

# **GUAM COMMUNITY COLLEGE STAFF SENATE CONSTITUTION**

## **Article I – NAME**

The name of this organization is Guam Community College Staff Senate, hereinafter referred to as the Staff Senate.

## **Article II – AUTHORITY**

- A. The Staff Senate derives authority independently through the voice and intentions of staff, defined as classified full-time permanent employees that support Academic Administrators and Faculty of Guam Community College, hereinafter referred to as the support staff.
- B. The recommendation of this senate shall not conflict with the Board-Union Contract, Personnel Rules & Regulations for Classified Service Employees or existing laws.

## **Article III – PURPOSE**

- A. To participate in the college governance process with the college stakeholders in all efforts to attain the stated goals of the college.
- B. To serve as the representative body for the Staff Senate.
- C. To appoint staff representatives to the college governance structure, college-wide standing committees and other ad hoc committees as appropriate.
- D. To provide a two-way medium for the exchange of information between the staff and the college stakeholders.
- E. To foster a spirit of unity and cooperation.
- F. To provide referral for individual and/or general staff concerns and issues to appropriate personnel.

## **Article IV – MEMBERSHIP**

- A. The Staff Senate Executive Council shall consist of nine (9) voting members that are elected by the support staff general membership and shall consist of three (3) officers (President, Vice President, and Secretary/Treasurer) and six (6) representatives at large.
- B. There shall be a non-voting support staff member from the Human Resources Office appointed by the Staff Senate Executive Council.
- C. The past President of the Staff Senate Executive Council shall serve as a non-voting advisor.

## **Article V - TERMS OF OFFICE**

- A. The term of office for Staff Senate Executive Council shall be for two years to commence on June 1.
- B. In the event that a vacancy occurs, the Executive Council shall refer to the By-Laws for the replacement process under Article XII.
- C. A Staff Senate Executive Council voting members may be re-elected but shall not serve more than two consecutive elected terms in the same capacity.
- D. The past President of the Staff Senate Executive Council shall serve as a non-voting advisor for one year.

## **Article VI-ELECTIONS**

Elections for the Staff Senate Executive Council should be conducted on the last Friday of March on the second year of term in accordance with the By-Laws.

## **Article VII-AMENDMENTS**

- A. Support Staff shall have the power to recommend any amendments to any articles of this Constitution by securing a two-thirds (2/3) vote of all Staff Senate Executive Council. The amendments must be ratified by a two-thirds (2/3) vote of those present at the general membership meeting.

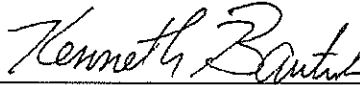
- B. The Staff Senate Executive Council Secretary shall distribute the proposed amendments to all Staff Senate Executive Council members for review of said amendments at the next scheduled Staff Senate Executive Council meeting.
1. Should the amendment be approved, the proposal will be brought forth during the next general membership meeting.
  2. Should the amendment be disapproved, the author may resubmit through petition. Such petition shall consist of two thirds (2/3) of the general membership's signatures. The amendment then will be part of the Agenda at the next general membership meeting for voting.
- C. The general membership shall ratify the revised amendments as indicated in Article VII – Amendment "A" above. Any amendment(s) duly proposed and adopted by the general membership, shall be signed by the Staff Senate Executive Council. The Executive Secretary shall immediately file the newly adopted document in the MyGCC Staff Senate Group Studio.

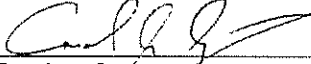
#### Article VIII-ADOPTION OF CONSTITUTION

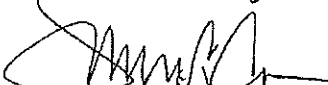
This Constitution and any amendments thereby are to become effective immediately upon adoption by vote of the general membership, as specified in Article VII.

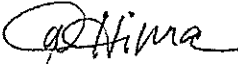
#### Article IX - SIGNATURES

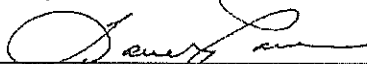
The organizing Staff Senate Committee duly signify by their signatures, this 25<sup>th</sup> day of May 2012, that they fully understand and accept the responsibilities of their position in the creation of the Staff Senate Constitution and attest to the merit of the Articles of this document.

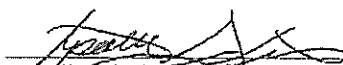
  
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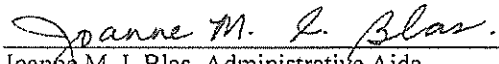
  
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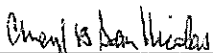
  
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# **GUAM COMMUNITY COLLEGE STAFF SENATE BY-LAWS**

## **Article I – NAME**

The name of this organization is Guam Community College Staff Senate, hereinafter referred to as the Staff Senate.

## **Article II – AUTHORITY**

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- D. To provide a two-way medium for the exchange of information between the staff and the college stakeholders.
- E. To foster a spirit of unity and cooperation.
- F. To provide referral for individual and/or general staff concerns and issues to appropriate personnel.

## **Article IV - DUTIES OF OFFICERS, REPRESENTATIVES AT-LARGE, AND HUMAN RESOURCES ADVISORY MEMBER**

The Staff Senate Executive Council is defined as the President, Vice President, Secretary/Treasurer, six (6) representatives at large, and two non-voting advisory members who are the support staff members from the Human Resources Office and the past President of the previous Staff Senate Executive Council.

### **A. The President shall:**

- 1. Preside at all regular and special meetings;
- 2. Enforce all regulations and policies;
- 3. Preside over the Staff Senate Executive Council;
- 4. Prepare the organizational chart of the Staff Senate;
- 5. Submit the budget to the Staff Senate Executive Council when there is a call for budget submission or at the January's regular meeting for approval each year;
- 6. Call special meetings;
- 7. Prepare an agenda for the Staff Senate Secretary/Treasurer to distribute to the Staff Senate members seven (7) days prior to the next regular meeting;
- 8. Authorize disbursement of funds from an approved budget;
- 9. Designate chairs of the standing committees as appropriate;
- 10. Establish ad hoc committees as approved by the Staff Senate Executive Council: appoint designated member(s) to existing committees and chairs for any new committees;
- 11. Perform other such duties as associated with this office;
- 12. Serve as an ex-officio member for all Staff Senate committees; and
- 13. Serve as an ex-officio member for the Staff Senate Executive Council for one (1) year after term.

**B. The Vice President shall:**

1. Preside in the absence of the President;
2. Serve as the principal assistant to the President;
3. Fulfill any term vacated by the President;
4. Secure/Reserve meeting places;
5. Perform other such duties as associated with this office; and
6. Serve as ex-officio member for all Staff Senate committees.

**C. The Secretary/Treasurer shall:**

1. Conduct a roll call, record attendance and advise the President if a quorum is present at the beginning of each meeting;
2. Fulfill any term vacated by the Vice President;
3. Prepare minutes of all Staff Senate meetings and maintain them as permanent records;
4. Post approved minutes on the MyGCC Group Studio ten (10) days after approval;
5. Post agenda and information packages in the MyGCC Group Studio within seven (7) days prior to the next regular meeting;
6. Maintain all records of the Staff Senate to include Fiscal records, mailing lists (electronic and campus list), listing of members serving on the standing committees, and college wide committees, with the term of their office;
7. Make authorized disbursements of funds;
8. Obtain a quarterly financial report from the Business Office to be reported to the Staff Senate Executive Council meeting on a quarterly basis;
9. Submit quarterly financial reports of expenditures to the Staff Senate Executive Council;
10. Both the Staff Senate President, or Vice President in absence of the President, and the Secretary shall have fiscal authority;
11. Advise the Staff Senate President on at-large procedures in accordance with Robert's Rules of Order, Newly Revised; and
12. Perform other such duties as associated with this council.

**D. The Representative At-Large Member shall:**

1. Make informed decisions and to be accountable to the general membership;
2. Vote on matters brought before the Staff Senate Executive Council;
3. Serve on at least one (1) standing committee;
4. Serve on college wide committees when appointed;
5. Attend regularly scheduled meetings;
6. Report to the general membership on issues brought before the Staff Senate Executive Council; and
7. Seek opinions from the general membership on pertinent matters concerning the Staff Senate.

**E. The Human Resources Advisory Member shall:**

Serve as a non-voting advisory member to ensure that the Staff Senate Executive Council follows all policies, procedures, and laws that governs the employees of the college.

**Article V – ELECTIONS**

- A. The Election Committee shall consist of a Chairperson (appointed by the President of Staff Senate Executive Council) and four (4) members selected by the Chairperson.
- B. The Election Committee shall conduct the election in accordance with the following guidelines:
  1. Elections for the Staff Senate should take place on the last Friday of March (Refer to Article VI – Elections of the Staff Senate Constitution);
  2. All full time permanent support staff is eligible for election to the Staff Senate Executive Council;
  3. Nominations should be called for on the first working day of January and closed on the last Friday of February;
  4. The nominees will be contacted by the Election Chairperson to indicate their acceptance or rejection of the nominations;
  5. Ballots will be printed and voting should take place on the last Friday of March at a general membership meeting;

6. The Election Committee shall conduct the vote count and award Staff Senate Executive Council seats based upon the results of the highest count of each position; and
7. The newly elected Staff Senate Executive Council shall assume their positions on June 1st. The President-elect will shadow the current President for the remaining months of the current Presidents term.

#### **Article VI – COMMITTEES**

- A. To bring to the Staff Senate Executive Council's attention any changes in policies and procedures that may affect the general membership on these issues to include:
  1. College Governing Council;
  2. Resource, Planning, & Facilities Committee;
  3. Calendar Committee;
  4. College Technology Committee;
  5. Committee on College Assessment; and
  6. Accreditation Standard Committee(s).
- B. The Staff Senate Executive Council may propose amendment(s) to the By-Laws of the respective institution committees to include equal support staff representations with full voting rights.

#### **Articles VII – MEETINGS & QUORUM**

- A. Staff Senate Support Staff General Membership Meeting
  1. Meetings shall be conducted no less than three (3) times within the Calendar Year at a designated time posted no later than two (2) weeks before such meeting.
  2. Meetings shall be conducted at a GCC designated location, unless otherwise specified.
  3. A quorum shall consist of one-third (1/3) of all general membership to include five (5) members of the Staff Senate Executive Council. Voting shall be two-thirds (2/3) of the general membership present.
- B. Staff Senate Executive Council Meeting
  1. Meetings shall be conducted once a month at a designated time posted no later than one (1) week before such meeting.
  2. Meetings shall be conducted at a GCC designated location, unless otherwise specified.
  3. A quorum shall constitute five (5) Staff Senate Executive Council members. These members shall include two (2) officers and three (3) representatives at-large.
  4. Special meetings may be called by the Staff Senate Executive Council.
- C. Support Staff are welcomed and encouraged to participate in all Staff Senate meetings and activities. Any support staff may be asked for assistance in planning and completing various events or activities.

#### **Article VIII – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised shall govern the business proceedings of the Staff Senate General Membership meetings, Executive Council meetings and any other meetings.

#### **Article IX – ATTENDANCE POLICY**

- A. The Staff Senate Executive Council members are required to attend every meeting (Executive and General Membership) unless otherwise excused.
- B. For any legitimate illness, reason, or emergency, which may interfere with the member carrying out his/her duties, the absence must be reported to the President, Vice President, or Secretary/Treasurer prior to the event and/or meeting, to include the duration of their absence.
- C. If a Staff Senate Executive Council members leaves island for vacation, business, or any other reason, he/she must notify the President, Vice President, or Secretary/Treasurer verbally and in writing one (1) week or five (5) calendar days prior to departure, so arrangements can be made for another member to take over their responsibilities and duties.
- D. All Staff Senate Executive Council members are allowed only three (3) unexcused absences.
- E. Staff Senate members Attendance Policy shall consist of:
  1. First (1<sup>st</sup>) Unexcused Absence – A verbal warning will be given to the individual;
  2. Second (2<sup>nd</sup>) Unexcused Absence – A verbal warning will be given to the individual;

3. Third (3<sup>rd</sup>) Unexcused Absence – A written letter of reprimand regarding their absence will be given to the individual; and
4. Fourth (4<sup>th</sup>) Unexcused Absence – A written letter removing them from office, with the approval of two-thirds (2/3) of the voting Staff Senate Executive Council, will be given to the individual.

