



Speaker Won Pat <speaker@judiwonpat.com>

Messages and Communications

Speaker Won Pat <speaker@judiwonpat.com>

Tue, Jan 27, 2015 at 4:00 PM

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

1/27/2015 1/23/2015 Guam Community College

Transmitted herewith is the reporting requirements for Boards and Commissions pursuant to Public Law 33-15-0097 31-23 regarding the Guam Community College Board of Trustees meeting of January 13, 2015

2015 JAN 27 PM 4:09

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

From: Bertha M. Guerrero <bertha.guerrero@guamcc.edu>
Date: Tue, Jan 27, 2015 at 2:12 PM
Subject: GCC Board Reporting Requirement - January 2015
To: Speaker Won Pat <speaker@judiwonpat.com>
Cc: Ed Pocaigue <edpocaigue@judiwonpat.com>

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 January 2015. Please acknowledge receipt.

33-15-0097

Office of the Speaker
Judith T. Won Pat, Ed.D

Si Yu'os Mâ'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

Date: 01/27/15
Time: 4:08 PM
Received By: CARL STANCHEZ MPA

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.


0097

Ufisinan I Etmás Ge'helo'Gi Lihesiaturan Guåhan
Office of Speaker Judith T. Won Pat, Ed.D.
Kumiten Idukasion Tinakhelo', Kottura, Laibirihan Pubbleko siha yan Asunton Famalao'an
155 Hesier Place, Suite 201, Hagatna, Guam 96910

Tel: (671) 472-3586 Fax: (671) 472-3589
www.guamlegislature.com / speaker@judiwonpat.com

2 attachments

 **1-13-15 mtg. report to Speaker.pdf**
18K

 **1-13-2015 BOT mtg.signed.pdf**
632K



Office of the President

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

January 13, 2015

The Honorable Judith T. Won Pat
Speaker, 33rd Guam Legislature
155 Hesler Place
Hagåtña, Guam 96910
(via email: speaker@judiwonpat.com)

Re: Reporting Requirements – January 2015

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 January 13, 2015.

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

Senseramenta,

A handwritten signature in black ink that reads "Mary A.Y. Okada".

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

Attachments

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Tuesday, January 13, 2015, 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 December 11, 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*
 - ACCJC Basics Online Course - completion

VI. UNFINISHED BUSINESS

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

VII. NEW BUSINESS

1. BOT Policy Review (Series 400, 500 & 700)
2. President's Travel Request (March-April 2015)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of December 11, 2014

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees on December 11, 2014, was called to order at 12:03 p.m., by the Vice Chairperson John Benito, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam. At 12:30 p.m., Trustee Deborah Belanger presided over the meeting through a motion to transfer presiding Chair back to Trustee Belanger.

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

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Gina Tudela, Dean, TPS; Dr. Michael Chan, Acting Dean, TSS; Ms. Joann Muna, GCC Human Resources Administrator; Attorney Matthew Kane, Legal Counsel.

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 – November 6, 2014.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE GINA RAMOS THAT THE BOARD APPROVE THE MEETING MINUTES OF NOVEMBER 6, 2014, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED.
(Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS – An email was received from Ms. Evangeline Aguon, Administrative Assistant from the GCC Office of Assessment, Institutional Effectiveness and Research (AIER). Ms. Bertha Guerrero's submission of the administrative unit level assessment report, which is part of the Board of Trustees' Assessment Report was reviewed and approved by the Committee on College Assessment (CCA) on November 14, 2014.

IV. PUBLIC DISCUSSION – No request at this time.

V. REPORTS

I. 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:

FY2015: As of December 9, 2014, the College received approximately \$2,050,000 from the General Fund. Several payments were also received.

FY2014: In November 2014, the College received the remainder of this budget of \$649,688.48, closing the receivables for FY2014.

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

CIP Projects.

FY2015: As of November 2014, the following projects are ongoing: RFQ issued for fire sprinkler system corroded plumbing replacements for Bldg. 2000 quotes due Dec. 15, 2014; drinking fountains install and replacement-scope of work (SOW) for Bldgs. 500, 600, 900 and 1000 are currently under review; campus wide transparent door signage as of Dec. 14, 2014 SOW has been reviewed and transmitted for processing to Materials Management; anti-skid strips for Bldg. 4000 is currently been worked on to develop project as an RFI; hand railing bars for Bldg. 2000 RFQ was issued and quotes are due Dec. 15, 2014; hand railing for Bldg. 5000 RFQ was issued with quotes due Dec. 15, 2014; campus wide collateral equipment for upgrades such as whiteboards with digital screens, hardwired data ports with WiFi for replacements in classrooms are currently pending some requests; SOWs for campus wide utility carts are currently under review; water tanks for Bldgs. 400, 1000 and 2000 project-bid issued and deadline to submit proposals was extended from Nov. 20 to Dec. 3, 2014, is currently under review.

