

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CODE OF TRUSTEE ETHICS AND CONDUCT**

**WHEREAS**, the Trustees recognize that the education of students is the reason for the College's existence; all other functions must support this purpose; and

**WHEREAS**, it is the duty of the Board of Trustees of Guam Community College to ensure that students receive the highest quality education in the most efficient manner possible.

**NOW, THEREFORE, BE IT RESOLVED**, that in the performance of their governance responsibilities, the Board of Trustees shall:

1. Recognize that the primary responsibility of the Board is to govern the College in the best interests of the educational needs of the Territory.
2. Promote and encourage open, mutually supportive and accountable participation of students, faculty and staff in the governance process.
3. Communicate and promote the needs of the community to the College and the needs of the College to the community.
4. Encourage and support open access to the Board while maintaining appropriate and well-defined College communication and decision-making channels.
5. Recognize that a trustee is a member of a legal entity; that the strength and effectiveness of the Board is as a unit; that the majority decisions of the Board shall be supported even when personally opposed; and that a single Board member has no authority to act on behalf of the Board, unless so authorized.
6. Develop and maintain good relations with fellow Board members by considering and respecting their opinions and working with each other in a spirit of harmony and cooperation.
7. Maintain consistent and vigilant oversight of the College with emphasis on instructional quality, operational efficiency and fiscal stability.
8. Promote a healthy working relationship with the President through supportive, open and honest communication and regular evaluation.
9. Delegate authority to the President and staff to initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions.
10. Act honestly and openly at all times following the letter and intent of all applicable Local and Federal Laws and keeping the confidentiality of privileged information.
11. Avoid all conflicts of interest and the appearance of conflicts of interest and not using the position as Trustee for personal gain.
12. Devote time to educational and informational activities which will enhance one's personal ability to function effectively as a member of the Board of Trustees.

**Page 2: GCC Board of Trustees Policy 115 – Code of Trustee Ethics and Conduct**

13. Maintain confidentiality of all Board discussions held in closed sessions and recognize that deliberations of the Board in closed sessions are not to be released or discussed in public without the prior approval of the Board by majority vote.

**Amended & Adopted: December 23, 2021**

**Resolution \_\_\_\_\_ 2021**

**Reviewed, no changes: July 15, 2016**

**Reviewed, no changes: July 24, 2014**

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

**Resolution 17-2008**

**Adopted: March 16, 1994**

**Resolution 12-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CODE OF TRUSTEE ETHICS AND CONDUCT**

**WHEREAS**, the Trustees recognize that the education of students is the reason for the College's existence; all other functions must support this purpose; and

**WHEREAS**, it is the duty of the Board of Trustees of Guam Community College to ensure that students receive the highest quality education in the most efficient manner possible.

**NOW, THEREFORE, BE IT RESOLVED**, that in the performance of their governance responsibilities, the Board of Trustees shall:

1. Recognize that the primary responsibility of the Board is to govern the College in the best interests of the educational needs of the Territory.
2. Promote and encourage open, mutually supportive and accountable participation of students, faculty and staff in the governance process.
3. Communicate and promote the needs of the community to the College and the needs of the College to the community.
4. Encourage and support open access to the Board while maintaining appropriate and well-defined College communication and decision-making channels.
5. Recognize that a trustee is a member of a legal entity; that the strength and effectiveness of the Board is as a unit; that the majority decisions of the Board shall be supported even when personally opposed; and that a single Board member has no authority to act on behalf of the Board, unless so authorized.
6. Develop and maintain good relations with fellow Board members by considering and respecting their opinions and working with each other in a spirit of harmony and cooperation.
7. Maintain consistent and vigilant oversight of the College with emphasis on instructional quality, operational efficiency and fiscal stability.
8. Promote a healthy working relationship with the President through supportive, open and honest communication and regular evaluation.
9. Delegate authority to the President and staff to initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions.
10. Act honestly and openly at all times following the letter and intent of all applicable Local and Federal Laws and keeping the confidentiality of privileged information.
11. Avoid all conflicts of interest and the appearance of conflicts of interest and not using the position as Trustee for personal gain.
12. Devote time to educational and informational activities which will enhance one's personal ability to function effectively as a member of the Board of Trustees.

**Page 2: GCC Board of Trustees Policy 115 – Code of Trustee Ethics and Conduct**

13. Maintain confidentiality of all **b**Board discussions held in closed sessions and recognize that deliberations of the **b**Board in closed sessions are not to be released or discussed in public without the prior approval of the **b**Board by majority vote.

**Reviewed & Adopted: \_\_\_\_\_, 2021**

**Resolution \_\_\_\_\_, 2021**

**Reviewed, no changes: July 15, 2016**

**Reviewed, no changes: July 24, 2014**

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

**Resolution 17-2008**

**Adopted: March 16, 1994**

**Resolution 12-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CAMPUS CRIME AND SECURITY**

**WHEREAS**, Congress has enacted the Crime Awareness and Campus Security Act of 1990 (known as the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”)); and

**WHEREAS**, the Board of Trustees of Guam Community College intends to comply with the requirements of that Act, including the completion of an Annual Security Report (ASR); and

**WHEREAS**, the Guam Community College is fully committed to the transparency of its operations, in regard to crime and security; and

**WHEREAS**, the College fully accepts its role in maintaining a safe and secure campus by responding to crimes and alleged crimes as quickly and fully as possible; and

**WHEREAS**, the College strives to create an environment where stakeholders are safe and comfortable in reporting crimes; and

**WHEREAS**, the College understands that the safety of community members is best maintained through effective collaboration between College personnel and the Guam Police Department; and

**WHEREAS**, the College is fully committed to reporting crime in an accurate and timely way; and

**WHEREAS**, the College understands its responsibility to educate the campus community about their roles in maintaining a safe and secure campus and seeks to utilize multiple forms of communication to reach all stakeholders, as appropriate, in crime-related situations; and

**WHEREAS**, the College employs Counselors who address the needs of their clients as fully as possible; and

**WHEREAS**, the College abides by the Family and Educational Rights and Privacy Act (FERPA); and

**WHEREAS**, the Higher Education Opportunities Act (HEOA) establishes safeguards for anyone who provides information by prohibiting any retaliation against the person who shares information under a provision of the Clery Act; and

**WHEREAS**, the College is intent upon holding individuals accountable for retaliation against whistleblowers.

**Page 2: GCC Board of Trustees Policy 170 – Campus Crime and Security**

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees hereby directs the administration to prepare, publish, and distribute the Criminal Statistics Report and Annual Security Report each year. The ASR includes the policy statements that comply with the letter and spirit of the Clery Act as well as the criminal statistics for the three most recent years including, but not limited to:

- (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 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; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees hereby adopts the *GCC Annual Security Report Policy and Procedures* and the *GCC Drug and Alcohol Abuse Prevention Program Policy and Procedures*; and

**BE IT FURTHER RESOLVED**, that GCC community members, to include students, are to report criminal actions or other emergencies occurring on campus; and

**BE IT FURTHER RESOLVED**, that the College encourages victims or witnesses who wish to report crimes on a voluntary, confidential basis, to do so to the Student Support Services Office, to any of GCC's identified Emergency Responders, any GCC employee, or to the Guam Police Department; and

**BE IT FURTHER RESOLVED**, that regarding law enforcement, the Guam Police Department has authority to address crimes committed on campus, and no specific additional agreement exists to guide intervention and investigation; and

**BE IT FURTHER RESOLVED**, that GCC Counselors and other personnel are to inform those receiving their services on how to report crimes voluntarily and confidentially to the Police or other agencies beyond campus as appropriate. They are also to facilitate this contact process, if requested by their clients.

**Reviewed & Adopted: December 23, 2021**

**Resolution \_\_\_\_\_ 2021**

**Reviewed & Adopted: March 26, 2021**

**Resolution 7-2021**

**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**

**CAMPUS CRIME AND SECURITY**

**WHEREAS**, Congress has enacted the Crime Awareness and Campus Security Act of 1990 (known as the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”); and

**WHEREAS**, the Board of Trustees of Guam Community College intends to comply with the requirements of that Act, including the completion of an Annual Security Report (ASR); and

**WHEREAS**, the Guam Community College is fully committed to the transparency of its operations, in regard to crime and security; and

**WHEREAS**, the College fully accepts its role in maintaining a safe and secure campus by responding to crimes and alleged crimes as quickly and fully as possible; and

**WHEREAS**, the College strives to create an environment where stakeholders are safe and comfortable in reporting crimes; and

**WHEREAS**, the College understands that the safety of community members is best maintained through effective collaboration between College personnel and the Guam Police Department; and

**WHEREAS**, the College is fully committed to reporting crime in an accurate and timely way; and

**WHEREAS**, the College understands its responsibility to educate the campus community about their roles in maintaining a safe and secure campus and seeks to utilize multiple forms of communication to reach all stakeholders, as appropriate, in crime-related situations; and

**WHEREAS**, the College employs Counselors who address the needs of their clients as fully as possible; and

**WHEREAS**, the College abides by the Family and Educational Rights and Privacy Act (FERPA); and

**WHEREAS**, the Higher Education Opportunities Act (HEOA) establishes safeguards for anyone who provides information by prohibiting any retaliation against the person who shares information under a provision of the Clery Act; and

**WHEREAS**, the College is intent upon holding individuals accountable for retaliation against whistleblowers.

**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 (Clery Act)~~the Criminal Statistics Report and Annual Security Report each year. The ASR includes the policy statements that comply with the letter and spirit of the Clery Act as well as the criminal statistics for the three most recent years including, but not limited to~~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 (Clery Act).~~

**BE IT FURTHER RESOLVED**, that ~~These~~ 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; ~~and~~ **and**

**BE IT FURTHER RESOLVED**, that the Board of Trustees hereby adopts the GCC Annual Security Report Policy and Procedures and the GCC Drug and Alcohol Abuse Prevention Program Policy and Procedures; ~~and~~ **and**

**BE IT FURTHER RESOLVED**, that GCC community members, to include students, are to report criminal actions or other emergencies occurring on campus; ~~and~~ **and**

**BE IT FURTHER RESOLVED**, that the College encourages victims or witnesses who wish to report crimes on a voluntary, confidential basis, to do so to the Student Support Services Office, to any of GCC's identified Emergency Responders, any GCC employee, or to the Guam Police Department; ~~and~~ **and**

**BE IT FURTHER RESOLVED**, that regarding law enforcement, the Guam Police Department has authority to address crimes committed on campus, and no specific additional agreement exists to guide intervention and investigation; ~~and~~ **and**

**BE IT FURTHER RESOLVED**, that GCC Counselors and other personnel are to inform those receiving their services on how to report crimes voluntarily and confidentially to the Police or other agencies beyond campus as appropriate. They are also to facilitate this contact process, if requested by their clients.

**Reviewed & Adopted:**  
**Resolution**



|

**Reviewed & Adopted: March 26, 2021**  
**Resolution 7-2021**

**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**

**RISK CRISIS MANAGEMENT & EMERGENCY PROTOCOL**

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

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

**WHEREAS**, emergency protocols have been developed to cope with these disasters; and

**WHEREAS**, reporting of crimes or alleged crimes may be made to GCC's emergency responders.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Trustees formally adopts the *GCC Emergency Operations Plan and Procedures*, which will be made electronically available on the College website ([www.guamcc.edu](http://www.guamcc.edu)) and be periodically reviewed and updated as deemed necessary; and

**BE IT FURTHER RESOLVED**, that GCC's Emergency Responders are as follows: Environmental Health and Safety Officer, Associate Deans of Technology and Student Services, and Accommodative Services Coordinator.