#### **Article X – MEMBER/EXECUTIVE COUNCIL MEMBER DISCIPLINARY PROCEDURES**

- A. The Staff Senate President can appoint an officer as the “Sergeant At Arms” for any meeting as needed.
- B. All Staff Senate Executive Council and members can be disciplined by the Staff Senate Executive Council for not observing the House Rules during meetings; excessive tardiness, inappropriate behavior, swearing, horse playing, or speaking when not given the floor.
- C. Policy for disciplining members or Staff Senate Executive Council members shall consist of the following:
  1. Depending on the severity of the violation, the member/ Staff Senate Executive Council member will first be given a verbal warning;
  2. Member/Staff Senate Executive Council member will then be given a second warning in writing or a warning which will be recorded in the minutes, and
  3. If the member/ Staff Senate Executive Council member still does not observe the House Rules, he/she will be disciplined for the violation.
- D. Discipline for the violation of the House Rules shall consist of one (1) or all of the following:
  1. Member/Staff Senate Executive Council member will be suspended from voting at one (1) meeting;
  2. Member/Staff Senate Executive Council member will be suspended from attending meetings or Staff Senate functions for a specified period of time (a minimum of two (2) weeks or a maximum of three (3) months); and
  3. Member/ Staff Senate Executive Council member will be subject to removal from meeting.

#### **Article XI – IMPEACHMENT PROCEDURES**

If any Staff Senate Executive Council member fails to perform his/her duties, takes any action that is extremely unethical or significantly questions the integrity of the Staff Senate, two-thirds (2/3) of the voting Staff Senate Executive Council members shall have the power to remove the member from Executive Council with the following procedures:

- A. The President or Vice President and Human Resources Advisor of the Staff Senate Executive Council shall meet with the Staff Senate Executive Council member to discuss the failure to perform his/her duties;
- B. If the Staff Senate Executive Council member still neglects to perform his/her duties a letter will be given by the Staff Senate Executive Council regarding issues;
- C. The Staff Senate Executive Council member will have an opportunity to be heard within ten (10) working days after acknowledging receipt of the letter;
- D. Within twenty (20) working days after hearing any evidence and reviewing any documents, the Staff Senate Executive Council will render a final decision; and
- E. Should a Staff Senate Executive Council member be removed, Article XII - Vacancies, shall be followed.

#### **Article XII –VACANCIES**

If there are any vacancies amongst the Staff Senate Executive Council, the Council shall review the time length of the vacancy before determining if a special election shall be conducted.

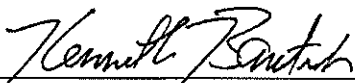
- A. Should the vacancy be within three (3) months until the end of the term, the position will remain vacant.
- B. Should the vacancy be before or by three (3) months until the end of term, the vacant position will be filled by the candidate with the next highest votes from the previous election results.
- C. In the event an executive officer’s position becomes vacant, the other executive officer will move up in rank.
- D. The remaining vacant officer’s position will be determined by majority vote within the Staff Senate Executive Council members.

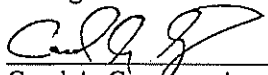
### Article XIII – AMENDMENTS


Notice of any proposal to amend the By-Laws shall be given in the agenda. Affirmative vote of the majority of the Staff Senate Executive Council is required for adoption.


### Article XIV - SIGNATURES

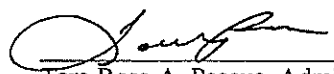
The organizing Staff Senate Committee duly signify by their signatures, this 25<sup>th</sup> day of May 2012, that they fully understand and accept the responsibilities of their position in the creation of the Staff Senate By-Laws and attest to the merit of the Articles of this document


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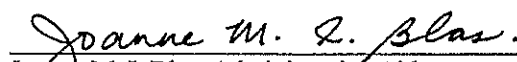
  
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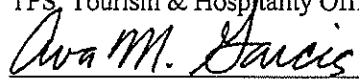
  
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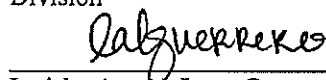
  
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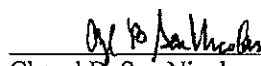
  
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**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Wednesday, November 28, 2012, 4:00pm**  
**GCC President's Conference Room**

**AGENDA**

**I.        CALL TO ORDER**

1. Roll Call
2. Recital of Mission Statement

**II.       APPROVAL OF MINUTES**

1.       Monthly Meeting of October 10, 2012

**III.      COMMUNICATIONS**

**IV.      PUBLIC DISCUSSION**

**V.       REPORTS**

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

**VI.      UNFINISHED BUSINESS**

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



**VII.           NEW BUSINESS**

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

**VIII.          EXECUTIVE SESSION**

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

**IX.           ADJOURNMENT**

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

**Minutes**

**I. CALL TO ORDER**

1. The monthly meeting of October 10, 2012 was called to order at approximately 4:13 p.m., by Chairwoman Debbie Belanger, held at the GCC Campus in the Student Center Training Room 5108 in Mangilao, Guam.

2. **Swearing In and Administration of Oath of Office.** Board Chairwoman Debbie Belanger swore in the newly elected GCC Board of Trustee Student Member, Mr. James Pangelinan.

3. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola, Mr. Richard P. Sablan; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. James Pangelinan, Student Trustee.

**Not in attendance:** Mr. Edward Untalan (schedule conflict); Dr. Karen M.S. Sablan, Faculty Advisory Member (schedule conflict); Ms. Gina Ramos (off-island).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Ms. Lolita Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Michael Chan, Associate Dean, Technology Student Services; Dr. Gina Tudela, Dean, TSS; Mr. Gary Hartz, Vice-President, GCC Faculty Union (*representing Dr. Karen Sablan*); Mr. Reilly Ridgell, Dean, TPS; Ms. Joann Muna, GCC Human Resources Administrator; Representing COPSA: Vicenta B. Lungred, Elmarie Anderson, Jennifer Esteves, Carl Torres II, Troy Lizama, Sally Sablan; Representing Center for Student Involvement: Ms. Bobbie Leon Guerrero, Mr. Don Lizama; Ms. Liz Duenas, Staff-Civil Engagement and COPSA; Ms. Juanita Martinez, Student.

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

**II. APPROVAL OF MINUTES – September 19, 2012.**

**MOTION**

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

**III. COMMUNICATIONS –** There was none.

**IV. PUBLIC DISCUSSION –** None.

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

**MOTION**

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

## **V. REPORTS**

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

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

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

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

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

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

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

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

Other activities: President Okada reported the following:

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

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

### **2. Monthly Activities Report**

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

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

-The faculty continues to positively move forward.

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

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

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

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

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

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates**

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

**VII. NEW BUSINESS.**

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

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

**MOTION**

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

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

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

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

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

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE**

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

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

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

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

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

**MOTION**

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


**IX. ADJOURNMENT**

**MOTION**

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

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

**SUBMITTED BY:**

  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

  
**DEBORAH C. BELANGER**  
Chairperson



Accredited by the  
Western Association of  
Schools and Colleges

SEP 27 2012

Center for Student Involvement

GUAM COMMUNITY COLLEGE  
RECEIVED

OCT 2 2 2012

PRESIDENT'S OFFICE  
Initials: [Signature]

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

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

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

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

**DATE:** September 26, 2012

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

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

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

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

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

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

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

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

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

(Approved by the GCC Board of Trustees on \_\_\_\_\_)  
(*Effective immediately upon approval*)

**I. SELECTION COMMITTEE**

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

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

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

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

**Center for Student Involvement** Tel: 735-5518/9

COPSA Board of Trustees Officer:

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

### III. VOTER ELIGIBILITY

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

### IV. VOTING PROCESS

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

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

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

*Approved at COPSA General Membership Meeting on Sept. 24, 2012*

**Center for Student Involvement** Tel: 735-5513/9

COPSA Board of Trustees Officer:

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



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

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

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

**~~VII. EXPECTATIONS OF A STUDENT TRUSTEE~~**

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

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

### **I. CAMPAIGNING**

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

### **II. VOTING**

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

### **III. ELECTION CHALLENGES**

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

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

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

**Center for Student Involvement** Tel: 735-5518/9

**COPSA Board of Trustees Officer:**

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

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#### IV. TABULATION OF VOTES

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

#### V. ANNOUNCEMENT OF ELECTION RESULTS

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

#### VI. APPLICABILITY OF RULES

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

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

*I hereby declare that the following is true and correct:*

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

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**Center for Student Involvement** Tel: 735-5518/9

COPSA Board of Trustees Officers:

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

## APPLICATION for Candidate

for the GCC COPSA Board of Trustees Officer Student Trustee

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

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

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

Address:  
(Home) \_\_\_\_\_

(Mailing) \_\_\_\_\_

(E-mail) \_\_\_\_\_

Contact Numbers:

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Pager) \_\_\_\_\_

GCC Student Identification Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Number of Credits attempted this semester: \_\_\_\_\_

Major (Program of Study): \_\_\_\_\_

Other College / University attending: \_\_\_\_\_

Names of Student Organizations / Membership – Positions Held: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Center for Student Involvement** Tel: 735-5518/9

COPSA Board of Trustees Officers

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

Describe your Leadership Experiences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any Leadership Courses / Workshops / Seminars Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any Volunteer Services Rendered / Community Services provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List past experiences which qualify you for this position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you seek this position? \_\_\_\_\_  
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Approved at COPSA General Membership Meeting on Sept. 21, 2012

**Center for Student Involvement** Tel: 735-5518/9

COPSA Board of Trustees Officers:

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

GUAM COMMUNITY COLLEGE  
Board of Trustees

CODE OF TRUSTEE ETHICS AND CONDUCT

WHEREAS, the Trustees recognize that the education of students is the reason for the College's existence; all other functions must support this purpose; and

WHEREAS, it is the duty of the Board of Trustees of Guam Community College to ensure that students receive the highest quality education in the most efficient manner possible.

NOW, THEREFORE, BE IT RESOLVED, that in the performance of their governance responsibilities, the Board of Trustees shall:

1. Recognize that the primary responsibility of the Board is to govern the College in the best interests of the educational needs of the Territory.
2. Promote and encourage open, mutually supportive and accountable participation of students, faculty and staff in the governance process.
3. Communicate and promote the needs of the community to the College and the needs of the College to the community.
4. Encourage and support open access to the Board while maintaining appropriate and well-defined College communication and decision-making channels.
5. Recognize that a trustee is a member of a legal entity; that the strength and effectiveness of the Board is as a unit; that the majority decisions of the Board shall be supported even when personally opposed; and that a single Board member has no authority to act on behalf of the Board unless so authorized.
6. Develop and maintain good relations with fellow Board members by considering and respecting their opinions and working with each other in a spirit of harmony and cooperation.
7. Maintain consistent and vigilant oversight of the College with emphasis on instructional quality, operational efficiency and fiscal stability.
8. Promote a healthy working relationship with the President through supportive, open and honest communication and regular evaluation.
9. Delegate authority to the President and staff to initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions.
10. Act honestly and openly at all times following the letter and intent of all applicable Local and Federal Laws and keeping the confidentiality of privileged information.
11. Avoid all conflicts of interest and the appearance of conflicts of interest and not using the position as Trustee for personal gain.
12. Devote time to educational and informational activities which will enhance one's personal ability to function effectively as a member of the Board of Trustees.
13. Maintain confidentiality of all board discussions held in closed sessions and recognize that deliberations of the board in closed sessions are not to be released or discussed in public without the prior approval of the board by majority vote.

