



Speaker Won Pat <speaker@judiwonpat.com>

Messages and Communications

Speaker Won Pat <speaker@judiwonpat.com>

Mon, Nov 23, 2015 at 3:04 PM

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

11/23/2015 11/10/2015 Guam Community College

Pursuant to P.L. 31-233; GCC Board Reporting Requirement - November 10, 2015

33-15-1120

[Quoted text hidden]

2 attachments

11.10.15 letter to Speaker re Nov. 11, 2015 BOT Reporting Requirement.pdf  
20K

11-10-15 BOT mtg. signed..pdf  
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33-15-1120  
Office of the Speaker  
Judith T. Won Pat, Ed.D

Date: 11/23/15  
Time: 3:04 PM  
Received By: [Signature]

1120

November 10, 2015

The Honorable Eddie B. Calvo  
*I Maga'lahaen Guahan*  
Governor's Complex  
Adelup, Guam 96910  
(via email: [centralfiles@guam.gov](mailto:centralfiles@guam.gov))

**Re: Boards & Commission Reporting Requirements – November 2015**

Dear Governor Calvo:

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 November 10, 2015.

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 – Tuesday, November 10, 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 October 1, 2015

**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 100 and Forensic Lab
  - Building 300
  - Wellness Center
  - GCC Annex

Updated 11/9/15

**VII. NEW BUSINESS**

1. BOT Fiscal Calendar (2015-2016)
2. BOT Assessment Plan (2015-2017)
3. Article XV-Reduction in Force/Cosmetology Program
4. President's Travel Request (December 2015-January 2016)

**VIII. EXECUTIVE SESSION**

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

**IX. ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of October 1, 2015**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on October 1, 2015, was called to order at 12:15 p.m., by Chairperson 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. Richard P. Sablan; Mr. Eloy P. Hara; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Mr. John Benito (schedule conflict); Mr. Frank P. Arriola (off-island); Ms. Gina Ramos (off-island).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Ms. Carmen Santos, Vice President, Finance and Administration; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Jayne Flores, Assistant Director, Communications and Promotions; 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 – September 3, 2015.**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE MEETING MINUTES OF SEPTEMBER 3, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS – None.**

**IV. PUBLIC DISCUSSION – None at this time.**

**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:

FY2015: The College closed out FY2015 yesterday, September 30, 2015 and balance on the allotment is \$6.823 Million. Last payment received was on September 21, 2015 of approximately \$1.4 Million.

The College communicated with DOA regarding closing out the financials of FY2015 but would

need a schedule of when it will be receiving the remainder of its allotment from the General Fund.

Aside from the allotment of \$6.823 Million due the College, the following have yet to be received: \$260,800 is remaining for the LPN/Vocational Guidance Fund; \$472,000 for the General Fund for the apprenticeship program; \$329,000 for the MDF; \$100,000 for the Capital Improvement Fund. All funds of approximately \$7.985 Million is the total owed to the College for FY2015. The College will continue to work with the Department of Administration on this matter.

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

-A preliminary list of the FY2016 CIP will be presented this month to the RPF Committee. Once it has gone through this governing process, the finalized list will be forwarded to the Board. Approximately \$700,000 has been appropriated for FY2016 CIP to include the generators as recommended by the Board.

FY2015 CIP:

- Still pending completion of the fire alarm/mass notification system, anticipate this to be done next month.
- Waiting on assessment of the GPA power supply for the generators in Building D. This will determine what is needed such as a line conditioner, etc.
- Building B renovations is included as part of the Master Plan that was updated for CIP funding.
- Drinking water fountains project has been awarded to Genesis Tech.
- Building 1000 bathroom renovations; electrical provisions for approximately twenty plus laptops in room C23; and installation of shower partitions for students in Student Center are a work in progress.
- A utility cart for maintenance has been ordered, which will be utilized on campus.