Other projects:

-Dr. Ray and President Okada are currently in discussions with the National University (NU) in the Philippines regarding collaborative projects such as the development of a dental assistant.

-The College recently awarded funding to WestCare Pacific Islands for a College Access Challenge Grant At-Risk intervention program.

-The GCC Compact Impact report was recently submitted showing a 2-1/2% decrease in services in comparison to 2013.

- The College completed the first part of two sessions during a Professional Development Day presentation by Mr. Terry Sumerlin on November 21, 2014. Anticipated second session on

February 2, 2015 for an additional four hours of training. Evaluation results were provided for his consideration to make changes to his presentation based on said recommendations. The campus was provided with an update of the four goals of the GCC 2014-2020 Institutional Strategic Master Plan as well.

-TakeCare recently donated \$100,000 to the College in support of the practical nursing and science programs for the sixth consecutive year.

-Departments have submitted their budget requests to the Business Office for compilation and submission for the Board's consideration at the February 6, 2015 BOT meeting.

2. Monthly Activities Report

Student Trustee: Student Trustee Elmarie Anderson reported as follows:

-November 22-23, 2014, National Center for Student Leadership conference in Florida:

Attended by Trustee Elmarie and COPSA officers Rosanna Martinez, President and Abbie Battung, Vice President, who also received Student Leadership Certificates.

-Dec. 9, 2014: COPSA retreat, Trustee Elmarie attended.

-Dec. 30, 2014: Trustee Elmarie will be attending a Sustainability Program, and a Robotics Workshop, which is part of a CTE grant.

-Jan. 7, 2015, 9:00 a.m.: New Student Orientation, this time around will be only one session

Faculty Advisory Member: Frederick Tupaz reported as follows:

-Fall semester for faculty going well, so far, with many activities.

-Faculty Union job specification committee has a lot to do and hope to present to the Board in February 2015.

-John K. Lee 5K Run in conjunction with First Hawaiian Bank on November 8, 2014 raised over \$10,000 with \$2,500 seed money placed back into the account for the next 5K. Approximately \$7,000 net profit after expenses is available for scholarships.

Support Staff Advisory Member: Kenneth Bautista reported as follows:

-Nov. 21, 2014, mandatory Professional Development Day: This was well attended by staff that especially enjoyed Mr. Terry Sumerlin's presentation.

-Nov. 21, 2014, Staff Senate General Membership meeting: Discussions included what has been worked on for the past months with a meet and greet of new employees.

-Dec. 5, 2014, Employee Association Christmas party: Was well attended.

-Early registration is ongoing and some staff/offices are working on closing year-end activities.

3. Board of Trustees Community Outreach Report.

-Dec. 5, 2014, GCC Employee Association Christmas party: attended by Trustees Belanger, Sablan and Benito.

ACCJC Basics Online Course (<http://www.trainiaqvay.com/accjc>) – completion: Trustees Gina Ramos and Richard Sablan recently completed this online course. To date, four out of

seven voting BOT members completed this. **Deadline to complete is December 2014.** The Board was again offered the opportunity to schedule completing this on campus at their convenience. It was reiterated this is a high priority.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

-Building 200/E (Renovation). The President reported the ribbon cutting for this is scheduled for tomorrow, Dec. 12, 2014 beginning at 10:00 a.m. A tour and luncheon is part of the ribbon cutting agenda. Invitations have been sent and the Board was encouraged to attend. There are still a few issues that would have to be addressed before occupancy.

-Building 100 and Forensic Lab Extension Loan. Still awaiting final approval for design documents from USDA.

2. Western Interstate Commission for Higher Education (WICHE). This relates to Guam Legislature Resolution No. 234-32 (COR). The President reported meeting for this still has yet to be scheduled with the Governor and the Board for final determination on this issue.

VII. NEW BUSINESS.

1. BOT Policy Review (Series 300). The Board was presented with BOT policies, Series 300 for consideration with recommended changes. At this time, a motion was made with recommended changes herein.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD ADOPT THE UPDATED BOARD OF TRUSTEES POLICIES, SERIES 300, AS PRESENTED, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED, (Voting: 4 ayes, 0 nays)

2. GCC Academic Position Updates. President Okada informed the Board there is an update to the Associate Dean position, which is currently vacant. A copy of the proposed job description was presented to the Board for consideration. An update to this position is to increase the minimum job requirement to include a Master's degree, which is the only change. There is no impact with the starting salary. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE GCC ACADEMIC POSITION UPDATE FOR AN ASSOCIATE DEAN TO INCLUDE A MASTER'S DEGREE AS A

MINIMUM JOB REQUIREMENT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. **Resolution – GCC Annex.** The Board was presented with a revised copy of the proposed Resolution 45-2014, "Request to Proceed with the Opportunity to Expand the Campus and the Automotive Service Technology and Electronics Programs," for consideration. This resolution will authorize the College to move forward with the proposed GCC annex with BOT approval and for GEDA to assist in drafting legislation for the Guam Legislature to allow the College to enter into a lease agreement. The property is adjacent to the campus and will be a long-term lease agreement with the option to purchase.

