



Speaker Won Pat <speaker@judiwonpat.com>

Messages and Communications

Speaker Won Pat <speaker@judiwonpat.com>
To: Guam Legislature Clerks Office <clerks@guamlegislature.org>

Thu, Apr 21, 2016 at 5:24 PM

4/21/2016 4/8/2016Guam Community College

Pursuant to P.L. 31-233; Guam Community College Board of Trustees reporting requirement for April 2016 33-16-1546

----- Forwarded message -----
From: **Bertha Guerrero** <bertha.guerrero@guamcc.edu>
Date: Thu, Apr 21, 2016 at 1:12 PM
Subject: GCC Board Reporting Requirement - April 2016
To: Speaker Won Pat <speaker@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 April 2016.

Please acknowledge receipt.

Si Yu'us ma'ase ~ "Thank You"

Bertha Guerrero, Administrative Secretary
Board of Trustees & Foundation Board of Governors
Guam Community College
Office: 671-735-5638 * Fax: 671-734-1003
P.O. Box 23069 GMF; 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.

Guiya i Kulehon Kumunidat Guahan, i mas takhilo' mamanaguen fina'che'cho'yan i teknikat na kinahulo' i manfáfache'cho'ya u na' guaguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananagui yan i fina'na'guen cho'cho' para Maikronesiha.

1546

33-16-1546
Office of the Speaker
Judith T. Won Pat, Ed.D

Date: 4/21/16
Time: 5:24pm
Received By: CARL






2016 APR 21 PM 5:33
Judith T. Won Pat

Ufisinan I Etmás Ge'helo'Gi Liheslaturan Guahan
Office of Speaker Judith T. Won Pat, Ed.D.
Kumiten Idukasion Tinakhele', Kottura, Laibirihan Pubbleko siha yan Asunton Famalao'an
155 Hesler Place, Suite 201, Hagatna, Guam 96910
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5 attachments

-  **Letter to Speaker re April 8, 2016 BOT mtg. Reporting Requirement.pdf**
24K
-  **3-11-2016 BOT Minutes.signed.pdf**
117K
-  **4-8-16 BOT Agenda (FINAL).pdf**
31K
-  **Travel Schedule Request.May2016.pdf**
16K
-  **BOT Policies Series 100 final & draft for 4.8.16 BOT mtg..pdf**
359K

April 8, 2016

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

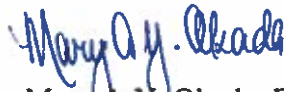
Re: Boards & Commissions Reporting Requirements – April 2016

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 April 8, 2016.

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

Senseramente,



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

Attachments

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, April 8, 2016, 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 March 11, 2016

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

BOT - Meeting Agenda

April 8, 2016

Page 2

VII. NEW BUSINESS

1. BOT Policies – Series 100 - updates
2. President’s Travel Request (May 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 March 11, 2016**

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on March 11, 2016, was called to order at 11:35 a.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. Frank P. Arriola; Mr. Richard P. Sablan; Mr. Eloy P. Hara; Ms. Gina Ramos. **Not in attendance:** Mr. John Benito (schedule conflict); Mr. Adrian Davis, Student Trustee (schedule conflict-attending conference); Mr. Kenneth Bautista, Support Staff Advisory Member (on sick leave); Mr. Frederick Tupaz, Faculty Advisory (schedule conflict).

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. Joann Muna, Human Resources Administrator; Attorney Rebecca Wrightson, 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 – February 9, 2016

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 9, 2016, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS– Letter dated February 22, 2016, from Acting Speaker Benjamin J.F. Cruz from the Guam Legislature to Governor Edward J.B. Calvo, consenting to the nominations of Mr. Frank P. Arriola and Ms. Gina Y. Ramos to serve as members of the Guam Community College Board of Trustees by Legislative action on February 18, 2016.

IV. PUBLIC DISCUSSION – 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:

FY2015: 100% of the appropriations for this calendar year were received.

FY2016: No allotments has been received for this fiscal year. The College is currently communicating with DOA with a schedule of projected cash for a month-to-month total projection for the remainder of this calendar year. As projected, the College anticipates receiving approximately \$3 Million in March 2016 and will still have outstanding receivables of approximately \$5 Million by September 30, 2016, the end of this fiscal year.

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

-There was a call for capital improvement projects for on campus projects. The call out period has expired and the office of Planning and Development will compile this and provide a proposal to the Board.

-As part of the technology upgrade, several labs will receive new computers. A total of approximately 105 new computers will be installed during the summer.

Other activities:

-On February 26, 2016, the President signed three (3) promotions, which will be effective October 2016. Ms. Simone Bollinger, Ms. Tressa Dela Cruz and J. Peter Roberto were recommended by the promotions committee.