**Other activities:**

- The College submitted applications for nine categories in the MagPro employee recognition program, with a banquet to be held November 6, 2015.
- An induction ceremony was held for new student officers for various student organizations.
- The College Assembly on September 18, 2015 was a success with guest speakers Dr. Laura Souder and Dr. Samuel Betances. They will also lead the transformation process in the development of the new school of Career and College Readiness in setting up of the groundwork and infrastructure.
- There was excellent employee participation during the GCC Labor Day picnic on Sept. 6, 2015. GCC won 2<sup>nd</sup> place in the table/tent decorating contest.
- The College participated in the First Hawaiian Bank Business Woman of the year gala, which will also provide the College with scholarships.
- On September 11, 2015, the Veteran's Lounge/Study Room in the Foundation Building was dedicated.
- The College also participated in the Red Ball.
- A presentation was made before the Alcohol Beverage Control Board at Revenue and Taxation

***BOT - Meeting of October 1, 2015***

***Page 3 of 6***

regarding a responsible alcohol server training program. There are approximately 20,000 Guam residents that would have to comply with this new law who are required to be licensed to serve alcohol. The College is one of several providers to offer this type of training and anticipate a positive response next month.

-The Filipino Community of Guam donated \$4,000 for the APIASF scholarship fundraising for GCC and UOG students.

- A Culinary Cuisine buffet fundraiser will be held on October 12, 2015, 11:15am-12:30pm, at the MPA, showcasing different meals from different countries at \$10 per person.

**2. Monthly Activities Report**

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

-September 24, 2015, Fall Festival: This event was a success and was attended by approximately 610 GCC students who signed up for five "COPSA" dollars. Students from UOG also attended. This event included a costume competition to promote the 12th Festival of the Pacific Arts.

-September 25, 2015, COPSA general membership meeting: An "Imagine Guam" presentation was conducted by the Governor's office.

-October 2, 2015, "Building a Stronger Workforce" conference, 8:30am-4:30pm at the Westin Resort: Organized by COPSA, Project Aim, Assessment & Counseling Department, and the Center for Student Involvement.

-October 9 and October 23, 2015: Next COPSA general membership meeting.

**Faculty Advisory Member:** Mr. Frederick Tupaz reported as follows:

-Faculty preparing for midterms.

-"Cardboard Challenge" is being planned by the Education Department next week, which will have both private and public schools participating.

-Sat., November 7, 2015, John K. Lee/GCC Foundation 2K/5K Walk/Run will be held at Chamorro Village.

**Support Staff Advisory Member:** Mr. Kenneth Bautista reported as follows:

-College Assembly on September 18, 2015, was a success as well as the GCC Labor Day picnic on September 6, 2015.

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

-Trustees Richard Sablan and Elmarie Anderson attended the GCC Labor Day picnic on Sept. 6, 2015.

-Trustee Belanger participated in the ACCT invitation via conference call on September 8, 2015, with Dr. Jill Biden and officials from the White House Office of Public Engagement regarding President Obama's education initiative, "Free Community College Tuition Call to Action."

-Trustee Belanger attended the Council for Native Hawaiian Advancement (CNHA) 14th Annual Native Hawaiian Convention on September 22-24, 2015.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates**

-Building 100 and Forensic Lab Extension Loan. While in Honolulu, the President had an opportunity to meet with Mr. Chris J. Kanazawa, USDA representative in Hawaii, to consider a two-part request for this project. Currently, USDA requested GCC to construct both projects and then drawdown the funds.

The President requested to first complete the construction of Building 100 and then drawdown. The second request is to complete construction on the Forensic Lab and then also drawdown the funds.

The President sent an email to Mr. Joe Diego, the USDA representative on Guam concerning the College's request and to apprise him of the President's meeting with Mr. Kanazawa. To date, there has been no update.

-Building 300 and Wellness Center. Still pending for the finalization of the Architectural and Engineering designs for these projects. The College will communicate with TRMA for a follow up meeting.

-GCC Annex. The College has requested for bids soliciting interested parties that may have properties in the area that could be potentially used for this expansion project. Once this is done, the College will move forward on this.

## **VII. NEW BUSINESS.**

At this time, the President informed the Board of a travel request as follows:

-American Samoa Community College accreditation visit, November 2-6, 2015, sponsored by the Accreditation Commission for Community College and Junior Colleges (ACCJC).

At approximately 12:39 p.m., the meeting went into Executive Session.

## **VIII. EXECUTIVE SESSION**

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

At 12:48 p.m., the meeting reconvened to open session.

