



Speaker Won Pat <speaker@judiwonpat.com>

Messages and Communications: GCC Board Reporting Requirement - July 2014

1 message

Speaker Won Pat <speaker@judiwonpat.com>

Wed, Aug 6, 2014 at 10:00 AM

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

8/6/2014/28/2014 Guam Community College

Trustees' meeting conducted on July 24, 2014  
\*emailed

32-14-1920

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

From: **Bertha M. Guerrero** <bertha.guerrero@guamcc.edu>  
Date: Tue, Aug 5, 2014 at 3:51 PM  
Subject: GCC Board Reporting Requirement - July 2014  
To: speaker@judiwonpat.com  
Cc: esther.muna@guamcc.edu

32-14-1920  
Office of the Speaker  
Judith T. Won Pat, Ed.D.  
Date 8.6.14  
Time 10:00am  
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 July 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

*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.*

2014 AUG - 6 AM 10:07 [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**  
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 re July 2014 BOT reporting requirement.pdf  
20K

1920

 **7-24-14 BOT mtg.signed.pdf**  
1628K



*Office of the President*

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

July 28, 2014

The Honorable Judith T. Won Pat  
Speaker, 32<sup>nd</sup> Guam Legislature  
155 Hesler Place  
Hagåtña, Guam 96910  
(via email: [speaker@judiwonpat.com](mailto:speaker@judiwonpat.com))

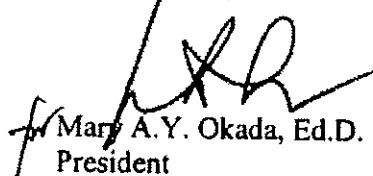
**Re: Reporting Requirements – July 2014**

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 July 24, 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 – Thursday, July 24, 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 June 6, 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. BOT policy updates – Series 100

**VII.           NEW BUSINESS**

1.       President's Travel Request (September 2014)

**VIII.           EXECUTIVE SESSION**

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

**IX.            ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of June 6, 2014**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees on June 6, 2014, was called to order at 12:00 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. John Benito; 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. Frank P. Arriola (schedule conflict); 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; Dr. Juan Flores, Dean, TPS; Dr. Gina Tudela, Dean, TSS; Ms. Joann Muna, GCC Human Resources Administrator; Ms. Doris Perez, Assistant Director, Planning & Development; Mr. Gary Hartz, Associate Dean, TPS.

2. **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.

**II. APPROVAL OF MINUTES – May 14, 2014.**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE JOHN BENITO, THAT THE BOARD APPROVE THE MEETING MINUTES OF MAY 14, 2014, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS - There was none.**

**IV. PUBLIC DISCUSSION- There was none.**

**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 June 2, 2014, the College received approximately \$8,600,000 from the General /LPN/Vocational Guidance Fund; \$390,000 received from MDF; \$24,154 received from TAF and approximately \$278,000 from the TAF supplemental; \$90,000 for the Capital Improvement Fund; \$74,000 for the Competitive Wage Act funding. Based on the total appropriations for the fiscal year, this constitutes approximately 54% of all funds received to date.

As to the Manpower Development Fund, money is still due to the College and will continue to follow up on this.

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

Projects complete: Restroom renovations for Building 200 and 400 (adjacent to the MPA).

Projects ongoing:

- Perimeter fence around firing range is being reassessed due to the fence interfering with the Wellness Center.
- The parking lot project across Victoria Mart is on hold due to a building permit requirement from DPW.
- The President signed off on the campus recycling bins.
- An extension was requested for the campus speed bumps.
- Building 300 roofing for the ProStart classrooms will be worked on during the summer.
- Summer session has commenced.
- Working with the Guam Fire Department with its fire cycle.
- The "Keep Your Guard Up" students have completed their certificate program. The College will organize a completion ceremony with the National Guard.
- There are two summer training programs for middle and high schools students:
  - One sponsored by the National Transportation Summer Institute-spearheaded by Fred Tupaz and another with the College Access grant.
  - Summer Bridge program is another program-coordinated by the College Access Challenge Grant program.

**2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

- Has been working with COPSA including attending its retreats and working on COPSA By-Laws and Constitution.
- Last COPSA retreats are July 25, 2014 and August 1, 2014

- In the morning of June 6, 2014, COPSA officers were sworn in.

**Faculty Advisory Member:** Trustee Frederick Tupaz reported as follows:

-Good attendance during May 16, 2014 graduation. Approximately 80% fulltime faculty attended.

-Most of the faculty are on vacation/summer break.

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

-Summer break has begun and agreed with good showing during the GCC Graduation May 16, 2014.

At this time, the President invited the Board members to the Staff/Administrator Development Day, 8am-5pm, Friday, June 13, 2014 at the GCC Multipurpose Auditorium. The President pointed out part of the training involves customer service, including a presentation by the Guam Election Commission regarding an update of the Mini Hatch Act. The President also encouraged the Board members to attend the GCC budget hearing at 2:00 p.m., June 13, 2014 at the Guam Legislature. An electronic reminder will be sent out to the Board.

**3. Board of Trustees Community Outreach Report.**

GCC Graduation May 16, 2014: Attended by Trustees Belanger, Ramos, Bautista, Tupaz, Anderson.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

-Building 200 (Renovation). The President reported that this construction is 58.5% complete as of May 30, 2014. A walk through will be scheduled sometime next week.

-Building 100 and Forensic Lab Extension Loan. Latest update by USDA is the finalization of the loan packet and will obligate the loan by June 30, 2014.

**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. Another request was made to the Governor's office to follow up on this. The Board tabled this matter and made the following motion:

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE JOHN BENITO 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: 4 ayes, 0 nays)**

3. **Social Media Policy (2<sup>nd</sup> Reading).** The Board was previously presented with a "Social Media Policy" resolution during the previous meeting, which went into second reading. There was recommendation to now move this into third reading for voting, however, there were a few changes proposed by Dr. Ray Somera. Dr. Somera recommended separating the guidelines from the policy itself and to revise verbiage in the last three paragraphs by removing the words "procedures" and "document." The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE JOHN BENITO THAT THE BOARD MOVE THE RESOLUTION, "SOCIAL MEDIA POLICY" TO THIRD READING; AND MOVE TO ADOPT REVISIONS WITH THE VERBIAGE BELOW AS THE LAST THREE PARAGRAPHS OF THE RESOLUTION, INCLUDING THE REMOVAL OF "THE GUAM COMMUNITY COLLEGE" IN THE RESOLUTION TITLE:**

**"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 be it further

**RESOLVED**, that the Social Media Policy as developed through the College's governance process shall be updated accordingly, or as needed; and be it further

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

**NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**VII. NEW BUSINESS.**

1. **Resolution - Request to Transfer Funds to the Capital Projects Fund and Provide Funding for Building 100 Renovation & Expansion Project.** The Board was presented with this resolution for consideration. The President then explained that the USDA loan for this project covers a component of this particular building, which is estimated to cost in excess of \$5 Million. Based on the design for Building 100, additional funding is needed for full construction of this project. Funding has been identified. The College is requesting Board approval to transfer funds from the Non-Appropriated Fund balance to the Capital Projects Funds.

The President further explained that once the USDA loan is approved, the College could then proceed with the bid documents in moving forward. The College is also pursuing a grant to fund the construction. Once additional funding is approved, it will revert to the fund balance. The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE JOHN BENITO, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE BOARD ADOPT THE RESOLUTION, "REQUEST TO TRANSFER FUNDS TO THE CAPITAL PROJECTS FUND AND PROVIDE FUNDING FOR BUILDING 100 RENOVATION & EXPANSION PROJECT," WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

2. **BOT Policy updates – Series 100.** The Board tabled this matter and made the following motion:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELMARIE ANDERSON, SECONDED BY TRUSTEE GINA RAMOS THAT THE BOARD TABLE THE MATTER REGARDING BOT POLICY UPDATES (SERIES 100) FOR THE NEXT TRUSTEE MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

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

**VIII. EXECUTIVE SESSION**

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

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

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

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE JOHN BENITO THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**IX. ADJOURNMENT**

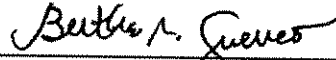
At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE JOHN BENITO, SECONDED BY TRUSTEE GINA RAMOS THAT THE MEETING OF JUNE 6, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of June 6, 2014, adjourned at approximately 12:47 p.m.

**SUBMITTED BY:**

  
\_\_\_\_\_  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

  
\_\_\_\_\_  
**DEBORAH C. BELANGER**  
Chairperson

***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

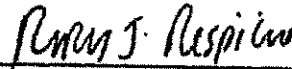
23           **RESOLVED**, that the Speaker certify, and the Legislative Secretary attest  
24 to, the adoption hereof, and that copies of the same be thereafter transmitted to Dr.  
25 Robert Underwood, President of the University of Guam; to Dr. Mary Okada,

- 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 112<sup>th</sup> U.S. Congress; and to the Honorable Edward J.B.
- 4 Calvo, *I Maga 'lahen Gudhan*.