**Reviewed and Adopted: December 23, 2021**  
**Resolution \_\_\_\_\_ 2021**

**Reviewed and Adopted: March 26, 2021**  
**Resolution 9-2021**

**Reviewed, no changes: July 15, 2016**

**Amended & Adopted: September 5, 2008**  
**Resolution 32-2008**

**Adopted: April 6, 1994**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**RISK CRISIS MANAGEMENT & EMERGENCY PROTOCOL**

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

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

**WHEREAS**, emergency protocols have been developed to cope with these disasters; and

**WHEREAS**, reporting of crimes or alleged crimes may be made to GCC's emergency responders.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Trustees formally adopts the GCC Emergency Operations Plan and Procedures, which will be that the Campus Guide to Emergency Protocol ~~be made~~ made electronically available ~~to~~ on the College website ([www.guamcc.edu](http://www.guamcc.edu)) and be periodically reviewed and updated as deemed necessary; and.

**BE IT FURTHER RESOLVED**, that GCC's Emergency Responders are as follows: Environmental Health and Safety Officer, Associate Deans of Technology and Student Services, and Accommodative Services Coordinator.

**Reviewed and Adopted:** \_\_\_\_\_  
**Resolution** \_\_\_\_\_

**Reviewed and Adopted: March 26, 2021**  
**Resolution 9-2021**

**Reviewed, no changes: July 15, 2016**

**Amended & Adopted: September 5, 2008**  
**Resolution 32-2008**

**Adopted: April 6, 1994**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION PREVENTION**

**WHEREAS**, Guam Community College is committed to maintaining a safe, comfortable and non-discriminatory learning and working environment for all members of the College community- students, employees, visitors, applicants, and third-party vendor; and

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

**WHEREAS**, per Title VII of the Civil Rights Act of 1964, the College adopts the following definition of sexual harassment: “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects individual’s employment or educational environment, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating, hostile, or offensive work or educational environment.” Sexual harassment occurs when:

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

**WHEREAS**, Title IX prohibits all schools, colleges, and universities receiving federal funds from discrimination on the basis of sex; and

**WHEREAS**, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges to maintain and disclose information related to crime on college campuses, including sexual assault; and

**WHEREAS**, the Violence Against Women’s Reauthorization Act of 2013 (VAWA) amended the Clery Act to now require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their Annual Security Reports; and

## **Page 2: GCC Board of Trustees Policy 185 - Sexual Harassment and Sexual Discrimination Prevention**

**WHEREAS**, sexual assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of the recipient, including sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape. Sexual assault is a form of sexual harassment; and

**WHEREAS**, domestic violence is defined as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone; and

**WHEREAS**, dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship; and

**WHEREAS**, stalking is defined as a pattern of repeated and unwanted attention, harassment contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear; and

**WHEREAS**, fraternization at the College is defined as a situation in which an employee engages in an emotional, romantic, or sexual relationship with a student or an employee for whom he or she has a professional responsibility as a faculty, staff, or administrator; and

**WHEREAS**, the College complies with the Title VII of the Civil Rights Act of 1964, all local and federal laws (as amended), and all executive orders and other applicable regulations which protect its students, applicants, employees, visitors, and third-party vendors against sexual harassment, sexual assault and fraternization; and

**WHEREAS**, the College is fully committed to notifying proper law enforcement authorities, to the police, and to assisting victims in notifying law enforcement authorities should they choose to do so.

**NOW, THEREFORE, BE IT RESOLVED**, that the College hereby adopts zero tolerance toward sexual harassment, sexual assault and fraternization in any part of the College's programs, services, and activities. Zero tolerance means any proven sexual harassment, sexual assault or fraternization will result in immediate and appropriate action to stop such action and prevent its recurrence. No employee should engage in any romantic or sexual relationship with a student or employee for whom he or she has a professional responsibility as an instructor, advisor, evaluator, or supervisor. Disciplinary actions such as demotion, suspension, or dismissal will be

### **Page 3: GCC Board of Trustees Policy 185 - Sexual Harassment and Sexual Discrimination Prevention**

imposed upon employees, students, or other members of the College community who violates this policy, in accordance with the Guam Community College adopted employee/student code of conduct and disciplinary procedures, personnel rules and regulations, guidelines contained in employee/student handbooks, the College catalogue, Board/Union collective bargaining agreements, local and federal laws, and other procedures established by the College for purposes of implementing this policy. Zero tolerance will apply to an employee who fails to report a witnessed (visual or verbal) incident of sexual harassment, sexual assault or fraternization; and

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

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

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

1. Unwelcomed sexual propositions, invitations, solicitations and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grace, promotional opportunities, classroom work or assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal, written or digitally sent expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene phone calls, emails, text messages, or website publications.
4. Sexually suggestive objects, pictures, posters, videotapes, audio recordings or literature placed in the work or study area that may embarrass or offend individuals.
5. Unwelcome and inappropriate touching, petting, or pinching; obscene gestures.
6. Examples of sexual assault are sexual activities include, but limited to, forced sexual intercourse, forcible sodomy, incest, fondling, and attempted rape.

**BE IT FURTHER RESOLVED**, that this policy sets forth the framework for victim-centered procedural guidelines regarding issues of sexual harassment, sexual assault and fraternization; and

**Page 4: GCC Board of Trustees Policy 185 - Sexual Harassment and Sexual Discrimination Prevention**

**BE IT FURTHER RESOLVED**, that the College adheres to affirmative consent with regard to sexual activity. Affirmative consent is defined as an understandable exchange of affirmative words that indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It shall not be a valid excuse for the accused to allege belief that the complainant consented to sexual activity while the accused was intoxicated or reckless, or the accused to not have taken reasonable steps to ascertain whether the complainant affirmatively consented. It is the policy of the College that a person cannot render affirmative consent while asleep, unconscious, or incapacitated due to the influence of drugs (including medication) or alcohol, or due to inability to communicate because of a physical or mental condition. It is hereby the policy of the College to adopt the standard of preponderance of evidence with regard to elements of a sexual assault or harassment complaint; and

**BE IT FURTHER RESOLVED**, that any questions about Title IX of the Education Amendments of 1972, which states that, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance,” can be directed to the College Title IX Coordinator.

**Amended & Adopted: December 23, 2021**  
**Resolution \_\_\_\_\_ 2021**

**Reviewed, no changes: March 26, 2021**

**Amended & Adopted: March 11, 2016**  
**Resolution 1-2016**

**Amended & Adopted: July 24, 2014**  
**Resolution 38-2014**

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION PREVENTION**

**WHEREAS**, Guam Community College is committed to maintaining a safe, comfortable and non-discriminatory learning and working environment for all members of the College community- students, employees, visitors, applicants, and third-party vendors; and

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

**WHEREAS**, per Title VII of the Civil Rights Act of 1964, the College adopts the following definition of sexual harassment: “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects individual’s employment or educational environment, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating, hostile, or offensive work or educational environment.” Sexual harassment occurs when:

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

**WHEREAS**, Title IX prohibits all schools, colleges, and universities receiving federal funds from discrimination on the basis of sex; and-

**WHEREAS**, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges to maintain and disclose information related to crime on college campuses, including sexual assault; and-

**WHEREAS**, the Violence Against Women’s Reauthorization Act of 2013 (VAWA) amended the Clery Act to now require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their Annual Security Reports; and-

**WHEREAS**, sexual assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of the recipient, including - ~~Per the Office on Violence Against Women, falling under the definition of sexual assault are sexual activities as forced sexual~~



intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape. Sexual assault is a form of sexual harassment; and

WHEREAS, domestic violence is defined as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone; and-

WHEREAS, dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship; and-

WHEREAS, stalking is defined as a pattern of repeated and unwanted attention, harassment contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear; and-

**WHEREAS,** fraternization at the College is defined as a situation in which an employee engages in an emotional, romantic, or sexual relationship with a student or an employee for whom he or she has a professional responsibility as a faculty, staff, or administrator; and

**WHEREAS,** the College complies with the Title VII of the Civil Rights Act of 1964, all local and federal laws (as amended), and all executive orders and other applicable regulations which protect its students, applicants, employees, visitors, and third-party vendors against sexual harassment, sexual assault and fraternization; and-

WHEREAS, the College is fully committed to notifying proper law enforcement authorities, to the police, and to assisting victims in notifying law enforcement authorities should they choose to do so.

**NOW, THEREFORE, BE IT RESOLVED,** that the College hereby adopts zero tolerance toward sexual harassment, sexual assault and fraternization in any part of the College's programs, services, and activities. Zero tolerance means any proven sexual harassment, sexual assault or fraternization will result in immediate and appropriate action to stop such action and prevent its recurrence. No employee should engage in any romantic or sexual relationship with a student or employee for whom he or she has a professional responsibility as an instructor, advisor, evaluator, or supervisor. Disciplinary actions such as demotion, suspension, or dismissal will be imposed upon employees, students, or other members of the College community who violates this policy, in accordance with the Guam Community College adopted employee/student code of conduct and disciplinary procedures, personnel rules and regulations, guidelines contained in employee/student handbooks, the College catalogue, Board/Union collective bargaining agreements, local and federal laws, and other procedures established by the College for purposes

of implementing this policy. Zero tolerance will apply to an employee who fails to report a witnessed (visual or verbal) incident of sexual harassment, sexual assault or fraternization; ~~and-~~

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

**BE IT FURTHER REOLVED**, that a complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action and/or charges in a separate case; ~~and-~~

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

1. Unwelcomed sexual propositions, invitations, solicitations and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grace, promotional opportunities, classroom work or assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal, written or digitally sent expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene phone calls, emails, text messages, or website publications.
4. Sexually suggestive objects, pictures, posters, videotapes, audio recordings or literature placed in the work or study area that may embarrass or offend individuals.
5. Unwelcome and inappropriate touching, petting, or pinching; obscene gestures.
6. Examples of sexual assault are sexual activities include, but limited to, forced sexual intercourse, forcible sodomy, incest, fondling, and attempted rape.

**BE IT FURTHER RESOLVED**, that this policy sets forth the framework for victim-centered procedural guidelines regarding issues of sexual harassment, sexual assault and fraternization; ~~and-~~

**BE IT FURTHER RESOLVED**, that the College adheres to affirmative consent with regard to sexual activity. Affirmative consent is defined as an understandable exchange of affirmative words that indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It shall not be a valid excuse for the accused to allege belief that the complainant consented to sexual activity while the accused was intoxicated or reckless, or the accused to not have taken reasonable steps to ascertain whether the complainant affirmatively consented. It is the policy of the College that a person cannot render affirmative consent while asleep, unconscious, or incapacitated due to the influence of drugs (including medication) or alcohol, or due to inability to communicate because of a physical or mental

condition. It is hereby the policy of the College to adopt the standard of preponderance of evidence with regard to elements of a sexual assault or harassment complaint; ~~and-~~

**BE IT FURTHER RESOLVED**, that any questions about Title IX of the Education Amendments of 1972, which states that, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance,” can be directed to the College Title IX Coordinator.