-As part of the 2016 GCC Mes Chamorro activities, the faculty, staff and administrators have put together a luncheon for this afternoon, March 11, 2016, in the MPA. BOT members are invited to attend.

-A "Students Leading Students" conference is also taking place today, March 11, 2016 at the Westin, which the Student Trustee is currently attending.

-A new GCC logo will be launched in conjunction with a new GCC website before the beginning of the next academic year and anticipate this will happen during the summer.

-The Reduction in Force (RIF) Committee for the Cosmetology program have submitted a report and plan of action for the Board's consideration for today's meeting. Anticipate this will be a template for future RIF committees.

-As a result of the completion of the RIF Committee's report, recruitment for personnel for vacant positions will resume. Recruitment was on hold during the RIF Committee's review.

2. Monthly Activities Report

Student Trustee: Trustee Adrian Davis is currently attending the Student Leading Students conference today, March 11, 2016.

Faculty Advisory Member: Mr. Frederick Tupaz was absent.

Support Staff Advisory Member: Mr. Kenneth Bautista is on sick leave.

3. Board of Trustees Community Outreach Report.

-GCC Management Team Negotiation weekly meetings at the College: Trustee Deborah Belanger continues to attend these meetings.

-Trustee Gina Ramos attended a meeting last week with Mr. Ron Rhinehart from the U.S. Office of Personnel Management.

- March 5, 2016, E.M.C. Cancer Foundation event: Trustee Frank Arriola, Trustee Deborah Belanger attended.
- March 5, 2016, Marianas Yigo Association retirement tournament: Trustee Frank Arriola attended, which involved off-island participants, including a Sensei from Tokai University and a team from Palau.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Building 100 and Forensic Lab Extension Loan.

- o Bldg. 100. Bid opening was held on March 10, 2016 attended by four (4) bidders and bid submissions are currently being reviewed.

-The College will be requesting from the Guam Attorney General the extension of the delegated authority for legal counsel's review for this project, plus all of GCC projects over \$500,000.

- o Forensic Lab. As last reported, the College anticipates the bid for the Forensic Lab to go out sometime towards the end of 2016.

-Building 300. The College has met with the architects to provide them with an initial idea of the designs for this project. The intent for this entire building is for a single-story multipurpose auditorium for an approximate seating of 500 with tables, and approximately 700 without tables. Restrooms will also be included in this building. Design for this project should be finalized within sixty (60) days.

-Wellness Center. This is status quo as far as the design for this project is 100% complete, however, the College is still seeking funding for this construction.

-GCC Annex. This project is currently on hold.

VII. NEW BUSINESS.

1. Board of Trustees Election. The Guam Community College Board of Trustees nominated and elected new officers for a term of two (2) years for 2016-2017. A motion was then made, as follow:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE GINA RAMOS THAT THE FOLLOWING TRUSTEES BE NOMINATED TO BE VOTED AS THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES OFFICERS FOR A TWO-YEAR TERM FOR 2016 THROUGH 2017:

TRUSTEE RICHARD SABLAN NOMINATED FRANK ARRIOLA AS THE CHAIRPERSON; TRUSTEE GINA RAMOS NOMINATED TRUSTEE RICHARD SABLAN AS THE VICE CHAIRPERSON; TRUSTEE RICHARD SABLAN NOMINATED TRUSTEE ELOY HARA AS TREASURER; TRUSTEE FRANK ARRIOLA NOMINATED TRUSTEE GINA RAMOS AS SECRETARY.

THERE BEING NO FURTHER NOMINATIONS THE FOLLOWING WERE VOTED AS THE NEWLY ELECTED OFFICERS OF THE GCC BOARD OF TRUSTEES:

**-FRANK ARRIOLA, CHAIRPERSON
-RICHARD SABLAN, VICE CHAIRPERSON
-GINA RAMOS, SECRETARY
-ELOY HARA, TREASURER.**

NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. RIF Committee Review and Plan. President Okada explained that on January 2016, the Board approved for the Reduction in Force (RIF) Committee to convene for the GCC Cosmetology Program. The RIF Committee comprised of Dr. Ray Somera as the Chair; Mr. Fred Tupaz, Co-Chair; and other members, Dr. Virginia Tudela, Dr. Michael Chan, and Joann Muna represented Management; Ms. Donna Cruz, Mr. Robin Roberson and Ms. Imelda Arce represented Faculty. The RIF Committee held several meetings within the required period of forty-five (45) days.

The RIF Committee provided its findings with a Report and Plan of Action. Appendices are attached to the Report. The Faculty Senate and the College Governing Council were given an opportunity to provide comments, which are also attached for the Board's consideration.