**DULY AND REGULARLY ADOPTED BY *I MINA'TRENTAI DOS NA LIHESLATURAN GUAHAN* ON THE 1<sup>ST</sup> 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

I = Pass



**BOT Policies  
Series 100 (Drafts)**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ADOPTION OF THE  
GUAM COMMUNITY COLLEGE SEAL**

**WHEREAS**, the GCC Board of Trustees, on July 13, 1978 adopted the Guam Community College Seal; and

**WHEREAS**, the elements of the seal represent various imageries encapsulated within the inner circle that embodies the GCC Motto "The Island is Our Campus," which the Board of Trustees adopted on July 27, 1978; and

**WHEREAS**, within the inner circle there is an open book, which denotes wisdom. In the book, the Latte Stone represents what is native to Guam. Above the Latte Stone is a flame that signifies knowledge. Surrounding the Latte Stone are elements depicting career and technical symbols such as the gear, the T-square, triangle and hard hat. The remaining elements within the book include the mortarboard symbolizing a mark of an educational institution; and

**WHEREAS**, in the outer circle lies the statutory name of the Guam Community College as created by the Enabling Act, of Public Law 14-77 (as amended by Public Law 31-99 in 2011) along with garlands as the symbol of achievement. The seal in its entirety is a circle that encompasses the inclusive nature of the Guam Community College.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees reaffirms its adoption of the Guam Community College Seal.

**BE IT FURTHER RESOLVED**, that the Chamorro translation of the college's motto "I Isla i Faneyákan-mámi" be adopted as an integral part of the seal to reflect the unique cultural identity of the people of Guam.

**BE IT FURTHER RESOLVED**, that the seal shall be affixed to all resolutions, contracts, diplomas, official academic transcripts, college catalogs, and the distinguished alumni awards.

Amended & Adopted: 2014  
Resolution No: -2014

Adopted: July 6, 2011

Resolution: 8-2011

**GUAM COMMUNITY COLLEGE**  
Board of Trustees

**REAFFIRMATION OF AUTONOMY**

**WHEREAS**, Guam Community College was created by Public Law 14-77 (as amended by Public Law 31-99 in 2011); and

**WHEREAS**, Chapter IV, Section 11982 of Public Law 14-77, states the following:

"Except as expressly provided for herein and notwithstanding any other law to the contrary, the College shall be autonomous and self-sufficient in matters pertaining to its governance, organization and administration and the promulgation of its rules and regulations, in accordance with the Administrative Adjudication Law (Title XXV of this Code) pertaining to the following:

- (1) courses of instruction;
- (2) issuance of certificates, diplomas, credits and degrees;
- (3) personnel recruitment, appointment, tenure, promotion, dismissal and other personnel matters;
- (4) obligation and disposition of funds, provided that appropriated funds are used for the purpose or purposes provided in the Act appropriating said funds, and
- (5) soliciting, receiving and using gifts of any kind whatsoever for the purposes provided in this Chapter."; and

**WHEREAS**, the Board of Trustees believes that the autonomy of Guam Community College is vital to fulfilling its responsibilities to the community as mandated by law; and

**WHEREAS**, the institution's autonomy is also of critical importance in complying with the Accreditation Standards of the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges; and

**WHEREAS**, the Accrediting Commission has expressed concerns regarding GCC's autonomy in its 1984 Accreditation Report and in its 1986 Visiting Team Report; and

**WHEREAS**, the Governor of Guam and the 19th Guam Legislature have expressed their concern regarding the institution's accreditation by enacting Public Law 19-13; and

**WHEREAS**, the Board of Trustees realizes that Guam Community College must continue to have substantial autonomy in personnel and fiscal matters if the College is to fulfill its responsibilities.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees does, hereby, reaffirm its commitment to maintaining the autonomy of Guam Community College.

**BE IT FURTHER RESOLVED**, that the Board shall take such reasonable action as is necessary to maintain that autonomy.

Amended & Adopted: 2014  
Resolution No: -2014

**Reviewed & Adopted:** September 5, 2008  
**Resolution:** 13-2008

**Adopted:** September 21, 1988  
**Resolution** 20-88

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**BOARD POLICY DEVELOPMENT AND REVIEW**

**WHEREAS**, the Board of Trustees is vested with the powers to adopt policies and regulations necessary to the sound operation of the College; and

**WHEREAS**, the sound operation of the College requires that policies and regulations be current and relevant.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees will develop broad institutional policies to encourage and maintain good educational practices throughout the institution; and

**BE IT FURTHER RESOLVED**, that members of the Board of Trustees may submit proposals for policy development or revision to the Chairperson. Proposals originating elsewhere shall be routed to the President for review and recommendation to the Board; and

**BE IT FURTHER RESOLVED**, that any new policy change or amendment to existing policy shall have a first reading at one meeting and be voted upon at a subsequent meeting; and policy changes or amendments to existing policy shall go through the policy review process prior to board approval.

**BE IT FURTHER RESOLVED**, that the Board of Trustees will conduct a periodic review of policies and regulations to maintain currency on a two (2) year basis regular basis as deemed necessary and appropriate.

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution No: \_\_\_\_\_-2014

**Amended & Adopted: September 5, 2008**  
**Resolution 14-2008**

**Adopted: July 20, 1994**  
**Resolution 50-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ADOPTION OF  
BOARD OF TRUSTEES MEMBERSHIP HANDBOOK,  
BOARD OF TRUSTEES STANDING COMMITTEES,  
PARLIAMENTARY PROCEDURES AT A GLANCE  
(By: O. Garfield Jones)**

**WHEREAS**, as part of the College's Institutional Assessment, the Board of Trustees has developed an Assessment Activity Strategy & Timeline that outlines five major goals and objectives related to ACCJC/WASC goals; and

**WHEREAS**, these major goals include the development & implementation of a Board Development Plan, improving the conduct of Board business and meetings, strengthening of institutional relationships, establishment of standing committees within the Board, and improvement of the relationship with the GCC Foundation Board; and

**WHEREAS**, of the major goals of the Board, a number of objectives have been accomplished such as the development of a Membership Handbook; the establishment of ground rules for conducting and managing meetings utilizing the Parliamentary Procedures at a Glance publication as the Board's official reference and guidance; the establishment of Standing Committees of the Board that include their duties & responsibilities expected from each committee member; the Student Trustee continues to represent constituents by reporting activities and concerns at regularly scheduled Board meetings; and the Board of Trustee Chairperson continues to work closely with the Foundation Board members to strengthen relationships between the Trustees and Foundation board members; and

**WHEREAS**, the Board continues to move forward with its efforts to fulfill the objectives identified as a part of its own assessment process in compliance with ACCJC/WASC standards, and as mandated by BOT Policy 306.

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Board of Trustees adopts the following for immediate implementation and use:

- GCC Board of Trustees Membership Handbook;
- GCC Board of Trustees ACCJC/WASC Standing Committees:
- Academic Affairs Standing Committee
- ~~Business & Finance~~ Finance & Administration Standing Committee
- ~~Administrative Services~~ Administrative Services Standing Committee
- Parliamentary Procedures at a Glance, based on Robert's "Rules of Order," latest edition, and published by Hawthorne Books, Inc.

**BE IT FURTHER RESOLVED**, that the above documents and processes, as deemed necessary, are subject to review, updating and amendment by the Board of Trustees.

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution No: \_\_\_\_\_-2014

Amended & Adopted: September 5, 2008  
Resolution 15-2008

Adopted: August 1, 2006  
Resolution 12-2006

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ACCESS TO BOARD POLICIES & PUBLICATION**

**WHEREAS**, the Board of Trustees periodically amends, deletes, or adds policies necessary to the efficient operation of the College; and

**WHEREAS**, many Board of Trustees policies require the development of rules, regulations and guidelines for the proper administration of the policies; and

**WHEREAS**, knowledge of current Board policies and subsequently-developed rules, regulations and guidelines is essential to the smooth and efficient operation of the College.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that ~~there shall be kept in the administration conference room and the library of the College~~ access to Board policies shall be made available online in the College website ([www.guamcc.edu](http://www.guamcc.edu)), a complete set of Board of Trustees policies, ~~and a reading file of pertinent rules, regulations and guidelines developed as a result of Board of Trustees policies,~~ and

**BE IT FURTHER RESOLVED**, that the Recording Secretary to the Board of Trustees is responsible to maintain the currency of all said policy handbooks ~~and reading files~~ by providing appropriate replacement/additional policies when approved by the Board of Trustees.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_\_-2014

**Amended & Adopted:** September 5, 2008  
**Resolution 16-2008**

**Adopted:** December 7, 1994  
**Resolution 3-95**

**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, no changes: \_\_\_\_\_, 2014

Reviewed & Adopted: September 5, 2008

Resolution 17-2008

Adopted: March 16, 1994

Resolution 12-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ORIENTATION OF NEW BOARD OF TRUSTEES MEMBERS**

**WHEREAS**, Board members are appointed by the Governor to represent the community; and

**WHEREAS**, in order to be effective, each new member appointed needs to have a basic understanding of the roles, functions, and responsibilities of trustee membership; and

**WHEREAS**, a role of the current trustees is to provide an informational foundation for new members so that new members might better carry out the trusteeship;

**NOW, THEREFORE, BE IT RESOLVED**, that each person appointed to the Board of Trustees shall be provided with an orientation designed to allow that individual to become a fully-participating Board member within the shortest period of time possible. Said orientation is the joint responsibility of the Chairperson of the Board of Trustees, and the President of the College or their delegates. Said orientation shall take place within one month of the person's appointment to the Board and shall include as a minimum:

1. An explanation of the duties and responsibilities of the Board of Trustees.
2. A tour of the campus.
3. A general orientation to the current status/activities of Guam Community College.
4. An explanation of the GCC Foundation, ~~the Apprenticeship Council~~, and their relationship with the Board of Trustees.
5. Such materials (provided electronically) as are deemed important to the proper functioning of the new Board member. Such materials may include:
  - A. A copy of the current operational budget and the Non-Appropriated Fund budget.
  - B. A copy of TRUSTEES ROLES AND RESPONSIBILITIES AND TRUSTEE DECISION MAKING.
  - C. Copies of the minutes of all Board of Trustees meetings of the last six months.
6. Public Law 14-77 (Enabling Act of Guam Community College, as amended by Public Law 31-99 in 2011).
7. Board of Trustees Policy Handbook.
8. Board of Trustees Membership Handbook.

