

End-of-Year Report Summary

Faculty Senate AY2011-2012

Faculty Senate (FS) is the official voice of the college faculty and works within the process of a participatory governance structure. This report provides a summary of the main accomplishments of FS and the four subcommittees under FS' purview for AY2011-2012. The four subcommittees are the Learning Outcomes Committee (LOC), the Professional Development & Review Committee (PDRC), Promotions, and the Council of Department Chairs (CDC).

Faculty Senate

This past academic year began with the focus on Accrediting Commission for Community & Junior Colleges' (ACCJC) comprehensive accreditation visit which took place March 19-22, 2012. During the ACCJC visit, representatives met three times with the FS officers mostly to gather information on how our participatory governance structure works and how we decide what matters pertain to the faculty union and which pertain to governance.

FS had a total of 21 regular meetings during AY2011-2012. The FS had held its last meeting of the year on April 24, 2012. Since committee End-of-Year reports weren't due until April 30th FS will review the recommendations in each committee's matrix during their first meeting of AY2011.

Due to an ethical issue FS had to convene The Committee on Faculty Ethics (CFE) for the first time during Spring 2012 semester. FS moved the following to CDC for approval: PDRC's newly revised travel policy, LOC's Lab/Credit Analysis, CDC's recommendation for a tuition assistance program, and forward CDC's list of suggested changes to faculty evaluation to the Union. Detailed information on these and other activities can be viewed online under Files in FS' Group Studio page on MyGCC.

FS Subcommittees

CDC, LOC, PDRC, and Promotions had many accomplishments during AY2011-2012. The following are highlights of FS' subcommittee accomplishments and challenges. Details of all their activities, status, goals, and recommendations can be viewed in the attached reporting matrices.

Council of Department Chairs. The CDC listed recommendations concerning changes to faculty evaluation criteria which were forward to FS and then the Faculty Union. Also they pushed for the development of a tuition assistance program as an employee benefit which resulted in the College's first tuition assistance guidelines drafted by FS and CGC which became effective the beginning of Fall 2012. In addition to the changes in evaluation criteria the CDC also recommended changes to lab fee allotment, adjunct load, and recruitment efforts.

Learning Outcomes Committee (LOC). As of April 20, 2012, LOC reviewed a total of 97 course guides and 8 program guides. LOC contributed to our

College's accreditation success by helping to ensure our curricula is relevant and current (no more than five years old). Dual Credit Articulated Programs of Study (DCAPS) was implemented in March, 2012. Although there was much dialog and many edits/versions of the lab/credit document, the new credit policy is a result of LOC members' diligent research and submission of the Lab/Credit Analysis report.

One of LOC's requests is to separate LOC and General Education creating two separate committees. In June 2012 the President Elect of LOC provided a detailed rationale for this separation to FS and will be on the agenda during FS' first meeting in AY2012. Also LOC will need training in the College's new electronic catalog system which will eventually serve as a way to electronically approve curricula documents.

Professional Development Review Committee (PDRC). The PDRC held 17 meetings during AY2011-2012. Four applications were received for tuition assistance and 17 applications were received for off-island travel. Each month the PDRC offered mini-workshops called 'Buzz' sessions for faculty throughout AY2011-2012. They also worked closely with FS and CGC in creating the college's new travel policy. PDRC provided FS with midpoint reports and regular status updates on their budget. In their End-of-Year Report Matrix, PDRC noted frustration in the time it takes for applications to be approved and for faculty to receive their reimbursements following submission of trip reports.

Promotions. The Promotions Committee conducted a total of three promotions workshops during AY2011-2012. A total of five (5) members of the faculty submitted their Letter of Intent, their Promotions Portfolio and completed the interview process. Upon completion of reviewing all documents submitted and interviews, the Promotions Committee recommended the promotion of four (4) faculty members. One (1) applicant was not recommended for promotion. The President approved the Advancement in-Rank of four (4) applicants.

Issues and topics that will remain on committee agendas in the forthcoming year include lab fee determination, setting minimum/maximum students per course, working with the newly formed staff senate, a *faculty* tuition assistance program, and the possible separation of General Education from LOC to name a few. FS will meet separately with the chairs of each subcommittee as it has done the past two years to discuss their goals at the beginning of Fall 2012 semester. Also FS established a successful protocol for communicating regularly with each chair via a designated FS officer who serves as a POC for one of the four subcommittees. This POC relays important news to their respective chair and reports committee progress at each FS meeting.

GUAM COMMUNITY COLLEGE

Faculty Senate

Agenda

Wednesday, 11/28/12 @10:30am

Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Email:	Present:
Norman Aguilar	norman.aguilar@guamcc.edu	
Vera DeOro	vera.deoro@guamcc.edu	
Jose U. Munoz	jose.munoz@guamcc.edu	
Dr. Marsha Postrozny	marsha.postrozny@guamcc.edu	
Robin Roberson	robin.roberson@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

2) Approval of Prior Minutes: 04/24/2012 & 11/14/2012

3) Old Business:

- a. Evaluation Proposal
- b. RPF Meeting Dec. 6, 2012

4) New Business:

5) Open Discussion:

6) Next Meeting

7) Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's 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.

Minutes

Wednesday, November 14, 2012

Room C2

@ 10:30 a.m.

I. Meeting called to order @ 10:33 a.m.

II. Attendance:

Name	E-mail	Present
Jose Munoz, President	jose.munoz@guamcc.edu	x
Dr. Marsha Postrozny, Past President	marsha.postrozny@guamcc.edu	x
Robin Roberson, President-Elect	robin.roberson@guamcc.edu	x
Vera De Oro	vera.deoro@guamcc.edu	x
Norman Aguilar	norman.aguilar@guamcc.edu	x
Ava Garcia	ava.garcia@guamcc.edu	x

III. Review of Minutes:

Motion made by MP and seconded by RR to approve minutes of October 31, 2012.

IV. Old Business

1. Union Meeting Friday, November 16

a. JM reported that a Faculty Union meeting was scheduled for Friday, November 16 at 3:30p.m. in the MPA.

V. New Business:

1. CGC/RPF meeting

a. For informational purposes: JM reported that a RPF meeting was scheduled for November 14 at 1:30p.m. and CGC's next scheduled meeting is January 25, 2013 at 10:00a.m..

2. Evaluation Proposal

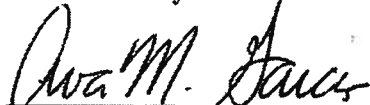
a. JM reported that faculty members are requesting that FS send a recommendation memo to the President via the Deans and AVP regarding increments. JM also stated that the request from the faculty members was sent via email to the Faculty Union President for review. FS will await feedback from the Faculty Union President.

VI. Open Discussion: **None**

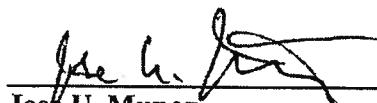
VII. Next Meeting: November 28, 2012 @ 10:30a.m.

VIII. **M/S/A to adjourn at 10:58 a.m.**

Submitted By:


Ava M. Garcia

Approved By:


Jose U. Munoz

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Robin Roberson	Robin.roberson@guamcc.edu	
Ava Garcia	Ava.garcia@guamcc.edu	

2) Approval of Prior Minutes: 10/31/12

3) Old Business:

- a. Union meeting Friday Nov. 17

4) New Business:

- a. CGC/RPF meeting at 1:30 Nov. 14
- b. Evaluation Proposal

5) Open Discussion:

6) Next Meeting

7) Adjournment

2012 – 2014 Staff Senate Executive Council Members

Duenas, Elizabeth, President

Johanna Camacho, Vice President

Garcia, Ava, Secretary/Treasurer

Anderson, Catherine, Representative At Large

Atoigue, Ana Mari, Representative At Large

Guerrero, Vivian, Representative At Large

Hiura, Tamara Therese, Representative At Large

Leon Guerrero, Latisha Ann, Representative At Large

Lizama, Donnie, Representative At Large

Apolline San Nicolas, Personnel Specialist III, HR Advisory Member

Barbara Blas, GCC Senate Word Processing Secretary II

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

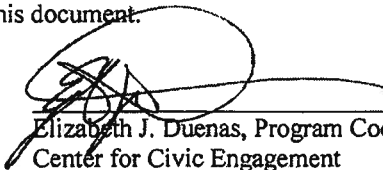
This Constitution and any amendments thereby are to become effective immediately upon adoption by vote of the general membership, as specified in Article VII.

Article IX - SIGNATURES

The organizing Staff Senate Committee duly signify by their signatures, this 25th 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.