The RIF Committee provided three (3) options in its report such as 1) Continue the Cosmetology Program; 2) Offer Cosmetology courses in partnership with a private entity; and 3) although this was an option, it is not recommended to discontinue the cosmetology program.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE FOLLOWING, WITH CORRECTIONS: TWO (2) RECOMMENDATIONS BY THE REDUCTION IN FORCE (RIF) COMMITTEE'S PLAN OF ACTION FOR THE GCC COSMETOLOGY PROGRAM TO CONTINUE; THAT ALL GCC PROGRAMS WILL CONTINUE TO RECEIVE PROGRAM REVIEWS; AND THAT THE BOARD FURTHER APPROVE THE RIF'S RECOMMENDATION TO INCORPORATE THE COMMENTS BY THE COLLEGE GOVERNING COUNCIL AND THE FACULTY SENATE, ATTACHED AS APPENDICES, TO BE IMPLEMENTED AT THE DISCRETION OF THE DEAN. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. **BOT Policy 185 – update.** An updated copy of BOT Policy 185 was presented to the Board for consideration. The President explained that included in the review process of Policy 185 were volunteers from faculty, administrators and staff, including a student. As to the procedure portion, there is currently a working group reviewing this and said procedures will be updated as well. When this update is complete, it will be provided as a reference to the Board.

There was a question on Page 2 of the updated Policy 185 that required a legal counsel review concerning the “standard of preponderance of evidence.” The legal counsel conducted a research and advised that the standard of preponderance of evidence is recommended by the U.S. DOE and should be adopted as part of the policy.

Ms. Joann Muna, HR Administrator, asked legal counsel to provide the working group a “clear definition of preponderance” to assist them in their review. The BOT Chair suggested including “beyond a reasonable doubt” should also be given a “clear definition” for the working group in moving forward with updating the procedures for this policy.

A question was brought up regarding employee training concerning sexual harassment. The President informed the Board that training is currently conducted during new employee orientations and at each mandatory professional development. A mandatory online training was recently implemented. It was recommended that the Board should be included in the online training. The GCC Human Resource office will set this up.

After further discussions, a motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE UPDATED GCC BOARD OF TRUSTEES POLICY 185, “SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION PREVENTION,” WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

4. **27th Pay Period.** The President explained to the Board there is an additional pay period for this fiscal year due to 2016 being a leap year. The pay period shifts during a leap year. This shift added one (1) more pay period making a 27th pay period for 2016.

In order for the College to pay out the increment from the last academic year, it requires the Board’s action when it previously approved to freeze increments.

Referencing a letter from the Faculty Union dated October 2015, it identifies and outlines what the College is now requesting for Board’s approval. AY2014-2015 is what is being proposed to pay out this 27th pay period in a lump sum in July 2016. Faculty held a meeting regarding this and 70 members attended representing 66% of the faculty. Votes were cast representing 62.8% of the faculty. Funding is available and the payout will be a total of approximately \$300,000 for

faculty currently employed with the College for increments for AY2014-2015. This payment is not cumulative and is a one-time lump sum payment from the FY2016 budget. After some discussions, a motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE APPROPRIATION FOR THE 27TH PAY PERIOD. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 12:20 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 12:47 p.m., the meeting reconvened to open session.

At this time, the Board made the following motions:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Chairwoman Belanger extended the following:

1. Congratulations to the newly elected Board of Trustees officers, Frank Arriola, Richard Sablan, Eloy Hara and Gina Ramos.
2. Congratulations to Ms. Simone Bollinger, Ms. Tressa Dela Cruz and Mr. J. Peter Roberto on their promotions.

The BOT members also extended their appreciation to Chairwoman Belanger for her leadership and a job well done as the BOT Chair for the last couple of years.

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

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE MEETING OF MARCH 11, 2016, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of March 11, 2016, adjourned at approximately 12:50 p.m.


SUBMITTED BY:


APR 08 2016
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


APR 08 2016
GINA Y. RAMOS
Secretary

APPROVED BY:


APR 08 2016
FRANK P. ARRIOLA
Chairperson

**Guam Community College
Board of Trustees**

Mission Statement

WHEREAS, Guam Community College was created by the Community College Act of 1977 (codified at 17 GCA §§ 30101, *et seq.*) to provide secondary, postsecondary and adult educational programs and career-technical training that is premised on lifelong learning. The College's strength and success are driven by its core values. It is also guided by the College's vision statement as follows:

"Guam Community College will be the premier educational institution for providing globally recognized educational and workforce development programs."

WHEREAS, the College values diversity: an engaged, inclusive culture that embraces diverse points of view and collaboration to accomplish the College's common goals.

WHEREAS, the College values accountability: a culture of institutional and individual responsibility, transparency, and continuous assessment and improvement.