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

Adopted: March 16, 1994  
Resolution 12-94

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

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officers:

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

**Preliminary Agenda**

***Building and Sustaining an Effective Governing Board***

**Board Training Workshop**

**for the**

**Pacific Postsecondary Education Council**

**Conducted by the Association of Governing Boards of Universities and Colleges**

**December 5-6, 2012**

**Facilitator: Dr. Sheila Stearns, Senior Fellow, AGB**

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

**December 5**

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

**December 6**

8:00 a.m.                      Basic Board Responsibilities

- full board
- individual members
- for board chairs

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

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

10:30 a.m.                      Break



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



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

## **AGENDA**

**Thursday, March 21, 2013**

**Hilton Palacio del Rio**

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

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

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

### **Introductions, Opening Exercises and Objectives**

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

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

**2:30 p.m. – 2:45 p.m.      Break**

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

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

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

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

**Friday, March 22, 2013**

**St. Philip's College**

**Heritage Room**

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

**Saturday, March 22, 2013**

**Hilton Palacio del Rio**

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

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

#### **Effective Strategies and Tools for Addressing Financial Constraints**

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

<b>10:00 a.m. – 10:15 a.m.</b>	<b>Break</b>
<b>10:15 a.m. – 11:15 a.m.</b>	<b>Board Self-Assessment as a Leadership Tool</b> <ul style="list-style-type: none"> <li>• Presidential Assessment</li> <li>• Succession Planning</li> </ul>
<b>11:15 a.m. –12:00 p.m.</b>	<b>From Good to Great: The Journey to Becoming an Exemplary Board</b> <ul style="list-style-type: none"> <li>• Elements of a Leadership Plan</li> <li>• Successful Strategies</li> <li>• Code of Commitment</li> <li>• Lessons to take Back to your College</li> </ul>
<b>12 p.m. – 1:00 p.m.</b>	<b>Working Lunch</b> <ul style="list-style-type: none"> <li>• What Works: Show &amp; Tell</li> </ul>
<b>1:00 p.m. – 2:00 p.m.</b>	<b>Beginning the Journey</b> <ul style="list-style-type: none"> <li>• How to Inspire your Colleagues</li> <li>• Defining a Purposeful Path</li> </ul>

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

GOAL #1 Review of Board Policies	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
<u>Policy Review.</u> Evaluate and amend periodically Board Policies and the Code of Ethics Policy for all GCC constituents (including the Board) to align processes and procedures, as necessary and appropriate.	<b>1a.</b> Follow and implement the established annual schedule for the evaluation of board policies (including the mission statement review) in compliance with Board of Trustees Membership Handbook	<b>1a.</b> January 2013	<u>Board of Trustees:</u> *All BOT members  <u>Staff:</u> * Divisional departments and Board's Administrative Secretary * Vice President, Academic Affairs * Vice President, Finance & Administration
	<b>1b.</b> Conduct periodic reviews of the Board's Policies for publication both in print and electronic format.	<b>1b.</b> BOT monthly meetings	
	<b>1c.</b> Respond to the 2012 ACCJC report recommendation to separate Board policies and administrative procedures that operationalize the policy.  <u>Outcome:</u> 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.		

CONCUR: \_\_\_\_\_  
 DO NOT CONCUR: \_\_\_\_\_

\_\_\_\_\_  
 Chairperson, Board of Trustees

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

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

CONCUR: \_\_\_\_\_  
 DO NOT CONCUR: \_\_\_\_\_

\_\_\_\_\_  
 Chairperson, Board of Trustees

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

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

CONCUR: \_\_\_\_\_  
DO NOT CONCUR: \_\_\_\_\_

\_\_\_\_\_  
Chairperson, Board of Trustees

**PRESIDENT'S TRAVEL SCHEDULE**  
January 2013

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

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



**Guam Community College  
Board of Trustees**

**FY 2013 Operations Fund**

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

**WHEREAS**, the Guam Community College submitted its fiscal year 2013 budget to the 31<sup>st</sup> Guam Legislature; and

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

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

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

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

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

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

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

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

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

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

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

## Fred Tupaz

---

**From:** Joann Waki Muna [joann.muna@guamcc.edu]  
**Sent:** Monday, December 03, 2012 10:33 AM  
**To:** frederick.tupaz@guamcc.edu  
**Subject:** RE: Standard III - Human Resources

Hi Fred,  
See my clarification in red.  
Have a great day!

*Joann Waki Muna*, SPHR  
Human Resources Administrator  
Guam Community College  
P.O. Box 23069  
Barrigada, Guam 96921  
joann.muna@guamcc.edu  
tel: (671) 735.5539

**From:** Fred Tupaz [mailto:frederick.tupaz@guamcc.edu]  
**Sent:** Friday, November 30, 2012 5:18 PM  
**To:** joann.muna@guamcc.edu  
**Subject:** RE: Standard III - Human Resources

Joann,

Thank you for taking the time to meet with me today.

Further to our discussion, the following summarizes the status of the actionable items relative to Human Resources under Standard 3:

3A1b. Is HR working with Staff Senate or are you reviewing or revising the performance evaluation tool for staff in an effort to improve and enhance the performance evaluation process?

UPDATE:

- Staff senate was established in June 2012.
- HR is working closely with Staff Senate to ensure that all evaluators are properly trained to handle staff evaluations
- Performance Evaluation Training will be incorporated into Staff and Administrator's Professional Development Day scheduled for February 22, 2013. A survey will be conducted to see how the staff evaluation tool can be improved upon. Information will be shared with the College and the Human Relations Coordinating Council (GovGuam) to help improve the evaluation process at the College and to be shared with other government agencies that fall under the Classified positions of DOA and the Civil Service Commission.
- Performance Evaluations are subject to the GCC's Classified Personnel Rules and Regs of GovGuam and has been approved by Executive Order 99-02 (i.e. mirrors DOA's Rules and Regs). Changes to the process here at the

College for the Classified Personnel Rules and Regs are subjected to the Governor's Executive Order authority and/or public laws (i.e. DOA's amendments). This process has been placed on hold due to lack of funding.

- Revisions to the current evaluation methods are difficult due to the issues regarding the Hay Study implementation and the antiquated compensation structure of GovGuam.

3A1d. Is HR planning to review or evaluate the Code of Ethics Policy for all GCC constituents (including the board) to align processes and procedures, and make amendments as necessary and appropriate.

UPDATE:

- Effective January 2013, all GCC's BOTs' policies and procedures will be undergoing review as part of the governance process here at the College
- Exact date of when the Code of Ethics policy will be reviewed is unknown at this time

3A3b. Does HR have a plan in place to electronically back-up employee records or store information off-campus (through a server or other means) for additional security?

UPDATE:

- This is an ongoing process. HR has been diligently working on getting all "official" documentation for ACTIVE FTE employees, scanned, back-up and updated.
- HR's goal was 80% but due to logistical challenges, they are currently at 5% completion of scanning pertinent material into Banner.
- HR has gotten approval to hire one FTE position. The job announcement is scheduled to be published December 3<sup>rd</sup>. Completion of the recruitment and hiring process is anticipated to be completed by EOM January 2013.
- A dedicated scanner is being requested by HR. Budget and Equipment purchase pending.
- Ultimately, HR's goal is to have all employees, past and present information filed electronically and back-up for future reference.

3A4b. Does HR advertise or is considering advertising faculty positions within Micronesia to recruit faculty of Micronesia descent to contribute to the diversity profile of GCC Faculty?

UPDATE:

- HR has been very proactive in this process by posting job announcements on the College's website and utilizing their networks throughout Micronesia, the Region and Nationally for Faculty and other staff positions here at the College.
- Publication of job announcements via the internet is a more effective tool that provides greater reach at minimal costs to the College
- More importantly, GCC's Faculty is already rich in diverseness and reflects the composition of its student population accordingly

3C1B. Is HR considering increasing the availability of technology training for all college constituents so that they become familiar in the latest instructional technologies that would gradually lead toward an expanded Distance Education (DE) program?

UPDATE:

- In order to address this issue in greater detail, the ITSP must be completed.
- HR's role in this process is to be able to allocate the resources necessary to ensure all of the College's Constituents get the proper training to ensure they are familiar with the latest instructional technologies for on-site and DE.

- Before HR can proceed, the College needs to determine if DE is going to be fully integrated into its curriculum. DE may prove to be more costly, especially given the current economics surrounding implementation of this program. Therefore, the ITSP remains integral in determining the feasibility of this method of delivery for the educational services here at the College.

If you don't mind, I ask that you kindly review the above and make changes or provide additional input as you see fit. Thank you for your time and look forward to hearing from you soon.

Best Regards,  
Fred

**From:** joann [<mailto:joann.muna@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 3:11 PM  
**To:** [frederick.tupaz@guamcc.edu](mailto:frederick.tupaz@guamcc.edu)  
**Subject:** Re: Standards III - Human Resources

Ok  
Sent from my BlackBerry® wireless device

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**From:** Fred Tupaz <[frederick.tupaz@guamcc.edu](mailto:frederick.tupaz@guamcc.edu)>  
**Date:** Fri, 30 Nov 2012 14:54:28 +1000  
**To:** 'Joann Waki Muna' <[joann.muna@guamcc.edu](mailto:joann.muna@guamcc.edu)>  
**ReplyTo:** [frederick.tupaz@guamcc.edu](mailto:frederick.tupaz@guamcc.edu)  
**Subject:** RE: Standards III - Human Resources

I'll be over between 3:15 and 3:30 if that's ok?

**From:** Joann Waki Muna [<mailto:joann.muna@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 2:50 PM  
**To:** [frederick.tupaz@guamcc.edu](mailto:frederick.tupaz@guamcc.edu)  
**Subject:** RE: Standards III - Human Resources  
**Importance:** High

Hi Fred,  
I'm available between 3 – 4 today.  
Come on over if you are free.  
Joann

**From:** Fred Tupaz [<mailto:frederick.tupaz@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 12:56 PM  
**To:** 'Joann Waki Muna'  
**Subject:** RE: Standards III - Human Resources

I'm here on campus and can meet with you later today if that would be o.k.?

**From:** Joann Waki Muna [<mailto:joann.muna@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 11:57 AM  
**To:** [frederick.tupaz@guamcc.edu](mailto:frederick.tupaz@guamcc.edu)  
**Subject:** RE: Standards III - Human Resources

Hafa Adai Fred,

What times are you available to meet on Monday (Dec. 3)?

*Joann Waki Muna*, SPHR  
Human Resources Administrator  
Guam Community College  
P.O. Box 23069  
Barrigada, Guam 96921  
[joann.muna@guamcc.edu](mailto:joann.muna@guamcc.edu)  
tel: (671) 735.5539

**From:** Fred Tupaz [<mailto:frederick.tupaz@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 9:00 AM  
**To:** [joann.muna@guamcc.edu](mailto:joann.muna@guamcc.edu)  
**Subject:** RE: Standards III - Human Resources

Hafa Adai Joann,

Further to my earlier email, is HR working with Staff Senate or are you reviewing or revising the performance evaluation tool for staff in an effort to improve and enhance the performance evaluation process (Item 3A1b)?

Thanks again!

Regards,  
Fred

**From:** Fred Tupaz [<mailto:frederick.tupaz@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 8:50 AM  
**To:** 'joann.muna@guamcc.edu'  
**Subject:** Standards III - Human Resources

Hafa Adai Joann,

In light of Frank Tung's retirement, I have recently taken on the responsibilities of the chair for Standards III. I was wondering if you could briefly update me with the status of some of the actionable items that were contained in GCC's ISER for 2012. These items include the following:

3A1d. Is HR planning to review or evaluate the Code of Ethics Policy for all GCC constituents (including the board) to align processes and procedures, and make amendments as necessary and appropriate.

