



Speaker Won Pat <speaker@judiwonpat.com>

MESSAGES AND COMMUNICATIONS: GCC Board Reporting Requirement - June 2014

Speaker Won Pat <speaker@judiwonpat.com>

Tue, Jun 17, 2014 at 4:53 PM

To: Guam Legislature Clerks Office <clerks@guamlegislature.org>, "Benjamin J.F. Cruz" <senator@senatorbjcruz.com>

6/17/2014 6/2014 Guam Community College

Board of Trustees Monthly meeting Friday, June 6, 2014 *emailed 32-14-1748

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

From: **Bertha M. Guerrero** <bertha.guerrero@guamcc.edu>
Date: Tue, Jun 17, 2014 at 4:47 PM
Subject: GCC Board Reporting Requirement - June 2014
To: Speaker Won Pat <speaker@judiwonpat.com>

32-14-1748
Judith T. Won Pat, Ed. D.
6-17-14
4:54 PM
Received by

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 June 2014. 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
Office: 671-735-5638 * Fax: 671-734-1003
P.O. Box 23069; Barrigada, Guam 96921
Email: bertha.guerrero@guamcc.edu

2014 JUN 17 PM 4:55

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.

Ufisinan I Etmå's 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
155 Hesler Place, Suite 201, Hagatna, Guam 96910
472-3586 Fax: (671) 472-3589
www.guamlegislature.com / speaker@judiwonpat.com

Tel: (671)


2 attachments

letter to Speaker Won Pat reporting requirement re 6-6-14 BOT mtg.pdf
17K

1748

6/17/2014

Mail at Judi Won Pat Mail - MESSAGES AND COMMUNICATIONS: GCC Board Reporting Requirement - June 2014

 **6-6-14 BOT meeting.signed..pdf**
506K

June 6, 2014

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

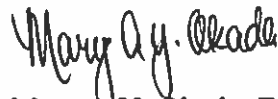
Re: Reporting Requirements – June 2014

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 June 6, 2014.

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

Senseramente,



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

Attachments

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

AGENDA

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

1. Monthly Meeting of May 14, 2014

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab
2. Western Interstate Commission for Higher Education (WICHE)
3. Social Media Policy (2nd Reading)

VII. NEW BUSINESS

1. Resolution - Request to Transfer Funds to the Capital Projects Fund and Provide Funding for Building 100 Renovation & Expansion Project
2. BOT policy updates – Series 100

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of May 14, 2014

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on May 14, 2014, was called to order at 12:05 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Swearing In and Administration of Oath of Office.** Board Chairwoman Deborah Belanger swore in Ms. Gina Ramos, who was reappointed a Board of Trustees member; and the newly elected GCC Board of Trustees Student Member, Ms. Elmarie Anderson.

3. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. John Benito; Mr. Frank P. Arriola; Ms. Gina Ramos; Ms. Elmarie Anderson, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Mr. Richard P. Sablan (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Matthew Kane, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Joann Muna, GCC Human Resources Administrator; Representing COPSA: Carl Torres, COPSA/Math; Shawn Fernandez, COPSA/Treasurer; Jesselyn Sangon, Abbie Jane Battung; Ms. Liz Duenas, CCE/COPSA; Mr. Troy Lizama, COPSA Advisors; Representing Center for Student Involvement: Ms. Bobbie Leon Guerrero and Mr. Don Lizama; from GCC: Jose L. Munoz, Robin Roberson, Doreen J. Blas, Clare Camacho, Cathy Leon Guerrero, A. Roberto, Tony San Nicolas, Sally Sablan, Marsha Postrozny, Paul Healy (VisCom), Zhaopei Teng, Michael Setzer, Imelda Arce, Sarah Leon Guerrero, Rick Tyquiengco, Jonita Kerr, Christine Matson, Wilson Tam, Chris Dennis, Patty Terlaje, Vera De Oro, Pilar Pangelinan; Barry Mead, GCC Faculty Union Consultant.

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE TO AMEND THE AGENDA TO MOVE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 12:10 p.m., the meeting went into Executive Session.

II. EXECUTIVE SESSION

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

At 12:58 p.m., the meeting reconvened to open session.