WHEREAS, the College values service: supporting and recognizing service at all levels of the College, striving to contribute to the benefit of the College, students, community, and our neighboring islands within Micronesia.

WHEREAS, the College values integrity: holding high standards of character and integrity as the foundation upon which the College is created.

WHEREAS, the College is learning-centered: fostering intellectual flexibility, knowledge, and skills by integrating teaching, assessment, and learning to promote continuous improvement of our programs and services to support our scholarly community.

WHEREAS, the College is student-centered: committed to education, inquiry and service in order to meet our students' ever growing and changing needs, promoting lifelong learning, civic and social responsibility, leadership, and career growth.

NOW THEREFORE, BE IT RESOLVED, that the following Mission Statement be endorsed and adopted by the Board, subject to a simultaneous review of the College's Institutional Strategic Master Plan every six years.

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.

Sinangan Misión (Chamorro translation)

Guiya i Kulehon Kumunidåt Guåhan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikåt na kinahulo' i manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananågui yan i fina'na'guen cho'cho' para Maikronesiha.

The mission is achieved by accomplishing the following goals:

Goal 1: Retention and Completion

Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

Goal 2: Conducive Learning Environment

Transform the campus into a conducive facility for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

Goal 3: Improvement and Accountability

Enhance the existing integrated planning, review, and evaluation process that provides for the allocation of resources based on assessment results and college-wide priorities in order to boost improvement and accountability.

Goal 4: Visibility and Engagement

Promote the Guam Community College brand to achieve regional, national, and international recognition.

Amended & Adopted: April 8, 2016; Resolution 2-2016

Amended & Adopted: January 10, 2014; Resolution 3-2014

Amended & Adopted: May 5, 2011 (Chamorro translation)

Re-examined & Adopted: February 9, 2011; Resolution 5-2011

Adopted: March 11, 2009; Resolution 17-2009

Amended & Adopted: September 5, 2008; Resolution: 12-2008

Re-examined & Adopted: January 25, 2007; Resolution 1-2007

Adopted: February 9, 2005; Resolution 3-2005

**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.

Reviewed, no changes: April 8, 2016 (updated)

**Amended & Adopted: July 24, 2014
Resolution 27-2014**

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

**Adopted: August 1, 2006
Resolution 12-2006**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ACTING PRESIDENT

WHEREAS, the President serves in a dual capacity as President of the College and as Executive Officer of the Board of Trustees; and

WHEREAS, it is sometimes necessary for the President to be off-island; and

WHEREAS, there may be occasions when the President is unable to perform his/her duties due to absence, illness, or incapacitation; and

WHEREAS, it is vital that leadership and responsibility for the overall operation of the College be maintained despite the absence, illness, or incapacitation of the President;

NOW, THEREFORE, BE IT RESOLVED, that when it becomes necessary for the President to travel off-island, the President shall appoint an Acting President from among the Vice Presidents or other designated Academic Administrator and shall advise the Board; and

BE IT FURTHER RESOLVED, that should the President be unable to perform his/her duties in case of an emergency, the Board of Trustees Chairperson, in consultation with the other Board Members, shall appoint an Acting President from among the Vice Presidents or other designated Academic Administrator who shall serve until such time that the President is able to return to work; and

BE IT FURTHER RESOLVED, that an employee who is appointed to serve temporarily in an acting capacity as President of the College shall be compensated during the period of such services by a payment differential to be added to his/her base rate of pay, measured by the difference in amount between the step in the pay grade he/she holds and the salary paid the President; and

BE IT FURTHER RESOLVED, that compensation following appointment in an acting capacity shall not be less than 30 calendar days and not to exceed one year. Payment differential shall be deferred until the employee has served 30 consecutive calendar days in an acting capacity.

**Reviewed, no changes: April 8, 2016
Amended & Adopted: January 10, 2014
Resolution 4-2014**

**Amended & Adopted: September 5, 2008
Resolution 21-2008**

**Adopted: July 20, 1994
Resolution 49-94
Amended: July 1, 1998
Amended: June 7, 2000**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

IDENTITY SYSTEM MANUAL

WHEREAS, Guam Community College has experienced phenomenal growth and greatly diversified since its inception in 1977; and

WHEREAS, the College is now one of the major post secondary educational institutions of the Territory of Guam and its surrounding region; and

WHEREAS, there should be consistency in the various publications, announcements, and other official papers of the College; and

WHEREAS, readily recognizable logos help to establish institutional identity and loyalty; and

WHEREAS, the diversity and complexity of the Colleges offerings far surpass the images of the hard hat and drafting tool on the official seal; and

WHEREAS, an Identity System Manual has been developed which includes a new logo system, sets college colors and various other standards that dictate the image of the College,

NOW, THEREFORE, BE IT RESOLVED, that the Identity System Manual shall serve as the official guide for the use of the logo, college colors and similar matters on all College print, video and electronic communications, and signage.