Amended & Adopted: \_\_\_\_\_, 2014

Resolution No: -2014

**Amended & Adopted: September 5, 2008  
Resolution 18-2008**

**Adopted: March 16, 1994  
Resolution 1-93**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROFESSIONAL ASSOCIATIONS**

**WHEREAS**, Guam Community College exists as a part of a community of educational institutions; and

**WHEREAS**, there are benefits to be derived from intellectual dialogue with board members and employees of other educational institutions; and

**WHEREAS**, it is important to discuss mutual concerns and problems with others similarly involved in an effort to find innovative ways to address these concerns and problems;

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College shall maintain membership in the American Association of Community Colleges (AACC), the Association of Community College Trustees (ACCT), and the Pacific Postsecondary Education Council (PPEC) and other such educational associations as the Board of Trustees may choose; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees members and Guam Community College employees ~~is~~are encouraged to maintain individual membership and involvement in other educational associations.

Amended & Adopted: 2014

Resolution No: -2014

**Amended & Adopted:** September 5, 2008  
**Resolution 19-2008**

**Adopted:** July 20, 1994  
**Resolution 48-94**

GUAM COMMUNITY COLLEGE  
Board of Trustees

PROCEDURES FOR POLICY ON LEGISLATIVE TESTIMONY

WHEREAS, many matters come before the Guam Legislature in the bills proposing new laws; and

WHEREAS, many of these proposed bills directly or indirectly affect Guam Community College; and

WHEREAS, it is the responsibility of the Board of Trustees and the President to develop testimony which represents the best interests of the College community.

NOW, THEREFORE, BE IT RESOLVED, that it shall be the responsibility of the President, or his designee, to keep current on proposed bills to determine which may affect the College; and provide testimony as deemed necessary and appropriate.

BE IT FURTHER RESOLVED, that ~~the following procedures shall be used for any testimony before the Legislature:~~

~~(1) The President shall contact the Board Chairperson to ascertain whether and advise the Board of testimony shall be given; and whenever possible and as necessary, said testimony will be routed to or discussed with all Board members for their input prior to the final version being developed. All members shall receive a copy of the final version. Said testimony shall be delivered by the person or persons designated by the Board Chairperson.~~

~~(2) Under the direction of the Chairperson, the President will cause proposed testimony to have drafted for review by the Board Chair.~~

~~(3) Whenever possible, said testimony will be routed to or discussed with all Board members for their input prior to the final version being developed. All members shall receive a copy of the final version.~~

~~(4) Said testimony shall be delivered by the person or persons designated by the Board Chairperson.~~

Amended & Adopted: , 2014  
Resolution No: -2014

Amended & Adopted: September 5, 2008  
Resolution 20-2008

Adopted: March 16, 1994  
Resolution 11-94

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**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ORGANIZATIONAL CHART OF GUAM COMMUNITY COLLEGE**

**WHEREAS**, the Professional Technological Institute, Office of the Vice President, created by the Board of Trustees on September 16, 1998 is no longer an active Division of the College; and

**WHEREAS**, the College has merged the functions of the former Professional Technological Institute into the Academic Affairs Division, School of ~~Business-Trades~~ and Professional Services; and

**WHEREAS**, the President and the ~~President's staff~~ Human Resources Office have ~~has~~ drafted an Organizational Chart that reflects the current organization of the College.

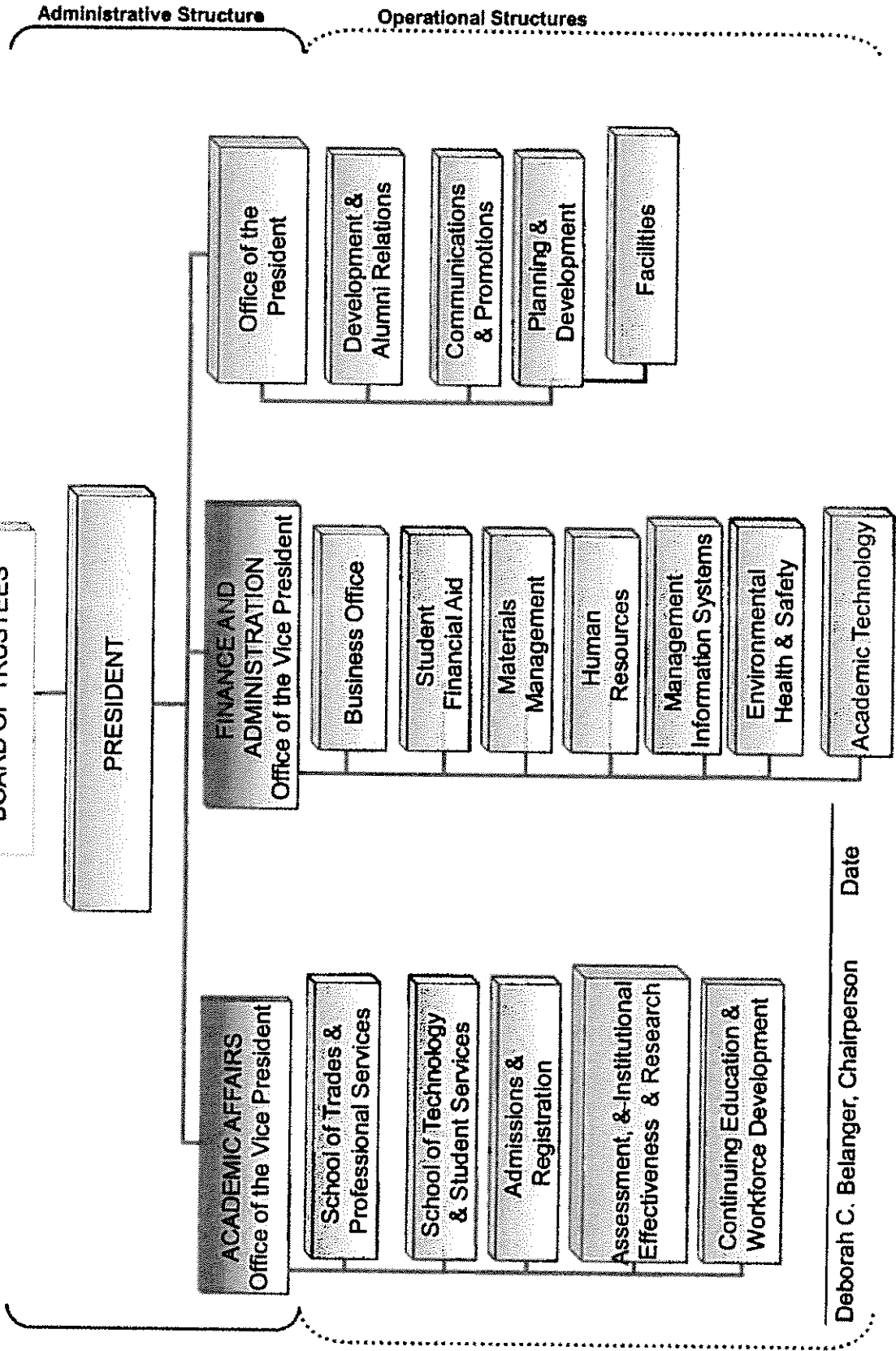
**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees formally adopts the Organizational Chart as a current reflection of the institution's structure.

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution No: -2014

**Amended & Adopted: September 5, 2008  
Resolution No 22-2008**

**Adopted: May 15, 2001  
Resolution 5-2001**

# Guam Community College Organizational Chart



Deborah C. Belanger, Chairperson      Date

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**Affirmative Action**

**WHEREAS**, the Guam Community College adheres to the policy of equal opportunity and affirmative action in education, training, and employment for all persons regardless of race, religion, color, sex, age, or national origin; and

**WHEREAS**, the Guam Community College Board of Trustees, by virtue of its authority under Public Law 14-77 (as amended by Public Law 31-99 in 2011), the Community College Act of 1977, does hereby establish a Policy Statement of Affirmative Action for immediate implementation.