As of 12:30 p.m., a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, TO CHANGE THE PRESIDING OF MEETING CHAIR FROM TRUSTEE JOHN BENITO TO TRUSTEE DEBORAH BELANGER. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

The following motion was then made with regards to Resolution 45-2014:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD ADOPT RESOLUTION 45-2014, "REQUEST TO PROCEED WITH THE OPPORTUNITY TO EXPAND THE CAMPUS AND THE AUTOMOTIVE SERVICE TECHNOLOGY AND ELECTRONICS PROGRAMS," WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 12:37 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 12:55 p.m., the meeting reconvened to open session.

At this time, Chairwoman Belanger mentioned the following:

1. Congratulations to the GCC management, faculty, staff and students for the opening of the newly renovated and expanded Building E.
2. Congratulations to the 2014 winners of the Micronesia Chef's Association Salon Culinaire' competition held on November 19, 2014 at GCC.
3. Kudos to GCC Supervision and Management Personnel classes for a successful GCC/First Hawaiian Bank John K. Lee Scholarship Fund 5K/Fun Run/Walk on Saturday, Nov. 8, 2014.
4. Kudos to the GCC management, faculty, and staff for a successful Professional Development Day on November 21, 2014 and presentation by Mr. Terry Sumerlin.
5. Kudos to GCC's Phi Theta Kappa students for "A Cultural Legend Revitalized Through Body Art," event on November 14, 2014.
6. From Trustee Richard Sablan, Kudos to Guam TakeCare for its very generous donation to the College.

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

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE JOHN BENITO THAT THE MEETING OF DECEMBER 11, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)


There being no further discussions, the meeting of December 11, 2014, adjourned at approximately 12:57 p.m.

SUBMITTED BY:


BERTHA M. GUÉRRERO
Recording Secretary

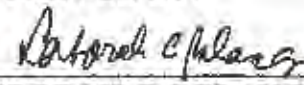
JAN 13 2015

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

JAN 13 2015

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

JAN 13 2015

GUAM COMMUNITY COLLEGE
Board of Trustees

PROFESSIONAL DEVELOPMENT

WHEREAS, the Board of Trustees recognizes the importance of a well trained staff employees to more effectively carry out the mission of the College; and

WHEREAS, the Board of Trustees is committed to providing resources to support professional development activities at the institutional level; and

WHEREAS, procedures for the selection of administrators, faculty and support personnel and professional development are on file in the office of the President of the College;

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees establishes a Professional Development Account of the Non-Appropriated Fund for the professional development of faculty and support personnel. The President shall annually submit a budget for professional development for approval by the Board of Trustees.

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the following:

1. The selection of faculty will be through the Professional Development ~~Sub-Committee of the College Affairs Committee~~ Review Committee (PDR), in alignment with procedures established on the comprehensive institutional professional development plan. The recommendation of selected faculty will then go to the Deans, AVP and the President for final approval selection.
2. The selection of support personnel administrators and staff will be through the Upward Mobility Committee Administrators/Staff Professional Development Committee, established through policy on March 4, 1989. The recommendation of selected staff and administrators will then go to the President for final approval.

BE IT FURTHER RESOLVED, that it is the policy of the Board of Trustees that professional development activities will be undertaken outside of the employee's normal working hours. In the event that a workshop or course is only offered during working hours, the supervisor may make arrangements for the employee to make up hours, as needed, as necessary and appropriate.

BE IT FURTHER RESOLVED, that administrative leave may be granted for professional development activities under any of the following conditions:

1. The professional development activity is required by the employee's supervisor as part of an employee improvement plan.
2. ~~The employee is a participant in the Federal Government-Save-the-Sabbatical Program.~~
3. The professional development activity is conducted off-island.
4. The professional development activity is an integral part of the employee's job classification.
5. The professional development activity is offered only during normal working hours.
6. The scheduling of the professional development activity will not compromise the critical operations of the department and the Guam Community College.

Amended and Adopted: _____, 2015
Resolution: _____

Amended and adopted: January 8, 2009
Resolution 1-2009

Adopted: July 20, 1994
Resolution 24-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PROFESSIONAL DEVELOPMENT

WHEREAS, the Board of Trustees recognizes the importance of well trained employees to more effectively carry out the mission of the College; and

WHEREAS, the Board of Trustees is committed to providing resources to support professional development activities at the institutional level; and

WHEREAS, procedures for the selection of administrators, faculty and staff professional development are on file in the office of the President of the College.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees establishes a Professional Development Account of the Non-Appropriated Fund for the professional development of faculty and support personnel. The President shall annually submit a budget for professional development for approval by the Board of Trustees.

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the following:

1. The selection of faculty will be through the Professional Development Review Committee (PDRC), in alignment with procedures established for the comprehensive institutional professional development plan. The recommendation of selected faculty will then go to the Deans, AVP and the President for final approval.
2. The selection of administrators and staff will be through the Administrators/Staff Professional Development Committee. The recommendation of selected staff and administrators will then go to the President for final approval.