3A3b. Does HR have a plan in place to electronically back-up employee records or store information off-campus (through a server or other means) for additional security?

3A4b. Does HR advertise or is considering advertising faculty positions within Micronesia to recruit faculty of Micronesia descent to contribute to the diversity profile of GCC Faculty?

3C1B. Is HR considering increasing the availability of technology training for all college constituents so that they become familiar in the latest instructional technologies that would gradually lead toward an expanded Distance Education (DE) program?

I would be more than happy to discuss these items with you at your convenience and could be reached at 687-6986. Otherwise I would greatly appreciate if you could give me a response nlt December 4<sup>th</sup>, 2012.

Thank you for your time and I look forward to working with you to address issues our College is facing with regards to Human Resources to ensure we continue to remain an accredited institution by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC).

Best Regards and Happy Holidays!  
Fred

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No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.2793 / Virus Database: 2634/5925 - Release Date: 11/28/12

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Version: 2013.0.2805 / Virus Database: 2634/5952 - Release Date: 12/11/12

## Fred Tupaz

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**From:** Wesley T Gima [wesley.gima@guamcc.edu]  
**Sent:** Tuesday, December 04, 2012 5:44 PM  
**To:** francisco.camacho@guamcc.edu  
**Cc:** frederick.tupaz@guamcc.edu; 'Joann Muna'; Carmen Kwek Santos  
**Subject:** Re: Standards III - Technology Resources

We are currently developing a needs analysis which will help us develop a strategy on how GCC will address DE. That strategy will help us determine the type of training that will be needed to support the DE program.

For the Fall 2012 semester, the nine Tech Friday sessions covered areas that can be directly or indirectly used for DE classes. Please note that not all technology training leads to DE.

Academic Technologies is the department that will be responsible for instructional technology along with planning and training.

wes

On Nov 30, 2012, at Nov/30 1:46 PM, Francisco Camacho wrote:

Fred,

See my responses below.

I'm copying Wes, Joann, and Carmen, just in case they want to chime in and correct or add to any of my responses. If you still need more information or would like to further discuss, please let me know and we can schedule to meet.

Frank

**From:** Fred Tupaz [mailto:frederick.tupaz@guamcc.edu]  
**Sent:** Friday, November 30, 2012 8:57 AM  
**To:** [francisco.camacho@guamcc.edu](mailto:francisco.camacho@guamcc.edu)  
**Subject:** Standards III - Technology Resources

Hafa Adai Frank,

In light of Frank Tung's retirement, I have recently taken on the responsibilities of the chair for Standards III. I was wondering if you could briefly update me with the status of some of the actionable items that were contained in GCC's ISER for 2012. These items include the following:

3A3b. Is MIS working with HR to develop a plan to electronically back-up employee records or store information off-campus (through a server or other means) for additional security?

Employee data already entered into our BANNER database system are electronically backed up daily. Tape backups of the system which includes employee data are moved and stored off-campus at a bank's vault at least every two weeks.

I believe your question here is more related to the employee files and folders in the HR vault that are still in physical hardcopy form and not in electronic format. The major issue with regards to electronically capturing employee physical

records/files/folders is the necessary scanning equipment and the manpower to address this actionable item. Note, however, that the actual primary software solution is already in place and it is called the BANNER DOCUMENT MANAGEMENT SYSTEM (BDMS) from Ellucian (formerly Sungard Higher Education). Although HR has the ability to scan hardcopy documents and convert them to electronic format before moving the image into BDMS, the current XEROX scanning interface is propriety, very manually driven, and its incompatibility limits HR's ability to do bulk dedicated high-speed scanning, which can be resolved by using the recommended scanning equipment such as those from Canon. I believe the plan to further address this action item is to use the Ellucian-recommended interface that is compatible with the scanner, such as Canon, however, budget resources will need to be secured to procure such equipment, hire, and train additional staff. We will eventually be moving to this interface, known as QuickScan Pro (QSP), which we hope to replace the XEROX interface, once these financial resources are in place. As a note: "QSP is the current bulk scanning module for BDMS which provides high speed batch scanning, image cleanup, barcode, and light zonal OCR features for paper image capture."

### **3C1. Is MIS developing training standards for MIS personnel for new emergent technologies as documented in the ITSP?**

This is in progress but the development of the "target" standard training for MIS personnel is one of the biggest challenges we are facing due to the speed and the magnitude of changes that occur in the field of technology. With new emergent technology coming up quicker than we can get training for, the "standard" no longer remains the same and continues to evolve—which is a moving target. With all the different types of technology gadgets existing and the realm of BYOD (Bring Your Own Device) available today, it is almost impossible to focus on what training to develop. What we come up with as a standard today only seem to last while the type of technology or software is actually mainstream, which mostly change about every 6 months. When major changes occur and the college decides to approve their implementation without fully addressing the training requirements, the configurations, specifications, and versions of the hardware or software you are trained for become obsolete and no longer valid or applicable. This brings into the picture a related challenge that MIS faces with the limited funding from Staff/Administrator Development Funds, especially when pursuing technical training that are not readily available on-island. At this time, training for MIS personnel is limited to how much is available and the prioritization of the Staff/Administrator Development Funds, which is insufficient to accommodate all the types of standard trainings, or requests that we've developed and submitted for in the past. To truly address this action item, MIS will continue developing and updating training standards that are in support of what is currently within our infrastructure, what is most feasible financially and personnel-wise, and what will make the most positive impact to SLO's and AUO's.

### **3C1b. Is MIS working with HR to consider increasing the availability of technology training for all college constituents so that they become familiar in the latest instructional technologies that would gradually lead toward an expanded Distance Education (DE) program?**

This is also currently being addressed but at a much smaller scope and although MIS' involvement is critical, it is not necessarily conducted by MIS. At this time, Wesley Gima, has been charged to conduct or coordinate instructional technology training as well as the person to spearhead the development of a true Distance Education (DE) program for the college. MIS' involvement is in providing the expertise towards facilitating and making sure the actual technology is operational so that training can be conducted. As for actual training, it has been made available to all GCC employees and there has been Tech Friday trainings going on as announced on the MyGCC portal and further details of that as well as on the status of DE can be obtained from Wesley Gima.

I would be more than happy to discuss these items with you at your convenience and could be reached at 687-6986. Otherwise I would greatly appreciate if you could give me a response nlt December 4<sup>th</sup>, 2012.

Thank you for your time and I look forward to working with you to address issues our College is facing with regards to Human Resources to ensure we continue to remain an accredited institution by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC).



Best Regards and Happy Holidays!  
Fred

---

**Wesley T. Gima**  
Guam Community College  
671-735-3025  
[www.guamcc.edu](http://www.guamcc.edu)

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No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.2805 / Virus Database: 2634/5952 - Release Date: 12/11/12

## Fred Tupaz

---

**From:** Carmen K. Santos [carmen.kweksantos@guamcc.edu]  
**Sent:** Tuesday, December 04, 2012 11:30 AM  
**To:** francisco.camacho@guamcc.edu; frederick.tupaz@guamcc.edu  
**Cc:** 'Joann Muna'; 'Wesley T Gima'  
**Subject:** RE: Standards III - Technology Resources

Fred,

In addition to 3C1 below, please note that for the past few years GCC has entered into contract with Sungard/Ellucian and now Tech Proven to provide the technical expertise for the Banner integrated system that is currently not available internally. MIS and management recognizes that we will not be able to fully train MIS personnel to be for example a DBA and that we will require to utilize this technical assistance contractual services contract into the future. This is due to the ever changing technology and the vast knowledge required for the system.

Also, MIS is being afforded training and have applied for Staff Development. However, they also go to on-island trainings and have opportunity to seek other grant related resources to increase training. We have had numerous trainings brought to the campus of the last few years targeting specifically the Banner system. Training does not necessarily have to be that which leads to certification.

I have spoken to Wes regarding his response as his role as the Academic Technology Resource for the campus. GCC has written a grant proposal to fund the Distance Education Strategic Plan. Although we haven't received a response, the funds will be used to perform a needs analysis of distance education for GCC. He should be providing more input.

Hope this helps,

Thanks,

*Carmen K. Santos*  
VP of Finance and Administration

Phone: 735-5548  
Fax: 734-2942  
[carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu)

**From:** Francisco Camacho [mailto:francisco.camacho@guamcc.edu]  
**Sent:** Friday, November 30, 2012 1:47 PM  
**To:** frederick.tupaz@guamcc.edu  
**Cc:** 'Joann Muna'; Wesley T Gima; Carmen Kwek Santos  
**Subject:** RE: Standards III - Technology Resources

Fred,

See my responses below.

I'm copying Wes, Joann, and Carmen, just in case they want to chime in and correct or add to any of my responses. If you still need more information or would like to further discuss, please let me know and we can schedule to meet.

Frank

## Fred Tupaz

---

**From:** Joleen Evangelista [joleen.evangelista@guamcc.edu]  
**Sent:** Tuesday, December 04, 2012 5:46 PM  
**To:** frederick.tupaz@guamcc.edu; carmen.kweksantos@guamcc.edu  
**Subject:** RE: Standards III - Financial Resources

**Importance:** High

Fred,

Yes – Materials Management evaluates the contract used to ensure that all requirements such as: sex offender registry, terms, insurance requirements, and other clauses that were part of the bid or request for quote. Materials Management is currently using a standard contract documents that has been reviewed and evaluated for construction /capital improvement projects.

Materials Management has also included this as an AUO in our current Assessment cycle.

Let me know if you need any additional information.

Thanks.

Regards,

Joleen M. Evangelista  
Procurement and Inventory Administrator  
Telephone: (671) 735-5540  
Fax: (671) 734-5238  
Email: [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu)

Visit our website: [http://www.guamcc.edu/index.php?option=com\\_content&task=view&id=140](http://www.guamcc.edu/index.php?option=com_content&task=view&id=140)

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**From:** Fred Tupaz [<mailto:frederick.tupaz@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 9:18 AM  
**To:** [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu); [carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu)  
**Subject:** Standards III - Financial Resources

Hafa Adai Vice-President Santos/Joleen,

In light of Frank Tung's retirement, I have recently taken on the responsibilities of the chair for Standards III. I was wondering if you could briefly update me with the status of actionable item number 20 under the ISER 2012 (pg 251). Specifically:

3D2f. Is Procurement or the Business Department planning to review or re-evaluate the College's contract instrument to see if it can be strengthened or improved?

I would be more than happy to discuss these items with you at your convenience and could be reached at 687-6986. Otherwise I would greatly appreciate if you could give me a response nlt December 4<sup>th</sup>, 2012.

Thank you for your time and I look forward to working with you to address issues our College is facing with regards to Financial Resources to ensure we continue to remain an accredited institution by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC).

Best Regards and Happy Holidays!  
Fred

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Version: 2013.0.2805 / Virus Database: 2634/5952 - Release Date: 12/11/12

## Fred Tupaz

---

**From:** Francisco Camacho [francisco.camacho@guamcc.edu]  
**Sent:** Saturday, December 01, 2012 9:21 AM  
**To:** frederick.tupaz@guamcc.edu; carmen.kweksantos@guamcc.edu;  
joleen.evangelista@guamcc.edu  
**Subject:** RE: Standards III - Financial Resources

---

**From:** Fred Tupaz [mailto:frederick.tupaz@guamcc.edu]  
**Sent:** Friday, November 30, 2012 4:17 PM  
**To:** francisco.camacho@guamcc.edu; carmen.kweksantos@guamcc.edu; joleen.evangelista@guamcc.edu  
**Subject:** RE: Standards III - Financial Resources

Frank,

Thank you for the detailed information. I just have a few more questions for clarification:

1. Are these figures used mainly for the maintenance and upgrades of the systems here at GCC or are any of these amounts programmed and allocated for the implementation of the technology plan?