**NOW, THEREFORE, BE IT RESOLVED**, that furthermore, the Guam Community College is committed to comply with all Guam and Federal Statutes, Rules and Regulations which prohibit discrimination in its policies and to direct affirmative action, including but not limited to Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1978 Education Amendments; Title II, 1976 Education Amendments to Vocational Education Act of 1963; Executive Order 11246, as amended; Public Law 14-46, June 30, 1977; and Executive Order 76-9, March 25, 1976, and the American with Disabilities Act.

**Amended & Adopted:** \_\_\_\_\_, 2014

**Resolution No:** -2014

**Reviewed & Adopted:** September 5, 2008  
**Resolution 26-2008**

**Adopted:** March 16, 1994  
**Resolution 57-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

**WHEREAS**, Congress has enacted the Americans with Disabilities Act of 1990 and revised in 2010; and

**WHEREAS**, the Board of Trustees of Guam Community College intends to comply with the requirements of the Americans with Disabilities Act; and

**WHEREAS**, providing access to education for persons with disabilities is part of the mission of the College;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees that compliance with the Americans with Disabilities Act is a priority of this institution. The Board of Trustees hereby directs the administration to prepare policy statements and procedures for Board approval, prior to publication and distribution to comply with the letter and spirit of the Americans with Disabilities Act and to take prompt action to implement the requirements of the American with Disabilities Act. Policy statements shall be issued and procedures implemented covering the following areas:

- (1) Appointment of at least one individual with sufficient powers, authority, and staffing to oversee compliance with the Americans with Disabilities Act
- (2) Preparation of a comprehensive self-evaluation of all programs and activities of the institution, including employment
- (3) Appointment of a Task Force to assist the A.D.A. Coordinator in his or her functions, in preparation of the self-evaluation, and implementation of a plan of compliance
- (4) Preparation of an institutional budget for the activities of the A.D.A. Coordinator, the self-evaluation, and provision of reasonable accommodation or auxiliary aids and services
- (5) Other steps deemed necessary by the administration to comply with the Americans with Disabilities Act, unless these pose an undue burden or would result in a fundamental alternation of programs of the institution

**BE IT FURTHER RESOLVED**, that the administration shall solicit the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

**BE IT FURTHER RESOLVED**, that the Administration shall report to the Board of Trustees annually on the progress being made towards compliance with the American with Disabilities Act.

Amended & Adopted: \_\_\_\_\_, 2014

Resolution No: -2014

**Amended & Adopted: September 5, 2008**

**Resolution No. 27-2008**

**Adopted: April 21, 1993**

**Resolution 4-93**

GUAM COMMUNITY COLLEGE  
Board of Trustees

PANDEMIC RESPONSE PLAN

WHEREAS, the United States Secretary of Education and United States Secretary for Health and Human Services are asking States, schools, school districts, colleges, and universities to ensure that they have emergency crisis plans that include specific measures to prepare for and deal with an influenza pandemic; and

WHEREAS, it is the responsibility of the Board of Trustees to ensure the safety and welfare of Guam Community College Students, Faculty, and Staff; and

WHEREAS, it is the intent of the Board of Trustees to preserve the College and its ability to meet its workforce development mission now and in the future; and

WHEREAS, it is the intent of the Board of Trustees that the College prepares itself to smoothly resume College operations after a pandemic; and

WHEREAS, planning, education, and the dissemination of information go hand-in-hand to relieve the anxiety of students and employees during times of stress from outside influences.

NOW THEREFORE BE IT RESOLVED, that the College ~~will prepare~~ has in place a Pandemic Response Plan ~~to that work~~ in concert with the Guam Pandemic Response Plan

BE IT FURTHER RESOLVED, that the plan ~~will call~~ for the preservation of the economic stability of College employees during a pandemic in ways similar to provisions exercised during typhoons, or as stipulated by the Governor of Guam or his designee in charge of carrying out the Guam Pandemic Response Plan.

BE IT ALSO RESOLVED, that the plan will be periodically reviewed and updated by the GCC Emergency Response Team, as necessary and appropriate.

Amended & Adopted: \_\_\_\_\_, 2014

Resolution No: -2014

Amended & Adopted: September 5, 2008

Resolution No: 30-2008

Adopted: June 6, 2006

Resolution 9-2006

GUAM COMMUNITY COLLEGE  
Board of Trustees

RISK CRISIS MANAGEMENT & EMERGENCY PLANS

WHEREAS, the College, due to its geographic location, is subject to natural disasters, and is also subject to man made disasters; and

WHEREAS, it is necessary to provide an orderly and efficient response to such disasters.

WHEREAS, emergency plans have been developed to cope with these disasters.

NOW, THEREFORE, BE IT RESOLVED, that the written Risk Crisis Management and Emergency Plans be made electronically available on the College website ([www.guamcc.edu](http://www.guamcc.edu)) and be periodically reviewed and updated as deemed necessary. operational procedures manual include the following:

1. Eliminate or reduce the probability of man-made disasters.
2. An appropriately detailed description to help personnel prepare or respond to disasters.
3. The sequencing of events to ensure that plans are implemented at the appropriate time; before, during, or after the disaster.
4. Clear communication of responsibilities.
5. Provisions to conduct drills on a regular basis to test plans.
6. Measure the effectiveness of the plans.
7. An orderly return of the college to its normal operational status.

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution No. \_\_\_\_\_ - 2014

Amended & Adopted: September 5, 2008  
Resolution No: 32-2008

Adopted: April 6, 1994  
Resolution 45-94

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GUAM COMMUNITY COLLEGE  
Board of Trustees

SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION PREVENTION

WHEREAS, Guam Community College is committed to providing a safe and comfortable learning and working environment for students and employees; and

WHEREAS, sexual harassment and sexual assault is a form of sex discrimination that can undermine the foundation of trust and mutual respect that must prevail if the college is to fulfill its educational mission, and

WHEREAS, the College complies with all territorial and federal laws, Title VII of the Civil Rights Act of 1964, and all executive orders and other applicable regulations which protects its employees, students, and applicants for employment or admission against sexual harassment and sexual assault.

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NOW, THEREFORE, BE IT RESOLVED, that sexual harassment and sexual assault will not be tolerated in any part of the College's programs, services, and activities.

BE IT FURTHER RESOLVED, that sanctions will be imposed on employees, students, or other members of the College community who violate this policy in accordance with adopted employee student codes of conduct and disciplinary procedures, personnel rules and regulations, guidelines contained in employee student handbooks, the College catalogue, Board Union collective bargaining agreements, territorial and federal law, and other procedures established by the College for purposes of implementing this policy.

BE IT FURTHER RESOLVED, that no faculty, administrator, staff, applicant for employment, or student be subject to restraint, or reprisal for action taken in good faith seeking advice concerning a sexual harassment matter, filing a complaint, or serving as a witness or a panel member in a sexual harassment complaint.

BE IT FURTHER RESOLVED, that a complainant whose allegations are found to be both false and brought with malicious intent may be subject to disciplinary action and/or charges in a separate case.

BE IT FURTHER RESOLVED, that sexual harassment is defined as unwelcomed sexual advances, or request for sexual favors, or other physical or expressive behavior of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational benefits or services.
2. Submission to or rejection of such conduct that is used for the basis for employment or academic decisions affecting the individual's welfare.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's professional or academic performance or creating an intimidating, hostile, or offensive educational school experience or working environment, either inside or outside a school program.
4. Such conduct is sufficiently severe or pervasive as to alter the conditions of an individual's employment or education or create an abusive working, or learning environment, or overall school environment.

BE IT FURTHER RESOLVED, that sexual assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual assault is a form of sexual harassment.

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**GCC Board of Trustees Policy 185 – Sexual Harassment and Sexual Discrimination Prevention**

BE IT FURTHER RESOLVED, that sexual harassment and sexual assault may involve the behavior of a person of either sex against a person of the opposite or same sex. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcomed sexual propositions, invitations, solicitations and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom work or assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal, written or digitally sent expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls, emails, text messages, or website publications.
4. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or study area that may embarrass or offend individuals.
5. Unwelcomed and inappropriate touching, patting, or pinching; obscene gestures.
6. Sexual relationships where such relationships lead to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism may adversely affect other students or employees.
7. Examples of sexual assault are sexual activities such as forced sexual intercourse, forcible sodomy, incest, fondling, and attempted rape.

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**BE IT FURTHER RESOLVED**, that any questions about Title IX can be directed to the Title IX Coordinator, John Payne at [john.payne2@suames.edu](mailto:john.payne2@suames.edu); 735-5397, Location: Rooms 2118 & 2139, 1<sup>st</sup> Floor of Building 2000, or to the Office of Civil Rights (OCR).