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

III. APPROVAL OF MINUTES – April 11, 2014.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE MEETING MINUTES OF APRIL 11, 2014, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

IV. COMMUNICATIONS - There was none.

V. PUBLIC DISCUSSION. The President reported there was a request for public discussion. A memorandum from the Faculty Senate was submitted to Chair Deborah Belanger dated May 12, 2014. Chair Belanger stated that before she recognizes Mr. Roberson and/or the signatories on said memorandum to make a presentation in accordance with Article III, Section 8 of the By-Laws of the GCC Board of Trustees, she duly noted that this presentation is limited to the reading of the document that was submitted to the Chair pursuant to the By-Laws. She reminded those in attendance that Mr. Roberson and/or the signatories are recognized and that statute dictates the parameters of what constitutes disruption and those to be duly recognized are so recognized.

Mr. Robin Roberson then read the memorandum regarding a vote of no confidence concerning Dr. Juan Flores as TPS Dean. Chair Belanger asked if the other signatories wanted to read of the letter or discussions. The other signatories did not make any other presentation. The Chairwoman stated that at this point the letter is duly noted.

VI. REPORTS

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

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

FY2014: As of May 12, 2014, the College received approximately \$7,606,000 from the General Fund, \$417,370 received from the LPN/Vocational Guidance fund; \$389,841 received from MDF; \$24,154 received from TAF and approximately \$278,528 from the TAF supplemental; \$90,000 for the Capital Improvement Fund; \$64,785 for the Competitive Wage Act funding. This is a total of \$8,871,000 received from the General Fund. This constitutes approximately 50% of the total budget, or based on the allotment schedule of all funds received to date of approximately 70%.

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

CIP Project:

- The lighting for the campus parking lot has been awarded to Pacific Green Integrated Technology.
- Currently assessing liquidated damages with JJ Global for the perimeter fencing project.
- Working on the retrofit to secondary electrical panels was awarded to Genesis Tech.
- The bid for the east side walls for the automotive shop was extended due to only two bid submissions.
- Installation of classroom doors with observation windows project was awarded to Genesis Tech.
- Convenient external amenities such as benches, metal trash cans and recycle bins have gone out for bid. This bid is for May 1-15, 2014.

2. Monthly Activities Report

Student Trustee: Student Trustee Elmarie Anderson was welcomed to her first BOT meeting and reported as follows:

- COPSA activities winding down this semester.
- May 15, 2014: COPSA graduation luncheon.
- Trustee Anderson will be attending COPSA retreats beginning May through August 2014.

Faculty Advisory Member: Trustee Frederick Tupaz reported as follows:

- Faculty getting ready for the ending of this semester and again preparing for graduation May 16, 2014.
- GCC Tourism & Hospitality ProStart won first place during the 2014 national competition.
- Supervision & Management program as well as GCC were recognized with a Legislative Resolution from the Guam Legislature for its election forums.
- The Marketing Customer Service conference held last month was a success, which included the Office Technology group.
- Activities are winding down and faculty are preparing for the summer.
- The Keep Your Guard Up programs are now complete.

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

- Semester is winding down and staff are preparing for graduation.
- An upgrade is being done on the MyGCC portal and the core committee is hoping it will be ready for the fall semester.
- Trustee Bautista attended the Project Aim, TRiO's 20th Annual Awards Ceremony at the MPA on May 9, 2014, which were also attended by the graduating students involved in this program.

3. Board of Trustees Community Outreach Report.

- Trustee Tupaz represented the Board during the LEED Certification presentation for the GCC Foundation Building April 29, 2014 and the GCC, Asian & Pacific Islander American Scholarship Fund (APIASF), and the Walmart Foundation scholarship presentation for GCC students May 2, 2014.
- Trustee Belanger attended the GCC 2014 election forums hosted by the Supervision & Management students on April 8, 9, 23, 24, 2014 in the GCC MPA.

VII. UNFINISHED BUSINESS

1. Construction Projects Updates.

-Building 200 (Renovation). The President reported that this construction is 48.97% complete as of May 1, 2014. There is a finalized list of equipment needed but no funding for this; however, a grant application will be submitted by the end of this week.

