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

AGENDA

I.   CALL TO ORDER

      1.   Roll Call
      2.   Recital of Mission Statement

II.   APPROVAL OF MINUTES

      1.   Monthly Meeting of October 10, 2012

III.   COMMUNICATIONS

IV.   PUBLIC DISCUSSION

V.   REPORTS

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

VI.   UNFINISHED BUSINESS

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

VII.   <u>**NEW BUSINESS**</u>

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

VIII.   <u>**EXECUTIVE SESSION**</u>

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

IX.   <u>**ADJOURNMENT**</u>

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

Minutes

I.   CALL TO ORDER

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

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

II.   APPROVAL OF MINUTES – September 19, 2012.

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

III. COMMUNICATIONS – There was none.
IV.   PUBLIC DISCUSSION – None.

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

MOTION

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

V.   REPORTS

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

--Financial Status: This being a new fiscal year the President provided the Board with the current financial status of the College as follows:
-For FY13, no money has been received to date.
-For FY12, out of the General Fund, to date, the College received 99% of its appropriations.
As to the Manpower Development Fund (MDF), all have been received as expected, however, no additional funding will be received for FY13. Although the FY12 budget appropriation was $1.6 Million, the College will not collect approximately $600,000 under the MDF, even though it is appropriated.
-With the FY13 Budget passed and the Governor's 15% reserve, the College did not receive any funding for operations, such as utilities (power, water, telephone, etc.). Funding was only for salaries and benefits. With this shortfall, the College will be presenting to the Board for additional appropriation for operations under the NAF. The College will also seek the support from the Legislature and the Governor. Presentation will be provided during the next Board meeting.
-The President explained that the Board approved the College's FY12-FY13 NAF Budget. There will be some funding available to cover some of operations but it will not be enough. We still have to anticipate new buildings that are being constructed and once completed, there will be increase in utilities and contractual services.

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

Other activities: President Okada reported the following:
- The College has recently hired Mr. Dennis Santo Tomas as the Executive Director for the POST Commission, who will be working with other agencies in setting up the standards for Peace Officers.
-Student Trustee Election was on September 20, 2012 during the Fall Festival. 720 students voted and at this time Mr. James Pangelinan was officially welcomed as the new Student Member Board of Trustees.

2. **Monthly Activities Report**
Student Trustee: A report was not provided at this time.
Faculty Advisory Member: Due to a schedule conflict, Dr. Karen Sablan was unable to attend the meeting, however, Mr. Gary Hartz, the Vice-President of the GCC Faculty Union, reported as follows:
-The faculty continues to positively move forward.
-Faculty are hopeful there will be a way the GCC administration and the Board can communicate a commitment that when the College is at a point and financially able, would it consider retroactively paying faculty their increments.

Support Staff Advisory Member: Trustee Ken Bautista reported as follows:
-Support staff working diligently to set up the Foundation Building for the ribbon cutting.
-Staff/Administrators Professional Day was moved from October 8, 2012 to November 23, 2012.

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

VI.   UNFINISHED BUSINESS

1.   **Construction Projects Updates**

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

VII.   NEW BUSINESS.

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

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

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

2.   **President's Travel Schedule (December-November 2012).** There are three items for consideration for travel, as follows:
-The President serves as a member of the Board of Governors of the Asia Pacific Association for Fiduciary Studies (APAFS). There will be a conference in Manila, Philippines on November 15-16, 2012. This travel is a contingency due to other activities occurring at the same time. $800 will be covered by APAFS. Should the President not attend, she will ask for approval to transfer her vote and designate a representative on her behalf.
-National Education Partnerships Conference, December 9-11, 2012: The President mentioned that approximately two years ago, the Foundation Board attended this conference in San Antonio, Texas. A proposal was submitted for their consideration and for presentation at the next conference. The presentation "Strategizing for Fundraising Activities" was accepted. This will be held in conjunction with the PREL Board meeting in December 2012.
-PREL Board Meeting, December 12, 2012, Honolulu, Hawaii: The President is a member of this Board and expenses by the College will be reimbursed by PREL.