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**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution** \_\_\_\_\_

Amended & Adopted: September 5, 2008  
Resolution 33-2008

Adopted: April 20, 1994  
Resolution 46-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TRAVEL POLICY**

**WHEREAS**, a legitimate need exists for administrators, faculty, staff, students, and Board of Trustees members to travel on official business; and

**WHEREAS**, the Board of Trustees has the responsibility to establish a travel policy which meets the need of the College employees and students to attend certain workshops, seminars, meetings and other educational functions off-island and which, at the same time, provides criteria which makes the most efficient use of both local and Federal funds.

**NOW, THEREFORE, BE IT RESOLVED**, that all College travel must be performed either for the direct benefit of Guam Community College or to fulfill a real and legitimate obligation of the College.

~~**BE IT FURTHER RESOLVED**, that except for unusual circumstances approved by the Board of Trustees only one person may travel to attend the same activity.~~

~~**BE IT FURTHER RESOLVED**, that all off-island travel of administrators, faculty, staff, and students is to be approved by the President prior to travel. Travel of the Board of Trustees and the President is to be approved by the Board of Trustees. Following any travel, the person(s) who travel shall provide a narrative report of the results of said travel to the President, or in the case of the President or a Board of Trustees member, to the Board of Trustees.~~

~~**BE IT FURTHER RESOLVED**, that all travel shall be further governed by the travel procedures, updated on a periodic basis, issued on October 20, 1993 and/or as subsequently amended by the President who has the responsibility to keep such procedures current and to ensure that such procedures are followed to meet both the spirit and the intent of this policy.~~

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution No: -2014

Amended & Adopted: November 3, 2011  
Resolution 4-2012

Amended & Adopted: September 5, 2008  
Resolution 34-2008  
Adopted: February 1, 1995  
Resolution 8-95

**GUAM COMMUNITY COLLEGE  
Board of Trustees  
REAL PROPERTY USE  
AND INCOME GENERATION PLAN  
FOR 314 ACRE SITE**

- ~~WHEREAS, the 314 acres~~ decided to the College represents an asset that will never be duplicated; and
- ~~WHEREAS, Guam Community College's Ten-Year Master Plan notes, "GCC's greatest future vision is focused on its gift of a 314-acre site of land;"~~ and
- ~~WHEREAS, the acreage~~ represents an opportunity for the College to develop an income base for needed improvements on the existing campus and instructional program development and enhancements; and
- ~~WHEREAS, the College, in accordance with the 1996-2006 Ten-Year Master Plan, must strive to develop a Pro-Tech Park on the 314 acres of land to promote an alliance of industry partnerships that will build a technological services industry, among other partnerships, and provide training opportunities for our students;~~ and
- ~~WHEREAS, the Guam Community College Board of Trustees has recognized that funding assistance from the Government of Guam for construction of a new campus is unlikely while there is a paucity of funds and a continued downturn in the economy;~~ and
- ~~WHEREAS, GCC recognizes that major improvements must be made to the existing campus so the College can continue to carry out its mission, provide a safe learning environment and attract new students;~~ and
- ~~WHEREAS, it is agreed that a re-development of the existing campus must be performed and a conceptual Master Plan for the use of the existing campus for the next 10 to 15 years has been completed;~~ and
- ~~WHEREAS, the Board of Trustees must ensure the land and proceeds from its use support the Guam Community College's mission of human resource development in support of Guam's major social and economic development goals;~~
- ~~NOW, THEREFORE, BE IT RESOLVED,~~ that in recognition of the Board of Trustees' stewardship of the land, the original intent of the deed and the resulting language in the Higher Education Act, the Board must set a precedent and move to ensure that all proceeds generated from development of the land remain with the College to benefit our programs and students; and
- ~~BE IT FURTHER RESOLVED,~~ the Board lobby for the enactment of law that preserves the integrity of the land and reserves funds generated by the property for the benefit of the College; and
- ~~BE IT FURTHER RESOLVED,~~ the Board directs the College administration to initiate preparation of a Land Use Plan;
- ~~BE IT FURTHER RESOLVED,~~ that the Land Use Plan be adopted by the Board prior to the College entering into any agreement(s);

Reviewed & Adopted: September 5, 2008  
Resolution 36-2008

Adopted: October 4, 2000  
Resolution 22-2000

Reviewed and DELETED: \_\_\_\_\_, 2014

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**~~THE GUAM COMMUNITY COLLEGE  
ONLINE POLICY AND PROCEDURES~~**

**WHEREAS**, the College recognized the need for ~~rules-standards~~ governing the use of the internet by both employees and students; and

**WHEREAS**, current ~~rules-standards~~ do not specifically apply to the network usage as College property; and

**WHEREAS**, such Online ~~Policies Policy and Procedures will~~ provide parameters within which both employees and students must operate.

**NOW, THEREFORE, BE IT RESOLVED**, that in the use of the College's network, hardware, and software it is the Employees' and Students' responsibility to commit to the ~~use-parameters~~ as outlined in the Online ~~Policy and Procedures~~ document and promote such practices on the campus. The Board of Trustees adopts the Online ~~Policy and Procedures~~ as developed through the College's governance process, updated as deemed necessary and appropriate.

**Adopted:** \_\_\_\_\_, 2014  
**Resolution** \_\_\_\_\_-2014

**Adopted: December 2, 2009**  
**Resolution 5-2010**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**GRANTING OF A POSTHUMOUS DEGREE AT  
GUAM COMMUNITY COLLEGE**

**WHEREAS**, the granting of a posthumous degree aims to recognize and celebrate a deceased student's academic achievements at Guam Community College; and

**WHEREAS**, the granting of the appropriate posthumous degree (when this degree has been very nearly completed by the deceased student), serves as an expression of sympathy and compassion for the family; and

**WHEREAS**, the granting of posthumous degrees under the guidelines ~~specified developed by the Office of Admissions and Registration, in consultation with the Vice President for Academic Affairs in the attached policy document~~ would in no way undermine the academic standards of the Guam Community College;

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College Board of Trustees adopts the awarding of posthumous degrees in appropriate circumstances in accordance with the ~~procedures and criteria laid out in the attached policy document~~ guidelines.

**Adopted:** \_\_\_\_\_, 2014

**Resolution:** \_\_\_\_\_-2014

**Adopted:** February 9, 2011

**Resolution No:** 4-2011

**PRESIDENT'S TRAVEL SCHEDULE**  
**September 2014**

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
ACCJC New Commissioner Training*	Sept 8-9, 2014	San Francisco, CA	ACCJC
Council for Advancement and Support of Education (CASE) Conference**	Sept 17-19, 2014	Sacramento, CA	CASE

*Funding Source:*  
 \*100% ACCJC Reimbursement, \*\* 100% Promo Fund



**BOT Policies  
Series 100  
(Clean Copies)**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ADOPTION OF THE  
GUAM COMMUNITY COLLEGE SEAL**

**WHEREAS**, the GCC Board of Trustees, on July 13, 1978 adopted the Guam Community College Seal; and

**WHEREAS**, the elements of the seal represent various imageries encapsulated within the inner circle that embodies the GCC Motto "The Island is Our Campus," which the Board of Trustees adopted on July 27, 1978; and

**WHEREAS**, within the inner circle there is an open book, which denotes wisdom. In the book, the Latte Stone represents what is native to Guam. Above the Latte Stone is a flame that signifies knowledge. Surrounding the Latte Stone are elements depicting career and technical symbols such as the gear, the T-square, triangle and hard hat. The remaining elements within the book include the mortarboard symbolizing a mark of an educational institution; and

**WHEREAS**, in the outer circle lies the statutory name of the Guam Community College as created by the Enabling Act, Public Law 14-77 (as amended by Public Law 31-99 in 2011) along with garlands as the symbol of achievement. The seal in its entirety is a circle that encompasses the inclusive nature of the Guam Community College.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees reaffirms its adoption of the Guam Community College Seal.

**BE IT FURTHER RESOLVED**, that the Chamorro translation of the college's motto "I Isla i Faneyâkan-mâmi" be adopted as an integral part of the seal to reflect the unique cultural identity of the people of Guam.

**BE IT FURTHER RESOLVED**, that the seal shall be affixed to all resolutions, contracts, diplomas, official academic transcripts, college catalogs, and the distinguished alumni awards.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_-2014

**Adopted:** July 6, 2011  
**Resolution:** 8-2011

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**REAFFIRMATION OF AUTONOMY**

WHEREAS, Guam Community College was created by Public Law 14-77 (as amended by Public Law 31-99 in 2011); and

WHEREAS, Chapter 1V, Section 11982 of Public Law 14-77, states the following:

"Except as expressly provided for herein and notwithstanding any other law to the contrary, the College shall be autonomous and self-sufficient in matters pertaining to its governance, organization and administration and the promulgation of its rules and regulations, in accordance with the Administrative Adjudication Law (Title XXV of this Code) pertaining to the following:

- (1) courses of instruction;
- (2) issuance of certificates, diplomas, credits and degrees;
- (3) personnel recruitment, appointment, tenure, promotion, dismissal and other personnel matters;
- (4) obligation and disposition of funds, provided that appropriated funds are used for the purpose or purposes provided in the Act appropriating said funds; and
- (5) soliciting, receiving and using gifts of any kind whatsoever for the purposes provided in this Chapter."; and

WHEREAS, the Board of Trustees believes that the autonomy of Guam Community College is vital to fulfilling its responsibilities to the community as mandated by law; and

WHEREAS, the institution's autonomy is also of critical importance in complying with the Accreditation Standards of the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges; and

WHEREAS, the Accrediting Commission has expressed concerns regarding GCC's autonomy in its 1984 Accreditation Report and in its 1986 Visiting Team Report; and

WHEREAS, the Governor of Guam and the 19th Guam Legislature have expressed their concern regarding the institution's accreditation by enacting Public Law 19-13; and

WHEREAS, the Board of Trustees realizes that Guam Community College must continue to have substantial autonomy in personnel and fiscal matters if the College is to fulfill its responsibilities.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees does, hereby, reaffirm its commitment to maintaining the autonomy of Guam Community College.