At this time, the Board made the following motion:



**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD AMEND THE AGENDA UNDER NEW BUSINESS TO INCLUDE THE PRESIDENT'S TRAVEL REQUEST. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELMARIE ANDERSON, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR NOVEMBER 2015. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELMARIE ANDERSON, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, Chairwoman Belanger extended the following:

1. Congratulations to GCC on the dedication of the Veteran's Club Study Room/Student Lounge.
2. Congratulate to the College for hosting the Fall Festival "Tour of the Pacific."
3. Thank you to hotel Lotte's pastry chef Myra Tiamzon's, a 2013 GCC Culinary Arts graduate, for her demonstration in the GCC Culinary Arts kitchen on September 24, 2015.
4. Good luck to the contestants during the upcoming 2<sup>nd</sup> annual GCC Global Cardboard Challenge scheduled for October 6-8, 2015 in the MPA.
5. Kudos to the College for winning 2<sup>nd</sup> place during the 2015 Government of Guam Labor Day decorating contest.
6. Thanking the Filipino Association for their donation to the APIASF for scholarships.
7. Noting the faculty's appreciation to Dr. Laura Souder and Dr. Samuel Betances for their presentation during the College Assembly.
8. Congratulations to the newly elected student organization leaders.

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

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE MEETING OF OCTOBER 1, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of October 1, 2015, adjourned at approximately 12:52 p.m.

**SUBMITTED BY:**

Bertha M. Guerrero NOV 1 0 2015  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

Frank P. Arriola NOV 1 0 2015  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

Deborah C. Belanger NOV 1 0 2015  
**DEBORAH C. BELANGER**  
Chairperson

# Memorandum

Guam Community College  
**RECEIVED**

OCT 21 2015

PRESIDENT'S OFFICE

To: **Mary A.Y. Okada, President**  
From: **Carmen K. Santos (Chair)**  
**Anthony Roberto (Co-Chair)**  
**Antonia Chamberlain (Co-Chair)**  
**College Governing Council**

Date: 10/20/15  
Re: FY16 CIP

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The College Governing Council met Thursday, 10/15/15 to discuss the FY2016 proposed CIP projects that were reviewed and recommended by the RFP Committee and are now being recommended by CGC.

Please let us know if you have any questions regarding the above.

 10/20/15       10/22/15  
Carmen K. Santos, Chair      Date      Antonia Chamberlain, Co-Chair      Date

 10/21/15  
Anthony Roberto, Co-Chair      Date

NOV 10 2015

## Proposed, 2016 Capital Improvement Projects

(Update as of October 14, 2015 and as recommended by RPF and CGC)

CIP Number	CIP Description	ROM Estimate
16.01	Building E, Installation of Sustainable Window Blinds on Eastern & Western Facing Facades	\$10,000
16.02	Bldg 600, Retrofit of the 500-600 Open Yard for Facility Maintenance Relocation & Storage	\$110,000
16.03	Building 3000, Restoration of the Domestic Water System (i.e., Submersible Pumps, VFDs, Fittings, etc.)	\$34,000
16.04	Building 3000, Build of 600 KW Generator Set for Buildings 3000 and A	\$230,000
16.05	Building 4000, Repair Wall~Structural Cracks #	\$54,000
16.06	Campus-wide, Retrofit of Steep Walkway between Buildings 500 & 1000 for ADA Compliance	\$185,000
16.07	Campus-wide, Acquisition of Classroom Collaterals (i.e., Desks, Chairs, Whiteboards, etc.)	\$50,000
<b>16.08</b>	Campus-wide, Acquisition of Air Conditioners	\$30,000
	<b>SUB TOTAL</b>	<b>\$703,000</b>

CONTINGENCY PROJECTS		
	Campus-wide, Phase-1, Painting of Buildings 3000, 4000, 5000, 6000 & Associated Pathways	
	Building 2000, Reconfiguration of Parking Lot (i.e., stalls, PV lights, Trees, etc.)	
	Campus-wide, Installation of Directory Information Kiosks~Signages & Building Labels	
	Campus-wide, Construct of the GCC~MIS~FO Network Backbone	
	Building D, Installation of DC-Power Plant for MIS Servers	
	Campus-wide, Re-Striping of Parking Stalls	
	Building D, & NE Zone, Installation of 7-each, PV~Parking Lot Lights	
	Campus-wide, Installation of Power~Line Conditioners at Buildings D, E, 2000, 5000 & 6000	
	Building 2000, Build of 500 KW Generator Set for Building 2000, (future) Wellness Center & Firing Range	
	Campus-wide, Replacement of Dilapidated, Perimeter Fencing & Gates	
	Building 2000, Replacement of 4-each, Defective Exhaust Fans	
	Building D, Renovation of Men's & Ladies' Restrooms	
	Building 400, Replacement of 3-each of the MPA's Corroded Doors	
# If covered by GCC's insurance policy then budget will support the painting of buildings		
<b>Grand Total</b>		<b>\$703,000</b>