BE IT FURTHER RESOLVED, that it is the policy of the Board of Trustees that professional development activities will be undertaken outside of the employee's normal working hours. In the event that a workshop or course is only offered during working hours, the supervisor may make arrangements for the employee to make up hours, as necessary and appropriate.

BE IT FURTHER RESOLVED, that administrative leave may be granted for professional development activities under any of the following conditions:

1. The professional development activity is required by the employee's supervisor as part of an employee improvement plan.
2. The professional development activity is conducted off-island.
3. The professional development activity is an integral part of the employee's job classification.
4. The professional development activity is offered only during normal working hours.
5. The scheduling of the professional development activity will not compromise the critical operations of the department and the Guam Community College.

Amended and Adopted: _____, 2015
Resolution _____

Amended and Adopted: January 8, 2009
Resolution 1-2009

Adopted: July 20, 1994
Resolution 24-94

GUAM COMMUNITY COLLEGE
Board of Trustees

STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL
EMPLOYEES

WHEREAS, Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of drugs and alcohol is recognized as an impediment to these goals and as a threat to the College's mission of education and training, and

WHEREAS, the College strives to maintain standards of behavior performance, and discipline necessary for completing our mission of education. The College expects employees to refrain from behavior that would disrupt its function of education. The illegal or improper use of drugs by employees can seriously damage physical and mental health; may jeopardize safety and can lead to criminal prosecution and/or dismissal.

NOW, THEREFORE, BE IT RESOLVED, that regarding controlled substances:

1. The College prohibits the possession, use, manufacture, delivery, cultivation, sale or transfer of controlled substances (drugs) within the campus or as part of any college-sponsored activity.
2. Any employee who is found to be in violation of these prohibitions will be referred to local law enforcement officials for prosecution under the law. Additionally, the employee in violation will be subjected to disciplinary or adverse actions for an offense that occurred in the workplace.
3. All employees are required to report any conviction received for a drug statute violation that occurred in the workplace not later than five days after such conviction. The College may at its discretion offer an employee counseling or rehabilitation in lieu of disciplinary action. However, this option is discretionary and includes considering all circumstances, the offense, and appropriateness of exercising such options.

BE IT FURTHER RESOLVED, that regarding alcohol:

1. The consumption of alcoholic beverages on campus is prohibited except when specifically authorized in writing by the President of the College. Employees are further prohibited from reporting for duty or being on duty under the influence of alcohol or bringing alcoholic beverages on college premises for consumption except as above stated.
2. Violation of the prohibitions indicated in paragraph 1 of this section on alcohol may result in referral to local law enforcement officials for prosecution. Employees may also be subject to disciplinary or adverse actions. The College may at its discretion offer employees counseling or rehabilitation in lieu of disciplinary actions.

Reviewed with no changes: _____, 2015
Amended & Adopted: January 8, 2009
Resolution 2-2009

Adopted: March 16, 1994
Resolution 23-94

GUAM COMMUNITY COLLEGE
Board of Trustees

STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL
EMPLOYEES

WHEREAS, Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of drugs and alcohol is recognized as an impediment to these goals and as a threat to the College's mission of education and training; and

WHEREAS, the College strives to maintain standards of behavior performance, and discipline necessary for completing our mission of education. The College expects employees to refrain from behavior that would disrupt its function of education. The illegal or improper use of drugs by employees can seriously damage physical and mental health; may jeopardize safety and can lead to criminal prosecution and/or dismissal.

NOW, THEREFORE, BE IT RESOLVED, that regarding controlled substances:

1. The College prohibits the possession, use, manufacture, delivery, cultivation, sale or transfer of controlled substances (drugs) within the campus or as part of any college-sponsored activity.
2. Any employee who is found to be in violation of these prohibitions will be referred to local law enforcement officials for prosecution under the law. Additionally, the employee in violation will be subjected to disciplinary or adverse actions for an offense that occurred in the workplace.
3. All employees are required to report any conviction received for a drug statute violation that occurred in the workplace not later than five days after such conviction. The College may at its discretion offer an employee counseling or rehabilitation in lieu of disciplinary action. However, this option is discretionary and includes considering all circumstances, the offense, and appropriateness of exercising such options.

BE IT FURTHER RESOLVED, that regarding alcohol:

1. The consumption of alcoholic beverages on campus is prohibited except when specifically authorized in writing by the President of the College. Employees are further prohibited from reporting for duty or being on duty under the influence of alcohol or bringing alcoholic beverages on college premises for consumption except as above stated.
2. Violation of the prohibitions indicated in paragraph 1 of this section on alcohol may result in referral to local law enforcement officials for prosecution. Employees may also be subject to disciplinary or adverse actions. The College may at its discretion offer employees counseling or rehabilitation in lieu of disciplinary actions.