-Building 100 and Forensic Lab Extension Loan. Final documents required by USDA for the financial feasibility report were submitted. Waiting for the loan on this to be awarded and as last reported, USDA informed the College that local authorized funding would be used for this project.

2. Western Interstate Commission for Higher Education (WICHE). The Guam Legislature passed Resolution No. 234-32 (COR) and as previously discussed, the President will report the outcome of further discussions with the Governor on this matter. The Board tabled this matter and made the following motion:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE GINA RAMOS THAT THE BOARD TABLE THE MATTER REGARDING THE WESTERN INTERSTATE COMMISSION FOR HIGHER EDUCATION (WICHE) FOR THE NEXT TRUSTEE MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

VIII. NEW BUSINESS.

1. Social Media Policy (1st Reading). The Board was presented with a “Social Media Policy” resolution. The President explained that this policy was drafted going through a governance process first with the Technology Committee and then the College Governing Council (CGC) for Board approval. The policy outlines the provisions concerning the College’s engagement in marketing with social media. Attached to the policy is the guideline, which is separated for operational purposes, allowing for revisions without changing the policy. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE JOHN BENITO, SECONDED BY TRUSTEE GINA RAMOS THAT THE BOARD MOVE THE RESOLUTION, “SOCIAL MEDIA POLICY” TO SECOND READING. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. Tuition Waiver Requests. The Board was presented with tuition waiver requests for the Staff/Administrator Tuition and the Student Tuition for approval.

Student Tuition Waiver Request Program: Student Trustee Elmarie Anderson informed the Board that this program would attract new student leaders as well as assisting them financially. This is a benefit program for COPSA officers and BOT Student Trustee members similar to the dependent benefit program, which is just for tuition. There is a 100% payback provision. This program will not affect PELL grant recipients. A student would still have to maintain a certain grade point average as well as being a declared student. The GCC Center for Student Involvement (CSI) will inform students of this benefit and its requirements. After some discussions, the Board then made the following motion:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE JOHN BENITO, THAT THE BOARD APPROVES THE STUDENT TUITION WAIVER REQUEST PROGRAM, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

Staff/Administrator Tuition Waiver Request Program: President Okada pointed out that this program will encourage GCC staff and administrators to attend classes either work related, personal growth or enrichment, or could be related to first degrees. This is an amendment to the current employee tuition program under Staff Development. The Tuition Waiver provision states: “GCC tuition is waived for a GCC Staff/Administrator if the employee is enrolled in a GCC course, which is directly related to the employee’s position, personal growth, or

achievement of first degree. This applies to a GCC course where there are at least 13 full paying students enrolled in the course.” The waiver request would be for the employee who is the 14th student to enroll. Should an employee be below 13, the Staff Development program would apply. After some discussions, the Board then made the following motion:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVES THE STAFF/ADMINISTRATOR TUITION WAIVER REQUEST PROGRAM, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. President’s Travel Request (July 2014). There is one travel request sponsored by the Post Secondary Education Council (PPEC) for its next meeting in American Samoa, July 14-18, 2014.

MOTION

IT WAS MOVED BY TRUSTEE JOHN BENITO, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PRESIDENT’S TRAVEL REQUEST FOR JULY 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

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

MOTION

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

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

- Congratulations to the GCC CTE Simon Sanchez High School ProStart team for winning the 2014 National ProStart Invitational making this their second win in a row.
- Kudos to the GCC Supervision & Management students for spearheading the election forums on campus in April 2014.
- Kudos to the Marketing group for their customer services and office technology training.
- Congratulations to President Mary Okada for being appointed Vice Chair to President Obama’s Advisory Commission on Asian American and Pacific Islanders (AAPI).


IX. ADJOURNMENT

MOTION

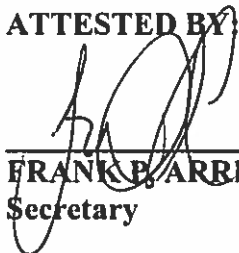
IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE JOHN BENITO THAT THE MEETING OF MAY 14, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of May 14, 2014, adjourned at approximately 1:23 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

JUN 06 2014

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

JUN 05 2014

I MINA'TRENTAI DOS NA LIHESLATURAN GUÁHAN
2013 (FIRST) Regular Session

Resolution No. 234-32 (COR)

As substituted and amended on the Floor.