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**GUAM COMMUNITY COLLEGE**  
Board of Trustees

Annual Fiscal Year Calendar, October 2015 thru September 2016  
Approved by GCC Board of Trustees: November 10, 2015

OCTOBER 2015	NOVEMBER 2015	DECEMBER 2015	JANUARY 2016
<p>1- Thurs., BOT monthly meeting (12pm) campus</p> <p>14-17 ACCT Annual Leadership Congress</p> <p>24 Sat, BOT Retreat (tentative)</p> <p>TBA BOT POLICY REVIEW</p> <p><b>Reports Due:</b></p> <p><b>BOT CHAIR</b> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</p> <p>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><b>PRESIDENT:</b> Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>10- Tues., BOT monthly meeting (12pm)</p> <p>28- Sat., BOT Retreat (tentative)</p> <p>TBA BOT POLICY REVIEW</p> <p>TBA Board's Annual Meeting (Time &amp; Venue to be determined) (Per Board Bylaws, Article III, Section I)</p> <p><b>Reports Due:</b></p> <p><b>BOT CHAIR</b> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p>	<p>10- Thurs., BOT monthly meeting (12pm) (BOT Elections)</p> <p>19- Sat, BOT Retreat (tentative)</p> <p>TBA Wed., Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>TBA BOT POLICY REVIEW</p> <p><b>Reports Due:</b></p> <p><b>BOT CHAIR</b> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><b>PRESIDENT:</b> 31- GCC's Annual Report to the Governor (**update BOT training)</p> <p>**Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(d): Continuing Education for Board and Commission Members. Each year, the members of each board and commission <i>shall</i>, as a form of continuing education, complete the applicable educational program for the board or commission on which they serve.</p>	<p>8- Fri, BOT monthly meeting (12pm)</p> <p>16- Sat, BOT Retreat(tentative)</p> <p>TBA Mtg .of the Joint Educational Board (P.L. #19-40, 17 GCA, Chapter 16A)</p> <p>TBA BOT POLICY REVIEW</p> <p><b>NOTE: (**update BOT training) BOARDS &amp; COMMISSION EDUCATIONAL REQUIREMENT</b></p> <p><b>Reports Due:</b></p> <p><b>BOT CHAIR</b> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</p> <p>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><b>PRESIDENT:</b> Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>

\*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "...complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."

GUAM COMMUNITY COLLEGE  
Board of Trustees

Annual Fiscal Year Calendar, October 2015 thru September 2016  
Approved by GCC Board of Trustees: November 10, 2015

FEBRUARY 2016	MARCH 2016	APRIL 2016	MAY 2016
<p>5- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>13- <u>Sat.</u>, BOT Retreat (Tentative)</p> <p>TBA- GCC Joint Boards Retreat (Date, Time, Venue to be determined)</p> <p>TBA BOT POLICY REVIEW</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><b>BOARD:</b> No later than the 15<sup>th</sup> of February, submittal of GCC's annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature</p>	<p>4- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>12- <u>Sat.</u>, BOT Retreat (Tentative)</p> <p>16- <u>Wed.</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>TBA BOT POLICY REVIEW</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p>	<p>1- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>9- <u>Sat.</u>, BOT Retreat(Tentative)</p> <p>BOT POLICY REVIEW</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</p> <p>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><b>PRESIDENT:</b> For FY2015 - Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>6- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>13- <u>Fri.</u>, GCC Commencement, 6:00pm.</p> <p>21- <u>Sat.</u>, BOT Retreat (Tentative)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p>

\*Public Law #32-031- Boards and Commissions Educational Programs, 5GCA, §43116(c) "...complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."