Reviewed & Adopted: April 8, 2016
Resolution ___-2016

Reviewed & Adopted: September 5, 2008
Resolution 23-2008

Adopted: March 16, 1994
Resolution 8-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

MEDIA RELATIONS

WHEREAS, the College's image as perceived by the community is of the utmost importance to the Board of Trustees; and

WHEREAS, the Board of Trustees believes that a coherent image of the College must be presented to the public at all times in print, social, and broadcast media; and

WHEREAS, the College relies on community support to effectively carry out its mission; and

WHEREAS, articles, news stories, and social media affect the way in which people regard the College, its programs, faculty, staff, and students; and

WHEREAS, the College logo must be on all print, video and social media/electronic materials that promote the College;

NOW, THEREFORE, BE IT RESOLVED, that it is the policy of the Board of Trustees that all broadcast, electronic and print items that promote the College, must be approved by the President's Office, Communications and Promotions, before release to the public; and

BE IT FURTHER RESOLVED, that responses to media inquiries regarding institutional position on issues will be handled by the President, Chairperson of the Board of Trustees, or the Assistant Director for Communications and Promotions. College employees who receive inquiries from the media are to direct the inquiries to the Assistant Director for Communications and Promotions, President's Office; and

BE IT FURTHER RESOLVED, that the College's communication with the media will, at all times, remain on a professional level.

**Amended & Adopted: April 8, 2016
Resolution ____-2016**

**Amended & Adopted: September 5, 2008
Resolution 24-2008**

**Adopted: July 20, 1994
Resolution 51-94**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

GCC PROTOCOL GUIDE

WHEREAS, Guam Community College holds a number of graduation ceremonies and other institutional special events; and

WHEREAS, Government officials, local and off-island dignitaries, heads of organizations, and the College's Board of Trustees and administrative heads at various times attend these events, some as participants. These public events require protocol considerations. This guide is to be used as a basis for such considerations. But, in the absence of the written word, common sense and tactfulness shall be the basis of protocol and good manners. Regarding recommendations and references to acceptable international, national and territorial social usage and local customs see the Official Protocol Guide for the Territory of Guam (copy available in the President's Office and the Library).

NOW, THEREFORE, BE IT RESOLVED, that at any official GCC event, those listed in the Order of Precedence, when present, shall always be officially recognized. When the situation warrants, other protocol considerations should be given based on the Orders of Precedence.

BE IT FURTHER RESOLVED, that the orders of preference are:

Graduation Order of Precedence

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Chief Justice, District Court of Guam
Chief Justice, Supreme Court of Guam
Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Senators of the Guam Legislature
Board of Trustees Chairperson
Foundation Board of Governors Chairperson
Board of Trustees Vice Chairperson
Foundation Board of Governors Vice Chairperson
Members, Board of Trustees
Members, Board of Governors
President

Territorial Order of Precedence (Source: Official Protocol Guide, Territory of Guam)

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Former Governors (in order of seniority)
Consulates (in order of the presentation of their credentials)
Widows of Former Governors (in order of deceased husbands' seniority)
Senators of the Guam Legislature
President, Mayor's Council
Military: Admiral/General, Active (by date of rank)
Bishops (led by the Archbishop of the Diocese of Agana)
Judge of the District Court of Guam (Federal)
Judges of the Superior Court of Guam (in order of seniority, concluded by Traffic Court Judge)

Page 2: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE

Mayors of Guam

Governor's Cabinet (by line of succession, unless otherwise specified by Governor)----Note: check with Governor's Office for desired arrangements, if any.

Former Lt. Governors (in order of seniority)

Former Speakers (in order of seniority)

Retired Presiding Judges (in order of seniority)

Former Delegates to the U.S. Congress (in order of seniority)

Former Senators

Former Judges

Former Mayors

Boards, Commissions, and Councils

GCC Order of Precedence

Board of Trustees Chairperson

Board of Trustees Vice Chairperson

Foundation Board of Governors Chairman

Foundation Board of Governors Vice Chairman

Members, Board of Trustees

Members, Foundation Board of Governors

President

Vice President of Academic Affairs

Vice President of Finance and Administration

Former Board of Trustees Members

Former Foundation Board of Governors Members

Former Presidents

Deans

Assistant Directors (Apprenticeship and Training, Planning and Development, Communications & Promotions, Development & Alumni Relations, and Assessment & Institutional Effectiveness)

Associate Deans

Faculty Senate President

Faculty Emeritus

BE IT FURTHER RESOLVED, that title shall be used as follows: "The Honorable" should be conferred on the following positions: Governor, Lt. Governor, Speaker, Presiding Judge, Delegate to Congress, heads of consular missions, other judges and senators. It is used in platform introductions and in correspondence when written out in full.

