



Speaker Won Pat <speaker@judiwonpat.com>

Messages and Communications: GCC Board Reporting Requirement - February 2014.1 of 3

1 message

Speaker Won Pat <speaker@judiwonpat.com>

Fri, Feb 21, 2014 at 10:51 AM

To: Guam Legislature Clerks Office <clerks@guamlegislature.org>

2/21/2014 2/6/2014 Guam Community College GCC Board of Trustees meeting February 6, 2014 This is Part 1 of 3 *emailed 32-14-1335

----- Forwarded message -----

From: **Bertha M. Guerrero** <bertha.guerrero@guamcc.edu>
Date: Fri, Feb 21, 2014 at 10:02 AM
Subject: GCC Board Reporting Requirement - February 2014.1 of 3
To: Speaker Won Pat <speaker@judiwonpat.com>

32-14-1335
Office of the Speaker
Judith T. Won Pat, Ed. D.
Date 2.21.14
Time 10:51am
Received by: [Signature]

To: **Office of Speaker Judith T. Won Pat**

Hafa Adai,

Attached is the official transmittal relative to the Guam Community College Board of Trustees reporting requirement for February 2014 (1 of 3). Attachments are too large to send together. Please acknowledge receipt.

Si Yu'os Må'ase ~"Thank You"

~Bertha

Bertha M. Guerrero, Board Secretary
Board of Trustees & Foundation Board of Governors
Guam Community College
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P.O. Box 23069; Barrigada, Guam 96921
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Guam Community College Mission Statement

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

1335

2014 FEB 21 AM 11:05 [Signature]

—
Ufisinan I Etmås Ge'helo'Gi Liheslaturan Guåhan
Office of Speaker Judith T. Won Pat Ed.D.
Kumiten Idukasion yan Laibirihan Publeko
Committee on Education and Public Libraries & Women's Affairs

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2 attachments



2-7-14 GCC BOT mtg.pdf

8389K



Ltr to Speaker Won Pat re February 2014 Board Reporting Requirement.pdf

184K

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

AGENDA

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

1. Monthly Meeting of January 10, 2014

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

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

VII. NEW BUSINESS

1. FY 2015 Budget

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

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

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on January 10, 2014, was called to order at 12:07 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. John Benito; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. Steven Alvarez, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member.

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Matthew Kane, Legal Counsel; Ms. Doris Perez, Assistant Director, Planning & Development; Dr. Juan Flores, Dean, TPS; Dr. Michael Chan, Associate Dean, TSS; Ms. Bobbie Leon Guerrero, Center for Student Involvement.

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

II. APPROVAL OF MINUTES – December 6, 2013.

MOTION

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

III. COMMUNICATIONS- There was none.

IV. PUBLIC DISCUSSION – There were no requests made.

V. REPORTS

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

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

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

-The College maintains communications regarding allotment releases.

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

-Spring classes begin next week and over 2,000 students registered. Enrollment is about 7.7% higher from about the same time last year; 62% have taken advantage of the online registration.

-With the “Keep Your Guard Up” initiative, 161 letters of commitment from returning Guardsmen were received, to date, for six major areas of interest. Additional Guardsmen are expected to return.

-The College signed an MOU with the White House initiative on Asian Americans and Pacific Islanders (AAPI). GCC will co-host the regional summit on campus April 3, 2014. Board members will be meeting with the Deputy Director for AAPI during the ACCT trip in February 2014. Other meetings will also be set up with other agencies while in Washington D.C. during this trip.

-The final FY2015 budget will be presented to the Board during the February 2014 BOT meeting and new ISMP goals and initiatives will be in the new budget.

-The College is in discussions with GDOE regarding the possibility of a “reverse transfer” initiative with the Adult High School Diploma and GED program.

-The College is working with Dr. Larry Kasperbauer representing Sias University in China to propose sending student trainees to Guam.

-During the Christmas break, students from the middle and high schools participated in a GCC Winter Bridge program.

-The third annual “Parade of Shoes” fundraiser is Friday, February 7, 2014 at the GCC MPA.

-The “Rooftop” solar project with Guam Power Authority is underway.

-Working with architects to meet requirements for possible additional grant funding to support the construction of the Maintenance and Wellness Center facility.

-Dr. Juan Flores reported that on January 9, 2014, several faculty and administrators attended a scoring session for a critical thinking assessment test given to GCC students early in the year.

-CIP projects:

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

2. Monthly Activities Report

Student Trustee: Student Trustee Steven Alvarez reported as follows:

-Student orientation is scheduled for January 14, 2014.

-Provided the Board with a COPSA calendar of events for membership meetings, etc.

-Currently working on finalizing recreational activity dates.