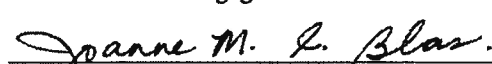
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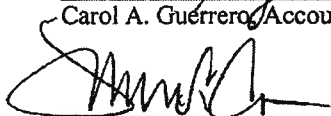
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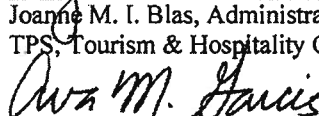
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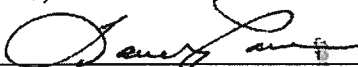
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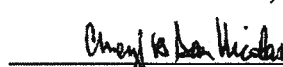
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Tara Rose A. Pascua, Administrative Aide,
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Cheryl B. San Nicolas, General Accounting
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- B. To serve as the representative body for the Staff Senate.
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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 (1st) Unexcused Absence – A verbal warning will be given to the individual;
 2. Second (2nd) Unexcused Absence – A verbal warning will be given to the individual;

3. Third (3rd) Unexcused Absence – A written letter of reprimand regarding their absence will be given to the individual; and
4. Fourth (4th) 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.

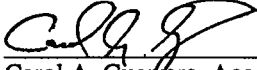
Article XIII – AMENDMENTS

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

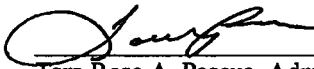
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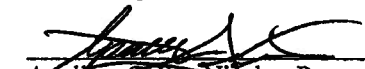

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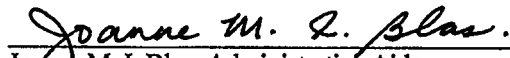

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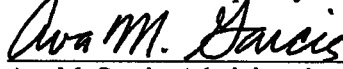

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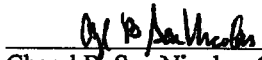

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Guam Community College
Council On Postsecondary Student Affairs
General Membership Meeting Minutes Friday, November 30, 2012

- I. **Call To Order:** This meeting was called to order at 12:00pm
- II. **Roll Call and Introductions:**
COPSA: Steven Alvarez, President; Christine Walter, Secretary; Jennifer Esteves, Parliamentarian; Vicenta Lungred, Historian; Elmarie Anderson, Public Relations Officer; Liz Duenas, Advisor
BOT Student Member: James Pangelinan
CSI: Bobbie Leon Guerrero, Donnie Lizama
Adult High School: Bertha Reyes
AAUW: Yao (Helen) Wang
CHAIN: No student representative
Collegiate DECA: No student representative
CATO: No student representative
CJSA: Michelle Tapang, Maria Teresa Massey, J. Peter Roberto-Advisor
DAS: No student representative
ecoWARRIORS: Marijoy Viernes, Loraina Aguon
ESO: John Capulong, Emamaline Mangune
HOSTS: Peter Salas Jr., Rosendo Martinez Jr., Joanne Blas, Raquel Maminta, Judisha Afleje, Grace Enriquez
Japan CLUB: David Bautista, Christyann Pangelinan, Julius Baluyot, Jessica Wochner
Math Club: Jun Hao Ren
MASO: Briana Calvo, Sarah Figueroa, Carmelita Gabertan, Lovelyrose Simsiman, April Delfino
MSA: Berlynn Onopey, Josephine Machuo, J. Peter Roberto-Advisor
Phi Theta Kappa: Michelle Mendiola, Floregine Dela Cruz,
PNSA: Daryl Camacho, Jaceline Cosby, Johanna Sablan, Camille Glory, Alexis Degracia
Science Club: Nicolas Garrido, Swami, Kayo Bell
SMILE: Suann Manibusan, Daphne Babauta
Talent Club: Michael Cunningham, Rhenia Dela Cruz

COPSA Members: Juanita Martinez, Guadalupe Rosario
- III. **Recital of the Guam Community College Mission Statement**
The mission was recited by all present
- IV. **Approval of October 26, 2012, General Membership Meeting Minutes**
J. Capulong made a motion to approve the meeting minutes for the October 26, 2012, General Membership Meeting; motion was seconded by M. Cunningham. No discussion, unanimous vote, motion carried.
- V. **"Ice Breaker"- Breakfast Scramble**
The object of this game is to stack 5 blocks on top of a plastic plate balanced on top of your head. The winning team gets \$50 deposited into their fundraising account. The Math Club won this ice breaker and \$50 will be transferred into their fundraising account.
- VI. **Old Business**
There was no old business
- VII. **New Business**
There was no new business brought up

VIII. Reports

1. Student Member on the Board of Trustees - James Pangelinan: Nothing to report
2. College Governing Council - Student Members: Steven Alvarez: Next meeting will be in January.
3. Resources, Planning, and Facilities Committee- Student Members: Steven Alvarez: Next meeting will be in December
4. Occupational Safety & Health/ American Disability Act (ADA) Task Force- Student Member: Jennifer Estevez: Revising Emergency Safety Procedures
5. Committee on College Assessment- Student Member: James Pangelinan: Nothing to report
6. Student Organizations
 - a. Adult High School: December 8, Picnic at Ypao from 11-5pm; Last day for Toy drive is today.
 - b. AAUW: Attended a convention called FAWFA at Aurora hotel.
 - c. CJSA: no report at this time.
 - d. ecoWarriors: assisting with second annual for pig derby
 - e. ESO: Book Drive: Old books, children books, donation may be dropped off in the boxes located in the Education Department, Family Egg Hunt (Next semester) there will be prizes, games and refreshments
 - f. HOSTS: No report at this time
 - g. Japan CLUB: Japan trip will be from May10-15, 2013
 - h. Math Club: no report at this time
 - i. MASO: Thank you for those who came out to the health fair, this health fair will be going on every year; Hobbit, Dec. 15 starting 1:15pm. \$10 for tickets; Salvation army, Bell ringing, in need of volunteers, for more info, pls call Ms. Judy at 477-9872
 - j. MSA: no report at this time
 - k. Phi Theta Kappa: won first place in the 'best reason to join PTK' contest, prize is \$500.
 - l. PNSA: Pinning ceremony at Sheraton Hotel (December 13.)
 - m. Science Club: Nothing to report
 - n. SMILE: Carwash sometime in January, first weekend or second weekend; \$100 was given to Smile & HOSTS for having the most students sign up for the 5K run, second place went to PTK and 3rd went to Eco-warriors
 - o. Talent Club: no report at this time

IX. Student Concerns

1. Feedback from concerns brought up at the last General Membership meeting
 - a. Gate #3 in front of Building B, people exiting through this entrance gate: the college will work on repainting the signs so people can better observe them. This gate is an entrance only gate until all other gates are secured.
 - b. Building 200 handicapped door mechanism not working properly and door stays open for a long time: the high school students have been tampering with the switch that operates the control mechanism and leaving it on the HOLD position so the door stays open. The Education Department will observe this door and if repairs need to be made, a GCC work order will be submitted.
 - c. Student Center stairway is closed: area was taped off for safety reasons as the stairway became a slippery hazard especially during rainy days. The stairway will be opened once the repairs have been made and the area is free of hazards.
2. New concerns:
 - a. Vending machine in "D" wing is taking money and giving wrong drinks again. Reported it to Building B as per last instructions, student was told to call vendor directly.
 - b. Study room in the library, door handle is broken; students asking if reflective tint can be put on glass for privacy and if roofs can be made to be soundproof.

X. Announcements

1. **Join the COPSA Groups page** & other student organization groups on MyGCC
2. Check the **GCC Calendar** and **MyGCC for updates and announcements**
3. **Forms** - *adhere to timeframe deadlines, fully complete the forms, attach all pertinent documents*
4. **Receipts** - *MUST be turned in within ONE week of event use or purchase*

XI. COPSA Meetings for spring 2013 - Fridays, 12noon, Location: Student Center Training Room #5108
February 8 & 22 / March 8 & 22 / April 12 & 26

XII. Adjournment

J. Capulong made a motion to adjourn the meeting; motion was seconded by R. Martinez. No discussion, unanimous vote, motion carried. Meeting adjourned at 12:45pm.

