by the College to be expended exclusively for enhancement of learning resources and technology. At September 30, 2013 and 2012, the College had one fixed income corporate note in the amount of \$1,769,691 and \$1,798,929, respectively, with imputed interest of 7.25% that matures on June 1, 2057. The fixed income corporate note is uninsured and unregistered, and held by the counterparty, or by its trust department, but not in the College's name. Accordingly, the note is subject to custodial credit risk.

**GUAM COMMUNITY COLLEGE**  
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Notes to Financial Statements  
September 30, 2013 and 2012

(2) Summary of Significant Accounting and Reporting Policies, Continued

New Accounting Standards

During fiscal year 2013, the College implemented the following pronouncements:

- GASB Statement No. 60, *Accounting and Financial Reporting for Service Concession Arrangements*, which addressed how to account for and report service concession arrangements (SCAs), a type of public-private or public-public partnership that state and local governments are increasingly entering into.
- GASB Statement No. 61, *The Financial Reporting Entity: Omnibus*, which improved financial reporting for governmental entities by amending the requirements of Statements No. 14, *The Financial Reporting Entity*, and No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, to better meet user needs and address reporting entity issues that have come to light since those Statements were issued in 1991 and 1999, respectively. The implementation of this statement did not have a material effect on the accompanying financial statements.
- GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which enhanced the usefulness of its Codification by incorporating guidance that previously could only be found in certain Financial Accounting Standards Board (FASB) and American Institute of Certified Public Accountants (AICPA) pronouncements issued on or before November 30, 1989, which do not conflict or contradict GASB pronouncements. GASB Statement No. 62 superseded GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*.
- GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, which established guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, which clarifies the appropriate reporting of deferred outflows of resources and deferred inflows of resources to ensure consistency in financial reporting. These Statements amend the net asset reporting requirements in Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. With the implementation of GASB Statement No. 63 and Statement No. 65, the Statement of Net Assets was renamed the Statement of Net Position. In addition, the Statement of Net Position includes two new classifications separate from assets and liabilities. Amounts reported as deferred outflows of resources are reported in a separate section following assets. Likewise, amounts reported as deferred inflows of resources are reported in a separate section following liabilities.

**GUAM COMMUNITY COLLEGE**  
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Notes to Financial Statements  
September 30, 2013 and 2012

**(2) Summary of Significant Accounting and Reporting Policies, Continued**

**New Accounting Standards, Continued**

The implementation of these pronouncements did not have a material effect on the accompanying financial statements.

In April 2012, GASB issued Statement No. 66, *Technical Corrections - 2012*, which enhances the usefulness of financial reports by resolving conflicting accounting and financial reporting guidance that could diminish the consistency of financial reporting. The provisions of this statement are effective for periods beginning after December 15, 2012. Management has not yet determined the effect of implementation of this statement on the financial statements of the College.

In June 2012, GASB issued Statement No. 67, *Financial Reporting for Pension Plans*, which revises existing guidance for the financial reports of most pension plans, and Statement No. 68, *Accounting and Financial Reporting for Pensions*, which revises and establishes new financial reporting requirements for most governments that provide their employees with pension benefits. The provisions in Statement 67 are effective for financial statements for periods beginning after June 15, 2013. The provisions in Statement 68 are effective for fiscal years beginning after June 15, 2014. Management has not yet determined the effect of implementation of these statements on the financial statements of the College.

In January 2013, GASB issued Statement No. 69, *Government Combinations and Disposals of Government Operations*, which improves accounting and financial reporting for state and local governments' combinations and disposals of government operations. Government combinations include mergers, acquisitions, and transfers of operations. A disposal of government operations can occur through a transfer to another government or a sale. The provisions in Statement 69 are effective for fiscal years beginning after December 15, 2013. Management has not yet determined the effect of implementation of this statement on the financial statements of the College.

In April 2013, GASB issued Statement No. 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*, which requires a state or local government guarantor that offers a nonexchange financial guarantee to another organization or government to recognize a liability on its financial statements when it is more likely than not that the guarantor will be required to make a payment to the obligation holders under the agreement. The provisions in Statement 70 are effective for fiscal years beginning after June 15, 2013. Management has not yet determined the effect of implementation of this statement on the financial statements of the College.

**Tobacco Settlement**

The College received \$3,241,203 from a tobacco settlement agreement entered into by GovGuam to be expended by the College for capital projects. The funds may only be expended in accordance with purposes set forth by the Guam Economic Development Authority, a component unit of the GovGuam. During the years ended September 30, 2013 and 2012, the fund earned interest of \$0 and \$53,932, respectively. The College has no related expenditures for capital projects for the years ended September 30, 2013 and 2012, respectively.

**GUAM COMMUNITY COLLEGE**  
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Notes to Financial Statements  
September 30, 2013 and 2012

(2) Summary of Significant Accounting and Reporting Policies, Continued

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Risk Management

The College is exposed to various risks of loss; theft of, damage to, and destruction of assets; operation liability; errors and omissions; employee injuries and illnesses; natural disasters and employee health, dental and accident benefits. There is commercial insurance coverage obtained to provide for claims arising from most of these matters. No material losses have been sustained as a result of the College's risk management practices during the past three years.

(3) Property, Plant and Equipment

Movements of property, plant and equipment for the years ended September 30, 2013 and 2012 was as follows:

	Estimated Useful Life (in years)	Balance October 1, 2012	Additions	Retirement/ Transfers	Balance September 30, 2013
Depreciable:					
Buildings and structures	10-30	\$ 42,682,922	\$ 5,606,903	\$ -	\$ 48,289,825
Furniture, fixtures and equipment	5-6	8,656,430	1,091,275	(105,143)	9,642,562
Vehicles	5	<u>202,456</u>	<u>136,440</u>	<u>-</u>	<u>338,896</u>
		<u>51,541,808</u>	<u>6,834,618</u>	<u>(105,143)</u>	<u>58,271,283</u>
Accumulated depreciation:					
Buildings and structures		20,043,274	1,166,418	-	21,209,692
Furniture, fixtures and equipment		5,747,506	976,998	105,133	6,619,371
Vehicles		<u>156,115</u>	<u>24,958</u>	<u>-</u>	<u>181,073</u>
		<u>25,946,895</u>	<u>2,168,374</u>	<u>105,133</u>	<u>28,010,136</u>
Non-depreciable:					
Land		1,903,000	-	-	1,903,000
Construction in progress		<u>5,211,282</u>	<u>1,188,096</u>	<u>(5,069,226)</u>	<u>1,330,152</u>
		<u>\$ 32,709,195</u>	<u>\$ 5,854,340</u>	<u>\$ (5,069,236)</u>	<u>\$ 33,494,299</u>

**GUAM COMMUNITY COLLEGE**  
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Notes to Financial Statements  
September 30, 2013 and 2012

**(3) Property, Plant and Equipment, Continued**

	Estimated Useful Life (in years)	Balance October 1, 2011	Additions	Retirement/ Transfers	Balance September 30, 2012
Depreciable:					
Buildings and structures	10-30	\$ 36,931,473	\$ 5,751,449	\$ -	\$ 42,682,922
Furniture, fixtures and equipment	5-6	7,600,235	1,541,941	(485,746)	8,656,430
Vehicles	5	<u>165,682</u>	<u>36,774</u>	<u>-</u>	<u>202,456</u>
		<u>44,697,390</u>	<u>7,330,164</u>	<u>(485,746)</u>	<u>51,541,808</u>
Accumulated depreciation:					
Buildings and structures		19,102,824	940,450	-	20,043,274
Furniture, fixtures and equipment		5,211,734	1,018,458	482,686	5,747,506
Vehicles		<u>147,565</u>	<u>8,550</u>	<u>-</u>	<u>156,115</u>
		<u>24,462,123</u>	<u>1,967,458</u>	<u>482,686</u>	<u>25,946,895</u>
Non-depreciable:					
Land		1,903,000	-	-	1,903,000
Construction in progress		<u>5,129,233</u>	<u>5,816,025</u>	<u>(5,733,976)</u>	<u>5,211,282</u>
		<u>\$ 27,267,500</u>	<u>\$ 11,178,731</u>	<u>\$ (5,737,036)</u>	<u>\$ 32,709,195</u>

**(4) Employees' Retirement Plan**

**Defined Benefit Plan**

***Plan Description:***

The College participates in the GovGuam Defined Benefit (DB) Plan, a cost-sharing multiple-employer defined benefit pension plan administered by the GovGuam Retirement Fund (GGRF). The DB Plan provides retirement, disability, and survivor benefits to plan members who enrolled in the plan prior to October 1, 1995. Cost-of-living adjustments are provided to members and beneficiaries at the discretion of the Guam Legislature. Article 1 of 4 GCA 8, Section 8105, requires that all employees of GovGuam, regardless of age or length of service, become members of the DB Plan prior to the operative date. Employees of a public corporation of GovGuam, which includes the College, have the option of becoming members of the DB Plan prior to the operative date. All employees of GovGuam, including employees of GovGuam public corporations, whose employment commenced on or after October 1, 1995, are required to participate in the Defined Contribution Retirement System (DCRS). Hence, the DB Plan became a closed group. Membership in the DB Plan was mandatory for all full-time employees, except for those compensated on a fee basis, independent contractors, and persons aged 60 or over upon employment. Most employees may retire with full benefits at age 60 with at least 10 years of service, or after 25 years of service, regardless of age. Vesting of benefits is optional for employees with 3 to 19 years of service, but is mandatory for employees with 20 or more years of service.

A single actuarial valuation is performed annually covering all plan members and the same contribution rate applies to each employer. GGRF issues a publicly available financial report that includes financial statements and required supplementary information for the DB Plan. That report may be obtained by writing to the Government of Guam Retirement Fund, 424 A Route 8, Maite, Guam 96910, or by visiting GGRF's website – [www.ggrf.com](http://www.ggrf.com).



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Notes to Financial Statements  
September 30, 2013 and 2012

**(4) Employees' Retirement Plan, Continued**

**Defined Benefit Plan, Continued**

*Funding Policy:*

As a result of actuarial valuations performed as of September 30, 2011, 2010, and 2009, contribution rates required to fully fund the Retirement Fund liability, as required by Guam law, for the years ended September 30, 2013, 2012 and 2011, respectively, have been determined as follows:

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Normal costs (% of DB Plan payroll)	17.52%	17.07%	17.00%
Employee contributions (DB Plan employees)	<u>9.50%</u>	<u>9.50%</u>	<u>9.50%</u>
Employer portion of normal costs (% of DB Plan payroll)	<u>8.02%</u>	<u>7.57%</u>	<u>7.50%</u>
Employer portion of normal costs (% of total payroll)	3.00%	3.03%	3.03%
Unfunded liability cost (% of total payroll)	<u>24.33%</u>	<u>23.75%</u>	<u>21.75%</u>
Government contribution as a % of total payroll	<u>27.33%</u>	<u>26.78%</u>	<u>24.78%</u>
Statutory contribution rates as a % of DB Plan payroll:			
Employer	<u>30.09%</u>	<u>28.30%</u>	<u>27.46%</u>
Employee	<u>9.50%</u>	<u>9.50%</u>	<u>9.50%</u>

The College's contributions to the DB Plan for the years ended September 30, 2013, 2012 and 2011 were \$1,704,058, \$1,645,060 and \$1,668,820, respectively, which were equal to the required contributions for the respective years then ended.

**Defined Contribution Plan**

Contributions into the DCRS plan by members are based on an automatic deduction of 5% of the member's regular base pay. The contribution is periodically deposited into an individual investment account within the DCRS. Employees are afforded the opportunity to select from different investment accounts available under the DCRS.

Statutory employer contributions into the DCRS plan for the years ended September 30, 2013 and 2012, are determined using the same rates as the DB Plan. Of the amount contributed by the employer, only the equivalent of 5% of the member's regular pay is deposited into the member's individual investment account. The remaining amount is contributed towards the unfunded liability of the defined benefit plan.

Members of the DCRS plan, who have completed five years of government service, have a vested balance of 100% of both member and employer contributions plus any earnings thereon.

The College's contributions to the DCRS plan for the years ended September 30, 2013, 2012 and 2011 were \$2,571,214, \$2,353,705 and \$2,039,969, respectively, which were equal to the required contributions for the respective years then ended.

**GUAM COMMUNITY COLLEGE**  
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Notes to Financial Statements  
September 30, 2013 and 2012

**(4) Employees' Retirement Plan, Continued**

**Defined Contribution Plan, Continued**

Public Law 26-86 allows members of the DCRS plan to receive a lump sum payment of one-half of their accumulated sick leave upon retirement. The College has accrued an estimated liability of \$1,205,176 and \$978,663 at September 30, 2013 and 2012, respectively, for potential future sick leave payments as a result of this law. However, this amount is an estimate and actual payout may be materially different than estimated.

**Other Post-Employment Benefits**

GovGuam, through its substantive commitment to provide other post-employment benefits (OPEB), maintains a cost-sharing multiple employer defined benefit plan to provide certain postretirement healthcare benefits to retirees who are members of the GovGuam Retirement Fund. Under the Plan, known as the GovGuam Group Health Insurance Program, GovGuam provides medical, dental, and life insurance coverage. The retiree medical and dental plans are fully-insured products provided through insurance companies. GovGuam shares in the cost of these plans, with GovGuam's contribution amount set each year at renewal. Current statutes prohibit active and retired employees from contributing different amounts for the same coverage. As such, GovGuam contributes substantially more to the cost of retiree healthcare than to active healthcare. For the life insurance plan, GovGuam provides retirees with \$10,000 of life insurance coverage through an insurance company. Retirees do not share in the cost of this coverage. During the years ended September 30, 2013, 2012 and 2011, the College recognized certain on-behalf payments as transfers from GovGuam, totaling \$569,695, \$601,729 and \$664,518, respectively, representing certain healthcare benefits that GovGuam's general fund paid directly on behalf of College retirees.

Because the Plan consists solely of GovGuam's firm commitment to provide OPEB through the payment of premiums to insurance companies on behalf of its eligible retirees, no stand-alone financial report is either available or generated.

**(5) Due from Government Agencies**

Due from Government of Guam consists of receivables from GovGuam General Fund. Accounts receivable - U.S. Government consists of uncollected grants at September 30, 2013 and 2012. While some grants are available for use during the fiscal year, others are available either on a calendar-year basis or for a period of twenty-seven months.

**(6) Encumbrances**

The accrual basis of accounting provides that expenses include only amounts associated with goods and services received and liabilities include only the unpaid amounts associated with such expenses. Accordingly, \$5,935,140 and \$2,374,453 of outstanding purchase orders and purchase commitments are not reported in the financial statements at September 30, 2013 and 2012, respectively. Of the \$5,935,140 as of September 30, 2013, \$4,719,592 relates to contract commitments.

**GUAM COMMUNITY COLLEGE**  
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Notes to Financial Statements  
September 30, 2013 and 2012

(7) Related Party Transactions

Non-voting members of the Foundation's Board of Governors are also members of the College's Board of Trustees.

Included within the College's other revenues are \$332,606 and \$304,106 in contributions from the Foundation during the years ended September 30, 2013 and 2012, respectively.

(8) Transfer of Property

In February 2000, the College received title to 314 acres of land situated in the municipality of Mangilao from GovGuam with no restrictions. The College had not received an appraised value of the land and therefore, the land has not been recorded in the accompanying financial statements. On November 17, 2011, the land was transferred to the Guam Ancestral Lands Commission.

(9) Long-Term Debt

	<u>2013</u>	<u>2012</u>
Note payable of an original amount of \$2,250,000 to U.S. Department of Agriculture, for facility construction purposes, interest at 4.125%, repayable in monthly installments of principal and interest of \$9,698 from March 10, 2013 through March 10, 2051, collateralized by a pledge of all gross revenues and a security interest in all equipment, furniture and fixtures.	\$ 2,213,617	\$ 2,238,119
Note payable of an original amount of \$3,500,000 to U.S. Department of Agriculture, for facility construction purposes, interest at 3.125%, repayable in monthly installments of principal and interest of \$12,810 through March 6, 2053, collateralized by a pledge of all gross revenues.	3,386,324	-
Note payable of an original amount of \$372,340 to U.S. Department of Agriculture, for facility construction purposes, interest at 4.375%, repayable in monthly installments of principal and interest of \$2,755 through April 16, 2024, collateralized by the income and principal related to the reserve account and booster pump equipment.	-	256,694
	5,599,941	2,494,813
Less current portion	<u>70,785</u>	<u>281,196</u>
	\$ <u>5,529,156</u>	\$ <u>2,213,617</u>

**GUAM COMMUNITY COLLEGE**  
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Notes to Financial Statements  
September 30, 2013 and 2012

**(9) Long-Term Debt, Continued**

Annual debt service requirements to maturity for principal and interest are as follows:

<u>Year ending September 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2014	\$ 70,785	\$ 198,588	\$ 269,373
2015	73,293	196,080	269,373
2016	75,891	193,481	269,372
2017	78,584	190,789	269,373
2018	81,371	187,999	269,370
2019-2023	452,388	894,474	1,346,862
2024-2028	538,985	807,877	1,346,862
2029-2033	642,538	704,324	1,346,862
2034-2038	766,444	580,418	1,346,862
2039-2043	914,794	432,068	1,346,862
2044-2048	1,092,522	254,340	1,346,862
2049-2053	<u>812,346</u>	<u>59,487</u>	<u>871,833</u>
	<u>\$ 5,599,941</u>	<u>\$ 4,699,925</u>	<u>\$ 10,299,866</u>

The College has pledged all future gross revenues to repay \$2,250,000, and \$3,500,000 of U.S. Department of Agriculture debts issued in 2011 and 2013, respectively. Note payable proceeds financed facility construction. The notes are payable from gross revenues and are payable through March 2051 and March 2053, respectively. Annual interest and principal payments on the notes are expected to require less than one percent of net operating revenues. The total interest and principal remaining to be paid on the notes as of September 30, 2013 is \$10,299,866. Principal and interest paid for fiscal year 2013 and net operating revenues were \$358,057 and \$18,532,280, respectively.

**(10) Noncurrent Liabilities**

Noncurrent liability activities for the years ended September 30, 2013 and 2012, were as follows:

	Beginning Balance October <u>1, 2012</u>	<u>Additions</u>	<u>Reductions</u>	Ending Balance September <u>30, 2013</u>	Amount due within <u>one year</u>
Loans payable	\$ 2,494,813	\$ 3,500,000	\$ (394,872)	\$ 5,599,941	\$ 70,785
Accrued annual leave	451,739	423,861	(435,076)	440,524	212,443
DCRS sick leave liability	<u>978,663</u>	<u>226,513</u>	<u>-</u>	<u>1,205,176</u>	<u>-</u>
	<u>\$ 3,925,215</u>	<u>\$ 4,150,374</u>	<u>\$ (829,948)</u>	<u>\$ 7,245,641</u>	<u>\$ 283,228</u>

**GUAM COMMUNITY COLLEGE**  
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Notes to Financial Statements  
September 30, 2013 and 2012

(10) Noncurrent Liabilities, Continued

	Beginning Balance October 1, 2011	Additions	Reductions	Ending Balance September 30, 2012	Amount due within one year
Loans payable	\$ 2,396,802	\$ 131,216	\$ (33,205)	\$ 2,494,813	\$ 281,196
Accrued annual leave	433,940	364,443	(346,644)	451,739	196,137
DCRS sick leave liability	<u>873,089</u>	<u>105,574</u>	<u>-</u>	<u>978,663</u>	<u>-</u>
	<u>\$ 3,703,831</u>	<u>\$ 601,233</u>	<u>\$ (379,849)</u>	<u>\$ 3,925,215</u>	<u>\$ 477,333</u>

(11) Commitment and Contingencies

Medicare

GovGuam and its component units, including the College, began withholding and remitting funds to the U.S. Social Security system for the health insurance component of its salaries and wages effective October 1998. Prior to that date, GovGuam did not withhold or remit Medicare payments to the U.S. Social Security system. If the Government is found to be liable for Medicare payments on salaries and wages prior to October 1998, an indeterminate liability could result. It has been the practice of the College and all other component units of GovGuam that payment of this health insurance component is optional prior to October 1998. Therefore, no liability for any amount, which may ultimately arise from this matter, has been recorded in the accompanying financial statements.

Lawsuit and Claims

The College is involved in various legal proceedings. Management believes that any losses arising from these actions will not materially affect the College's financial position.

Financial and Compliance Audits

The College has participated in a number of federally assisted grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives and regulatory authorities. The purpose of the audits is to ensure compliance with conditions relating to the granting of funds and other reimbursement regulations. The College's management believes that any liability for reimbursement which may arise as the result of these audits would not be material to the financial position of the College.

**Guam Community College**  
**(A Component Unit of the Government of Guam)**

**Schedule of Funding Progress and Actuarial Accrued Liability - Post  
Employment Benefits Other than Pension (Unaudited)**

The Schedule of Funding Progress presents GASB 45 results of Other Post Employment Benefits (OPEB) valuations as of fiscal year ends September 30, 2011, 2009, and 2007 for the Guam Community College's share of the Government of Guam Post Employment Benefits other than Pensions. The schedule provides an information trend about whether the actuarial values of Plan assets are increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL)	Funded Ratio	Covered Payroll	UAAL as a % of Covered Payroll
October 1, 2007	\$ -	\$ 14,935,000	\$ 14,935,000	0.0%	\$ 11,410,000	130.9%
October 1, 2009	\$ -	\$ 17,559,253 *	\$ 17,559,253 *	0.0%	\$ 12,781,000	137.4%
October 1, 2011	\$ -	\$ 19,794,000	\$ 19,794,000	0.0%	\$ 14,242,000	139.0%

\* No formal valuation was performed. The liabilities as of October 1, 2009 represent discounted October 1, 2011 liabilities.

The actuarial accrued liability presented above is for the College's active employees only. It does not include the actuarial accrued liability for the College's retirees, which was not separately presented in the OPEB valuation.

See Accompanying Independent Auditors' Report.



**GUAM COMMUNITY COLLEGE**  
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Schedule 1  
Schedule of Salaries and Wages (Cash Basis)  
Years Ended September 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Salaries and wages:		
Regular, differential and hazardous pay (inclusive of part-time employees)	\$ 13,209,866	\$ 13,044,002
Benefits	<u>4,375,003</u>	<u>4,085,412</u>
Total salaries, wages and benefits	<u>\$ 17,584,869</u>	<u>\$ 17,129,414</u>
Full-time employees at end of year	<u>246</u>	<u>239</u>
Federal Funds:		
Salaries	\$ 966,628	\$ 1,198,267
Benefits	<u>265,018</u>	<u>288,693</u>
Total salaries, wages and benefits	<u>\$ 1,231,646</u>	<u>\$ 1,486,960</u>
Full time federal employees at end of year (inclusive in above amount)	<u>19</u>	<u>21</u>

See accompanying independent auditors' report.

**GUAM COMMUNITY COLLEGE**  
**(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Schedule of Expenditures by Function and Object Code  
Years Ended September 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Instruction:		
Salaries, wages and benefits	\$ 9,166,715	\$ 9,018,229
Travel	112,751	130,637
Contract services	423,284	430,273
Supplies	341,128	386,115
Minor equipment	231,810	365,983
Capital expenditures	90,018	3,000
Miscellaneous	<u>1,686,761</u>	<u>617,929</u>
	<u>\$ 12,052,467</u>	<u>\$ 10,952,166</u>
Total employees at end of year	<u>115</u>	<u>113</u>
	<u>2013</u>	<u>2012</u>
Planning:		
Salaries, wages and benefits	\$ 502,286	\$ 520,948
Travel	3,193	22,428
Contract services	110,309	401,214
Supplies	7,986	19,315
Minor equipment	15,807	13,506
Miscellaneous	<u>1,774</u>	<u>3,268</u>
	<u>\$ 641,355</u>	<u>\$ 980,679</u>
Total employees at end of year	<u>9</u>	<u>7</u>
	<u>2013</u>	<u>2012</u>
Academic Support:		
Salaries, wages and benefits	\$ 1,659,537	\$ 1,709,453
Travel	61,190	58,742
Contract services	286,729	462,052
Supplies	57,683	90,837
Minor equipment	45,857	73,525
Capital expenditures	-	39,003
Miscellaneous and transfers	<u>127,738</u>	<u>372,892</u>
	<u>\$ 2,238,734</u>	<u>\$ 2,806,504</u>
Total employees at end of year	<u>22</u>	<u>25</u>

See accompanying independent auditors' report.

**GUAM COMMUNITY COLLEGE**  
**(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Schedule of Expenditures by Function and Object Code, Continued  
Years Ended September 30, 2013 and 2012

	2013	2012
Student Services:		
Salaries, wages and benefits	\$ 2,643,272	\$ 2,606,322
Travel	17,234	16,733
Contract services	70,119	117,978
Supplies	26,947	35,964
Minor equipment	13,991	18,371
Miscellaneous and transfers	56,743	135,329
	<u>\$ 2,828,306</u>	<u>\$ 2,930,697</u>
Total employees at end of year	<u>43</u>	<u>41</u>
	2013	2012
Institutional Support and Interest:		
Salaries, wages and benefits	\$ 2,990,053	\$ 2,730,081
Travel	259,513	295,395
Contract services	1,125,842	1,306,280
Supplies	41,031	66,599
Minor equipment	1,407	30,485
Capital expenditures	27,437	-
Interest and miscellaneous	87,901	220,935
	<u>\$ 4,533,184</u>	<u>\$ 4,649,775</u>
Total employees at end of year	<u>45</u>	<u>43</u>
	2013	2012
Operations and Maintenance of Plant:		
Salaries, wages and benefits	\$ 282,467	\$ 248,618
Contract services	301,835	875,809
Supplies	67,716	52,911
Minor equipment	2,345	2,073
Utilities	1,286,590	1,356,828
	<u>\$ 1,940,953</u>	<u>\$ 2,536,239</u>
Total employees at end of year	<u>7</u>	<u>6</u>

See accompanying independent auditors' report.

**GUAM COMMUNITY COLLEGE**  
**(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Schedule of Expenditures by Function and Object Code, Continued  
Years Ended September 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Scholarships and Fellowships:		
Salaries, wages and benefits	\$ 296,116	\$ 267,167
Travel	350	-
Contract services	907	887
Supplies	1,684	-
Minor equipment	-	85
Miscellaneous	<u>4,610,984</u>	<u>8,091,335</u>
	<u>\$ 4,910,041</u>	<u>\$ 8,359,474</u>
 Total employees at end of year	 <u>3</u>	 <u>3</u>
	<u>2013</u>	<u>2012</u>
Auxiliary:		
Salaries, wages and benefits	\$ 44,425	\$ 28,596
Contract services	-	165
Supplies	1,475	1,274
Minor equipment	<u>746,829</u>	<u>900,298</u>
	<u>\$ 792,729</u>	<u>\$ 930,333</u>
 Total employee at end of year	 <u>2</u>	 <u>1</u>

See accompanying independent auditors' report.

**GUAM COMMUNITY COLLEGE**  
**(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**  
**Unrestricted and Restricted Fund Supplemental Schedule**  
**Balance Sheet**  
**September 30, 2013**  
**(With Comparative Balances as of September 30, 2012)**

	Unrestricted		Restricted		Total	Capital Projects	Tobacco Settlement	Campus Housing	Investment in Plant	Agency Fund	Elimination	Grand Total	
	Appropriated Fund	Non-appropriated Fund	Federal Fund	Other Grants Fund								2013	2012
<b>ASSETS</b>													
Cash	\$ -	\$ 4,736,030	\$ 4,736,030	\$ -	\$ -	\$ -	\$ 98,286	\$ -	\$ -	\$ 235,632	\$ -	\$ 5,069,948	\$ 3,957,757
TCD	-	2,000,000	2,000,000	-	-	-	-	-	-	-	-	2,000,000	-
Investments	-	-	-	-	-	-	1,769,691	-	-	-	-	1,769,691	1,798,929
Due from Government of Guam	1,502,173	365,793	-	145,975	1,867,966	-	-	-	-	-	-	2,013,941	840,191
Due from other College funds	794,267	43,599,953	13,421,605	697,681	44,394,220	-	-	-	-	-	-	-	-
Accounts receivable - U.S. Government	-	83,253	2,316,064	201,057	2,517,121	-	-	-	427,700	45,549	(58,986,755)	-	-
Accounts receivable - tuition	-	5,980,132	-	-	5,980,132	-	-	-	-	-	-	2,600,374	4,916,282
Accounts receivable - others	-	161,000	-	-	161,000	-	-	-	-	-	-	5,980,132	3,371,795
Allowance for doubtful accounts	-	(1,591,048)	-	-	(1,591,048)	-	-	-	-	-	-	161,000	228,964
Inventories	-	594,000	-	-	594,000	-	-	-	-	-	-	(1,591,048)	(1,437,804)
Construction in progress	-	-	-	-	-	-	-	-	1,330,152	-	-	594,000	437,195
Land	-	-	-	-	-	-	-	-	1,903,000	-	-	1,330,152	5,211,282
Buildings	-	-	-	-	-	-	-	-	48,289,825	-	-	1,903,000	1,903,000
Equipment	-	-	-	-	-	-	-	-	9,642,562	-	-	48,289,825	42,682,922
Vehicles	-	-	-	-	-	-	-	-	338,896	-	-	9,642,562	8,656,431
Accumulated depreciation	-	-	-	-	-	-	-	-	(28,010,136)	-	-	338,896	202,456
	\$ 2,296,440	\$ 55,929,113	\$ 15,737,669	\$ 1,044,713	\$ 16,782,382	\$ -	\$ 1,867,977	\$ -	\$ 33,921,999	\$ 281,181	\$ (58,986,755)	\$ 52,092,337	\$ 46,842,504
<b>LIABILITIES AND FUND BALANCE</b>													
Accounts payable	\$ 410,185	\$ 671,798	\$ 1,081,983	\$ 5,903	\$ 7,272	\$ 134,765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,224,020	\$ 2,975,515
Loans payable	-	5,599,941	-	-	-	-	-	-	-	-	-	5,599,941	2,494,813
Due to other College funds	3,237,145	27,757,916	15,462,601	-	2,301,470	5,804,796	(140,000)	4,562,827	-	-	(58,986,755)	-	-
Due to depositor	-	-	-	-	-	-	-	-	-	281,181	-	281,181	281,181
Accrued liabilities	-	1,048,210	-	-	-	-	-	-	-	-	-	1,048,210	623,115
DCRS sick leave liability	-	1,205,176	-	-	-	-	-	-	-	-	-	1,205,176	978,663
Unearned revenue	-	2,080,272	-	-	-	-	-	-	-	-	-	2,080,272	1,997,753
Fund balance	(1,350,890)	17,565,800	273,789	1,038,720	(988,961)	(5,939,561)	2,007,977	(4,562,827)	33,921,999	-	-	40,653,537	37,491,464
	\$ 2,296,440	\$ 55,929,113	\$ 15,737,669	\$ 1,044,713	\$ 16,782,382	\$ -	\$ 1,867,977	\$ -	\$ 33,921,999	\$ 281,181	\$ (58,986,755)	\$ 52,092,337	\$ 46,842,504

See Accompanying Independent Auditors' Report.

(With Comparative Balances for the year ended September 30, 2012)

See Accompanying Independent Auditors' Report.



**GUAM COMMUNITY COLLEGE**

**(A COMPONENT UNIT OF  
THE GOVERNMENT OF GUAM)**

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**INDEPENDENT AUDITORS' REPORTS ON  
COMPLIANCE AND ON INTERNAL CONTROL**

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**YEAR ENDED SEPTEMBER 30, 2013**

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

Board of Trustees  
Guam Community College:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Guam Community College (the College) and its discretely presented component unit as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated March 6, 2014.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

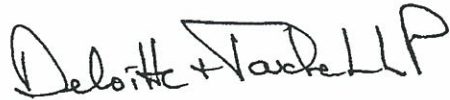
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Deloitte + Stark LLP". The signature is written in a cursive, stylized font.

March 6, 2014



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY OMB CIRCULAR A-133**

Board of Trustees  
Guam Community College:

**Report on Compliance for Each Major Federal Program**

We have audited Guam Community College's (the College's) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the College's major federal programs for the year ended September 30, 2013. The College's major federal programs are identified in the summary of auditors' results section of the accompanying Schedule of Findings and Questioned Costs.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of the College's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the College's compliance.

***Opinion on Each Major Federal Program***

In our opinion, the College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2013.



## Report on Internal Control Over Compliance

Management of the College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the College's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over compliance.

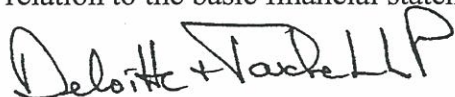
*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

## Report on Schedule of Expenditures of Federal Awards Required by OMB A-133

We have audited the financial statements of Guam Community College and its discretely presented component unit as and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the College's basic financial statements. We issued our report thereon dated March 6, 2014, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



March 6, 2014

**GUAM COMMUNITY COLLEGE**  
**(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Schedule of Expenditures of Federal Awards  
Year Ended September 30, 2013

CFDA #	Federal Grantor/Program Title	Expenditures
10.766	U.S. Department of Agriculture (Direct Loan) Communities Facilities Loans and Grants	\$ 3,440,000 *
	Total U.S. Department of Agriculture	3,440,000
15.875	U.S. Department of the Interior Pass-Through the Governor's Office: Economic, Social, and Political Development of the Territories	613,006
	Total U.S. Department of the Interior	613,006
47.076	U.S. National Science Foundation (Direct Program) Education and Human Resources	31,136
	Total National Science Foundation	31,136
81.117	U.S. Department of Energy Pass-Through the Guam State Energy Energy Efficiency and Renewable Energy Information Dissemination, Outreach, Training and Technical Analysis/Assistance	7,500
81.041	ARRA State Energy Program	98,031
	Total U.S. Department of Energy	105,531
84.007	U.S. Department of Education: Direct Programs: Student Financial Assistance Cluster: Federal Supplemental Educational Opportunity Grants	53,778 *
84.033	Federal Work-Study Program	84,557 *
84.063	Federal Pell Grant Program	4,557,205 *
	Subtotal Student Financial Assistance Cluster	4,695,540
84.002A	Adult Education - Basic Grants to States	473,596
84.031A	Higher Education-Institution Aid	2,994
84.042A	TRIO-Student Support Services	301,462 *
84.048A	Career and Technical Education - Basic Grants to States	769,943
84.378A	College Access Challenge Grant Program	789,923
	Subtotal Direct Programs	7,033,458
84.403	Pass-Through Guam Department of Education: Consolidated Grant to the Outlying Areas	352,893
	Subtotal Pass-through Guam Department of Education	352,893
	Total U.S. Department of Education	7,386,351
93.587	U.S. Department of Health and Human Services: Direct Programs: Promote the Survival and Continuing Vitality of Native American Languages	16,463
	Subtotal Direct Programs	16,463
93.824	Pass-Through Guam Department of Public Health and Social Services: Area Health Education Centers Infrastructure Development Awards	127,795
	Subtotal Pass-Through Guam Department of Public Health and Social Services	127,795
	Total U.S. Department of Health and Human Services	144,258
94.005	Corporation for National and Community Service Pass-Through the University of Guam: Learn and Serve America Higher Education	17,537
	Total Corporation for National and Community Service:	17,537
97.047	U.S. Department of Homeland Security (Direct Programs) Pre-Disaster Mitigation	23,548
	Total U.S. Department of Homeland Security	23,548
	Total Federal Awards	\$ 11,761,367

\* Denotes a major program as defined by OMB Circular A-133.