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

**Reviewed, no changes: March 26, 2021**

**Amended & Adopted: March 11, 2016**  
**Resolution I-2016**

**Amended & Adopted: July 24, 2014**  
**Resolution 38-2014**

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**FIDUCIARY RESPONSIBILITY**

**WHEREAS**, the financial resources of Guam Community College (GCC) are one of the primary means through which GCC carries out its educational mission; and

**WHEREAS**, the Board of Trustees (BOT) is responsible for ensuring the effective management of GCC's financial resources through the President.

**NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:**

**1.** The President of GCC is responsible for the overall management of the financial resources of the College. To assist the President in this task, the President is authorized to hire a Vice President for Finance & Administration.

**2.** The financial resources of the College will be managed in a prudent and careful manner in accord with the legal requirements of the Government of Guam. Financial resources received from other granting agencies will also be managed according to the requirements of the granting agency. The Board of Trustees authorizes every bank and investment account as well as the authorized signatories for each account.

The Board of Trustees has currently authorized a number of fund groups at GCC. The following lists each authorized fund group as well as the significant components of each fund group:

Current Unrestricted Fund Group  
GovGuam Appropriation  
Non Appropriated Fund  
Tourist Attraction Fund  
Manpower Development Fund

Current Restricted Fund Group  
Federal Grants  
Federal Through Other Agencies  
Non Federal Grants

Capital Projects Fund  
Investment in Plant Fund Group  
Tobacco Settlement Fund

Agency Fund Group (Student Activity Fund)

## **Page 2: GCC Board of Trustees Policy 200 – Fiduciary Responsibility**

The addition or deletion of any fund group as well as a major change in the way a fund group is utilized requires the authorization of the Board of Trustees.

3. The GCC Business Office will develop an annual budget request. This budget request will be routed through the governance process and developed according to a standard budgeting process. It should follow any applicable laws and regulations of the Government of Guam and appropriately utilize input from the College departments. Annually, this budget will be presented by the President to the Board of Trustees for review and approval. As required by the Government of Guam, appropriate components of this budget request will be presented to the Governor and the Legislature.

Annually, once a governmentally approved budget is available, the Business Office will allocate the available financial resources. To the extent possible, this allocation will be linked to the budget request. Subsequently, GCC will be expected to manage and control its resources according to this approved budget.

Monthly, the Business Office will present to the President, a report on the annual approved budget and its current utilization. Quarterly, the Business Office will present to the President the asset, liability, and fund balance information in the form of a standard balance sheet. The President will review these reports with the Board of Trustees, alerting the Board of Trustees of any substantive financial developments.

4. Annually, the Business Office is responsible for presenting to the President comprehensive, audited financial statements. The President will review these statements with the Board of Trustees.

**Amended & Adopted: December 23, 2021**

**Resolution \_\_\_\_\_ 2021**

**Amended & Adopted: February 6, 2014 (*updated*)**

**Resolution 6-2014**

**Amended & Adopted: November 17, 2008**

**Resolution 37-2008**

**Adopted: March 16, 1994**

**Resolution 13-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**FIDUCIARY RESPONSIBILITY**

**WHEREAS**, the financial resources of Guam Community College (GCC) are one of the primary means through which GCC carries out its educational mission; and

**WHEREAS**, the Board of Trustees (BOT) is responsible for ensuring the effective management of GCC's financial resources through the President.

**NOW, THEREFORE, ~~THE FOLLOWING IS RESOLVED~~ BE IT RESOLVED, AS FOLLOWS:**

1. The President of GCC is responsible for the overall management of the financial resources of the College. To assist the President in this task, the President is authorized to hire a Vice President for Finance & Administration. ~~The title, duties, and responsibilities of this position will be determined by the President, with the review of the Board of Trustees and subject to the laws of the Territory of Guam. The Vice President for Finance & Administration will be expected to adhere to the Code of Ethics and Standards of Professional Conduct for College and University Business Officers.~~

2. The financial resources of the College will be managed in a prudent and careful manner in accord with the legal requirements of the Government of Guam. Financial resources received from other granting agencies will also be managed according to the requirements of the granting agency. The Board of Trustees ~~will authorize opening or closing every bank, savings, and investment account as well as the authorized signatories for each account.~~

The Board of Trustees has currently authorized a number of fund groups at GCC. The following lists each authorized fund group as well as the significant components of each fund group:

Current Unrestricted Fund Group  
GovGuam Appropriation  
Non Appropriated Fund  
Tourist Attraction Fund  
Manpower Development Fund

Current Restricted Fund Group  
Federal Grants  
Federal Through Other Agencies  
Non Federal Grants

Capital Projects Fund  
Investment in Plant Fund Group  
Tobacco Settlement Fund

Agency Fund Group (Student Activity Fund)

## Page 2: GCC Board of Trustees Policy 200 – Fiduciary Responsibility

The addition or deletion of any fund group as well as a major change in the way a fund group is utilized requires the authorization of the Board of Trustees.

3. The GCC Business Office will ~~annually~~ develop an ~~annual revenue and expenditure~~ budget request. This budget request will be routed through the governance process and developed according to a standard budgeting process. It should follow any applicable laws and regulations of the Government of Guam and appropriately utilize input from the College departments. Annually, this ~~request~~ budget will be presented by the President to the Board of Trustees for review and approval. As required by the Government of Guam, appropriate components of this ~~request~~ budget ~~request~~ will be presented to the Governor and the Legislature.

Annually, once a governmentally approved budget is available, the Business Office will ~~actually~~ allocate the available financial resources. To the extent possible, this allocation will be linked to the budget request. ~~This budget will be presented by the President to the Board of Trustees.~~ Subsequently, GCC will be expected to manage and control its resources according to this approved budget.

Monthly, the Business Office will present to the President, a report on the annual approved budget and its current utilization. Quarterly, the Business Office will present to the President ~~the~~ asset, liability, and fund balance information in the form of a standard balance sheet. The President will review these reports with the Board of Trustees, alerting the Board of Trustees ~~to of~~ any substantive financial developments.

4. Annually, the Business Office is responsible for presenting to the President a comprehensive, audited financial statements. ~~This statement will reflect the way the financial resources were actually received and disbursed. This financial statement must be presented according to the standards laid down for public colleges and universities.~~ The President will review ~~this these~~ statements with the Board of Trustees.

**Amended & Adopted: \_\_\_\_\_, 2021**  
**Resolution -2021**

**Amended & Adopted: February 6, 2014 (updated)**  
**Resolution 6-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 37-2008**

**Adopted: March 16, 1994**  
**Resolution 13-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUDITS**

**WHEREAS**, Guam Community College is required to conduct an annual audit of its Financial Statements and Compliance and Internal Control audits; and

**WHEREAS**, the Board of Trustees has stewardship over the resources of Guam Community College and the Board utilizes the annual audit by an external auditor to ensure that the resources are appropriately managed.

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College conduct an annual audit of all funds and accounts; and

**BE IT FURTHER RESOLVED**, that in accordance with Guam procurement laws, the College solicits for audit services every three years with an option to renew for one additional fiscal year and that the Office of Public Accountability shall make the selection of the auditing firm or organization and the scope of the audit; and

**BE IT FURTHER RESOLVED**, that the auditors be contractually required to complete the audit within three months of the completion of the Financial Statements and Compliance and Internal Control Reports; and

**BE IT FURTHER RESOLVED**, that the President review the audit with the Board of Trustees after its completion.

**Amended & Adopted: December 23, 2021**  
**Resolution \_\_\_\_\_2021**

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 7-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 38-2008**

**Adopted: July 20, 1994**  
**Resolution 54-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUDITS**

**WHEREAS**, Guam Community College is required to ~~have~~ conduct an annual audit of its Financial Statements and Compliance and Internal Control audits; and

**WHEREAS**, the Board of Trustees has stewardship over the resources of Guam Community College and the Board utilizes the annual audit by an external auditor ~~as one way~~ to ensure that ~~those the~~ resources are appropriately managed.

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College ~~have~~ conduct an annual audit of all funds and accounts; and

**BE IT FURTHER RESOLVED**, that in accordance with Guam procurement laws, the College ~~rebid it~~ solicits for audit services every three years with an option to renew for one additional fiscal year and that the Office of Public Accountability shall make the selection of the auditing firm or organization and the scope of the audit ~~in accordance with sub-section 1908, Public Audit; and~~.

**BE IT FURTHER RESOLVED**, that the auditors be contractually required to complete the audit within three months of the completion of the Financial Statements and Compliance and Internal Control Reports; ~~and~~.

**BE IT FURTHER RESOLVED**, that the President review the audits with the Board of Trustees after its completion.

**Amended & Adopted:  
Resolution \_\_\_\_\_, 2021**

**Reviewed with no changes: February 3, 2017**

**Amended & Adopted: February 6, 2014**

**Resolution 7-2014**

**Amended & Adopted: November 17, 2008**

**Resolution 38-2008**

**Adopted: July 20, 1994**

**Resolution 54-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS**

**WHEREAS**, the Board of Trustees approves resolutions to establish new bank accounts or effectuate changes to existing bank accounts; and

**WHEREAS**, the College has the following bank accounts:

**First Hawaiian Bank**

- General Fund Checking
- Federal Funds Checking
- Maximizer Savings Account

**-Marketing Laboratory at:**

- George Washington High School Checking
- Simon Sanchez High School Checking
- Southern High School Checking
- John F. Kennedy High School Checking
- Okkodo High School Checking
- Tiyan High School Checking

**Bank of Guam**

- Capital Project Fund Checking Account
- Payroll Checking Account

**Bank of Hawaii**

- Student Activity Fund Checking Account

**WHEREAS**, banks require that the Board Treasurer/Secretary approve the authorized signatories for all accounts; and

**WHEREAS**, the College requires two signatures (manual or digital) on all bank transactions.

**Page 2: GCC Board of Trustees Policy 208 - Authorized Signatories for Bank Transactions**

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees authorizes, with the approval of the Board Treasurer/Secretary, the individuals who hold the position titles listed below to endorse bank transactions at the above listed banking institutions:

**TITLES**

**President**

**Vice President, Academic Affairs**

**Vice President, Finance & Administration**

**Amended & Adopted: December 23, 2021**

**Resolution: \_\_\_\_\_ 2021**

**Amended & Adopted: March 26, 2021**

**Resolution: 1-2021**

**Reviewed with no changes: February 3, 2017**

**Amended & Adopted: February 6, 2014**

**Resolution: 8-2014**

**Amended & Adopted: November 4, 2009**

**Resolution: 2-2010**

**Amended & Adopted: November 17, 2008**

**Resolution: 39-2008**

**Adopted: December 11, 2007**

**Resolution: 2-2008**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS**

**WHEREAS**, the Board of Trustees approves resolutions to establish new bank accounts or effectuate changes to existing bank accounts; and

**WHEREAS**, the College has the following bank accounts:

**First Hawaiian Bank**

- General Fund Checking
- Federal Funds Checking
- Maximizer Savings Account

**-Marketing Laboratory at:**

- George Washington High School Checking
- Simon Sanchez High School Checking
- Southern High School Checking
- John F. Kennedy High School Checking
- Okkodo High School Checking
- Tiyan High School Checking