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

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

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

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

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

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

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

IX.   **ADJOURNMENT**

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

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

SUBMITTED BY:

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

APPROVED BY:

FRANK P. ARRIOLA
Secretary

DEBORAH C. BELANGER
Chairperson

Guam Community College *Learning Today ... Leading Tomorrow!*

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

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

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

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

DATE: September 26, 2012

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

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

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

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

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

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

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

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

~~GUIDELINES FOR STUDENT TRUSTEE ELIGIBILITY AND ELECTION~~
ELECTION PROCEDURES AND REQUIREMENTS
FOR THE COPSA BOARD OF TRUSTEES OFFICER
SERVING AS THE STUDENT TRUSTEE
(Approved by the GCC Board of Trustees on _____)
(Effective immediately upon approval)

I. SELECTION COMMITTEE

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

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

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

Approved at COPSA General Membership Meeting on Sept. 21, 2012
Center for Student Involvement Tel: 735-5518/9
COPSA Board of Trustees Officer:
Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct   Page 1 of 9

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   Page 2 of 9

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

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

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

~~VII. EXPECTATIONS OF A STUDENT TRUSTEE~~

~~1. Student Trustee will abide by GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct).~~

~~2. Student Trustee will also abide by the duties listed in the Council On Postsecondary Student Affairs (COPSA) By-Laws:~~

  ~~1. Attend all Guam Community College Board of Trustees meetings and activities.~~

  ~~2. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student concerns and needs.~~

  ~~3. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns.~~

Approved at COPSA General Membership Meeting on Sept. 31, 2012
Center for Student Involvement   Tel: 735-5518/9
COPSA Board of Trustees Officer:
Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

Page 3 of 9

RULES FOR CONDUCTING THE ~~STUDENT TRUSTEE~~ <ins>COPSA BOARD OF TRUSTEES OFFICER</ins> 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, <ins>or another form of photo identification showing their full name,</ins> in order to vote.
2. Once ~~voter status~~ <ins>identification</ins> is verified, student voters must sign a voter registry ~~and confirm their identity~~ <ins>which confirms they are an officially registered GCC student</ins>. (The Registrar will provide the registry.)
3. A ballot will be issued <ins>for the student to vote</ins>.
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 <ins>the</ins> 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

Page 4 of 9

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.

Approved at COPSA General Membership Meeting on Sept. 21, 2012
Center for Student Involvement Tel: 735-5518/9
COPSA Board of Trustee Officer:
Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct   Page 5 of 9

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 <u>as a postsecondary student</u> immediately prior to running for this position and completed this regular semester term with a Grade Point Average (GPA) of 2.0 or better.
5. I have a minimum, cumulative GPA of 2.0 or better when declaring candidacy and will maintain this minimum 2.0 GPA throughout every regular semester of service.
6. I am not on academic probation.
7. I will have the Center for Student Involvement take my photo to be used on posters and the ballots.
8. I will deliver a campaign speech at all the scheduled Campaign Forums.
9. I have not been convicted of a felony.
10. I have submitted a current resume, an Application for Candidate form, and this signed Declaration of Candidacy form.
11. I am not a full-time ~~Guam Community College~~ Government of Guam employee.
12. I will attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with all the elected COPSA Officers, from May through April.
13. I understand that my eligibility is subject to verification, guided by FERPA regulations, and that my candidacy requires the certification of the Selection Committee.
14. I have been briefed on the minimum requirements of the position for which I am running, and the election procedures.
15. I further understand that if I have submitted false information, I may be disqualified from this election or removed from office if I am elected.