NOV 10 2015

**GUAM COMMUNITY COLLEGE**  
Board of Trustees

Annual Fiscal Year Calendar, October 2015 thru September 2016  
Approved by GCC Board of Trustees: November 10, 2015

JUNE 2016	JULY 2016	AUGUST 2016	SEPTEMBER 2016
<p>3- <u>Fri.</u>, BOT monthly meeting (12pm) 11- <u>Sat.</u>, BOT Retreat(Tentative) 22- <u>Wed.</u> Foundation Board of Governors mtg. 12pm, GCC campus</p> <p><b>Reports Due:</b> <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233 <u>PRESIDENT:</u> June 30<sup>th</sup> - Graduate Employment Report due re Public Law 32-181</p>	<p>1- <u>Fri.</u>, BOT monthly meeting (12pm) 19- <u>Sat.</u>, BOT Retreat(Tentative)</p> <p><b>Reports Due:</b> <u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233 Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>5- <u>Fri.</u>, BOT monthly meeting (6pm) 13- <u>Sat.</u>, BOT Retreat Assessment work session (Tentative) TBA Convocation</p> <p><b>Reports Due:</b> <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233 BOT Annual Educational Requirements, Public Law #32-031</p>	<p>2- <u>Fri.</u>, BOT monthly meeting (12pm) 10- <u>Sat.</u>, BOT Retreat (Tentative) 14- <u>Wed.</u> Foundation Board of Governors mtg. 12pm, GCC campus TBA- Meeting of the Joint Education Boards (P.L. 19-40, Chapter 16A)</p> <p><b>Reports Due:</b> <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233 TBA- <b>POLICY REVIEWS</b></p>

Adopted by the GCC Board of Trustees:

*Deborah C. Belanger*

Deborah C. Belanger, Chairperson

Date:

11/10/15

\*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "...complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."

**NOV 10 2015**

**GUAM COMMUNITY COLLEGE**  
**AY 2015-2017 Board of Trustees Assessment Activities & Timeline**

GOAL #1 Review of Board Policies	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
<p><u>Policy Review (Continued).</u>            Continue to evaluate and amend periodically Board Policies and the Code of Ethics Policy for all GCC constituents (including the Board) to align processes and procedures, as necessary and appropriate.</p>	<p><b>1a.</b> Follow and implement the established annual schedule for the evaluation of board policies (including the mission statement review) in compliance with Board of Trustees Membership Handbook</p> <p><b>1b.</b> Conduct periodic review of the Board's Policies for publication both in print and electronic format. Include update of BOT membership Handbook.</p> <p><b>1c.</b> Respond to the 2012 ACCJC report recommendation to separate Board policies and administrative procedures that operationalize the policy.</p> <p><b>Outcome:</b>            Continued to revise BOT policies that separate the procedural portion of the policies into a companion document of administrative procedures in order to consolidate and facilitate administrative changes without unduly taxing the Board to act upon changes that do not affect the integrity of the policy itself.</p>	<p><b>1a.</b> January 2016</p> <p><b>1b.</b> BOT monthly meetings and as scheduled.</p>	<p><u>Board of Trustees:</u>            *All BOT members</p> <p><u>Staff:</u>            * Divisional departments and Board's Administrative Secretary            * Vice President, Academic Affairs            * Vice President, Finance &amp; Administration</p>

CONCUR:  \_\_\_\_\_  
 DO NOT CONCUR:  \_\_\_\_\_

*Robert C. Palans*  
 Chairperson, Board of Trustees

NOV 10 2015



**GUAM COMMUNITY COLLEGE**  
**AY 2015-2017 Board of Trustees Assessment Activities & Timeline**

GOAL #2 Board Assessment	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
<p><u>Assessment (Continued).</u>            Continue to set an example by engaging all stakeholders in the College's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.</p>	<p><b>2a.</b> Implement a regular schedule for board assessment training to increase and deepen members' knowledge of assessment and accreditation for accountability and improvement.</p> <p><b>2b.</b> Include the input and participation of the Faculty Senate in the Governing Board Assessment Questionnaire (GBAQ) process.</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>Board of Trustees' forum for Faculty Senate, Staff Senate, and the Council on Postsecondary Student Affairs (COPSA)</li> </ul>	<p><b>2a.</b> Semi-Annually</p> <ul style="list-style-type: none"> <li>December 2015</li> <li>August 2016</li> </ul> <p><b>2b.</b> GBAQ to be conducted</p> <ul style="list-style-type: none"> <li>Spring 2016</li> <li>Final Report: July 2016</li> </ul>	<p><u>Board of Trustees:</u>            Entire Board</p> <p><u>Staff:</u>            *Assistant Director, Office of Assessment &amp; Institutional Effectiveness (AIE)            *Board's Administrative Secretary</p>