The Schedule of Expenditures of Federal Awards is prepared on the accrual basis of accounting.

See accompanying notes to Schedule of Expenditures of Federal Awards.



**GUAM COMMUNITY COLLEGE  
(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Notes to Schedule of Expenditures of Federal Awards  
Year Ended September 30, 2013

1. Scope of Audit

Guam Community College (the College) is a component unit of the Government of Guam established by the enactment of Public Law 14-77, "The Community College Act of 1977." Only the transactions of the College are included within the scope of the OMB A-133 audit (the "Single Audit").

Programs Subject to Single Audit

The Schedule of Expenditures of Federal Awards presents each Federal program related to the following agencies:

- U.S. Department of Agriculture
- U.S. Department of the Interior
- U.S. National Science Foundation
- U.S. Department of Energy
- U.S. Department of Education
- U.S. Department of Health and Human Services
- Corporation for National and Community Service
- U.S. Department of Homeland Security

2. Basis of Accounting

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the College and is presented on the accrual basis of accounting, consistent with the manner in which the College maintains its accounting records. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133. All expenses and capital outlays are reported as expenditures.

The College recognizes contributions from the federal government when qualifying expenditures are incurred and expenditures are recognized on the accrual basis of accounting.

3. Reconciliation of Schedule of Expenditures of Federal Awards (SEFA) to Financial Statements

The Schedule of Expenditures of Federal Awards reconciles to the financial statements, as follows:

Capital contributions from U.S. government, as reported	\$ 1,199,934
Federal grants and contracts, as reported	11,747,311
Government of Guam grants and contracts, as reported	352,893
Others, included in long-term debt	3,440,000
Scholarship discounts and allowances, as reported	(4,977,371)
Unidentified variance	( 1,400)
Total expenditures per the SEFA	\$ <u>11,761,367</u>

4. American Recovery and Reinvestment Act of 2009

In February 2009, the Federal Government enacted the American Recovery and Reinvestment Act of 2009 (ARRA). As of September 30, 2013, the College's expenditures and related grant award notifications are as follows:

**GUAM COMMUNITY COLLEGE  
(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Notes to Schedule of Expenditures of Federal Awards, Continued  
Year Ended September 30, 2013

4. American Recovery and Reinvestment Act of 2009, Continued

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>	<u>Grant Amount</u>	<u>FY 2013 Expenditures</u>
81.041	ARRA State Energy Program	\$ <u>1,286,000</u>	\$ <u>98,031</u>
		\$ <u>1,286,000</u>	\$ <u>98,031</u>

**GUAM COMMUNITY COLLEGE  
(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

Schedule of Findings and Questioned Costs  
Year Ended September 30, 2013

**Section I - Summary of Auditors' Results**

*Financial Statements*

- |  |               |
|--|---------------|
| 1. Type of auditors' report issued:                      | Unmodified    |
| Internal control over financial reporting:               |               |
| 2. Material weakness(es) identified?                     | No            |
| 3. Significant deficiency(ies) identified?               | None reported |
| 4. Noncompliance material to financial statements noted? | No            |

*Federal Awards*

- |   |               |
|---|---------------|
| Internal control over major programs:   |               |
| 5. Material weakness(es) identified?  | No            |
| 6. Significant deficiency(ies) identified?  | None reported |
| 7. Type of auditors' report issued on compliance for major programs:  | Unmodified    |
| 8. Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133? | No            |
| 9. Identification of major programs:  |               |

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
10.766	Communities Facilities Loans and Grants
84.007 - 84.063	Student Financial Assistance Cluster
84.042A	TRIO – Student Support Services

- |  |           |
|--|-----------|
| 10. Dollar threshold used to distinguish between Type A and Type B programs: | \$352,841 |
| 11. Auditee qualified as low-risk auditee?                                   | Yes       |

**Section II - Financial Statement Findings**

No matters were reported.

**Section III - Federal Award Findings and Questioned Cost**

No matters were reported.

**GUAM COMMUNITY COLLEGE  
(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)**

**Summary Schedule of Prior Audit Findings  
Year Ended September 30, 2013**

There are no unresolved prior audit findings and questioned costs.

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Friday, April 11, 2014, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.           CALL TO ORDER**

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

**II.          APPROVAL OF MINUTES**

1.       Monthly Meeting of March 14, 2014

**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
  - Building 200 (Renovation), Building 100 and Forensic Lab
2.       Western Interstate Commission for Higher Education (WICHE)

**VII.           NEW BUSINESS**

1.     FY2015 NAF Budget
2.     President's Travel Request (May-June 2014)

**VIII.          EXECUTIVE SESSION**

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

**IX.           ADJOURNMENT**



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of March 14, 2014**

**Minutes**

**I. CALL TO ORDER**

1. The monthly meeting of the GCC Board of Trustees on March 14, 2014, was called to order at 12:05 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. John Benito; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. Steven Alvarez, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member. **Not in attendance:** Mr. Frederick Tupaz. (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. Edwin Limtutao, Controller, Business Office; Attorney Matthew Kane, Legal Counsel; Dr. Juan Flores, Dean, TPS; Dr. Gina Tudela, Dean, TSS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Joann Muna, Human Resources Administrator.

**Recital of Mission Statement.** Board members recited the Mission Statement:

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

**II. APPROVAL OF MINUTES – February 6, 2014.**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE STEVEN ALVAREZ, THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 6, 2014, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

**III. COMMUNICATIONS-** There was none.

**IV. PUBLIC DISCUSSION –** There were no requests made.

**V. REPORTS**

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

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

-FY2014: As of March 10, 2014, the College received approximately \$4.9 Million from the General Fund, \$300,000 received from the LPN/Vocational Guidance fund; \$165,700 received from MDF; \$24,000 received from TAF and approximately \$122,000 from the TAF supplemental; \$90,000 for the Capital Improvement Fund; \$18,510 for the Competitive Wage Act funding for the first two pay periods for a total of \$5.652 Million. This constitutes

approximately 32% of the total appropriation for the College.

Capital Improvement Projects and other activities: President Okada reported the following:

- CIP Project: One project left from FY2013 for the renovation of Building 400, which is on schedule; CIPFY14: RFQ for lights was issued 2/21/14 but extended to 3/14/14 for submission; the parking lot for students in Triangle Park in front of Victoria Mart-awaiting Materials Management to submit requisitions for pavement for 29 slots begins. Tentative start date is April 11, 2014 during spring break; fence surrounding ponding basin is complete; remaining SOWs for CIP FY14 is pending RFQs for bids.
- Ongoing discussions with the DOE Superintendent regarding new Central High School. Several proposals were submitted and are under consideration.
  - College is reviewing the student population with George Washington High School student that will be affected with the redistricting that are participating in programs at the College.
  - Will review what programs will be offered, however, will not offer all ten programs that were currently offered to the students during the start of the semester.
  - At least two programs will be offered and depending on the number of students enrolled.
- \$10,000 donation received from Micronesia Brokers Inc. for culinary student scholarships.
- College Access Challenge Grant fair was held at the Micronesia Mall in late February 2014.
- Met with staff regarding the Competitive Wage Act for PPE 4/5/14. Retroactive pay will be from January 26, 2014 through April 5, 2014. Payday will be for April 11, 2014.
- Working on several new grant applications.
- Currently coordinating event for the APIASF scholarship activities sponsored by the Walmart Foundation.
- Adult Education Day was on campus at the MPA on March 6, 2014 and the "College & Career Readiness Summit" will be on March 18 through March 20.
- Currently working on the National Science Foundation visit and Whitehouse initiative summit scheduled for next month.

## **2. Monthly Activities Report**

**Student Trustee:** Student Trustee Steven Alvarez reported as follows:

- “Students Leading Students” conference was held March 7, 2014 at the Marriott with President Okada present.
- There was a good turnout during Entertainment Night on February 28, 2014. Next one will be on April 2, 2014.
- The Spring Festival is scheduled for April 9, 2014.
- COPSA General Membership meeting is today March 14, 2014.

**Faculty Advisory Member:** None reported.

**Support Staff Advisory Member:** Trustee Kenneth Bautista reported as follows:

- President Okada met with Staff with regards to the Compensation Pay Study, which gave a lot of information and hope this will be in place by April 2014.
- General election for the staff senate officers will be held during the end of March 2014.

**3. Board of Trustees Community Outreach Report.**

- February 2014: Trustees John Benito, Frank Arriola and Richard Sablan attended the ACCT conference in Washington, D.C.
- Trustee Debbie Belanger attended the Adult Education Day at the MPA on March 6, 2014.
- Trustee Frank Arriola attended Bishop Baumgartner golf tournament last week and met with General Paulino from the Guam National Guard who mentioned he was pleased with the GCC program for the Guardsmen.
- CTE project review-attended by Trustee Frank Arriola.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

- Building 200 (Renovation). The President reported that this construction is 30.59% complete and the contractor is in the process of procuring the generator. Scope of work for electronic keys access is due March 31, 2014. Will be finalizing details for the furniture.
- Building 100 and Forensic Lab Extension Loan. As last reported the college is still waiting for USDA funding approval. Once approved, will issue bid notices if received by April 1, 2014.

**VII. NEW BUSINESS.**

- 1. Western Interstate Commission for Higher Education (WICHE).** The Guam Legislature passed Resolution No. 234-32 (COR). The Board agreed to table this for another meeting.

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE BOARD TABLE THE FOLLOWING: GUAM LEGISLATURE RESOLUTION NO. 234-32, "RELATIVE TO SUPPORTING GUAM'S APPLICATION FOR MEMBERSHIP IN THE WESTERN INTERSTATE COMMISSION FOR HIGHER EDUCATION (WICHE)." NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

- 2. FY2013 Audit Report.** The President reported that the audit report for FY2013 was released March 7, 2014 and based on said report, the College has successfully maintained its low risk auditee status for the 13<sup>th</sup> consecutive year.

- 3. Sustainability and Project Coordinator.** A draft copy of the proposed job description for a Sustainability and Project Coordinator with Pay Grade "L" was provided for the Board's review. The President reported this is in line with the College's sustainability efforts in recycling. This is to include identifying and maintaining projects for recycling initiatives on campus.

Ms. Joann Muna explained that this position was benchmarked with other college sustainability plans and will be an administrative position. This position will increase visibility and sustainability activities on campus, plus the person hired will coordinate the student, curriculum and facilities efforts in sustainability. After several discussions, the following motion was made:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE STEVEN ALVAREZ, THAT THE BOARD APPROVE THE PROPOSED JOB DESCRIPTION FOR A SUSTAINABILITY AND PROJECT COORDINATOR WITH PROPOSED PAY GRADE “L”, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

At approximately 12:37 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 1:14 p.m., the meeting reconvened to open session.

A motion was made to accept the President’s report, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE GINA RAMOS THAT THE BOARD APPROVE THE PRESIDENT’S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

A motion was made to replace the President’s goals to be in line with the updated Institutional Strategic Master Plan (ISMP) 2014-2020 goals.

**MOTION**

**IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ, SECONDED BY TRUSTEE FRANK ARRIOLA THAT THE BOARD APPROVE THE PRESIDENT’S AMENDED GOALS TO REFLECT THE UPDATED INSTITUTIONAL STRATEGIC MASTER PLAN (ISMP) 2014-2020 GOALS, AS FOLLOWS: GOAL 1: RETENTION AND COMPLETION; GOAL 2: CONDUCIVE LEARNING ENVIRONMENT; GOAL 3: IMPROVEMENT AND ACCOUNTABILITY; AND GOAL 4: VISIBILITY AND ENGAGEMENT. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

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

- Thanking the Micronesian Brokers Inc. (MBI) for its recent scholarship donation to the College.
- Congratulations to President Mary Okada on her upcoming CASE presentation, "Conference for Community College Advancement," September 2014 in Sacramento, California.
- Congratulations to GCC for receiving a clean audit making it the 13<sup>th</sup> consecutive year of low risk status.

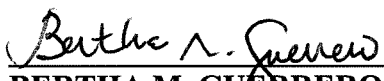
**IX. ADJOURNMENT**

**MOTION**


**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE JOHN BENITO THAT THE MEETING OF MARCH 14, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

There being no further discussions, the meeting of March 14, 2014, adjourned at approximately 1:15 p.m.

**SUBMITTED BY:**

 APR 11 2014  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

 APR 11 2014  
**DEBORAH C. BELANGER**  
Chairperson

***I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN***  
**2013 (FIRST) Regular Session**

**Resolution No. 234-32 (COR)**

As substituted and amended on the Floor.

Introduced by:

Brant T. McCreadie  
Aline A. Yamashita, Ph.D.  
Michael F. Q. San Nicolas  
Tommy Morrison  
Judith T. Won Pat, Ed.D.  
T. R. Muña Barnes  
Chris M. Dueñas  
R.J. Respicio  
T. C. Ada  
V. Anthony Ada  
Frank B. Aguon, Jr.  
B. J.F. Cruz  
Michael T. Limtiaco  
Vicente (ben) C. Pangelinan  
Dennis G. Rodriguez, Jr.

**Relative to supporting Guam's application for membership  
in the Western Interstate Commission for Higher Education  
(WICHE).**

1        **BE IT RESOLVED BY *I MINA'TRENTAI DOS NA LIHESLATURAN***  
2 ***GUÅHAN*:**  
3        **WHEREAS, the Western Interstate Commission for Higher Education**  
4 **(WICHE) is a regional non-profit organization created by the Western Regional**  
5 **Education Compact, adopted in the 1950s by western states to facilitate resource**  
6 **sharing among the higher education systems of the west; and**



1       **WHEREAS**, WICHE operations commenced in 1953, and is governed by  
2 three Commissioners appointed by the governors from each state; and

3       **WHEREAS**, under the terms of the Compact, each state commits to support  
4 WICHE's basic operations through annual dues established by the full  
5 Commission; and

6       **WHEREAS**, WICHE and its member states work to improve access to  
7 higher education and ensure student success through its various programs, regional  
8 initiatives, and through research and policy work; and

9       **WHEREAS**, becoming a member of WICHE will greatly benefit Guam's  
10 undergraduate students by allowing them access to the Western Undergraduate  
11 Exchange (WUE) program, the largest regional tuition-reciprocity agreement in the  
12 nation, which provides a reduced tuition, at no more than 150% of the resident  
13 tuition rate, at more than 150 participating two and four year public institutions,  
14 instead of paying substantially more for non-resident tuition, which is at least  
15 double or more the resident tuition rate; and

16       **WHEREAS**, becoming a member of WICHE will provide the opportunity  
17 for Guam's graduate students to enroll in approximately 250 participating graduate  
18 programs and pay the resident tuition rate; and

19       **WHEREAS**, Guam students can additionally benefit from WICHE's  
20 Professional Student Exchange Program (PSEP) and Internet Course Exchange  
21 (ICE) program; and

22       **WHEREAS**, although Guam's institutions of higher learning have made  
23 great strides and improvements over the last several years, Guam's geographic  
24 location and smaller population limit access to higher education for our students;  
25 and

1       **WHEREAS**, Guam can additionally benefit from WICHE's various  
2 resources in workforce and policy development, technology, health, and other  
3 areas; and

4       **WHEREAS**, WICHE has already included Guam, the Commonwealth of  
5 the Northern Mariana Islands, American Samoa, Palau, the Federated States of  
6 Micronesia and the Marshall Islands as the collective sixteenth member of the  
7 Western Interstate Commission for Higher Education, and it is now contingent on  
8 Guam to decide to actively participate in WICHE; and

9       **WHEREAS**, *I Mina'Trentai Dos na Liheslaturan Guåhan* supports and  
10 encourages Guam's efforts to join the CNMI as the second territory to actively  
11 participate in WICHE to offer programs that are not currently offered at the  
12 University of Guam or the Guam Community College; now, therefore be it

13       **RESOLVED**, that with the concurrence and support of the University of  
14 Guam Board of Regents and the Guam Community College Board of Trustees, a  
15 resolution from UOG and GCC for Guam's participation in WICHE *shall* be  
16 transmitted to *I Liheslaturan Guåhan* for its consideration, within 30 days of  
17 adoption; and be it further

18       **RESOLVED**, that *I Mina'Trentai Dos Na Liheslaturan Guåhan* does  
19 hereby, on behalf of the people of Guam, support the government of Guam's  
20 efforts to become active members of the Western Interstate Commission for Higher  
21 Education (WICHE), and further urges the government of Guam to work with  
22 WICHE to cement Guam's status as a WICHE member; and be it further

23       **RESOLVED**, that the Speaker certify, and the Legislative Secretary attest  
24 to, the adoption hereof, and that copies of the same be thereafter transmitted to Dr.  
25 Robert Underwood, President of the University of Guam; to Dr. Mary Okada,

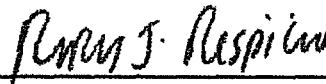
1 President of the Guam Community College; to Mr. Jon Fernandez, Superintendent  
2 of the Guam Department of Education; to the Honorable Madeleine Z. Bordallo,  
3 Guam Delegate to the 112<sup>th</sup> U.S. Congress; and to the Honorable Edward J.B.  
4 Calvo, *I Maga'lahaen Guåhan*.

**DULY AND REGULARLY ADOPTED BY *I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN* ON THE 1<sup>ST</sup> DAY OF FEBRUARY 2014.**



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**JUDITH T. WON PAT, Ed.D.**  
Speaker



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**Rory J. Respicio**  
Acting Legislative Secretary

# LEGISLATIVE SESSION

## I MINA'TRENTAI DOS NA LIHESLATURAN

### 2014 (SECOND) Regular Session

### Voting Sheet

Resolution No. 234-32 (COR)

As substituted and amended on the Floor.

Speaker Antonio R. Unipingco Legislative Session Hall

February 1, 2014

NAME	Yea	Nay	Not Voting/ Abstained	Out During Roll Call	Absent
Senator Thomas "Tom" C. ADA	✓				
Senator V. Anthony "Tony" ADA	✓				
Senator Frank Blas AGUON Jr.	✓				
Vice-Speaker Benjamin J.F. CRUZ	✓				
Senator Christopher M. DUENAS	✓				
Senator Michael LIMTIACO	✓				
Senator Brant McCREADIE	✓				
Senator Thomas "Tommy" MORRISON	✓				
Senator Tina Rose MUÑA BARNES	✓				
Senator Vicente (ben) Cabrera PANGELINAN	✓				
Senator Rory J. RESPICIO	✓				
Senator Dennis G. RODRIGUEZ, Jr.	✓				
Senator Michael F. Q.SAN NICOLAS	✓				
Speaker Judith T. WON PAT, Ed.D.	✓				
Senator Aline A. YAMASHITA, Ph.D.	✓				

TOTAL

15

Yea

Nay

Not Voting/  
Abstained

Out During  
Roll Call

Absent

CERTIFIED TRUE AND CORRECT:

Clerk of the Legislature

I = Pass

**Guam Community College**  
2015 BUDGET REQUEST - NAF

PRIOR YEARS			
	ACTUAL as of 09/30/13	2014 BUDGET REQUEST	FY 2015 PROJECTION
<b>PROJECTED REVENUES</b>			
<b>Educational and General Operations Revenue</b>			
Tuition Net of Capital Improvement	7,311,137	2,879,000	2,889,000
a Capital Improvement Fees (Resolution 4-99)		732,000	734,000
s Technology Fee for Upgrades (Resolution 11-2000)		183,000	195,000
s Technology Fee for Current Operations (Resolution 11-2000)		183,000	195,000
Student Activity Fee		75,000	80,000
Perm. Faculty Positions (Resolution 5-2006)		1,951,668	1,958,472
Perm. Staff/Admin Positions (Resolution 5-2006)		780,667	783,389
Other Fees Net of Tech and Stud Act Fees		371,000	322,000
Lab Fees			229,000
<b>Total General Operations Subsidy</b>	<b>7,311,137</b>	<b>7,155,335</b>	<b>7,385,861</b>
<b>Auxiliaries Revenue</b>			
Bookstore Sales	1,157,238	1,100,000	1,206,250
Food Services	24,967	12,000	31,200
<b>Total Auxiliaries</b>	<b>1,182,225</b>	<b>1,112,000</b>	<b>1,237,450</b>
<b>Other Sources Revenue</b>			
Administrative Recoveries	89,783	50,000	90,000
Interest/Miscellaneous Income	53,436	20,000	55,000
Other (Citi Foundation, NSTI and PREL Grant)	58,075	30,000	
<b>Total Other Sources</b>	<b>201,294</b>	<b>100,000</b>	<b>145,000</b>
<b>TOTAL PROJECTED REVENUE</b>	<b>8,694,656</b>	<b>8,367,335</b>	<b>8,768,311</b>
<b>PROJECTED EXPENDITURES</b>			
<b>Educational and General Expenditures</b>			
GovGuam Supplement - Other	2,206,137	1,475,130	1,475,130
GovGuam Supplement - Adjunct/Substitutes	1,246,295	1,200,000	1,200,000
GovGuam Supplement - PT Salaries			
a Perm. Faculty Positions (Resolution 5-2006)	555,490	1,951,668	1,958,472
a Perm. Staff/Admin Positions (Resolution 5-2006)	381,685	780,667	783,389
s Technology Fee for Current Operations	166,754	183,000	195,000
s Technology Fee for Upgrades (Resolution 11-2000)	166,754	183,000	195,000
<b>Total E &amp; G Expenditures</b>	<b>4,723,115</b>	<b>5,773,465</b>	<b>5,806,991</b>
<b>Other Educational and General Expenditures</b>			
Promotion and Development	166,424	200,000	200,000
Professional Development - Faculty	70,543	75,000	75,000
Professional Development - Staff	33,553	50,000	50,000
a Student Activity Fee - Dean Accts	59,230	15,000	18,000
Pacific Island Student Transition	4,930	6,475	6,475
Graduation	9,994	12,000	12,000
Bank Fee Expenditures	53,455	55,000	55,000
Board of Trustees Travel	15,687	25,000	25,000
Faculty Senate	4,773	5,000	5,000
WP Secretary II (Salaries & Benefits)	28,000	30,000	35,970
USDA Loan Repayment	133,426	116,376	269,373
USDA Loan Payoff (Water Tank Loan)	260,854		
Cosmetology	21,072	23,376	10,782
Early Childhood Education	9,110	20,078	29,556
Computer Science	10,307	15,190	14,525
Electronics	7,626	10,901	12,597
Office Technology	14,151	17,096	16,804
Automotive		15,663	23,772
Allied Health	13,537	24,235	30,026
Visual Communications	14,042	13,879	16,733
English	16,117	18,981	17,442
Criminal Justice		4,161	
Science			19,380
Culinary	18,972	45,030	37,240
Open Campus Day		10,000	
Citi Foundation Grant	16,993	30,000	
NSTI Grant	7,680		
PREL Grant	46,360		
Takecare Grant	52,864		
<b>Total Other E &amp; G Expenditures</b>	<b>1,089,700</b>	<b>838,441</b>	<b>978,675</b>
<b>Total E &amp; G Expenditures</b>	<b>5,812,815</b>	<b>6,611,906</b>	<b>6,785,666</b>
<b>Auxiliaries Expenditures</b>			
Bookstore	751,931	880,000	959,044
<b>Total Auxiliaries</b>	<b>751,931</b>	<b>880,000</b>	<b>959,044</b>
<b>TOTAL CURRENT EXPENDITURES</b>	<b>6,564,746</b>	<b>7,491,906</b>	<b>7,744,710</b>
<b>TRANSFER</b>			
Transfer from Foundation - Pacific Island Endowment	-6,475	-6,475	-6,475
Transfer from Foundation - Other			
Transfer to Foundation			
Transfer to Capital Improvement Fees	618,000	732,000	734,000
Transfer to Student Activity Fees	56,000	60,000	64,000
<b>Total Transfer</b>	<b>667,525</b>	<b>785,525</b>	<b>781,525</b>
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>7,232,271</b>	<b>8,277,431</b>	<b>8,536,235</b>
<b>INCREASE (USE) OF RESERVE</b>	<b>1,462,385</b>	<b>89,904</b>	<b>232,076</b>

Notes: 1) The FY2014 Original Budget Amount reflects the initial budget request.  
2) The FY2013 Actual Amount is based on the Banner Expense and Revenue reports as of 09/30/13.  
3) Tuition & Fees projection is based on SP14, SU13, & FA13 enrollment figures. No increase budgeted.  
4) Not Separately budgeted  
5) Of the \$73.00 Technology fee, \$38.50 is reserved for the Upgrades and \$38.50 is for Computer Operations.  
6) Student Activity Fee - Dean's Acct is based on 20% of Student Activity Fee projected  
7) The transfer for Capital Improvement Fees is included in the revenue for Tuition and Fees  
8) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 80% and 20%, respectively

**Approved by GCC Board of Trustees April 11, 2014**

**Guam Community College**  
**2015 BUDGET REQUEST - NAF SPECIAL PROJECTS**

				<b>PRIOR YEARS</b>		
				ACTUAL as of 09/30/13	2014 BUDGET REQUEST	F-Y 2015 PROJECTION
<b>PROJECTED REVENUES</b>						
<b>Special Projects</b>						
<b>CONTINUING EDUCATION (CE)</b>						
Specialized Certification (Certified Manager's)				24,198	48,360	304,200
Health Certificate				71,670	75,000	113,000
SHRM Learning System				5,200		
Industry Certification				2,053	224,440	493,632
* Other Projects				170,937	260,910	
GCC Room Rental				5,950	12,000	10,000
* Gov't Guam/Private Industries Training Requests				14,704		1,107,300
* Prometric/Pan/Ed2go Online Courses/HOST TESTING				12,475	388,805	144,825
WorkKeys Assessment/NCRC						162,500
Computer Courses					194,935	
<b>Total Continuing Education</b>				<b>307,187</b>	<b>1,204,450</b>	<b>2,335,457</b>
<b>TRADES &amp; PROFESSIONAL SERVICES (TPS)</b>						
Teacher's Recertification				2,400	24,000	24,000
Immunizations				30,193		
Public Health - Education				599,208	577,500	577,500
Allied Health Special Projects				2,050		
Tour Guide				7,875		11,250
Hospitality Institute					11,250	141,040
Criminal Justice Academy				182,326	30,360	94,590
GED				20,510	95,000	50,000
Adult Basic Education				40		
Culinary Arts				1,495		
* Other Projects				118,597		
<b>Total Trades &amp; Professional Services</b>				<b>964,694</b>	<b>738,110</b>	<b>898,380</b>
<b>TECHNOLOGY &amp; STUDENT SERVICES (TSS)</b>						
Fiber Optics				5,700	38,000	38,000
Networking Courses (CCNA)				8,800	64,000	64,000
Principles of Voice & Data				17,750	30,000	30,000
Other Projects				50,457		
<b>Total Technology &amp; Student Services</b>				<b>82,707</b>	<b>132,000</b>	<b>132,000</b>
<b>TOTAL REVENUE</b>				<b>1,354,588</b>	<b>2,074,560</b>	<b>3,365,837</b>

				ACTUAL as of 09/30/13	2014 BUDGET REQUEST	F-Y 2015 PROJECTION
<b>PROJECTED EXPENDITURES</b>						
<b>Special Projects</b>						
<b>CONTINUING EDUCATION (CE)</b>						
Specialized Certification (Certified Manager's)				6,875		235,193
Health Certificate				51,985	59,534	81,021
SHRM Learning System				8,099		
Industry Certification						493,612
* Other Projects				133,988	365,832	
Gov't Guam/Private Industries Training Requests				48,732		980,929
Prometric/Pan/Ed2go Online Courses/HOST TESTING				2,241		57,930
WorkKeys Assessment/NCRC						141,173
<b>Total Continuing Education</b>				<b>251,921</b>	<b>425,366</b>	<b>1,999,858</b>
<b>TRADES &amp; PROFESSIONAL SERVICES (TPS)</b>						
Teacher's Recertification				3,415	24,000	24,000
Immunizations				35,361		
Public Health - Education				688,904	577,500	577,500
Allied Health Special Projects				2,031		
Tour Guide				9,558	7,898	9,102
Hospitality Institute					25,912	141,028
Criminal Justice Academy				68,817	78,659	70,578
GED				16,220		38,514
Culinary Arts				56,641		
* Other Projects				142,109		
<b>Total Trades &amp; Professional Services</b>				<b>1,022,856</b>	<b>713,969</b>	<b>858,721</b>
<b>TECHNOLOGY &amp; STUDENT SERVICES (TSS)</b>						
Fiber Optics				18,318	31,164	32,309
Networking Courses (CCNA)				47,628	62,199	63,343
Principles of Voice & Data				27,701	24,707	24,252
Other Special Projects				45		
<b>Total Technology &amp; Student Services</b>				<b>83,692</b>	<b>118,070</b>	<b>119,904</b>
<b>TOTAL EXPENDITURES</b>				<b>1,368,468</b>	<b>1,257,405</b>	<b>2,978,483</b>
<b>NET PROFIT/(LOSS)</b>				<b>-13,880</b>	<b>817,155</b>	<b>387,354</b>

Notes:

\* Other Projects budget is projected for projects not anticipated.

**Approved by GCC Board of Trustees April 11, 2014**



**PRESIDENT'S TRAVEL SCHEDULE**  
**May-June 2014**

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
White House Initiative on Asian Americans and Pacific Islanders events	May 5-9, 2014	Washington, DC	White House Initiative on Asian Americans and Pacific Islanders (WHIAPPI)
2014 Higher Education Summit	June 14-18, 2014	Washington, DC	Asian Pacific Islander American Scholarship Fund (APIASF)

*Funding Source:*  
*\*100% Promo Fund*

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Wednesday, May 14, 2014, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.                   CALL TO ORDER**

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

**II.                  APPROVAL OF MINUTES**

1. Monthly Meeting of April 11, 2014

**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
  - Building 200 (Renovation), Building 100 and Forensic Lab
2. Western Interstate Commission for Higher Education (WICHE)

**VII.           NEW BUSINESS**

1.     Social Media Policy (*1<sup>st</sup> Reading*)
2.     Tuition Waiver Requests  
       (Staff/Administrator Tuition and Student Tuition)
3.     President's Travel Request (July 2014)

**VIII.          EXECUTIVE SESSION**

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

**IX.            ADJOURNMENT**

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

**OATH OF OFFICE**

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

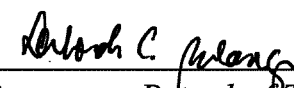
**MEMBER, BOARD OF TRUSTEES**  
**Guam Community College**

*Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,  
Executed at Mangilao-Guam Community College on May 14, 2014.*

  
\_\_\_\_\_  
Member (Signature)

MAY 14 2014

*The Oath of Office was administered by the Chairperson, Board of Trustees.*

  
\_\_\_\_\_  
Chairperson, Board of Trustees (Signature)

MAY 14 2014

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

**OATH OF OFFICE**

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

**MEMBER, BOARD OF TRUSTEES**  
**Guam Community College**

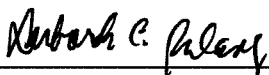
*Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,  
Executed at Mangilao-Guam Community College on May 14, 2014.*



MAY 14 2014

*Member (Signature)*

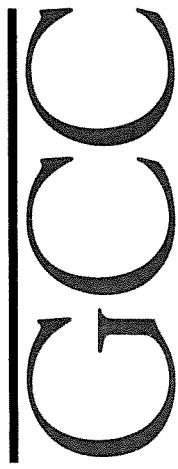
*The Oath of Office was administered by the Chairperson, Board of Trustees.*



MAY 14 2014

*Chairperson, Board of Trustees (Signature)*

# *Certificate of Election*



GUAM COMMUNITY COLLEGE

Kulehon Kurnunidat Guahan

Accredited by the  
Western Association of  
Schools and Colleges

*Awarded to:*

**ELMARIE ANDERSON**

*Duly elected by the students of GCC and certified by the election committee, the above  
named individual is sworn in this 14th day of May 2014 as the student member of the  
Board of Trustees, to serve until April 2015.*

*Richard C. Palang*

Chairperson

Board of Trustees



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of April 11, 2014**

**Minutes**

**I. CALL TO ORDER**

1. The monthly meeting of the GCC Board of Trustees on April 11, 2014, was called to order at 12:05 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. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. Steven Alvarez, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member.  
**Not in attendance:** Mr. John Benito (schedule conflict); Attorney Matthew Kane, Legal Counsel (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; Dr. Juan Flores, Dean, TPS; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Doris Perez, Assistant Director, Planning & Development.

**Recital of Mission Statement.** Board members recited the Mission Statement:

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

**II. APPROVAL OF MINUTES – March 14, 2014.**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE MEETING MINUTES OF MARCH 14, 2014, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS - There was none.**

**IV. PUBLIC DISCUSSION – There were no requests.**

**V. REPORTS**

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

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

**FY2014:** As of April 7, 2014, the College received approximately \$6,001,865.68 from the

***BOT - Meeting of April 11, 2014***  
***Page 2 of 6***

General Fund, \$359,000 received from the LPN/Vocational Guidance fund; \$331,000 received from MDF; \$24,154 received from TAF and approximately \$200,200 from the TAF supplemental; \$90,000 for the Capital Improvement Fund; \$37,000 for the Competitive Wage Act funding. This is a total of \$7,043,068 from the General Fund. This constitutes approximately 72% of the total appropriation for the College. Based on the allotment schedule for all funds received to date is approximately 69%.

Capital Improvement Projects and other activities: President Okada reported the following:

- CIP Project: CIP FY14 Safety and Security project: LED flood lamps for Buildings 3000, 4000 and 5000 is a work in progress; SOW is pending for the mass notification system that includes indicators and sirens for emergencies on campus; vendor JJ Global is finishing up work for the perimeter fencing around the firing range; bathroom renovations next to Building 400 is still a work in progress; directional signs for students and visitors showing their location on campus. Several other projects have been awarded, some pending SOWs for bid as well as those ongoing.

- A team has been identified to work with GPA with the renewable energy project. Currently reviewing the plans for estimation of energy costs savings on campus for additional installation of photovoltaic.

- LEED Certification plaque for the Foundation Building has been received. An official unveiling is scheduled April 2014.

- Dr. Ray Somera is currently working on an additional articulation program with the Dusit Thani College. It will be a 2+2 program with Hospitality and other related programs.

- The COPSA officers have developed a process in obtaining information of students' concerns during their meetings. This information is then passed on to the Center for Student Involvement in which Ms. Barbara Leon Guerrero provides to the respective administrator/department for feedback to students. The President is also given the opportunity to review these concerns rather than wait for the "Meet the President" to be addressed. Several concerns deal with projects that are already ongoing. This process initiated by COPSA is now part of their regular meetings.

- A Math Kangaroo/carnival was recently held on campus during March 2014. This was a success. Over 220 students attended. Math Kangaroo is a nationally recognized competition for elementary and middle school students.

- Culinary Arts students have been hosting Thursday buffet luncheons providing students with hands on in buffet and catering and at the same time fundraising for their activities.

- On April 4, 2014, the College hosted a Guam Regional Summit in conjunction with the White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI) and PAYUTA. This was a success, which also received favorable comments. Representatives from several federal agencies attended.

## **2. Monthly Activities Report**

Student Trustee: Student Trustee Steven Alvarez reported as follows:

- April 2, 2014: Entertainment Night went well, also attended by Dr. Ray Somera.

- April 9, 2014: Spring Festival, including student elections was held. There was a good turnout

***BOT - Meeting of April 11, 2014***

***Page 3 of 6***

and Student Trustee ran unopposed.