Introduced by:

Brant T. McCreadie
Aline A. Yamashita, Ph.D.
Michael F. Q. San Nicolas
Tommy Morrison
Judith T. Won Pat, Ed.D.
T. R. Muña Barnes
Chris M. Dueñas
R.J. Respicio
T. C. Ada
V. Anthony Ada
Frank B. Aguon, Jr.
B. J.F. Cruz
Michael T. Limtiaco
Vicente (ben) C. Pangelinan
Dennis G. Rodriguez, Jr.

**Relative to supporting Guam's application for membership
in the Western Interstate Commission for Higher Education
(WICHE).**

1 **BE IT RESOLVED BY *I MINA'TRENTAI DOS NA LIHESLATURAN***
2 ***GUÁHAN*:**

3 **WHEREAS, the Western Interstate Commission for Higher Education**
4 **(WICHE) is a regional non-profit organization created by the Western Regional**
5 **Education Compact, adopted in the 1950s by western states to facilitate resource**
6 **sharing among the higher education systems of the west; and**

1 **WHEREAS**, WICHE operations commenced in 1953, and is governed by
2 three Commissioners appointed by the governors from each state; and

3 **WHEREAS**, under the terms of the Compact, each state commits to support
4 WICHE's basic operations through annual dues established by the full
5 Commission; and

6 **WHEREAS**, WICHE and its member states work to improve access to
7 higher education and ensure student success through its various programs, regional
8 initiatives, and through research and policy work; and

9 **WHEREAS**, becoming a member of WICHE will greatly benefit Guam's
10 undergraduate students by allowing them access to the Western Undergraduate
11 Exchange (WUE) program, the largest regional tuition-reciprocity agreement in the
12 nation, which provides a reduced tuition, at no more than 150% of the resident
13 tuition rate, at more than 150 participating two and four year public institutions,
14 instead of paying substantially more for non-resident tuition, which is at least
15 double or more the resident tuition rate; and

16 **WHEREAS**, becoming a member of WICHE will provide the opportunity
17 for Guam's graduate students to enroll in approximately 250 participating graduate
18 programs and pay the resident tuition rate; and

19 **WHEREAS**, Guam students can additionally benefit from WICHE's
20 Professional Student Exchange Program (PSEP) and Internet Course Exchange
21 (ICE) program; and

22 **WHEREAS**, although Guam's institutions of higher learning have made
23 great strides and improvements over the last several years, Guam's geographic
24 location and smaller population limit access to higher education for our students;
25 and

1 **WHEREAS**, Guam can additionally benefit from WICHE's various
2 resources in workforce and policy development, technology, health, and other
3 areas; and

4 **WHEREAS**, WICHE has already included Guam, the Commonwealth of
5 the Northern Mariana Islands, American Samoa, Palau, the Federated States of
6 Micronesia and the Marshall Islands as the collective sixteenth member of the
7 Western Interstate Commission for Higher Education, and it is now contingent on
8 Guam to decide to actively participate in WICHE; and

9 **WHEREAS**, *I Mina'Trentai Dos na Liheslaturan Guåhan* supports and
10 encourages Guam's efforts to join the CNMI as the second territory to actively
11 participate in WICHE to offer programs that are not currently offered at the
12 University of Guam or the Guam Community College; now, therefore be it

13 **RESOLVED**, that with the concurrence and support of the University of
14 Guam Board of Regents and the Guam Community College Board of Trustees, a
15 resolution from UOG and GCC for Guam's participation in WICHE *shall* be
16 transmitted to *I Liheslaturan Guåhan* for its consideration, within 30 days of
17 adoption; and be it further

18 **RESOLVED**, that *I Mina'Trentai Dos Na Liheslaturan Guåhan* does
19 hereby, on behalf of the people of Guam, support the government of Guam's
20 efforts to become active members of the Western Interstate Commission for Higher
21 Education (WICHE), and further urges the government of Guam to work with
22 WICHE to cement Guam's status as a WICHE member; and be it further