Minutes taken by:

Christine Walter
COPSA Secretary

**Guam Community College
Council On Postsecondary Student Affairs
General Membership Meeting
Friday, November 30, 2012
AGENDA**

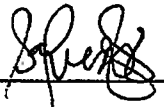
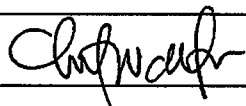
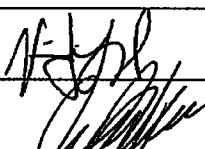

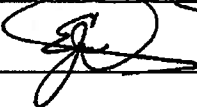
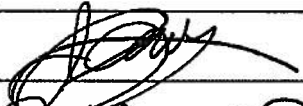
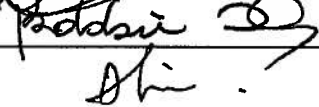

- I. Call To Order**
- II. Roll Call and Introductions**
- III. Recital of the Guam Community College Mission Statement**
The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.
- IV. Approval of November 16, 2012, General Membership Meeting Minutes**
- V. "Icebreaker" Activity - \$50 to be deposited into the winning student organization's fundraising account**
- VI. Old Business**
- VII. New Business**
- VIII. Reports**
 - 1. **Student Member on the Board of Trustees – James Pangelinan**
Adopts policies and regulations necessary for the operation of the College.
 - 2. **College Governing Council – Student Members: Steven Alvarez**
Provides broad participation by faculty, staff, administrators, and students in the decision-making processes regarding institutional issues.
 - 3. **Resources, Planning, and Facilities Committee – Student Members: Steven Alvarez**
Reviews the Facilities Master Plan and recommends the priority of capital improvement projects for the College and those projects that have great impact on student learning outcomes.
 - 4. **Occupational Safety & Health / American Disability Act (ADA) Task Force – Student Member: Jennifer Esteves**
Reviews and ensures that the policies and procedures of health and safety of the students, faculty and staff is implemented, enforced and monitored for updates.
 - 5. **Committee on College Assessment – Student Member: James Pangelinan**
Guides and assists campus constituents to fulfill their assessment requirements through the careful review and feedback of assessment plans, reports, and program review.
 - 6. **Student Organizations**
Provides students an excellent opportunity to develop personally and become actively involved in their campus community, expand their circle of influence, gain an understanding of diversity, be instilled with a sense of ownership over their educational experience, and create a greater commitment to making GCC and their community a better place.
- IX. Student Concerns**
 - 1. **Feedback from concerns brought up at the last General Membership meeting**
 - a. Gate #3 in front on Building B
 - b. Building 200 handicapped door mechanism
 - c. Student Center stairway closure
 - 2. **New concerns**
- X. Announcements**
 - 1. **Join the COPSA Groups page & other student organization groups on MyGCC**
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 - 3. **Forms – adhere to timeframe deadlines, fully complete the forms, attach all pertinent documents**
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- XI. COPSA Meetings for Spring 2013 – Fridays, 12noon, Location: Student Center Training Room #5108
February 8 & 22 / March 8 & 22 / April 12 & 26**
- XII. Adjournment**

COPSA GENERAL MEMBERSHIP MEETING

Date: 11/30/12
SIGN-IN SHEET

COPSA OFFICERS & ADVISORS / BOT STUDENT MEMBER / CSI Staff

1. Steven Alvarez, COPSA President
2. COPSA Vice President
3. Christine Walter, COPSA Secretary
4. COPSA Treasurer
5. Vicenta Lungred, COPSA Historian
6. Jennifer Esteves, COPSA Parliamentarian
7. Elmarie Anderson, COPSA Public Relations Officer
8. Elizabeth Duenas, COPSA Advisor
9. Troy Lizama, COPSA Advisor
10. Sally Sablan, COPSA Advisor
11. Carl Torres II, COPSA Advisor
12. James Pangelinan, BOT Student Member
13. Bobbie Leon Guerrero, CSI Staff
14. Don Lizama, CSI Staff

COPSA GENERAL MEMBERSHIP MEETING

Date: 11/30/12
SIGN-IN SHEET

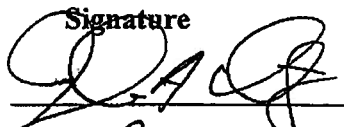


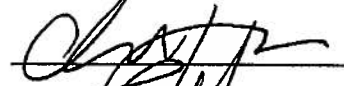
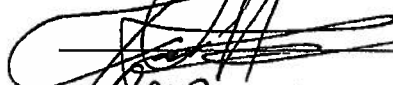

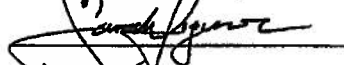
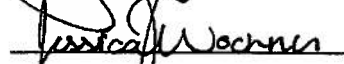
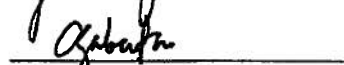

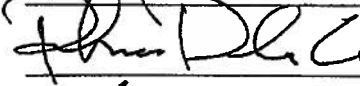


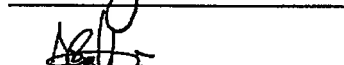
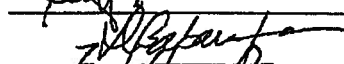

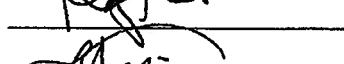
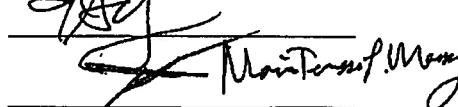
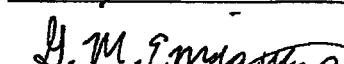
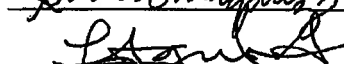
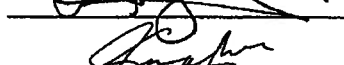
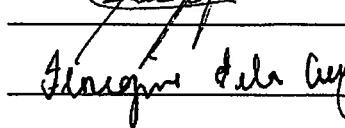
STUDENT ORGANIZATIONS

	PRINT Name	Signature
15. Adult High Student Org Student Rep	<u>Bertha Reyes</u>	<u>Bertha L. Reyes</u>
16. AAUW Student Rep	<u>YAO (HELEN) WANG</u>	<u></u>
17. CHAIN Student Rep	<u></u>	<u></u>
18. Collegiate DECA Student Rep	<u></u>	<u></u>
19. CATO Student Rep	<u></u>	<u></u>
20. CJSJ Student Rep	<u>MICHELLE TAPAN I</u>	<u>M. Tapan</u>
21. DAS Student Rep	<u></u>	<u></u>
22. ecoWARRIORS Student Rep	<u>Marjory vienes</u>	<u>Marjory W.</u>
23. ESO Student Rep	<u>John Capahong</u>	<u>John Capahong</u>
24. HosTS Student Rep	<u>Peter Sales Jr</u>	<u>Peter Sales Jr</u>
25. JAPAN Club Student Rep	<u>Daniel Bautista</u>	<u>Daniel Bautista</u>
26. Math Club Student Rep	<u>Jun Hao Ren</u>	<u>Jun Hao Ren</u>
27. MASO Student Rep	<u>Briana Calvo</u>	<u>Briana Calvo</u>
28. MSA Student Rep	<u>Berlynn M. Onopay</u>	<u>Berlynn M. Onopay</u>
29. Phi Theta Kappa Student Rep	<u>Nichelle Mendola</u>	<u>Nichelle Mendola</u>
30. PNSA Student Rep	<u>Daryl Camacho</u>	<u>Daryl Camacho</u>
31. Science Club Student Rep	<u>Nicolas Garrido</u>	<u>Nicolas Garrido</u>
32. SMILE Student Rep	<u>Simon Montalson</u>	<u>Simon Montalson</u>
33. Talent Club Student Rep	<u>Michael Cunningham</u>	<u>Michael Cunningham</u>

COPSA GENERAL MEMBERSHIP MEETING

Date: 11/30/12

SIGN-IN SHEET

	PRINT Name	Organization	Signature
34.	Juanita Martinez		
35.	Rosario, Guadalupe		
36.	Swami	Science	
37.	Christyana Pangelina	Japan	
38.	En Julius Baluyot	Japan	
39.	Emmaline Mangune	ESD	
40.	Sarah Figueroa	MASO	
41.	Jessica Nochner	Japan CLUB	
42.	CARMELITA GAGUAN	MASO	
43.	LOVEY ROSE Samsiman	MASO	
44.	Rhemia Dela Cruz	Talent Club	
45.	Rosendo Martinez Jr	Hosts	
46.	Joanne Blas	Hosts	
47.	FOR APRIL Delfino	MASO	
48.	Daphne Babautza Joan Blas Ren	MALE Math Club	
49.	Raguel Maminin	Hosts	
50.	Judither Afleje	Hosts	
51.	YSA WALG Montserrat. Massey Theresa Massey	CPSA ATHL	
52.	Grace Enriquez	Hosts	
53.	Loraine Aguan	ecowarriors	
54.	Kayo Bell	Science	
55.	Florejine Dela Cruz	PTK	

Print

56. Jacqueline Celay

57. Johanna Sablan

58. CAMILLE GLORY

59. Josephina Machue

60. Alexis Degradia

61. J Peter Roberto

ONG
PNISA
PNISA

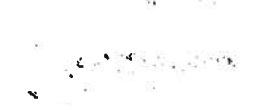
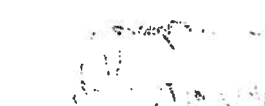
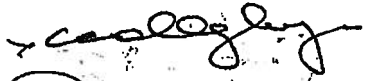
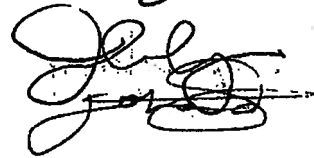
PNISA

MSA

PNISA

MSA/CSS

Sign



ID: 160352

Subject: Faculty Evaluation Training Schedule

Date: Jan 18, 2013 8:51:58 AM

Faculty Evaluation Training is scheduled for February 1, 2013 at the Student Center Training Room (Rm 5108).