-Other than the graduation luncheon, no other events were scheduled for the remainder of the semester.

-Today's meeting is the last official meeting for Steven Alvarez as a board member. He thanked the Board for this opportunity and said he enjoyed his term.

**Faculty Advisory Member:** Trustee Frederick Tupaz reported as follows:

-Spring break begins next week.

-There are ongoing activities including the Culinary Arts fundraising luncheon buffet.

-A Customer Service conference will be held the end of this month.

-The Gubernatorial Forum is done, Senatorial Forum is next.

-Faculty is preparing for graduation May 16, 2014.

**Support Staff Advisory Member:** Trustee Kenneth Bautista reported as follows:

-General election held March 2014 for 2014-2016 Staff Senate Executive Council effective June 1, 2014: Elizabeth Duenas, President; Antonia Chamberlain, Vice President; Latisha Leon Guerrero, Secretary/Treasurer; Representatives at Large: Ana Mari Atoigue, Kenneth Bautista, Bertha Guerrero; Vivian Guerrero; Donnie Lizama, Tara Pascua; Apolline San Nicolas, Personnel Specialist III, HR Advisory Member; and Barbara Blas, GCC Senate Word Processing Secretary II. Hoping to work with all stakeholders to better or improve the students' learning environment for a better outcome. Worked with AIER Director for a new mission statement for the Staff Senate, which is done.

-Staff received Personnel Actions per the Compensation Wage Act and which will show up on pay period ending April 11, 2014. A Q&A meeting was held today April 11, 2014 giving staff opportunity to find out the how they were given their new pay scale.

-Thanked Apolline San Nicolas from HR for her Q&A presentation regarding the Compensation Pay Study.

-Thanked the Board and management, including HR and all who assisted in moving forward with the Compensation Pay Study.

-Commended the Culinary Arts students for all their talented presentations, which makes GCC proud.

**3. Board of Trustees Community Outreach Report.**

-March 18, 2014: Trustees John Benito, Frank Arriola and Richard Sablan met with Governor Calvo in a meeting with President Okada at Adelup.

-President Okada informed the Board of the Governor's project with identification of additional property for GCC and working in partnership with his homeless program. The Governor was also provided with a copy of the latest GCC Factbook (Annual Report). The latest Governor's "Proa" newsletter highlighted the TANF students. Trustee Frank Arriola also reported discussions concerning agriculture and Trustee Sablan reported that the Governor would like to further discuss the WICHE program.

-Ship Repair Facility launching of apprenticeship program attended by Trustees Arriola and Sablan.

-Trustee Debbie Belanger attended the "Stop the Violence" proclamation signing and resolution presentations on April 1, 2014 at the MPA; meeting with the Northern Marianas College and its board with the GCC BOT, GCC Foundation Board of Governors, and the University of Guam Board of Regents on April 3, 2014 at the LRC; and the White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI) 2014 Guam Community Tour and Regional Conference on April 3-4, 2014.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates.**

-Building 200 (Renovation). The President reported that this construction is 39.68% complete as of April 3, 2014. A site visit is being conducted for the first floor by the facilities team.

-Building 100 and Forensic Lab Extension Loan. The College hired the CPA firm of Burger & Comer to produce the financial feasibility report required by USDA. This report is being done on the Foundation, to ensure the Foundation is able to support this project. USDA local authorized funding will be used for this project.

**2. Western Interstate Commission for Higher Education (WICHE).** The Guam Legislature passed Resolution No. 234-32 (COR) and as previously discussed, this was tabled. As an update, the President reported that she and BOT members met with the Governor and is interested in discussions regarding partnering with the Northern Marianas College concerning this program. The President will report the outcome of further discussions with the Governor on this matter.

## **VII. NEW BUSINESS.**

**1. FY2015 NAF Budget.** The Board was presented with the FY2015 NAF Budget for approval. President Okada provided a summary and after review and discussions of the proposed budget, the Board then made the following motion:

### **MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS THAT THE BOARD APPROVES THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2015 NAF BUDGET REQUEST, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**2. President's Travel Request (May-June 2014).** There are two travel requests:  
-White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI) events,

***BOT - Meeting of April 11, 2014***  
***Page 5 of 6***

May 5-9, 2014 in Washington, D.C., sponsored by WHIAAPI.  
-2014 Higher Education Summit, June 14-18, 2014, sponsored by the Asian Pacific  
Islander American Scholarship Fund (APIASF) in Washington, D.C.

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR MAY-JUNE 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

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

**VIII. EXECUTIVE SESSION**

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

At 1:15 p.m., the meeting reconvened to open session.

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

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE STEVEN ALVAREZ THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

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

- Thanking Steven Alvarez for his support as a BOT member and for representing the students in his capacity as a Student Trustee, congratulating him also for graduating this academic year.
- Kudos to GCC for hosting the Math Kangaroo on March 21, 2014.
- Kudos to the GCC Culinary Arts for the luncheon buffet set up during the White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI) 2014 Regional Summit April 4, 2014, at the MPA.
- Kudos to the College for hosting the anti-violence conference and the Northern Marianas College meeting with the GCC BOT/FBOG, and UOG Board of Regents on April 3, 2014.

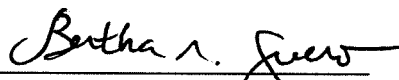
**IX. ADJOURNMENT**

**MOTION**

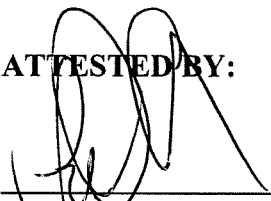
**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE FRANK ARRIOLA THAT THE MEETING OF MARCH 14, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of April 11, 2014, adjourned at approximately 1:17 p.m.


**SUBMITTED BY:**

  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

  
**DEBORAH C. BELANGER**  
Chairperson

MAY 14 2014 MAY 14 2014



***I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN***  
**2013 (FIRST) Regular Session**

**Resolution No. 234-32 (COR)**

As substituted and amended on the Floor.

Introduced by:

Brant T. McCreddie  
Aline A. Yamashita, Ph.D.  
Michael F. Q. San Nicolas  
Tommy Morrison  
Judith T. Won Pat, Ed.D.  
T. R. Muña Barnes  
Chris M. Dueñas  
R.J. Respicio  
T. C. Ada  
V. Anthony Ada  
Frank B. Aguon, Jr.  
B. J.F. Cruz  
Michael T. Limtiaco  
Vicente (ben) C. Pangelinan  
Dennis G. Rodriguez, Jr.

**Relative to supporting Guam's application for membership  
in the Western Interstate Commission for Higher Education  
(WICHE).**

**BE IT RESOLVED BY *I MINA'TRENTAI DOS NA LIHESLATURAN***  
***GUÅHAN*:**

**WHEREAS**, the Western Interstate Commission for Higher Education  
(WICHE) is a regional non-profit organization created by the Western Regional  
Education Compact, adopted in the 1950s by western states to facilitate resource  
sharing among the higher education systems of the west; and

1       **WHEREAS**, WICHE operations commenced in 1953, and is governed by  
2 three Commissioners appointed by the governors from each state; and

3       **WHEREAS**, under the terms of the Compact, each state commits to support  
4 WICHE's basic operations through annual dues established by the full  
5 Commission; and

6       **WHEREAS**, WICHE and its member states work to improve access to  
7 higher education and ensure student success through its various programs, regional  
8 initiatives, and through research and policy work; and

9       **WHEREAS**, becoming a member of WICHE will greatly benefit Guam's  
10 undergraduate students by allowing them access to the Western Undergraduate  
11 Exchange (WUE) program, the largest regional tuition-reciprocity agreement in the  
12 nation, which provides a reduced tuition, at no more than 150% of the resident  
13 tuition rate, at more than 150 participating two and four year public institutions,  
14 instead of paying substantially more for non-resident tuition, which is at least  
15 double or more the resident tuition rate; and

16       **WHEREAS**, becoming a member of WICHE will provide the opportunity  
17 for Guam's graduate students to enroll in approximately 250 participating graduate  
18 programs and pay the resident tuition rate; and

19       **WHEREAS**, Guam students can additionally benefit from WICHE's  
20 Professional Student Exchange Program (PSEP) and Internet Course Exchange  
21 (ICE) program; and

22       **WHEREAS**, although Guam's institutions of higher learning have made  
23 great strides and improvements over the last several years, Guam's geographic  
24 location and smaller population limit access to higher education for our students;  
25 and

1       **WHEREAS**, Guam can additionally benefit from WICHE's various  
2 resources in workforce and policy development, technology, health, and other  
3 areas; and

4       **WHEREAS**, WICHE has already included Guam, the Commonwealth of  
5 the Northern Mariana Islands, American Samoa, Palau, the Federated States of  
6 Micronesia and the Marshall Islands as the collective sixteenth member of the  
7 Western Interstate Commission for Higher Education, and it is now contingent on  
8 Guam to decide to actively participate in WICHE; and

9       **WHEREAS**, *I Mina'Trentai Dos na Liheslaturan Guåhan* supports and  
10 encourages Guam's efforts to join the CNMI as the second territory to actively  
11 participate in WICHE to offer programs that are not currently offered at the  
12 University of Guam or the Guam Community College; now, therefore be it

13       **RESOLVED**, that with the concurrence and support of the University of  
14 Guam Board of Regents and the Guam Community College Board of Trustees, a  
15 resolution from UOG and GCC for Guam's participation in WICHE *shall* be  
16 transmitted to *I Liheslaturan Guåhan* for its consideration, within 30 days of  
17 adoption; and be it further

18       **RESOLVED**, that *I Mina'Trentai Dos Na Liheslaturan Guåhan* does  
19 hereby, on behalf of the people of Guam, support the government of Guam's  
20 efforts to become active members of the Western Interstate Commission for Higher  
21 Education (WICHE), and further urges the government of Guam to work with  
22 WICHE to cement Guam's status as a WICHE member; and be it further

23       **RESOLVED**, that the Speaker certify, and the Legislative Secretary attest  
24 to, the adoption hereof, and that copies of the same be thereafter transmitted to Dr.  
25 Robert Underwood, President of the University of Guam; to Dr. Mary Okada,

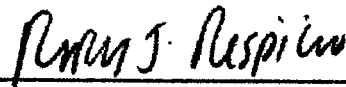
1 President of the Guam Community College; to Mr. Jon Fernandez, Superintendent  
2 of the Guam Department of Education; to the Honorable Madeleine Z. Bordallo,  
3 Guam Delegate to the 112<sup>th</sup> U.S. Congress; and to the Honorable Edward J.B.  
4 Calvo, *I Maga'lahaen Guåhan*.

**DULY AND REGULARLY ADOPTED BY *I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN* ON THE 1<sup>ST</sup> DAY OF FEBRUARY 2014.**



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**JUDITH T. WON PAT, Ed.D.**  
Speaker



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**Rory J. Respicio**  
Acting Legislative Secretary

# LEGISLATIVE SESSION

## I MINA'TRENTAI DOS NA LIHESLATURAN

### 2014 (SECOND) Regular Session

### Voting Sheet

Resolution No. 234-32 (COR)

As substituted and amended on the Floor.

Speaker Antonio R. Unipingo Legislative Session Hall

February 1, 2014

NAME	Yea	Nay	Not Voting/ Abstained	Out During Roll Call	Absent
Senator Thomas "Tom" C. ADA	✓				
Senator V. Anthony "Tony" ADA	✓				
Senator Frank Blas AGUON Jr.	✓				
Vice-Speaker Benjamin J.F. CRUZ	✓				
Senator Christopher M. DUENAS	✓				
Senator Michael LIMTIACO	✓				
Senator Brant McCREADIE	✓				
Senator Thomas "Tommy" MORRISON	✓				
Senator Tina Rose MUÑA BARNES	✓				
Senator Vicente (ben) Cabrera PANGELINAN	✓				
Senator Rory J. RESPICIO	✓				
Senator Dennis G. RODRIGUEZ, Jr.	✓				
Senator Michael F. Q.SAN NICOLAS	✓				
Speaker Judith T. WON PAT, Ed.D.	✓				
Senator Aline A. YAMASHITA, Ph.D.	✓				

TOTAL

15

Yea

Nay

Not Voting/  
Abstained

Out During  
Roll Call

Absent

CERTIFIED TRUE AND CORRECT:

Clerk of the Legislature

1 = Pass

**Guam Community College  
Board of Trustees  
Resolution \_\_\_\_ - 2014**

**THE GUAM COMMUNITY COLLEGE SOCIAL MEDIA POLICY**

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

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

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

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

**WHEREAS**, the College recognizes the need for rules governing the use of social media by GCC students, faculty, staff and administrators; now, therefore, be it

**RESOLVED**, that in the use of social media, it is the responsibility of GCC students, faculty, staff and administrators to commit to the parameters as outlined in the “Social Media Policy and Procedures” document; and be it further

**RESOLVED**, that the Social Media Policy and Procedures as developed through the College’s governance process shall be updated accordingly, or as needed and made a part of the “Social Media Policy and Procedures” document; and be it further

**RESOLVED**, that the “Social Media Policy and Procedures” proposed by the College Governing Council and approved by the President, be adopted by the Guam Community College Board of Trustees.

**ADOPTED the \_\_\_\_ day of \_\_\_\_\_ 2014.**

---

**DEBORAH C. BELANGER**  
**Chairperson**

**ATTESTED BY:**

---

**FRANK P. ARRIOLA**  
**Secretary**



## Social Media Policy – Guam Community College

### Introduction

The growing popularity of social media has fundamentally changed the way we communicate as individuals and as an Institution. Guam Community College (GCC) recognizes and embraces the power of social media, and the opportunity social media tools provide to communicate with the GCC community, including students, faculty, staff, administrators, parents, alumni, and other interested parties. It is important to recognize, however, that the use of social media regarding GCC is governed by the same laws, policies, and rules of conduct that apply to all other GCC activities.

In order to operate effectively within GCC's current social media channels (Facebook, YouTube and Twitter) and to add social media outlets as trends dictate, GCC has developed a social media policy to ensure that any and all interactions on behalf of GCC represent the College's best interests.

### Scope

This policy applies to all use of social media by Guam Community College (GCC) students, faculty, staff and administrators to represent or discuss matters concerning the College and/or members of the College community, whether or not such use involves the College's network or other technologies.

### Purpose

This policy (1) provides guidance concerning the use of social media platforms sanctioned by GCC through the College's network, systems or equipment and the use of social media to represent or discuss matters related to GCC and members of the GCC community; and (2) sets forth rules for the administration of GCC social media sites.

The Guam Community College Social Media Policy only applies to social media accounts created to represent GCC groups, departments, programs, entities, etc. and does not apply to private individual accounts.

### College Officially Recognized Social Media Accounts

For a social media account to be recognized by GCC as an official social media account, the account must have been created by a GCC program, department, or student organization, or by a group of students/faculty/staff /administrators promoting a project/event sanctioned by the College. The account administrators must inform the Office of Communications & Promotions (OCP) via email ***before the account is created*** and provide the account information, including *password*. For accounts created prior to the adoption of the GCC Social Media Policy, the OCP must be informed of the existence of your Facebook, YouTube, Twitter account, etc., via

email, and also provide the account information, including *password*. Changes in passwords must also be submitted to the OCP immediately.

If a GCC organization, department, group, program, or sports team creates a social media account, they will be listed on the corresponding official GCC page, creating a link from the GCC page to your organization's page.

### **Account Administrators**

All social media accounts officially recognized by GCC must have a GCC faculty (either full-time or adjunct), staff member or administrator as an account administrator at all times. Should a GCC employee administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another GCC employee to be an account administrator prior to removing himself/herself from that role. The OCP must be notified when a new administrator takes over. GCC employees identified as administrators of accounts are responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible to ensure that social media postings adhere to the College's conduct policies.

If the OCP becomes aware of content posted on a GCC site in violation of the GCC social media policy, the OCP shall promptly take appropriate action, which will include notifying the site administrator, the official who authorized the creation of the site, and/or other College officials, removing the offending content and/or closing the site.

If a GCC-related social media account has been compromised/hacked, please notify the OCP immediately via email. Administrators are responsible for re-establishing account security.

### **Content**

***Use good judgment about content and respect privacy laws.***

When naming pages or accounts, selecting profile pictures or icons, and selecting content to post, authorized GCC sites that represent only a segment of the GCC community (for example, an individual program, department or course) should take care to avoid the appearance of representing the entire institution. Names, profile images, and posts should all be clearly linked to the particular college program, department or course.

If endorsing GCC, accurately disclose your relationship to the College.

Whenever appropriate, link back to information posted on the College website instead of duplicating content. When linking to a news article about GCC, check first to determine whether you can link to a release from the GCC Media Releases page rather than another media outlet. For assistance with the GCC Media Releases page, call the OCP at 735-5638.

When posting to any GCC social media site, communicating with members of the GCC community, or discussing the College on any site, even through your own personal account or using your own phone, computer or other device without using the College network or equipment, remember that laws and GCC policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by GCC students and employees through social media.

***Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited.***

By posting content to any GCC social media site, parties agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content. When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always credit the original creator. Provide a link to the original material if applicable. Refrain from using information and conducting activities that may violate local or federal laws and regulations.

**NOTE: Whenever, as a member of the GCC faculty, you utilize a social medium as a means of student participation in course work, it is recommended that you also provide a practical and appropriate alternative for students who may be unable or reluctant to utilize that social medium (for example, some students may not be comfortable with opening a Facebook account).**

Do not use social media to harass, threaten, insult, defame or bully another person or entity; to violate any College policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud. Refer to the GCC Workplace Violence policy, Policy #171 on the GCC Board of Trustees page at [www.guamcc.edu](http://www.guamcc.edu).

Do not post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious. In addition, do not attempt to compromise the security of any GCC social media site or use such site to operate an illegal lottery, gambling operation, or other illegal venture.

Do not post copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Remember, even information that is widely available to the public (such as text, photographs, or other material

posted on the Internet) may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination.

***Do not use the Guam Community College name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial or personal use, or to promote a product, cause, or political party or candidate.***

Note: GCC is not responsible for monitoring or pre-screening content posted on all of its social media sites. Notwithstanding the foregoing, *GCC reserves the right to monitor its sites and remove, without notice, any content that the College determines to be threatening, harmful, offensive, obscene, a violation of intellectual property rights, FERPA or privacy laws, or otherwise injurious or illegal, commercial in nature, or otherwise in violation of law or this Policy.*

Note: *If you become aware of objectionable content posted on a GCC social media -- or objectionable comments concerning the College that are posted on an unaffiliated site -- please notify the OCP promptly.*

**Disclaimer:** All GCC-related social media sites must include a disclaimer stating, "Content posted to this site represents the views of the individuals who post it and, unless stated otherwise, neither represent the views of nor are endorsed by Guam Community College."

Unauthorized social media sites affiliated with GCC may be subject to adverse action.

### **Questions**

Questions about this policy should be directed to [gcc.pio@guamcc.edu](mailto:gcc.pio@guamcc.edu), or call the Office of Communications & Promotions at 735-5638.

**GUAM COMMUNITY COLLEGE**  
**College Governing Council**

December 10, 2013

*Copy*

**MEMORANDUM**

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

FROM: Carmen Santos *CWS*  
Jose Munoz *JM*  
Elizabeth J. Duenas *EJD*  
CGC Co-Chairs

SUBJECT: Staff/Administrator Tuition waiver request

At the 12/5/13 meeting, the CGC reviewed and approved the following Staff/Administrator Tuition waiver request, which will be included in the Staff/Administrator Development Program Procedures on Tuition Waiver:

The Tuition Waiver is below:

GCC tuition is waived for a GCC Staff/Administrator if the employee is enrolled in a GCC course, which is directly related to the employee's position, personal growth, or achievement of first degree. This applies to a GCC course where there are at least 13 full paying students enrolled in the course.

Should this be approved the employees requesting assistance from the Staff/Administrator Development funds will follow all procedures as stated on the Staff/Administrator Development Program Procedures.

**GUAM COMMUNITY COLLEGE**  
**College Governing Council**

March 21, 2014

**MEMORANDUM**

Guam Community College




**RECEIVED**

APR 01 2014

PRESIDENT'S OFFICE

Initials:           bc          

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

**FROM:** Carmen Santos   
Jose Munoz   
Elizabeth J. Duenas   
CGC Co-Chairs

**SUBJECT:** Student Tuition waiver request

At the 03/13/14 meeting, the CGC members reviewed and approved the Tuition Waiver Benefit Program for COPSA Officers and the BOT Student Member (see attachment).

In addition, the committee recommends that the college maintain the Adjunct Hours at 135 hours per semester. Robin Roberson provided information from data surveyed from the different departments, which indicates a 31% increase from Fall 2013 to Spring 2014.

Upon your approval, the committee request that it be forwarded for the next GCC Board of Trustees meeting for their review and approval.



## **Tuition Waiver Benefit Program for COPSA Officers and the BOT Student Member**

This Tuition Waiver Benefit Program waives tuition costs for courses at the Guam Community College for COPSA Officers and the BOT Student Member during their term of service. This is not a reimbursement or remission program, tuition is simply waived.

The Tuition Waiver Benefit Program is only open to COPSA Officers and the BOT Student Member who are currently serving in their respective student leader positions.

### **Rules and Requirements**

1. The Program will waive up to four (4) credits per summer semester, up to eight (8) credits per fall semester and up to eight (8) credits per spring semester for each student leader during their term of service.
2. Students must be in a declared program of study. Tuition will be waived only for those courses in their program of study or pre-requisites for required courses. An official transcript must be submitted with this application.
3. The Program covers tuition only. The Program does not cover course lab or other school-specific fees; textbooks; or tuition charged for auditing courses.
4. The tuition waiver will only apply for the first attempt at a course and not for any re-taking of courses.
5. A minimum cumulative grade point average of 2.5 is required to continue in the Program. An official transcript with proof of minimum grade point average must be provided to the Center for Student Involvement within seven (7) days after the official date that grades are due in order to be eligible for future assistance.
6. Students must reimburse the College for the tuition waived if:
  - a. they fail any courses;
  - b. they do not meet the minimum cumulative grade point average;
  - c. they withdraw from their courses; or
  - d. they resign or vacate their leadership position before the end of the semester.

NOTE: Reimbursements must be made in accordance with the 100% Student Payback Provision / Promissory Note for the Tuition Waiver Benefit Program.
7. Student leaders appointed or elected after a semester begins, will not be eligible for the tuition waiver.

### **Procedures**

1. Students must submit the Tuition Waiver Benefit Program Application with their official transcript to the Center for Student Involvement at least 21 calendar days prior to the first day of classes per semester and indicate which credits will be waived.
2. Students must complete and sign the 100% Student Payback Provision/Promissory Note for the Tuition Waiver Benefit Program.
3. The Center for Student Involvement will then:
  - a. Verify that the courses being requested for the Tuition Waiver Benefit Program are in their program of study or pre-requisites for required courses and are not a re-take of prior courses; and
  - b. Once approved, the request will then be forwarded to the Business Office for tuition waiver implementation.



Accredited by the  
Western Association of  
Schools and Colleges

### **100% STUDENT PAYBACK PROVISION/PROMISSORY NOTE FOR THE TUITION WAIVER BENEFIT PROGRAM**

The Guam Community College values and supports the development of our students to improve and expand their knowledge and leadership skills during their service as student leaders of the college.

This 100% Student Payback Provision/Promissory Note allows the Guam Community College to recover money from the student should he/she not meet the rules and requirements of the Tuition Waiver Benefit Program.

I, **(PRINT Student Name)** \_\_\_\_\_ fully  
understand that the Guam Community College will be waiving the tuition costs only for the following courses:

Course names and numbers:

\_\_\_\_\_  
\_\_\_\_\_

Semester / Year: \_\_\_\_\_

I hereby agree that should I NOT meet all the rules and requirements of the Tuition Waiver Benefit Program, that I shall fully reimburse Guam Community College for 100% of all tuition waived. Reimbursement must be paid on or before the end of the \_\_\_\_\_ semester.  
(term)

I further understand that this document shall serve as a promissory note and if I do not make payments as scheduled and the balance is not paid in full, I will not be allowed to re-register and grades and transcripts will be withheld until payment in full has been made to the Guam Community College. I acknowledge that I can be dis-enrolled for non-payment of the balance due. Additionally, any unpaid balances owed on this promissory note will be sent directly to a collection agency if unpaid. The student shall assume responsibility for all collection agency fees, legal fees, and court fees necessitated by default in payment.

This document serves as a binding contract between the student listed above and the Guam Community College, as acknowledged and agreed upon by the signatures below.

\_\_\_\_\_  
**Student**  
(Print Name and Sign)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Business Office**  
(Print Name and Sign)

\_\_\_\_\_  
**Date**



Accredited by the  
Western Association of  
Schools and Colleges

**GUAM COMMUNITY COLLEGE  
Tuition Waiver Benefit Program  
For COPSA Officers and the BOT Student Member**

**APPLICATION FORM**

(Submit application and all supporting documents to the Center for Student Involvement  
at least 21 days prior to the first day of classes)

**Student Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

**Leadership Title:** \_\_\_\_\_

**Declared Program:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_  
Cell \_\_\_\_\_ Email \_\_\_\_\_

**Semester / Year applying for:**

Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_

**Courses requested for tuition waiver (Indicate course name and number):**

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**Certification by the Center for Student Involvement**

- ☐ The above student has been officially elected or appointed as a COPSA Officer or BOT Student Member for the Academic Year \_\_\_\_\_.
- ☐ Based on the official transcript received, the courses being requested for tuition waiver are within the above student's program of study, are not for auditing purposes, and are not for the re-taking of any course(s).
- ☐ This benefit is hereby cleared for tuition waiver.

\_\_\_\_\_  
**Center for Student Involvement**  
(Print Name and Sign)

\_\_\_\_\_  
**Date**

\*\*\*\*\*

**Implementation by the Business Office**

The above student has met all the requirements of this benefit and the tuition for the requested \_\_\_\_\_ credits is hereby waived.

\_\_\_\_\_  
**Business Office**  
(Print Name and Sign)

\_\_\_\_\_  
**Date**

**PRESIDENT'S TRAVEL SCHEDULE**  
**July 2014**

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
<b>PPEC Summer Meeting</b>	<b>July 14-18, 2014</b>	<b>American Samoa</b>	<b>Post Secondary Education Council (PPEC)</b>

*Funding Source:*  
*\*50% Promo Fund/50% PPEC*

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Friday, June 6, 2014, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.           CALL TO ORDER**

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

**II.          APPROVAL OF MINUTES**

1.       Monthly Meeting of May 14, 2014

**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
  - Building 200 (Renovation), Building 100 and Forensic Lab
2.       Western Interstate Commission for Higher Education (WICHE)
3.       Social Media Policy (2<sup>nd</sup> Reading)

**VII.           NEW BUSINESS**

1.     Resolution - Request to Transfer Funds to the Capital Projects Fund and Provide Funding for Building 100 Renovation & Expansion Project
2.     BOT policy updates – Series 100

**VIII.          EXECUTIVE SESSION**

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

**IX.            ADJOURNMENT**



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of May 14, 2014**

**Minutes**

**I. CALL TO ORDER**

1. The monthly meeting of the GCC Board of Trustees on May 14, 2014, was called to order at 12:05 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Swearing In and Administration of Oath of Office.** Board Chairwoman Deborah Belanger swore in Ms. Gina Ramos, who was reappointed a Board of Trustees member; and the newly elected GCC Board of Trustees Student Member, Ms. Elmarie Anderson.

3. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. John Benito; Mr. Frank P. Arriola; Ms. Gina Ramos; Ms. Elmarie Anderson, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Mr. Richard P. Sablan (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; Attorney Matthew Kane, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Joann Muna, GCC Human Resources Administrator; Representing COPSA: Carl Torres, COPSA/Math; Shawn Fernandez, COPSA/Treasurer; Jesselyn Sangon, Abbie Jane Battung; Ms. Liz Duenas, CCE/COPSA; Mr. Troy Lizama, COPSA Advisors; Representing Center for Student Involvement: Ms. Bobbie Leon Guerrero and Mr. Don Lizama; from GCC: Jose L. Munoz, Robin Roberson, Doreen J. Blas, Clare Camacho, Cathy Leon Guerrero, A. Roberto, Tony San Nicolas, Sally Sablan, Marsha Postrozny, Paul Healy (VisCom), Zhaopei Teng, Michael Setzer, Imelda Arce, Sarah Leon Guerrero, Rick Tyquiengco, Jonita Kerr, Christine Matson, Wilson Tam, Chris Dennis, Patty Terlaje, Vera De Oro, Pilar Pangelinan; Barry Mead, GCC Faculty Union Consultant.

At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE TO AMEND THE AGENDA TO MOVE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At approximately 12:10 p.m., the meeting went into Executive Session.

## **II. EXECUTIVE SESSION**

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

At 12:58 p.m., the meeting reconvened to open session.

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

## **III. APPROVAL OF MINUTES – April 11, 2014.**

### **MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE MEETING MINUTES OF APRIL 11, 2014, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

## **IV. COMMUNICATIONS - There was none.**

**V. PUBLIC DISCUSSION.** The President reported there was a request for public discussion. A memorandum from the Faculty Senate was submitted to Chair Deborah Belanger dated May 12, 2014. Chair Belanger stated that before she recognizes Mr. Roberson and/or the signatories on said memorandum to make a presentation in accordance with Article III, Section 8 of the By-Laws of the GCC Board of Trustees, she duly noted that this presentation is limited to the reading of the document that was submitted to the Chair pursuant to the By-Laws. She reminded those in attendance that Mr. Roberson and/or the signatories are recognized and that statute dictates the parameters of what constitutes disruption and those to be duly recognized are so recognized.

Mr. Robin Roberson then read the memorandum regarding a vote of no confidence concerning Dr. Juan Flores as TPS Dean. Chair Belanger asked if the other signatories wanted to read of the letter or discussions. The other signatories did not make any other presentation. The Chairwoman stated that at this point the letter is duly noted.

## **VI. REPORTS**

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

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

FY2014: As of May 12, 2014, the College received approximately \$7,606,000 from the General Fund, \$417,370 received from the LPN/Vocational Guidance fund; \$389,841 received from MDF; \$24,154 received from TAF and approximately \$278,528 from the TAF supplemental; \$90,000 for the Capital Improvement Fund; \$64,785 for the Competitive Wage Act funding. This is a total of \$8,871,000 received from the General Fund. This constitutes approximately 50% of the total budget, or based on the allotment schedule of all funds received to date of approximately 70%.

Capital Improvement Projects and other activities: President Okada reported the following:

CIP Project:

- The lighting for the campus parking lot has been awarded to Pacific Green Integrated Technology.
- Currently assessing liquidated damages with JJ Global for the perimeter fencing project.
- Working on the retrofit to secondary electrical panels was awarded to Genesis Tech.
- The bid for the east side walls for the automotive shop was extended due to only two bid submissions.
- Installation of classroom doors with observation windows project was awarded to Genesis Tech.
- Convenient external amenities such as benches, metal trash cans and recycle bins have gone out for bid. This bid is for May 1-15, 2014.

**2. Monthly Activities Report**

Student Trustee: Student Trustee Elmarie Anderson was welcomed to her first BOT meeting and reported as follows:

- COPSA activities winding down this semester.
- May 15, 2014: COPSA graduation luncheon.
- Trustee Anderson will be attending COPSA retreats beginning May through August 2014.

Faculty Advisory Member: Trustee Frederick Tupaz reported as follows:

- Faculty getting ready for the ending of this semester and again preparing for graduation May 16, 2014.
- GCC Tourism & Hospitality ProStart won first place during the 2014 national competition.
- Supervision & Management program as well as GCC were recognized with a Legislative Resolution from the Guam Legislature for its election forums.
- The Marketing Customer Service conference held last month was a success, which included the Office Technology group.
- Activities are winding down and faculty are preparing for the summer.
- The Keep Your Guard Up programs are now complete.

**Support Staff Advisory Member:** Trustee Kenneth Bautista reported as follows:

- Semester is winding down and staff are preparing for graduation.
- An upgrade is being done on the MyGCC portal and the core committee is hoping it will be ready for the fall semester.
- Trustee Bautista attended the Project Aim, TRiO's 20<sup>th</sup> Annual Awards Ceremony at the MPA on May 9, 2014, which were also attended by the graduating students involved in this program.

**3. Board of Trustees Community Outreach Report.**

- Trustee Tupaz represented the Board during the LEED Certification presentation for the GCC Foundation Building April 29, 2014 and the GCC, Asian & Pacific Islander American Scholarship Fund (APIASF), and the Walmart Foundation scholarship presentation for GCC students May 2, 2014.
- Trustee Belanger attended the GCC 2014 election forums hosted by the Supervision & Management students on April 8, 9, 23, 24, 2014 in the GCC MPA.

**VII. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

- Building 200 (Renovation). The President reported that this construction is 48.97% complete as of May 1, 2014. There is a finalized list of equipment needed but no funding for this; however, a grant application will be submitted by the end of this week.
- Building 100 and Forensic Lab Extension Loan. Final documents required by USDA for the financial feasibility report were submitted. Waiting for the loan on this to be awarded and as last reported, USDA informed the College that local authorized funding would be used for this project.

- 2. Western Interstate Commission for Higher Education (WICHE).** The Guam Legislature passed Resolution No. 234-32 (COR) and as previously discussed, the President will report the outcome of further discussions with the Governor on this matter. The Board tabled this matter and made the following motion:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE GINA RAMOS THAT THE BOARD TABLE THE MATTER REGARDING THE WESTERN INTERSTATE COMMISSION FOR HIGHER EDUCATION (WICHE) FOR THE NEXT TRUSTEE MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**VIII. NEW BUSINESS.**

1. Social Media Policy (1<sup>st</sup> Reading). The Board was presented with a “Social Media Policy” resolution. The President explained that this policy was drafted going through a governance process first with the Technology Committee and then the College Governing Council (CGC) for Board approval. The policy outlines the provisions concerning the College’s engagement in marketing with social media. Attached to the policy is the guideline, which is separated for operational purposes, allowing for revisions without changing the policy. The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE JOHN BENITO, SECONDED BY TRUSTEE GINA RAMOS THAT THE BOARD MOVE THE RESOLUTION, “SOCIAL MEDIA POLICY” TO SECOND READING. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

2. Tuition Waiver Requests. The Board was presented with tuition waiver requests for the Staff/Administrator Tuition and the Student Tuition for approval.

Student Tuition Waiver Request Program: Student Trustee Elmarie Anderson informed the Board that this program would attract new student leaders as well as assisting them financially. This is a benefit program for COPSA officers and BOT Student Trustee members similar to the dependent benefit program, which is just for tuition. There is a 100% payback provision. This program will not affect PELL grant recipients. A student would still have to maintain a certain grade point average as well as being a declared student. The GCC Center for Student Involvement (CSI) will inform students of this benefit and its requirements. After some discussions, the Board then made the following motion:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE JOHN BENITO, THAT THE BOARD APPROVES THE STUDENT TUITION WAIVER REQUEST PROGRAM, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

Staff/Administrator Tuition Waiver Request Program: President Okada pointed out that this program will encourage GCC staff and administrators to attend classes either work related, personal growth or enrichment, or could be related to first degrees. This is an amendment to the current employee tuition program under Staff Development. The Tuition Waiver provision states: “GCC tuition is waived for a GCC Staff/Administrator if the employee is enrolled in a GCC course, which is directly related to the employee’s position, personal growth, or

achievement of first degree. This applies to a GCC course where there are at least 13 full paying students enrolled in the course.” The waiver request would be for the employee who is the 14<sup>th</sup> student to enroll. Should an employee be below 13, the Staff Development program would apply. After some discussions, the Board then made the following motion:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVES THE STAFF/ADMINISTRATOR TUITION WAIVER REQUEST PROGRAM, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

3. President’s Travel Request (July 2014). There is one travel request sponsored by the Post Secondary Education Council (PPEC) for its next meeting in American Samoa, July 14-18, 2014.