CONCUR:    
 DO NOT CONCUR:

*Robert C. Prange* NOV 10 2015  
 Chairperson, Board of Trustees

**GUAM COMMUNITY COLLEGE**  
**AY 2015-2017 Board of Trustees Assessment Activities & Timeline**

GOAL #3 Governance	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
<p><u>Governance Evaluation (Continued)</u>. Continue to assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.</p>	<p>3a. Participate actively in campus-wide governance survey.</p> <p><u>Outcome:</u></p> <ul style="list-style-type: none"> <li>Evidence of input by the faculty, staff and student representatives present at Board meetings will reflect their close connection with the participatory governance process.</li> </ul>	<p>3a. Spring 2015</p>	<p>Board of Trustees: *Entire Board</p> <p><u>Staff:</u> *Assistant Director, Office of Assessment &amp; Institutional Effectiveness (AIE) *Board's Administrative Secretary</p>

CONCUR:    
DO NOT CONCUR: \_\_\_\_\_

*Richard C. Pauley* NOV 10 2015  
Chairperson, Board of Trustees

## ARTICLE XV - FINANCIAL EXIGENCY / REDUCTION IN FORCE

### A. INTENT

The Board recognizes that it is in the best interest of the College to promote stable employment for faculty at the college. The Board also recognizes that the existence of a financial exigency or a need for reduction in force is a serious circumstance. The Board agrees that a reduction in force shall be taken only as the final step of a planned process.

-----> If the College President, with the concurrence of the Board, determines that circumstances exist which could ultimately require laying off faculty, the College President shall initially convene a Financial Exigency Committee or the Faculty Reduction In Force Committee in the case of other circumstances as defined below (Article XV. B.4). The College President is responsible for administering the financial exigency or reduction in force procedures.

### B. DEFINITIONS

These definitions shall apply only to Article XV:

1. Demotion – a voluntary change in position to a position with a lower salary.
2. Financial Exigency – a reduction in College expenditures due to a reduction in the College budget that is beyond the control of the College.
3. Layoff – the involuntary termination of employment as a result of reorganization, lack of work, or lack of funds.
4. Other circumstances – instances involving program deletions or cutbacks due to prolonged diminished enrollment or prolonged inability to hire sufficient faculty members in a program, program deletions or cutbacks as a result of well documented changing island needs, and/or the reorganization of degree or curricular offerings or requirements resulting from a change in the mission, academic requirements of the College, or technological changes. instances such as these involve changes occurring over the course of more than one academic year.
5. Reduction In Force – the laying off of faculty.
6. Reduction In Salary – a reduction in salary without a change in position.
7. Transfer – the lateral movement of a faculty member within the College without any change in position title or salary.
8. Inter-agency transfer – the movement to a different department or agency in the Government of Guam.

### C. PLANNING FOR FINANCIAL EXIGENCY

#### FINANCIAL EXIGENCY COMMITTEE

The purpose of this Committee will be to determine whether or not a true financial exigency exists. It will also be tasked with finding and recommending solutions to the perceived exigency which may include a recommendation for a College-wide Reduction in Force. Any finding or recommendation identified by the Financial Exigency Committee that includes any provision of Article XV. D. shall not be implemented without the convening of the Reduction in Force Committee with the exception of the following, and using the Alternative Assignment form (Appendix B.3):

1. Reprogramming of College-wide budget, or
2. Shared load between departments and/or programs, or
3. Reassignment to another department and/or program, or

NOV 10 2015

**PRESIDENT'S TRAVEL SCHEDULE**  
**December 2015 - January 2016**

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
<b>PREL Board of Directors Meeting</b>	<b>December 8-9, 2015</b>	<b>Honolulu, HI</b>	<b>PREL</b>
<b>2016 Commission Meeting</b>	<b>January 6-8, 2016</b>	<b>Sacramento, CA</b>	<b>Accreditation Commission for Community College and Junior Colleges (ACCJC)</b>

*Funding Source in order of travel: 100% PREL reimbursement; 100% ACCJC reimbursement*