**Bank of Guam**

- Capital Project Funds Checking Account
- Payroll Checking Account

~~**BG Investment Services, Inc.**~~

**Bank of Hawaii**

- Student Activity Fund Checking Account

~~**WHEREAS**, the Tiyan High School Marketing Laboratory is another student organization with Guam Community College which raise funds as part of their activities; and~~

~~**WHEREAS**, it is determined that a bank account should be established for the Tiyan High School Marketing Laboratory consistent with the Marketing Laboratories for High Schools; and~~

**WHEREAS**, banks require that the Board Treasurer/Secretary approve the authorized signatories for all accounts; and

**WHEREAS**, the College requires two signatures (manual or digital) on all bank transactions.

**Page 2: GCC Board of Trustees Policy 208 - Authorized Signatories for Bank Transactions**

**NOW, THEREFORE, BE IT RESOLVED,** ~~that a bank account should be established for the Tiyan High School Marketing Laboratory consistent with the Marketing Laboratories for High Schools; and~~ that the Board of Trustees authorizes, with the approval of the Board Treasurer/Secretary, the individuals who hold the position titles listed below to endorse bank transactions at the above listed banking institutions:

**TITLES**

**President**

**Vice President, Academic Affairs**

**Vice President, Finance & Administration**

**Amended & Adopted:**

**Resolution: \_\_\_\_\_, 2021**

**Amended & Adopted: March 26, 2021**

**Resolution: 1-2021**

**Reviewed with no changes: February 3, 2017**

**Amended & Adopted: February 6, 2014**

**Resolution: 8-2014**

**Amended & Adopted: November 4, 2009**

**Resolution: 2-2010**

**Amended & Adopted: November 17, 2008**

**Resolution: 39-2008**

**Adopted: December 11, 2007**

**Resolution: 2-2008**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS  
(Wire Payment Transactions)**

**WHEREAS**, the Board of Trustees approves resolutions to establish new bank accounts or effectuate changes to existing bank accounts; and

**WHEREAS**, in order to save time, the College has the need to periodically make wire transfers to vendor accounts at off-island banks in payment of College obligations; and

**WHEREAS**, the College has a General Fund checking account with First Hawaiian Bank in Guam and a Payroll checking account with Bank of Guam; and

**WHEREAS**, banks require that the Board Treasurer/Secretary approve authorized signatories for all such transactions; and

**WHEREAS**, the College requires two signatures (manual or digital) on all bank transactions including requests for payment or transfer made by email/electronic transfer.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees authorizes the individuals who hold the position titles listed below to request wire payment transactions from the College's General Fund Checking Account at First Hawaiian Bank and the Payroll Checking Account at Bank of Guam.

**TITLE**  
**President**  
**Vice President, Academic Affairs**  
**Vice President, Finance & Administration**

**BE IT FURTHER RESOLVED**, that two actual signatures will be required for each such transaction, and an upper limit of \$200,000 for vendor payments and \$500,000 for payroll transactions will be placed on any single transaction request and, if such a transaction is initiated by email/electronic transfer, written confirmation will be sent to the bank.

**Amended & Adopted: December 23, 2021**  
**Resolution \_\_\_\_\_ 2021**

**Amended & Adopted: February 3, 2017**  
**Resolution 2-2017**

**Page 2: GCC Board of Trustees Policy 209 – Authorized Signatories for Bank Transactions  
(Wire Payment Transactions)**

**Amended & Adopted: February 6, 2014  
Resolution 9-2014**

**Amended & Adopted: November 4, 2009  
Resolution 3-2010**

**Amended & Adopted: November 17, 2008  
Resolution 40-2008**

**Adopted: December 11, 2007  
Resolution 3-2008**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS  
(Wire Payment Transactions)**

**WHEREAS**, the Board of Trustees approves resolutions to establish new bank accounts or effectuate changes to existing bank accounts; and

**WHEREAS**, in order to save time, the College has the need to periodically make wire transfers to vendor accounts at off-island banks in payment of College obligations; and

**WHEREAS**, the College has a General Fund checking account with First Hawaiian Bank in Guam and a Payroll checking account with Bank of Guam; and

**WHEREAS**, banks require that the Board Treasurer/Secretary approve authorized signatories for all such transactions; and

**WHEREAS**, the College requires two signatures (manual or digital) on all bank transactions including requests for payment or transfer made by ~~faesimile~~email/electronic transfer.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees authorizes the individuals who hold the position titles listed below to request wire payment transactions from the College's General Funds Checking Account at First Hawaiian Bank and the Payroll Checking Account at Bank of Guam.

**TITLE**  
**President**  
**Vice President, Academic Affairs**  
**Vice President, Finance & Administration**

**BE IT FURTHER RESOLVED**, that two actual signatures will be required for each such transaction, and an upper limit of \$200,000 for vendor payments and \$500,000 for payroll transactions will be placed on any single transaction request and, if such a transaction is initiated by ~~faesimile~~email/electronic transfer, written confirmation will be sent to the bank.

**Amended & Adopted:**  
**Resolution 2021**

**Amended & Adopted: February 3, 2017**  
**Resolution 2-2017**



**Page 2: GCC Board of Trustees Policy 209 – Authorized Signatories for Bank Transactions  
(Wire Payment Transactions)**

**Amended & Adopted: February 6, 2014  
Resolution 9-2014**

**Amended & Adopted: November 4, 2009  
Resolution: 3-2010**

**Amended & Adopted: November 17, 2008  
Resolution 40-2008**

**Adopted: December 11, 2007  
Resolution 3-2008**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**NON-APPROPRIATED FUNDS ACCOUNT**

**WHEREAS**, 17 Guam Code Annotated (GCA) §31112 authorizes the Board of Trustees to collect and manage certain non-appropriated funds from sources such as tuition, fees, and other College-generated sources; and

**WHEREAS**, the Board of Trustees wishes to prevent these non-appropriated funds from being co-mingled with those obtained from appropriated Government of Guam revenues; and

**WHEREAS**, the Board of Trustees wishes to manage these funds in a manner which both safeguards them and which also maximizes additional revenue from interest earned thereon.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board directs the President of the College to deposit all non-appropriated funds in an account in a financial institution(s) authorized by resolution of the Board; said account to require two signatures for transfer/expenditure of funds; and

**BE IT FURTHER RESOLVED**, that the President shall submit an annual budget of non-appropriated income and expenses to the Board of Trustees for their approval; and

**BE IT FURTHER RESOLVED**, that the President shall submit a monthly financial report to the Board of Trustees detailing all accounts contained within the non-appropriated fund and a quarterly report showing the balance in each account in all financial institutions having non-appropriated fund deposits.

**Amended & Adopted: December 23, 2021**  
**Resolution \_\_\_\_\_ 2021**

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 10-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 41-2008**

**Adopted: March 16, 1994**  
**Resolution 14-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**NON-APPROPRIATED FUNDS ACCOUNT**

**WHEREAS**, 17 Guam Code Annotated (GCA) §31112 authorizes the Board of Trustees to collect and manage certain non-appropriated funds from sources such as tuition, fees, and other College-generated sources; and

**WHEREAS**, the Board of Trustees wishes to prevent these non-appropriated funds from being co-mingled with those obtained from appropriated Government of Guam revenues; and

**WHEREAS**, the Board of Trustees wishes to manage these funds in a manner which both safeguards them and which also maximizes additional revenue from interest earned thereon.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board directs the President of the College to deposit all non-appropriated funds in an account in a financial institution(s) authorized by resolution of the Board; said account to require two signatures for transfer/expenditure of funds; and

**BE IT FURTHER RESOLVED**, that the President shall submit an annual budget of non-appropriated income and expenses to the Board of Trustees ~~annually~~ for their approval; and

**BE IT FURTHER RESOLVED**, that the President shall submit a monthly financial report to the Board of Trustees detailing all accounts contained within the non-appropriated fund and a quarterly report showing the balance in each account in all financial institutions having non-appropriated fund deposits.

**Amended & Adopted: (date)**  
**Resolution \_\_\_\_\_, 2021**

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 10-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 41-2008**

**Adopted: March 16, 1994**  
**Resolution 14-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**THE PRICING OF CONTRACTS FOR SERVICES**

**WHEREAS**, the Guam Community College is often contracted to provide special services to external organizations through continuing education; and

**WHEREAS**, these kinds of services require a special allocation of College resources and create an additional impact on the College.

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College price such contractual services at a level that recovers the resources devoted to such efforts and serves as a source of funds to support the College's efforts, and that these contracts be managed in the Non-Appropriated Fund (NAF) or in a Special Projects Fund, and that any previously established contracts and/or their balances be moved to the NAF; and

**BE IT FURTHER RESOLVED**, that funds raised from these efforts be divided three ways: part to the College via the President's account to cover overhead and fixed cost, part to the department who initiated the services, and part to Continuing Education and Workforce Development.

**Amended & Adopted: December 23, 2021**  
**Resolution \_\_\_\_\_ 2021**

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 11-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 42-2008**

**Adopted: October 2, 1996**  
**Resolution 1-97**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**THE PRICING OF CONTRACTS FOR SERVICES**

**WHEREAS**, the Guam Community College is often contracteds to provide special services to external organizations through continuing education;~~;~~ and

**WHEREAS**, these kinds of services require a special allocation of College resources and create an additional impact on the College.

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College price such contractual services at a level that recovers the resources devoted to such efforts and serves as a source of funds to support the College's efforts, and that these contracts be managed in the Non-Appropriated Fund (NAF) or in a Special Projects Fund, and that any previously established contracts and/or their balances be moved to the NAF; and-

**BE IT FURTHER RESOLVED**, that funds raised from these efforts be divided three ways: part to the College via the President's account to cover overhead and fixed cost, part to the department who initiated the services, and part to Continuing Education and Workforce Development.

**Amended & Adopted: (date)**  
**Resolution \_\_\_\_\_, 2021**

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 11-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 42-2008**

**Adopted: October 2, 1996**  
**Resolution 1-97**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROMOTIONAL AND DEVELOPMENT ACCOUNT**

**WHEREAS**, the Guam Community College was established as a public corporation to develop, offer, and implement career and technical education, and other related occupational training and education courses of instruction aimed at developing educated and skilled workers on Guam; and

**WHEREAS**, the Board of Trustees recognizes the value of increased public involvement in the planning, management, and operation of the College and supports the intensification of College public relations and promotional efforts; and

**WHEREAS**, the Board of Trustees is aware of the importance of assisting College administration and representatives in their development and promotional efforts for the College; and

**WHEREAS**, there is a clear need to establish appropriate incentives not only to fund, develop, and initiate programs for the College, but also to fund, earn, and make available funds for program implementations.

**NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:**

1. There is hereby established the “PROMOTIONAL AND DEVELOPMENT ACCOUNT” within the Non-Appropriated Fund.
2. The President shall develop guidelines, allowances, and limitations to govern the use of the ACCOUNT and manage the ACCOUNT in conformance with all appropriate Board policies and other pertinent regulations.
3. Unless otherwise directed in writing by the Board, the President is authorized to charge to the Fund the following:
  - a. Reimbursements of expenses for public relations and promotional activities authorized by the President.
  - b. Entertainment and public relations activities.
  - c. Fees and expenses incurred in designing, developing, and applying for grants and aids, both public and government.
  - d. Compensation paid to voting members of the Board pursuant to 17 GCA §31103 and 5 GCA §43104 subject to annual budget appropriation law.
4. The Chairperson of the Board is tasked with the responsibility for overseeing the implementation of this Resolution and shall act for and in behalf of the Board.