Reviewed with no changes: _____, 2015
Amended & Adopted: January 8, 2009
Resolution 2-2009

Adopted: March 16, 1994
Resolution 23-94

GUAM COMMUNITY COLLEGE
Board of Trustees

VOLUNTEER POLICY
For Instructional/Non-Instructional Services

WHEREAS, the Governor of Guam has initiated the call for volunteers from qualified individuals to provide instructional services to Guam Community College; and

WHEREAS, the College welcomes qualified individuals to provide instructional/non-instructional services on a part-time and voluntary basis to support its mission; and

WHEREAS, the College has proposed a volunteer policy that will uphold the minimum qualification requirements for instructional/non-instructional positions provided in the Personnel Rules & Regulations;

NOW, THEREFORE, BE IT RESOLVED, that the Volunteer Policy for instructional/non-instructional services was approved by the Board of Trustees at its regular meeting on June 14, 1995 and is hereby adopted and effective immediately;

Amended & Adopted: _____, 2015
Resolution

Amended & Adopted: January 8, 2009
 Resolution 5-2009

Adopted: July 5, 1995
 Resolution 18-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**VOLUNTEER POLICY
For Instructional/Non-Instructional Services**

WHEREAS, the Governor of Guam has initiated the call for volunteers from qualified individuals to provide instructional services to Guam Community College; and

WHEREAS, the College welcomes qualified individuals to provide instructional/non-instructional services on a part-time and voluntary basis to support its mission; and

WHEREAS, the College has a volunteer policy that will uphold the minimum qualification requirements for instructional/non-instructional positions provided in the Personnel Rules & Regulations.

NOW, THEREFORE, BE IT RESOLVED, that the Volunteer Policy for instructional/non-instructional services was approved by the Board of Trustees at its regular meeting on June 14, 1995 and is hereby adopted and effective immediately.

Amended & Adopted: _____, 2015
Resolution _____

Amended & Adopted: January 8, 2009
Resolution 5-2009

Adopted: July 5, 1995
Resolution 10-95

GUAM COMMUNITY COLLEGE
Board of Trustees

APPEALS TO THE CIVIL SERVICE COMMISSION

WHEREAS, Public Law 23-26 (Substitute Bill No. 225) amended Titles 4 and 17 Guam Code Annotated pertaining to the academic personnel and autonomy of the Guam Community College and the University of Guam, and other related matters; and

WHEREAS, Public Law 23-26 excludes academic personnel of the Guam Community College from the classified and unclassified services of the Government of Guam; and

WHEREAS, Public Law 23-26 establishes that with the exception of academic personnel and unclassified employees, all other employees of the College shall be classified employees; and

WHEREAS, Public Law 23-26 requires that classified employees of the Guam Community College shall have their appeals heard by the Civil Service Commission;

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Personnel Rules and Regulations are amended to the extent that appeals for classified employees shall be filed with and heard by the Civil Service Commission instead of the Board of Trustees;

BE IT FURTHER RESOLVED, that the Grievance Procedures contained in the Board/Union Agreement for Support Staff continues in effect to resolve bargaining unit members' grievances and performance evaluation rating appeals.

Reviewed with no changes: _____, 2015

Amended & Adopted: January 8, 2009

Resolution 7-2009

Adopted: July 5, 1995

Resolution 12-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

APPEALS TO THE CIVIL SERVICE COMMISSION

WHEREAS, Public Law 23-26 (Substitute Bill No. 225) amended Titles 4 and 17 Guam Code Annotated pertaining to the academic personnel and autonomy of the Guam Community College and the University of Guam, and other related matters; and

WHEREAS, Public Law 23-26 excludes academic personnel of the Guam Community College from the classified and unclassified services of the Government of Guam; and

WHEREAS, Public Law 23-26 establishes that with the exception of academic personnel and unclassified employees, all other employees of the College shall be classified employees; and

WHEREAS, Public Law 23-26 requires that classified employees of the Guam Community College shall have their appeals heard by the Civil Service Commission;

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Personnel Rules and Regulations are amended to the extent that appeals for classified employees shall be filed with and heard by the Civil Service Commission instead of the Board of Trustees;

BE IT FURTHER RESOLVED, that the Grievance Procedures contained in the Board/Union Agreement for Support Staff continues in effect to resolve bargaining unit members' grievances and performance evaluation rating appeals.