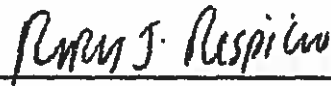
23 **RESOLVED**, that the Speaker certify, and the Legislative Secretary attest
24 to, the adoption hereof, and that copies of the same be thereafter transmitted to Dr.
25 Robert Underwood, President of the University of Guam; to Dr. Mary Okada,

1 President of the Guam Community College; to Mr. Jon Fernandez, Superintendent
2 of the Guam Department of Education; to the Honorable Madeleine Z. Bordallo,
3 Guam Delegate to the 112th U.S. Congress; and to the Honorable Edward J.B.
4 Calvo, *I Maga 'lahen Guåhan*.

DULY AND REGULARLY ADOPTED BY *I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN* ON THE 1ST DAY OF FEBRUARY 2014.



JUDITH T. WON PAT, Ed.D.
Speaker



Rory J. Respicio
Acting Legislative Secretary

LEGISLATIVE SESSION
I MINA'TRENTAI DOS NA LIHESLATURAN
2014 (SECOND) Regular Session
Voting Sheet

Resolution No. 234-32 (COR)
 As substituted and amended on the Floor.

Speaker Antonio R. Unipingco Legislative Session Hall
 February 1, 2014

NAME	Yea	Nay	Not Voting/ Abstained	Out During Roll Call	Absent
Senator Thomas "Tom" C. ADA	✓				
Senator V. Anthony "Tony" ADA	✓				
Senator Frank Blas AGUON Jr.	✓				
Vice-Speaker Benjamin J.F. CRUZ	✓				
Senator Christopher M. DUENAS	✓				
Senator Michael LIMTIACO	✓				
Senator Brant McCREADIE	✓				
Senator Thomas "Tommy" MORRISON	✓				
Senator Tina Rose MUÑA BARNES	✓				
Senator Vicente (ben) Cabrera PANGELINAN	✓				
Senator Rory J. RESPICIO	✓				
Senator Dennis G. RODRIGUEZ, Jr.	✓				
Senator Michael F. Q.SAN NICOLAS	✓				
Speaker Judith T. WON PAT, Ed.D.	✓				
Senator Aline A. YAMASHITA, Ph.D.	✓				

TOTAL

15

Yea

Nay

Not Voting/
Abstained

Out During
Roll Call

Absent

CERTIFIED TRUE AND CORRECT:

 Clerk of the Legislature

1 = Pass

**Guam Community College
Board of Trustees
Resolution ___ - 2014**

THE GUAM COMMUNITY COLLEGE SOCIAL MEDIA POLICY

WHEREAS, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an Institution; and

WHEREAS, Guam Community College (“GCC,” “College”) recognizes and embraces the power of social media, and the opportunity social media tools provide to communicate with the GCC community, including students, faculty, staff, administrators, parents, alumni, and other interested parties; and

WHEREAS, it is important to recognize that the use of social media regarding GCC is governed by the same laws, policies, and rules of conduct that apply to all other GCC activities; and

WHEREAS, in order to operate effectively within GCC’s current social media channels (Facebook, YouTube and Twitter) and to add social media outlets as trends dictate, GCC has developed a social media policy to ensure that any and all interactions on behalf of GCC represent the College’s best interests; and

WHEREAS, the College recognizes the need for rules governing the use of social media by GCC students, faculty, staff and administrators; now, therefore, be it

RESOLVED, that in the use of social media, it is the responsibility of GCC students, faculty, staff and administrators to commit to the parameters as outlined in the “Social Media Policy and Procedures” document; and be it further

RESOLVED, that the Social Media Policy and Procedures as developed through the College’s governance process shall be updated accordingly, or as needed and made a part of the “Social Media Policy and Procedures” document; and be it further

RESOLVED, that the “Social Media Policy and Procedures” proposed by the College Governing Council and approved by the President, be adopted by the Guam Community College Board of Trustees.

ADOPTED the _____ day of _____ 2014.