Honorific titles should be used before an individual's name in platform introductions and correspondence. Such titles are: Doctor, Professor, Reverend, Mr., Mrs., Miss, etc.

BE IT FURTHER RESOLVED, that seating precedent, based on official position, shall be the determining factor of seating arrangements for all official functions.

Following is an example of a platform seating arrangement.

VP	VP	VP	FBOG VChair	FBOG Chair	President	Gov	BOT Chair	BOT VChair	Dean	Dean	Dean	Faculty Senate President
13	11	9	7	5	3	1	2	4	6	8	10	12

Amended & Adopted: April 8, 2016

Resolution No. ____-2016

Amended & Adopted: September 5, 2008

Resolution No. 25-2008

Adopted: March 16, 1994

Resolution 10-94

Amended: May 6, 1998

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CAMPUS CRIME AND SECURITY

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act of 1990; and

WHEREAS, the Board of Trustees of Guam Community College intends to comply with the requirements of that Act;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby directs the administration to prepare, publish, and distribute policy statements that comply with the letter and spirit of the Crime Awareness and Campus Security Act of 1990. Policy statements shall be issued covering the following areas:

- (1) **Procedures for students to report criminal activities;**
- (2) **Security at campus facilities;**
- (3) **Availability and authority of campus law enforcement;**
- (4) **Programs available to inform students about security and the prevention of crime;**
- (5) **Recording of crime through local police agencies; and**
- (6) **Possession, use and sale of alcohol and drugs.**

BE IT FURTHER RESOLVED, that the administration shall prepare, publish, and distribute statistical reports that identify the occurrence of campus crimes and the number of campus arrests for crimes specified in the Crime Awareness and Campus Security Act of 1990.

These policy statements and statistical reports should be published in publications or mailings that are available to students and employees, as well as prospective students and the higher education community, upon request.

Reviewed, no changes: April 8, 2016
Reviewed & Adopted: September 5, 2008
Resolution 28-2008

Adopted: November 24, 1992
Resolution 2-93

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**GCC AS A TOBACCO PRODUCT, ELECTRONIC CIGARETTE
AND BETELNUT-FREE CAMPUS**

WHEREAS, tobacco is a legally available consumer product which kills people when used entirely as intended; and

WHEREAS, second-hand smoke contains poisonous chemicals such as arsenic, hydrogen cyanide, ammonia, and carbon monoxide; and

WHEREAS, the Environmental Protection Agency has classified secondhand smoke as a Group A carcinogen, a substance known to cause cancer in humans, and the EPA does not recognize a safe level of exposure to Group A carcinogens; and

WHEREAS, indisputable scientific evidence exists that links tobacco use and exposure to second-hand tobacco smoke to pulmonary and cardiovascular diseases and cancer; and

WHEREAS, over 60 percent of all Guam cancer deaths are tobacco related; and

WHEREAS, the percentage of Guam's people who smoke is one of the highest of all U.S. states and territories; and

WHEREAS, smoking rates among Guam adults continue to increase despite the fact that over half of the current smokers have recently attempted to quit; and

WHEREAS, 23.3% of middle school students and 31.6% of high school students in Guam are current smokers, according to the 2003 Youth Risk Behavior Survey, and

WHEREAS, Guam Public Law 21-139, Guam's Clean Indoor Air Act of 1992, prohibits smoking in all enclosed public places and requires restaurants to designate at least 50% of their restaurant seating as non-smoking; and

WHEREAS, Guam Public Law 28-20, the Natasha Perez Protection Act of 2005, prohibits smoking in Guam restaurants, except for restaurants that turn into bars late at night; and

WHEREAS, Guam Community College is committed to promoting the health, wellness and social well-being of its students, staff, faculty and the people of Guam and the Western Pacific; and

WHEREAS, betelnut and tobacco products, when chewed and expectorated, represent a significant health hazard by increasing the opportunity for exposure to various communicable diseases through saliva and air borne contaminants; and

WHEREAS, the use of any electronic cigarette (e-cigs) devices are prohibited on campus; and

WHEREAS, GCC desires to set a good public example as a responsible, health conscious public institution; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees approves the ban of Tobacco products, electronic cigarette (e-cigs) devices, and the use of betelnut on the GCC campus.