**BE IT FURTHER RESOLVED**, that the Board shall take such reasonable action as is necessary to maintain that autonomy.

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution No: \_\_\_\_-2014

Reviewed & Adopted: September 5, 2008  
Resolution: 13-2008

Adopted: September 21, 1988  
Resolution 20-88

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**BOARD POLICY DEVELOPMENT AND REVIEW**

**WHEREAS**, the Board of Trustees is vested with the powers to adopt policies necessary to the sound operation of the College; and

**WHEREAS**, the sound operation of the College requires that policies be current and relevant.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees will develop broad institutional policies to encourage and maintain good educational practices throughout the institution; and

**BE IT FURTHER RESOLVED**, that members of the Board of Trustees may submit proposals for policy development or revision to the Chairperson. Proposals originating elsewhere shall be routed to the President for review and recommendation to the Board; and

**BE IT FURTHER RESOLVED**, that any new policy shall have first reading at one meeting and be voted upon at a subsequent meeting; and policy changes or amendments to existing policy shall go through the policy review process prior to board approval.

**BE IT FURTHER RESOLVED**, that the Board of Trustees will conduct a review of policies to maintain currency on a regular basis as deemed necessary and appropriate.

**Amended & Adopted:** \_\_\_\_\_ 2014  
**Resolution No:** \_\_\_\_-2014

**Amended & Adopted:** September 5, 2008  
**Resolution 14-2008**

**Adopted:** July 20, 1994  
**Resolution 50-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ADOPTION OF  
BOARD OF TRUSTEES MEMBERSHIP HANDBOOK,  
BOARD OF TRUSTEES STANDING COMMITTEES,  
PARLIAMENTARY PROCEDURES AT A GLANCE  
(By: O. Garfield Jones)**

**WHEREAS**, as part of the College's Institutional Assessment, the Board of Trustees has developed an Assessment Activity Strategy & Timeline that outlines major goals and objectives related to ACCJC/WASC goals; and

**WHEREAS**, these major goals include the development & implementation of a Board Development Plan, improving the conduct of Board business and meetings, strengthening of institutional relationships, establishment of standing committees within the Board, and improvement of the relationship with the GCC Foundation Board; and

**WHEREAS**, of the major goals of the Board, a number of objectives have been accomplished such as the development of a Membership Handbook; the establishment of ground rules for conducting and managing meetings utilizing the Parliamentary Procedures at a Glance publication as the Board's official reference and guidance; the establishment of Standing Committees of the Board that include their duties & responsibilities expected from each committee member; the Student Trustee continues to represent constituents by reporting activities and concerns at regularly scheduled Board meetings; and the Board of Trustee Chairperson continues to work closely with the Foundation Board members to strengthen relationships between the Trustees and Foundation board members; and

**WHEREAS**, the Board continues to move forward with its efforts to fulfill the objectives identified as a part of its own assessment process in compliance with ACCJC/WASC standards, and as mandated by BOT Policy 306.

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Board of Trustees adopts the following for immediate implementation and use:

- GCC Board of Trustees Membership Handbook;
- GCC Board of Trustees ACCJC/WASC Standing Committees:
- Academic Affairs Standing Committee
- Finance & Administration Standing Committee
- 
- Parliamentary Procedures at a Glance, based on Robert's "Rules of Order," latest edition.

**BE IT FURTHER RESOLVED**, that the above documents and processes, as deemed necessary, are subject to review, updating and amendment by the Board of Trustees.

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution No: \_\_\_\_-2014

Amended & Adopted: September 5, 2008  
Resolution 15-2008

Adopted: August 1, 2006  
Resolution 12-2006

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ACCESS TO BOARD POLICIES**

**WHEREAS**, the Board of Trustees periodically amends, deletes, or adds policies necessary to the efficient operation of the College; and

**WHEREAS**, many Board of Trustees policies require the development of rules, regulations and guidelines for the proper administration of the policies; and

**WHEREAS**, knowledge of current Board policies and subsequently-developed rules, regulations and guidelines is essential to the smooth and efficient operation of the College.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that access to Board policies shall be made available online in the College website ([www.guamcc.edu](http://www.guamcc.edu)), a complete set of Board of Trustees policies, and

**BE IT FURTHER RESOLVED**, that the Recording Secretary to the Board of Trustees is responsible to maintain the currency of all said policy handbooks by providing appropriate replacement/additional policies when approved by the Board of Trustees.

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution No: \_\_\_\_-2014

Amended & Adopted: September 5, 2008  
Resolution 16-2008

Adopted: December 7, 1994  
Resolution 3-95

**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, no changes: \_\_\_\_\_, 2014

Reviewed & Adopted: September 5, 2008

Resolution 17-2008

Adopted: March 16, 1994

Resolution 12-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ORIENTATION OF NEW BOARD OF TRUSTEES MEMBERS**

**WHEREAS**, Board members are appointed by the Governor to represent the community; and

**WHEREAS**, in order to be effective, each new member appointed needs to have a basic understanding of the roles, functions, and responsibilities of trustee membership; and

**WHEREAS**, a role of the current trustees is to provide an informational foundation for new members so that new members might better carry out the trusteeship;

**NOW, THEREFORE, BE IT RESOLVED**, that each person appointed to the Board of Trustees shall be provided with an orientation designed to allow that individual to become a fully-participating Board member within the shortest period of time possible. Said orientation is the joint responsibility of the Chairperson of the Board of Trustees, and the President of the College or their delegates. Said orientation shall take place within one month of the person's appointment to the Board and shall include as a minimum:

1. An explanation of the duties and responsibilities of the Board of Trustees.
2. A tour of the campus.
3. A general orientation to the current status/activities of Guam Community College.
4. An explanation of the GCC Foundation and their relationship with the Board of Trustees.
5. Such materials (provided electronically) as are deemed important to the proper functioning of the new Board member. Such materials may include:
  - A. A copy of the current operational budget and the Non-Appropriated Fund budget.
  - B. A copy of TRUSTEES ROLES AND RESPONSIBILITIES AND TRUSTEE DECISION MAKING.
  - C. Copies of the minutes of all Board of Trustees meetings of the last six months.
6. Public Law 14-77 (Enabling Act of Guam Community College, as amended by Public Law 31-99 in 2011).
7. Board of Trustees Policy Handbook.
8. Board of Trustees Membership Handbook.

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution No: \_\_\_\_-2014

Amended & Adopted: September 5, 2008  
Resolution 18-2008

Adopted: March 16, 1994  
Resolution 1-93

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROFESSIONAL ASSOCIATIONS**

**WHEREAS**, Guam Community College exists as a part of a community of educational institutions; and

**WHEREAS**, there are benefits to be derived from intellectual dialogue with board members and employees of other educational institutions; and

**WHEREAS**, it is important to discuss mutual concerns and problems with others similarly involved in an effort to find innovative ways to address these concerns and problems;

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College shall maintain membership in the American Association of Community Colleges (AACC), the Association of Community College Trustees (ACCT), and the Pacific Postsecondary Education Council (PPEC) and other such educational associations as the Board of Trustees may choose; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees members and Guam Community College employees are encouraged to maintain individual membership and involvement in other educational associations.

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution No: \_\_\_\_-2014

Amended & Adopted: September 5, 2008  
Resolution 19-2008

Adopted: July 20, 1994  
Resolution 48-94



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**POLICY ON LEGISLATIVE TESTIMONY**

**WHEREAS**, many matters come before the Guam Legislature in the bills proposing new laws; and

**WHEREAS**, many of these proposed bills directly or indirectly affect Guam Community College; and

**WHEREAS**, it is the responsibility of the Board of Trustees and the President to develop testimony which represents the best interests of the College community.

**NOW, THEREFORE, BE IT RESOLVED**, that it shall be the responsibility of the President, or his designee, to keep current on proposed bills to determine which may affect the College and provide testimony as deemed necessary and appropriate.

**BE IT FURTHER RESOLVED**, that the President shall advise the Board of testimony given; and whenever possible and as necessary, said testimony will be routed to or discussed with all Board members for their input prior to the final version being developed. All members shall receive a copy of the final version. Said testimony shall be delivered by the person or persons designated by the Board Chairperson.