**MOTION**

**IT WAS MOVED BY TRUSTEE JOHN BENITO, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PRESIDENT’S TRAVEL REQUEST FOR JULY 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

A motion was made to accept the President’s report, as follows:

**MOTION**

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

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

- Congratulations to the GCC CTE Simon Sanchez High School ProStart team for winning the 2014 National ProStart Invitational making this their second win in a row.
- Kudos to the GCC Supervision & Management students for spearheading the election forums on campus in April 2014.
- Kudos to the Marketing group for their customer services and office technology training.
- Congratulations to President Mary Okada for being appointed Vice Chair to President Obama’s Advisory Commission on Asian American and Pacific Islanders (AAPI).




**IX. ADJOURNMENT**

**MOTION**


**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE JOHN BENITO THAT THE MEETING OF MAY 14, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of May 14, 2014, adjourned at approximately 1:23 p.m.

**SUBMITTED BY:**

  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

**JUN 06 2014**

**APPROVED BY:**

  
**DEBORAH C. BELANGER**  
Chairperson

**JUN 06 2014**

***I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN***  
**2013 (FIRST) Regular Session**

**Resolution No. 234-32 (COR)**

As substituted and amended on the Floor.

Introduced by:

Brant T. McCreadie  
Aline A. Yamashita, Ph.D.  
Michael F. Q. San Nicolas  
Tommy Morrison  
Judith T. Won Pat, Ed.D.  
T. R. Muña Barnes  
Chris M. Dueñas  
R.J. Respicio  
T. C. Ada  
V. Anthony Ada  
Frank B. Aguon, Jr.  
B. J.F. Cruz  
Michael T. Limtiaco  
Vicente (ben) C. Pangelinan  
Dennis G. Rodriguez, Jr.

**Relative to supporting Guam's application for membership  
in the Western Interstate Commission for Higher Education  
(WICHE).**

- 1        **BE IT RESOLVED BY *I MINA'TRENTAI DOS NA LIHESLATURAN***  
2 ***GUÅHAN*:**  
3        **WHEREAS,** the Western Interstate Commission for Higher Education  
4 (WICHE) is a regional non-profit organization created by the Western Regional  
5 Education Compact, adopted in the 1950s by western states to facilitate resource  
6 sharing among the higher education systems of the west; and

1       **WHEREAS**, WICHE operations commenced in 1953, and is governed by  
2 three Commissioners appointed by the governors from each state; and

3       **WHEREAS**, under the terms of the Compact, each state commits to support  
4 WICHE's basic operations through annual dues established by the full  
5 Commission; and

6       **WHEREAS**, WICHE and its member states work to improve access to  
7 higher education and ensure student success through its various programs, regional  
8 initiatives, and through research and policy work; and

9       **WHEREAS**, becoming a member of WICHE will greatly benefit Guam's  
10 undergraduate students by allowing them access to the Western Undergraduate  
11 Exchange (WUE) program, the largest regional tuition-reciprocity agreement in the  
12 nation, which provides a reduced tuition, at no more than 150% of the resident  
13 tuition rate, at more than 150 participating two and four year public institutions,  
14 instead of paying substantially more for non-resident tuition, which is at least  
15 double or more the resident tuition rate; and

16       **WHEREAS**, becoming a member of WICHE will provide the opportunity  
17 for Guam's graduate students to enroll in approximately 250 participating graduate  
18 programs and pay the resident tuition rate; and

19       **WHEREAS**, Guam students can additionally benefit from WICHE's  
20 Professional Student Exchange Program (PSEP) and Internet Course Exchange  
21 (ICE) program; and

22       **WHEREAS**, although Guam's institutions of higher learning have made  
23 great strides and improvements over the last several years, Guam's geographic  
24 location and smaller population limit access to higher education for our students;  
25 and

1       **WHEREAS**, Guam can additionally benefit from WICHE's various  
2 resources in workforce and policy development, technology, health, and other  
3 areas; and

4       **WHEREAS**, WICHE has already included Guam, the Commonwealth of  
5 the Northern Mariana Islands, American Samoa, Palau, the Federated States of  
6 Micronesia and the Marshall Islands as the collective sixteenth member of the  
7 Western Interstate Commission for Higher Education, and it is now contingent on  
8 Guam to decide to actively participate in WICHE; and

9       **WHEREAS**, *I Mina'Trentai Dos na Liheslaturan Guåhan* supports and  
10 encourages Guam's efforts to join the CNMI as the second territory to actively  
11 participate in WICHE to offer programs that are not currently offered at the  
12 University of Guam or the Guam Community College; now, therefore be it

13       **RESOLVED**, that with the concurrence and support of the University of  
14 Guam Board of Regents and the Guam Community College Board of Trustees, a  
15 resolution from UOG and GCC for Guam's participation in WICHE *shall* be  
16 transmitted to *I Liheslaturan Guåhan* for its consideration, within 30 days of  
17 adoption; and be it further

18       **RESOLVED**, that *I Mina'Trentai Dos Na Liheslaturan Guåhan* does  
19 hereby, on behalf of the people of Guam, support the government of Guam's  
20 efforts to become active members of the Western Interstate Commission for Higher  
21 Education (WICHE), and further urges the government of Guam to work with  
22 WICHE to cement Guam's status as a WICHE member; and be it further

23       **RESOLVED**, that the Speaker certify, and the Legislative Secretary attest  
24 to, the adoption hereof, and that copies of the same be thereafter transmitted to Dr.  
25 Robert Underwood, President of the University of Guam; to Dr. Mary Okada,

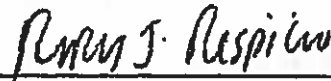
1 President of the Guam Community College; to Mr. Jon Fernandez, Superintendent  
2 of the Guam Department of Education; to the Honorable Madeleine Z. Bordallo,  
3 Guam Delegate to the 112<sup>th</sup> U.S. Congress; and to the Honorable Edward J.B.  
4 Calvo, *I Maga'lahaen Guåhan*.

**DULY AND REGULARLY ADOPTED BY *I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN* ON THE 1<sup>ST</sup> DAY OF FEBRUARY 2014.**



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**JUDITH T. WON PAT, Ed.D.**  
Speaker



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**Rory J. Respicio**  
Acting Legislative Secretary

# LEGISLATIVE SESSION

## I MINA'TRENTAI DOS NA LIHESLATURAN

### 2014 (SECOND) Regular Session

### Voting Sheet

Resolution No. 234-32 (COR)

As substituted and amended on the Floor.

Speaker Antonio R. Unipingco Legislative Session Hall

February 1, 2014

NAME	Yea	Nay	Not Voting/ Abstained	Out During Roll Call	Absent
Senator Thomas "Tom" C. ADA	✓				
Senator V. Anthony "Tony" ADA	✓				
Senator Frank Blas AGUON Jr.	✓				
Vice-Speaker Benjamin J.F. CRUZ	✓				
Senator Christopher M. DUENAS	✓				
Senator Michael LIMTIACO	✓				
Senator Brant McCREADIE	✓				
Senator Thomas "Tommy" MORRISON	✓				
Senator Tina Rose MUÑA BARNES	✓				
Senator Vicente (ben) Cabrera PANGELINAN	✓				
Senator Rory J. RESPICIO	✓				
Senator Dennis G. RODRIGUEZ, Jr.	✓				
Senator Michael F. Q.SAN NICOLAS	✓				
Speaker Judith T. WON PAT, Ed.D.	✓				
Senator Aline A. YAMASHITA, Ph.D.	✓				

TOTAL

15

Yea

Nay

Not Voting/  
Abstained

Out During  
Roll Call

Absent

CERTIFIED TRUE AND CORRECT:

Clerk of the Legislature

1 = Pass



**Guam Community College  
Board of Trustees**

**SOCIAL MEDIA POLICY**

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

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

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

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

**WHEREAS**, the College recognizes the need for rules governing the use of social media by GCC students, faculty, staff and administrators; now, therefore, be it

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

**RESOLVED**, that the Social Media Policy as developed through the College’s governance process shall be updated accordingly, or as needed; and be it further

**RESOLVED**, that the Social Media Policy proposed by the College Governing Council and approved by the President, be adopted by the Guam Community College Board of Trustees.

**Adopted: June 6, 2014  
Resolution 24-2014**

## **Social Media Policy – Guam Community College**

### **Introduction**

The growing popularity of social media has fundamentally changed the way we communicate as individuals and as an Institution. Guam Community College (GCC) recognizes and embraces the power of social media, and the opportunity social media tools provide to communicate with the GCC community, including students, faculty, staff, administrators, parents, alumni, and other interested parties. It is important to recognize, however, that the use of social media regarding GCC is governed by the same laws, policies, and rules of conduct that apply to all other GCC activities.

In order to operate effectively within GCC's current social media channels (Facebook, YouTube and Twitter) and to add social media outlets as trends dictate, GCC has developed a social media policy to ensure that any and all interactions on behalf of GCC represent the College's best interests.

### **Scope**

This policy applies to all use of social media by Guam Community College (GCC) students, faculty, staff and administrators to represent or discuss matters concerning the College and/or members of the College community, whether or not such use involves the College's network or other technologies.

### **Purpose**

This policy (1) provides guidance concerning the use of social media platforms sanctioned by GCC through the College's network, systems or equipment and the use of social media to represent or discuss matters related to GCC and members of the GCC community; and (2) sets forth rules for the administration of GCC social media sites.

The Guam Community College Social Media Policy only applies to social media accounts created to represent GCC groups, departments, programs, entities, etc. and does not apply to private individual accounts.

### **College Officially Recognized Social Media Accounts**

For a social media account to be recognized by GCC as an official social media account, the account must have been created by a GCC program, department, or student organization, or by a group of students/faculty/staff /administrators promoting a project/event sanctioned by the College. The account administrators must inform the Office of Communications & Promotions (OCP) via email *before the account is created* and provide the account information, including *password*. For accounts created prior to the adoption of the GCC Social Media Policy, the OCP must be informed of the existence of your Facebook, YouTube, Twitter account, etc., via

**GCC Social Media Policy 199 - Guidelines  
Approved by Board of Trustees June 6, 2014**



email, and also provide the account information, including *password*. Changes in passwords must also be submitted to the OCP immediately.

If a GCC organization, department, group, program, or sports team creates a social media account, they will be listed on the corresponding official GCC page, creating a link from the GCC page to your organization's page.

### **Account Administrators**

All social media accounts officially recognized by GCC must have a GCC faculty (either full-time or adjunct), staff member or administrator as an account administrator at all times. Should a GCC employee administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another GCC employee to be an account administrator prior to removing himself/herself from that role. The OCP must be notified when a new administrator takes over. GCC employees identified as administrators of accounts are responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible to ensure that social media postings adhere to the College's conduct policies.

If the OCP becomes aware of content posted on a GCC site in violation of the GCC social media policy, the OCP shall promptly take appropriate action, which will include notifying the site administrator, the official who authorized the creation of the site, and/or other College officials, removing the offending content and/or closing the site.

If a GCC-related social media account has been compromised/hacked, please notify the OCP immediately via email. Administrators are responsible for re-establishing account security.

### **Content**

***Use good judgment about content and respect privacy laws.***

When naming pages or accounts, selecting profile pictures or icons, and selecting content to post, authorized GCC sites that represent only a segment of the GCC community (for example, an individual program, department or course) should take care to avoid the appearance of representing the entire institution. Names, profile images, and posts should all be clearly linked to the particular college program, department or course.

If endorsing GCC, accurately disclose your relationship to the College.

Whenever appropriate, link back to information posted on the College website instead of duplicating content. When linking to a news article about GCC, check first to determine whether you can link to a release from the GCC Media Releases page rather than another media outlet. For assistance with the GCC Media Releases page, call the OCP at 735-5638.

When posting to any GCC social media site, communicating with members of the GCC community, or discussing the College on any site, even through your own personal account or using your own phone, computer or other device without using the College network or equipment, remember that laws and GCC policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by GCC students and employees through social media.

***Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited.***

By posting content to any GCC social media site, parties agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content. When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always credit the original creator. Provide a link to the original material if applicable. Refrain from using information and conducting activities that may violate local or federal laws and regulations.

**NOTE: Whenever, as a member of the GCC faculty, you utilize a social medium as a means of student participation in course work, it is recommended that you also provide a practical and appropriate alternative for students who may be unable or reluctant to utilize that social medium (for example, some students may not be comfortable with opening a Facebook account).**

Do not use social media to harass, threaten, insult, defame or bully another person or entity; to violate any College policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud. Refer to the GCC Workplace Violence policy, Policy #171 on the GCC Board of Trustees page at [www.guamcc.edu](http://www.guamcc.edu).

Do not post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious. In addition, do not attempt to compromise the security of any GCC social media site or use such site to operate an illegal lottery, gambling operation, or other illegal venture.

Do not post copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Remember, even information that is widely available to the public (such as text, photographs, or other material

posted on the Internet) may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination.

***Do not use the Guam Community College name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial or personal use, or to promote a product, cause, or political party or candidate.***

***Note: GCC is not responsible for monitoring or pre-screening content posted on all of its social media sites. Notwithstanding the foregoing, GCC reserves the right to monitor its sites and remove, without notice, any content that the College determines to be threatening, harmful, offensive, obscene, a violation of intellectual property rights, FERPA or privacy laws, or otherwise injurious or illegal, commercial in nature, or otherwise in violation of law or this Policy.***

***Note: If you become aware of objectionable content posted on a GCC social media -- or objectionable comments concerning the College that are posted on an unaffiliated site -- please notify the OCP promptly.***

***Disclaimer: All GCC-related social media sites must include a disclaimer stating, "Content posted to this site represents the views of the individuals who post it and, unless stated otherwise, neither represent the views of nor are endorsed by Guam Community College."***

Unauthorized social media sites affiliated with GCC may be subject to adverse action.

### **Questions**

Questions about this policy should be directed to [gcc.pio@guamcc.edu](mailto:gcc.pio@guamcc.edu), or call the Office of Communications & Promotions at 735-5638.

**GUAM COMMUNITY COLLEGE  
Board of Trustees  
Resolution 23-2014**

**REQUEST TO TRANSFER FUNDS TO THE CAPITAL PROJECTS FUND AND  
PROVIDE FUNDING FOR BUILDING 100 RENOVATION & EXPANSION  
PROJECT**

**WHEREAS**, the College has embarked on the renovation, hardening, and expansion design of Building 100 consistent with its 2011-2015 Physical Master Plan; and

**WHEREAS**, the total estimate for construction, has been estimated by our Architectural and Engineering Consultants and GCC, at \$5,573,786; and

**WHEREAS**, the Architectural and Engineering Design of the Building 100 renovation in the amount of \$277,750 was funded through a Department of Interior Grant; and

**WHEREAS**, the GCC Foundation has applied for a \$5,000,000 USDA Rural Development Community Facilities Direct Loan of which \$2,000,000 will fund the renovation and extension of Building 100 and \$3,000,000 will fund the Forensic DNA lab extension; and

**WHEREAS**, the College will enter into a lease and leaseback arrangement with the GCC Foundation and the lease will bear interest at the same rate as the USDA RD CF loan, which is expected to be 4.375% per year. Annual payments under the lease will be equal to the GCCF annual debt service requirements of the USDA RD CF loan, which P.L. 32-120 appropriates \$278,922 per year from the Government of Guam Territorial Education Facilities Fund; and

**WHEREAS**, the sum of \$3,296,036 is required to fund the balance of the construction estimates developed for Building 100 renovation and expansion project; and

**WHEREAS**, the Board of Trustees has established through Policy 220, that the fund balance available in the Non-Appropriated Fund is reserved for capital projects and can be transferred to the Capital Projects Fund when authorized by the Treasurer; and

**WHEREAS**, the College has identified the need to use these funds for the construction estimates developed for Building 100 renovation and expansion project; and





**NOW, THEREFORE, BE IT RESOLVED**, that the College requests that Board of Trustees authorize the transfer of up to \$3,296,036 from the Non-Appropriated fund balance to the Capital Projects Fund; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees appropriates up to \$3,296,036 from the Capital Projects Fund for the Building 100 renovation and expansion project.

**ADOPTED the 6th day of June 2014.**

**ATTESTED BY:**

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Secretary

  
\_\_\_\_\_  
**DEBORAH C. BELANGER**  
Chairperson

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Thursday, July 24, 2014, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

1. Monthly Meeting of June 6, 2014

**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
  - Building 200 (Renovation), Building 100 and Forensic Lab
2. Western Interstate Commission for Higher Education (WICHE)
3. BOT policy updates – Series 100

***BOT - Meeting Agenda***

***July 24, 2014***

***Page 2***

**VII.           NEW BUSINESS**

1.       President's Travel Request (September 2014)

**VIII.          EXECUTIVE SESSION**

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

**IX.           ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of June 6, 2014**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees on June 6, 2014, was called to order at 12:00 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. John Benito; Ms. Gina Ramos; Ms. Elmarie Anderson, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Mr. Frank P. Arriola (schedule conflict); Mr. Richard P. Sablan (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Dr. Juan Flores, Dean, TPS; Dr. Gina Tudela, Dean, TSS; Ms. Joann Muna, GCC Human Resources Administrator; Ms. Doris Perez, Assistant Director, Planning & Development; Mr. Gary Hartz, Associate Dean, TPS.

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

**II. APPROVAL OF MINUTES – May 14, 2014.**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE JOHN BENITO, THAT THE BOARD APPROVE THE MEETING MINUTES OF MAY 14, 2014, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED.**  
(Voting: 4 ayes, 0 nays)

**III. COMMUNICATIONS -** There was none.

**IV. PUBLIC DISCUSSION-** There was none.

**V. REPORTS**

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

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

FY2014: As of June 2, 2014, the College received approximately \$8,600,000 from the General /LPN/Vocational Guidance Fund; \$390,000 received from MDF; \$24,154 received from TAF and approximately \$278,000 from the TAF supplemental; \$90,000 for the Capital Improvement Fund; \$74,000 for the Competitive Wage Act funding. Based on the total appropriations for the fiscal year, this constitutes approximately 54% of all funds received to date.

As to the Manpower Development Fund, money is still due to the College and will continue to follow up on this.

**Capital Improvement Projects and other activities:** President Okada reported the following:  
CIP Project:

Projects complete: Restroom renovations for Building 200 and 400 (adjacent to the MPA).

Projects ongoing:

- Perimeter fence around firing range is being reassessed due to the fence interfering with the Wellness Center.
- The parking lot project across Victoria Mart is on hold due to a building permit requirement from DPW.
- The President signed off on the campus recycling bins.
- An extension was requested for the campus speed bumps.
- Building 300 roofing for the ProStart classrooms will be worked on during the summer.
- Summer session has commenced.
- Working with the Guam Fire Department with its fire cycle.
- The "Keep Your Guard Up" students have completed their certificate program. The College will organize a completion ceremony with the National Guard.
- There are two summer training programs for middle and high schools students:
  - One sponsored by the National Transportation Summer Institute-spearheaded by Fred Tupaz and another with the College Access grant.
  - Summer Bridge program is another program-coordinated by the College Access Challenge Grant program.

**2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

- Has been working with COPSA including attending its retreats and working on COPSA By-Laws and Constitution.
- Last COPSA retreats are July 25, 2014 and August 1, 2014

***BOT - Meeting of June 6, 2014***

***Page 3 of 6***

- In the morning of June 6, 2014, COPSA officers were sworn in.

**Faculty Advisory Member:** Trustee Frederick Tupaz reported as follows:

-Good attendance during May 16, 2014 graduation. Approximately 80% fulltime faculty attended.

-Most of the faculty are on vacation/summer break.

**Support Staff Advisory Member:** Trustee Kenneth Bautista reported as follows:

-Summer break has begun and agreed with good showing during the GCC Graduation May 16, 2014.

At this time, the President invited the Board members to the Staff/Administrator Development Day, 8am–5pm, Friday, June 13, 2014 at the GCC Multipurpose Auditorium. The President pointed out part of the training involves customer service, including a presentation by the Guam Election Commission regarding an update of the Mini Hatch Act. The President also encouraged the Board members to attend the GCC budget hearing at 2:00 p.m., June 13, 2014 at the Guam Legislature. An electronic reminder will be sent out to the Board.

**3. Board of Trustees Community Outreach Report.**

GCC Graduation May 16, 2014: Attended by Trustees Belanger, Ramos, Bautista, Tupaz, Anderson.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

-Building 200 (Renovation). The President reported that this construction is 58.5% complete as of May 30, 2014. A walk through will be scheduled sometime next week.

-Building 100 and Forensic Lab Extension Loan. Latest update by USDA is the finalization of the loan packet and will obligate the loan by June 30, 2014.

**2. Western Interstate Commission for Higher Education (WICHE).** The Guam Legislature passed Resolution No. 234-32 (COR) and as previously discussed, the President will report the outcome of further discussions with the Governor on this matter. Another request was made to the Governor's office to follow up on this. The Board tabled this matter and made the following motion:

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE JOHN BENITO THAT THE BOARD TABLE THE MATTER REGARDING THE WESTERN INTERSTATE COMMISSION FOR HIGHER EDUCATION (WICHE) FOR THE NEXT**



**TRUSTEE MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**3. Social Media Policy (2<sup>nd</sup> Reading).** The Board was previously presented with a "Social Media Policy" resolution during the previous meeting, which went into second reading. There was recommendation to now move this into third reading for voting, however, there were a few changes proposed by Dr. Ray Somera. Dr. Somera recommended separating the guidelines from the policy itself and to revise verbiage in the last three paragraphs by removing the words "procedures" and "document." The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE JOHN BENITO THAT THE BOARD MOVE THE RESOLUTION, "SOCIAL MEDIA POLICY" TO THIRD READING; AND MOVE TO ADOPT REVISIONS WITH THE VERBIAGE BELOW AS THE LAST THREE PARAGRAPHS OF THE RESOLUTION, INCLUDING THE REMOVAL OF "THE GUAM COMMUNITY COLLEGE" IN THE RESOLUTION TITLE:**

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

**RESOLVED**, that the Social Media Policy as developed through the College's governance process shall be updated accordingly, or as needed; and be it further

**RESOLVED**, that the Social Media Policy proposed by the College Governing Council and approved by the President, be adopted by the Guam Community College Board of Trustees."

**NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**VII. NEW BUSINESS.**

**1. Resolution - Request to Transfer Funds to the Capital Projects Fund and Provide Funding for Building 100 Renovation & Expansion Project.** The Board was presented with this resolution for consideration. The President then explained that the USDA loan for this project covers a component of this particular building, which is estimated to cost in excess of \$5 Million. Based on the design for Building 100, additional funding is needed for full construction of this project. Funding has been identified. The College is requesting Board approval to transfer funds from the Non-Appropriated Fund balance to the Capital Projects Funds.

The President further explained that once the USDA loan is approved, the College could then proceed with the bid documents in moving forward. The College is also pursuing a grant to fund the construction. Once additional funding is approved, it will revert to the fund balance. The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE JOHN BENITO, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE BOARD ADOPT THE RESOLUTION, "REQUEST TO TRANSFER FUNDS TO THE CAPITAL PROJECTS FUND AND PROVIDE FUNDING FOR BUILDING 100 RENOVATION & EXPANSION PROJECT," WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**2. BOT Policy updates – Series 100.** The Board tabled this matter and made the following motion:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELMARIE ANDERSON, SECONDED BY TRUSTEE GINA RAMOS THAT THE BOARD TABLE THE MATTER REGARDING BOT POLICY UPDATES (SERIES 100) FOR THE NEXT TRUSTEE MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At approximately 12:10 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 12:58 p.m., the meeting reconvened to open session.

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

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE JOHN BENITO THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**IX. ADJOURNMENT**

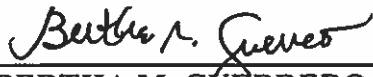
At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE JOHN BENITO, SECONDED BY TRUSTEE GINA RAMOS THAT THE MEETING OF JUNE 6, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of June 6, 2014, adjourned at approximately 12:47 p.m.

**SUBMITTED BY:**

  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

  
**DEBORAH C. BELANGER**  
Chairperson

***I MINA'TRENTAI DOS NA LIHESLATURAN GUÁHAN***  
**2013 (FIRST) Regular Session**

**Resolution No. 234-32 (COR)**

As substituted and amended on the Floor.

Introduced by:

Brant T. McCreadie  
Aline A. Yamashita, Ph.D.  
Michael F. Q. San Nicolas  
Tommy Morrison  
Judith T. Won Pat, Ed.D.  
T. R. Muña Barnes  
Chris M. Dueñas  
R.J. Respicio  
T. C. Ada  
V. Anthony Ada  
Frank B. Aguon, Jr.  
B. J.F. Cruz  
Michael T. Limtiaco  
Vicente (ben) C. Pangelinan  
Dennis G. Rodriguez, Jr.

**Relative to supporting Guam's application for membership  
in the Western Interstate Commission for Higher Education  
(WICHE).**

1        **BE IT RESOLVED BY *I MINA'TRENTAI DOS NA LIHESLATURAN***  
2 ***GUÁHAN*:**

3        **WHEREAS**, the Western Interstate Commission for Higher Education  
4 (WICHE) is a regional non-profit organization created by the Western Regional  
5 Education Compact, adopted in the 1950s by western states to facilitate resource  
6 sharing among the higher education systems of the west; and

1       **WHEREAS**, WICHE operations commenced in 1953, and is governed by  
2 three Commissioners appointed by the governors from each state; and

3       **WHEREAS**, under the terms of the Compact, each state commits to support  
4 WICHE's basic operations through annual dues established by the full  
5 Commission; and

6       **WHEREAS**, WICHE and its member states work to improve access to  
7 higher education and ensure student success through its various programs, regional  
8 initiatives, and through research and policy work; and

9       **WHEREAS**, becoming a member of WICHE will greatly benefit Guam's  
10 undergraduate students by allowing them access to the Western Undergraduate  
11 Exchange (WUE) program, the largest regional tuition-reciprocity agreement in the  
12 nation, which provides a reduced tuition, at no more than 150% of the resident  
13 tuition rate, at more than 150 participating two and four year public institutions,  
14 instead of paying substantially more for non-resident tuition, which is at least  
15 double or more the resident tuition rate; and

16       **WHEREAS**, becoming a member of WICHE will provide the opportunity  
17 for Guam's graduate students to enroll in approximately 250 participating graduate  
18 programs and pay the resident tuition rate; and

19       **WHEREAS**, Guam students can additionally benefit from WICHE's  
20 Professional Student Exchange Program (PSEP) and Internet Course Exchange  
21 (ICE) program; and

22       **WHEREAS**, although Guam's institutions of higher learning have made  
23 great strides and improvements over the last several years, Guam's geographic  
24 location and smaller population limit access to higher education for our students;  
25 and

1       **WHEREAS**, Guam can additionally benefit from WICHE's various  
2 resources in workforce and policy development, technology, health, and other  
3 areas; and

4       **WHEREAS**, WICHE has already included Guam, the Commonwealth of  
5 the Northern Mariana Islands, American Samoa, Palau, the Federated States of  
6 Micronesia and the Marshall Islands as the collective sixteenth member of the  
7 Western Interstate Commission for Higher Education, and it is now contingent on  
8 Guam to decide to actively participate in WICHE; and

9       **WHEREAS**, *I Mina'Trentai Dos na Liheslaturan Guåhan* supports and  
10 encourages Guam's efforts to join the CNMI as the second territory to actively  
11 participate in WICHE to offer programs that are not currently offered at the  
12 University of Guam or the Guam Community College; now, therefore be it

13       **RESOLVED**, that with the concurrence and support of the University of  
14 Guam Board of Regents and the Guam Community College Board of Trustees, a  
15 resolution from UOG and GCC for Guam's participation in WICHE *shall* be  
16 transmitted to *I Liheslaturan Guåhan* for its consideration, within 30 days of  
17 adoption; and be it further

18       **RESOLVED**, that *I Mina'Trentai Dos Na Liheslaturan Guåhan* does  
19 hereby, on behalf of the people of Guam, support the government of Guam's  
20 efforts to become active members of the Western Interstate Commission for Higher  
21 Education (WICHE), and further urges the government of Guam to work with  
22 WICHE to cement Guam's status as a WICHE member; and be it further

23       **RESOLVED**, that the Speaker certify, and the Legislative Secretary attest  
24 to, the adoption hereof, and that copies of the same be thereafter transmitted to Dr.  
25 Robert Underwood, President of the University of Guam; to Dr. Mary Okada,



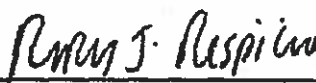
- 1 President of the Guam Community College; to Mr. Jon Fernandez, Superintendent
- 2 of the Guam Department of Education; to the Honorable Madeleine Z. Bordallo,
- 3 Guam Delegate to the 112<sup>th</sup> U.S. Congress; and to the Honorable Edward J.B.
- 4 Calvo, *I Maga'lahaen Guåhan*.

**DULY AND REGULARLY ADOPTED BY *I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN* ON THE 1<sup>ST</sup> DAY OF FEBRUARY 2014.**



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**JUDITH T. WON PAT, Ed.D.**  
Speaker



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**Rory J. Respicio**  
Acting Legislative Secretary

# LEGISLATIVE SESSION

## I MINA'TRENTAI DOS NA LIHESLATURAN

### 2014 (SECOND) Regular Session

### Voting Sheet

Resolution No. 234-32 (COR)  
As substituted and amended on the Floor.

Speaker Antonio R. Unipingo Legislative Session Hall  
February 1, 2014

NAME	Yea	Nay	Not Voting/ Abstained	Out During Roll Call	Absent
Senator Thomas "Tom" C. ADA	✓				
Senator V. Anthony "Tony" ADA	✓				
Senator Frank Blas AGUON Jr.	✓				
Vice-Speaker Benjamin J.F. CRUZ	✓				
Senator Christopher M. DUENAS	✓				
Senator Michael LIMTIACO	✓				
Senator Brant McCREADIE	✓				
Senator Thomas "Tommy" MORRISON	✓				
Senator Tina Rose MUÑA BARNES	✓				
Senator Vicente (ben) Cabrera PANGELINAN	✓				
Senator Rory J. RESPICIO	✓				
Senator Dennis G. RODRIGUEZ, Jr.	✓				
Senator Michael F. Q.SAN NICOLAS	✓				
Speaker Judith T. WON PAT, Ed.D.	✓				
Senator Aline A. YAMASHITA, Ph.D.	✓				

TOTAL

15

Yea

Nay

Not Voting/  
Abstained

Out During  
Roll Call

Absent

CERTIFIED TRUE AND CORRECT:

\_\_\_\_\_  
Clerk of the Legislature

1 = Pass

# **BOT Policies**

## **Series 100 (Drafts)**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ADOPTION OF THE  
GUAM COMMUNITY COLLEGE SEAL**

**WHEREAS**, the GCC Board of Trustees, on July 13, 1978 adopted the Guam Community College Seal; and

**WHEREAS**, the elements of the seal represent various imageries encapsulated within the inner circle that embodies the GCC Motto "The Island is Our Campus," which the Board of Trustees adopted on July 27, 1978; and

**WHEREAS**, within the inner circle there is an open book, which denotes wisdom. In the book, the Latte Stone represents what is native to Guam. Above the Latte Stone is a flame that signifies knowledge. Surrounding the Latte Stone are elements depicting career and technical symbols such as the gear, the T-square, triangle and hard hat. The remaining elements within the book include the mortarboard symbolizing a mark of an educational institution; and

**WHEREAS**, in the outer circle lies the statutory name of the Guam Community College as created by the Enabling Act, of Public Law 14-77 (as amended by Public Law 31-99 in 2011) along with garlands as the symbol of achievement. The seal in its entirety is a circle that encompasses the inclusive nature of the Guam Community College.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees reaffirms its adoption of the Guam Community College Seal.

**BE IT FURTHER RESOLVED**, that the Chamorro translation of the college's motto "I Isla i Faneyåkan-måmi" be adopted as an integral part of the seal to reflect the unique cultural identity of the people of Guam.

**BE IT FURTHER RESOLVED**, that the seal shall be affixed to all resolutions, contracts, diplomas, official academic transcripts, college catalogs, and the distinguished alumni awards.

**Amended & Adopted: 2014**  
**Resolution No: -2014**

**Adopted: July 6, 2011**

**Resolution: 8-2011**

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

**REAFFIRMATION OF AUTONOMY**

**WHEREAS**, Guam Community College was created by Public Law 14-77 (as amended by Public Law 31-99 in 2011); and

**WHEREAS**, Chapter IV, Section 11982 of Public Law 14-77, states the following:

"Except as expressly provided for herein and notwithstanding any other law to the contrary, the College shall be autonomous and self-sufficient in matters pertaining to its governance, organization and administration and the promulgation of its rules and regulations, in accordance with the Administrative Adjudication Law (Title XXV of this Code) pertaining to the following:

- (1) courses of instruction;
- (2) issuance of certificates, diplomas, credits and degrees;
- (3) personnel recruitment, appointment, tenure, promotion, dismissal and other personnel matters;
- (4) obligation and disposition of funds, provided that appropriated funds are used for the purpose or purposes provided in the Act appropriating said funds; and
- (5) soliciting, receiving and using gifts of any kind whatsoever for the purposes provided in this Chapter."; and

**WHEREAS**, the Board of Trustees believes that the autonomy of Guam Community College is vital to fulfilling its responsibilities to the community as mandated by law; and

**WHEREAS**, the institution's autonomy is also of critical importance in complying with the Accreditation Standards of the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges; and

**WHEREAS**, the Accrediting Commission has expressed concerns regarding GCC's autonomy in its 1984 Accreditation Report and in its 1986 Visiting Team Report; and

**WHEREAS**, the Governor of Guam and the 19th Guam Legislature have expressed their concern regarding the institution's accreditation by enacting Public Law 19-13; and

**WHEREAS**, the Board of Trustees realizes that Guam Community College must continue to have substantial autonomy in personnel and fiscal matters if the College is to fulfill its responsibilities.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees does, hereby, reaffirm its commitment to maintaining the autonomy of Guam Community College.

**BE IT FURTHER RESOLVED**, that the Board shall take such reasonable action as is necessary to maintain that autonomy.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_\_-2014

**Reviewed & Adopted:** September 5, 2008  
**Resolution:** 13-2008

**Adopted:** September 21, 1988  
**Resolution** 20-88

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**BOARD POLICY DEVELOPMENT AND REVIEW**

**WHEREAS**, the Board of Trustees is vested with the powers to adopt policies ~~and regulations~~ necessary to the sound operation of the College; and

**WHEREAS**, the sound operation of the College requires that policies ~~and regulations~~ be current and relevant.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees will develop broad institutional policies to encourage and maintain good educational practices throughout the institution; and

**BE IT FURTHER RESOLVED**, that members of the Board of Trustees may submit proposals for policy development or revision to the Chairperson. Proposals originating elsewhere shall be routed to the President for review and recommendation to the Board; and

**BE IT FURTHER RESOLVED**, that any ~~new policy change or amendment to existing policy~~ shall have a first reading at one meeting and be voted upon at a subsequent meeting; and policy changes or amendments to existing policy shall go through the policy review process prior to board approval.