_____

Print Full Name

_____   _____

Signature   Date

Approved at COPSA General Membership Meeting on Sept. 21, 2012
Center for Student Involvement   Tel: 735-5518/9
COPSA Board of Trustees Officer:
Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

Page 6 of 9

APPLICATION for Candidate

for the GCC <u>COPSA</u> Board of Trustees <u>Officer</u> ~~Student Trustee~~

~~As required by the Guidelines for Student Trustee Elections~~
<u>Per the Election Procedures and Requirements</u>, please submit a <u>current</u> 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
<u>COPSA Board of Trustees Officer:</u>
Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct   Page 7 of 9

Describe your Leadership Experiences: _____

_____

_____

_____

_____

_____

List any Leadership Courses / Workshops / Seminars Taken: _____

_____

_____

_____

_____

_____

Describe any Volunteer Services Rendered / Community Services provided: _____

_____

_____

_____

_____

List past experiences which qualify you for this position: _____

_____

_____

_____

_____

Why do you seek this position? _____

_____

_____

_____

_____

_____

_____

_____

Approved at COPSA General Membership Meeting on Sept. 21, 2012
Center for Student Involvement Tel. 735-5518/9
COPSA Board of Trustees Officer:
Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

Page 8 of 9

GUAM COMMUNITY COLLEGE
Board of Trustees

CODE OF TRUSTEE ETHICS AND CONDUCT

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

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

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

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

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

Adopted: March 16, 1994
Resolution 12-94

Approved at COPSA General Membership Meeting on Sept. 21, 2012
Center for Student Involvement   Tel: 735-5518/9
COPSA Board of Trustees Officer:
Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct   Page 9 of 9

<u>Preliminary Agenda</u>

Building and Sustaining an Effective Governing Board

Board Training Workshop

for the

Pacific Postsecondary Education Council

Conducted by the Association of Governing Boards of Universities and Colleges

December 5-6, 2012

Facilitator: Dr. Sheila Stearns, Senior Fellow, AGB

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

December 5

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

December 6

8:00 a.m.	Basic Board Responsibilities

- full board
- individual members
- for board chairs

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

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

10:30 a.m.	Break

10:45 a.m.	Focusing on Key Responsibilities (part 2)
	- ensure independence and autonomy - integrating public interest into campus decision-making - ensuring adequate resources, advocacy and fund-raising - preparing for accreditation reviews
12:15 p.m.	Lunch
1:30 p.m.	Organizing effective board agendas and meetings
2:30 p.m.	Developing an effective committee structure
3:00 p.m.	Break
3:15 p.m.	Recruiting and sustaining an effective board
4:00 p.m.	Wrap-up and final questions/discussion
4:30 p.m.	Adjourn

GLI Governance Leadership Institute

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

AGENDA

Thursday, March 21, 2013

Hilton Palacio del Rio

11:00 a.m. – 12:00 p.m.	**Institute Registration**
12:00 p.m. – 1:00 p.m.	**Lunch & Program Overview**
1:00 p.m. – 2:30 p.m.	**Welcoming Remarks**

Introductions, Opening Exercises and Objectives
Dr. Narcisa Polonio, Vice President for Education Research, and Board Leadership Services, ACCT

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

2:30 p.m. – 2:45 p.m.	**Break**
2:45 p.m. – 4:00 p.m.	**Key Indicators of an Effective Board**

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

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

Friday, March 22, 2013
St. Philip's College
Heritage Room

7:30 a.m. – 8:30 a.m.	**Breakfast**

8:30 a.m. – 9:30 a.m.   **Create an Exceptional Board/President Relationship and the Role of the Leadership Team of the Board**
- Board/President Partnership
- Job Description for the Chair
- Job Description for Committee Chairs
- Advocating on Behalf of the College

9:30 a.m. – 9:45 a.m.   **Break**

9:45 a.m. – 10:45 a.m.   **Robert's Rule of Order and Parliamentary Procedures**

10:45 a.m. – 11:00 a.m.   **Break**

11:00 a.m. – 12:15 p.m.   **What Trustees Need to Know About Outcomes, Quality and Student Success**

12:15 p.m. – 1:15 p.m.   **Lunch Provided by Culinary Institute at St. Philip's College**