**Reviewed, no changes: April 8, 2016
Amended & Adopted: May 30, 2013
Resolution No: 6-2013**

**Amended & Adopted: September 5, 2008
Resolution No: 31-2008**

**Adopted: March 9, 2006
Resolution 3-2006**

DRAFT

**Guam Community College
Board of Trustees**

Mission Statement

WHEREAS, Guam Community College was created by the Community College Act of 1977 (codified at 17 GCA §§ 30101, *et seq.*) to provide secondary, postsecondary and adult educational programs and career-technical training that is premised on lifelong learning. The College's strength and success are driven by its core values. It is also guided by the College's vision statement as follows:

“Guam Community College will be the premier educational institution for providing globally recognized educational and workforce development programs.”

WHEREAS, the College values diversity: an engaged, inclusive culture that embraces diverse points of view and collaboration to accomplish the College's common goals.

WHEREAS, the College values accountability: a culture of institutional and individual responsibility, transparency, and continuous assessment and improvement.

WHEREAS, the College values service: supporting and recognizing service at all levels of the College, striving to contribute to the benefit of the College, students, community, and our neighboring islands within Micronesia.

WHEREAS, the College values integrity: holding high standards of character and integrity as the foundation upon which the College is created.

WHEREAS, the College is learning-centered: fostering intellectual flexibility, knowledge, and skills by integrating teaching, assessment, and learning to promote continuous improvement of our programs and services to support our scholarly community.

WHEREAS, the College is student-~~focused~~centered: committed to education, inquiry and service in order to meet our students' ever growing and changing needs, promoting lifelong learning, civic and social responsibility, leadership, and career growth.

NOW THEREFORE, BE IT RESOLVED, that the following Mission Statement be endorsed and adopted by the Board, subject to a simultaneous review of the College's Institutional Strategic Master Plan every six years.

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.

Sinangan Misi3n (Chamorro translation)

Guiya i Kulehon Kumunidat Guahan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikat na kinahulo' i manfáface'cho' ya u na' guaguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananágui yan i fina'na'guen cho'cho' gi-ya-para Maikronesiha.

The mission is achieved by accomplishing the following goals:

Goal 1: Retention and Completion

Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

Goal 2: Conducive Learning Environment

Transform the campus into a conducive facility for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

Goal 3: Improvement and Accountability

Enhance the existing integrated planning, review, and evaluation process that provides for the allocation of resources based on assessment results and college-wide priorities in order to boost improvement and accountability.

Goal 4: Visibility and Engagement

Promote the Guam Community College brand to achieve regional, national, and international recognition.

Amended & Adopted: April 8, 2016; Resolution 2-2016

Amended & Adopted: January 10, 2014; Resolution 3-2014

Amended & Adopted: May 5, 2011 (Chamorro translation)

Re-examined & Adopted: February 9, 2011; Resolution 5-2011

Adopted: March 11, 2009; Resolution 17-2009

Amended & Adopted: September 5, 2008; Resolution: 12-2008

Re-examined & Adopted: January 25, 2007; Resolution 1-2007

Adopted: February 9, 2005; Resolution 3-2005

GUAM COMMUNITY COLLEGE
Board of Trustees
IDENTITY SYSTEM MANUAL

WHEREAS, Guam Community College has experienced phenomenal growth and greatly diversified since its inception in 1977; and

WHEREAS, the College is now one of the major post secondary educational institutions of the Territory of Guam and its surrounding region; and

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WHEREAS, there should be consistency in the various publications, announcements, and other official papers of the College; and

WHEREAS, readily recognizable logos help to establish institutional identity and loyalty; and

WHEREAS, the diversity and complexity of the Colleges offerings far surpass the images of the hard hat and drafting tool on the official seal; and

WHEREAS, an Identity System Manual has been developed which includes a new logo system, sets college colors and various other standards that dictate the image of the College.

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NOW, THEREFORE, BE IT RESOLVED, that the Identity System Manual shall serve as the official guide for the use of the logo, college colors and similar matters on all College print, video and electronic communications, and signage.

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Reviewed & Adapted: April 8, 2016
Resolution -2016

Reviewed & Adopted: September 5, 2008
Resolution 23-2008

Adopted: March 16, 1994
Resolution 8-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

MEDIA RELATIONS

WHEREAS, the College's image as perceived by the community is of the utmost importance to the Board of Trustees; and

WHEREAS, the Board of Trustees believes that a coherent image of the College must be presented to the public at all times in print, ~~social~~, and broadcast media; and

WHEREAS, the College relies on community support to effectively carry out its mission; and

WHEREAS, ~~articles, news stories, and social media~~ affect the way in which people regard the College, its programs, faculty, staff, and students; and

WHEREAS, the College logo must be on all ~~print, video and social media/electronic~~ materials that promote the College.