**Page 2: GCC Board of Trustees Policy 216 - Promotional and Development Account**

5. The President shall submit an annual request to fund the ACCOUNT as a component of the annual NAF Budget.
6. The monthly Financial Status Report of the NAF shall show the expenses to the ACCOUNT for the prior month and Year-to-Date expenses of the ACCOUNT.

**Amended & Adopted: December 23, 2021**  
**Resolution \_\_\_\_\_ 2021**

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 12-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 43-2008**

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



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROMOTIONAL AND DEVELOPMENT ACCOUNT**

**WHEREAS**, the Guam Community College was established as a public corporation to develop, offer, and implement career and technical education, and other related occupational training and education courses of instruction aimed at developing educated and skilled workers on Guam; and

**WHEREAS**, the Board of Trustees recognizes the value of increased public involvement in the planning, management, and operation of the College and supports the intensification of College public relations and promotional efforts; and

**WHEREAS**, the Board of Trustees is aware of the importance of assisting eCollege administration and representatives in their development and promotional efforts for the College; and

**WHEREAS**, there is a clear need to establish appropriate incentives not only to fund, develop, and initiate programs for the College, but also to fund, earn, and make available funds for program implementations.;

**NOW, THEREFORE, ~~THE BOARD OF TRUSTEES RESOLVES~~ BE IT RESOLVED, AS FOLLOWS:**

1. There is hereby established the “PROMOTIONAL AND DEVELOPMENT ACCOUNT” within the Non-Appropriated Fund.
2. The President shall develop guidelines, allowances, and limitations to govern the use of the ~~Account~~-ACCOUNT and manage the ~~Account~~-ACCOUNT in conformance with all appropriate Board policies and other pertinent regulations.
3. Unless otherwise directed in writing by the Board, the President is authorized to charge to the Fund the following:
  - a. Reimbursements of expenses for public relations and promotional activities authorized by the President.
  - b. Entertainment and public relations activities.
  - c. Fees and expenses incurred in ~~the~~-designing, developing, and applying for grants and aids, both public and government.
  - d. Compensation paid to voting members of the Board pursuant to 17 GCA §31103 and 5 GCA §43104 subject to annual budget appropriation law.

**Page 2: GCC Board of Trustees Policy 216 - Promotional and Development Account**

4. The Chairperson of the Board is tasked with the responsibility for overseeing the implementation of this Resolution and shall act for and in behalf of the Board.
5. The President shall submit an annual request to fund the ACCOUNT as a component of the annual NAF Budget.
6. The monthly Financial Status Report of the NAF shall show the expenses to the ACCOUNT for the prior month and Year-to-Date expenses of the ACCOUNT.

**Amended & Adopted: (date)**  
**Resolution \_\_\_\_\_, 2021**

**Reviewed with no changes: February 3, 2017**

**Amended & Adopted: February 6, 2014**

**Resolution 12-2014**

**Amended & Adopted: November 17, 2008**

**Resolution 43-2008**

**Adopted: March 16, 1994**

**Resolution 16-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CAPITAL PROJECTS FUND**

**WHEREAS**, Guam Community College has received minimal government allocations to provide capital projects and other major construction on the Campus; and

**WHEREAS**, there are a number of current, critical needs for such capital projects and construction; and

**WHEREAS**, the accounting for “capital projects” and other “construction in progress” currently takes place in the Renewal and Replacement Fund.

**NOW, THEREFORE, BE IT RESOLVED**, that the Capital Projects Fund is reserved for such capital projects and shall be maintained in the Non-Appropriated Fund; and.

**BE IT FURTHER RESOLVED**, that expenditure of the Capital Projects Fund shall only be authorized upon appropriation by the Board of Trustees.

**Amended & Adopted: December 23, 2021**  
**Resolution \_\_\_\_\_ 2021**

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 13-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 44-2008**

**Resolution 1-99**  
**Adopted: January 20, 1999**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CAPITAL PROJECTS FUND**

**WHEREAS**, Guam Community College has received minimal government allocations to provide capital projects and other major construction on the Campus; and

**WHEREAS**, there are a number of current, critical needs for such capital projects and construction; and

**WHEREAS**, the accounting for “capital projects” and other “construction in progress” currently takes place in the Renewal and Replacement Fund.

**NOW, THEREFORE, BE IT RESOLVED**, that the ~~Renewal and Replacement Fund is repealed and replaced with the~~ Capital Projects Fund ~~and that the fund balance available in the Non-Appropriated Fund (NAF) is reserved for such capital projects and shall be transferred from NAF to the Capital Projects Fund when authorized by the Treasurer maintained in the Non-Appropriated Fund; and.~~

**BE IT FURTHER RESOLVED**, that expenditure of the Capital Projects Fund shall only be authorized upon appropriation by the Board of Trustees.

**Amended & Adopted: (date)**  
**Resolution \_\_\_\_\_, 2021**

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 13-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 44-2008**

**Resolution 1-99**  
**Adopted: January 20, 1999**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STUDENT ACTIVITY FUNDS**

**WHEREAS**, student organizations at Guam Community College often raise funds as part of their educational activities; and

**WHEREAS**, it is necessary to ensure appropriate management of those funds within the financial management regulations of the College.

**NOW, THEREFORE, BE IT RESOLVED**, that all such funds be deposited with the Business Office and that any disbursement from such funds be given appropriate authorizations at the student activity club and School of Technology & Student Services and School of Trades and Professional Services school levels; and

**BE IT FURTHER RESOLVED**, that any disbursements from such funds follow the same requirements for procurement and disbursements from any College funds; and

**BE IT FURTHER RESOLVED**, that such funds be distinguished according to whether they are raised through extra-curricular student activities; and

**BE IT FURTHER RESOLVED**, that funds raised through extra-curricular activities be fully available to the students raising the monies.

**Amended & Adopted: December 23, 2021  
Resolution \_\_\_\_\_ 2021**

**Reviewed with no changes: February 3, 2017  
Reviewed with no changes: February 6, 2014  
Amended & Adopted: November 17, 2008  
Resolution 45-2008**

**Adopted: July 20, 1994  
Resolution 53-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STUDENT ACTIVITY FUNDS**

**WHEREAS**, student organizations at Guam Community College often raise funds as part of their educational activities; and

**WHEREAS**, it is necessary to ensure appropriate management of those funds within the financial management regulations of the College.

**NOW, THEREFORE, BE IT RESOLVED**, that all such funds be deposited with the Business Office and that any disbursement from such funds be given appropriate authorizations at the student activity club and School of Technology & Student Services and School of Trades and Professional Services school levels; and

**BE IT FURTHER RESOLVED**, that any disbursements from such funds follow the same requirements for procurement and disbursements from any College funds; and

**BE IT FURTHER RESOLVED**, that such funds be distinguished according to whether they are raised through extra-curricular student activities; and

**BE IT FURTHER RESOLVED**, that funds raised through extra-curricular activities be fully available to the students raising the monies.

**Amended & Adopted: (date)**  
**Resolution**, **2021**

**Reviewed with no changes: February 3, 2017**

**Reviewed with no changes: February 6, 2014**

**Amended & Adopted: November 17, 2008**

**Resolution 45-2008**

**Adopted: July 20, 1994**

**Resolution 53-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROCUREMENT POLICY**

**WHEREAS**, Guam Community College (hereinafter GCC) is authorized to procure its own services, supplies, and construction pursuant to 5 G.C.A. §§ 5125, 5131, 5030(k) and (q), 5302(b) and (c), 5304(b), 5306(d), and 5307; and

**WHEREAS**, the Board of Trustees wishes to prudently exercise the authority given to the College.

**NOW, THEREFORE, BE IT RESOLVED**, that the procurement laws and regulations established in Guam's Procurement law, found in 5 G.C.A. Chapter 5, and 2 G.A.R. Division 4 shall be used by GCC in the procurement of all services, supplies, and construction procurement contracts. GCC hereby adopts the laws and regulations established in 5 G.C.A. Chapter 5 and 2 G.A.R. Division 4 as its own regulations; and

**BE IT FURTHER RESOLVED**, that GCC will employ its own Chief Procurement Officer (Procurement & Inventory Administrator), who will serve as the procurement officer for all supplies, services, and construction contracts for GCC; and

**BE IT FURTHER RESOLVED**, that GCC may, upon the Board of Trustees' approval, delegate its procurement authority of construction contracts to the Department of Public Works; and

**BE IT FURTHER RESOLVED**, that GCC may, upon the Board of Trustees' approval, delegate its procurement authority of services and supplies contracts to the General Services Agency.

**Amended & Adopted: December 23, 2021  
Resolution \_\_\_\_2021**

**Amended & Adopted: February 3, 2017  
Resolution 3-2017**

**Amended & Adopted: February 6, 2014  
Resolution 15-2014**

**Amended & Adopted: August 2, 2010  
Resolution 9-2010**

**Amended & Adopted: November 17, 2008**

**Resolution 46-2008**

**Adopted: March 16, 1994**

**Resolution 15-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROCUREMENT POLICY**

**WHEREAS**, Guam Community College (hereinafter GCC) is authorized to procure its own services, supplies, and construction ~~procurement regulations~~ pursuant to 5 G.C.A. §§ 5125, 5131, 5030(k) and (q), 5302(b) and (c), 5304(b), 5306(d), and 5307; ~~and~~

**WHEREAS**, the Board of Trustees wishes to prudently exercise the authority given to the ~~e~~College.

**NOW, THEREFORE, BE IT RESOLVED**, that the procurement laws and regulations established in Guam's Procurement law, found in 5 G.C.A. Chapter 5, and 2 G.A.R. Division 4 shall be used by GCC in the procurement of all services, supplies, and construction procurement contracts. GCC hereby adopts the laws and regulations established in 5 G.C.A. Chapter 5 and 2 G.A.R. Division 4 as its own regulations; ~~and-~~

**BE IT FURTHER RESOLVED**, that GCC will employ its own Chief Procurement Officer (Procurement & Inventory Administrator), who will serve as the procurement officer for all supplies, services, and construction contracts for GCC; ~~and-~~

**BE IT FURTHER RESOLVED**, that GCC may, upon the Board of Trustee~~s~~' approval, delegate its procurement authority of construction contracts to the Department of Public Works; ~~and-~~

**BE IT FURTHER RESOLVED**, that GCC may, upon the Board of Trustee~~s~~' approval, delegate its procurement authority of services and supplies contracts to the General Services Agency.