**Amended & Adopted: \_\_\_\_\_, 2014**  
**Resolution No: \_\_\_\_-2014**

**Amended & Adopted: September 5, 2008**  
**Resolution 20-2008**

**Adopted: March 16, 1994**  
**Resolution 11-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ORGANIZATIONAL CHART OF GUAM COMMUNITY COLLEGE**

**WHEREAS**, the Professional Technological Institute, Office of the Vice President, created by the Board of Trustees on September 16, 1998 is no longer an active Division of the College; and

**WHEREAS**, the College has merged the functions of the former Professional Technological Institute into the Academic Affairs Division, School of Trades and Professional Services; and

**WHEREAS**, the President and the Human Resources Office has drafted an Organizational Chart that reflects the current organization of the College.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees formally adopts the Organizational Chart as a current reflection of the institution's structure.

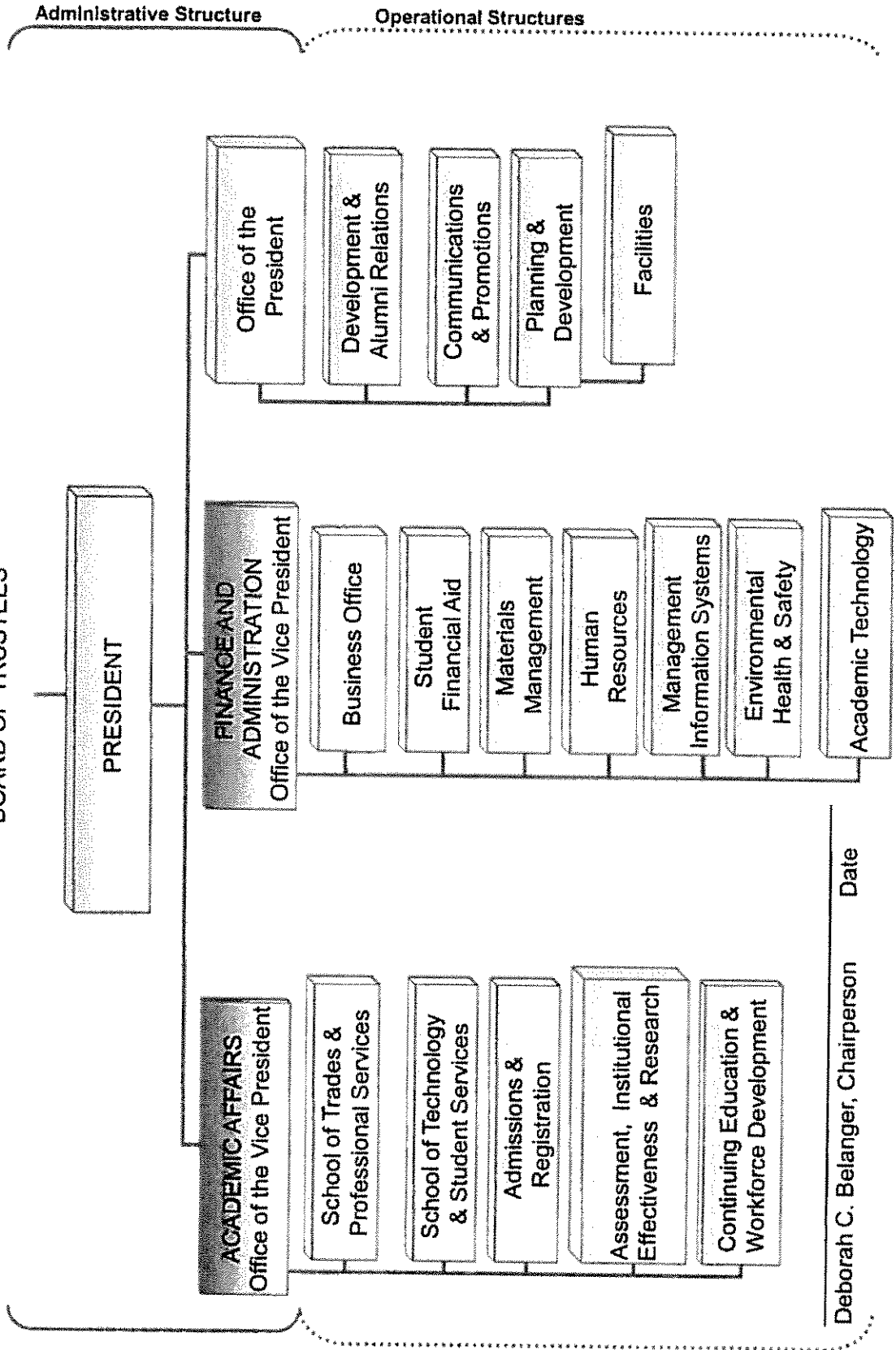
**Amended & Adopted: \_\_\_\_\_, 2014  
Resolution No: \_\_\_\_-2014**

**Amended & Adopted: September 5, 2008  
Resolution No 22-2008**

**Adopted: May 15, 2001  
Resolution 5-2001**

# Guam Community College Organizational Chart

BOARD OF TRUSTEES



Deborah C. Belanger, Chairperson      Date

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**Affirmative Action**

**WHEREAS**, the Guam Community College adheres to the policy of equal opportunity and affirmative action in education, training, and employment for all persons regardless of race, religion, color, sex, age, or national origin; and

**WHEREAS**, the Guam Community College Board of Trustees, by virtue of its authority under Public Law 14-77 (as amended by Public Law 31-99 in 2011), the Community College Act of 1977, does hereby establish a Policy Statement of Affirmative Action for immediate implementation.

**NOW, THEREFORE, BE IT RESOLVED**, that furthermore, the Guam Community College is committed to comply with all Guam and Federal Statutes, Rules and Regulations which prohibit discrimination in its policies and to direct affirmative action, including but not limited to Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1978 Education Amendments; Title II, 1976 Education Amendments to Vocational Education Act of 1963; Executive Order 11246, as amended; Public Law 14-46, June 30, 1977; and Executive Order 76-9, March 25, 1976, and the American with Disabilities Act.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_-2014

**Reviewed & Adopted:** September 5, 2008  
**Resolution 26-2008**

**Adopted:** March 16, 1994  
**Resolution 57-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

**WHEREAS**, Congress has enacted the Americans with Disabilities Act of 1990 and revised in 2010; and

**WHEREAS**, the Board of Trustees of Guam Community College intends to comply with the requirements of the Americans with Disabilities Act; and

**WHEREAS**, providing access to education for persons with disabilities is part of the mission of the College;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees that compliance with the Americans with Disabilities Act is a priority of this institution. The Board of Trustees hereby directs the administration to prepare policy statements and procedures for Board approval, prior to publication and distribution to comply with the letter and spirit of the Americans with Disabilities Act and to take prompt action to implement the requirements of the American with Disabilities Act. Policy statements shall be issued and procedures implemented covering the following areas:

- (1) Appointment of at least one individual with sufficient powers, authority, and staffing to oversee compliance with the Americans with Disabilities Act
- (2) Preparation of a comprehensive self-evaluation of all programs and activities of the institution, including employment
- (3) Appointment of a Task Force to assist the A.D.A. Coordinator in his or her functions, in preparation of the self-evaluation, and implementation of a plan of compliance
- (4) Preparation of an institutional budget for the activities of the A.D.A. Coordinator, the self-evaluation, and provision of reasonable accommodation or auxiliary aids and services
- (5) Other steps deemed necessary by the administration to comply with the Americans with Disabilities Act, unless these pose an undue burden or would result in a fundamental alteration of programs of the institution

**BE IT FURTHER RESOLVED**, that the administration shall solicit the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

**BE IT FURTHER RESOLVED**, that the Administration shall report to the Board of Trustees annually on the progress being made towards compliance with the American with Disabilities Act.

Amended & Adopted: \_\_\_\_\_, 2014  
Resolution No: \_\_\_\_-2014

Amended & Adopted: September 5, 2008  
Resolution No. 27-2008

Adopted: April 21, 1993  
Resolution 4-93

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PANDEMIC RESPONSE PLAN**

**WHEREAS**, the United States Secretary of Education and United States Secretary for Health and Human Services are asking States, schools, school districts, colleges, and universities to ensure that they have emergency crisis plans that include specific measures to prepare for and deal with an influenza pandemic; and

**WHEREAS**, it is the responsibility of the Board of Trustees to ensure the safety and welfare of Guam Community College Students, Faculty, and Staff; and

**WHEREAS**, it is the intent of the Board of Trustees to preserve the College and its ability to meet its workforce development mission now and in the future; and

**WHEREAS**, it is the intent of the Board of Trustees that the College prepares itself to smoothly resume College operations after a pandemic; and

**WHEREAS**, planning, education, and the dissemination of information go hand-in-hand to relieve the anxiety of students and employees during times of stress from outside influences.

**NOW THEREFORE BE IT RESOLVED**, that the College has in place a Pandemic Response Plan that works in concert with the Guam Pandemic Response Plan.

**BE IT FURTHER RESOLVED**, that the plan calls for the preservation of the economic stability of College employees during a pandemic in ways similar to provisions exercised during typhoons, or as stipulated by the Governor of Guam or his designee in charge of carrying out the Guam Pandemic Response Plan.