DEBORAH C. BELANGER
Chairperson

ATTESTED BY:

FRANK P. ARRIOLA
Secretary

Social Media Policy – Guam Community College

Introduction

The growing popularity of social media has fundamentally changed the way we communicate as individuals and as an Institution. Guam Community College (GCC) recognizes and embraces the power of social media, and the opportunity social media tools provide to communicate with the GCC community, including students, faculty, staff, administrators, parents, alumni, and other interested parties. It is important to recognize, however, that the use of social media regarding GCC is governed by the same laws, policies, and rules of conduct that apply to all other GCC activities.

In order to operate effectively within GCC's current social media channels (Facebook, YouTube and Twitter) and to add social media outlets as trends dictate, GCC has developed a social media policy to ensure that any and all interactions on behalf of GCC represent the College's best interests.

Scope

This policy applies to all use of social media by Guam Community College (GCC) students, faculty, staff and administrators to represent or discuss matters concerning the College and/or members of the College community, whether or not such use involves the College's network or other technologies.

Purpose

This policy (1) provides guidance concerning the use of social media platforms sanctioned by GCC through the College's network, systems or equipment and the use of social media to represent or discuss matters related to GCC and members of the GCC community; and (2) sets forth rules for the administration of GCC social media sites.

The Guam Community College Social Media Policy only applies to social media accounts created to represent GCC groups, departments, programs, entities, etc. and does not apply to private individual accounts.

College Officially Recognized Social Media Accounts

For a social media account to be recognized by GCC as an official social media account, the account must have been created by a GCC program, department, or student organization, or by a group of students/faculty/staff /administrators promoting a project/event sanctioned by the College. The account administrators must inform the Office of Communications & Promotions (OCP) via email *before the account is created* and provide the account information, including *password*. For accounts created prior to the adoption of the GCC Social Media Policy, the OCP must be informed of the existence of your Facebook, YouTube, Twitter account, etc., via

**GCC Social Media Policy 199 - Guidelines
Approved by Board of Trustees June 6, 2014**

email, and also provide the account information, including *password*. Changes in passwords must also be submitted to the OCP immediately.

If a GCC organization, department, group, program, or sports team creates a social media account, they will be listed on the corresponding official GCC page, creating a link from the GCC page to your organization's page.

Account Administrators

All social media accounts officially recognized by GCC must have a GCC faculty (either full-time or adjunct), staff member or administrator as an account administrator at all times. Should a GCC employee administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another GCC employee to be an account administrator prior to removing himself/herself from that role. The OCP must be notified when a new administrator takes over. GCC employees identified as administrators of accounts are responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible to ensure that social media postings adhere to the College's conduct policies.

If the OCP becomes aware of content posted on a GCC site in violation of the GCC social media policy, the OCP shall promptly take appropriate action, which will include notifying the site administrator, the official who authorized the creation of the site, and/or other College officials, removing the offending content and/or closing the site.

If a GCC-related social media account has been compromised/hacked, please notify the OCP immediately via email. Administrators are responsible for re-establishing account security.

Content

Use good judgment about content and respect privacy laws.

When naming pages or accounts, selecting profile pictures or icons, and selecting content to post, authorized GCC sites that represent only a segment of the GCC community (for example, an individual program, department or course) should take care to avoid the appearance of representing the entire institution. Names, profile images, and posts should all be clearly linked to the particular college program, department or course.

If endorsing GCC, accurately disclose your relationship to the College.

Whenever appropriate, link back to information posted on the College website instead of duplicating content. When linking to a news article about GCC, check first to determine whether you can link to a release from the GCC Media Releases page rather than another media outlet. For assistance with the GCC Media Releases page, call the OCP at 735-5638.

When posting to any GCC social media site, communicating with members of the GCC community, or discussing the College on any site, even through your own personal account or using your own phone, computer or other device without using the College network or equipment, remember that laws and GCC policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by GCC students and employees through social media.

Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited.

By posting content to any GCC social media site, parties agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content. When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always credit the original creator. Provide a link to the original material if applicable. Refrain from using information and conducting activities that may violate local or federal laws and regulations.

NOTE: Whenever, as a member of the GCC faculty, you utilize a social medium as a means of student participation in course work, it is recommended that you also provide a practical and appropriate alternative for students who may be unable or reluctant to utilize that social medium (for example, some students may not be comfortable with opening a Facebook account).