The training times are as follows:

10:30 am – 12:00 pm	Non-Instructional Faculty
1:00 pm – 2:00 pm	Department Chairs
2:15 pm – 3:30 pm	Postsecondary Faculty
3:30 pm – 5:00 pm	Secondary Faculty

-Job Specs Committee-

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

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of November 28, 2012

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

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

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of November 28, 2012

Minutes

I. CALL TO ORDER

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

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

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

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

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

II. APPROVAL OF MINUTES – October 10, 2012.

MOTION

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

III. COMMUNICATIONS – There was none.

IV. PUBLIC DISCUSSION – No request was made.

V. REPORTS

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

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

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

Other activities: President Okada reported the following:

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

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

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

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

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

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

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

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

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

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

2. Monthly Activities Report

Student Trustee: Trustee James Pangelinan reported as follows:

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

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

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

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

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

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

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

VI. UNFINISHED BUSINESS

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

MOTION

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

2. **Construction Projects Updates.**

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

VII. NEW BUSINESS.

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

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

MOTION

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

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

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

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

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

MOTION

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

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

MOTION

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

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

VIII. EXECUTIVE SESSION

1. Personnel Matters

2. Labor Management Relations
3. Legal Matters

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

MOTION

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

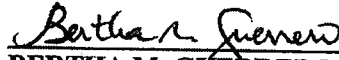
IX. ADJOURNMENT

MOTION

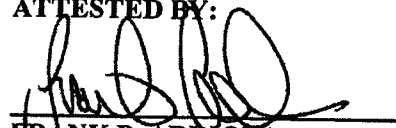
IT WAS MOVED BY TRUSTEE EDWARD UNTALAN, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE MEETING OF NOVEMBER 28, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

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

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


DEBORAH C. BELANGER
Chairperson



Accredited by the
Western Association of
Schools and Colleges

RECEIVED
DM
SEP 27 2012

Center for Student Involvement

Guam Community College
RECEIVED
Leading Today ... Leading Tomorrow!

OCT 2 2 2012

PRESIDENT'S OFFICE
Initials:

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

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

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

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

DATE: September 26, 2012

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

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

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

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

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

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

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

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

P.O. Box 23069, Barrigada, GU 96921 • Tel: (671) 735-5518/9 • Fax: (671) 734-5238 • Email: barbara.leonguerrero@guamcc.edu

(2nd READING)

**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, 2017

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer

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

III. VOTER ELIGIBILITY

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

IV. VOTING PROCESS

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

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

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

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

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

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

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

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

~~If the Student Trustee is unable to complete their term, the Dean responsible for Student Services will offer the position to the Student Trustee candidate who received the second highest number of votes in the most recent election, only if that candidate received at least 20% of the total votes cast. Should the candidate who received the second highest number of votes be a write-in candidate who received at least 20% of the total votes cast, he/she can only be certified as the new Student Trustee pending submission of the required documents necessary to certify his/her eligibility. If either of these 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.~~

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

Center for Student Involvement Tel. 734-5518/9

COPSA Board of Trustees Officer:

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

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

I. CAMPAIGNING

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

II. VOTING

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

III. ELECTION CHALLENGES

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

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

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

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

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

IV. TABULATION OF VOTES

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

V. ANNOUNCEMENT OF ELECTION RESULTS

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

VI. APPLICABILITY OF RULES

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

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

I hereby declare that the following is true and correct:

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

Print Full Name

Signature

Date

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

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees 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 Officer:

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

Describe your Leadership Experiences: _____

List any Leadership Courses / Workshops / Seminars Taken: _____

Describe any Volunteer Services Rendered / Community Services provided: _____

List past experiences which qualify you for this position: _____

Why do you seek this position? _____

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

Accepting the College Completion Challenge

A Call to Action

In recognition of the central role that Guam Community College has in meeting the educational and training needs in our community and, more broadly, in contributing to an educated U.S. citizenry and a competitive workforce, we pledge to do our part to increase in the number of Americans with high quality postsecondary degrees and certifications to fulfill critical local, state, and national goals. With the "completion agenda" as a national imperative, Guam Community College has an obligation to meet the challenge while holding firmly to traditional values of access, opportunity, and quality.

- We believe the student success and completion agenda is the future of Guam Community College.
- We believe that completion matters and that every student counts.
- We believe in every student's potential and responsibility to succeed—and that an engaged student is more likely to persist in college.
- We believe the "open door" must not be a "revolving door," and that Guam Community College must take responsibility for student success.
- We believe that community colleges are the gateways to the middle class and beyond for millions of Americans.
- We believe that community colleges are an invaluable economic engine driving the nation toward renewed and sustained economic prosperity.
- We believe that talented and committed people working "heart and soul" at Guam Community College are ready to take on leadership roles to increase student success and college completion.
- We believe to change in institutional culture, from emphasis on access only to "emphasis on access and success."
- We commit to courageous conversations about diversity, equity, and evidence reflecting student success and institutional performance.
- We commit, while increasing success rates for all students, to eliminating the attainment gaps that separate student groups on the basis of race, ethnicity and family income.
- We commit to acting on facts to make positive changes in the interest of student success and college completion.
- We commit to promoting faculty and staff development focused on evidence based educational practice.
- We commit to providing development opportunities, for college administrators, trustees, faculty, staff, and students to build and sustain leadership for student success.
- We ask every trustee, administrator, faculty member, counselor, advisor, financial aid officer, staff member, and student organization to examine current practices, to identify ways to help students understand the added value of degrees and certifications, and to help them progress toward their goals.
- We ask every student to help one other student succeed.
- We ask community members to support and work with us to help more students succeed.
- We ask elected officials to create the policy conditions that enable, support, and reward our work to strengthen student success.
- We ask other community colleges to join us by signing and sharing this commitment and call to action.

Deborah C. Belanger
Deborah C. Belanger, Chairperson, BOT
Chair, Board of Trustees

Mary Y. Okada
Mary Y. Okada, Ed.D., President, GCC
College President/Chancellor

December 20, 2012
Date



SUMMIT AT A GLANCE

MONDAY FEBRUARY 11

9:00 A.M. - 5:00 P.M.
Registration

10:30 A.M. - 5:00 P.M.
New Trustee Academy**

11:00 A.M. - 4:00 P.M.
Advocacy Academy**

TUESDAY FEBRUARY 12

7:00 A.M. - 2:30 P.M.
Registration

8:00 A.M. - 9:45 A.M.
Opening General Sessions

9:30 A.M. - 11:30 A.M.
Roundtable Seminar for
Community College Lawyers

10:00 A.M. - 11:30 A.M.
Community College
Priorities Session

12:15 P.M. - 2:15 P.M.
General Session Luncheon*

2:30 P.M. - 3:30 P.M.
Policy Focus Sessions

5:30 P.M. - 6:30 P.M.
National Capital Reception

WEDNESDAY FEBRUARY 13

7:00 A.M. - 2:30 P.M.
Registration

7:00 A.M. - 8:15 A.M.
State Breakfast Meetings (at hotel)

10:00 A.M. - 12:00 P.M.
General Sessions on Capitol Hill
(tentative)

AFTERNOON
Visits to House, Senate, and
Executive Branch Offices Begin

4:00 P.M. - 5:30 P.M.
Community College Caucus
Capitol Hill Reception

7:00 P.M. - 9:00 P.M.
Capital Awards and
Entertainment Banquet *

THURSDAY FEBRUARY 14

8:30 A.M. - 10:30 A.M.
General Session Breakfast *

MORNING
Visits to House, Senate, and
Executive Branch Offices

AFTERNOON
Additional visits to House, Senate,
and Executive Branch Offices

All meetings take place at the
Marriott Wardman Park Hotel
unless otherwise noted.