The figures are actually for both maintenance and upgrades as well as for the implementation of the Technology Plan when financially feasible considering the limited funding available from all sources. The Technology Fee and the Title III Grant has paid for the implementation of components out of the Technology Plan (EA/ITSP). The Technology Fee continues to support as well as upgrade components as detailed in the Technology Plan; however, the college is only able to implement components that are financially feasible with future grant funding expected to fund major parts of the plan that still need to be implemented.

Keep in mind that the Technology Plan is made up by the two documents, the EA and the ITSP, with the ITSP (Information Technology Strategic Plan) detailing the "How", and the EA (Enterprise Architecture) showing the "What". In other words, the ITSP shows us "How" to get to the target architecture, which is "What" the EA shows in the plan.

The following are just a few references in which the Technology Fee, Title III, MIS budget, and Title V has contributed in implementing components of the Technology Plan. Also note that other building grants and CIP (Capital Improvement Projects) funds have also been instrumental in addressing many infrastructure and equipment needs out of the Technology Plan, such as new and upgraded buildings fitted with new labs, networking conduits, fiber optic and copper cables, communication rooms, smart boards, multimedia projectors, audio/video systems, and power requirements such as line conditioning, generators, etc., etc..

EA page 65

***Technology IT Architecture (TA)***

**PC Configuration**

Each PC shall have a standard configuration. This "image" shall be stored on the network. Automated software tools shall be used to periodically evaluate the status of each PC on the network. If a PC is in need of "re-imaging" it will be scheduled for an appropriate time and handled via the network.

EA page 72.

***IT Management IT Architecture (MA)***

**MA003 Tools**

IT Management shall have all the tools (software applications, test equipment) necessary to perform all routine maintenance, troubleshooting, and future planning on every component within the architecture.

Related to these two items above:

We have put out both PC and Mac standards and put on bid PC specifications approved by the CTC, and we create, store, and apply master images to the majority of labs, as well as office systems in support of students, using software procured out of the Technology Fee. This is continuous. We have also procured Mac server, Mac computers, and software for Mac Systems' imaging as well as similar system tools for PC management.

EA page 72

#### **MA007 Licensing**

IT Management shall be responsible for maintaining all licensed software media (diskettes, CD/DVD's) for tracking the location of each use of licensed software; and for ensuring that licensed software is either renewed or replaced before it expires.

Related to the item above:

We have procured upgrade licenses for MS Office 2010/2011 for both PCs and Macs in the majority of labs using Technology Fee.

EA page 64

#### **TS009 Availability**

GCC technological assets shall be highly available. Availability means having information accessible and having a means of accessing it. Availability also means a high percentage of "uptime." An application or network connection that is functional only 80-percent of the time is not available. The goal shall be 95-percent availability. Striving for 100-percent is unrealistic and too costly to attempt.

Related to the above:

As you know and mostly through Title III and MIS Fund 05 and Fund 11 and sometimes out of the Technology Fee (when applicable), we have implemented and continue to maintain our Integrated Database Management System, or Banner and Luminis for our Student, Finance, Financial Aid, Human Resources, Payroll, Advancement, and MyGCC Portal and e-Mail, Information Systems, etc., which is now our Enterprise Resource Planning (ERP) system composed of a Self-Service tool for both employees and students. We have also procured contracts for Professional and Technical Services in support of our ERP, and continue to address the needs of our labs, networks, Internet bandwidth, and facilities.

EA page 32

### **GUAM COMMUNITY COLLEGE EA OBJECTIVES AND STRATEGIES**

#### ***General Overview***

GCC will provide a unified, secure, efficient and reliable IT infrastructure to address current and future needs. GCC will provide sufficient and cost-effective bandwidth to meet current and future needs.

Related to the above:

Also through Title III, MIS Fund 05, and Fund 11, CIP, grants, and sometimes out of the Technology Fee, we have procured generators, routers, switches, firewalls, UPS, and related licenses of software and systems tools, and virtualized our ERP servers on a blade platform to provide a unified, secure, efficient, and reliable IT infrastructure, we are not yet where we need to be. Among many other things, we have yet to implement a true Help Desk, a Redundant Network and Systems or a COOP (Continuity Of Operations) site for Disaster Recovery, and have also yet to build a Data Center. We are also still working on many other upgrade projects for our ERP to improve system performance, reliability, and integrity. On the plus side, we have implemented Campus Wireless for Internet as well as upgraded our Internet bandwidth to a sufficient (for now) total capacity of 100Mbps inclusive of a 3-prong redundant connection to the cloud.

EA page 64

***Technology IT Standards (TS)***

**TS006 Hardware Standards**

The standard PC and server shall be current industry standard

Related to the above:

Out of the Technology Fee, we continue to upgrade labs that are 3 years old or older and according to the inventory and replacement cycle data, and also look for alternate funding sources other than just the Technology Fee.

EA page 64

***Technology IT Standards (TS)***

**TS003 Network**

The GCC network shall be highly available and reliable, responsive, redundant, and transparent to the user.

Related to the above:

Again, thanks to building grants, CIP, and the Technology Fee, we have achieved a small level of redundancy on our current network, but we have immediate plans underway to improve on this and increase the redundancy level by putting in place multiple routing legs within the network for greater efficiency and reliability.

EA page 72

**MA007 Licensing**

IT Management shall be responsible for maintaining all licensed software media (diskettes, CD/DVD's) for tracking the location of each use of licensed software; and for ensuring that licensed software is either renewed or replaced before it expires.

Related to the above:

Yes, through the Technology Fee this is what we continue to do for most of the labs and maintain the licenses also for users' systems, but funding for departments, sections and/or divisions are used to procure their own licenses, or renewal licenses subscriptions.

**2. What is the status of the ITSP?**

Overall and as you can see above, the status of the ITSP is "ongoing" with bits and pieces of it being implemented whenever feasible considering limitations in financial resources, manpower, and time.

**3. Notwithstanding the completion of the ITSP, is there an estimated capital outlay budget for the implementation of the College's Technology plan?**

Because the EA and the ITSP are actually living and growing documents with annual reviews and updates taking place, there is NO completion date. However, at this time and as I alluded to in my statements above and because of the magnitude and complex nature of the EA/ITSP, there is not yet an estimated capital outlay budget for the "total" implementation. The current approach to the objectives and strategies, as evident above, is to accomplish as much as possible of the goals with the resources available and as long as progress or improvements are being made, regardless of whether efforts are fragmented or cohesive. The point is to keep improving proactively while having the flexibility to adjust and react to the constraints of resources, especially the budget.

Sorry for the inquiries but appreciate any light you can shed on this matter for us. Thanks again!

Regards,  
Fred

**From:** Francisco Camacho [<mailto:francisco.camacho@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 2:52 PM  
**To:** [carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu); [frederick.tupaz@guamcc.edu](mailto:frederick.tupaz@guamcc.edu); [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu)  
**Subject:** RE: Standards III - Financial Resources

Fred,

Below are the details for total resource allocations to MIS for operations and upgrades covering periods FY11 to FY13. Fiscal Year period begins October 1<sup>st</sup> and ends on September 30<sup>th</sup>. All figures below are extracted directly from and as loaded in BANNER budget system.

Sources are from MIS' Fund 01, 05, and Fund 11, the Technology Fee Fund 12, and from the Title III Grant. Grant money out of Title III for the support of our ERP (Enterprise Resource Planning) system has been exhausted and is no longer available.

Other funding sources needed and used for the GCC Secondary programs were paid for out of Title V Grant. More details out of Title V can best be obtained from the Deans.

Frank

MIS FY10-FY11 Fund 1

6110	Salaries - Full Time	441,970.56
6120	Benefits	139,691.85

MIS FY11-FY12 Fund 1

6110	Salaries - Full Time	420,543.87
6120	Benefits	162,264.57

MIS FY12-FY13 Fund 1

6110	Salaries - Full Time	417,262.00
6120	Benefits	167,767.73

MIS FY10-FY11 Fund 05

7230	Contractual Services	22,363.21
7240	Supplies and Materials	3,087.50
7250	Equipment - Non Capital	6,650.00

MIS FY11-FY12 Fund 05

7230	Contractual Services	20,643.95
7240	Supplies and Materials	56.38



MIS FY11-FY12 Fund 11

7230	Contractual Services	57,484.72
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MIS FY12-FY13 Fund 11

6110	Salaries - Full Time	21,382.00
6120	Benefits	9,785.00
7230	Contractual Services	248,767.03
745060	Capital Outlay - Vehicle	24,900.00

TECHNOLOGY FEE FY10-FY11 Fund 12

7230	Contractual Services	95,736.00
7240	Supplies and Materials	21,041.05
7250	Equipment - Non Capital	16,200.00
7251	Equipment - IT Non Capital	16,200.00
745070	Capital Outlay - Equipment - IT	131,324.00

TECHNOLOGY FEE FY11-FY12 Fund 12

7230	Contractual Services	113,238.64
7240	Supplies and Materials	30,492.86
7250	Equipment - Non Capital	3,580.00
7251	Equipment - IT Non Capital	36,623.00
745070	Capital Outlay - Equipment - IT	278,406.19

TECHNOLOGY FEE FY12-FY13 Fund 12

7230	Contractual Services	163,684.00
7240	Supplies and Materials	17,000.00
7250	Equipment - Non Capital	5,000.00
7251	Equipment - IT Non Capital	10,000.00
745070	Capital Outlay - Equipment - IT	146,316.00

TITLE III GRANT FY10-FY11 Fund 32B11

7230	Contractual Services	192,591.00
7251	Equipment - IT Non Capital	6,170.00
745050	Capital Outlay - Integrated System	201,239.00

TITLE III GRANT FY11-FY12 Fund 32B11

7230	Contractual Services	2,964.93
745050	Capital Outlay - Integrated System	29.45

TITLE III GRANT FY11-FY12 Fund 32B12

7230	Contractual Services	225,000.00
745050	Capital Outlay - Integrated System	175,000.00

**From:** Carmen K. Santos [mailto:[carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu)]

**Sent:** Friday, November 30, 2012 11:31 AM

**To:** [frederick.tupaz@guamcc.edu](mailto:frederick.tupaz@guamcc.edu); [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu)  
**Cc:** [francisco.camacho@guamcc.edu](mailto:francisco.camacho@guamcc.edu)  
**Subject:** RE: Standards III - Financial Resources

Frank,  
Can you provide the total allocation for FY12 and FY13 to MIS for resources per Fred's request?

*Carmen K. Santos*  
VP of Finance and Administration

Phone: 735-5548  
Fax: 734-2942  
[carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu)

---

**From:** Fred Tupaz [<mailto:frederick.tupaz@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 11:23 AM  
**To:** [carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu); [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu)  
**Cc:** [francisco.camacho@guamcc.edu](mailto:francisco.camacho@guamcc.edu)  
**Subject:** RE: Standards III - Financial Resources

Thanks ma'am!

On another note, have you had the opportunity to review the College's resource allocation to the MIS area to ensure that there are sufficient funds to provide training, maintenance, equipment and software support to implement the technology plan? Or is this an area MIS is to review and submit for consideration for current and future budgetary discussions?

Regards,  
Fred

---

**From:** Carmen K. Santos [<mailto:carmen.kweksantos@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 10:39 AM  
**To:** [frederick.tupaz@guamcc.edu](mailto:frederick.tupaz@guamcc.edu); [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu)  
**Subject:** RE: Standards III - Financial Resources

Fred,  
I know we had already instituted the contracts. Will get back to you with copies and documentation.