Do not use social media to harass, threaten, insult, defame or bully another person or entity; to violate any College policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud. Refer to the GCC Workplace Violence policy, Policy #171 on the GCC Board of Trustees page at www.guamcc.edu.

Do not post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious. In addition, do not attempt to compromise the security of any GCC social media site or use such site to operate an illegal lottery, gambling operation, or other illegal venture.

Do not post copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Remember, even information that is widely available to the public (such as text, photographs, or other material

posted on the Internet) may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination.

Do not use the Guam Community College name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial or personal use, or to promote a product, cause, or political party or candidate.

Note: GCC is not responsible for monitoring or pre-screening content posted on all of its social media sites. Notwithstanding the foregoing, GCC reserves the right to monitor its sites and remove, without notice, any content that the College determines to be threatening, harmful, offensive, obscene, a violation of intellectual property rights, FERPA or privacy laws, or otherwise injurious or illegal, commercial in nature, or otherwise in violation of law or this Policy.

Note: If you become aware of objectionable content posted on a GCC social media -- or objectionable comments concerning the College that are posted on an unaffiliated site -- please notify the OCP promptly.

Disclaimer: All GCC-related social media sites must include a disclaimer stating, "Content posted to this site represents the views of the individuals who post it and, unless stated otherwise, neither represent the views of nor are endorsed by Guam Community College."

Unauthorized social media sites affiliated with GCC may be subject to adverse action.

Questions

Questions about this policy should be directed to gcc.pio@guamcc.edu, or call the Office of Communications & Promotions at 735-5638.

**GCC Social Media Policy 199 - Guidelines
Approved by Board of Trustees June 6, 2014**

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 23-2014

**REQUEST TO TRANSFER FUNDS TO THE CAPITAL PROJECTS FUND AND
PROVIDE FUNDING FOR BUILDING 100 RENOVATION & EXPANSION
PROJECT**

WHEREAS, the College has embarked on the renovation, hardening, and expansion design of Building 100 consistent with its 2011-2015 Physical Master Plan; and

WHEREAS, the total estimate for construction, has been estimated by our Architectural and Engineering Consultants and GCC, at \$5,573,786; and

WHEREAS, the Architectural and Engineering Design of the Building 100 renovation in the amount of \$277,750 was funded through a Department of Interior Grant; and

WHEREAS, the GCC Foundation has applied for a \$5,000,000 USDA Rural Development Community Facilities Direct Loan of which \$2,000,000 will fund the renovation and extension of Building 100 and \$3,000,000 will fund the Forensic DNA lab extension; and

WHEREAS, the College will enter into a lease and leaseback arrangement with the GCC Foundation and the lease will bear interest at the same rate as the USDA RD CF loan, which is expected to be 4.375% per year. Annual payments under the lease will be equal to the GCCF annual debt service requirements of the USDA RD CF loan, which P.L. 32-120 appropriates \$278,922 per year from the Government of Guam Territorial Education Facilities Fund; and

WHEREAS, the sum of \$3,296,036 is required to fund the balance of the construction estimates developed for Building 100 renovation and expansion project; and

WHEREAS, the Board of Trustees has established through Policy 220, that the fund balance available in the Non-Appropriated Fund is reserved for capital projects and can be transferred to the Capital Projects Fund when authorized by the Treasurer; and

WHEREAS, the College has identified the need to use these funds for the construction estimates developed for Building 100 renovation and expansion project; and

GCC Board of Trustees Resolution 23-2014 - REQUEST TO TRANSFER FUNDS TO THE CAPITAL PROJECTS FUND AND PROVIDE FUNDING FOR BUILDING 100 RENOVATION & EXPANSION PROJECT

NOW, THEREFORE, BE IT RESOLVED, that the College requests that Board of Trustees authorize the transfer of up to \$3,296,036 from the Non-Appropriated fund balance to the Capital Projects Fund; and


BE IT FURTHER RESOLVED, that the Board of Trustees appropriates up to \$3,296,036 from the Capital Projects Fund for the Building 100 renovation and expansion project.

ADOPTED the 6th day of June 2014.

ATTESTED BY:



FRANK P. ARRIOLA
Secretary



DEBORAH C. BELANGER
Chairperson