NOW, THEREFORE, BE IT RESOLVED, that it is the policy of the Board of Trustees that all broadcast, electronic and print items that promote the College, must be approved by the President's Office, Communications and Promotions, before release to the public; and

BE IT FURTHER RESOLVED, that responses to media inquiries regarding institutional position on issues will be handled by the President, Chairperson of the Board of Trustees, or the Assistant Director for Communications and Promotions. College employees who receive inquiries from the media are to direct the inquiries to the Assistant Director for Communications and Promotions, President's Office; and

BE IT FURTHER RESOLVED, that the College's communication with the media will, at all times, remain on a professional level.

Amended & Adopted: April 8, 2016
Resolution -2016

Amended & Adopted: September 5, 2008
Resolution 24-2008

Adopted: July 20, 1994
Resolution 51-94

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GUAM COMMUNITY COLLEGE
Board of Trustees

GCC PROTOCOL GUIDE

Policy 155

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WHEREAS, Guam Community College holds a number of graduation ceremonies and other institutional special events; and

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WHEREAS, Government officials, local and off-island dignitaries, heads of organizations, and the College's Board of Trustees and administrative heads at various times attend these events, some as participants. These public events require protocol considerations. This guide is to be used as a basis for such considerations. But, in the absence of the written word, common sense and tactfulness shall be the basis of protocol and good manners. Regarding recommendations and references to acceptable international, national and territorial social usage and local customs see the Official Protocol Guide for the Territory of Guam (copy available in the President's Office and the Library).

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NOW, THEREFORE, BE IT RESOLVED, that at any official GCC event, those listed in the Order of Precedence, when present, shall always be officially recognized. When the situation warrants, other protocol considerations should be given based on the Orders of Precedence.

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BE IT FURTHER RESOLVED, that the orders of preference are:

Graduation Order of Precedence

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Chief Justice, District Court of Guam
Chief Justice, Supreme Court of Guam
Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Senators of the Guam Legislature
Board of Trustees Chairperson
Foundation Board of Governors Chairperson
Board of Trustees Vice Chairperson
Foundation Board of Governors Vice Chairperson
Members, Board of Trustees
Members, Board of Governors
President

Territorial Order of Precedence (Source: Official Protocol Guide, Territory of Guam)

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Former Governors (in order of seniority)
Consulates (in order of the presentation of their credentials)
Widows of Former Governors (in order of deceased ~~husbands~~ ~~husbands'~~ seniority)
Senators of the Guam Legislature
President, Mayor's Council
Military: Admiral/General, Active (by date of rank)
Bishops (led by the Archbishop of the Diocese of Agana)
Judge of the District Court of Guam (Federal)
Judges of the Superior Court of Guam (in order of seniority, concluded by Traffic Court Judge)

Page 2: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE

Mayors of Guam
 Governor's Cabinet (by line of succession, unless otherwise specified by Governor)---Note: check with Governor's Office for desired arrangements, if any.
 Former Lt. Governors (in order of seniority)
 Former Speakers (in order of seniority)
 Retired Presiding Judges (in order of seniority)
 Former Delegates to the U.S. Congress (in order of seniority)
 Former Senators
 Former Judges
 Former Mayors
 Boards, Commissions, and Councils

GCC Order of Precedence

Board of Trustees Chairperson
 Board of Trustees Vice Chairperson
 Foundation Board of Governors Chairman
 Foundation Board of Governors Vice Chairman
 Members, Board of Trustees
 Members, Foundation Board of Governors
 President
 Vice President of Academic Affairs
 Vice President of Finance and Administration
 Former Board of Trustees Members
 Former Foundation Board of Governors Members
 Former Presidents
 Deans
 Assistant Directors (Apprenticeship and Training, Planning and Development, Communications & Promotions, Development & Alumni Relations, and Assessment & Institutional Effectiveness)
 Associate Deans
 Faculty Senate President
 Faculty Emeritus

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Honorific titles should be used before an individual's name in platform introductions and correspondence. Such titles are: Doctor, Professor, Reverend, Mr., Mrs., Miss, etc.

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BE IT FURTHER RESOLVED, that seating precedent, based on official position, shall be the determining factor of seating arrangements for all official functions.

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Following is an example of a platform seating arrangement.

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VP	VP	VP	FBOG VChair	FBOG Chair	President	Gov	BOT Chair	BOT VChair	Dean	Dean	Dean	Faculty Senate President
13	11	9	7	5	3	1	2	4	6	8	10	12

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Amended & Adopted: April 8, 2016
Resolution No. -2016

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Amended & Adopted: September 5, 2008
Resolution No. 25-2008
Adopted: March 16, 1994
Resolution 10-94
Amended: May 6, 1998

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PRESIDENT'S TRAVEL SCHEDULE
May 2016

Conference Title	Date	Location	Sponsor:
May 2016 Commission Meeting	May 3-4, 2016	Washington, DC	WHIAAPI

Funding Source in order of travel: 100% reimbursed by the White House Initiative on Asian Americans & Pacific Islanders