**BE IT FURTHER RESOLVED**, that the Board of Trustees will conduct a ~~periodic~~ review of policies ~~and regulations~~ to maintain currency on a ~~two (2) year basis~~ regular basis as deemed necessary and appropriate.

**Amended & Adopted:** \_\_\_\_\_, 2014

**Resolution No:** \_\_\_\_\_-2014

**Amended & Adopted: September 5, 2008  
Resolution 14-2008**

**Adopted: July 20, 1994  
Resolution 50-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ADOPTION OF  
BOARD OF TRUSTEES MEMBERSHIP HANDBOOK,  
BOARD OF TRUSTEES STANDING COMMITTEES,  
PARLIAMENTARY PROCEDURES AT A GLANCE  
(By: O. Garfield Jones)**

**WHEREAS**, as part of the College's Institutional Assessment, the Board of Trustees has developed an Assessment Activity Strategy & Timeline that outlines ~~five~~ major goals and objectives related to ACCJC/WASC goals; and

**WHEREAS**, these major goals include the development & implementation of a Board Development Plan, improving the conduct of Board business and meetings, strengthening of institutional relationships, establishment of standing committees within the Board, and improvement of the relationship with the GCC Foundation Board; and

**WHEREAS**, of the major goals of the Board, a number of objectives have been accomplished such as the development of a Membership Handbook; the establishment of ground rules for conducting and managing meetings utilizing the Parliamentary Procedures at a Glance publication as the Board's official reference and guidance; the establishment of Standing Committees of the Board that include their duties & responsibilities expected from each committee member; the Student Trustee continues to represent constituents by reporting activities and concerns at regularly scheduled Board meetings; and the Board of Trustee Chairperson continues to work closely with the Foundation Board members to strengthen relationships between the Trustees and Foundation board members; and

**WHEREAS**, the Board continues to move forward with its efforts to fulfill the objectives identified as a part of its own assessment process in compliance with ACCJC/WASC standards, and as mandated by BOT Policy 306.

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Board of Trustees adopts the following for immediate implementation and use:

- GCC Board of Trustees Membership Handbook;
- GCC Board of Trustees ACCJC/WASC Standing Committees:
- Academic Affairs Standing Committee
- ~~Business & Finance~~ Finance & Administration Standing Committee
- ~~Administrative Services Standing Committee~~
- Parliamentary Procedures at a Glance, based on Robert's "Rules of Order," latest edition, and ~~published by Hawthorne Books, Inc.~~

**BE IT FURTHER RESOLVED**, that the above documents and processes, as deemed necessary, are subject to review, updating and amendment by the Board of Trustees.

**Amended & Adopted:**                     , 2014  
**Resolution No:**           -2014

**Amended & Adopted:** September 5, 2008  
**Resolution 15-2008**

**Adopted:** August 1, 2006  
**Resolution 12-2006**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ACCESS TO BOARD POLICIES Y PUBLICATION**

**WHEREAS**, the Board of Trustees periodically amends, deletes, or adds policies necessary to the efficient operation of the College; and

**WHEREAS**, many Board of Trustees policies require the development of rules, regulations and guidelines for the proper administration of the policies; and

**WHEREAS**, knowledge of current Board policies and subsequently-developed rules, regulations and guidelines is essential to the smooth and efficient operation of the College.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that ~~there shall be kept in the administration conference room and the library of the College~~ access to Board policies shall be made available online in the College website ([www.guamcc.edu](http://www.guamcc.edu)), a complete set of Board of Trustees policies; ~~and a reading file of pertinent rules, regulations and guidelines developed as a result of Board of Trustees policies~~, and

**BE IT FURTHER RESOLVED**, that the Recording Secretary to the Board of Trustees is responsible to maintain the currency of all said policy handbooks ~~and reading files~~ by providing appropriate replacement/additional policies when approved by the Board of Trustees.

**Amended & Adopted: \_\_\_\_\_, 2014**  
**Resolution No: \_\_\_\_\_-2014**

**Amended & Adopted: September 5, 2008**  
**Resolution 16-2008**

**Adopted: December 7, 1994**  
**Resolution 3-95**

**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, no changes: \_\_\_\_\_, 2014**

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

**Resolution 17-2008**

**Adopted: March 16, 1994**

**Resolution 12-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ORIENTATION OF NEW BOARD OF TRUSTEES MEMBERS**

**WHEREAS**, Board members are appointed by the Governor to represent the community; and

**WHEREAS**, in order to be effective, each new member appointed needs to have a basic understanding of the roles, functions, and responsibilities of trustee membership; and

**WHEREAS**, a role of the current trustees is to provide an informational foundation for new members so that new members might better carry out the trusteeship;

**NOW, THEREFORE, BE IT RESOLVED**, that each person appointed to the Board of Trustees shall be provided with an orientation designed to allow that individual to become a fully-participating Board member within the shortest period of time possible. Said orientation is the joint responsibility of the Chairperson of the Board of Trustees, and the President of the College or their delegates. Said orientation shall take place within one month of the person's appointment to the Board and shall include as a minimum:

1. An explanation of the duties and responsibilities of the Board of Trustees.
2. A tour of the campus.
3. A general orientation to the current status/activities of Guam Community College.
4. An explanation of the GCC Foundation; ~~the Apprenticeship Council~~; and their relationship with the Board of Trustees.
5. Such materials (provided electronically) as are deemed important to the proper functioning of the new Board member. Such materials may include:
  - A. A copy of the current operational budget and the Non-Appropriated Fund budget.
  - B. A copy of TRUSTEES ROLES AND RESPONSIBILITIES AND TRUSTEE DECISION MAKING.
  - C. Copies of the minutes of all Board of Trustees meetings of the last six months.
6. Public Law 14-77 (Enabling Act of Guam Community College, as amended by Public Law 31-99 in 2011).
7. Board of Trustees Policy Handbook.
8. Board of Trustees Membership Handbook.

**Amended & Adopted:** \_\_\_\_\_, 2014

**Resolution No:** \_\_\_\_\_-2014

**Amended & Adopted:** September 5, 2008  
**Resolution 18-2008**

**Adopted:** March 16, 1994  
**Resolution 1-93**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROFESSIONAL ASSOCIATIONS**

**WHEREAS**, Guam Community College exists as a part of a community of educational institutions; and

**WHEREAS**, there are benefits to be derived from intellectual dialogue with board members and employees of other educational institutions; and

**WHEREAS**, it is important to discuss mutual concerns and problems with others similarly involved in an effort to find innovative ways to address these concerns and problems;

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College shall maintain membership in the American Association of Community Colleges (AACC), the Association of Community College Trustees (ACCT), and the Pacific Postsecondary Education Council (PPEC) and other such educational associations as the Board of Trustees may choose; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees members and Guam Community College employees ~~is~~are encouraged to maintain individual membership and involvement in other educational associations.

**Amended & Adopted:** 2014

**Resolution No:** -2014

**Amended & Adopted: September 5, 2008**  
**Resolution 19-2008**

**Adopted: July 20, 1994**  
**Resolution 48-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROCEDURES FOR POLICY ON LEGISLATIVE TESTIMONY**

WHEREAS, many matters come before the Guam Legislature in the bills proposing new laws; and

WHEREAS, many of these proposed bills directly or indirectly affect Guam Community College; and

WHEREAS, it is the responsibility of the Board of Trustees and the President to develop testimony which represents the best interests of the College community.

NOW, THEREFORE, BE IT RESOLVED, that it shall be the responsibility of the President, or his designee, to keep current on proposed bills to determine which may affect the College; and provide testimony as deemed necessary and appropriate.

BE IT FURTHER RESOLVED, that ~~the following procedures shall be used for any testimony before the Legislature:~~

~~(1) — The President shall contact the Board Chairperson to ascertain whether advise the Board of testimony shall be given; and whenever possible and as necessary, said testimony will be routed to or discussed with all Board members for their input prior to the final version being developed. All members shall receive a copy of the final version. Said testimony shall be delivered by the person or persons designated by the Board Chairperson.~~

~~(2) — Under the direction of the Chairperson, the President will cause proposed testimony to have drafted for review by the Board Chair.~~

~~(3) — Whenever possible, said testimony will be routed to or discussed with all Board members for their input prior to the final version being developed. All members shall receive a copy of the final version.~~

~~(4) — Said testimony shall be delivered by the person or persons designated by the Board Chairperson.~~

Amended & Adopted: \_\_\_\_\_, 2014

Resolution No: -2014

Amended & Adopted: September 5, 2008  
Resolution 20-2008

Adopted: March 16, 1994  
Resolution 11-94

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**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ORGANIZATIONAL CHART OF GUAM COMMUNITY COLLEGE**

**WHEREAS**, the Professional Technological Institute, Office of the Vice President, created by the Board of Trustees on September 16, 1998 is no longer an active Division of the College; and

**WHEREAS**, the College has merged the functions of the former Professional Technological Institute into the Academic Affairs Division, School of ~~Business-Trades~~ and Professional Services; and

**WHEREAS**, the President and the ~~President's staff~~ Human Resources Office ~~have~~ has drafted an Organizational Chart that reflects the current organization of the College.

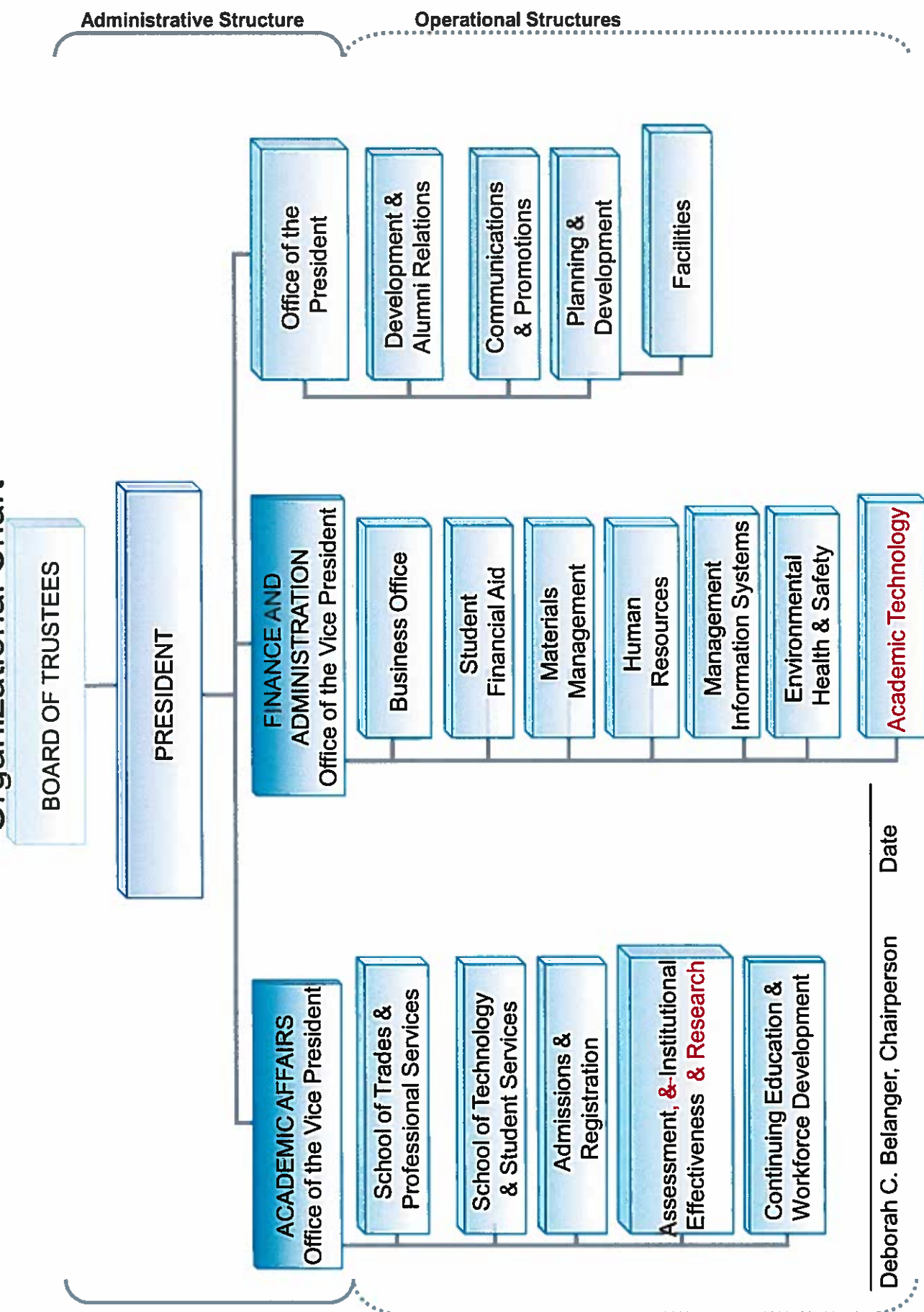
**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees formally adopts the Organizational Chart as a current reflection of the institution's structure.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_\_-2014

**Amended & Adopted: September 5, 2008**  
**Resolution No 22-2008**

**Adopted: May 15, 2001**  
**Resolution 5-2001**

# Guam Community College Organizational Chart



Deborah C. Belanger, Chairperson Date

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**Affirmative Action**

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

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

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

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_\_-2014

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

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

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

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

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

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

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

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

**Amended & Adopted: \_\_\_\_\_, 2014**

**Resolution No: -2014**

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

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

GUAM COMMUNITY COLLEGE  
Board of Trustees

PANDEMIC RESPONSE PLAN

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

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

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

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

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

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

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

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

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution No: -2014

Amended & Adopted: September 5, 2008  
Resolution No: 30-2008

Adopted: June 6, 2006  
Resolution 9-2006

GUAM COMMUNITY COLLEGE  
Board of Trustees

RISK ~~CRISIS~~ MANAGEMENT ~~&~~-EMERGENCY PLANS

WHEREAS, the College, due to its geographic location, is subject to natural disasters, and is also subject to man made disasters, and

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

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

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NOW, THEREFORE, BE IT RESOLVED, that the ~~written Risk Crisis Management and Emergency Plans be made electronically available on the College website (www.guamcc.edu) and be periodically reviewed and updated as deemed necessary.~~  
operational procedures manual include the following:

- ~~1. Eliminate or reduce the probability of man-made disasters.~~
- ~~2. An appropriately detailed description to help personnel prepare or respond to disasters.~~
- ~~3. The sequencing of events to ensure that plans are implemented at the appropriate time; before, during, or after the disaster.~~
- ~~4. Clear communication of responsibilities.~~
- ~~5. Provisions to conduct drills on a regular basis to test plans.~~
- ~~6. Measure the effectiveness of the plans.~~
- ~~7. An orderly return of the college to its normal operational status.~~

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Amended & Adopted: . 2014  
Resolution No. - 2014

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

Adopted: April 6, 1994  
Resolution 45-94



GUAM COMMUNITY COLLEGE  
Board of Trustees

SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION PREVENTION

WHEREAS, Guam Community College is committed to providing a safe and comfortable learning and working environment for students and employees; and

WHEREAS, sexual harassment and sexual assault is a form of sex discrimination that can undermine the foundation of trust and mutual respect that must prevail if the college is to fulfill its educational mission; and

WHEREAS, the College complies with all territorial and federal laws, Title VII of the Civil Rights Act of 1964, and all executive orders and other applicable regulations which protects its employees, students, and applicants for employment or admission against sexual harassment and sexual assault.

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NOW, THEREFORE, BE IT RESOLVED, that sexual harassment and sexual assault will not be tolerated in any part of the College's programs, services, and activities.

BE IT FURTHER RESOLVED, that sanctions will be imposed on employees, students, or other members of the College community who violate this policy in accordance with adopted employee/student codes of conduct and disciplinary procedures, personnel rules and regulations, guidelines contained in employee/student handbooks, the College catalogue, Board/Union collective bargaining agreements, territorial and federal law, and other procedures established by the College for purposes of implementing this policy.

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

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

BE IT FURTHER RESOLVED, that sexual harassment is defined as unwelcomed sexual advances, or request for sexual favors, or other physical or expressive behavior of a sexual nature when:

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

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BE IT FURTHER RESOLVED, that sexual assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual assault is a form of sexual harassment.

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GCC Board of Trustees Policy 185 – Sexual Harassment and Sexual Discrimination Prevention

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

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

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BE IT FURTHER RESOLVED, that any questions about Title IX can be directed to the Title IX Coordinator, John Payne at john.payne2@guamec.edu: 735-5597. Location: Rooms 2138 & 2139, 1<sup>st</sup> Floor of Building 2000, or to the Office of Civil Rights (OCR).

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Amended & Adopted: \_\_\_\_\_, 2014  
Resolution

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

Adopted: April 20, 1994  
Resolution 46-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TRAVEL POLICY**

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

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

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

~~**BE IT FURTHER RESOLVED**, that except for unusual circumstances approved by the Board of Trustees only one person may travel to attend the same activity.~~

**BE IT FURTHER RESOLVED**, that all off-island travel of administrators, faculty, staff, and students is to be approved by the President prior to travel. Travel of the Board of Trustees and the President is to be approved by the Board of Trustees. ~~Following any travel, the person(s) who travel shall provide a narrative report of the results of said travel to the President, or in the case of the President or a Board of Trustees member, to the Board of Trustees.~~

**BE IT FURTHER RESOLVED**, that all travel shall be further governed by the travel procedures, updated on a periodic basis, issued on October 20, 1993 and/or as subsequently amended by the President who has the responsibility to keep such procedures current and to ensure that such procedures are followed to meet both the spirit and the intent of this policy.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_\_-2014

**Amended & Adopted:** November 3, 2011  
**Resolution 4-2012**

**Amended & Adopted:** September 5, 2008  
**Resolution 34-2008**  
**Adopted:** February 1, 1995  
**Resolution 8-95**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**REAL PROPERTY USE  
AND INCOME GENERATION PLAN  
FOR 314-ACRE SITE**

~~WHEREAS, the 314 acres deeded to the College represents an asset that will never be duplicated; and~~

~~WHEREAS, Guam Community College's Ten-Year Master Plan notes, "GCC's greatest future vision is focused on its gift of a 314-acre site of land;" and~~

~~WHEREAS, the acreage represents an opportunity for the College to develop an income base for needed improvements on the existing campus and instructional program development and enhancement; and~~

~~WHEREAS, the College, in accordance with the 1996-2006 Ten-Year Master Plan, must strive to develop a Pro-Tech Park on the 314 acres of land to promote an alliance of industry partnerships that will build a technological services industry, among other partnerships, and provide training opportunities for our students; and~~

~~WHEREAS, the Guam Community College Board of Trustees has recognized that funding assistance from the Government of Guam for construction of a new campus is unlikely while there is a paucity of funds and a continued downturn in the economy; and~~

~~WHEREAS, GCC recognizes that major improvements must be made to the existing campus so the College can continue to carry out its mission, provide a safe learning environment and attract new students; and~~

~~WHEREAS, it is agreed that a re-development of the existing campus must be performed and a conceptual Master Plan for the use of the existing campus for the next 10 to 15 years has been completed; and~~

~~WHEREAS, the Board of Trustees must ensure the land and proceeds from its use support the Guam Community College's mission of human resource development in support of Guam's major social and economic development goals;~~

~~NOW, THEREFORE, BE IT RESOLVED, that in recognition of the Board of Trustees' stewardship of the land, the original intent of the deed and the resulting language in the Higher Education Act, the Board must set a precedent and move to ensure that all proceeds generated from development of the land remain with the College to benefit our programs and students; and~~

~~BE IT FURTHER RESOLVED, the Board lobby for the enactment of law that preserves the integrity of the land and reserves funds generated by the property for the benefit of the College; and~~

~~BE IT FURTHER RESOLVED, the Board directs the College administration to initiate preparation of a Land Use Plan;~~

~~BE IT FURTHER RESOLVED, that the Land Use Plan be adopted by the Board prior to the College entering into any agreement(s);~~

**Reviewed & Adopted: September 5, 2008  
Resolution 36-2008**

**Adopted: October 4, 2000  
Resolution 22-2000**

**Reviewed and DELETED: . 2014**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**~~THE GUAM COMMUNITY COLLEGE~~  
ONLINE POLICY ~~AND PROCEDURES~~**

WHEREAS, the College recognized the need for ~~rules-standards~~ governing the use of the internet by both employees and students; and

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

WHEREAS, such Online ~~Policies Policy and Procedures will~~ provide parameters within which both employees and students must operate.

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

Adopted: \_\_\_\_\_, 2014  
Resolution \_\_\_\_\_-2014

Adopted: December 2, 2009  
Resolution 5-2010

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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

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

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

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

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

**Adopted: \_\_\_\_\_, 2014**

**Resolution: \_\_\_\_\_-2014**

**Adopted: February 9, 2011**

**Resolution No: 4-2011**



**BOT Policies  
Series 100  
(Clean Copies)**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ADOPTION OF THE  
GUAM COMMUNITY COLLEGE SEAL**

**WHEREAS**, the GCC Board of Trustees, on July 13, 1978 adopted the Guam Community College Seal; and

**WHEREAS**, the elements of the seal represent various imageries encapsulated within the inner circle that embodies the GCC Motto "The Island is Our Campus," which the Board of Trustees adopted on July 27, 1978; and

**WHEREAS**, within the inner circle there is an open book, which denotes wisdom. In the book, the Latte Stone represents what is native to Guam. Above the Latte Stone is a flame that signifies knowledge. Surrounding the Latte Stone are elements depicting career and technical symbols such as the gear, the T-square, triangle and hard hat. The remaining elements within the book include the mortarboard symbolizing a mark of an educational institution; and

**WHEREAS**, in the outer circle lies the statutory name of the Guam Community College as created by the Enabling Act, Public Law 14-77 (as amended by Public Law 31-99 in 2011) along with garlands as the symbol of achievement. The seal in its entirety is a circle that encompasses the inclusive nature of the Guam Community College.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees reaffirms its adoption of the Guam Community College Seal.

**BE IT FURTHER RESOLVED**, that the Chamorro translation of the college's motto "I Isla i Faneyåkan-måmi" be adopted as an integral part of the seal to reflect the unique cultural identity of the people of Guam.

**BE IT FURTHER RESOLVED**, that the seal shall be affixed to all resolutions, contracts, diplomas, official academic transcripts, college catalogs, and the distinguished alumni awards.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_-2014

**Adopted:** July 6, 2011  
**Resolution:** 8-2011

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**REAFFIRMATION OF AUTONOMY**

**WHEREAS**, Guam Community College was created by Public Law 14-77 (as amended by Public Law 31-99 in 2011); and

**WHEREAS**, Chapter IV, Section 11982 of Public Law 14-77, states the following:

"Except as expressly provided for herein and notwithstanding any other law to the contrary, the College shall be autonomous and self-sufficient in matters pertaining to its governance, organization and administration and the promulgation of its rules and regulations, in accordance with the Administrative Adjudication Law (Title XXV of this Code) pertaining to the following:

- (1) courses of instruction;
- (2) issuance of certificates, diplomas, credits and degrees;
- (3) personnel recruitment, appointment, tenure, promotion, dismissal and other personnel matters;
- (4) obligation and disposition of funds, provided that appropriated funds are used for the purpose or purposes provided in the Act appropriating said funds; and
- (5) soliciting, receiving and using gifts of any kind whatsoever for the purposes provided in this Chapter."; and

**WHEREAS**, the Board of Trustees believes that the autonomy of Guam Community College is vital to fulfilling its responsibilities to the community as mandated by law; and

**WHEREAS**, the institution's autonomy is also of critical importance in complying with the Accreditation Standards of the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges; and

**WHEREAS**, the Accrediting Commission has expressed concerns regarding GCC's autonomy in its 1984 Accreditation Report and in its 1986 Visiting Team Report; and

**WHEREAS**, the Governor of Guam and the 19th Guam Legislature have expressed their concern regarding the institution's accreditation by enacting Public Law 19-13; and

**WHEREAS**, the Board of Trustees realizes that Guam Community College must continue to have substantial autonomy in personnel and fiscal matters if the College is to fulfill its responsibilities.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees does, hereby, reaffirm its commitment to maintaining the autonomy of Guam Community College.

**BE IT FURTHER RESOLVED**, that the Board shall take such reasonable action as is necessary to maintain that autonomy.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_-2014

**Reviewed & Adopted:** September 5, 2008  
**Resolution:** 13-2008

**Adopted:** September 21, 1988  
**Resolution** 20-88

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**BOARD POLICY DEVELOPMENT AND REVIEW**

**WHEREAS**, the Board of Trustees is vested with the powers to adopt policies necessary to the sound operation of the College; and

**WHEREAS**, the sound operation of the College requires that policies be current and relevant.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees will develop broad institutional policies to encourage and maintain good educational practices throughout the institution; and

**BE IT FURTHER RESOLVED**, that members of the Board of Trustees may submit proposals for policy development or revision to the Chairperson. Proposals originating elsewhere shall be routed to the President for review and recommendation to the Board; and

**BE IT FURTHER RESOLVED**, that any new policy shall have first reading at one meeting and be voted upon at a subsequent meeting; and policy changes or amendments to existing policy shall go through the policy review process prior to board approval.

**BE IT FURTHER RESOLVED**, that the Board of Trustees will conduct a review of policies to maintain currency on a regular basis as deemed necessary and appropriate.

**Amended & Adopted:** \_\_\_\_\_ 2014  
**Resolution No:** \_\_\_\_-2014

**Amended & Adopted:** September 5, 2008  
**Resolution** 14-2008

**Adopted:** July 20, 1994  
**Resolution** 50-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ADOPTION OF  
BOARD OF TRUSTEES MEMBERSHIP HANDBOOK,  
BOARD OF TRUSTEES STANDING COMMITTEES,  
PARLIAMENTARY PROCEDURES AT A GLANCE  
(By: O. Garfield Jones)**

**WHEREAS**, as part of the College's Institutional Assessment, the Board of Trustees has developed an Assessment Activity Strategy & Timeline that outlines major goals and objectives related to ACCJC/WASC goals; and

**WHEREAS**, these major goals include the development & implementation of a Board Development Plan, improving the conduct of Board business and meetings, strengthening of institutional relationships, establishment of standing committees within the Board, and improvement of the relationship with the GCC Foundation Board; and

**WHEREAS**, of the major goals of the Board, a number of objectives have been accomplished such as the development of a Membership Handbook; the establishment of ground rules for conducting and managing meetings utilizing the Parliamentary Procedures at a Glance publication as the Board's official reference and guidance; the establishment of Standing Committees of the Board that include their duties & responsibilities expected from each committee member; the Student Trustee continues to represent constituents by reporting activities and concerns at regularly scheduled Board meetings; and the Board of Trustee Chairperson continues to work closely with the Foundation Board members to strengthen relationships between the Trustees and Foundation board members; and

**WHEREAS**, the Board continues to move forward with its efforts to fulfill the objectives identified as a part of its own assessment process in compliance with ACCJC/WASC standards, and as mandated by BOT Policy 306.

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Board of Trustees adopts the following for immediate implementation and use:

- GCC Board of Trustees Membership Handbook;
- GCC Board of Trustees ACCJC/WASC Standing Committees:
- Academic Affairs Standing Committee
- Finance & Administration Standing Committee
- 
- Parliamentary Procedures at a Glance, based on Robert's "Rules of Order," latest edition.

**BE IT FURTHER RESOLVED**, that the above documents and processes, as deemed necessary, are subject to review, updating and amendment by the Board of Trustees.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_-2014

**Amended & Adopted:** September 5, 2008  
**Resolution 15-2008**

**Adopted:** August 1, 2006  
**Resolution 12-2006**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ACCESS TO BOARD POLICIES**

**WHEREAS**, the Board of Trustees periodically amends, deletes, or adds policies necessary to the efficient operation of the College; and

**WHEREAS**, many Board of Trustees policies require the development of rules, regulations and guidelines for the proper administration of the policies; and

**WHEREAS**, knowledge of current Board policies and subsequently-developed rules, regulations and guidelines is essential to the smooth and efficient operation of the College.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that access to Board policies shall be made available online in the College website ([www.guamcc.edu](http://www.guamcc.edu)), a complete set of Board of Trustees policies, and

**BE IT FURTHER RESOLVED**, that the Recording Secretary to the Board of Trustees is responsible to maintain the currency of all said policy handbooks by providing appropriate replacement/additional policies when approved by the Board of Trustees.

**Amended & Adopted: \_\_\_\_\_, 2014**

**Resolution No: \_\_\_\_-2014**

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

**Resolution 16-2008**

**Adopted: December 7, 1994**

**Resolution 3-95**



**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, no changes: \_\_\_\_\_, 2014

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

**Resolution 17-2008**

**Adopted: March 16, 1994**

**Resolution 12-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ORIENTATION OF NEW BOARD OF TRUSTEES MEMBERS**

**WHEREAS**, Board members are appointed by the Governor to represent the community; and

**WHEREAS**, in order to be effective, each new member appointed needs to have a basic understanding of the roles, functions, and responsibilities of trustee membership; and

**WHEREAS**, a role of the current trustees is to provide an informational foundation for new members so that new members might better carry out the trusteeship;

**NOW, THEREFORE, BE IT RESOLVED**, that each person appointed to the Board of Trustees shall be provided with an orientation designed to allow that individual to become a fully-participating Board member within the shortest period of time possible. Said orientation is the joint responsibility of the Chairperson of the Board of Trustees, and the President of the College or their delegates. Said orientation shall take place within one month of the person's appointment to the Board and shall include as a minimum:

1. An explanation of the duties and responsibilities of the Board of Trustees.
2. A tour of the campus.
3. A general orientation to the current status/activities of Guam Community College.
4. An explanation of the GCC Foundation and their relationship with the Board of Trustees.
5. Such materials (provided electronically) as are deemed important to the proper functioning of the new Board member. Such materials may include:
  - A. A copy of the current operational budget and the Non-Appropriated Fund budget.
  - B. A copy of TRUSTEES ROLES AND RESPONSIBILITIES AND TRUSTEE DECISION MAKING.
  - C. Copies of the minutes of all Board of Trustees meetings of the last six months.
6. Public Law 14-77 (Enabling Act of Guam Community College, as amended by Public Law 31-99 in 2011).
7. Board of Trustees Policy Handbook.
8. Board of Trustees Membership Handbook.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_-2014

**Amended & Adopted:** September 5, 2008  
**Resolution 18-2008**

**Adopted:** March 16, 1994  
**Resolution 1-93**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROFESSIONAL ASSOCIATIONS**

**WHEREAS**, Guam Community College exists as a part of a community of educational institutions; and

**WHEREAS**, there are benefits to be derived from intellectual dialogue with board members and employees of other educational institutions; and

**WHEREAS**, it is important to discuss mutual concerns and problems with others similarly involved in an effort to find innovative ways to address these concerns and problems;

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College shall maintain membership in the American Association of Community Colleges (AACC), the Association of Community College Trustees (ACCT), and the Pacific Postsecondary Education Council (PPEC) and other such educational associations as the Board of Trustees may choose; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees members and Guam Community College employees are encouraged to maintain individual membership and involvement in other educational associations.

**Amended & Adopted:** \_\_\_\_\_, 2014

**Resolution No:** \_\_\_\_-2014

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

**Resolution 19-2008**

**Adopted:** July 20, 1994

**Resolution 48-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**POLICY ON LEGISLATIVE TESTIMONY**

**WHEREAS**, many matters come before the Guam Legislature in the bills proposing new laws; and

**WHEREAS**, many of these proposed bills directly or indirectly affect Guam Community College; and

**WHEREAS**, it is the responsibility of the Board of Trustees and the President to develop testimony which represents the best interests of the College community.

**NOW, THEREFORE, BE IT RESOLVED**, that it shall be the responsibility of the President, or his designee, to keep current on proposed bills to determine which may affect the College and provide testimony as deemed necessary and appropriate.

**BE IT FURTHER RESOLVED**, that the President shall advise the Board of testimony given; and whenever possible and as necessary, said testimony will be routed to or discussed with all Board members for their input prior to the final version being developed. All members shall receive a copy of the final version. Said testimony shall be delivered by the person or persons designated by the Board Chairperson.

**Amended & Adopted:** \_\_\_\_\_, 2014

**Resolution No:** \_\_\_\_-2014

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

**Resolution 20-2008**

**Adopted:** March 16, 1994

**Resolution 11-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ORGANIZATIONAL CHART OF GUAM COMMUNITY COLLEGE**

**WHEREAS**, the Professional Technological Institute, Office of the Vice President, created by the Board of Trustees on September 16, 1998 is no longer an active Division of the College; and

**WHEREAS**, the College has merged the functions of the former Professional Technological Institute into the Academic Affairs Division, School of Trades and Professional Services; and

**WHEREAS**, the President and the Human Resources Office has drafted an Organizational Chart that reflects the current organization of the College.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees formally adopts the Organizational Chart as a current reflection of the institution's structure.