**Amended & Adopted: \_\_\_\_\_, 2021**  
**Resolution \_\_\_\_\_ 2021**

**Amended & Adopted: February 3, 2017**  
**Resolution 3-2017**

**Amended & Adopted: February 6, 2014**  
**Resolution 15-2014**

**Amended & Adopted: August 2, 2010**  
**Resolution 9-2010**

**Amended & Adopted: November 17, 2008**  
**Resolution 46-2008**  
**Adopted: March 16, 1994**  
**Resolution 15-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CONTRACTUAL AGREEMENTS**

**WHEREAS**, the “Community College Act of 1977” (codified at 17 GCA §30101, et seq., amended September 30, 2011 by Public Law 31-99) established Guam Community College with an autonomous Board of Trustees with responsibility for career and technical education on Guam, including responsibility to establish, coordinate, expand and maintain such education; and

**WHEREAS**, the “Community College Act of 1977”, as amended, empowers the Board of Trustees to enter into and execute contracts and instruments of every kind and nature necessary or convenient to exercise its powers and functions; and

**WHEREAS**, the “Community College Act of 1977”, as amended, empowers the Board of Trustees to hire a Chief Executive Officer with full charge and control of the administrative and business affairs of the College and with the responsibility to see that all rules and regulations of the College are enforced; and

**WHEREAS**, the Guam Procurement Law (5 GCA §5030d) defines contracts as all types of territorial agreements, regardless of what they may be called, for the procurement or disposal of supplies, services or construction; and

**WHEREAS**, the Guam Procurement Law (5 GCA §5030s) defines services as the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product to include printing.

**NOW, THEREFORE, BE IT RESOLVED**, all contractual service contracts in excess of \$250,000 be submitted to the Board of Trustees for approval prior to commitment of the College to the contract.

**Amended & Adopted: December 23, 2021  
Resolution \_\_\_\_\_ 2021**

**Reviewed with no changes: February 3, 2017  
Amended & Adopted: February 6, 2014  
Resolution 16-2014**

**Amended & Adopted: November 17, 2008  
Resolution 47-2008**

**Adopted: September 6, 2000  
Resolution 19-2000**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CONTRACTUAL AGREEMENTS**

**WHEREAS**, the “Community College Act of 1977” (codified at 17 GCA §30101, et seq., amended September 30, 2011 by Public Law 31-99) established Guam Community College with an autonomous Board of Trustees with responsibility for career and technical education on Guam, including responsibility to establish, coordinate, expand and maintain such education; and

**WHEREAS**, the “Community College Act of 1977”, as amended, ~~(codified at 17 GCA §30101, et seq.)~~ empowers the Board of Trustees to enter into and execute contracts and instruments of every kind and nature necessary or convenient to ~~the exercise of~~ its powers and functions; and

**WHEREAS**, the “Community College Act of 1977”, as amended, ~~(codified at 17 GCA §30101, et seq.)~~ empowers the Board of Trustees to hire a ~~e~~Chief ~~e~~Executive ~~e~~Officer with full charge and control of the administrative and business affairs of the ~~e~~College and with the responsibility to see that all rules and regulations of the College are enforced; and

**WHEREAS**, the Guam Procurement Law (5 GCA §5030d) defines contracts as all types of territorial agreements, regardless of what they may be called, for the procurement or disposal of supplies, services or construction; and

**WHEREAS**, the Guam Procurement Law (5 GCA §5030s) defines services as the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product to include printing.

**NOW, THEREFORE, BE IT RESOLVED**, all contractual service contracts in excess of \$250,000 be submitted to the Board of Trustees for approval prior to commitment of the College to the contract.

**Amended & Adopted: \_\_\_\_\_, 2021**  
**Resolution -2021**

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 16-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 47-2008**

**Adopted: September 6, 2000**  
**Resolution 19-2000**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TUITION AND FEES**

**WHEREAS**, Guam Community College is charged with providing career and technical education and other related occupational training and education courses of instruction; and

**WHEREAS**, non-appropriated funds in the form of tuition and various fees provide a significant part of the total budget of the College; and

**WHEREAS**, there is a necessity to balance this need for funds with the need for the people of Guam to have access to reasonably priced career and technical educational opportunities; and

**WHEREAS**, it is the responsibility of the Board of Trustees to ensure that this balance is maintained;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees shall annually review tuition, fees, and all other charges levied by the College using the following guidelines:

**TUITION** charges shall be in line with the major purpose of a community college which is to provide post-secondary education at rates that encourage individuals to obtain additional education to upgrade or acquire new career and technical education skills.

**LABORATORY FEES** shall, at a minimum, recover the costs of specific additional resources inherent to the conduct of instruction of certain classes.

**STUDENT ACTIVITY FEES** shall be assessed at rates which are comparable to those charged at other similar institutions; they shall be used to partially support student extra-curricular activities.

**REGISTRATION AND GRADUATION FEES** shall be assessed to help defray the significant costs associated with these activities. Such fees shall be comparable to charges of other similar institutions.

**CONTINUING EDUCATION FEES** shall be sufficient to cover the full costs associated with the conduct of these courses. This shall include administrative and other costs associated with conducting such programs. Overall charges for such courses shall not average more than 50% of the charges made for similar courses by profit-seeking firms in the community.

**Page 2: GCC Board of Trustees Policy 236 – Tuition and Fees**

**AUXILIARY OPERATIONS** currently include the Cafeteria, Café, and the Bookstore. A minimum goal in determining their charges for services and materials shall be to recover the full costs of their operations

**RELATED EDUCATIONAL ACTIVITIES**, shall charge for their services an amount which will cover all direct and indirect costs of their operations. Such charges shall be comparable to the charges at similar centers in the area.

**OTHER FEES** may be established for building rental or other purposes upon approval of the Board of Trustees. Such fees shall cover the full costs associated with the activities related to the fee.

**BE IT FURTHER RESOLVED**, that while fees and charges are an important part of the funding of Guam Community College, care should be taken that there is not a proliferation of such fees. In the annual budgeting process, each department shall include within its budget request the full amount necessary to run the department for the coming budget year without regard to fees collected; and

**BE IT FURTHER RESOLVED**, that any increase in tuition, fees, and other charges shall not be effective until all provisions of any applicable law have been met.

**Amended & Adopted: December 23, 2021**  
**Resolution \_\_\_\_\_ 2021**

**Amended & Adopted: February 3, 2017**  
**Resolution 4-2017**

**Amended & Adopted: February 6, 2014**  
**Resolution 17-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 48-2008**

**Adopted: March 16, 1994**  
**Resolution 25-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TUITION AND FEES**

**WHEREAS**, Guam Community College is charged with providing career and technical education and other related occupational training and education courses of instruction ~~to the Guam Community~~; and

**WHEREAS**, non-appropriated funds in the form of tuition and various fees provide a significant part of the total budget of the College; and

**WHEREAS**, there is a necessity to balance this need for funds with the need for the people of Guam to have access to reasonably-priced career and technical educational opportunities; and

**WHEREAS**, it is the responsibility of the Board of Trustees to ensure that this balance is maintained;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees shall annually review tuition, fees, and all other charges levied by the College using the following guidelines:

**TUITION** charges shall be in line with the major purpose of a community college which is to provide post-secondary education at rates that encourage individuals to obtain additional education to upgrade or acquire new career and technical education skills.

**LABORATORY FEES** shall, at a minimum, recover the costs of specific additional resources inherent to the conduct of instruction of certain classes.

**STUDENT ACTIVITY FEES** shall be assessed at rates which are comparable to those charged at other similar institutions; they shall be used to partially support student extra-curricular activities.

**REGISTRATION AND GRADUATION FEES** shall be assessed to help defray the significant costs associated with these activities. Such fees shall be comparable to charges of other similar institutions.

**CONTINUING EDUCATION FEES** shall be sufficient to cover the full costs associated with the conduct of these courses. This shall include administrative and other costs associated with conducting such programs. Overall charges for such courses shall not average more than 50% of the charges made for similar courses by profit-seeking firms in the community.

**Page 2: GCC Board of Trustees Policy 236 – Tuition and Fees**

**AUXILIARY OPERATIONS** currently include the Cafeteria, Café, and the Bookstore. A minimum goal in determining their charges for services and materials shall be to recover the full costs of their operations

**RELATED EDUCATIONAL ACTIVITIES**, shall charge for their services an amount which will cover all direct and indirect costs of their operations. Such charges shall be comparable to the charges at similar centers in the area.

**OTHER FEES** may be established for building rental or other purposes upon approval of the Board of Trustees. Such fees shall cover the full costs associated with the activities related to the fee.

**BE IT FURTHER RESOLVED**, that while fees and charges are an important part of the funding of Guam Community College, care should be taken that there is not a proliferation of such fees. In the annual budgeting process, each department shall include within its budget request the full amount necessary to run the department for the coming budget year without regard to fees collected; ~~and~~.

**BE IT FURTHER RESOLVED**, that any increase in tuition, fees, and other charges shall not be effective until all provisions of any applicable law have been met.

**Amended & Adopted:**

**Resolution 2021**

**Amended & Adopted: February 3, 2017**

**Resolution 4-2017**

**Amended & Adopted: February 6, 2014**

**Resolution 17-2014**

**Amended & Adopted: November 17, 2008**

**Resolution 48-2008**

**Adopted: March 16, 1994**

**Resolution 25-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STUDENT FINANCIAL AID**

**WHEREAS**, Student Financial Aid provides needed support to persons seeking to further their education;  
and

**WHEREAS**, Student Financial Aid can provide an incentive to attend Guam Community College; and

**WHEREAS**, the Financial Aid Office is required to establish policies and procedures in compliance with applicable federal regulations; and

**WHEREAS**, the Financial Aid Office is required to perform verifications of selected students' Free Application for Federal Student Aid (FAFSA) to ensure that the information provided is accurate; and

**WHEREAS**, students are liable to pay for registered courses unless they officially drop a course(s) before the specified date; and

**WHEREAS**, a credit balance on a student's account occurs when the payment from the students' Pell grant, federal and state scholarships and other grants, and private scholarships, exceed the charges on their GCC bill or is greater than the amount that is owed; and

**WHEREAS**, federal law specifies how the Financial Aid Office must determine the amount of Title IV program assistance that students can earn when they withdraw from classes or cease enrollment at Guam Community College.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees directs the President to seek the types of financial support most needed by students: scholarships, grants in aid, work study, Veteran's Education Benefit; and

**BE IT FURTHER RESOLVED**, that the Financial Aid Office at Guam Community College is designated to administer Student Financial Aid programs; and

**BE IT FURTHER RESOLVED**, that the Student Financial Aid programs will be administered in such a way to ensure the equitable treatment of all aid applicants; and

**Page 2: GCC Board of Trustees Policy 240 - Student Financial Aid**

**BE IT FURTHER RESOLVED**, that the Guam Community College comply with all applicable regulations governing financial aid, including the most recent reauthorizations of Title IV of the Higher Education Act, as amended; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees formally adopts the *Financial Aid Verification Policy and Procedures*, the *Financial Aid Disbursement Policy and Procedures*, the *Financial Aid Tuition Refund and Credit Balances Policy and Procedures*, and the *Financial Aid Return to Title IV Policy and Procedures*.