Meeting times/sessions are subject
to change.

*TICKETS REQUIRED

**Advance Registration Required

ENTERTAINMENT BY CAPITOL STEPS, THE CRITICALLY ACCLAIMED SATIRICAL AND IMPROVISATIONAL PERFORMANCE COMPANY



The Capitol Steps began as a group
of Senate staffers who set out to
satirize the very people and places
that employed them.

The group was born in December,
1981 when some staffers for Senator
Charles Percy were planning

entertainment for a Christmas
party. They decided to dig into
the headlines of the day, and they
created song parodies & skits.

In the years that followed, many of
the Steps ignored the conventional
wisdom ("Don't quit your day
job!"), and although not all of the
current members of the Steps are
former staffers, taken together
the performers represent 62 years
of collective House and Senate
experience. Since they began, the
Capitol Steps have recorded over
30 albums. They've been featured
on NBC, CBS, ABC, and PBS.

SPECIAL MEETINGS & EVENTS***

ACCT BOARD COMMITTEES

- Diversity
- Finance & Audit
- Governance & Bylaws
- Member Communications
& Education
- Public Policy
- Trust Fund Board

ACCT BOARD OF DIRECTORS

ACCT REGIONAL NOMINATING COMMITTEES

ACCT STATE, PROVINCE, AND TERRITORY COORDINATORS

ACCT ADVISORY COMMITTEE OF PRESIDENTS

***Please note that the start of
these meetings is prior to the
official start of the NLS program.

SUMMIT REGISTRATION

EARLY BIRD FEE REGISTRATION POSTMARK/FAX BY DECEMBER 21, 2012

CONTACT INFORMATION (please print)

LAST NAME	FIRST NAME
NICKNAME FOR BADGE	GUEST NAME
TITLE: <input type="checkbox"/> TRUSTEE <input type="checkbox"/> BOARD CHAIR <input type="checkbox"/> COLLEGE PRESIDENT <input type="checkbox"/> OTHER	
COLLEGE OR ORGANIZATION	
ADDRESS	
CITY/STATE/ZIP	
TELEPHONE	FAX
E-MAIL (FOR REGISTRATION)	ATTENDEE'S E-MAIL

REGISTRATION OPTIONS (choose one)

REGISTRATION PACKAGE: ☐ POSTMARKED BY DECEMBER 21: **\$677** ☐ AFTER DECEMBER 21: **\$827**
(Includes tickets for Tuesday Luncheon, Wednesday Dinner and Thursday Closing Breakfast. Please order tickets for guests below.)

or

REGISTRATION FEE ONLY: ☐ POSTMARKED BY DECEMBER 21: **\$498** ☐ AFTER DECEMBER 21: **\$648**
If your college board or organization is not a member of ACCT or AACC, please add \$200.

NEW TRUSTEE ACADEMY: An all-day academy to orient new trustees, presidents, and professional board staff. (Includes registration for Monday New Trustee Academy, lunch, and a copy of the publication *Trusteeship in Community Colleges*.) REGISTRATION: ☐ **\$100**

ADVOCACY ACADEMY: An all-day academy designed to help you understand federal-level advocacy and leverage your local work to secure support from your national representatives. (Includes registration for Monday Advocacy Academy, lunch, and a copy of the publication *The Trustee's Role in Effective Advocacy*.) REGISTRATION: ☐ **\$100**

ADDITIONAL TICKETS (You must pay a registration fee to be eligible to purchase individual tickets for you or your guest. Tickets may not be available on-site.)

	Fee	No. of Tickets	Subtotal
Advocacy Academy with Lunch (Monday)	\$100	_____	_____
New Trustee Academy with Lunch (Monday)	\$100	_____	_____
General Session Luncheon (Tuesday)	\$58	_____	_____
Recognition Dinner & Entertainment by The Capitol Steps (Wednesday)	\$85	_____	_____
Closing Breakfast (Thursday)	\$36	_____	_____
TOTAL		_____	_____

PAYMENT: ☐ CHECK: MAKE CHECKS PAYABLE TO ACCT ☐ CREDIT CARD: VISA OR MASTERCARD ONLY

CREDIT CARD NO.

EXP. DATE

SIGNATURE

MAIL

Association of Community College Trustees, Dept. 6061, Washington, D.C. 20042-6061

FAX 301-694-5124 (CREDIT CARD ONLY) ONLINE WWW.ACCT.ORG (CREDIT CARD ONLY)

NOTE

Be sure to register in advance. An additional fee will be charged for on-site registration.
Questions? Call 301-694-5243 or email acct@experient-inc.com

Cancellations must be postmarked by January 13, 2013 to receive refund, less \$200 processing fee.
No refunds will be issued after January 13, 2013. Refunds will be issued following the Summit.

PRESIDENT'S TRAVEL SCHEDULE
February - March 2013

Conference Title	Date	Location	Sponsor
Community College National Legislative Summit	February 11-14, 2013	Washington, DC	Association of Community Colleges Trustees (ACCT)
37 th Annual Conference	February 22-25, 2013	Atlanta, Georgia	Community Colleges for International Development (CCID)
2013 CASE District VII Biennial Conference	March 1-3, 2013	San Francisco, CA	Council of Advancement and Support of Education (CASE)
PPEC Spring Meeting*	March 19-20, 2013	Maui, HI	Pacific Postsecondary Education Council (PPEC)
Governance Leadership Institute (pending concurrent Board travel)	March 21-22, 2013	San Antonio, TX	Association of Community College Trustees (ACCT)

Funding Source:
*50% reimbursed by PPEC

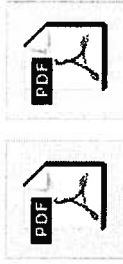


RE: Meet the President Notes from Fall 2012 & COPSA

From: "Bobbie Leon Guerrero" <barbara.leonguerrero@guamcc.edu>

To: "Pilar C Pangelinan" <pangelipc638@yahoo.com>

2 Files (327KB)



President ... GM minut...

Sunday, December 9, 2012 2:23 PM

Hi Pilar,

Attached are the notes for the President's meeting in October. I didn't do the survey for the President's talk so it was probably AIER. FYI, they also get a copy of the notes from the Pres meetings every time I'm done.

As for the COPSA minutes, usually we post them on-line after they've been approved by the General Membership so the Nov. 30th minutes will be approved in February when they meet again. The Secretary just finished them so I've also attached them for your immediate use however it is not a signed copy.

Yes, attendance has been very good and it's been a great semester!

Let me know if you need any other info.

Have a great holiday season!!

bobbielg

From: Pilar C Pangelinan [mailto:pangelipc638@yahoo.com]

Sent: Sunday, December 09, 2012 9:58 PM

To: barbara.leonguerrero@guamcc.edu

Subject: Meet the President Notes from Fall 2012 & COPSA

Hi Bobbie,

I miss you on Std IV. Jenn & I are holding down the fort, we have our semester report due on Dec 12 & I am hoping that you can email me the notes from the Presidents Talks for Fall 2012. I remember seeing a survey about the President Talks a few months ago, do you have the results of that survey or was that done by AIER.

Also I was reviewing COPSA minutes & the last mtg held on Nov 30, I did not see any minutes posted. Looks like your team has been very busy & the attendance of the various organizations has been quite good for the meetings.

Thanks,

Pilar O. Pangelinan
Associate Professor, Business & VisCom Department
Accounting and Phi Theta Kappa Advisor
Guam Community College phone 735-5618 Office D8B

"Continuous effort--not strength or intelligence -- is the key to unlocking our potential." Winston Churchill, British Prime Minister

“Investing in Guam’s Future with Your President Mary Okada”

October 1 & 2, 2012

Prior to President Okada’s introduction, the Center for Student Involvement started the session by promoting upcoming student events for the spring semester.

The college’s Management Team and Administrators that were present were introduced.

President Okada was then introduced, informed the students and faculty of all the GCC activities and projects at the college, and then answered questions from the audience. She also advised students that if they wanted to ask further questions, they can also send her an email at: gccpresident@guamcc.edu

1. GCC Accreditation

From March 19-22, an 11 member team from the Western Association of Schools and Colleges (WASC) from California and Hawaii were at GCC to evaluate our campus. GCC received word in July that we are now accredited for another six years without any restrictions. This validated that GCC is truly concerned with student success. Of the 25 colleges that were reviewed, GCC was one of three that was fully accredited without any restrictions. This is an important component because with our accreditation, we can transfer your credits to another educational institution, you can apply and receive financial aid and we are eligible for federal grants.