Reviewed with no changes: _____, 2015

Amended & Adopted: January 8, 2009

Resolution 7-2009

Adopted: July 5, 1995

Resolution 12-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ACADEMIC FREEDOM

WHEREAS, the Guam Community College Board of Trustees desires to promote and assure public understanding and support of academic freedom in the College; and

WHEREAS, institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole; and

WHEREAS, the common good depends upon the free search for truth and its free exposition; and

WHEREAS, academic freedom is essential to these purposes and applies to both teaching and research; and

WHEREAS, freedom in research is fundamental to the advancement of truth; and

WHEREAS, academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning; and

WHEREAS, it carries with it duties correlative with rights.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees adopts as its policy the following statement on Academic Freedom:

- (a) The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties
- (b) The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

(a) and (b) aligns with BOT-Faculty Union Agreement 2010-2011

Reviewed with no changes: _____, 2015

Amended & Adopted: January 8, 2009

Resolution 9-2009

Adopted: May 17, 2000

Resolution 9-2000

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ACADEMIC FREEDOM

WHEREAS, the Guam Community College Board of Trustees desires to promote and assure public understanding and support of academic freedom in the College; and

WHEREAS, institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole; and

WHEREAS, the common good depends upon the free search for truth and its free exposition; and

WHEREAS, academic freedom is essential to these purposes and applies to both teaching and research; and

WHEREAS, freedom in research is fundamental to the advancement of truth; and

WHEREAS, academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning; and

WHEREAS, it carries with it duties correlative with rights.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees adopts as its policy the following statement on Academic Freedom:

- (a) The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties
- (b) The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

Reviewed with no changes: _____, 2018

Amended & Adopted: January 8, 2009

Resolution 9-2009

Adopted: May 17, 2000

Resolution 9-2000

GUAM COMMUNITY COLLEGE
Board of Trustees

EMERITI
AT THE
GUAM COMMUNITY COLLEGE

WHEREAS, Guam Community College desires to recognize the productive careers of its retirees; and

WHEREAS, the College wishes to maintain the Institution's history through the individuals who have retired and who in one way or another have contributed faithfully and honorably to education on Guam;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby adopts the "Guidelines for Emeriti at the Guam Community College," which is a file at the President's Office.

Amended & Adopted: _____, 2015
Resolution _____

Amended & Adopted: February 9, 2011
Resolution 6-2011

Amended & Adopted: January 8, 2009
Resolution 10-2009
Adopted: May 15, 2001
Resolution 4-2001

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**EMERITI
AT THE
GUAM COMMUNITY COLLEGE**

WHEREAS, *Guam Community College desires to recognize the productive careers of its retirees; and*

WHEREAS, *the College wishes to maintain the institution's history through the individuals who have retired and who in one way or another have contributed faithfully and honorably to education on Guam.*

NOW, THEREFORE, BE IT RESOLVED, *that the Board of Trustees hereby adopts the "Guidelines for Emeriti at the Guam Community College," which is a file at the President's Office.*

Amended & Adopted: _____, 2015
Resolution _____

Amended & Adopted: February 9, 2011
Resolution 6-2011

Amended & Adopted: January 8, 2009
Resolution 10-2009
Adopted: May 15, 2001
Resolution 4-2001

**THE GUAM COMMUNITY COLLEGE
CODE OF ETHICS**

WHEREAS, in support of the College's mission, the College sets forth the ideals of scholarship, life long learning, service to others, enrichment through diversity, commitment to excellence, collegiality, mutual respect, and professional integrity; and

WHEREAS, the College is guided by the belief that a sense of true community is achieved when these ideals and values are reflected in the behavior of its members toward one another; and

WHEREAS, as we develop close ties with government and private sector representatives it is our responsibility as members of the College to act in such a way that maintains the credibility and respect for the College; and

WHEREAS, all employees of the Guam Community College be guided by the general principles; commit to a high standard of ethical behavior; have the responsibility to conduct themselves with integrity; act in a fair, consistent, and an equitable manner; recognize the need for accountability in what they say or do; engage people without prejudice; take personal responsibility for one's actions and decisions; and be committed to excellence in all that they do.

NOW, THEREFORE, BE IT RESOLVED, that in the performance of each College member's responsibility to commit to the general standards and promote its general principles, the Board of Trustees adopts the *Guam Community College Code of Ethics* as developed through the College's governance process, and is a file at the President's Office.

Amended & Adopted: 2015
Resolution

Adopted: March 6, 2008

Resolution 6-2008

**THE GUAM COMMUNITY COLLEGE
CODE OF ETHICS**

WHEREAS, in support of the College's mission, the College sets forth the ideals of scholarship, life long learning, service to others, enrichment through diversity, commitment to excellence, collegiality, mutual respect, and professional integrity; and

WHEREAS, the College is guided by the belief that a sense of true community is achieved when these ideals and values are reflected in the behavior of its members toward one another; and

WHEREAS, as we develop close ties with government and private sector representatives it is our responsibility as members of the College to act in such a way that maintains the credibility and respect for the College; and

WHEREAS, all employees of the Guam Community College be guided by the general principles; commit to a high standard of ethical behavior; have the responsibility to conduct themselves with integrity; act in a fair, consistent, and an equitable manner; recognize the need for accountability in what they say or do; engage people without prejudice; take personal responsibility for one's actions and decisions; and be committed to excellence in all that they do.

NOW, THEREFORE, BE IT RESOLVED, that in the performance of each College member's responsibility to commit to the general standards and promote its general principles, the Board of Trustees adopts the *Guam Community College Code of Ethics* as developed through the College's governance process, and is a file at the President's Office.