**BE IT ALSO RESOLVED**, that the plan will be periodically reviewed and updated by the GCC Emergency Response Team, as necessary and appropriate.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_-2014

**Amended & Adopted:** September 5, 2008  
**Resolution No:** 30-2008

**Adopted:** June 6, 2006  
**Resolution 9-2006**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**RISK CRISIS MANAGEMENT AND EMERGENCY PLANS**

**WHEREAS**, the College, due to its geographic location, is subject to natural disasters, and is also subject to manmade disasters; and

**WHEREAS**, it is necessary to provide an orderly and efficient response to such disasters; and

**WHEREAS**, emergency plans have been developed to cope with these disasters.

**NOW, THEREFORE, BE IT RESOLVED**, that the Risk Crisis Management and Emergency Plans be made electronically available on the College website ([www.guamcc.edu](http://www.guamcc.edu)) and be periodically reviewed and updated as deemed necessary.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No.** \_\_\_\_\_ - 2014

**Amended & Adopted:** September 5, 2008  
**Resolution No:** 32-2008

**Adopted:** April 6, 1994  
**Resolution** 45-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION PREVENTION**

**WHEREAS**, Guam Community College is committed to providing a safe and comfortable learning and working environment for students and employees; and

**WHEREAS**, sexual harassment and sexual assault is a form of sex discrimination that can undermine the foundation of trust and mutual respect that must prevail if the college is to fulfill its educational mission; and

**WHEREAS**, the College complies with all territorial and federal laws, Title VII of the Civil Rights Act of 1964, and all executive orders and other applicable regulations which protects its employees, students, and applicants for employment or admission against sexual harassment and sexual assault.

**NOW, THEREFORE, BE IT RESOLVED**, that sexual harassment and sexual assault will not be tolerated in any part of the College's programs, services, and activities.

**BE IT FURTHER RESOLVED**, that sanctions will be imposed on employees, students, or other members of the College community who violate this policy in accordance with adopted employee/student codes of conduct and disciplinary procedures, personnel rules and regulations, guidelines contained in employee/student handbooks, the College catalogue, Board/Union collective bargaining agreements, territorial and federal law, and other procedures established by the College for purposes of implementing this policy.

**BE IT FURTHER RESOLVED**, that no faculty, administrator, staff, applicant for employment, or student be subject to restraint, or reprisal for action taken in good faith seeking advice concerning a sexual harassment matter, filing a complaint, or serving as a witness or a panel member in a sexual harassment complaint.

**BE IT FURTHER RESOLVED**, that a complainant whose allegations are found to be both false and brought with malicious intent may be subject to disciplinary action and/or charges in a separate case.

**BE IT FURTHER RESOLVED**, that sexual harassment is defined as unwelcomed sexual advances, or request for sexual favors, or other physical or expressive behavior of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational benefits or services.
2. Submission to or rejection of such conduct that is used for the basis for employment or academic decisions affecting the individual's welfare.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's professional or academic performance or creating an intimidating, hostile, or offensive educational school experience or working environment.
4. Such conduct is sufficiently severe or pervasive as to alter the conditions of an individual's employment or education or create an abusive working, learning environment.

**BE IT FURTHER RESOLVED**, that sexual assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual assault is a form of sexual harassment.



**GCC Board of Trustees Policy 185 – Sexual Harassment and Sexual Discrimination Prevention**

**BE IT FURTHER RESOLVED**, that sexual harassment and sexual assault may involve the behavior of a person of either sex against a person of the opposite or same sex. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcomed sexual propositions, invitations, solicitations and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom work or assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal, written or digitally sent expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls, emails, text messages, or website publications.
4. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or study area that may embarrass or offend individuals.
5. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
6. Sexual relationships where such relationships lead to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism may adversely affect other students or employees.
7. Examples of sexual assault are sexual activities such as forced sexual intercourse, forcible sodomy, incest, fondling, and attempted rape.

**BE IT FURTHER RESOLVED**, that any questions about Title IX can be directed to the Title IX Coordinator, John Payne at john.payne2@guamcc.edu: 735-5597, Location: Rooms 2138 & 2139, 1<sup>st</sup> Floor of Building 2000, or to the Office of Civil Rights (OCR).

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution** \_\_\_\_\_

**Amended & Adopted:** September 5, 2008  
**Resolution 33-2008**

**Adopted:** April 20, 1994  
**Resolution 46-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TRAVEL POLICY**

**WHEREAS**, a legitimate need exists for administrators, faculty, staff, students, and Board of Trustees members to travel on official business; and

**WHEREAS**, the Board of Trustees has the responsibility to establish a travel policy which meets the need of the College employees and students to attend certain workshops, seminars, meetings and other educational functions off-island and which, at the same time, provides criteria which makes the most efficient use of both local and Federal funds.

**NOW, THEREFORE, BE IT RESOLVED**, that all College travel must be performed either for the direct benefit of Guam Community College or to fulfill a real and legitimate obligation of the College.

**BE IT FURTHER RESOLVED**, that all off-island travel of administrators, faculty, staff, and students is to be approved by the President prior to travel. Travel of the Board of Trustees and the President is to be approved by the Board of Trustees.

**BE IT FURTHER RESOLVED**, that all travel shall be further governed by the travel procedures, updated on a periodic basis.

**Amended & Adopted:** \_\_\_\_\_, 2014  
**Resolution No:** \_\_\_\_-2014

**Amended & Adopted:** November 3, 2011  
**Resolution 4-2012**

**Amended & Adopted:** September 5, 2008  
**Resolution 34-2008**  
**Adopted:** February 1, 1995  
**Resolution 8-95**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ONLINE POLICY**

**WHEREAS**, the College recognized the need for standards governing the use of the internet by both employees and students; and

**WHEREAS**, current standards do not specifically apply to the network usage as College property; and

**WHEREAS**, such Online Policy will provide parameters within which both employees and students must operate.

**NOW, THEREFORE, BE IT RESOLVED**, that in the use of the College's network, hardware, and software it is the Employees' and Students' responsibility to commit to the parameter as outlined in the Online Procedures document and promote such practices on the campus. The Board of Trustees adopts the Online Procedures as developed through the College's governance process, updated as deemed necessary and appropriate.

**Adopted: \_\_\_\_\_, 2014  
Resolution \_\_\_\_-2014**

**Adopted: December 2, 2009  
Resolution 5-2010**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**GRANTING OF A POSTHUMOUS DEGREE AT  
GUAM COMMUNITY COLLEGE**

**WHEREAS**, the granting of a posthumous degree aims to recognize and celebrate a deceased student's academic achievements at Guam Community College; and

**WHEREAS**, the granting of the appropriate posthumous degree (when this degree has been very nearly completed by the deceased student), serves as an expression of sympathy and compassion for the family; and

**WHEREAS**, the granting of posthumous degrees under the guidelines developed by the Office of Admissions and Registration, in consultation with the Vice President for Academic Affairs would in no way undermine the academic standards of the Guam Community College;

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College Board of Trustees adopts the awarding of posthumous degrees in appropriate circumstances in accordance with the criteria laid out in the guidelines.

Adopted: \_\_\_\_\_, 2014

Resolution: \_\_\_\_-2014

Adopted: February 9, 2011

Resolution No: 4-2011

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## **Granting of a Posthumous Degree at Guam Community College**

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### **Purpose**

This policy is intended to recognize the academic achievement of a deceased student, and to allow the campus community and the student's family and friends an opportunity to celebrate the student's academic achievement at Guam Community College.

### **Eligibility**

To be eligible for the award of a GCC degree, certificate, or adult high school diploma posthumously, at the time of death, the student must have met the following conditions:

- The student completed at least 80% of the program requirements,
- The student was in good academic standing with a cumulative grade point average of 2.00 or better.
- The student was in good financial standing with the College.
- The student displayed good moral character.
- The student was enrolled within the past 5 years.

### **Recommendation**

Faculty of the academic program of the deceased student may initiate a request in writing to award a posthumous degree, certificate or diploma to the Dean of the school in which the deceased student's program resides.

### **Approval Process**

The Dean, upon receipt of a recommendation, shall initiate the approval process by submitting a request to the college Registrar to conduct a thorough review of the deceased student's progress toward his/her degree objective. A summary of the review will be submitted to the Dean. If the Dean concludes that the eligibility requirements outlined in the Eligibility section of this policy have been satisfied, a formal recommendation from the Dean will be submitted to the Academic Vice President for review and approval. If the Academic Vice President concurs, the recommendation will be submitted to the President for final approval.

### **Award of Posthumous Degree**

Upon approval of the award of a posthumous degree by the President, the family of the deceased student shall be notified by the Vice President for Academic Affairs. The degree shall be conferred at the next regularly scheduled commencement exercise. The posthumous nature of the award shall be indicated on the degree, certificate, or diploma, the student's permanent record, and in the commencement program. The family may designate a family member to participate in commencement ceremonies. The diploma shall be mailed to the family or next of kin in accordance with established procedures.