2. Foundation Building

Opening on November 5th and will provide a full-fledged bookstore, a café and classrooms on the first floor. The second floor will house the adult basic education program offices and classrooms. The building is LEED certified, energy efficient and rain water will be collected to flush the toilets.

3. Financing

Finance for Foundation Building renovations came from loans from the U.S. Department of Agriculture, grant funding from the U.S. Department of Interior; the U.S. Department of Energy because we have photovoltaics on the roof, and then we also have the support of our GCC Foundation. Our GCC Foundation is the fundraising arm of the college and they fundraise for capital improvements to our college and scholarships for our students.

4. Construction on campus

Despite the Government of Guam’s financial woes, GCC has been able to add four buildings in four years using \$22M in federal grants and it has not cost GovGuam anything at all. This is all possible because GCC is very good at managing its money, looking at many other funding sources and applying for grants using our Master Plan.

The next building in the plan for renovation is Building 200 and it will be a two-story building. We are waiting for a federal grant to be awarded and the Foundation is applying for a Department of Agriculture loan through SBA. An elevator will be put in to service buildings 200 and 100 which will also become a two-story building and we plan to put in a gym on the second floor. We are hoping to break ground on Building 200 as soon as we get the award.

The Crime Lab will also be extended and while that is a Guam Police Department building, there will be a classroom and lab for GCC students and a couple of faculty offices. GPD will also start doing DNA testing on Guam at the Crime Lab.

5. Photovoltaics

All of our new buildings have photovoltaics on their roofs. They don’t generate enough power to totally support those buildings but we are doing our part to be sustainable. The parking lot lights are also photovoltaic. We are now developing three courses dealing with photovoltaics and renewable energy. These are emerging courses that are being developed because a number of businesses are starting to go green.

6. **Sustainability**
Here at GCC we are working to be very sustainable on campus. We have energy efficient computers, we recycle aluminum cans and bottles, we have photovoltaic parking lights, and we ensure that our vending machines have energy saving devices installed.
7. **Miscellaneous**
Check the MyGCC website and sign up for the PDN text alerts where we can text you regarding emergency notifications such as a pending typhoon and whether or not there will be classes.
Parking – we know this is an issue so we are working on trying to secure additional property or redesigning the current parking lots. The Master Plan does call for a parking garage but we need to work on getting more classrooms first and then parking lots.

Questions asked October 1 & 2, 2012

1. **There are vending machines in the Tech Center that don't work and take our money, what can be done about that?** J. IGE: if a vending machine takes your money, please come down and report it to the Student Support Services office in Building B and we will advise the vendor. It sometimes takes them 3-6 months to respond.
2. **There's no clock in the lounge to let us know the time so we can get to class on time.** I believe there is now a clock in the Student Lounge.
3. **I was at the library last week on Wednesday and it closed at 7pm. Is there a quiet place for students to study after 7pm here on campus? Is the college looking into something like that?** We are short on library staff right now and we're working on recruiting so we'll see if we can adjust the times once that is done.
4. **Is there any way the college can create a safe drop-off area for students? I got into accident by Building B while I was getting dropped off at the college.** J.IGE: security will be manning that area so they'll check on that. M.OKADA: we will revisit that parking issue with our architect.
5. **What kind of gym will it be?** I don't know yet. Once we get the plans we can post it up on the website for everyone to see. Hopefully, there should be treadmills.
6. **Will GCC be offering more classes to transfer to UOG?** There are several classes that are currently transferrable to UOG right now and we are always working on getting more courses to articulate. We are also working on transferring whole programs to UOG. If you go to the GCC website and go under the Admissions tab, you can see all the courses that articulate.
7. **I know there was supposed to be a new, high technology projector put into Building 100 although I know that building is really old. I no longer have access to a projector but need one to teach my class. Do you know why that high tech projector wasn't installed?** Probably because we are scheduled to start construction on that building next year so even though we may have the equipment available, it may not make sense to put it in now and then have to take it right out. What classroom? 105.
8. **I was asked by the department chair last year to assist the CJ department with integrating an automated report writing system. Right now I'm teaching report writing and I'm using a 1976 book which is still a good book and covers everything. However, the way reports are now being written, at least at the Guam Police Department, it's all automated. I'm not sure what the other law enforcement departments are using but the Guam Police Department is almost fully automated. In the classroom, they can get the fundamentals but if they were to go to GPD, they'd have to learn the process all over again. What course are you teaching?** Police Report Writing. We will have to take a look at curriculum to see if we need to update it to include the automation component you are talking about.
9. **Sometimes there are children in the computer lab but there is no sign saying that children are not allowed. Can you look into this as there is a school policy regarding children not being allowed on campus?** If you are not an officially enrolled GCC student and do not have a GCC I.D., you are not allowed to utilize our services nor bring your children. Administrators are checking the labs at night, we will address this issue.
10. **For the new café, who will run it and what will be on the menu?** The contract has been awarded to Roasted and they will be managing the café. They will not be cooking there but they are prepared to do salads, pastries, sandwiches and food like that.

11. **Can the culinary arts program run the café?** When I receive a business proposal from the Culinary Arts Department that allows us to maintain the café and provide all the meals and services for all the hours that we have identified, then I will be more than happy to award the contract to them. Culinary students can do this as part of their curriculum, but when the curriculum changes, how do we still meet the needs for all our students? It's an excellent idea and it's done in many other locations, we just need to figure out how to make that model work for us here. **Do you know the hours of the café yet?** No, not at this time.
12. **Can you expand the automotive shop?** Yes, once I get more of the buildings up and more classrooms up. When I get the funds, I want to move the shop to another location and expand it. In the meantime, we will be repairing the roof and the restrooms in that area.
13. **Do you know if the bookstore & café are hiring?** We have many students that participate in the work study program so if we start to expand in what we're offering in the bookstore and it requires more personnel and the assessment shows that we need to hire more, we will hire more. The bookstore is going to be really nice and much larger.
14. **Will the bookstore come with cheaper books?** We are always looking for cheaper books, electronic books, and books that can be downloaded onto your laptop. We are hoping to get more electronic versions of the books. Remember that for a lot of the e-books, not all publishers have converted from hard copy to electronic, so they may not be available.
15. **Are there any improvements planned for buildings A & C?** Not at this time, we need to address older buildings first. We will however do classroom upgrades in those buildings.
16. **Is there a lack of funding in the culinary program?** No. **We were not able to get ingredients for our shopping lists and we were told there were no funds?** You may have been caught at the end of the fiscal year, beginning of the fiscal year period where they cannot submit purchase orders for processing. I will check with the culinary instructors on this. You are paying the tuition and the lab fees for this class and lab fees are being used to purchase the items you need for the class. Which class is this? **International cuisine and patisserie.** OK, I will take a look into this.
17. **Is there a policy regarding teachers?** **We worked hard on our power-point presentation and while we're presenting it, the teacher fell asleep.** After this, I would like to know who that faculty is. You're paying tuition to receive an education here at the Guam Community College. If someone is falling asleep on you, please let me know because this institution does not sleep.
18. **I think I speak for the majority of the female student body when I ask why in most of the GCC restrooms, women don't have individual trash bins in the stalls for bio-hazardous female waste products? Is there any way that we can get those installed?** Yes, I will have a survey done tomorrow to identify which restroom stalls in the ladies restrooms don't have a trash bin. The newer buildings have them. **Yes, I'm referring to the older buildings but we can't always walk to the newer buildings when we need go.** OK, then we will take a look at those bathrooms that need to have a trash bin installed.
19. **Will GCC have a dormitory?** It is not anywhere in the plans right now to have a dormitory. Back in 2001, we built a dormitory and the administration moved in. We are working on perhaps entering into some arrangement with some of the surrounding facilities in the event that you need a place to stay. Please let us know as we don't have a lot of interest right now. There have been some students that stayed at the UOG dorm so it is available if space is available.
20. **I had an issue with financial aid. The previous year I applied on-line as was told that I qualified and they applied it. Then I went to school last semester only to find out that it didn't apply, yet no one informed me that whole semester. I ended up skipping a couple of semesters to work so I can earn money to pay off that outstanding balance. So I came this year and paid it off. I was just wondering if that was my fault that I didn't go back to the Financial Aid department to double check if it would apply.** Remember that when you apply for financial aid, it is granted based on the information that you submitted. At some point, the information is verified. We have had students apply for financial aid, get the form for the deferment and then end up not being qualified for something. As a student, you should always follow through to make sure that your financial aid has been applied or awarded and you can check this on-line. The financial aid rules are federal rules, they are not rules that GCC creates. There are rules and a new process now that when you apply for financial aid, you actually have to prove that the information you are providing to us is accurate. Financial aid is the largest federal funding that is provided by the U.S. Department of Education for all institutions in all areas and they are dishing out billions of dollars. Last year, GCC students received over \$6M. They provide more money and they really want students to finish school but the restrictions will be harder as to how many times you can take the same class. I will take your information to follow up and see what may have happened in your records.