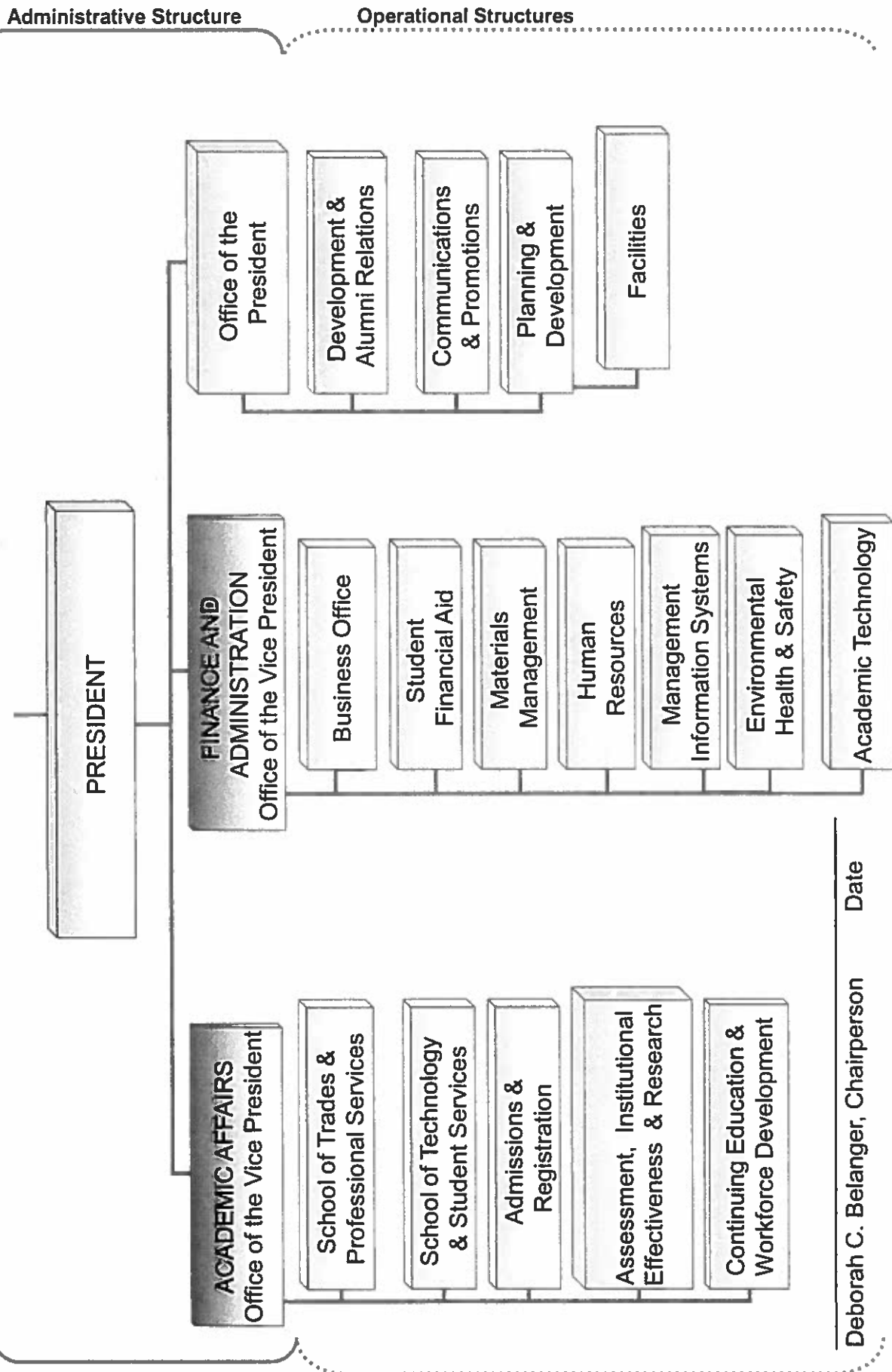
**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_-2014

**Amended & Adopted:** September 5, 2008  
**Resolution No** 22-2008

**Adopted:** May 15, 2001  
**Resolution** 5-2001

# Guam Community College Organizational Chart

BOARD OF TRUSTEES



Deborah C. Belanger, Chairperson      Date

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**Affirmative Action**

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

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

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

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_-2014

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

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



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

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

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

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

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_-2014

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PANDEMIC RESPONSE PLAN**

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

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

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

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

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_-2014

**Amended & Adopted:** September 5, 2008  
**Resolution No:** 30-2008

**Adopted:** June 6, 2006  
**Resolution** 9-2006

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**RISK CRISIS MANAGEMENT AND EMERGENCY PLANS**

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_. 2014  
**Resolution No.** \_\_\_\_ - 2014

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION PREVENTION**

**WHEREAS**, Guam Community College is committed to providing a safe and comfortable learning and working environment for students and employees; and

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

**WHEREAS**, the College complies with all territorial and federal laws, Title VII of the Civil Rights Act of 1964, and all executive orders and other applicable regulations which protects its employees, students, and applicants for employment or admission against sexual harassment and sexual assault.

**NOW, THEREFORE, BE IT RESOLVED**, that sexual harassment and sexual assault will not be tolerated in any part of the College's programs, services, and activities.

**BE IT FURTHER RESOLVED**, that sanctions will be imposed on employees, students, or other members of the College community who violate this policy in accordance with adopted employee/student codes of conduct and disciplinary procedures, personnel rules and regulations, guidelines contained in employee/student handbooks, the College catalogue, Board/Union collective bargaining agreements, territorial and federal law, and other procedures established by the College for purposes of implementing this policy.

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

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

**BE IT FURTHER RESOLVED**, that sexual harassment is defined as unwelcomed sexual advances, or request for sexual favors, or other physical or expressive behavior of a sexual nature when:

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

**BE IT FURTHER RESOLVED**, that sexual assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual assault is a form of sexual harassment.

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

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

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

**BE IT FURTHER RESOLVED**, that any questions about Title IX can be directed to the Title IX Coordinator, John Payne at john.payne2@guamcc.edu: 735-5597, Location: Rooms 2138 & 2139, 1<sup>st</sup> Floor of Building 2000, or to the Office of Civil Rights (OCR).

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution** \_\_\_\_\_

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TRAVEL POLICY**

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

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_-2014

**Amended & Adopted:** November 3, 2011  
**Resolution 4-2012**

**Amended & Adopted:** September 5, 2008  
**Resolution 34-2008**  
**Adopted:** February 1, 1995  
**Resolution 8-95**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ONLINE POLICY**

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

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

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

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

**Adopted: \_\_\_\_\_, 2014**  
**Resolution \_\_\_\_-2014**

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



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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

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

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

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

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

**Adopted:** \_\_\_\_\_, 2014  
**Resolution:** \_\_\_\_-2014

**Adopted:** February 9, 2011  
**Resolution No:** 4-2011

## **Granting of a Posthumous Degree at Guam Community College**

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### **Purpose**

This policy is intended to recognize the academic achievement of a deceased student, and to allow the campus community and the student's family and friends an opportunity to celebrate the student's academic achievement at Guam Community College.

### **Eligibility**

To be eligible for the award of a GCC degree, certificate, or adult high school diploma posthumously, at the time of death, the student must have met the following conditions:

- The student completed at least 80% of the program requirements,
- The student was in good academic standing with a cumulative grade point average of 2.00 or better.
- The student was in good financial standing with the College.
- The student displayed good moral character.
- The student was enrolled within the past 5 years.

### **Recommendation**

Faculty of the academic program of the deceased student may initiate a request in writing to award a posthumous degree, certificate or diploma to the Dean of the school in which the deceased student's program resides.

### **Approval Process**

The Dean, upon receipt of a recommendation, shall initiate the approval process by submitting a request to the college Registrar to conduct a thorough review of the deceased student's progress toward his/her degree objective. A summary of the review will be submitted to the Dean. If the Dean concludes that the eligibility requirements outlined in the Eligibility section of this policy have been satisfied, a formal recommendation from the Dean will be submitted to the Academic Vice President for review and approval. If the Academic Vice President concurs, the recommendation will be submitted to the President for final approval.

### **Award of Posthumous Degree**

Upon approval of the award of a posthumous degree by the President, the family of the deceased student shall be notified by the Vice President for Academic Affairs. The degree shall be conferred at the next regularly scheduled commencement exercise. The posthumous nature of the award shall be indicated on the degree, certificate, or diploma, the student's permanent record, and in the commencement program. The family may designate a family member to participate in commencement ceremonies. The diploma shall be mailed to the family or next of kin in accordance with established procedures.

**PRESIDENT'S TRAVEL SCHEDULE**  
September 2014

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
ACCJC New Commissioner Training*	Sept 8-9, 2014	San Francisco, CA	ACCJC
Council for Advancement and Support of Education (CASE) Conference**	Sept 17-19, 2014	Sacramento, CA	CASE

*Funding Source:  
\*100% ACCJC Reimbursement, \*\* 100% Promo Fund*

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Friday, August 22, 2014, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.                    CALL TO ORDER**

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

**II.                  APPROVAL OF MINUTES**

1. Monthly Meeting of July 24, 2014

**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
  - Building 200 (Renovation), Building 100 and Forensic Lab
2. Western Interstate Commission for Higher Education (WICHE)

***BOT - Meeting Agenda***

***August 22, 2014***

***Page 2***

**VII.            NEW BUSINESS**

1.      Resolution (Physical Master Plan – Update)
2.      Resolution (Irrevocable Gift to GCC Foundation)
3.      President's Travel Request (October 2014)

**VIII.          EXECUTIVE SESSION**

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

**IX.            ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of July 24, 2014**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees on July 24, 2014, was called to order at 12:11 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. John Benito; Mr. Frank P. Arriola; Ms. Elmarie Anderson, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Mr. Richard P. Sablan (off-island); 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; Attorney Matthew Kane, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Michael Chan, Associate Dean, TSS.

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

**II. APPROVAL OF MINUTES – June 6, 2014.**

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE MEETING MINUTES OF JUNE 6, 2014, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS- There was communications received.**

1. From ACCT, GCC received a Certificate as a member of Good Standing.
2. From the United States President Barack Obama notifying President Mary Okada of her appointment as Vice Chair of the White House Advisory Commission on Asian Americans and Pacific Islanders.

3. From ACCJC, letter dated July 1, 2014 for President Mary Okada elected as the ACCJC Pacific Colleges Representative from July 2014 through June 30, 2017.

**IV. PUBLIC DISCUSSION-** There was none.

**V. REPORTS**

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

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

FY2014: As of July 22, 2014, the College received approximately \$9,000,000 from the General Fund. \$476,000 for the LPN/Vocational Guidance Fund; \$518,000 received from MDF; \$24,000 received from TAF and \$317,000 from the TAF supplemental; \$90,000 for the Capital Improvement Fund; \$101,805 for the Competitive Wage Act funding. Based on the total appropriations for the fiscal year, this constitutes approximately 60% of all funds received to date. Will continue to follow up with Department of Administration for allotments. Will also monitor the Manpower Development Fund as number is far below what was appropriated.

Capital Improvement Projects and other activities: President Okada reported the following:

CIP Projects:

- Completed speed humps project to deter speeding on campus.
- Ordered the replacements for LED lights in parking lot.
- Finished paving parking lot across from Victoria Mart, part of this was funded through a donation from Hawaiian Rock.
- Working on electrical upgrade to Building 600.
- ACCJC Commissioner training in September 2014, Dr. Ray Somera has been selected as a team member for a comprehensive visit.
- Requesting for the BOT members to complete the online course, ACCJC Basics. The BOT Chair has completed this. This will be part of the GCC midterm report to ACCJC due in March 2015. The BOT Chair requested the link resent to the BOT members and mentioned this as high priority.
- The College is now an institution member along with 1,700 other colleges and universities of the Servicemembers Opportunity Colleges (SOC) Consortium for Veterans.
- During President Okada's recent trip to Washington D.C., she visited the Department of Interior and was able to secure two (2) grants: \$337,000 for collateral equipment for Building 200 and \$380,000 for the Pacific Postsecondary Education Council. A part of this will include leadership training for Trustees, which the President will provide further information.



***BOT - Meeting of July 24, 2014***

***Page 3 of 6***

- The College has also submitted a grant with other partners for approximately \$3 Million to help support approximately 3,200 adult education students on Guam. The College is the lead applicant and should know the outcome by August 2014.
- Preparing for Convocation on August 11, 2014 at the MPA beginning 4:00 p.m. Theme is "Back to Basics." BOT members were encouraged to attend. More information will be emailed.
- When Building 200 construction is complete; Cosmetology and Criminal Justice would have to be temporarily moved out of Building 100, which is the next construction project.
- The GCC Foundation golf tournament is Saturday, October 4, 2014 and the Foundation Chairperson is soliciting BOT support.
- Preparing for upcoming Labor Day picnic Sunday, August 31, 2014 and board members are invited to attend. More info will be emailed to the Board.
- The College recently received \$500 each for scholarships from the Laguna Association of Guam and from the FEATI University.

**2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

- COPSA finishing up retreats July 25 and August 1, 2014.
- August 6, 2014 is new student orientation.

**Faculty Advisory Member:** Trustee Frederick Tupaz reported as follows:

- Faculty preparing for fall semester.
- August 8, 2014 is first day back for faculty.

**Support Staff Advisory Member:** Trustee Kenneth Bautista reported as follows:

- Staff/Administrator Development Day was June 13, 2014. Information provided and training was good.
- A new MyGCC portal was recently launched.
- A new GCC Wi-Fi was recently completed.
- Staff preparing for the start of fall semester.

**3. Board of Trustees Community Outreach Report.**

- Trustee Arriola recently hosted youths as part of the GCC program in conjunction with the National Summer Transportation Institute (NSTI) with instructor Trustee Frederick Tupaz. He gave credit to Trustee Tupaz for his involvement with the teenagers.
- Trustee Arriola also attended the completion ceremony for the Keep Your Guard Up program on July 8, 2014 at the Guam Guard Readiness Center in Barrigada. He gave credit to President Okada, Ms. Jayne Flores and Mr. Victor Rodgers for a successful event.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

-Building 200 (Renovation). The President reported as informed by the contractor that progress on this construction is currently 75.52%, however, there are a few issues that would have to be addressed. September 18, 2014 is completion deadline.

-Building 100 and Forensic Lab Extension Loan. Building 100 funding has been secured for this renovation. As previously reported, will be moving programs out of this building for the construction and still awaiting word from USDA regarding the loan; a bid should be going out soon on this project.

**2. Western Interstate Commission for Higher Education (WICHE).** The Guam Legislature passed Resolution No. 234-32 (COR) and as previously discussed, the President will report the outcome of further discussions with the Governor on this matter. The President then reported that she recently met with Mr. Vince Leon Guerrero from the Governor's office who requested for discussions on this in November 2014. The Board tabled this matter and made the following motion:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE BOARD TABLE THE MATTER REGARDING THE WESTERN INTERSTATE COMMISSION FOR HIGHER EDUCATION (WICHE) FOR THE NOVEMBER 2014 BOARD OF TRUSTEES MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**3. BOT Policy updates – Series 100.** The Board was previously presented with BOT policies, Series 100 for consideration with recommended changes.

At this time, a motion was made with recommended changes herein.

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE JOHN BENITO THAT THE BOARD ADOPT THE UPDATED BOARD OF TRUSTEES POLICIES, SERIES 100, EXCLUDING POLICY 110, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**VII. NEW BUSINESS.**

1. President's Travel Request (September 2014).  
- ACCJC New Commissioner Training, September 8-9, 2014, San Francisco, California.  
- Council for Advancement and Support of Education (CASE) Conference, September 17-19, 2014 in Sacramento, California: President Okada and several members of the GCC Foundation Board of Governors will be attending and making a presentation during this conference.

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE JOHN BENITO, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR SEPTEMBER 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At approximately 12:40 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 1:10 p.m., the meeting reconvened to open session.

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

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**IX. ADJOURNMENT**

At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE JOHN BENITO, SECONDED BY TRUSTEE FRANK ARRIOLA THAT THE MEETING OF JULY 24, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of July 24, 2014, adjourned at approximately 1:12 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  
Resolution 41-2014**

**Physical Master Plan – Update**

**WHEREAS**, the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges' eleven-member team visited Guam Community College on March 2012 and later reaffirmed GCC's accreditation through Spring 2018; and

**WHEREAS**, 2,727 students enrolled for Fall 2013 represents an 5.9 percent increase over Fall 2012 enrollment (2,576); and

**WHEREAS**, the objective of GCC's Physical Master Plan, updated in 2010 covers the period 2011-2015 and charts the campus facilities necessary to accommodate the college's anticipated needs through the next 15 years with an anticipated 15 percent growth; and

**WHEREAS**, a majority of the "phases" in the Physical Master Plan, such as key Leadership in Energy and Environmental Design (LEED) infrastructure projects (Learning Resource Center, 12/2010, Student Center 12/2011, Foundation Building 12/2012, and Building 200, anticipated 9/2014), have been completed; other projects, such as extending the Gregorio G. Perez Crime Lab (Forensic/DNA) building, hardening, renovating, and expanding Building 100, and constructing the Wellness Center/Maintenance Building all having LEED designs are expected to be completed in 2016; and

**WHEREAS**, the Physical Master Plan must be made current to reflect the existence of new buildings and anticipated enrollment and program growth as GCC carries out its mission as *"a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia"* and moreover, as Guam prepares for the impending military buildup; and

**WHEREAS**, the architectural firm of Taniguchi Ruth Makio Architects has submitted a proposal to update the Physical Master Plan; and

**WHEREAS**, the Board of Trustees has expressed an interest to commit funding to update the Physical Master Plan not to exceed Fifty-Five thousand dollars (\$55,000); and

**WHEREAS**, the Board of Trustees has established through Policy 220, that the fund balance available in the Non-Appropriated Fund is reserved for capital projects and can be transferred to the Capital Projects Fund when authorized by the Treasurer; and

**WHEREAS**, the College has identified the need to use these funds for the update of the Physical Master Plan; and

**NOW, THEREFORE, BE IT RESOLVED**, that the College requests that Board of Trustees authorize the transfer of up to \$55,000 from the Non-Appropriated fund balance to the Capital Projects Fund and shall authorize the President to execute a contract for professional services to bring up to date GCC's Physical Master Plan; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees authorizes appropriating the sum not to exceed \$55,000 from the Capital Projects Fund to fund the updating of the Physical Master Plan.

**ADOPTED** the 22nd day of August 2014.

ATTESTED BY:

  
FRANK P. ARRIOLA  
Secretary

  
DEBORAH C. BELANGER  
Chairperson

**Guam Community College  
Board of Trustees  
Resolution 42-2014**

**IRREVOCABLE GIFT TO GCC FOUNDATION**

**WHEREAS**, the College has continued to implement various phases of the renovation and construction of buildings as indicated in the 2011-2015 Physical Master Plan; and

**WHEREAS**, the Foundation's purpose is to support the College activities, goals, plans, projects, and programs, to include funding for capital improvement projects; and

**WHEREAS**, as of September 30, 2013, the GCC Foundation had an accounts payable to GCC for \$614,292 for 2012 and 2013 expenditures of which \$450,534.06 relate to the construction of the Foundation Building and other capital projects; and

**WHEREAS**, in order for the GCC Foundation to repay these amounts, it would require a liquidation of its investments; and

**WHEREAS**, the Board of Trustees has established through Policy 220, that the fund balance available in the Non-Appropriated Fund is reserved for capital projects and can be transferred to the Capital Projects Fund when authorized by the Treasurer; and

**WHEREAS**, the College has sufficient funds and reserves to cover these capital costs and is willing to make an irrevocable gift to the Foundation; and

**NOW, THEREFORE, BE IT RESOLVED**, that the College requests that Board of Trustees authorize the transfer of up to \$450,534.06 from the Non-Appropriated fund balance to the Capital Projects Fund; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees approves an irrevocable gift of \$450,534.06 to the Foundation to liquidate its outstanding receivable and that the Board of Trustees appropriates up to \$450,534.06 from the Capital Projects Fund to allow for the offset of these capital projects.

**ADOPTED** the 22nd day of August 2014.

**ATTESTED BY:**

  
for **FRANK P. ARRIOLA**  
Secretary

  
**DEBORAH C. BELANGER**  
Chairperson



**PRESIDENT'S TRAVEL SCHEDULE**  
**October 2014**

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
13 <sup>th</sup> Annual Native Hawaiian Convention	September 29-October 2, 2014	Honolulu, HI	Council for Native Hawaiian Advancement/WHIAP PI
President's Advisory Commission on Asian American & Pacific Islanders	October 6-8, 2014	Hartford, CT	WHIAPPI

*Funding Source:*

*\*100% WHIAPPI*

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Thursday, September 4, 2014, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.                CALL TO ORDER**

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

**II.              APPROVAL OF MINUTES**

1.        Monthly Meeting of August 22, 2014

**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
  - Building 200 (Renovation), Building 100 and Forensic Lab
2.        Western Interstate Commission for Higher Education (WICHE)

**VII.           NEW BUSINESS**

1.     BOT Policy 110 – Board Policy Development & Review
2.     High School Equivalency Diploma – Updated

**VIII.          EXECUTIVE SESSION**

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

**IX.           ADJOURNMENT**

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

**OATH OF OFFICE**

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

**MEMBER, BOARD OF TRUSTEES**  
**Guam Community College**

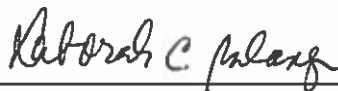
*Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,  
Executed at Mangilao-Guam Community College on September 4, 2014.*



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*Member (Signature)*

*The Oath of Office was administered by the Chairperson, Board of Trustees.*



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*Chairperson, Board of Trustees (Signature)*

**GUAM COMMUNITY COLLEGE  
Board of Trustees  
Monthly Meeting of August 22, 2014**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees on August 22, 2014, was called to order at 12:04 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Richard P. Sablan; Ms. Gina Ramos; Ms. Elmarie Anderson, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Mr. John Benito (off-island); Mr. Frank P. Arriola (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; Attorney Matthew Kane, Legal Counsel; Ms. Doris Perez, Assistant Director, Planning & Development.

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

**II. APPROVAL OF MINUTES – July 24, 2014.**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF JULY 24, 2014, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS -** There was none.

**IV. PUBLIC DISCUSSION-** There was none.

**V. REPORTS**

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

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

FY2014: As of August 22, 2014, the College received approximately \$10,200,000 from the General Fund; \$600,000 from the LPN/Vocational Guidance Fund; \$916,000 received from MDF; \$24,000 received from TAF and approximately \$400,000 from the TAF supplemental; \$90,000 for the Capital Improvement Fund; \$129,000 for the Competitive Wage Act funding for a total of \$12.4 Million. Based on the total appropriations for the fiscal year, this constitutes approximately 77% of all funds received to date.

FY2015 Budget is still being considered by the Guam Legislature. This includes the remaining funding for the complete implementation of the competitive wage.

**Capital Improvement Projects and other activities:** President Okada reported the following:  
CIP Project:

- Finalized scope of work for directional signs for on campus for each building.
- Walkway solar powered lights were installed by the Learning Resource Center.
- The President is currently reviewing the FY2015 CIP projects.
- GCC maintenance crew is now certified by EPA to conduct preventative maintenance on GCC's water system for safe water measures.
- Issues with Building 200 construction relating to the transformer, which will be resolved.
- Parking lot stall painting in front of Building 200 is complete.
- The President will provide a status report at the next meeting concerning FY2014 CIP projects.
- There was a good turnout at the August 11, 2014 Convocation by faculty, administrators and staff.
- To date the following have completed their ACCJC Basics online course: 100% administrators, 99% for staff due to one employee on extended sick leave, faculty is improving and so are BOT members. The GCC midterm report to ACCJC is due March 2015 but the deadline to complete this course is December 2014.
- At this time, the BOT Chair asked for a completion status of the ACCJC online course at each BOT meeting.
- November 21, 2014, there will be a professional development for all employees and encouraging the BOT members to attend.
- The GCC Physical Master Plan needs updating and the College will be seeking board approval to review and update said plan.
- Have met with Core Tech representatives and asked GCC to provide service learning with its senior care housing project once it is completed.

## **2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

August 6, 2014: New Student Orientation and campus tour with 311 students signed in.

***BOT - Meeting of August 22, 2014***  
***Page 3 of 6***

September 5, 2014: Student Organization Officer & Advisor Induction Ceremony and Health Certificate Workshop, plus first COPSA General Membership meeting.

September 18, 2014: Fall Festival, 4-8pm at the Student Center Courtyard. Members were encouraged to attend.

**Faculty Advisory Member:** Trustee Frederick Tupaz reported as follows:

-August 8, 2014: All faculty reported back to work.

-Few issues with student registration and working with administration and Dr. Ray to resolve these.

-Upcoming activities with Criminal Justice, Project Aim, Supervision & Management and other programs:

-Senatorial and Gubernatorial forums-hosted in conjunction with Criminal Justice and Social Science classes. Some students will be volunteer registrars.

-November 8, 2014, John K. Lee 5K Run-currently working with First Hawaiian Bank.

**Support Staff Advisory Member:** Trustee Kenneth Bautista reported as follows:

-New academic year has begun with few issues.

-Attended Convocation August 11, 2014 at the MPA.

-Invited members to attend the Labor Day picnic on August 31, 2014 at Ypao.

**3. Board of Trustees Community Outreach Report.**

August 11, 2014, Convocation at MPA: Attended by Trustee Ramos.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

-Building 200 (Renovation). The President reported that to date this construction is 85.77% complete.

-Building 100 and Forensic Lab Extension Loan. Latest update by USDA is final review of the loan packet will be sometime during this week.

**2. Western Interstate Commission for Higher Education (WICHE).** This relates to Guam Legislature Resolution No. 234-32 (COR) and as last reported this has been tabled for the November 2014 BOT meeting.

**VII. NEW BUSINESS.**



1. Resolution (Physical Master Plan – Update). The Board was presented with this resolution for consideration. The President explained that the last updated Physical Master Plan was for 2011-2015 and that College needs to update it for 2016-2020. The College is requesting for Board approval to transfer funds not to exceed \$55,000 from the Non - Appropriated Fund balance to the Capital Projects Funds to fund this update.

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE BOARD ADOPT THE RESOLUTION, “PHYSICAL MASTER PLAN – UPDATE,” WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

2. Resolution (Irrevocable Gift to GCC Foundation). The Board was presented with this resolution for consideration. This resolution will allow the BOT to transfer \$450,534.06 from the Non-Appropriated fund balance to the Capital Projects Fund. This will be “an irrevocable gift” to the Foundation to liquidate its outstanding receivable to allow for the offset of capital projects. The financial statement and analysis of the fund balance will be made a part of this resolution.

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD ADOPT THE RESOLUTION, “IRREVOCABLE GIFT TO GCC FOUNDATION,” WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

3. The following is the President’s travel request for October 2014:  
-13<sup>th</sup> Annual Native Hawaiian Convention, September 29-October 2, 2014, Honolulu, Hawaii sponsored by the Council for Native Hawaiian Advancement/WHIAPPI.  
-President’s Advisory Commission on Asian American & Pacific Islanders, October 6-8, 2014, in Hartford, CT, sponsored by WHIAPPI.

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE PRESIDENT’S TRAVEL**

**REQUEST FOR OCTOBER 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, President Okada mentioned to the board that there is a PPEC boardmanship training on September 26-27, 2014, at the community college in Honolulu, Hawaii, plus an ACCT Leadership Congress conference October 22-25, 2014 in Chicago, Illinois. New board members are encouraged to attend as part of their professional development.

### **MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE BOARD OF TRUSTEES APPROVE TRAVEL TO ATTEND A PPEC BOARDMANSHIP TRAINING SEPTEMBER 26-27, 2014 IN HAWAII, AND AN ACCT LEADERSHIP CONGRESS CONFERENCE OCTOBER 22-25, 2014 IN CHICAGO, ILLINOIS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At approximately 12:40 p.m., the meeting went into Executive Session.

### **VIII. EXECUTIVE SESSION**

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

At 1:20 p.m., the meeting reconvened to open session.

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

### **MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, Chairwoman Belanger welcomed everyone back to another academic year.

### **IX. ADJOURNMENT**

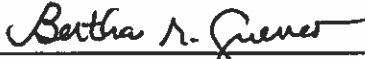
At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**


**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE MEETING OF AUGUST 22, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of August 22, 2014, adjourned at approximately 1:15 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**

**BOARD POLICY DEVELOPMENT AND REVIEW**

**WHEREAS**, the Board of Trustees is vested with the powers to adopt policies and regulations necessary to the sound operation of the College; and

**WHEREAS**, the sound operation of the College requires that policies and regulations be current and relevant,

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees will develop broad institutional policies to encourage and maintain good educational practices throughout the institution; and

**BE IT FURTHER RESOLVED**, that members of the Board of Trustees may submit proposals for policy development or revision to the Chairperson. Proposals originating elsewhere shall be routed to the President for review and recommendation to the Board; and

**BE IT FURTHER RESOLVED**, that any policy change or amendment to existing policy shall have a first reading at one meeting and be voted upon at a subsequent meeting; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees will conduct a periodic review of policies and regulations to maintain currency on a two (2) year basis.

**Amended & Adopted: September 5, 2008  
Resolution 14-2008**

**Adopted: July 20, 1994  
Resolution 50-94**

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

**BOARD POLICY DEVELOPMENT AND REVIEW**

**WHEREAS**, the Board of Trustees is vested with the powers to adopt policies ~~and regulations~~ necessary to the sound operation of the College; and

**WHEREAS**, the sound operation of the College requires that policies ~~and regulations~~ be current and relevant.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees will develop broad institutional policies to encourage and maintain good educational practices throughout the institution; and

**BE IT FURTHER RESOLVED**, that members of the Board of Trustees may submit proposals for policy development or revision to the Chairperson. Proposals originating elsewhere shall be routed to the President for review and recommendation to the Board; and

**BE IT FURTHER RESOLVED**, that any new policy change or amendment to existing policy shall have a first reading at one meeting and be voted upon at a subsequent meeting; and policy changes or amendments to existing policy shall go through the policy review process prior to board approval.

**BE IT FURTHER RESOLVED**, that the Board of Trustees will conduct a ~~periodic review of policies and regulations to maintain currency on a two (2) year basis~~ regular basis as deemed necessary and appropriate.

Amended & Adopted: \_\_\_\_\_, 2014

Resolution No: \_\_\_\_\_-2014

**Amended & Adopted: September 5, 2008**  
**Resolution 14-2008**

**Adopted: July 20, 1994**  
**Resolution 50-94**

**Guam Community College  
Board of Trustees  
Resolution 43-2014**

**High School Equivalency Diploma - Updated**

**WHEREAS**, pursuant to Title 17 of the Guam Code Annotated, Division 4, Chapter 30, of the Community College Act of 1977, and as amended by Public Law 31-99, Guam Community College is Guam's State Agency having the sole responsibility to provide adult education programs; and

**WHEREAS**, Guam Community College recognizes that over 18,000 individuals age 18 years and over do not have a high school diploma or its recognized equivalency; and

**WHEREAS**, Guam Community College provides adult learners, at least 16 years old without a high school diploma, the opportunity to obtain a high school equivalency diploma so as to become self-sufficient and to pursue their educational and job training goal by attending postsecondary, continuing education, or the apprenticeship program; and

**WHEREAS**, Guam Community College is Guam's primary testing center to administer high school equivalency tests; and

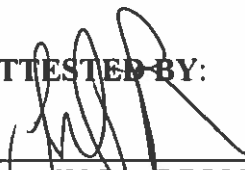
**WHEREAS**, Guam Community College will provide adult learners with options to obtain a high school equivalency diploma; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees shall authorize the President to seek options for the 18,000 adult learners to obtain a high school equivalency diploma; and

**BE IT FURTHER RESOLVED**, that Guam Community College will institutionalize and make available these options for adult learners seeking a high school equivalency diploma.

**ADOPTED** the 4th day of September 2014.

  
\_\_\_\_\_  
**DEBORAH C. BELANGER**  
Chairperson

**ATTESTED BY:**  
  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Secretary

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Friday, October 10, 2014, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.                CALL TO ORDER**

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

**II.              APPROVAL OF MINUTES**

1. Monthly Meeting of September 4, 2014

**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*
  - ACCJC Basics Online Course - completion

**VI.             UNFINISHED BUSINESS**

1. Construction Projects Updates
  - Building 200 (Renovation), Building 100 and Forensic Lab
2. Western Interstate Commission for Higher Education (WICHE)



**VII.           NEW BUSINESS**

1.     FY2015 Capital Improvement Projects
2.     BOT Annual Calendar (Oct. 2014-Sept. 2015)
3.     President's Travel Request (Nov.-Dec. 2014)

**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 4, 2014**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees on September 4, 2014, was called to order at 12:12 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Swearing In and Administration of Oath of Office.** Board Chairwoman Deborah Belanger swore in Ms. Maria S. Connelley, a newly appointed Board of Trustees member.

**2. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Ms. Gina Ramos; Ms. Elmarie Anderson, Student Trustee; Ms. Maria S. Connelley; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Norman Aguilar, representing Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Mr. John Benito (schedule conflict); Mr. Richard P. Sablan (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Matthew Kane, Legal Counsel; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Michael Chan, Associate Dean, TSS; Dr. Juan Flores, Dean, TPS.

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

**II. APPROVAL OF MINUTES – August 22, 2014.**

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF AUGUST 22, 2014, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED.**  
**(Voting: 5 ayes, 0 nays)**

**COMMUNICATIONS** - There was none, however, President Okada shared a letter she received from the Asian and Pacific Islander American Scholarship Fund (APIASF) inviting her as an honoree for the Higher Education Award at the ninth annual Today's Minds, Tomorrow's Future Scholarship Benefit in New York City in November 2014.

**III. PUBLIC DISCUSSION - There was none.**

**IV. REPORTS**

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

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

FY2014: Since the last financial report during the August 22, 2014 BOT meeting, the College has not received additional funds from the Department of Administration but the college continues to work for the continued release of those funds.

As last reported, funding received remains status quo, as follows: approximately \$10,200,000 from the General Fund; \$600,000 from the LPN/Vocational Guidance Fund; \$916,000 received from MDF; \$24,000 received from TAF and approximately \$396,000 from the TAF supplemental; \$90,000 for the Capital Improvement Fund; \$129,000 for the Competitive Wage Act funding for a total of \$12.4 Million. Based on the total appropriations for the fiscal year, this constitutes approximately 77% of all funds received to date.

The BOT Chair asked if there was a contingency funding for payroll and operations. The President informed the Board that there is one and that the College will still be able to issue payroll.

**Capital Improvement Projects and other activities:** President Okada reported the following:  
CIP Project:

- There are several 2014 CIP Projects, one that has a pre-bid conference today, September 4, 2014 for the campus wide mass notification system to include the fire alarm.
- Campus wide directory kiosk scope of work is being finalized for each building.
- Speed bump signs are still pending.
- Issue with non-certification for the campus elevators due to OTIS and DPW not having guidelines, however, the College continues to maintain its elevators until issue is resolved including obtaining another vendor to assist OTIS to ensure compliance.
- President has met with Congresswoman Bordallo yesterday regarding student interns and to increase applicants. Other discussions involved military buildup funding for more training opportunities and for GCC to continue with its apprenticeship programs and to increase courses in support of tourism.
- The FY2015 budget request was for \$19,990,000 and the Legislature has approved GCC's budget for \$19,400,000. Adjustments will be made. Provision is still in place to exempt the College from BBMR's allotment process.
- The College is in the process of developing a Comprehensive and Unified Professional

Development plan for faculty and administrators. We anticipate including staff at some time. The President also reported that there is an opportunity for the College to enter into a partnership with a landowner for approximately 7-8 acres of property adjacent to the campus. This would require Board's approval for several options: purchase, a lease-leaseback agreement, or lease to purchase. Owner proposed if leasing, will build facility for lease. GEDA will assist to identify legislation requirements for the different lease options, otherwise if to purchase, will present this to the Foundation. In the meantime, the College is just exploring this opportunity and will report to the Board.

## **2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

- September 5, 2014: Student Organization Officer & Advisor Induction Ceremony; Student Health Certificate Workshop; and first COPSA General Membership meeting.
- UOG Theatre department are seeking donations to give GCC students opportunity to attend UOG productions at no costs.
- September 18, 2014: Reminder-Fall Festival, 4-8pm at the Student Center Courtyard. Members were encouraged to attend.
- September 19, 2014: COPSA second General Membership meeting.

**Faculty Advisory Member:** Mr. Norman Aguilar informed the Board that Trustee Frederick Tupaz was unable to attend the meeting today due to an emergency and will provide an update upon his return at the next Board meeting.

**Support Staff Advisory Member:** Trustee Kenneth Bautista reported as follows:

- Things are going well so far with the new academic year.
- Staff is looking forward to receiving the other half of their pay increase due to the Competitive Wage Act.

## **3. Board of Trustees Community Outreach Report.**

August 31, 2014, Labor Day: Attended by Trustees Belanger and Ramos.

Trustee Ramos also reported she will complete the ACCJC Basics online course soon.

At this time, the President provided a brief explanation of the ACCJC online course to Trustee Connelley. Email reminders will be issued to all members to complete this course, including a link to the website. Chairwoman Belanger requested to add an item on the agenda under the Community Outreach Report as a reminder until all members have completed this.

## **VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

-Building 200 (Renovation). The President reported that to date this construction is 90.23% complete. A change order is currently being vetted through the architect and facilities department. Some issues are still being worked out.

-Building 100 and Forensic Lab Extension Loan. The President met a USDA representative on September 3, 2014. She was informed that the GCC \$5 Million loan application is currently being reviewed in Washington D.C. and final review should be completed on or before September 30, 2014. A&E documents will also be processed soon.