Thanks,

*Carmen K. Santos*  
VP of Finance and Administration

Phone: 735-5548  
Fax: 734-2942  
[carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu)

---

**From:** Fred Tupaz [<mailto:frederick.tupaz@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 9:18 AM  
**To:** [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu); [carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu)  
**Subject:** Standards III - Financial Resources

Hafa Adai Vice-President Santos/Joleen,

In light of Frank Tung's retirement, I have recently taken on the responsibilities of the chair for Standards III. I was wondering if you could briefly update me with the status of actionable item number 20 under the ISER 2012 (pg 251). Specifically:

3D2f. Is Procurement or the Business Department planning to review or re-evaluate the College's contract instrument to see if it can be strengthened or improved?

I would be more than happy to discuss these items with you at your convenience and could be reached at 687-6986. Otherwise I would greatly appreciate if you could give me a response nlt December 4<sup>th</sup>, 2012.

Thank you for your time and I look forward to working with you to address issues our College is facing with regards to Financial Resources to ensure we continue to remain an accredited institution by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC).

Best Regards and Happy Holidays!

Fred

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Version: 2013.0.2805 / Virus Database: 2634/5952 - Release Date: 12/11/12

## Fred Tupaz

---

**From:** Francisco Camacho [francisco.camacho@guamcc.edu]  
**Sent:** Friday, November 30, 2012 1:47 PM  
**To:** frederick.tupaz@guamcc.edu  
**Cc:** 'Joann Muna'; Wesley T Gima; Carmen Kwek Santos  
**Subject:** RE: Standards III - Technology Resources

Fred,

See my responses below.

I'm copying Wes, Joann, and Carmen, just in case they want to chime in and correct or add to any of my responses. If you still need more information or would like to further discuss, please let me know and we can schedule to meet.

Frank

**From:** Fred Tupaz [mailto:frederick.tupaz@guamcc.edu]  
**Sent:** Friday, November 30, 2012 8:57 AM  
**To:** francisco.camacho@guamcc.edu  
**Subject:** Standards III - Technology Resources

Hafa Adai Frank,

In light of Frank Tung's retirement, I have recently taken on the responsibilities of the chair for Standards III. I was wondering if you could briefly update me with the status of some of the actionable items that were contained in GCC's ISER for 2012. These items include the following:

3A3b. Is MIS working with HR to develop a plan to electronically back-up employee records or store information off-campus (through a server or other means) for additional security?

Employee data already entered into our BANNER database system are electronically backed up daily. Tape backups of the system which includes employee data are moved and stored off-campus at a bank's vault at least every two weeks.

I believe your question here is more related to the employee files and folders in the HR vault that are still in physical hardcopy form and not in electronic format. The major issue with regards to electronically capturing employee physical records/files/folders is the necessary scanning equipment and the manpower to address this actionable item. Note, however, that the actual primary software solution is already in place and it is called the BANNER DOCUMENT MANAGEMENT SYSTEM (BDMS) from Ellucian (formerly Sungard Higher Education). Although HR has the ability to scan hardcopy documents and convert them to electronic format before moving the image into BDMS, the current XEROX scanning interface is proprietary, very manually driven, and its incompatibility limits HR's ability to do bulk dedicated high-speed scanning, which can be resolved by using the recommended scanning equipment such as those from Canon. I believe the plan to further address this action item is to use the Ellucian-recommended interface that is compatible with the scanner, such as Canon, however, budget resources will need to be secured to procure such equipment, hire, and train additional staff. We will eventually be moving to this interface, known as QuickScan Pro (QSP), which we hope to replace the XEROX interface, once these financial resources are in place. As a note: "QSP is the current bulk scanning module for BDMS which provides high speed batch scanning, image cleanup, barcode, and light zonal OCR features for paper image capture."

3C1. Is MIS developing training standards for MIS personnel for new emergent technologies as documented in the ITSP?

This is in progress but the development of the "target" standard training for MIS personnel is one of the biggest challenges we are facing due to the speed and the magnitude of changes that occur in the field of technology. With new emergent technology coming up quicker than we can get training for, the "standard" no longer remains the same and continues to evolve—which is a moving target. With all the different types of technology gadgets existing and the realm of BYOD (Bring Your Own Device) available today, it is almost impossible to focus on what training to develop. What we come up with as a standard today only seem to last while the type of technology or software is actually mainstream, which mostly change about every 6 months. When major changes occur and the college decides to approve their implementation without fully addressing the training requirements, the configurations, specifications, and versions of the hardware or software you are trained for become obsolete and no longer valid or applicable. This bring into the picture a related challenge that MIS faces with the limited funding from Staff/Administrator Development Funds, especially when pursuing technical training that are not readily available on-island. At this time, training for MIS personnel is limited to how much is available and the prioritization of the Staff/Administrator Development Funds, which is insufficient to accommodate all the types of standard trainings, or requests that we've developed and submitted for in the past. To truly address this action item, MIS will continue developing and updating training standards that are in support of what is currently within our infrastructure, what is most feasible financially and personnel-wise, and what will make the most positive impact to SLO's and AUO's.

3C1b. Is MIS working with HR to consider increasing the availability of technology training for all college constituents so that they become familiar in the latest instructional technologies that would gradually lead toward an expanded Distance Education (DE) program?

This is also currently being addressed but at a much smaller scope and although MIS' involvement is critical, it is not necessarily conducted by MIS. At this time, Wesley Gima, has been charged to conduct or coordinate instructional technology training as well as the person to spearhead the development of a true Distance Education (DE) program for the college. MIS' involvement is in providing the expertise towards facilitating and making sure the actual technology is operational so that training can be conducted. As for actual training, it has been made available to all GCC employees and there has been Tech Friday trainings going on as announced on the MyGCC portal and further details of that as well as on the status of DE can be obtained from Wesley Gima.

I would be more than happy to discuss these items with you at your convenience and could be reached at 687-6986. Otherwise I would greatly appreciate if you could give me a response nlt December 4<sup>th</sup>, 2012.

Thank you for your time and I look forward to working with you to address issues our College is facing with regards to Human Resources to ensure we continue to remain an accredited institution by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC).

Best Regards and Happy Holidays!  
Fred

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## Personal Announcements

Number of announcements: 26

(displayed 10 per page)

<< < Page 1 of 3 > >>

Subject (click to display details)	Delivery Date	Expiration Date	Author
<input type="checkbox"/> Employee Tuition Benefits Program applications due Dec. 21	Dec 11, 2012	Dec 22, 2012	Jayne Therese Flores
<input type="checkbox"/> Upcoming Computer Labs and Network Upgrades, & Labs/Offices Movements	Dec 9, 2012	Dec 16, 2012	Richard O Duque
<input type="checkbox"/> Assessment & Counseling Department	Dec 5, 2012	Dec 26, 2012	Richard O Duque
<input type="checkbox"/> Acting President, Dec 7-13	Dec 4, 2012	Dec 13, 2012	Richard O Duque
<input type="checkbox"/> Staff/Administrator Development	Nov 27, 2012	Dec 14, 2012	Bertha M Guerrero
<input type="checkbox"/> New hires/promotions at GCC	Nov 26, 2012	Jan 10, 2013	Jayne Therese Flores
<input type="checkbox"/> Life Insurance Open Enrollment - Update	Nov 20, 2012	Dec 25, 2012	Bertha M Guerrero
<input type="checkbox"/> Institutional Priorities for AY 2012-2013 Professional Development	Nov 7, 2012	Dec 1, 2014	Bertha M Guerrero
<input type="checkbox"/> Friendly Reminder	Nov 1, 2012	Dec 30, 2013	Bertha M Guerrero
<input type="checkbox"/> Room Request/Utilization or Other Student Support Inquiries	Oct 31, 2012	Dec 30, 2013	Bertha M Guerrero
<b>Delete</b>	<b>Refresh List</b>		

ID: 160244

**Subject:** Upcoming Computer Labs and Network Upgrades, & Labs/Offices Movements

**Date:** Dec 9, 2012 9:04:16 PM

To All Concerned:

Barring any unforeseen obstacles, starting next week and with the goal of finishing by or before 1/12/2013, MIS along with other employees in their respective areas of responsibilities will begin conducting computer and network upgrades, as well as labs/offices movements. The movements impacting these specific areas may also involve changes in the location's telephone services and/or numbering.

Other than the required work activities related to the movements and upgrades and in order to avoid hampering these efforts, there should be no scheduling of events or utilization in the areas identified below between 12/10/2012 and 1/12/2013. If there are any issues regarding the scheduled activities, please let us know immediately so that changes can be made. You can contact MIS at phone numbers 735-5511, 734-0540,

or 735-5619, and/or via e-mail at [gcc.mis@guamcc.edu](mailto:gcc.mis@guamcc.edu).

The labs and offices involved in these movements include:

Computer Lab, ESL C-25 to Foundation building 2nd floor, Room 6219B

Office, Room 206 (Education Department) to Room 303 (old Apprenticeship training office)

Classroom, Room 204 (AutoCAD) to Room 107 (old Project AIM office)

Classroom, Room 207 to Room A8

Office, Room 208 to Room A9

Work Lab, Mansana Lab Room 205 to Foundation Room 6111

Other Building 200 Classroomss to 1st Floor of Foundation building

Computer Lab, Allied Health Room 3114 existing computers to Room A7 to replace older A7 computers

The scheduled instructional classroom labs upgrades (upon full delivery of all computer equipment, peripherals, and accessories) include:

Allied Health Room 3114 Desktop Lab

C-1 Mobile Laptop Lab

C-4 Desktop Lab

D-9 Desktop Lab

TC1220 Desktop Lab

Final Disposition of old and replaced computers include:

Older and replaced A7 computers will either be redistributed based on received request or surveyed to GSA.

A number of C-1's old Laptops will be transferred and dedicated to the Registrar's Office for GCC's Express Registration activities and possible outreach programs at shopping malls and other venues.

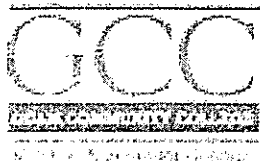
Remaining C-1 laptops will either be redistributed based on received requests or reallocated as spares.

C-4's old Desktops will be re-allocated and dedicated as lab spares.

D-9 and TC1220 Desktops will either be redistributed based on received requests, reallocated as lab spares, or surveyed.

Thank You and Happy Holidays!

Management Information Systems  
Finance and Administration Division



## GUAM COMMUNITY COLLEGE

Bill/Ship TO MATERIALS MANAGEMENT SECTION  
 P. O. Box 23069 GMF  
 Barrigada, Guam 96921-3069  
 1 Sesame St. Mangilao, Guam 96913  
 Website: [www.guamcc.edu](http://www.guamcc.edu)  
 Email: [materialsmanagement@guamcc.edu](mailto:materialsmanagement@guamcc.edu)  
 Phone: 671.735.5540/1/2 Fax:  
 671.734.5238

Purchase Order Number

P1201943

Issue Date: 07/31/12

Delivery Date: 07/31/12

This Purchase Order Number must appear on all packages, shipping papers, correspondence, and invoices pertaining to the order. Please supply promptly the articles below or services. All invoices and statements must show the purchase order number to avoid delay in payment.

24 hour notice for large deliveries is recommended. Please call 671.735.5525 to make arrangements.

Billing Instructions: Send certified invoice with three (3) copies to Bill/Ship to address only.

Shipping Instructions: Make sure Bill/Ship to address appears on the crate or package. Invoice must accompany shipment.