1:15 p.m. – 2:00 p.m.   **Innovation in Community College Programs and Services**

2:00 p.m. – 2:15 p.m.   **Break**

2:15 p.m. – 3:15 p.m.   **Bringing it all Together**

3:30 p.m. – 4:30 p.m.   **Image Building and Crisis Management**

4:30 p.m. – 6:00 p.m.   **Networking and Tee-shirt Exchange**

Saturday, March 22, 2013

Hilton Palacio del Rio

7:30 a.m. – 8:30 a.m.   **Breakfast**

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

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

Effective Strategies and Tools for Addressing Financial Constraints

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

10:00 a.m. – 10:15 a.m.	**Break**

10:15 a.m. – 11:15 a.m.   **Board Self-Assessment as a Leadership Tool**
- Presidential Assessment
- Succession Planning

11:15 a.m. –12:00 p.m.   **From Good to Great: The Journey to Becoming an Exemplary Board**
- Elements of a Leadership Plan
- Successful Strategies
- Code of Commitment
- Lessons to take Back to your College

12 p.m. – 1:00 p.m.   **Working Lunch**
- **What Works: Show & Tell**

1:00 p.m. – 2:00 p.m.   **Beginning the Journey**
- How to Inspire your Colleagues
- Defining a Purposeful Path

GUAM COMMUNITY COLLEGE

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

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

CONCUR:_____

DO NOT CONCUR:_____

Chairperson, Board of Trustees

GOAL #2 Board Assessment	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
Assessment. Set an example by engaging all stakeholders in the College's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.	**2a.** Implement a regular schedule for board assessment training to increase and deepen members' knowledge of assessment and accreditation for accountability and improvement. **2b.** Include the input and participation of the Faculty Senate in the Governing Board Assessment Questionnaire (GBAQ) process. **Outcome:** • Board of Trustees' forum for Faculty Senate, Staff Senate, and the Council on Postsecondary Student Affairs (COPSA)	**2a.** Semi-Annually • December 2012 • August 2013 **2b.** GBAQ to be conducted • Spring 2013 • Final Report: July 2013	Board of Trustees: Entire Board Staff: *Assistant Director, Office of Assessment & Institutional Effectiveness (AIE) *Board's Administrative Secretary

CONCUR:_____
DO NOT CONCUR:_____

Chairperson, Board of Trustees

GUAM COMMUNITY COLLEGE

PROPOSED <u>AY 2012-2014</u> Board of Trustees Assessment Activities & Timeline

GOAL #3 Governance	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
<u>Governance Evaluation.</u> Assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.	**3a.** Participate actively in campus-wide governance survey. **Outcome:** • Evidence of input by the faculty, staff and student representatives present at Board meetings will reflect their close connection with the participatory governance process.	**3a.** Spring 2013	<u>Board of Trustees:</u> *Entire Board <u>Staff:</u> *Assistant Director, Office of Assessment & Institutional Effectiveness (AIE) *Board's Administrative Secretary

CONCUR:_____

DO NOT CONCUR:_____

<u>Chairperson, Board of Trustees</u>

PRESIDENT'S TRAVEL SCHEDULE
January 2013

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

Funding Source:

*100% reimbursed by PREL; **100% reimbursed by WestCare Foundation*

FY 2013 Operations Fund

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

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

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

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

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

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

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

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

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

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

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

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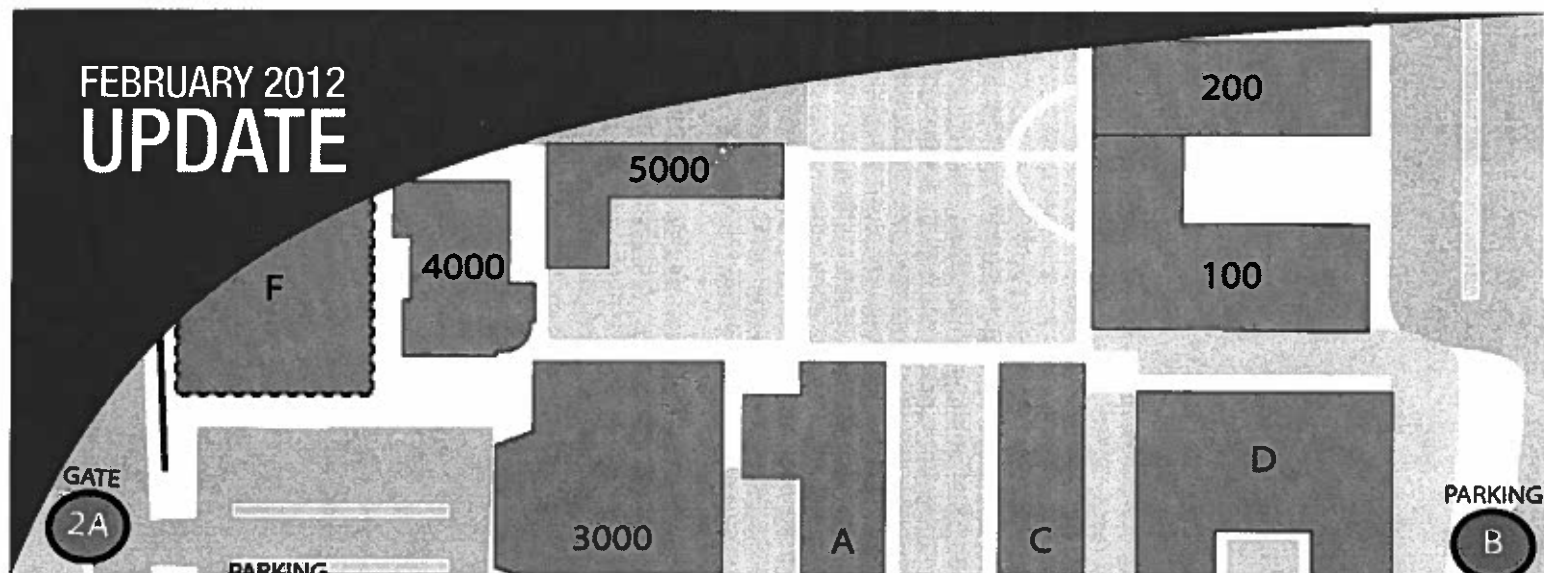
Adopted: _____
Resolution _____

GCC
GUAM COMMUNITY COLLEGE
Kulehon Kumunidát Guåhan

Guam
Community
College

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Institutional Strategic
MASTER PLAN
2009-2014

GUAM COMMUNITY COLLEGE

GCC

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.

Prepared by: Joe Benavente August 31, 2012

To monitor progress of the data collection and evidence gathering process for addressing Team's recommendations, the following committees are tasked to oversee the working progress for the addressing the recommendations. Standard 2 committee is responsible of overseeing recommendations 1 and 2, standard 3 committee is charged of overseeing recommendation 3, and standard 4 committee is charged of overseeing recommendation 4. Standard 1 will concentrate on the tasks indicated for the AIPs.

- **Data collection and evidence gathering report:** The ALO advised that the fall 2012 semester will only consist of data collection and evidence gathering for the AIPs and Team Recommendations. A progress report on the data collection and evidence gathering process will be orally reported on the next scheduled standards committee meeting. The analysis report for the data collection is due on the spring semester around May 6, 2013.

- **Next meeting schedule:** The next accreditation standards committee meeting will be on Tuesday October 30, 2013 at 1:00 p.m. over at the PCR conference room.

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Guam Community College
2013 Mission statement campus feedback (February 2013 to September 11, 2013)

February 2013: MyGCC Group Studio account *Accreditation 2018: Mission and Effectiveness* created and a campus announcement posted as an open call to the campus for feedback with a deadline of February 27, 2013.