**Amended & Adopted: December 23, 2021**  
**Resolution \_\_\_\_\_ 2021**

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 18-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 49-2008**

**Adopted: July 20, 1994**  
**Resolution 55-94**

GUAM COMMUNITY COLLEGE  
Board of Trustees

STUDENT FINANCIAL AID

WHEREAS, Student Financial Aid provides needed support to persons seeking to further their education;  
and

WHEREAS, Student Financial Aid can provide an incentive to attend Guam Community College; and

WHEREAS, the Financial Aid Office is required to establish policies and procedures in compliance with applicable federal regulations; and

WHEREAS, the Financial Aid Office is required to perform verifications of selected students' Free Application for Federal Student Aid (FAFSA) to ensure that the information provided is accurate; and

WHEREAS, students are liable to pay for registered courses unless they officially drop a course(s) before the specified date; and

WHEREAS, a credit balance on a student's account occurs when the payment from the students' Pell grant, federal and state scholarships and other grants, and private scholarships, exceed the charges on their GCC bill or is greater than the amount that is owed; and

WHEREAS, federal law specifies how the Financial Aid Office must determine the amount of Title IV program assistance that students can earn when they withdraw from classes or cease enrollment at Guam Community College.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees directs the President to seek the types of financial support most needed by students: scholarships, grants in aid, work study, Veteran's Education Benefit; and

**BE IT FURTHER RESOLVED**, that the Financial Aid Office at Guam Community College is designated to administer Student Financial Aid programs; and

**BE IT FURTHER RESOLVED**, that the Student Financial Aid programs will be administered in such a way to ensure the equitable treatment of all aid applicants; and

**BE IT FURTHER RESOLVED**, that the Guam Community College comply with all applicable regulations governing financial aid, including the most recent reauthorizations of Title IV of the Higher Education Act, as amended; and-

**BE IT FURTHER RESOLVED**, that the Board of Trustees formally adopts the *Financial Aid Verification Policy and Procedures*, the *Financial Aid Disbursement Policy and Procedures*, the *Financial Aid Tuition Refund and Credit Balances Policy and Procedures*, and the *Financial Aid Return to Title IV Policy and Procedures*.

**Amended & Adopted:**  
**Resolution:**

**Reviewed with no changes: February 3, 2017**

**Amended & Adopted: February 6, 2014**  
**Resolution 18-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 49-2008**

**Adopted: July 20, 1994**  
**Resolution 55-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**VEHICLE USAGE**

**WHEREAS**, 4 GCA §1103 outlines the general policy on government owned or leased vehicles; and

**WHEREAS**, Guam Community College owns or leases a number of vehicles which serve a variety of purposes necessary to the operation of the College; and

**WHEREAS**, the Board of Trustees has the responsibility to develop policy to ensure that such vehicles are used appropriately.

**NOW, THEREFORE, BE IT RESOLVED**, that the President shall develop guidelines and procedures on the use of College owned and leased vehicles.

**Reviewed with no changes: December 23, 2021**

**Reviewed with no changes: February 3, 2017**

**Amended & Adopted: February 6, 2014**

**Resolution 19-2014**

**Amended & Adopted: November 17, 2008**

**Resolution 50-2008**

**Adopted: July 20, 1994**

**Resolution 52-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**VEHICLE USAGE**

**WHEREAS**, 4 GCA §1103 outlines the general policy on government owned or leased vehicles; and

**WHEREAS**, Guam Community College owns or leases a number of vehicles which serve a variety of purposes necessary to the operation of the College; and

**WHEREAS**, the Board of Trustees has the responsibility to develop policy to ensure that such vehicles are used appropriately.

**NOW, THEREFORE, BE IT RESOLVED**, that the President shall develop guidelines and procedures on the use of College owned and leased vehicles.

**Reviewed with no changes: \_\_\_\_\_, 2021**  
**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 19-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 50-2008**

**Adopted: July 20, 1994**  
**Resolution 52-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**INSURANCE PROTECTION**

**WHEREAS**, it is the duty and responsibility of the Board of Trustees to safeguard the students, employees, officers and Board members and the assets of the College from the financial loss from all forcible causes; and

**WHEREAS**, the Board feels that it is necessary to ensure that all employees exercise their sound discretion in the best interest of GCC and fear no personal exposure for their good faith acts; and

**WHEREAS**, the purchase of insurance to protect against various disasters, injuries, or other dangers is one way to help fulfill that responsibility.

**NOW, THEREFORE, BE IT RESOLVED**, that the President shall make all reasonable efforts within the financial constraints of the budget to obtain Officers, Trustees, Elected or Appointed Officials, Contract Employees, Employees, or Volunteer Workers Insurance; Financial Bonding of appropriate individuals; General Liability Insurance, Automobile Insurance, an Umbrella Liability Policy, Educators Legal Liability, Licensed Professional Liability, Property Insurance, Crime Insurance and such other insurance as may be reasonably necessary; and

**BE IT FURTHER RESOLVED**, that the cost of such insurance be included in the annual College budget submitted to the Board for approval; and

**BE IT FURTHER RESOLVED**, that Guam Community College shall indemnify its employees, officers, and Board members, from costs, reasonable attorney's fees, judgments and settlements arising from liability for action performed in the course and scope of their employment, provided that their acts were not performed in bad faith; and

**BE IT FURTHER RESOLVED**, that as to the physical structures of the campus, all insurable buildings will be covered for fire, wind, water, typhoon, flood, and earthquake damage, including their contents.

**Amended & Adopted: December 23, 2021**  
**Resolution \_\_\_\_\_ 2021**

**Amended & Adopted: February 6, 2014**  
**Resolution 20-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 51-2008**

**Adopted: March 16, 1994**  
**Resolution 19-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**INSURANCE PROTECTION**

**WHEREAS**, it is the duty and responsibility of the Board of Trustees ~~to attempt~~ to safeguard the students, employees, officers and Board members and the assets of the College from the ~~F~~financial loss from all forcible causes; and

**WHEREAS**, the Board feels that it is necessary to ensure that all employees exercise their sound discretion in the best interest of GCC and fear no personal exposure for their good faith acts; and

**WHEREAS**, the purchase of insurance to protect against various disasters, injuries, or other dangers is one way to help fulfill that responsibility.

**NOW, THEREFORE, BE IT RESOLVED**, that the President shall make all reasonable efforts within the financial constraints of the budget to obtain Officers, Trustees, Elected or Appointed Officials, Contract Employees, Employees, or Volunteer Workers Insurance; Financial Bonding of appropriate individuals; General Liability Insurance, Automobile Insurance, an Umbrella Liability Policy, Educators Legal Liability, Licensed Professional Liability, Property Insurance, Crime Insurance and such other insurance as may be reasonably necessary ~~to fulfill the intent of this resolution;~~ and

**BE IT FURTHER RESOLVED**, that the cost of such insurance be included in the annual College budget submitted to the Board for approval; ~~and-~~

**BE IT FURTHER RESOLVED**, that Guam Community College shall indemnify its employees, officers, and Board members, from costs, reasonable attorney's fees, judgments and settlements arising from liability for action performed in the course and scope of their employment, provided that their acts were not performed in bad faith; ~~and-~~

**BE IT FURTHER RESOLVED**, that as to the physical structures of the campus, all insurable buildings will be covered ~~and contents~~ for fire, wind, water, typhoon, flood, and earthquake damage ~~shall be followed, including their contents.~~

**Amended & Adopted:  
Resolution \_\_\_\_\_, 2021**

**Amended & Adopted: February 6, 2014  
Resolution 20-2014**

**Amended & Adopted: November 17, 2008  
Resolution 51-2008**

**Adopted: March 16, 1994  
Resolution 19-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CLAIMS OFFICER**

**WHEREAS**, Guam Community College is an autonomous agency of the Government of Guam; and

**WHEREAS**, 5 GCA §§6102 and 6105 states that claims may be filed against autonomous and semi- autonomous agencies for contract matters and for negligent acts; and

**WHEREAS**, 5 GCA §6103(b) requires that all autonomous and semi-autonomous agencies designate a Claims Officer who will be responsible for receiving and investigating each claim to determine its merits.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees does hereby designate the President of Guam Community College to serve as its Claims Officer.

**Amended & Adopted: December 23, 2021  
Resolution \_\_\_\_\_ 2021**

**Reviewed with no changes: February 3, 2017  
Amended & Adopted: February 6, 2014  
Resolution 21-2014**

**Amended & Adopted: November 17, 2008  
Resolution 53-2008**

**Adopted: March 16, 1994  
Resolution 22-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CLAIMS OFFICER**

**WHEREAS**, Guam Community College is an autonomous agency of the Government of Guam; and

**WHEREAS**, 5 GCA §§6102 and 6105 states that claims may be filed against autonomous and semi- autonomous agencies for contract matters and for negligent acts; and

**WHEREAS**, 5 GCA §6103(b) requires that all autonomous and semi-autonomous agencies designate a Claims Officer who will be responsible for receiving and investigating each claim to determine its merits.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees does hereby designate the President of Guam Community College to serve as its Claims Officer.

**Amended & Adopted: \_\_\_\_\_, 2021**  
**Resolution \_\_\_\_\_, 2021**

**Reviewed with no changes: February 3, 2017**  
**Amended & Adopted: February 6, 2014**  
**Resolution 21-2014**

**Amended & Adopted: November 17, 2008**  
**Resolution 53-2008**

**Adopted: March 16, 1994**  
**Resolution 22-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COLLEGE HOUSING**

**WHEREAS**, Guam Community College enrolls students from a variety of off-island locations with said students needing safe and adequate housing while enrolled in the College; and

**WHEREAS**, certain local resident students may find it more convenient to be housed on campus or campus-sponsored locations rather than at their regular domiciles; and

**WHEREAS**, the College continually partners with community stakeholders and it may be desirable and necessary to provide certain student housing; and

**WHEREAS**, the College currently has no housing facilities of any type.

**NOW, THEREFORE, BE IT RESOLVED**, that the administration is authorized and urged to explore all possibilities for partnering, acquiring financial assistance, loans, or grants specifically for student housing.

**Amended & Adopted: December 23, 2021  
Resolution \_\_\_\_\_ 2021**

**Reviewed with no changes: February 3, 2017 Amended  
& Adopted: February 6, 2014  
Resolution 22-2014**

**Amended & Adopted: November 17, 2008  
Resolution 54-2008**

**Adopted: March 16, 1994  
Resolution 20-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COLLEGE HOUSING**

**WHEREAS**, Guam Community College enrolls students from a variety of off-island locations with said students needing safe and adequate housing while enrolled in the College; and

**WHEREAS**, certain local resident students may find it more convenient to be housed on campus or campus-sponsored locations rather than at their regular domiciles; and

**WHEREAS**, the College continually partners with community stakeholders and it may be desirable and necessary to provide certain student housing; and

**WHEREAS**, the College currently has no housing facilities of any type.

**NOW, THEREFORE, BE IT RESOLVED**, that the administration is authorized and urged to explore all possibilities for partnering, acquiring financial assistance, loans, or grants specifically for student housing.

**Amended & Adopted: \_\_\_\_\_, 2021**  
**Resolution \_\_\_\_\_, 2021**

**Reviewed with no changes: February 3, 2017 Amended  
& Adopted: February 6, 2014  
Resolution 22-2014**

**Amended & Adopted: November 17, 2008  
Resolution 54-2008**

**Adopted: March 16, 1994  
Resolution 20-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**UNION OFFICIALS PAYMENT**

**WHEREAS**, the Board has been presented with a legal opinion on the issue of salary payments to union officials to perform union work; and

**WHEREAS**, it is the opinion of GCC's legal counsel that payments to union officials for performance of union duties outside the context of negotiations with GCC is an unfair labor practice and an unauthorized expenditure of funds.