## Vendor:

B00157083  
 Ultimate Consulting IT, LLC  
 112 NorthTowne Dr  
 Woodstock GA 30188

## Ship To:

Materials Management  
 PO Box 23069 GMF  
 Barrigada GU 96921

ITEM	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
1	2015 Contractual Services ERP-Banner and Related Systems REMOTE Technical Professional Services. Based on per hour basis @ 130 hours max Up to a Maximum of 130 hours total of Remote Support Services: \$110.00 per hour or \$14,300.00 maximum Effective August 1, 2012 - August 31, 2012 *****For Internal Use Only***** Requestor: Francisco Camacho (MIS) Contractual: 7230 FOAP: 11-3020-7230-55	130.00	HR	110.0000	14,300.00
REMARKS:					DISCOUNT: .00
					ADDL CHARGES: .00
					TOTAL TAXES: .00
TOTAL AUTHORIZED ►					14,300.00

FOR GUAM COMMUNITY COLLEGE USE ONLY

*Joleen M. Evangelista*  
 JOLEEN M. EVANGELISTA  
 SUPPLY MANAGEMENT ADMINISTRATOR

*Carmen K. Santos*  
 CARMEN K. SANTOS, CPA  
 VP, BUSINESS & FINANCE

Certifying Officer

*Mary A. Y. Okada*  
 MARY A. Y. OKADA, PRESIDENT  
 APPROVAL  
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**CONTRACT NO. P1102300**

**CONTRACT**  
**(Replace Non-Skid Coating on Hallways & Walkway Surfaces)**

**Asia Pacific International, Inc.**  
**(Contractor)**

**Guam Community College**  
**(Agency)**

**Contract: Replace Non-Skid Coating on hallways & walkway surfaces**

**Bid No: GCC-FB-11-017**

**Amount: \$56,132.00**

**Place: Guam Community College**

## **FORMAL CONTRACT**

**THIS AGREEMENT AND FORMAL CONTRACT**, made and entered into this **30<sup>th</sup> of September**, by and between **Guam Community College**, hereinafter called "**GCC**", represented by the Contracting officer executing this contract, party of the first part, and **Asia Pacific International, Inc.**, a corporation of the Territory of Guam, hereinafter called the "**Contractor**" party of the second part.

**WITNESSETH**, That whereas the Guam Community College intends to replace **Non-Skid Coating on hallway & walkway surfaces** thereafter called the "**Project**", in accordance with the scope of work and other contract documents.

**NOW THEREFORE**, Guam Community College and Contractor for the considerations hereinafter set forth, agree as follows:

**I. THE CONTRACTOR AGREES** to furnish all the necessary labor, materials, equipment, tools and services necessary to perform and complete in a workmanlike manner all the work required for the performance of the Project, in strict compliance with the contract documents herein mentioned, which are hereby made a part of the contract.

**(a) Contract Time:** The contractor agrees to commence work under this contract written notice to proceed, and to complete the project ready for use and operation within 120 consecutive calendar days of the commencement of the contract time as stated in the bid invitation.

**(b) Subcontractors:** The Contractor agrees to bind every subcontractor by the terms of the contract documents. The contract documents shall not be construed as creating any contractual relation between any subcontractor and the Guam Community College.

**II.** Guam Community College agrees to pay, subject to availability of funds, and the Contractor agrees to accept, in full payment for the performance of this contract, the contract amount of \$56,132.00.

**III. CONTRACT DOCUMENTS:** It is hereby mutually agreed that the following list of specifications and documents which are attached hereto, bound herewith or incorporated herein by reference shall constitute the contract documents, all of which are part hereof, and collectively evidence and constitute the contract between the parties hereto, and they are as fully a part of this Agreement as if they were set out verbatim and in full herein, and are designated as follows:

- (a) Instructions to Bidders**
- (b) Bid Form**
- (c) Bid Schedule**
- (d) Bid Bond**
- (e) Subcontractor List**
- (f) Performance and Payment Bonds**
- (g) General Provisions**
- (h) General Conditions**

- (i) **Special Provisions**
- (j) **Technical Specifications**
- (k) **Plans**
- (l) **Amendments**

- IV. LIQUIDATED DAMAGES:** The Contractor further agrees to pay to GCC the sum of one-fourth of one percent (1%) of the contract amount per calendar day not as a penalty, but as reasonable liquidated damages for breach of this contract by the Contractor by his failing, neglecting or refusing to complete work within the time herein specified and said sums shall be paid for each consecutive calendar day thereafter that the Contractor shall be in default after the time stipulated in the contract for completing the work ready for use and/or operation. Liquidated damages will start after contract completion deadline.
- V. SPECIAL PERMITS AND LICENSES:** The Contractor shall, at his own expense, procure all permits, certificates, and licenses and shall give notices and necessary reports required by law for the Scope of Work. Failure to maintain required permits and licenses shall be grounds for immediate termination of contract.
- VI. CONTROL:** The GCC President or her designee and the Director of Planning and Development/Facility Maintenance Coordinator will meet periodically with the Contractor for the purpose of reviewing progress and providing necessary guidance to the Contractor in solving problems.
- VII. JUSTIFICATION OF DELAY:** The Contractor guarantees that the project will be completed within the agreed upon completion date. If however, the Contractor cannot comply with the completion requirement, it is the Contractor's responsibility to advise GCC in writing explaining the cause and reasons for delay.
- VIII. GENERAL COMPLIANCE WITH LAWS:** In the performance of work provided herein, Contractor agrees that it shall be conducted in full compliance with any and all applicable laws, rules and regulation adopted or promulgated by any governmental agency or regulatory body, both territorial and federal. Contractor assumes full responsibility for the payment of all contributions payroll taxes or assessments, territorial or federal, and further agrees to meet all requirements that may be specified under regulations of administrative officials or bodies charged with enforcement of any territorial or federal laws.
- IX. EQUAL EMPLOYMENT OPPORTUNITY:** Section 3.01 OF THE Executive Order 10935 dated march 7, 1965 requires the Contractor not to discriminate against any employee or applicant for employment because of

race, creed, color or national origin. The Contractor will take affirmative action to ensure that employees are treated equally during employment without regards to their race, creed, color or national origin.

- X. CONVENANT AGAINST CONTINGENT FEES.** The Contractor warrants that he has not employed any person to solicit or secure the contract upon any agreement for a commission, percentage, brokerage or contingent fee. Breach of this warranty shall give GCC the right to terminate the contract, or in its discretion, to deduct from the contract price or consideration the amount of such commission, percentage, brokerage or contingent fee. The warranty shall not apply to commissions payable by contractors upon contracts or sales secured or made through bonafide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.
- XI. OTHER CONTRACTS.** GCC may award other contracts for additional work, and the other Contractor shall fully cooperate with such other contractors and carefully fit his own work to that provided under other contracts as may be directed by the Contracting Officer. The Contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor.
- XII. DISPUTES.** Except as otherwise specifically provided in this contract, all disputes concerning questions of fact arising under this contract shall be decided by the President of Guam Community College whose decision shall be final and conclusive upon the parties thereto. In the meantime the Contractor shall diligently proceed with the work as directed.
- XIII. CONTRACT BINDING.** It is agreed that this contract and all the Covenants hereof shall inure to the benefit of and be binding upon GCC and the Contractor respectively and his partners, successors, assignees and legal representatives. Neither GCC nor the Contractor shall have the right to assign, transfer or sublet his interest or obligations hereunder without written consent of the other party. It is hereby mutually agreed by and between the parties hereto that no mechanic, contractor, subcontractor, material man or other person can or will contract for or in any other manner have or acquire any lien upon the building or works covered by this contract, or the land upon which the same is situated.
- XIV. INDEMNITY.** Contractor agrees to save and hold harmless GCC, its officers, agents, representatives, successors and assigns and other governmental agencies from any and all suits or actions of every nature and kind, which may be brought for or on account of any injury, death, or damage arising or growing out of the acts or omissions of the Contractor, Contractor's officers, agents, servants or employees under this contract.

- XV. MODIFICATION OR AMENDMENTS:** No modification, amendment, alteration or change of the terms and conditions of this Agreement shall be valid or enforceable unless made in writing and executed by both parties hereto and approved by appropriate action by GCC.
- XVI. ATTORNEY FEES:** If either GCC or Contractor institute legal action to enforce the provisions of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and cost of suit.
- XVII. INSURANCE:** During the term of this agreement, Contractor must maintain insurance as required on the Notice of Intent to Award. Contractor is responsible for obtaining all applicable insurance. GCC assumes no liability for any accident or injury that may occur to the Contractor, his agents, dependents, or personal property while on GCC premises performing said scope of service.
- XVIII. ASSIGNMENT OF AGREEMENT:** Assignment will not be accepted without approval from GCC. Request for approval of assignment must be made with submission of proposal. No assignment will be accepted if request is not made in writing with the proposal.
- XIX. RESTRICTIONS AGAINST CONTRACTORS EMPLOYING CONVICTED SEX OFFENDERS:** The contractor warrants that no person in its employments who has been convicted of a sex offense under the provisions of Chapter 25 of Title 9 of the Guam Code Annotated, or who has been convicted of an offense with the same elements as heretofore defined in any other jurisdiction, or who is listed on the Sex Offender Registry shall provide services on behalf of the contractor while on government property, with the exception of public highways. If any employee of contractor is providing services on government property and is convicted subsequent to an award of a contract, then the contractor warrants that it will notify GCC of the conviction within twenty-four hours of the conviction, and will remove immediately such convicted person from providing services on government property. If the contractor is found to be in violation of any of the provisions of this paragraph, then GCC will give notice to the contractor to take corrective action. The contractor shall take corrective action within twenty-four hours of notice from GCC, and the contractor shall notify GCC when action has been taken. If the contractor fails to take corrective steps within twenty-four hours of notice from GCC, then GCC in its sole discretion may suspend temporarily any contract for services until corrective action has been taken.
- XX. NOTICES:** All notices, requests, demands and other communications which are required or permitted to be given under this Agreement shall be made in writing and shall be deemed to have been duly given upon the delivery or receipt thereof, as the case may be, if delivered personally, or shall be deemed to

be received as of the date of mailing if sent by registered or certified mail,  
return receipt requested, postage prepaid as follows:

GCC:                      Guam Community College  
                                P.O. Box 23069  
                                GMF, Guam 96921

The Contractor:        Asia Pacific International, Inc.  
                                P.O. Box 23663  
                                Barrigada, Guam 96921

**IN THIS WHEREOF parties hereto have executed this contract as of the day and  
year first written.**

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**Carmen K. Santos, CPA  
VP, Finance & Administration  
Guam Community College**

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**Joleen M. Evangelista  
Procurement & Inventory Admin.  
Guam Community College**

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**Hong Yun Sun  
President  
Asia Pacific International**

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**Mary A.Y. Okada, Ed.D.  
President  
Guam Community College**

**CERTIFIED FUNDS AVAILABLE**

**Contract No.: P1102300  
FOAP: 30-2051GB-7230-66  
Amount: \$56,132.00**

## **INTRODUCTION - GUAM**

Guam is the largest island in Micronesia, a region of remote small islands and atolls in the western Pacific Ocean that is larger in area than the contiguous 48 states in the United States. In 1521, Ferdinand Magellan made the first western contact with the island and its indigenous Chamorro people. As a result of the Spanish-American War, the island transferred ownership to the United States in 1898. Its strategic location near Asia, 1500 miles south of Japan, 1500 miles east of the Philippines, and 3800 miles west of Hawaii, influenced the United States to establish major military bases on the island. Guam, the largest and most developed Micronesian island, enjoys a multi-cultural, multi-ethnic, and multi-lingual community with a civilian and military population in 2011 estimated at 185,674. The population consisting of Chamorros (indigenous people), Filipinos, Caucasians, Asians, and Federated States of Micronesians, Palauans, and others – aligned with Guam’s student population from different linguistic and ethnic backgrounds.<sup>1</sup>

## **GUAM COMMUNITY COLLEGE**

Guam Community College (GCC) is a two-year public postsecondary career and technical education institution created by Guam Public Law 14-77 in 1977 to strengthen and consolidate career and technical education on Guam. GCC operates secondary and postsecondary career and technical education programs, adult and continuing education, community education, and short-term, specialized training programs. These programs are delivered both on and off-campus, in satellite locations, and on site at businesses.