**2. Western Interstate Commission for Higher Education (WICHE).** This relates to Guam Legislature Resolution No. 234-32 (COR) and as last reported this has been tabled for the November 2014 BOT meeting.

**VII. NEW BUSINESS.**

1. BOT Policy 110 – Board Policy Development & Review. The Board was presented with a draft of this policy during a previous meeting for further review by legal counsel regarding omitting the verbiage “and regulations.” After further discussions and legal counsel’s advice, the verbiage “and regulations” will remain in BOT policy 110 and other revisions as proposed was adopted as presented. The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELMARIE ANDERSON, SECONDED BY TRUSTEE FRANK ARRIOLA THAT THE BOARD ADOPT THE PROPOSED DRAFT OF THE BOARD OF TRUSTEES POLICY 110 WITH VERBIAGE “AND REGULATIONS” TO REMAIN IN THE PARAGRAPHS AND WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

2. High School Equivalency Diploma – Updated. The Board was presented with this resolution for consideration. The President explained that the College has the authority through mandates to issue high school equivalency diplomas. In the past, GED was the equivalency to a high school diploma; however, since GED is a private company other organizations are offering this program. This resolution will allow the College to adopt not just a GED, but also other high school equivalency diplomas, thus, not limiting individuals to just a GED. This resolution is in line with the current legislation and current census that 18,000 individuals age 18 years and over do not have a high school diploma or its recognized equivalency. The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE BOARD ADOPT RESOLUTION 43-2014, "HIGH SCHOOL EQUIVALENCY DIPLOMA – UPDATED," WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

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

#### **VIII. EXECUTIVE SESSION**

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

At 1:30 p.m., the meeting reconvened to open session.

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

#### **MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, Chairwoman Belanger mentioned the following:

1. Welcomed Ms. Maria Connelley and congratulated her on her appointment as a new member of the Board.
2. Congratulations to President Okada for being given an honoree award for higher education by the APIASF.

#### **IX. ADJOURNMENT**


At this time, a motion was made to adjourn the meeting, as follows:

#### **MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE GINA RAMOS THAT THE MEETING OF SEPTEMBER 4, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

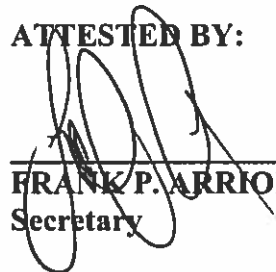
There being no further discussions, the meeting of September 4, 2014, adjourned at approximately 1:32 p.m.

**SUBMITTED BY:**

  
**BERTHA M. GUERRERO**  
Recording Secretary

OCT 10 2014

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

OCT 10 2014

**APPROVED BY:**

  
**DEBORAH C. BELANGER**  
Chairperson

OCT 10 2014



# CIPIS PROJECTS

as approved by the College Governing Council, September 2014

CIP #	Category	Bldg./Room	DESCRIPTION	Environment- Estimated Cost
15.01	Safety & Security	Building A [RENOVATION]	To improve Student Support Services (Bldg. B) public accessibility and use of infrastructure (e.g., services, accessibility, and traffic flow, etc.).	\$ 221,000.00
15.02	Safety & Security	SSA - Bldg. 2000 [FIRE SPRINKLER]	To replace corroded plumbing located at Bldg. 2000's west-wing fire sprinkler system. Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability.	\$ 5,000.00
15.03	Environmental/ Health/Safety	500, 600, 900 & 1000 [DRINKING FOUNTAINS]	To replace defective or install drinking fountains (stainless-steel, standard-ADA) throughout the campus. However, because of GCC's "go-green" initiative and recent hire of Sustainability Project Coordinator, an assessment on usability of replacing defective drinking fountains with "refillable stations" to be strategically located will be conducted.	\$ 12,000.00

Approved Guam Community College Board of Trustees October 10, 2014

CIP #	Category	Bldg. / Room	DESCRIPTION	Government Estimated Cost
15.04	Safety & Security	Campus-wide [DOOR SIGNAGE HOLDERS]	To acquire and install transparent sign holders on all classroom doors.	\$ 4,000.00
15.05	Safety & Security	LRC - Bldg. 4000 [ANTI-SKID STRIPS]	To apply anti-skid, acoustic-absorbing strip on stairs and all entry ways to prevent slippery surfaces and injuries by installation of Envirohille, 10 in. x 24 in., Flat Profile Gray/Black Stair Tread, Model # MT5000751.	\$ 2,000.00
15.06	Safety & Security	SSA - Bldg. 2000 [HAND RAILING BARS]	To install hand rail bars (2-each, 2"D, 2-tiered, 18" x 3"H, galvanized ratings) at eastern & western exit ways.	\$ 1,000.00

Approved Guam Community College Board of Trustees October 10, 2014

CIP #	Category	Bldg. / Room	DESCRIPTION	Government Estimated Cost
15.07	Safety & Security	Student Center - Bldg. 5000 [HAND RAILING BARS]	To install hand rail bars (2"D, 2-bared, 30'L x 3"H, galvanized railings) along southern ramp ways by utilizing the existing 2"D sleeves, and conforming to the existing, prefabricated railings.	\$ 1,000.00
15.08	Environmental/ Health/Safety	Technology Center - Bldg. 1000 [RESTROOMS]	To renovate men's and women's restrooms to include water closets, sinks, stalls, ming, vends, tissue holders, seat covers holders, ADA accessibility, wall & ceiling paintings, doors & locksets, etc.	\$ 83,000.00
15.09	Safety & Security	C23 [ELECTRICAL PROVISIONS]	To install electrical provisions for 20+ laptops & an over-the-board projection system for program's computerized curriculum & instruction, and toward bettering the limited resources within the existing classroom.	\$ 19,000.00

Approved Guam Community College Board of Trustees October 10, 2014

CIP #	Category	Building/Room	DESCRIPTION	Government Estimated Cost
15.10	Safety & Security	Student Center - Bldg. 5000 [SHOWER PARTITIONS]	To install shower partition (3'W x 7'H, solid phenolic-core, with locking-latch mechanism, color match to existing, etc.) at the second floor men's & women's showers for privacy and to alleviate potentially-compromising incidences.	\$ 7,000.00
15.11	Safety & Security	C and D [DOORS]	To continue replacement of classroom doors with visitor panels (38"W x 80"H, metal-framed, bronze-anodized doors with 6"W x 24"H glass-observation window).	\$ 101,000.00
15.12	Environmental/ Health/Safety	A, C or D [UPDATE CLASSROOM]	To identify and update dilapidated classroom to the latest, state-of-the-art, professional & aesthetically-pleasing level (i.e., painting of surfaces, new equipment, furniture, infrastructure upgrades, etc.).	\$ 18,000.00

Approved Guam Community College Board of Trustees October 10, 2014

CIP #	Category	Bldg. / Room	DESCRIPTION	Government Estimated Cost
15.13	Environmental/ Health/Safety	Campus-Wide/A27, A28, C1, C3, C5 [ACs]	To replace / repair AC units (with SEER 13 or better) as prioritized due to wear & tear and to address unanticipated failing systems that may adversely affect the students' learning environment. Because of GCC's "go-green" initiative and recent hire of Sustainability Project Coordinator, an assessment on usability of solar units to replace ACs will be conducted.	\$ 63,000.00
15.14	Environmental/ Health/Safety	Campus-wide [COLLATERAL EQUIPMENT]	To replace collateral equipment (e.g., white boards with digital screens, finite hardwired data ports with Wi-Fi technology, fixed stand-alone desks-chairs with portable group seating, current window fixtures with light-controlling aesthetically-pleasing blinds & shades) for improved instruction within the classrooms.	\$ 20,000.00
15.15	Safety & Security	Campus-wide [UTILITY CART]	To provision for a utility cart (i.e., battery-powered, utility trunk compartment, 2-passenger, refurbished, etc.) to facilitate inter-campus repairs, response & transport of equipment and to replace dilapidated vehicles.	\$ 7,000.00
Approved Guam Community College Board of Trustees October 10, 2014				
TOTAL GOVERNMENT ESTIMATE FOR CIP#s				\$ 584,000.00
Board Approved Amount:				\$ 724,000.00
Less CIP15 Projects				\$ 684,000.00
Contingency:				\$ 170,000.00

CIP #	Category	Bldg. / Room	Description	Government Estimated Cost
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**CIP15 CONTINGENCY PROJECTS:**

1	400, 1000 & 2000 [WATER TANKS]			
2	Room 510B [RETROFIT Light Switch]			
3	Campus-wide [CANISTERS]			
4	Campus-wide [EXTERNAL AMENITIES]			
5	1000 [INTERIOR WALLS]			
6	2000 [INTERIOR WALLS]			
7	Campus-wide Kiosk Directory		To be considered in Fiscal Master Plan, 2016	
8	LRC - Bldg. 4000 - Pathway		To be considered in Fiscal Master Plan, 2016	
9	Student Center - Bldg. 5000 - Awnings		To be considered in Fiscal Master Plan, 2016	
10	3000, 4000, 5000 & 6000 [PATHWAY]		To be considered in GCC-GPA Solar PV Program - Renewable Energy Project	
11	Campus-wide [FENCE]		To be considered in Fiscal Master Plan, 2016	
12	300 & 400 [SALVAGE YARD]		To be considered in Fiscal Master Plan, 2016	
13	Campus-wide [DISPOSAL AREAS]		To be considered in Fiscal Master Plan, 2016	

**GUAM COMMUNITY COLLEGE**

Board of Trustees

Annual Fiscal Year Calendar, October 2014 thru September 2015

Approved by GCC Board of Trustees: October 10, 2014

OCTOBER 2014	NOVEMBER 2014	DECEMBER 2014	JANUARY 2015
<p>10- <u>Fri.</u>, BOT monthly meeting (12pm) campus</p> <p>17- <u>Fri.</u>, <b>BOT POLICY REVIEW (11am-12pm, GCC Campus)</b></p> <p>22 - <u>Wed.</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>22-25 ACCT Annual Leadership Congress</p> <p>TBA <u>Sat</u>, BOT Retreat (tentative)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</p> <p>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>6- <u>Thurs.</u>, BOT monthly meeting (12pm)</p> <p>15- <u>Sat.</u>, BOT Retreat (tentative)</p> <p>19- <u>Wed.</u>, <b>BOT POLICY REVIEW (11am-12pm, GCC Campus)</b></p> <p>21- <u>Fri.</u>, College Assembly, 8:30-3pm (MPA)</p> <p>-BOT/FBOG Boardmanship training (on-island) w/College Assembly</p> <p>TBA Board's Annual Meeting (Time &amp; Venue to be determined) (Per Board Bylaws, Article III, Section 1)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p>	<p>5- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>(BOT Elections)</p> <p>TBA <u>Wed.</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>TBA <u>Sat</u>, BOT Retreat (tentative)</p> <p>TBA <b>POLICY REVIEW</b></p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> GCC's Annual Report to the Governor</p> <p>**update BOT training)</p> <p>**Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(d): Continuing Education for Board and Commission Members. Each year, the members of each board and commission <i>shall</i>, as a form of continuing education, complete the applicable educational program for the board or commission on which they serve.</p>	<p>9- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>17- <u>Sat</u>, BOT Retreat(tentative)</p> <p>TBA Mtg .of the Joint Educational Board (P.L. #19-40, 17 GCA, Chapter 16A)</p> <p><b>NOTE: (**update BOT training) BOARDS &amp; COMMISSION EDUCATIONAL REQUIREMENT</b></p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</p> <p>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>

\*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "...complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."

OCT 10 2014



**GUAM COMMUNITY COLLEGE**

Board of Trustees

Annual Fiscal Year Calendar, October 2014 thru September 2015

Approved by GCC Board of Trustees: October 10, 2014

<b>FEBRUARY 2015</b>	<b>MARCH 2015</b>	<b>APRIL 2015</b>	<b>MAY 2015</b>
<p>TBA Fri., BOT monthly meeting (12pm)</p> <p>9-12 ACCT National Legislative Summit, Washington, DC</p> <p>21- Sat, BOT Retreat (Tentative)</p> <p>25- Wed, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>TBA- GCC Joint Boards Retreat (Date, Time, Venue to be determined)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><b>BOARD:</b> No later than the 15<sup>th</sup> of February, submittal of GCC's annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature</p>	<p>6- Fri, BOT monthly meeting (12pm)</p> <p>14- Sat, BOT Retreat (Tentative)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p>	<p>2- Thurs, BOT monthly meeting (12pm)</p> <p>11- Sat, BOT Retreat(Tentative)</p> <p>22- Wed, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</p> <p>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><b>PRESIDENT:</b> For FY2014 - Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>1- Fri, BOT monthly meeting (12pm)</p> <p>9- Sat, BOT Retreat (Tentative)</p> <p>15- Fri, GCC Commencement, 6:00pm.</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p>

OCT 10 2014

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**GUAM COMMUNITY COLLEGE**

Board of Trustees

Annual Fiscal Year Calendar, October 2014 thru September 2015

Approved by GCC Board of Trustees: ~~Oct 10~~ 2014

JUNE 2015	JULY 2015	AUGUST 2015	SEPTEMBER 2015
<p>5- Fri, BOT monthly meeting (12pm)</p> <p>13- Sat, BOT Retreat(Tentative)</p> <p>17- Wed, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p>	<p>2- Thurs, BOT monthly meeting (12pm)</p> <p>11- Sat, BOT Retreat(Tentative)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</p> <p>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><b>PRESIDENT:</b> Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>7- Fri, BOT monthly meeting (6pm)</p> <p>15- Sat, BOT Retreat Assessment work session (Tentative)</p> <p>19- Wed, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>TBA Convocation</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p>BOT Annual Educational Requirements, Public Law #32-031</p>	<p>4- Fri, BOT monthly meeting (12pm)</p> <p>12- Sat, BOT Retreat (Tentative)</p> <p>TBA- Meeting of the Joint Education Boards (P.L. 19-40, Chapter 16A)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><b>SPECIAL NOTE:</b> February 2015-ACCT National Legislative Summit, Washington, DC</p> <p>TBA- <b>POLICY REVIEWS</b></p>

Adopted by the GCC Board of Trustees:

Date:

Deborah C. Belanger  
Deborah C. Belanger, Chairperson

10/10/14

\*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "...complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."

**PRESIDENT'S TRAVEL SCHEDULE**  
November - December 2014

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
APIASF Scholarship Benefit	November 12, 2014	New York City	Asian & Pacific Islander American Scholarship Fund (APIASF)
President's Advisory Commission on Asian American & Pacific Islanders	December 2-7, 2014	Seattle, WA	White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI)
PREL Board Meeting	December 8, 2014	Honolulu, HI	Pacific Resources for Education and Learning (PREL)

*Funding Source:*  
\*100% APIASF, WHIAAPI, and PREL

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Thursday, November 6, 2014, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.           CALL TO ORDER**

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

**II.          APPROVAL OF MINUTES**

1.       Monthly Meeting of October 10, 2014

**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*
  - ACCJC Basics Online Course - completion

**VI.        UNFINISHED BUSINESS**

1.       Construction Projects Updates
  - Building 200 (Renovation), Building 100 and Forensic Lab
2.       Western Interstate Commission for Higher Education (WICHE)

**VII.           NEW BUSINESS**

1.     BOT Workshops/Trainings
2.     President's Travel Request (January-February 2015)

**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, 2014**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees on October 10, 2014, was called to order at 12:02 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. John Benito; Mr. Frank P. Arriola; Ms. Gina Ramos; Mr. Richard P. Sablan; Ms. Maria S. Connelley; Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Mr. Kenneth Bautista, Support Staff Advisory Member (schedule conflict); Ms. Elmarie Anderson, Student Trustee (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Ms. Carmen Santos, Vice President, Finance and Administration; Dr. Gina Tudela, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Michael Chan, Acting Dean, TSS.

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

**II. APPROVAL OF MINUTES – September 4, 2014.**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE JOHN BENITO THAT THE BOARD APPROVE THE MEETING MINUTES OF SEPTEMBER 4, 2014, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

**III. COMMUNICATIONS** - There was none.

**IV. PUBLIC DISCUSSION** - There was none.

**V. REPORTS**

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

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

FY2014: As of October 10, 2014, the College has received 80% of its appropriation for FY2014 and funding received are as follows: approximately \$11.7 Million from the General Fund; \$743,000 from the LPN/Vocational Guidance Fund; \$1.1 Million received from MDF; \$24,000 received from TAF and approximately \$500,000 from the TAF supplemental; \$90,000 for the Capital Improvement Fund; \$157,234 for the Competitive Wage Act funding for a total of \$14.355 Million.

The College still has the month of appropriation for September 2014 to collect for FY2014.

Capital Improvement Projects and other activities: President Okada reported the following:

- CIP Projects. The College Governing Council has approved the FY2015 capital improvement projects which is up for discussion and for the Board's consideration for approval.

Other projects:

- Additional articulation agreements are being updated with Chaminade and Wayland University.
- There is an opportunity to enter into an articulation agreement with the University of Hawaii at Manoa.

- The College confirmed the transfer back agreement with the University of Guam and working with the Chaminade University to also offer this.

- The Board members were provided with a copy of the 14<sup>th</sup> Annual Institutional Assessment Report for Academic Year 2014-2015 from the GCC Committee on College Assessment.

- The College is currently reviewing a proposal to expand the English Language Learning program.

- Dr. Ray is in Santa Ana, California finishing up an accreditation review. The President informed BOT members if they are interested in becoming a reviewer, to let her know. This will assist BOT members in understanding the functions of different college trustees.

- Meet the President was on September 24-25, 2014 attended by approximately 389 students.

- MagPro recognition award is October 11, 2014 and GCC will be recognized with the Keep Your Guard Up Program as well as the Secondary ProStart program with Marivic Schrage and Kimberly Bautista for Customer Service. For the last three years, GCC has participated and has won an award since then. The top overall Government of Guam winners will be announced at the award ceremony.

- There are two substantive change proposals are being considered for an Environmental Technician and a Pharmacy Technician. Anticipate offering this as a certificate program.

- Also considering a non-profit management program for fiscal and reporting requirements to pilot through CE and maybe obtain Guam Legislature for support.

- Institutional Priorities for AY2014-2015 for professional development was updated.

- GCC Foundation Board of Governors members who attended the Council for Advancement and Support of Education (CASE) conference in California were Chairperson Lorraine Okada, Secretary James Martinez and FBOG member Carline Bukikosa. President Okada also attended and gave a presentation.



- The College was recently represented during the 20<sup>th</sup> International Coastal Clean-up.
- The GCC par excellence golf tournament was a success. Have collected over \$27,000 and still collecting to date. There were also a lot of sponsors.
- The College sponsored the Governor's request for a press conference regarding the USDA loan for the Forensic Lab extension and Building 100 renovation. USDA is currently reviewing the A&E designs and once approved it will go out for bid.

## **2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson was not in attendance due to a student conference.

**Faculty Advisory Member:** Trustee Frederick Tupaz reported as follows:

- Faculty has been busy with semester projects, term exams, assessment and curriculum review.
- Gubernatorial forums were held September 2014 and were well attended by students.
- Senatorial forums October 21 and October 23, 2014 at the MPA beginning at 6:00 p.m.
- John K. Lee 5K is scheduled for November 8, 2014 at the Chamorro Village. Last year's 5K made approximately \$14,000 and goal this year is to raise the amount. Last year collaborated with First Hawaiian Bank. \$7,000 was used for scholarships and goal this year is \$10,000.
- Requesting for Board consideration in scheduling February 2015 BOT meeting after the Job Specs committee completes its evaluation for presentation to the Board.

**Support Staff Advisory Member:** Trustee Kenneth Bautista was unable to attend due to an emergency.

## **3. Board of Trustees Community Outreach Report.**

October 6, 2014, GCC Par Excellence golf tournament, Leo Palace: attended by Trustees Benito and Sablan, who participated in the tournament.

September 30-October 2, 2014, Hawaii: 13th Annual Native Hawaiian Convention, attended by BOT Chair Belanger.

ACCJC Basics Online Course – completion: To date, two out of seven voting BOT members completed this. The link is at <http://www.trainingway.com/accjc>. Deadline is December 2014. The BOT Chair reiterated that this is of high importance.

BOT member were offered to schedule the online course in conjunction with the upcoming BOT policy review on Friday, October 17, 2014 at the President's conference room. BOT members said they would consider attending.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates.**

- Building 200 (Renovation). The President reported that to date this construction is 97.29%

complete. As last reported some issues are still being resolved such as redistribution of power, generator and elevator. Completion date should have been October 2014 but anticipate before the end of the year.

-Building 100 and Forensic Lab Extension Loan. USDA is reviewing the final A&E documents. Once final authorization is approved, the College will be issuing out bids and anticipate doing this before the end of the year. Movement of classes has already begun to prepare for this project that is approximately \$8 Million, \$5 Million of which is the USDA loan.

2. **Western Interstate Commission for Higher Education (WICHE).** This relates to Guam Legislature Resolution No. 234-32 (COR) and as last reported this has been tabled for the November 2014 BOT meeting.

## **VII. NEW BUSINESS.**

1. **FY2015 Capital Improvement Projects.** The Board was presented with a list of proposed Capital Improvements Projects for fiscal year 2015. This has gone through the Resource Planning and Facilities Committee and the College Governing Council making safety, security, environmental and health a priority. The following motion was then made:

### **MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE CAPITAL IMPROVEMENT PROJECTS FOR FISCAL YEAR 2015. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

2. **BOT Annual Calendar (Oct. 2014-Sept. 2015).** The Board was presented with its annual calendar. The following motion was then made:

### **MOTION**

**IT WAS MOVED BY TRUSTEE JOHN BENITO, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES ANNUAL CALENDAR FOR OCTOBER 2014 THROUGH SEPTEMBER 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

3. **President's Travel Request (Nov.-Dec. 2014)**

-APIASF Scholarship Benefit, November 12, 2014, New York City, sponsored by the Asian & Pacific Islander American Scholarship Fund (APIASF).

-President's Advisory Commission on Asian American & Pacific Islanders, December 2-7, 2014, Seattle, Washington, sponsored by White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI).

-PREL Board Meeting, December 8, 2014, Honolulu, Hawaii, sponsored by the Pacific Resources for Education and Learning (PREL).

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR OCTOBER 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

At approximately 12:38 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 1:09 p.m., the meeting reconvened to open session.

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

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE JOHN BENITO THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

At this time, Chairwoman Belanger mentioned the following:

- 1. Congratulations to the College on its successful par excellence golf tournament fundraiser.**
- 2. Welcoming Dr. Ray Somera back from his off-island trip.**

**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS THAT THE MEETING OF OCTOBER 10, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**


There being no further discussions, the meeting of October 10, 2014, adjourned at approximately 1:10 p.m.

**SUBMITTED BY:**

  
**BERTHA M. GUERRERO**  
Recording Secretary

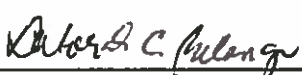
NOV 06 2014

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

NOV 06 2014

**APPROVED BY:**

  
**DEBORAH C. BELANGER**  
Chairperson

NOV 06 2014

***I MINA'TRENTAI DOS NA LIHESLATURAN GUÁHAN***  
**2013 (FIRST) Regular Session**

**Resolution No. 234-32 (COR)**  
As substituted and amended on the Floor.

Introduced by:

Brant T. McCreadie  
Aline A. Yamashita, Ph.D.  
Michael F. Q. San Nicolas  
Tommy Morrison  
Judith T. Won Pat, Ed.D.  
T. R. Muña Barnes  
Chris M. Dueñas  
R.J. Respicio  
T. C. Ada  
V. Anthony Ada  
Frank B. Aguon, Jr.  
B. J.F. Cruz  
Michael T. Limtiaco  
Vicente (ben) C. Pangelinan  
Dennis G. Rodriguez, Jr.

**Relative to supporting Guam's application for membership  
in the Western Interstate Commission for Higher Education  
(WICHE).**

- 1        **BE IT RESOLVED BY *I MINA'TRENTAI DOS NA LIHESLATURAN***  
2 ***GUÁHAN*:**  
3        **WHEREAS, the Western Interstate Commission for Higher Education**  
4 **(WICHE) is a regional non-profit organization created by the Western Regional**  
5 **Education Compact, adopted in the 1950s by western states to facilitate resource**  
6 **sharing among the higher education systems of the west; and**

1       **WHEREAS**, WICHE operations commenced in 1953, and is governed by  
2 three Commissioners appointed by the governors from each state; and

3       **WHEREAS**, under the terms of the Compact, each state commits to support  
4 WICHE's basic operations through annual dues established by the full  
5 Commission; and

6       **WHEREAS**, WICHE and its member states work to improve access to  
7 higher education and ensure student success through its various programs, regional  
8 initiatives, and through research and policy work; and

9       **WHEREAS**, becoming a member of WICHE will greatly benefit Guam's  
10 undergraduate students by allowing them access to the Western Undergraduate  
11 Exchange (WUE) program, the largest regional tuition-reciprocity agreement in the  
12 nation, which provides a reduced tuition, at no more than 150% of the resident  
13 tuition rate, at more than 150 participating two and four year public institutions,  
14 instead of paying substantially more for non-resident tuition, which is at least  
15 double or more the resident tuition rate; and

16       **WHEREAS**, becoming a member of WICHE will provide the opportunity  
17 for Guam's graduate students to enroll in approximately 250 participating graduate  
18 programs and pay the resident tuition rate; and

19       **WHEREAS**, Guam students can additionally benefit from WICHE's  
20 Professional Student Exchange Program (PSEP) and Internet Course Exchange  
21 (ICE) program; and

22       **WHEREAS**, although Guam's institutions of higher learning have made  
23 great strides and improvements over the last several years, Guam's geographic  
24 location and smaller population limit access to higher education for our students;  
25 and

1       **WHEREAS**, Guam can additionally benefit from WICHE's various  
2 resources in workforce and policy development, technology, health, and other  
3 areas; and

4       **WHEREAS**, WICHE has already included Guam, the Commonwealth of  
5 the Northern Mariana Islands, American Samoa, Palau, the Federated States of  
6 Micronesia and the Marshall Islands as the collective sixteenth member of the  
7 Western Interstate Commission for Higher Education, and it is now contingent on  
8 Guam to decide to actively participate in WICHE; and

9       **WHEREAS**, *I Mina'Trentai Dos na Liheslaturan Guåhan* supports and  
10 encourages Guam's efforts to join the CNMI as the second territory to actively  
11 participate in WICHE to offer programs that are not currently offered at the  
12 University of Guam or the Guam Community College; now, therefore be it

13       **RESOLVED**, that with the concurrence and support of the University of  
14 Guam Board of Regents and the Guam Community College Board of Trustees, a  
15 resolution from UOG and GCC for Guam's participation in WICHE *shall* be  
16 transmitted to *I Liheslaturan Guåhan* for its consideration, within 30 days of  
17 adoption; and be it further

18       **RESOLVED**, that *I Mina'Trentai Dos Na Liheslaturan Guåhan* does  
19 hereby, on behalf of the people of Guam, support the government of Guam's  
20 efforts to become active members of the Western Interstate Commission for Higher  
21 Education (WICHE), and further urges the government of Guam to work with  
22 WICHE to cement Guam's status as a WICHE member; and be it further

23       **RESOLVED**, that the Speaker certify, and the Legislative Secretary attest  
24 to, the adoption hereof, and that copies of the same be thereafter transmitted to Dr.  
25 Robert Underwood, President of the University of Guam; to Dr. Mary Okada,



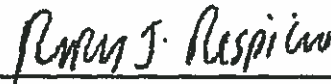
1 President of the Guam Community College; to Mr. Jon Fernandez, Superintendent  
2 of the Guam Department of Education; to the Honorable Madeleine Z. Bordallo,  
3 Guam Delegate to the 112<sup>th</sup> U.S. Congress; and to the Honorable Edward J.B.  
4 Calvo, *I Maga'lahaen Guåhan*.

**DULY AND REGULARLY ADOPTED BY *I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN* ON THE 1<sup>ST</sup> DAY OF FEBRUARY 2014.**



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**JUDITH T. WON PAT, Ed.D.**  
Speaker



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**Rory J. Respicio**  
Acting Legislative Secretary

# LEGISLATIVE SESSION

## I MINA'TRENTAI DOS NA LIHESLATURAN

### 2014 (SECOND) Regular Session

### Voting Sheet

Resolution No. 234-32 (COR)

As substituted and amended on the Floor.

Speaker Antonio R. Unipingo Legislative Session Hall

February 1, 2014

NAME	Yea	Nay	Not Voting/ Abstained	Out During Roll Call	Absent
Senator Thomas "Tom" C. ADA	✓				
Senator V. Anthony "Tony" ADA	✓				
Senator Frank Blas AGUON Jr.	✓				
Vice-Speaker Benjamin J.F. CRUZ	✓				
Senator Christopher M. DUENAS	✓				
Senator Michael LIMTIACO	✓				
Senator Brant McCREADIE	✓				
Senator Thomas "Tommy" MORRISON	✓				
Senator Tina Rose MUÑA BARNES	✓				
Senator Vicente (ben) Cabrera PANGELINAN	✓				
Senator Rory J. RESPICIO	✓				
Senator Dennis G. RODRIGUEZ, Jr.	✓				
Senator Michael F. Q.SAN NICOLAS	✓				
Speaker Judith T. WON PAT, Ed.D.	✓				
Senator Aline A. YAMASHITA, Ph.D.	✓				

TOTAL

15

Yea

Nay

Not Voting/  
Abstained

Out During  
Roll Call

Absent


CERTIFIED TRUE AND CORRECT:

Clerk of the Legislature

1 = Pass

## MEMORANDUM

TO: All College Constituents

FROM: Dr. R. Ray D. Somera  
Vice President for Academic Affairs 

SUBJECT: Mandatory College Assembly on November 21, 2014

DATE: August 15, 2014

Please mark your calendars this early.

President Okada and I will convene a college-wide assembly on November 21, 2014, 8:30am – 3:00pm in the MPA. Lunch will be served. It is **mandatory** for all administrators, faculty, and staff. Insofar as faculty is concerned, this is a provision of the Board-Union Agreement, Article XVII, p. 84 (Faculty Meetings, Secondary) and Article XXI, p. 106 (Faculty Meetings, Postsecondary). Arrangements for classes of secondary faculty (or postsecondary faculty, on an individual basis) will be made by the Deans; specifics will follow.

The general theme of the assembly will be “Creating a Conducive Learning Environment for Team GCC.” Terry Summerlin, a professional speaker and author with over twenty years of experience, as well as a former business owner and barber, will be our resource speaker. Barber-osophy is Terry’s unique way of relating the important principles of life and business through easy-to-remember, often humorous, stories and anecdotes. It is a practical philosophy of time-proven, common-sense principles that changes hearts and builds businesses, promoting effective leadership and a professional image that, in turn, makes good people and good companies even better. Barber-osophy has inspired and entertained CEOs and graduates of The Harvard Business School, as well as athletes, coaches, teachers, salespeople, and business executives.

The Faculty Union leadership will also meet with Union members toward the end of the college assembly.

Please be guided accordingly.

*Terry L. Sumerlin*

Conference speaker

P.O. Box 383, Laron, TX 75166

(972) 853-2130 - Office

[www.barberosophy.com](http://www.barberosophy.com)



Author of

*Leadership: It Takes More  
Than a Great Haircut!*

Terry has been a conference speaker and author for over twenty years. His work as a speaker has taken him to over 25 countries, and throughout the U.S.

Terry is the author of four books. His most recent is *Leadership: It Takes More Than a Great Haircut!* It was nominated for a Global E-Book award in non-fiction. For over a decade, Terry also wrote a leadership column for *American City Business Journals*.

His clients include Hilton, Marriott, the ATM Industry Association, Security Bank, the Mystery Shopping Providers Association (Europe), Princess Cruise Line, Royal Caribbean Cruise Line, and the Air Force Audit Agency. Most recently, he conducted a leadership seminar in Las Vegas for the International Network of Accountants and Auditors, where approximately 30 countries were represented.

"His presentation was simply amazing. The best words to describe Terry are: Inspiring, alive and unique. This is a speaker that I certainly recommend if you want to raise the spirit of your audience!" - **Cristiani Oliveira, Board Member, Mystery Shopping Providers Association – Europe, Lisbon, Portugal**

**A Workshop for  
Leaders of Educational Organizations in  
The Western Pacific**

**January 15-16, 2015**

**Day 0 (optional)**

1. Meet and Greet One Another.
2. The Program for Day 1 and Day 2.
3. Identification of Topics for Discussion (and Possible Breakout Sessions).

**Day 1**

1. Order of Presentation and Information about the Presenters.
2. Good Practice and Accreditation
3. Standards for Boards and Advice for Achieving Board Excellence
4. Fiscal Stewardship (with an exercise)
5. Policy Making
6. Mission and Institutional Performance
7. Student Success (with an exercise)
8. Accountability

**Day 2**

9. What is the Public's Right to know regarding Board Business?  
Open Meeting Requirements.  
Public Access to Board and College Documents (Family Educational Rights and Privacy Act).  
Public Access to Accreditation Information.
10. Board Ethics  
A Review of Conflicts of Interest and Other issues of Common Concern  
Accreditation Requirements
11. What is the Board's Relationship with the CEO?  
Selection, Hiring and Evaluation.  
Operating Relations.
12. How does a Board Monitor its Own Performance?  
A Review of Appropriate Policy and Process.  
The 10 Truisms of Boardsmanship.
13. What Liability Exposure does a Trustee experience and what Protections are in Common Use?  
Protections under the Law.  
Prudent Insurance Coverage.
14. Current Issues in U.S. Secondary and Higher Education Law.
15. Any Other Issues of Interest
16. Meetings with Individual Boards

## **Robert J. Henry**

### **A Short Biography**

Robert J. Henry was born in Mt. Vernon, Washington in 1944, and grew up in Humboldt County in northern California. He attended Humboldt State University (where he is the only person to have served as Student Body President for two terms), taking a BA in Political Science in 1967. Shortly thereafter he married Katherine (Betty) and moved to the Bay Area where he attended law school (Boalt Hall) at the University of California at Berkeley, graduating in 1971.

From 1971 through 1977 he served as an attorney for the California State University. From 1978 through 1983 he served first as General Counsel of the Coast Community College District and then the Los Angeles Community College District. In 1984 he founded School and College Legal Services. This firm currently includes 10 professionals serving over 200 school and college districts throughout California.

He has since practiced education law for more than 40 years with an emphasis on school personnel (including collective bargaining, grievances, unfair practices, employee retention, evaluation, discipline and dismissal), governance, conflicts, ethics, appellate law, and accreditation. He is widely recognized as one of the most experienced and accomplished education attorneys in California. He has successfully argued several school law cases before the State Supreme Court and has represented school and college districts before every level of state and federal trial, appellate, and supreme courts. He has served as primary counsel in more than 25 appellate decisions.

Mr. Henry lives in Windsor California from which he and Betty make regular visits to their daughters Angela and family in Portland, Jennifer and family in Dublin, and son Robbie and family in Santa Rosa.

October 2014

## **David B. Wolf**

### **A Short Biography**

David Benjamin Wolf was born in Dayton, Ohio on August 6, 1942 and grew up in Los Angeles, California. He attended the University of California at Berkeley, taking a BS in Mechanical Engineering in 1965, and a MA in Economics in 1966. After wisely marrying Ruth in 1965, they both served in the US Peace Corps in Malaysia, returning to the San Francisco Bay area in 1968. After working in corporate industry, David attended Stanford University, completing a PhD in Education in 1984.