**NOW, THEREFORE, BE IT RESOLVED**, that no salary or other payments shall be made to union officials for any work performed on behalf of the union outside of contractual negotiations with GCC and provided further that all salary payments made to such officials must comply with the Public Employee-Management Relations Act. All prior inconsistent resolutions are hereby revoked and amended.

**Amended & Adopted: December 23, 2021  
Resolution \_\_\_\_\_ 2021**

**Reviewed with no changes: February 3, 2017  
Reviewed with no changes: February 6, 2014  
Amended & Adopted: November 17, 2008  
Resolution 55-2008**

**Adopted: December 30, 1986  
Resolution 9-87**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**UNION OFFICIALS PAYMENT**

**WHEREAS**, the Board has been presented with a legal opinion on the issue of salary payments to union officials to perform union work; ~~and-~~

**WHEREAS**, it is the opinion of GCC's legal counsel that payments to union officials for performance of union duties outside the context of negotiations with GCC is an unfair labor practice and an unauthorized expenditure of funds.

~~**NOW, THEREFORE, BE IT RESOLVED, THEREFORE, IT BE HEREBY MOVED**~~, that no salary or other payments shall be made to union officials for any work performed on behalf of the union outside of contractual negotiations with GCC and provided further that all salary payments made to such officials must comply with the Public Employee-Management Relations Act. All prior inconsistent resolutions are hereby revoked and amended.

~~**Amended & Adopted: \_\_\_\_\_, 2021**~~  
~~**Resolution \_\_\_\_\_, 2021**~~

**Reviewed with no changes: February 3, 2017**

**Reviewed with no changes: February 6, 2014**

**Amended & Adopted: November 17, 2008**

**Resolution 55-2008**

**Adopted: December 30, 1986**

**Resolution 9-87**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COMMUNITY USE OF PHYSICAL FACILITIES**

**WHEREAS**, the Guam Community College is a community institution and oriented to the educational and cultural recreational needs of all the citizens of Guam; and

**WHEREAS**, the Board of Trustees encourages the use of the facilities when not in use by the College to carry on the programs of the College.

**NOW, THEREFORE, BE IT RESOLVED**, that community organizations and public agencies shall be granted use of College facilities under the following guidelines:

1. Applications for College facility usage shall originate with established and responsible community non-profit organizations or associations, or public agencies.
2. Priorities shall be maintained in such a way that no group will monopolize the use of the facilities.
3. Community non-profit organizations and public agencies shall be charged a fair usage cost for the use of the facilities. If the use requires special equipment and/or services (such as supervision, set up, clean up, security, etc.), the organization or agency shall be charged an additional fee for equipment and labor in accordance with the schedule of fees.
4. Whenever a College facility is being used, a College employee shall be on duty and shall be responsible for supervision of the facility.
5. Groups using College facilities shall conform to all Guam laws, ordinances and fire regulations and adherence to the policies and procedures of the institution (e.g. tobacco product, electronic cigarette, and betelnut-free campus, on campus parking, emergencies, etc.).

**Amended & Adopted: December 23, 2021**  
**Resolution \_\_\_\_\_2021**

**Amended & Adopted: February 3, 2017**  
**Resolution 5-2017**  
**Amended & Adopted: February 27, 2012**  
**Resolution 5-2012**

**Amended & Adopted: November 17, 2008**  
**Resolution 56-2008**  
**Adopted: April 6, 1994**  
**Resolution 44-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COMMUNITY USE OF PHYSICAL FACILITIES**

**WHEREAS**, the Guam Community College is a community institution and oriented to the educational ~~and~~; cultural ~~and~~ recreational needs of all the citizens of Guam; and

**WHEREAS**, the Board of Trustees encourages the use of the facilities when ~~they are not required~~ not in use by the College to carry on the programs of the College;

**NOW, THEREFORE, BE IT RESOLVED**, that community organizations and public agencies shall be granted use of eCollege facilities under the following guidelines:

1. Applications for eCollege facility usage shall originate with established and responsible community non-profit organizations or associations, or public agencies.
2. Priorities shall be maintained in such a way that no group will monopolize the use of the facilities.
3. Community non-profit organizations and public agencies shall be charged a fair usage cost for the use of the facilities. If the use requires special equipment and/or services (such as supervision, set up, clean up, security, etc.), the organization or agency shall be charged ~~additionally~~ an additional fee for equipment and labor in accordance with the schedule of fees.
4. Whenever a eCollege facility is being used, a eCollege employee shall be on duty and shall be responsible for supervision of the facility.
5. Groups using eCollege facilities shall conform to all Guam laws, ordinances and fire regulations and adherence to the policies and procedures of the institution (e.g. tobacco product, electronic cigarette, and betelnut-free campus, on campus parking, emergencies, etc.).

**Amended & Adopted: \_\_\_\_\_, 2021**  
**Resolution \_\_\_\_\_, 2021**

**Amended & Adopted: February 3, 2017**  
**Resolution 5-2017**  
**Amended & Adopted: February 27, 2012**  
**Resolution 5-2012**

**Amended & Adopted: November 17, 2008**  
**Resolution 56-2008**  
**Adopted: April 6, 1994**  
**Resolution 44-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ANNUAL FUND RAISING OF THE BOARD OF TRUSTEES**

**WHEREAS**, one of the most important responsibilities of the Board is to ensure the financial viability of the College; and

**WHEREAS**, providing the resources necessary to the annual operations of the College is a significant part of carrying out that responsibility; and

**WHEREAS**, although the Board may adopt an operating budget sufficient to meet all the financial needs of the College in any given year, that budget is subject to legislative review and adoption.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees shall seek alternative means of funding the needs of the College not provided for by the appropriations process by raising funds from other sources for such purposes as the Board deems necessary; and

**BE IT FURTHER RESOLVED**, that the Board intends that the immediate beneficiary of any fund raising successes shall be the physical improvement of the campus; and

**BE IT FURTHER RESOLVED**, that the Board shall organize and/or otherwise support other fund raising activities as may be proposed by students, faculty, staff, administrators or the Guam Community College Foundation in furtherance of this policy.

**Amended & Adopted: December 23, 2021**  
**Resolution \_\_\_\_\_, 2021**

**Amended & Adopted: February 3, 2017**  
**Resolution 6-2017**

**Reviewed with no changes: February 6, 2014**  
**Amended & Adopted: November 17, 2008**  
**Resolution 57-2008**

**Adopted: February 17, 1999**  
**Resolution 5-99**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ANNUAL FUND RAISING OF THE BOARD OF TRUSTEES**

**WHEREAS**, one of the most important responsibilities of the Board is to ensure the financial viability of the eCollege; and

**WHEREAS**, providing the resources necessary to the annual operations of the eCollege is a significant part of carrying out that responsibility; and

**WHEREAS**, although the Board may adopt an operating budget sufficient to meet all the financial needs of the eCollege in any given year, that budget is subject to legislative review and adoption; ~~and.~~

**NOW, ~~BE IT THEREFORE,~~ BE IT RESOLVED**, that the Board of Trustees shall seek alternative means of funding ~~those the~~ needs of the eCollege not provided for by the appropriations process by raising funds from other sources for such purposes as the Board deems necessary; and

**BE IT FURTHER RESOLVED**, that the Board intends that the immediate beneficiary of any fund raising successes shall be the physical improvement of the campus; and

~~**BE IT FURTHER RESOLVED**, that the Board shall be designated, as appropriate, and set fund raising activities when all persons associated with the college and its programs shall be encouraged to participate by making a monetary contribution for the improvement of the college and the purpose designated by the Board for that year; and~~

**BE IT ~~FINALLY~~ FURTHER RESOLVED**, that the Board shall organize and/or otherwise support other fund raising activities as may be proposed by students, faculty, staff, administrators or the Guam Community College Foundation in furtherance of this policy.

**Amended & Adopted: \_\_\_\_\_, 2021**  
**Resolution \_\_\_\_\_, 2021**

**Amended & Adopted: February 3, 2017**  
**Resolution 6-2017**

**Reviewed with no changes: February 6, 2014**  
**Amended & Adopted: November 17, 2008**  
**Resolution 57-2008**

**Adopted: February 17, 1999**  
**Resolution 5-99**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL**

**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.** Employees or students found to be in violation of these prohibitions will be referred to local law enforcement officials for prosecution under the law. (Under Guam laws a conviction can result in fines from \$100.00 to \$100,000.00, up to 15 years to life imprisonment, or both). Additionally, employees and students in violation will be subjected to disciplinary or adverse actions upon conviction for an offense that occurred on campus or as part of a college-sponsored activity.
- 3.** All employees are required to report any conviction received for a drug statute violation not later than five days after such conviction. The College may at its discretion offer an employee counseling or rehabilitation in lieu of or in addition to 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.** Employees and students are further prohibited from reporting for duty or being on duty under the influence of alcohol.
- 2.** The consumption of alcoholic beverages on campus is prohibited except when specifically authorized in writing by the President of the College.

**Page 2: GCC Board of Trustees Policy 410 - Standards of Conduct Regarding Drugs and Alcohol**

3. 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.

**BE IT FURTHER RESOLVED**, the Board of Trustees has charged the administration to establish a Drug and Alcohol Prevention Program (DAAPP). The DAAPP team consisting of students, staff, faculty and administrators are to meet on a regular basis to review the need for educational, interventional and enforcement-related initiatives regarding alcohol and drugs. Their efforts will result in annual reports and biennial reviews of the program's effectiveness as required by Federal law; and

**BE IT FURTHER RESOLVED**, that the enforcement of territorial underage drinking laws is in effect, and violators of these laws / policies will be held accountable.

**Amended & Adopted: December 23, 2021**  
**Resolution \_\_\_\_\_ 2021**

**Amended & Adopted: August 11, 2017**  
**Resolution 14-2017**

**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 e~~Employees or students who is found to be in violation of these prohibitions will be referred to local law enforcement officials for prosecution under the law. (Under Guam laws a conviction can result in fines from \$100.00 to \$100,000.00, up to 15 years to life imprisonment, or both). Additionally, ~~the employees and students~~ in violation will be subjected to disciplinary or adverse actions upon conviction for an offense that occurred on campus or as part of a college-sponsored activity~~in the workplace, or in the course of their employment.~~
3. All employees are required to report any conviction received for a drug statute violation not later than five days after such conviction. The College may at its discretion offer an employee counseling or rehabilitation in lieu of or in addition to 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. Employees and students are further prohibited from reporting for duty or being on duty under the influence of alcohol.
2. The consumption of alcoholic beverages on campus is prohibited except when specifically authorized in writing by the President of the College.
3. 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.

**BE IT FURTHER RESOLVED**, the Board of Trustees has charged the administration to establish a Drug and Alcohol Prevention Program (DAAPP). The DAAPP team consisting of students, staff, faculty and administrators are to meet on a regular basis to review the need for educational, interventional and enforcement-related initiatives regarding alcohol and drugs. Their efforts will result in annual reports and biennial reviews of the program's effectiveness as required by Federal law; and-

**BE IT FURTHER RESOLVED**, that the enforcement of territorial underage drinking laws is in effect, and violators of these laws / policies will be held accountable.

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

**Amended & Adopted:** August 11, 2017  
**Resolution 14-2017**

**Amended & Adopted:** January 8, 2009  
**Resolution 2-2009**

**Adopted:** March 16, 1994  
**Resolution 23-94**