21. **I wanted to find out more about the articulation between UOG and here. Are you working on getting more core classes to be articulated?** Absolutely. On the website Admissions tab, it shows what courses articulate from GCC to UOG. That list is updated all the time. We have courses that transfer and we are now working on entire programs that will transfer. Articulation with UOG has increased significantly over the past several years.
22. **Not all courses transfer over to UOG, are you working on that?** Remember that the articulation requirement or acceptance is always on the receiving institution. The receiving institution has to say that these courses meet their requirements for their programs.
23. **If UOG is hesitant to accept some of our classes, what are the chances of GCC becoming a 4-year institution?** I think we would have a very hard time with the legislature to become a 4-year institution because UOG is right next door. But remember, that the courses you take here don't only transfer to UOG, they also transfer to Hawaii and other institutions. It all depends on your program, what status you are as a student, and where you want to finish. If you are taking a course here at GCC and it's not on the articulation list, ask, maybe we can work on it being articulated.
24. **What is the average time of the evaluation of military transfer? I registered back in the summer and whenever I check, all I ever get told is they're still reviewing it?** Sometimes it depends on what information is presented at the time to do the evaluation. Sometimes we require a syllabus so we can do our comparison and figure out what course it can actually convert to or if it can be accepted here at the college. Sometimes if we request for information, we don't get it right away. Let me have your information and I can follow up. We have to ask the institution for information, we have to do our comparison...in this case, we are the receiving institution and we have to make sure that when we receive those credits, that it meets the criteria as an accredited institution so that we safeguard our accreditation process.
25. **The registration lines are always long, can you add more people?** Do what you can to register on-line or register early. We're looking at ways to offer registration more efficiently and effectively. Spring registration opens up in a couple of weeks. Identify your classes and start registering now. Don't wait until the last minute. If you need training on how to register on-line, let us know and we can arrange sessions for that.
26. **I'm in Early Childhood Education, are there any plans for GCC to open a daycare?** 18 years ago, GCC did operate a day care but it was very expensive to operate. UOG had one, they closed it. The financial support is not there and we just don't have the capability right now to operate a daycare.
27. **When classes get cancelled, it hinders my FAFSA and my time here at GCC. How can I make sure they won't be cancelled again?** Please make sure you work with your advisor to monitor the classes you need because they can tell you how many people are registered before the classes actually start. We'll do our best to help accommodate you and meet your educational plan.
28. **Since parking is a problem, can we then get classes just offered once a week on Fridays or on-line so that we are here less often?** We can offer more classes on Fridays if you want it, just let us know. If you want classes on Fridays and we can get students to support it, it can happen. Maybe we can get a survey going to find out how many students really want to get more classes on Fridays. On-line is a little different because we have to have the infrastructure to support it and we don't have that right now. One of the recommendations from the accreditation team was that the college needed to develop a strategic plan to address distance education. That strategic plan, once developed, will tell us if there's enough interest from students, if we have the infrastructure to support it, and if we have the capability of offering 24/7 computer access and support.
29. **Can GCC offer aircraft technology classes?** There used to be an aircraft school in Tiyan many, many years ago, but it shut down. GCC was the receiving institution for their transcripts and records. So for everyone that was enrolled in that program, there was a closure plan to get them finished. It might not be physically possible to offer the training here, but we may be able to offer some of the courses at other venues.
30. **Can the college look at offering boat or water craft repair?** Anything is possible if we have enough students and the support to get the equipment to do the training. Some of the courses and programs are very expensive when you have to bring in the necessary equipment. As long as we're able to obtain the funding to support it, we have the space, we have the students, and we have the instructors, then it's always a possibility.

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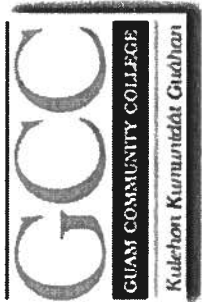
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2010 Minutes

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2011 Chachalani Issues

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Re: FW: President's Performance Appraisal Survey

From: "Pilar C Pangelinan" <pangelipc638@yahoo.com>

To: esther:muna@guamcc.edu

Thanks Merry Christmas

Pilar O. Pangelinan

Associate Professor, Business & VisCom Department
Accounting and Phi Theta Kappa Advisor
Guam Community College phone 735-5618 Office D8B

"Continuous effort—not strength or intelligence -- is the key to unlocking our potential." Winston Churchill, British Prime Minister

--- On Wed, 12/19/12, Esther Muna <esther.muna@guamcc.edu> wrote:

From: Esther Muna <esther.muna@guamcc.edu>

Subject: FW: President's Performance Appraisal Survey

To: "Pilar C Pangelinan" <pangelipc638@yahoo.com>, "Pilar C.S.O Pangelinan" <pilar.pangelinan@guamcc.edu>

Date: Wednesday, December 19, 2012, 4:58 PM

Here it is...its related-to her-performance appraisal survey.

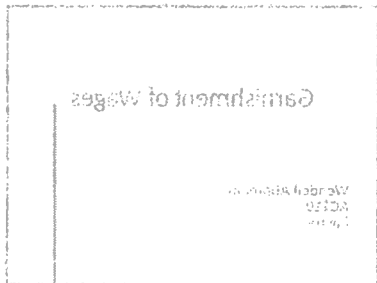
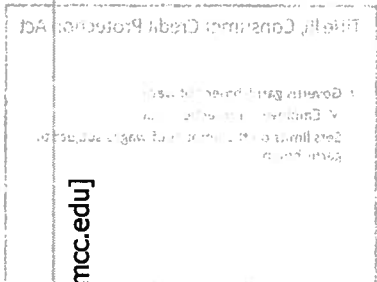
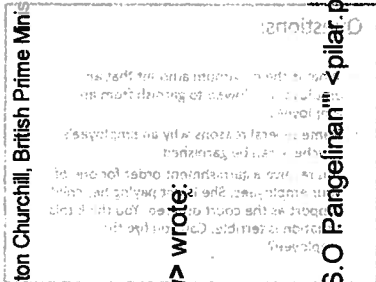
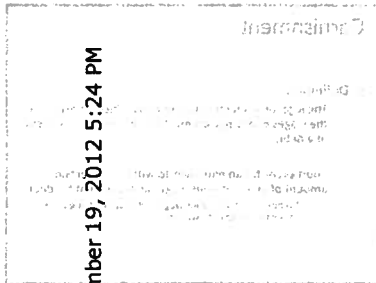
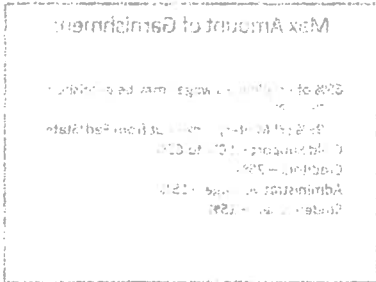
From: Marlena O.P. Montague [mailto:marlena.montague@guamcc.edu]

Sent: Monday, October 29, 2012 4:22 PM

To: esther:muna@guamcc.edu

Subject: FW: President's Performance Appraisal Survey

Marlena O.P. Montague
Institutional Reseracher
Guam Community College



671.735.5612

<http://www.guamcc.edu/Runtime/aier.aspx>

From: Marlana O.P. Montague [mailto:marlena.montague@guamcc.edu]
Sent: Monday, October 29, 2012 4:20 PM
To: Jayne Flores
Subject: FW: President's Performance Appraisal Survey

Jayne,

We need to post this right away as Wednesday is the last day. I will come over to show you what I would like to see on the announcement.

*Marlana O.P. Montague
Institutional Researcher
Guam Community College
671.735.5612*

<http://www.guamcc.edu/Runtime/aier.aspx>

From: R. Ray D. Somera [mailto:reneray.somera@guamcc.edu]
Sent: Monday, October 29, 2012 3:48 PM
To: marlena.montague@guamcc.edu
Subject: RE: President's Performance Appraisal Survey

Marlana, this is fine with me. Please proceed.