March-September 11, 2013: Extended period for Mission statement review to coincide with the development of the College's Institutional Strategic Master Plan (ISMP), 2014-2020.

Proposed changes:

- Guam Community College <u>is</u> a leader in career and technical workforce development by providing the highest quality **student-centered** education and job training <u>for</u> Micronesia. (endorsed by: Faculty Senate, 2/25/2013; Learning Outcomes Committee, 4/5/2013)

- Guam Community College <u>is</u> a leader in career and technical workforce development by providing the highest quality **learning-centered** education and job training <u>for</u> Micronesia.

Guam Community College
Staff/Administrator Development Day: "Investing in You"
March 26, 2013

Administrators' Meeting (4:00pm, Student Center Training Room 5108)
Topics: Work Planning and Performance Evaluation 2013; Accreditation 2018 Flowchart; Mission
Statement Feedback; and, ISMP Strategic Goals Update Samples
Participants: Dr. Mary A.Y. Okada, Dr. R. Ray D. Somera, Dr. Michael Chan, Dr. Karen Sablan, Dean Reilly
Ridgell, Barry Mead, Carmen K. Santos, Wesley Gima, Fermina Sablan, Jayne Flores, Frank
Camacho, Victor Rogers, Doris Perez, Rowena Perez, John Payne, Joann Muna, Patrick Clymer,
Joleen Evangelista, Priscilla Johns, Joanne Ige, Danilo Bilong, Edwin Limtuatco, Greg Manglona,
Lawrence Perez, Marlena Montague, Barbara Leon Guerrero, DorothyLou Manglona, Terry
Barnhart, Bonnie Mae Datuin

BIG PICTURE GOALS generated from the discussion, with underlined key words:

- Focus on student success and completion

- Promote Cultural Awareness (Micronesia) & Identity

- Integrate awareness of culture into curriculum

- Expand and strengthen Service Learning/Civic Engagement

- Promote Native Chamorro completion (similar to Native Hawaiians at the UH system)

- Strengthen technology; stronger means to upgrade all together

- Focus on Resources and Professional Development

- Align finances with technology & other resources (ITSP)

- Bring education/resources out to community (resolve transportation issue)

- Engage community partners as well as with existing schools

- Bring the classroom to the community

- Strive to reach the level of environmental sustainability

- Expand ability to partner with community and do more

- Bring back school motto (The Island is our Campus)

- Take GCC into the home/community

- Personalize GCC

- Remove fear of college (no placement tests)

- Diversify our brand to promote community (many kinds, cultures, age groups)

- Institutionalize Earmark-training; no placement exam

- Bring community to campus

Deadline for Mission review and ISMP feedback: September 11, 2013
Anticipated BOT adoption: January 2014

Guam Community College
Learning Outcomes Committee (LOC)
April 5, 2013
3:30pm, A29
Topics: Accreditation 2018 Flowchart; Mission Statement Feedback; and, ISMP Strategic Goals
Participants: Dr. R. Ray D. Somera, Marlena Montague, Patricia Terlaje, John Armstrong, Dr. Lisa Baza-Cruz,
  Polli Huseby, Norma Guerrero, Sally Sablan, John Jocson, Rose Marie Nanpei, Esther Rios,
  Benjamin Sison, Anthony Jay Sunga

BIG PICTURE GOALS generated from the discussion, with underlined key words:

- Focus on strengthening democratic values

- Strengthening SLOs with a higher level of thinking/synthesis/evaluation (Bloom's Taxonomy)

- Sustain student assessment and placement

- Expand reading and writing across the curriculum

- Promote a deeper understanding across the curriculum

- Honor, Respect, Embrace the Chamorro culture

- Promote Native Chamorro culture

- Maintain high standards

- Transform students to take control of their lives

- Encourage individual ability to make judgments

- Empower students to transform their lives

- Expand transfer and articulation

Deadline for Mission review and ISMP feedback: September 11, 2013
Anticipated BOT adoption: January 2014