Amended & Adopted: _____ 2015
Resolution _____

Adopted: March 6, 2008
Resolution 6-2008

GUAM COMMUNITY COLLEGE
Board of Trustees

POSTSECONDARY STUDENT HANDBOOK

WHEREAS, the College administers postsecondary ~~vocational~~ career-technical education (CTE) programs; and

WHEREAS, the Board of Trustees is committed to providing a safe, healthful, and meaningful educational environment; and

WHEREAS, policies which ensure the provision and protection of said responsibilities and services are clearly described and expressed in the Guam Community College Postsecondary Student Handbook; and

WHEREAS, the policies contained in the aforementioned Handbook are established in the broad categories of student affairs.

NOW, THEREFORE, BE IT RESOLVED, that provisions which are directed at or govern the behavior and relationships of students with and within the College community and environment fall into the broad category of student affairs.

BE IT FURTHER RESOLVED, that the provisions contained in the Postsecondary Student Handbook shall be reviewed, updated, and published annually.

Amended & Adopted: _____ 2015
Resolution _____

Amended & Adopted: January 8, 2009
Resolution 11-2009

Adopted: April 6, 1994
Resolution 32-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

POSTSECONDARY STUDENT HANDBOOK

WHEREAS, the College administers postsecondary career-technical education (CTE) programs,
and

WHEREAS, the Board of Trustees is committed to providing a safe, healthful, and meaningful
educational environment; and

WHEREAS, policies which ensure the provision and protection of said responsibilities and
services are clearly described and expressed in the Guam Community College Postsecondary Student
Handbook; and

WHEREAS, the policies contained in the aforementioned Handbook are established in the broad
categories of student affairs;

NOW, THEREFORE, BE IT RESOLVED, that provisions which are directed at or govern the
behavior and relationships of students with and within the College community and environment fall into the
broad category of student affairs.

BE IT FURTHER RESOLVED, that the provisions contained in the Postsecondary Student
Handbook shall be reviewed, updated, and published annually.

Amended & Adopted: _____ 2015
Resolution _____

Amended & Adopted: January 8, 2009
Resolution 11-2009

Adopted: April 6, 1994
Resolution 32-94

GUAM COMMUNITY COLLEGE
Board of Trustees

PACIFIC ISLANDS STUDENT ENDOWMENT FUND

WHEREAS, the Guam Community College initially received funds from Section 1204(c) of the Higher Education Act annually; and

WHEREAS, the Board of Trustees established the **Pacific Islands Student Endowment Fund**.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby authorize the annual use of the earnings from the Pacific Islands Endowment Fund for the continued support of Pacific Island Students and all students who are new to Guam's culture and the GCC campus.

BE IT FURTHER RESOLVED, that the President annually submit a budget for the operation of a program or programs to assist students with understanding and becoming better prepared to deal with the diversity of our community at the college and on the island of Guam.

Amended & Adopted: _____ **2015**
Resolution _____

Amended & Adopted: **January 8, 2009**
Resolution 14-2009

Adopted: **December 15, 1993**
Amended: **January 4, 1995**
Resolution 3-94

GUAM COMMUNITY COLLEGE
Board of Trustees

PACIFIC ISLANDS STUDENT ENDOWMENT FUND

WHEREAS, the Guam Community College initially received funds from Section 1204(c) of the Higher Education Act annually; and

~~WHEREAS, these funds were payment to the College for the education of citizens of former Trust Territories of the Pacific Islands and American Samoa; and~~

~~WHEREAS, the Board of Trustees established the Micronesian Student Assistance Endowment on August 19, 1992, setting aside such funds for the benefit of Micronesian students; and~~

~~WHEREAS, the monies were intended to benefit a broader population of students who are from the Pacific Islands or are new to Guam's culture and the GCC campus; and~~

~~WHEREAS, the President has been directed to provide the Board of Trustees plans for the use of these funds to benefit eligible students;~~

~~WHEREAS, the Board of Trustees changed established the name from Micronesian Student Assistance Endowment to Pacific Islands Student Endowment Fund; and~~

~~WHEREAS, the Board of Trustees initially allocated \$9,000 of earnings from the Quasi-Endowment to fund the initial years of operation of the Pacific Islands Student Endowment Fund;~~

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby authorize the annual use of the earnings from the Pacific Islands Endowment Fund for the continued support of Pacific Island Students and all students who are new to Guam's culture and the GCC campus.

BE IT FURTHER RESOLVED, that the President annually submit a budget for the operation of a program or programs to assist students with understanding and becoming better prepared to deal with the diversity of our community at the college and on the island of Guam.