R. Ray D. Somera, Ph.D.
Vice President for Academic Affairs
Guam Community College
PO Box 23069 GMF
Barrigada, Guam 96921
reneray.somera@guamcc.edu

From: Marlana O.P. Montague [mailto:marlena.montague@guamcc.edu]
Sent: Monday, October 29, 2012 1:51 PM
To: reneray.somera@guamcc.edu

Subject: President's Performance Appraisal Survey

Dr. Ray,

I would like to send one last reminder about the President's (PPAS) survey to the campus. Please review the message if it is ready for posting:

FOR EMPLOYEES:

AIER is sending this final reminder of the 2012 *President's Performance Appraisal Survey (PPAS)* to all GCC employees, students, the Board of Trustees, and the Foundation Board of Governors. The President's assessment is an integral piece of the College's systematic and ongoing assessment initiative. It is anticipated that your responses will provide lessons and insights necessary to guide decision-making processes at the level of the President vis-à-vis program and institutional improvement.

Please click on the link below to complete the survey no later than Wednesday, October 31, 2012. Your honest and thoughtful response to this survey is greatly appreciated. For those of you who hold multiple roles in the institution (i.e., BOT member and staff member), you only have to complete the survey once. If you have any questions, please contact the Office of Assessment, Institutional Effectiveness, and Research (AIER) at 735-5520. Thank you for participating in this survey.

http://www.surveymonkey.com/s/2012_Presidents_Performance_Appraisal_Survey_PPAS

FOR STUDENTS:

AIER is sending this final reminder of the 2012 *President's Performance Appraisal Survey (PPAS)* to all students who have attended an open forum with the President, "Investing in Guam's Future!!!..with President Mary Okada", within the last academic year. The President's assessment is an integral piece of the College's systematic and ongoing assessment initiative. It is anticipated that your responses will provide lessons and insights necessary to guide decision-making processes at the level of the President vis-à-vis program and institutional improvement.

Please click on the link below to complete the survey no later than Wednesday, October 31, 2012. Your honest and thoughtful response to this survey is greatly appreciated. If you have any questions, please contact the Office of Assessment, Institutional Effectiveness, and Research (AIER) at 735-5520. Thank you for participating in this survey.
http://www.surveymonkey.com/s/2012_Presidents_Performance_Appraisal_Survey_PPAS_For_Students

Marlena O.P. Montague
Institutional Researcher
Guam Community College
671.735.5612

<http://www.guamcc.edu/Runtime/aier.aspx>

Accreditation Standards Committee Meeting Minutes

August 31, 2012

Members present: Dr. Ray Somera, Dr. Clare Camacho, Tonirose Realica, Pilar Pangelinan, Christine Matson, Loressa Melegrito, Dorothy Manglona, Jennifer Artero, Carl Torres II and Joe Benavente.

Topics Discussed:

- **Standard Committees Membership:** Dr. Somera, Accreditation Liaison Officer (ALO), wanted to know if the four (4) standard committees have the four (4) required faculty membership on each committee. As was reported by the members, standard 1 only has one (1) member so far; standard two (2) has the complete required membership; standard 3 has four (4); and standard 4 has two (2). The following committees need additional faculty members: standard 1 three (3) and standard 4 two (2).
- **Actionable Improvement Plan (AIP):** The actionable improvement plans that were reflected on the 2012 Institutional Self Evaluation Report (ISER) needs two things. First, each committee will be responsible for updating the status of their respective standard recommendations by gathering data and evidence for its completion or on-going progress to achieve completion. This will be included on the mid-term report when responding to ACCJC's recommendations from our previous visit. Second, each committee is tasked for transforming the AIP recommendations into new tasks for goal two (Educational Excellence) of the Institutional Strategic Master Plan (ISMP) as evidence of continuous improvement efforts to address the educational excellence goal.

Visiting Team's Recommendations: The Accreditation Visiting Team came up with four (4) recommendations that the college needs to address: 1. Develop a process for systematically evaluating non-credit courses, workshops, and training sessions for content. 2. Develop a plan for distance education, including continuing education offered through distance education, and implement. 3. The College review its resource allocation to the MIS area to ensure that there are sufficient funds to provide training, maintenance, equipment and software support and to implement its technology plan. 4. The College evaluates existing governance policies and practices for faculty and students to ensure their opportunity for appropriate and ongoing participation in decision making. Additionally, the College should create and implement a corresponding formal structure for staff input and participation. The College should create and implement an evaluation process to examine the overall effectiveness of participatory governance policies and processes.

Date: **Tue, 13 Nov 2012 00:36:41 +1000 (ChST)**
From: "Rene Ray D Somera" <reneray.somera@guamcc.edu> **Block Address**
To: marlena.montague@guamcc.edu
Cc: pilar.pangelinan@guamcc.edu doris.perez@guamcc.edu
Subject: **President's ISMP presentation**

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Hi Marlena,

Please ensure that meeting notes exist for the ISMP presentation on Friday, November 16, at the MPA. This will be part of documenting progress on one of the AIPs that talks about the president's reporting on the progress of the ISMP to the campus community. I can not specifically remember the verbiage but it is something to that effect.

I am copying Pilar this email so she is in the loop in this conversation, as Chair of Standard 4. The meeting notes should be part of the data you are collecting, Pilar. I have also cc'd Doris as she coordinates the ISMP under the president's office.

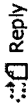



Thanks,

Dr. Ray

Dr. R. Ray D. Somera
Vice President for Academic Affairs
Guam Community College
PO Box 23069 GMF
Barrigada, GU 96921

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Date: **Tue, 21 Aug 2012 11:24:03 +1000 (ChST)**
From: campus.announcement@guamcc.edu **Block Address**
Subject: **Institutional Strategic Master Plan Update & Joint Leadership Meeting**

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Hafa adai GCC Community,

It is time to review our GCC Institutional Strategic Master Plan. An update of the ISMP will take place on Friday, November 16 at 8:30 AM in the MPA. Before that, several of the ISMP goals will need review and update from the various stakeholders involved. The schedule has been set as follows:

- Goal 1 Friday, September 21, 9:00 - 10:00 AM Presidents Conference Room
- Goal 3 Friday, September 21, 10:00 - 11:00 AM, PCR
- Goal 4 Friday, October 5, 9:00 - 10:00 AM, PCR

Additionally, the Joint Leadership Meeting has been scheduled for 10:30 AM - 12:00 Noon on Friday, October 5 in the PCR.

Thank you,
Jayne Flores
Asst. Director, Comm. & Prom.

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RE: President's ISMP presentation

Sunday, December 9, 2012 4:02 PM

From: "Marlena O.P. Montague" <marlena.montague@guamcc.edu>
To: "Pilar C Pangelinan" <pangelipc638@yahoo.com>
Cc: "Doris C.U. Perez" <doris.perez@guamcc.edu>, marlena.montague@guamcc.edu

This was the President's presentation.

<http://ifs.guamcc.edu/adminftp/academics/services/aad/aier/ISMPpresentation2012.pdf>

Marlena O.P. Montague
Assistant Director, AIER
Guam Community College
671.735.5612
<http://www.guamcc.edu/Runtime/aier.aspx>

From: Pilar C Pangelinan [mailto:pangelipc638@yahoo.com]
Sent: Sunday, December 09, 2012 9:48 PM
To: marlena.montague@guamcc.edu
Cc: Doris C.U. Perez
Subject: President's ISMP presentation

Marlena.

Can I get the latest updates on the ISMP? Feel free to email me so I can review and report with Standard IVs end of semester report before Dec 12. Thanks.

Pilar O. Pangelinan

Associate Professor, Business & VisCom Department
Accounting and Phi Theta Kappa Advisor
Guam Community College phone 735-5618 Office D8B

"Continuous effort--not strength or intelligence -- is the key to unlocking our potential" Winston Churchill, British Prime Minister

--- On Sun, 12/9/12, **Pilar C.S.O Pangelinan** <pilar.pangelinan@guamcc.edu> wrote:

From: Pilar C.S.O Pangelinan <pilar.pangelinan@guamcc.edu>

Subject: Fwd: President's ISMP presentation

To: pangelipc638@yahoo.com

Date: Sunday, December 9, 2012, 2:57 AM

On 11/13/12 12:36 AM, Rene Ray D Somera wrote:

Hi Marlana,

Please ensure that meeting notes exist for the ISMP presentation on Friday, November 16, at the MPA. This will be part of documenting progress on one of the AIPs that talks about the president's reporting on the progress of the ISMP to the campus community. I can not specifically remember the verbiage but it is something to that effect.

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Thanks,

Dr. Ray

Dr. R. Ray D. Somera
Vice President for Academic Affairs
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