The independent auditor, Deloitte & Touche Tohmatsu conducts annual audits of GCC as required by the U.S. Office of Management and Budget (OMB) Circular A-133. On February 27, 2012, the Independent Auditors’ Report rendered an unqualified or clean opinion on GCC’s financial statements for

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<sup>1</sup> 2012, Central Intelligence Agency, World Fact Book of the United States



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Fiscal Year 2011. GCC also received an unqualified opinion on the auditor's report on Compliance and Internal Controls resulting in the independent auditor's designating the College as a "low-risk" audittee. GCC is to be congratulated for maintaining its low-risk status for the past 11<sup>th</sup> consecutive fiscal years.<sup>2</sup>

<b>GOAL AND OBJECTIVES</b>
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The Guam Community College is requesting for funding of \$50,000.00 for a feasibility study for its Distance Education (DE) Strategic Plan 2012. This grant is needed to achieve one goal and four objectives. The goal of this project is to be able to determine the need for distance education at Guam Community College. The objectives are (a) to determine the numbers, characteristics, and attitudes of potential users of the program, (b) to determine the capacity of DE programs for Guam, (c) to determine the college's capacity to support distance education, and (d) to develop a plan for Distance Education for implementation.

<b>BRIEF DESCRIPTION</b>
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Over the years, colleges are adapting and continuing to adapt to the changes in the world. Most often, these changes are brought to us by technological advancements and innovation. These technological advancements have created a lot of new opportunities for the people in every walk of life. Through these advancement, colleges can make things possible in the most convenient and accessible ways. Everything seems possible in just a click of the mouse. At present, education is made possible through online delivery known as distance education.

Distance Education (DE) refers to the practice of offering educational services of instruction with support services to students who are not physically located with the individuals providing the service.

DE includes the use of computer and internet based services as well as video and audio services.

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<sup>2</sup> Office of Public Accountability – Guam, GCC FY 2011 Financial Highlights, February 27, 2012

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Institutions use internet technologies to bring students educational programming in either synchronous or asynchronous modes. Educational interactions can be delivered through campus or off-campus educational settings.

DE can be a convenient, flexible, alternate and effective means of providing education. Nearly half of all the college students in the country are of the age group once thought of as nontraditional. They are working adults seeking educational credentials as well as training. Many working adult students with multiple demands on their time find DE to meet their needs compared to campus-based education.

DE serves as an opportunity for the college and students to contribute to environmentally friendly practices. Courses that run through DE reduce the use of paper and copying as resources are available digitally. Students commute to campus less frequently than traditional courses, lessening the use of gas and related emissions into the environment.

In addition to working adults, the traditional aged college students come to campus with extensive experience using digital technologies in their personal and school lives. For these students, DE that involves the use of internet, web cast, text messaging and other digital media is comfortable and familiar. As technology continues to expand worldwide participation in DE assists students in preparing for the workforce.

<b>ORGANIZATIONAL QUALIFICATIONS TO IMPLEMENT THE PROJECT</b>
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The College has been the leading career and technical education institution in the region since its creation in 1977. Through its concerted efforts to meet the needs of students and employers, GCC has increased the capacity to sustain its programs, provide adequate facilities, and adopt innovative projects to enhance the College's resources as cited in the current evaluation report of ACCJC team chaired by Dr. Roland Chapdedelaine on March 19-22, 2012.

“The College meets this standard of Institutional effectiveness. Ongoing, self-reflective dialog is

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the central to the College's decision-making processes, especially as it relates to learning outcomes. The College's goals are widely published, with measurable objectives to help the College understand the extent to which those goals are met. The College Institutional Strategic Master Plan establishes an ongoing cycle of assessment and evaluation, use of TracDat system provides opportunities for broad-band based input. The team found that the College's process for the assessment of student learning outcomes at the course, program, certificate, and degree levels is on-going, promotes widespread dialog on the results of the assessments, and uses assessment results to improve programs and institutional processes", furthermore, the team recommends that the College develop a plan for distance education, including continuing education offered through distance education, and implement appropriate support services and procedures to deliver instruction online to further improve student programs and services".

<b>PROJECT SIGNIFICANCE</b>
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The Guam Community College seeks to conduct feasibility study strategic plan in 2012. Distance education is the most preferred medium of education today. Many working professionals and students either do not have time to go to a traditional school to attend the classes. The growing popularity of distance education has brought about many changes. There has been a lot of development in the way of its presentation and its access. Many people who have landed up in working with different organizations without higher qualifications opt to enroll in an online program and earn a degree to enhance professional growth and development. The distance learning programs are no more the way it used to be in the past. Course materials were sent by post or by courier but now, these materials are sent online to a candidate's mail box directly. These course materials may be Microsoft word document, power point presentations or

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PDF files. Moreover, in such online learning there are many benefits that a student can avail. There is a great flexibility of time and place. A student can access the course online from any place and at any time. Online classes are also provided, virtual classes arranged where in a student is provided with a user name and password. A student can log into the website of the College. It resolves the queries of the candidates. They are intimate about the timings of the virtual classes which are usually in the mornings or evenings that working professionals can attend these classes. However, there are some basic requirements that a student should have which includes basic computer knowledge, necessary software installed in the computer to open the files sent by the College, and access audio, video, and online training. Distance education in this new face of enhanced technology that has proved to be very helpful to all the candidates who find it difficult to travel long distance and attend classes in the traditional way.

<b>PLAN OF ACTION</b>
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The college will submit a request for proposal to conduct a feasibility study to determine the need for distance education at the college. A committee of ten (10) individuals will be created to guide the process and review the progress of the project, as well as to recommend changes and improvements during the project period. Focus group will be conducted to gather information needed to develop the strategic plan. Research will be conducted on the use of existing DE courses, surveys on the current student accessibility, and identification of resource & support services to carry out the distance education plan, if applicable.

<b>DURATION OF THE PROJECT</b>
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The feasibility study for the strategic plan on distance education will start on October 1, 2012 through June 2013. The program of activities is as follows:

***Feasibility Study Strategic Plan on Distance Education  
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Semester	Date	Purpose
Fall	October 2012	Determine the numbers, characteristics, and attitudes of potential users of the program
	December 2012	Determine the effectiveness of DE programs for Guam
Spring	January 2013	Development of an implementation plan.
	May 2013	Develop a plan for DE that will be beneficial to students, faculty and administration.
Summer	June 2013	Evaluation of Feasibility Studies Strategic Plan on Distance Education

#### **DISSEMINATION AND PROJECT SUSTAINABILITY**

The feasibility strategic plan on distance education will be presented to the college community. Based on the results of the strategic plan, the college will be guided accordingly. The initial primary concern would be the physical, financial, and human resources needed to carry out the plan. As part of the colleges accreditation processes, program reviews, to include administrative services are directly linked to planning and budgets.

#### **TECHNICAL RESOURCES**

GCC is taking these initial steps in the planning for a robust Distance Education platform and complete a three-phase network infrastructure upgrade currently underway.

DE is a major endeavor and moves GCC into another dimension of providing off campus student offerings and perhaps inter-islands offerings. DE can be a convenient, flexible, and effective means of providing education since nearly half of all college students in the country are the age group once thought of as nontraditional. They are working adults or adults seeking first educational credentials or retraining. Many working adult with multiple demand on their time find DE to meet their needs than campus-based education. GCC envisions expanding its current DE offerings and capturing this growing student market.

To support these emerging technologies and provide the path for students to traverse, GCC has in place an existing three phase network infrastructure upgrade project to increase bandwidth. This infrastructure supports the current needs of the campus, but can be expanded to support requirements if the college were to pursue an expansion of the distance education program. Additionally, to establish a roadmap to achieve a more robust DE offering, a three-phase approach is also recommended. The three-phase network and DE strategies are complimentary to each other. Any advancement in the network infrastructure improvement project positions GCC to acquire and deploy a far-reaching DE infrastructure.

## **EVALUATION**

The office of Assessment and Institutional effectiveness will develop a survey to determine the need for the college to provide distance education, if applicable. Final report will be provided on its results. This survey will include information on the effectiveness of DE courses to ensure comparability to campus-based courses. Distance education will be evaluated through an institutionally standardized evaluation procedure which includes faculty self-evaluation, evaluation of online instruction by students, student retention, student satisfaction and evaluation of faculty member by the supervisor and when appropriate, determine comparability to campus-based programs. This process will be used to assure the conformity of DE courses and programs to prevailing quality standards in the field of DE. DE courses and programs will be consistent with the educational missions and strategic plans of the College. DE courses will follow the regular assessment cycles and will conform to established assessment groupings.

Furthermore, DE courses must be of the same quality, accountability, and focus on student outcomes as those presented face to face. The course syllabi should demonstrate equity and quality. DE faculty members must deliver accurate and current information that aligns with courses provided

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in traditional settings. Instructors must demonstrate how student work will be monitored to assure integrity. The College must ensure that the programs and courses being offered through DE are meeting the needs of the community and its students.



## Human Resources Office

### JOB ANNOUNCEMENT "OPEN COMPETITIVE"

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

<b>POSITION TITLE:</b>  <b>PERSONNEL ASSISTANT I</b>	<b>ANNOUNCEMENT NUMBER:</b> JA028-12  <b>POSITION STATUS:</b> Permanent/Full-Time
<b>SALARY:</b> New Pay Grade: G  <b>Open:</b> 1-10 \$18,723 – 28,085 per annum <b>Promo:</b> 1-20 \$18,723 – 39,617 per annum	<b>OPENING DATE:</b>  December 3, 2012
<b>DIVISION:</b> <b>FINANCE &amp; ADMINISTRATION</b> <b>Human Resources</b>	<b>CLOSING DATE:</b>  December 18, 2012

#### MINIMUM EXPERIENCE AND TRAINING:

- a) Two (2) years of general clerical work involving public contact and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

#### PLUS PURSUANT TO 4 GCA §4101(c):

All new employment in the service of the Government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

#### NATURE OF WORK IN THIS CLASS:

This is routine technical support work in a personnel office.

Employees in this class perform routine technical duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

#### ILLUSTRATIVE EXAMPLES OF WORK:

(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Processes personnel actions including recruitment, promotion, transfer, pay adjustment, salary increment and other personnel transactions.

Establishes eligibility lists and prepares certification of eligibles; schedules examinations.

Processes all new employees; provides basic information about the various employee benefits, such as group health, dental and life insurance; social security and retirement plan.

Compiles employment data and prepares periodic and special personnel reports as required.

Provides routine information about personnel rules and regulations, procedures and other routine matters to employees, management officials or the general public.

Administers written paper and pencil examinations; corrects test papers and computes raw score.

Maintains personnel records.

May perform incidental typing and clerical duties in the performance of assigned tasks.

Performs related duties as required.



**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of office practices.

Ability to learn and apply personnel rules, regulations, procedures and program requirements.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

**WHO SHOULD APPLY:**

Open to the public.

**HOW AND WHERE TO APPLY:**

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m., of the deadline. Applications are also available online at [www.guamcc.edu](http://www.guamcc.edu). For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, our website [www.guamcc.edu](http://www.guamcc.edu) or call (671) 735-5537/38.

**IMPORTANT INFORMATION:**

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the College, you will be required to present valid documents that will establish your identity and work eligibility. Any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

**VETERANS PREFERENCE:**

Applicants claiming veterans preference are required to provide a copy of their DD-214 (Military discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.


**EDUCATION:**

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

**PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:**

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY

  
MARY A.O. OKADA, Ed.D.  
President

AN EQUAL OPPORTUNITY EMPLOYER