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

-January 14, 2014, the first day back for spring semester.

-Will be working on ideas for community projects.

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

-Staff preparing for spring semester.

-Computers in four classrooms are being updated for first day of class.

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

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

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

VII. NEW BUSINESS.

1. Policy updates

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

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

Dr. Somera further explained that as stated in said report, "The College may want to separate the procedural portion of the policies into a companion document of administrative procedures in order to consolidate and facilitate administrative changes without unduly taxing the Board to act upon changes that do not affect the integrity of the policy itself."

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

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

MOTION

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

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

MOTION

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

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

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

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

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

MOTION

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

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

MOTION

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

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

VIII. EXECUTIVE SESSION

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

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

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

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

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

MOTION

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

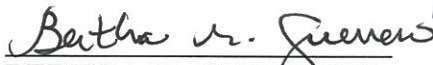
IX. ADJOURNMENT

MOTION

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

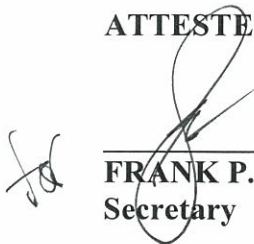
There being no further discussions, the meeting of January 10, 2014, adjourned at approximately 1:44 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

FEB 06 2014

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:

FEB 06 2014  FEB 06 2014
DEBORAH C. BELANGER
Chairperson

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

PRIOR LEARNING ASSESSMENT

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

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

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

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

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

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

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

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

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

and

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

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

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

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

ADOPTED the 6th day of February 2014.



DEBORAH C. BELANGER
Chairperson

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

**GUAM COMMUNITY COLLEGE
Board of Trustees**

FIDUCIARY RESPONSIBILITY

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

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

NOW, THEREFORE, THE FOLLOWING IS RESOLVED:

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

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

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

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

Capital Projects Fund
Investment in Plant Fund Group
Tobacco Settlement Fund

Agency Fund Group (Student Activity Fund)

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

GCC Board of Trustees Policy 200 – FUDICIARY RESPONSIBILITY

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

AUDITS

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

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

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS

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

WHEREAS, the College has the following bank accounts

First Hawaiian Bank

- General Fund Checking
- Federal Funds Checking
- Maximizer Savings Account
- Time Certificate of Deposits
- Marketing Laboratory at:

- George Washington High School Checking
- Simon Sanchez High School Checking
- Southern High School Checking
- John F. Kennedy High School Checking
- Okkodo High School Checking

Bank of Guam

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

Bank of Hawaii

- Student Activity Fund Checking Account

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

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

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

TITLES

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: December 11, 2007
Resolution 3-2008

**GUAM COMMUNITY COLLEGE
Board of Trustees**

NON-APPROPRIATED FUNDS ACCOUNT

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

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

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

THE PRICING OF CONTRACTS FOR SERVICES

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PROMOTIONAL AND DEVELOPMENT ACCOUNT

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

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

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CAPITAL PROJECTS FUND

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

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

STUDENT ACTIVITY FUNDS

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

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

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

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

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

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

Reviewed with no changes: February 6, 2014

Amended & Adopted: November 17, 2008

Resolution 45-2008

Adopted: July 20, 1994

Resolution 53-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PROCUREMENT POLICY

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

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

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CONTRACTUAL AGREEMENTS

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

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

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

TUITION AND FEES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: March 16, 1994
Resolution 25-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

STUDENT FINANCIAL AID

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

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

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

VEHICLE USAGE

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

INSURANCE PROTECTION

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

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

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

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

GOOD FAITH PROTECTION

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

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CLAIMS OFFICER

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

COLLEGE HOUSING

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

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

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

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

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

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

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

UNION OFFICIALS PAYMENT

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

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

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

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

Adopted: December 30, 1986
Resolution 9-87

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ANNUAL FUND RAISING OF THE BOARD OF TRUSTEES

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

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

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

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

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

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

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

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

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

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

Reviewed with no changes: February 6, 2014

Amended & Adopted: November 17, 2008

Resolution 57-2008

Adopted: February 17, 1999

Resolution 5-99

February 6, 2014

The Honorable Judith T. Won Pat
Speaker, 32nd Guam Legislature
155 Hesler Place
Hagåtña, Guam 96910
(via email: speaker@judiwonpat.com)

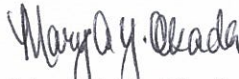
Re: Reporting Requirements – February 2014

Dear Speaker Won Pat:

Transmitted herewith is the reporting requirements for Boards and Commissions pursuant to Public Law 31-233 regarding the Guam Community College Board of Trustees meeting of February 6, 2014.

If there are any questions, please contact me at 735-5638.

Senseramente,



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

Attachments