Amended & Adopted: 2015
Resolution

Amended & Adopted: January 8, 2009
Resolution 14-2009

Adopted: December 15, 1993
Amended: January 4, 1995
Resolution 3-94

Guam Community College
Board of Trustees

"ENRICHMENT STUDENT" CATEGORY

UPDATE BASED ON 17 GCA

WHEREAS, 17 GCA, Section 31107, mandates Guam Community College "to establish career and technical education, ~~vocational~~ and other related occupational training and education courses of instruction aimed at developing ~~educational-educate~~d and skilled workers for Guam;" and

WHEREAS, pursuant to 17 GCA, Section 31108, one of the Board's duties is "to coordinate vocational-career and technical educational programs in order to match ~~vocational-career and technical educational~~ programs with current and existing job needs;" and

WHEREAS, students who decide to register for classes at GCC have various educational objectives ranging from seeking a degree to enrolling into courses for job advancement; and

WHEREAS, the General Education Committee recommends that GCC establish a formal category of "Enrichment Student" to identify students who do not intend to declare a major or pursue a degree program, but who plan to complete more than 18 credit hours of postsecondary work; and

WHEREAS, an enrichment student would not be required to pursue General Education courses, except in the case where a General Education course is listed as a prerequisite for a course of interest to the student;

NOW, THEREFORE, BE IT RESOLVED that a formal category of "enrichment student" be created in order to accommodate the needs of students who do not intend to seek a degree at GCC; and

BE IT FURTHER RESOLVED that should individuals enrolled as enrichment students subsequently decide to pursue a Certificate or Associate degree program, they would be limited to applying up to 18 GCC credits toward any chosen Associate or Certificate program.

Amended & Adopted: 2015
Resolution

Adopted: May 8, 2006
Resolution 8-2008

**Guam Community College
Board of Trustees**

“ENRICHMENT STUDENT” CATEGORY

WHEREAS, 17 GCA, Section 31107, mandates Guam Community College “to establish career and technical education, and other related occupational training and education courses of instruction aimed at developing educated and skilled workers for Guam;” and

WHEREAS, pursuant to 17 GCA, Section 31108, one of the Board’s duties is “to coordinate...career and technical educational programs in order to match career and technical education programs with current and existing job needs;” and

WHEREAS, students who decide to register for classes at GCC have various educational objectives ranging from seeking a degree to enrolling into courses for job advancement; and

WHEREAS, the General Education Committee recommends that GCC establish a formal category of “Enrichment Student” to identify students who do not intend to declare a major or pursue a degree program, but who plan to complete more than 18 credit hours of postsecondary work; and

WHEREAS, an enrichment student would not be required to pursue General Education courses, except in the case where a General Education course is listed as a prerequisite for a course of interest to the student.

NOW, THEREFORE, BE IT RESOLVED that a formal category of “enrichment student” be created in order to accommodate the needs of students who do not intend to seek a degree at GCC; and

BE IT FURTHER RESOLVED that should individuals enrolled as enrichment students subsequently decide to pursue a Certificate or Associate degree program, they would be limited to applying up to 18 GCC credits toward any chosen Associate or Certificate program.

Amended & Adopted: _____ **2015**
Resolution _____

Adopted: May 8, 2008
Resolution 8-2008

**Guam Community College
Board of Trustees**

GCC APPRENTICESHIP TRAINING PROGRAM

WHEREAS, the Community College Act of 1977 (CHECK TO SEE IF CHANGED codified at 17 GCA §§ 30101, *et seq.*) mandates the development of local skills in the various crafts and trades and developing a program of Apprenticeship Training and Apprenticeship standards in accordance with standards established by and acceptable for registration with the Office of Apprenticeship, United States Department of Labor- ETA, and

WHEREAS, there is an eminent need to address the growing concerns of our community in matters relating to workforce development and

WHEREAS, the Board is committed to making progressive and innovative improvements in the Apprenticeship Training Program of the College and

WHEREAS, the evolution of the Apprenticeship process in the territory of Guam allows for broader participations of new program providers that complies with Title 29 C.F.R. Parts 29 and 30 and the Apprenticeship Training Standards of USDOL, Office of Apprenticeship (P.L. 28-142).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Guam Community College fully supports the Apprenticeship Training Program; and reaffirms its commitment to provide the requisite academic instruction necessary to the fulfillment of Journeyworker Certificates endorsed by the Secretary, U.S. Department of Labor.

Amended & Adopted: 2014

Resolution _____

Reviewed with no changes: _____

Adopted: October 7, 2009

Resolution 1-2010

Note: Policy 711 replaces Board Policies 700, 702, 705, and 710

PRESIDENT'S TRAVEL SCHEDULE
March - April 2015

ACCJC Commission Development Workshop	March 18-20, 2015	San Diego, CA	Accrediting Commission for Community and Junior Colleges (ACCJC)
AACC 95th Annual Convention	April 18-21, 2015	San Antonio, TX	American Association of Community Colleges (AACC)
ACCJC Accreditation Standards Conference	April 23-24, 2015	Sacramento, CA	Accrediting Commission for Community and Junior Colleges (ACCJC)

*Funding Source in order of travel:
 100% ACCJC reimbursable; 100% Promotional Fund; and 100% ACCJC reimbursable*