His career in education began with teaching part-time at City College of San Francisco in 1971, then serving as a Washington Intern in Education in 1972-73. Consulting and then administrative positions with the Los Angeles Community College District extended from 1973 to 1988. During this time he held positions at Mission, West, Metropolitan, Harbor and Pierce colleges, as well as posts at the district level. At West, Metropolitan and Pierce he served as president. David served as Academic Vice President at Santa Rosa Junior College, 1988-1991, and then Provost for the California Maritime Academy, 1992-1996.

In 1996 David became Executive Director of the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, from which he retired in July, 2001. In this capacity he served as chair of the Council for Regional Accrediting Commissions, and as Administrative Officer for the Community College Leadership Development Initiative.

After retiring in 2001, state neglect led David and his colleague, the late Steve Weiner, to become active in preserving higher education access in California; they founded the Campaign for College Opportunity on whose Board he now serves. Weiner and Wolf later created Common Sense California (2004), and more recently the Endowment for California Leadership (2008). David served on the Sonoma County Board of Education (from 2002 through 2010), he was an international member of the Hong Kong Council for Academic Accreditation (2003-2011), and a public member of the Accrediting Commission for Career Schools and Colleges of Technology (2007-2011). From 2010-2014 he was a member of the Board of the Institute for Evidence-Based Change, and in 2011 became a member of the Accreditation Review Committee for the National Commission for Academic Accreditation and Assessment of Saudi Arabia.

David has always been proud of his association with the nation's community colleges and is particularly interested in the enhancement of the preparation and support of the trustees, faculty, staff and administrative leaders whose minds are so central to the continued vitality of this American asset.

David is even prouder of Ruth and their two sons, Ben and Eric. His life has been good.

April 2014





COMMUNITY COLLEGE  
**NATIONAL**  
LEGISLATIVE SUMMIT

*2015*



*FEBRUARY 9 - 12, 2015*  
*MARRIOTT WARDMAN PARK HOTEL*  
*WASHINGTON, D.C.*

Sponsored by



in collaboration with



# FROM THE CHAIRS

Dear Community College Colleagues:

The 2015 Community College National Legislative Summit (NLS) comes at a time when federal policymakers will be considering urgent issues that stand to impact our institutions for many years to come. As Congress works on federal funding and higher education priorities, your voice is essential in determining the strength of America's global competitiveness. Furthermore, your attendance occurs when it remains critically important to support public investments in higher education and as Congress works on the pending reauthorization of the Higher Education Act.

ACCT and AACC strongly encourage you to attend the NLS from February 9-12, 2015 to help advance the community college federal legislative agenda. As always, the NLS will feature outstanding speakers, informative sessions on current topics, and a thorough briefing of the newly announced 2015 community college legislative priorities. The NLS will also equip you with the tools to leverage additional support for your institution at the state and local levels.

It is crucial that trustees, presidents, students, and other community college advocates and leaders have face-to-face meetings with U.S. representatives and senators in Washington. By joining more than a thousand of your peers in Washington this February, your participation will send a loud, clear message about the economic and educational importance of community colleges.

The NLS is the premier annual community college advocacy event. Through your participation in the 2015 NLS, community college leaders will influence the national political agenda and make continued strides in communicating the quality and effectiveness of the work done at our institutions. Your voice and your presence are critical to ensuring the ongoing federal prioritization of community colleges.

Sincerely,

LEROY W. MITCHELL  
Trustee  
Westchester Community College, New York  
2013-2014 ACCT Chair

KEN ATWATER  
President  
Hillsborough Community College, Florida  
2014-2015 AACC Chair

# KEYNOTE SPEAKERS



**WILLIAM KRISTOL**

Founder and Editor, *The Weekly Standard*  
and Political Analyst, ABC News

William Kristol is founder and editor of *The Weekly Standard*, a journal of politics and ideas located in Washington, D.C. He is also a political analyst for ABC News. He is a regular on ABC's *This Week* and on ABC's special events and election coverage, and also appears frequently on other leading political commentary shows including CNN's *Crossfire*, MSNBC's *Morning Joe* and Fox's *Special Report*.

Before starting the *Weekly Standard* in 1995, Kristol led the Project for the Republican Future, where he helped shape the strategy that produced the 1994 Republican congressional takeover. Prior to that, Kristol served as chief of staff to Vice President Dan Quayle during the first Bush Administration, and to Education Secretary William Bennett under President Reagan.



**STEPHANIE CUTTER**

Deputy Senior Advisor to  
President Obama (2009-2011) and CNN Political  
Commentator and Co-host of *Crossfire*

Stephanie Cutter's political and communications experience spans two decades in public service and the private sector. From the West Wing to the campaign trail to the halls of Congress, Cutter has spun political issues and crafted communications strategies for the nation's leading political figures, campaigns and Fortune 500 companies.

Most recently, Cutter served as Deputy Campaign Manager for President Obama's 2012 reelection campaign — Obama for America. She also served as Chairman of the Board for the President's Inaugural Committee. Before joining the campaign, Cutter was a Deputy Senior Advisor to President Obama, overseeing message strategy and issue development.

She was named one of the Top 50 Most Powerful People in Washington by *GQ* magazine and today serves as CNN political commentator, co-host of *Crossfire* and a partner at Precision Strategies, a communications firm.



# SUMMIT REGISTRATION

Early Bird Registration  
Postmark/Fax by December 19, 2014

## 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 E-MAIL

## REGISTRATION OPTIONS (choose one)

**REGISTRATION PACKAGE:** ☐ POSTMARKED BY DECEMBER 19: \$676 ☐ AFTER DECEMBER 19: \$826  
(Includes tickets for Tuesday Luncheon, Wednesday Dinner and Thursday Closing Breakfast. Please order tickets for guests below.)

or

**REGISTRATION FEE ONLY:** ☐ POSTMARKED BY DECEMBER 19: \$498 ☐ AFTER DECEMBER 19: \$648  
If your college board or organization is not a member of ACCT or AACC, please add \$200.

## PRE-SUMMIT ACADEMIES (Optional)

**HIGHER EDUCATION POLICY ACADEMY:** An all-day academy designed to enhance attendees knowledge and understanding of the latest issues and trends in federal higher education policy. (Includes registration for Monday Higher Education Policy Academy, lunch, and a copy of the publication *The Trustee's Role in Effective Advocacy*.) **REGISTRATION:** ☐ \$100

**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

**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
Higher Education Policy Academy with Lunch (Monday)	\$100	_____	_____
New Trustee Academy with Lunch (Monday)	\$100	_____	_____
General Session Luncheon (Tuesday)	\$56	_____	_____
Recognition Dinner & Entertainment by The Capitol Steps (Wednesday)	\$85	_____	_____
Closing Breakfast (Thursday)	\$37	_____	_____
<b>TOTAL</b>		_____	_____

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](mailto:acct@experient-inc.com)  
Cancellations must be postmarked by January 9, 2015 to receive refund, less \$200 processing fee.  
No refunds will be issued after January 9, 2015. Refunds will be issued following the Summit.

# SUMMIT AT A GLANCE

## MONDAY

### FEBRUARY 9

9:00 A.M. – 5:00 P.M.  
Registration

10:00 A.M. – 5:00 P.M.  
New Trustee Academy\*\*

11:00 A.M. – 4:00 P.M.  
Higher Education  
Policy Academy\*\*

## TUESDAY

### FEBRUARY 10

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 11

7:00 A.M. – 2:30 P.M.  
Registration

7:00 A.M. – 8:15 A.M.  
State Breakfast Meetings  
(at hotel)

10:30 A.M. – 12:00 P.M.  
General Session on Capitol  
Hill (tentative)

12:00 P.M. – 2:00 P.M.  
Taste of D.C. (lunch on your own)

**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 P.M.  
Capital Awards and  
Entertainment Banquet \*

Entertainment by Capitol  
Steps, the critically acclaimed  
satirical and improvisational  
performance company

## THURSDAY

### FEBRUARY 12

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**

**\*\*Advanced Registration Required**



## ENTERTAINMENT BY THE 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 1981 when  
staffers for Senator Charles Percy  
were planning entertainment for a  
Christmas party. They decided to  
dig into the headlines of the day  
and create 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

### 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 HIGHLIGHTS

- Join community college leaders to advocate on education, workforce training, and economic development policy issues in the 114th Congress.
- Help craft and deliver the community college response to the Administration's FY 2016 budget proposal by meeting with members of Congress and their staffs on Capitol Hill.
- Learn from congressional officials, political analysts, and other experts during two-and-a-half days of general, special, and concurrent policy sessions designed to expand your knowledge of current issues.
- Influence federal legislation and regulations by meeting with your congressional delegation.
- Hone your skills as a leader of your community college through sessions focusing on advocacy skills at the local, state, and national levels.
- Cultivate contacts among Congress and the Administration through face-to-face meetings on key policy issues.
- Celebrate with peers at the Community College Capital Awards Banquet, featuring entertainment by The Capitol Steps.
- Meet members of the House and Senate Community College Caucuses.



## HOTEL INFORMATION

The 2015 National Legislative Summit will take place at the Marriott Wardman Park Hotel. This NLS flagship hotel has just finished a complete renovation. The hotel is a balance of charm and modern sophistication in a historic and eclectic setting. The Marriott Wardman Park Hotel is just minutes from Capitol Hill and a short walk to one of Washington's most unique neighborhoods, Adams Morgan. Washington's Reagan National Airport is just eight miles away, and the Metro's red line "Woodley Park" station is just steps away.

### HOTEL DEADLINE: JANUARY 16, 2015

ACCT has new housing procedures. Please read carefully, and make your reservations by the January 16 deadline. You must register for the NLS before reserving your hotel room. Rooms may sell out before the deadline, so please reserve your room early. Rooms will be reserved on a first-come, first-served basis.

All reservation requests will require a credit card guarantee of one night's deposit in the form of a personal check or money order. Deposits will be refunded for rooms canceled more than 72 hours prior to arrival. Name changes to room reservations may be made prior to arrival at no charge. Special requests, such as bed type and early check-in, are subject to availability and cannot be guaranteed prior to arrival.

### TRANSPORTATION

**By Plane:** Washington, DC is served by three major airports. Ronald Reagan Washington National Airport (DCA) is approximately 15 minutes south of the city. Washington Dulles International Airport (IAD) is about 45 minutes west of downtown. Baltimore-Washington International Thurgood Marshall Airport (BWI) is located about 45 minutes north of Washington. (All times presume normal traffic conditions.)

**Taxis:** Taxis are available outside baggage claim at all three airports. Fares to downtown: \$25-\$30 from Washington National, or \$60-75 from Dulles or BWI.

**Shuttles/Buses:** SuperShuttle links National, Dulles, and BWI Marshall Airports with downtown. Average fares are \$12 one-way, \$24 round trip from National; \$27 one-way, \$52 round trip from Dulles; \$37 one-way, \$70 round trip from BWI Marshall. To schedule, please call 800 258.3826 or visit [www.supershuttle.com](http://www.supershuttle.com).

**Rental Cars:** Rental cars are available at local airports: Alamo, Avis, Budget, Hertz, and National.

**By Train:** For travelers on the East Coast, Amtrak (800.USA.RAIL) runs frequent service to and from Union Station.

**Metro:** Washington National Airport is accessible from Metro's blue and yellow lines, transferring to the red line.

# HOTEL REGISTRATION

Register online at [www.acct.org](http://www.acct.org).

## CONTACT INFORMATION (PLEASE PRINT)

LAST NAME

FIRST NAME

COLLEGE OR ORGANIZATION

TELEPHONE

FAX

E-MAIL

ARRIVAL (CHECK-IN 3 PM)

DEPARTURE (CHECK-OUT 12 NOON)

SHARING ROOM WITH

## ROOM RATES/TAXES

PLEASE CHECK ONE: ☐ \$273 STANDARD (SINGLE) ☐ \$283 STANDARD (DOUBLE)

SPECIAL REQUESTS: ☐ KING BED ☐ TWO DOUBLE BEDS

\*Plus 14.5% occupancy tax (subject to change). To take advantage of the special rates, please book your reservation by January 16, 2015. All rates are per room. Special requests cannot be guaranteed in advance, however, the hotel will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

## PAYMENT/DEPOSITS

All reservation requests will require a credit card guarantee or a one-night's deposit at time of booking. Personal checks, money orders, or a valid major credit card will be needed for the deposit. Deposits will be refunded for rooms canceled 72 hours prior to arrival. Name changes to room reservations may be made up to three days prior to arrival at no charge.

## CHECK PAYMENT

If you need to pay your hotel deposit by check, make check payable to the Marriott Wardman Park Hotel, and mail it directly to the hotel via DHL/FEDEX or UPS, Marriott Wardman Park Hotel, Attn: In-House Reservations/Lan Thai, 2660 Woodley Road, Washington, D.C. 20008. All checks must be received at least two-weeks prior to your arrival to secure your reservation. Thank you.

## CREDIT CARD

- |                                      |  |   |
|--------------------------------------|--|---|
| <input type="checkbox"/> VISA        | <input type="checkbox"/> MASTERCARD    | <input type="checkbox"/> AMERICAN EXPRESS |
| <input type="checkbox"/> DISCOVER    | <input type="checkbox"/> CARTE BLANCHE | <input type="checkbox"/> JCB              |
| <input type="checkbox"/> DINERS CLUB |  |   |

CREDIT CARD NO.

EXP. DATE

SIGNATURE

## MAIL

Marriott Wardman Park Hotel, Attn: In-House Reservations/Lan Thai, 2660 Woodley Road, Washington, D.C. 20008

## PHONE 877 212 5752 ONLINE [WWW.ACCT.ORG](http://WWW.ACCT.ORG)

If you have a disability and require auxiliary aids, services or other accommodations, please describe your needs below:

## CONFIRMATION

The hotel will send you a confirmation of your reservation. Please review all information for accuracy. If you do not receive your confirmation within 10 to 14 days or have questions regarding your reservation, please contact the hotel at 877 212 5752.



**PRESIDENT'S TRAVEL SCHEDULE**  
January – February 2015

Conference Title	Date	Location	Sponsor:
ACCJC Commission meeting	January 7-9, 2015	Sacramento, CA	Accrediting Commission for Community and Junior Colleges (ACCJC)
PPEC Boardmanship Training & Spring Meeting	January 15-17, 2015	Honolulu, HI	Pacific Postsecondary Education Council (PPEC)
WestCare Annual Board Meeting	January 22-25, 2015	Las Vegas, NV	WestCare Foundation
ACCT National Legislative Summit	February 9-12, 2015	Washington, DC	Association for Community College Trustees (ACCT)

*Funding Source in order of travel:  
100% ACCJC reimbursable; 50% PPEC reimbursable; 100% WestCare funded; and 100% Promotional Fund*

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Thursday, December 11, 2014, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.                CALL TO ORDER**

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

**II.              APPROVAL OF MINUTES**

1. Monthly Meeting of November 6, 2014

**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*
  - ACCJC Basics Online Course - completion

**VI.             UNFINISHED BUSINESS**

1. Construction Projects Updates
  - Building 200 (Renovation), Building 100 and Forensic Lab
2. Western Interstate Commission for Higher Education (WICHE)

**VII.           NEW BUSINESS**

1.     BOT Policy Review (Series 300)
2.     GCC Academic Position Updates
3.     Resolution - GCC Annex

**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 6, 2014**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees on November 6, 2014, was called to order at 12:04 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Maria S. Connelley; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Mr. John Benito (schedule conflict); 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. Doris Perez, Assistant Director, Planning & Development; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Michael Chan, Acting Dean, TSS; Attorney Matthew Kane, Legal Counsel; Mr. William Rosenburgh.

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

**II. APPROVAL OF MINUTES – October 10, 2014.** A correction was made with regards that F. Tupaz did attend the October 10, 2014 meeting.

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE BOARD APPROVE THE MEETING MINUTES OF OCTOBER 10, 2014, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS** - There was none submitted.

**IV. PUBLIC DISCUSSION** – There was none submitted. Mr. William Rosenburgh was informed the procedure for submission for public discussion of 48 hours prior to the BOT meeting.

**V. REPORTS**

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

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

FY2014: Still closing out this fiscal year and to date have received \$16.1 Million from the General Fund, however, the College has uncollected balances as follows: \$385,307.81 for the General Fund; \$39,128.50 for LPN/Vocational Guidance Fund; do not anticipate receiving any other funding from MDF although balance is \$1,061,511.15; \$26,112.15 for TAF supplemental. To date for the MDF, \$1.770 Million was appropriated but received \$708,000 total for FY2014.

FY2015: This fiscal year just started.

**Capital Improvement Projects and other activities:** President Okada reported the following:

-CIP Projects. A few FY2014 CIP projects are still pending: the campus wide mass notification system project that will go out for bid November 24, 2014; the campus wide directory kiosk which did not generate enough interest so specs will be revisited; classroom doors; demolition for model classroom in A26 is ongoing and updating campus generators. The scope of work for FY2015 capital improvement projects are being developed and will go out for bid or requests for proposals.

Other projects:

-Discussions ongoing with GPD regarding crime lab expansion. Several issues would have to be addressed before groundbreaking.

-GCC was selected, for the second year in a row, as one of the "Best for Vets" Career and Technical Colleges for 2015 by the Military Times.

-Currently working with Dr. Ray and the Philippine Consulate General regarding linking with other educational institutions to create programs such as youth lecture leadership series and articulation agreements with other universities in the Philippines, including some that are now privately owned.

-At this time Dr. Ray mentioned discussions are ongoing regarding collaborative projects with the National University (NU), now acquired by the SM group. The President from NU will be visiting GCC with its Dean to discuss other programs of interest.

-The GCC Mid Term Report Draft #3 for the ACCJC was currently reviewed by the Academic Vice President with input from the GCC Management Team and Administrators. Anticipates completion for submission in February 2015 but will go through Board review and approval in January.

-The Participatory Governance Structure Handbook has been completed.

-The 20<sup>th</sup> Fire Cycle graduation was recently completed.

-State of Education by the Superintendent was held last week.

-The ribbon cutting ceremony for Building 200 is scheduled Friday, December 12, 2014 at 10:00 a.m.

## **2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

-**October Events:** 589 students attended the Fall Festival; 146 students signed in during the "Building a Stronger Workforce" conference; COPSA movie night "Isidious" Oct. 30<sup>th</sup>, also attended by Dr. Ray Somera.

-**Upcoming events:** Nov. 13, 2014: COPSA Poetry Slam Contest; Nov. 19-25, 2014, Trustee Anderson and two COPSA officers will be attending the National Center for Student Leadership (NCSL) conference in Florida and will be certified as student leaders; Dec. 2014, upcoming retreat with COPSA.

At this time President Okada also reported that the GCC Phi Theta Kappa Chapter will be hosting an event, "A Cultural Legend Revitalized Through Body Art," a story of Puntan and Fu'una on Friday, Nov. 14, 2014, 6pm-9pm in the MPA.

**Faculty Advisory Member:** Frederick Tupaz reported as follows:

-Faculty has been busy closing out end of semester projects.

-Education department in collaboration with San Vicente School held a cardboard challenge in October 2014.

-The 2014 Education Convocation was held at the MPA and attended by approximately 150 students.

-Counselors held an advisement forum to teach faculty how to properly advise students and how to develop an education plan.

-A total of 500 students participated in the Gubernatorial and Senatorial forums.

-PTK is hosting the Body Art event November 14<sup>th</sup>.

-Faculty Union job specification negotiations are currently ongoing.

-John K. Lee 5K is this Sat., November 8, 2014 at the Chamorro Village sponsored by GCC and First Hawaiian Bank. Funds raised will be used for scholarships. The Board was provided 5K registration forms.

**Support Staff Advisory Member:** Kenneth Bautista reported as follows:

-Staff are preparing for early registration for Spring 2015.

-GCC Christmas party is December 5, 2014 at the Onward Resort.

-Recognized MagPro awardees and nominees as follows: Ms. Kimberly Bautista awarded for "Customer Service Professional of the Year: Front Office & Support Services"; Ms. Cathy Solidum, MIS Systems Programmer was nominated for "Behind the Scenes"; Team MIS nominated for "Customer Service Team Excellence"; GCC awarded "Project/Program of the Year" for the Keep Your Guard Up program for a medium department/agency; Ms. Marivic Schrage, Asst. Professor won the "National Recognition Citation"; Mr. Danilo Bilong was nominated for the "General Education."

**3. Board of Trustees Community Outreach Report.**

-Oct. 22-23, 2014, Invest Guam Conference: attended by Trustee Frank Arriola and reported that GPA, GWA and the Guam Airport were also in attendance and discussed CIP projects involving photovoltaic and renewable energy, which could be an opportunity for apprenticeship programs.

-Oct. 21, 2014, GCC Republican Senatorial Forum: attended by BOT Chair Belanger.

**ACCJC Basics Online Course** (<http://www.trainingway.com/accjc>) – completion: To date, two out of seven voting BOT members completed this. **Deadline to complete is December 2014.** The Board was offered to arrange with the Board Secretary to schedule completing this on campus at their convenience and was noted this as a high priority.

The next **BOT Policy Review** is scheduled for Nov. 19, 2014, 11am-12:00pm., GCC President's Conference for BOT Policies Series 400 (Employee), 500 (Student Board) and 700 (Apprenticeship). This is the last set of BOT policies scheduled for 2014 review. BOT Policy Series 300 will be available before the next BOT meeting.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

-Building 200 (Renovation). The President reported that to date this construction is 99.12% complete. Another change order was submitted for ADA access on the back parking lot; issues with light fixtures relocation and completion; have submitted appeals to the President and to TRMA but have since been rejected; and have issues with the elevator. The generator is on island and the furniture is still in storage. Completion date and complete occupancy is November 22, 2014 and ribbon cutting is scheduled for December 12, 2014.

-Building 100 and Forensic Lab Extension Loan. Still awaiting final approval from USDA.

**2. Western Interstate Commission for Higher Education (WICHE).** This relates to Guam Legislature Resolution No. 234-32 (COR). The President will be scheduling a meeting with the Governor and the Board for final determination on this issue.

**VII. NEW BUSINESS.**

**1. BOT Workshops/Trainings.** The Board was provided with information regarding the following workshops and trainings:

-Pacific Postsecondary Education Council (PPEC) Boardmanship Training, January 15-16, 2015, Honolulu, HI. Copy of the Agenda was provided to the Board.

-Association of Community College Trustees (ACCT) 2015 National Legislative Summit, February 9-12, 2015, Washington, D.C.



-Nov. 21, 2014, GCC Professional Development Day at the GCC Multipurpose Auditorium (MPA): Presentation will be by Terry Sumerlin and the Board was encouraged to attend. This is part 1 of 2. Part 2 will be sometime in Spring 2015.

It was noted that the deadline for early bird registration for the ACCT conference is Dec. 19, 2014 and to inform the President if Board members were interested in attending any of the workshops and trainings. The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PROPOSED WORKSHOPS AND TRAININGS AS PRESENTED FOR THE GCC BOARD OF TRUSTEES. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, the President also informed the Board that another training is tentatively scheduled for Fiduciary Essentials (FE) certification for the Foundation Board of Governors sometime in January 2015 on Guam and will be an eight-hour training. The BOT members were invited to attend.

**2. President's Travel Request (January-February 2015)**

- Accrediting Commission for Community and Junior Colleges (ACCJC) Commission meeting, Sacramento, CA, January 7-9, 2015.
- Pacific Postsecondary Education Council (PPEC) Boardmanship Training & Spring Meeting, Honolulu, HI, January 15-17, 2015.
- WestCare Foundation, Annual Board Meeting, Las Vegas, NV, January 22-25, 2015.
- Association for Community College Trustees (ACCT) National Legislative Summit, Washington, D.C., February 9-12, 2015.

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR JANUARY-FEBRUARY 2015. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At approximately 12:40 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

**1. Personnel Matters**

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

At 1:14 p.m., the meeting reconvened to open session.

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

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, Chairwoman Belanger mentioned the following:

1. Congratulations to the MagPro nominees and winners for a job well done and thanked them for their continued support of the College.
2. Wish to continue encouraging professional negotiations and positive working relations between the Faculty Union and management.


**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE MEETING OF NOVEMBER 6, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of November 6, 2014, adjourned at approximately 1:17 p.m.

**SUBMITTED BY:**



**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**



**FRANK P. ARRIOLA**  
Secretary

**DEC 11 2014**

**APPROVED BY:**



**DEBORAH C. BELANGER**  
Chairperson

**DEC 11 2014**

GUAM COMMUNITY COLLEGE  
Board of Trustees

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

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

WHEREAS, ~~the Board Policy 305, adopted on April 6, 1994, provided for~~ a 5-year cycle of program evaluation to fulfill the following objectives:

Assess program quality, productivity, need and demand;

Improve the quality of academic offerings and vocational training;

Ensure wise allocation of resources;

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

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

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

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

WHEREAS, the Board of Trustees and ~~its sub-group~~, the Foundation Board, shall set an example of compliance with the new accreditation standards

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

BE IT FURTHER RESOLVED, that the Comprehensive Assessment for Instructional Programs, Student Services, Administrative Units and the Board of Trustees ~~Policy shall supersede Board Policy 305, and shall be in effect take effect in the 2003-2003 Academic Year and each academic year thereafter.~~

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution - 2014

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

Adopted: September 4, 2002  
Resolution 13-2002

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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

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

**WHEREAS**, the Board adopted a 5-year cycle of program evaluation to fulfill the following objectives:

Assess program quality, productivity, need and demand;

Improve the quality of academic offerings and vocational training;

Ensure wise allocation of resources;

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

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

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

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution** \_\_\_\_ - 2014

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

**Adopted:** September 4, 2002  
**Resolution** 13-2002

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**INSTRUCTIONAL CALENDAR, POSTSECONDARY AND SECONDARY**

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

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

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

**WHEREAS**, the Agreement between the Guam Federation of Teachers Community College Faculty Union Local 6476 AFT/AFL-CIO and the GCC Board of Trustees (~~GFT/BOT~~ Agreement) also identifies steps and responsibilities in developing the GCC Academic Calendar (Reference-~~Article XVIII, page 93, 2002-2005 GFT/BOT~~ Agreement).

**NOW, THEREFORE, BE IT RESOLVED**, to clarify and to guide the process in the creation of the Academic Calendar, that the Calendar Committee, as empowered by the 2005-2010 GFT/BOT 2010-2016 Agreement, Article XII, page 64, will be responsible for developing and recommending the Academic Calendar to the Board of Trustees for its annual adoption.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution** - 2014

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

**Adopted:** April 6, 1994  
**Resolution** 30-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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**NOW, THEREFORE, BE IT RESOLVED**, to clarify and to guide the process in the creation of the Academic Calendar, that the Calendar Committee, as empowered by the 2010-2016 Agreement, will be responsible for developing and recommending the Academic Calendar to the Board of Trustees for its annual adoption.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution** \_\_\_\_ - 2014

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

**Adopted:** April 6, 1994  
**Resolution** 30-94

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

**SATELLITE ~~VOCATIONAL-CAREER/TECHNICAL~~ PROGRAMS (CTE), AUTHORIZATION**

WHEREAS, the "Community College Act of 1977" (~~created by Public Law 14-77 (as amended by Public Law 31-99 in 2011); codified at 17 GCA §§30101, et seq.~~) established several purposes of the Guam Community College; including "to coordinate vocational-technical education (CTE) programs in all public schools" and "to expand and maintain postsecondary and secondary educational programs in the vocational-technical (CTE) fields"; and

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

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

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

BE IT FURTHER RESOLVED, that the College shall attempt to maximize opportunities to provide secondary ~~vocational career~~-technical education (CTE) through satellite programs.

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

**Amended & Adopted: \_\_\_\_\_, 2014**  
**Resolution - 2014**

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

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



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**SATELLITE CAREER/TECHNICAL PROGRAMS (CTE), AUTHORIZATION**

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

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

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution** \_\_\_\_ - 2014

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

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

GUAM COMMUNITY COLLEGE  
Board of Trustees

ARTICULATION AND TRANSFER AGREEMENTS

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

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

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

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

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

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

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

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution - 2014

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

Adopted: April 6, 1994  
Resolution 29-294

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ARTICULATION AND TRANSFER AGREEMENTS**

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

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

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

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

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3. The Guam Community College identify reciprocal transfer courses in PPEC-member institutions' student catalogs, and initiate dialogue regarding articulation agreements with such institutions. This will be done with other higher institutions of learning that have articulation and transfer agreements with GCC.
4. Institutions which are not presently accredited are subject to institutional review and approved procedures currently in effect.

**Amended & Adopted: \_\_\_\_\_, 2014**  
**Resolution \_\_\_\_ - 2014**

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

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

GUAM COMMUNITY COLLEGE  
Board of Trustees

**CRAFT-WORKFORCE DEVELOPMENT ADVISORY COMMITTEES  
FOR ~~VOCATIONAL CAREER AND~~ TECHNICAL EDUCATION (CTE)**

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

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

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

BE IT FURTHER RESOLVED, that the President of the Guam Community College shall have the authority for appointing members to the various ~~craft-workforce~~ advisory committees upon recommendation by the department in each ~~vocational~~ CTE area.

**Amended & Adopted: \_\_\_\_\_, 2014**  
**Resolution \_\_\_\_\_ - 2014**

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

Adopted: April 6, 1994  
Resolution 28-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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

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

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

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

**BE IT FURTHER RESOLVED**, that the President of the Guam Community College shall have the authority for appointing members to the various workforce advisory committees upon recommendation by the department in each CTE area.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution** \_\_\_\_ - 2014

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

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

## **Associate Dean**

### **NATURE OF WORK:**

The position of Associate Dean is a mid-level administrator at the College who reports directly to the divisional dean. General responsibilities include working closely with the respective divisional dean and staff of the division in curriculum, budgetary and personnel matters. Work is performed in accordance with established Board policies, laws, rules and regulations.

**ILLUSTRATIVE EXAMPLES OF WORK:** *(These examples may not include all the duties which may be assigned; and any one position may not include all the duties listed.)*

#### **Program Development and Management**

- Provides technical assistance to instructional faculty and staff in the process of curriculum development, including documentation, review, improvement and/or creation.
- Provides assistance to instructional departments within the division in developing master schedules and room utilization within the division.
- Provides support to the dean in strategic planning to meet institutional goals.
- Works with the dean in preparation of student programs, policies, and handbooks.
- Assists in writing and/or managing various grants.
- Administers various programs as assigned by the Dean

#### **Budget and Resources**

- Provides assistance to instructional faculty in the budgetary process. Forms of assistance include budget development and expenditure processes.
- Assists in creating a safe environment for our students.
- Follows all budgeting processes relative to grants or student activities.
- Maintains inventory of division properties.

#### **Leadership**

- Serves as a member on College Committees as assigned.
- Provides liaison for coordination between divisions, departments and deans in instructional matters.
- Represent the Division at college events related to orientation, admissions and student programs.
- Provides support to faculty and programs in their assessment efforts.
- Develops adjunct faculty orientation, training, and services and identifies and recommends professional development opportunities for faculty and staff.
- Serves as representative for the Division as determined by Dean.

#### **Personnel**

- Evaluates faculty and staff and makes appropriate recommendations to the dean regarding rating and retention.

- Assists the dean in screening and interviewing applicants for full-time and part-time teaching and staff positions.
- Assists Dean with resolving issues and problems that arise with faculty, students, and staff.
- Maintains a positive and effective working relationship with faculty and staff.

#### **Policy Administration**

- Assists Dean in solving day-to-day personnel, supply, and equipment problems.
- Helps supervise student activities.
- Formulates student personnel policies, such as code of ethics.
- Maintains and oversees student behavior policies and related actions and records attendance and disciplinary procedures; keeps records of disciplinary actions; and confers with students, teachers and parents (in the secondary environment).
- Maintains records and prepares reports.
- Assists and advises the Dean as requested.
- Participates in the development and implementation of College policies and procedures.
- Ensures compliance with federal and local laws, rules and regulations, and Board policies in area of responsibilities.
- Insures the free exercise and protection of student rights on campus.

Continues to develop skills necessary for effective academic management and leadership.

Performs other related duties as required.

#### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of school administration.

Knowledge of the goals and objectives of the College and their relationship to the division.

Knowledge of the divisional programs.

Knowledge of all student activities and organizations.

Ability to work effectively with a wide variety of people, both individually and in groups.

Ability to speak and write clearly, concisely, and effectively.

Ability to comprehend and analyze detailed written matter.

Ability to organize and plan effectively.

Ability to prioritize work, establishes realistic timelines, and meets deadlines.



Ability to exercise independent judgment based on a thorough comprehension of pertinent rules and regulations.

Ability to understand and apply mathematical principles.

Ability to comprehend the scope and interrelationships between educational programs, program management, and the availability and use of financial and personnel resources.

Ability to make independent judgments on the relationship between programs and financial accounting.

Ability to supervise work and training of professional and non-professional employees.

Ability to maintain school discipline.

Ability to effectively relate to students, parents, and staff members while administering disciplinary policies.

Ability to use sound judgment in evaluating administrative problems and in making effective recommendations.

Ability to work effectively under pressure.

A good sense of humor.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Master's degree in career technical education area, educational administration or related area from an accredited college or university plus four (4) years experience in teaching or related services at the secondary or postsecondary level, of which two (2) years must have been as a department chairperson or related administrative experience.

Ratified: DEC 11 2014

  
**CHAIRPERSON  
BOARD OF TRUSTEES**

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

**REQUEST TO PROCEED WITH THE OPPORTUNITY TO EXPAND THE  
CAMPUS AND THE AUTOMOTIVE SERVICE TECHNOLOGY AND  
ELECTRONICS PROGRAMS**

**WHEREAS**, the College is in the process of updating its Physical Master Plan;  
and

**WHEREAS**, the Board of Trustees authorized the update of the Physical Master Plan at the July 24, 2014 BOT meeting; and

**WHEREAS**, Guam Community College needs to continue to increase enrollment, retention, and program graduation rates by improving academic quality, student learning outcomes and the quality of learning resource materials and facilities;  
and

**WHEREAS**, GCC has the opportunity to expand its footprint by entering into a lease agreement to use property adjacent to the GCC campus in Mangilao;  
and

**WHEREAS**, legislation is required for GCC to enter into a lease agreement; and

**WHEREAS**, the Automotive Service Technology and Electronics programs have growing enrollments in both the secondary and postsecondary environments; and

**WHEREAS**, the College has identified the Automotive and Electronics Departments for program expansion, including the Dual Credit Articulated Programs of Study (DCAPS); and

**WHEREAS**, the need for program expansion requires additional classroom and laboratory space; and

**WHEREAS**, the Board of Trustees continues to support the College endeavors for capital improvement projects and construction projects; and

**WHEREAS**, the purpose of the GCC Foundation is to support the College activities, goals, plans, projects, and programs, to include funding for capital improvement projects.

***Request to Proceed with the Opportunity to Expand the Campus and the Automotive Service Technology  
and Electronics Programs-Resolution 45-2014***  
***Page 2 of 2***

**NOW, THEREFORE, BE IT RESOLVED**, that the GCC BOT authorizes the President to proceed with this opportunity, seek required legislation for this project, and request that the GCC Foundation Board of Governors fund the conceptual design for the project.

**Adopted: December 11, 2014**  
**Resolution 45-2014**