

**GUAM COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monthly Meeting – Friday, April 25, 2025, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000**

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of March 13, 2025

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
 - Board of Trustees Community Outreach Report

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Wellness Center
 - Building B
 - Workforce Development Center
 - Culinary Arts & Baking Center
 - Building 2000 Generator
 - Solar Parking & Building D

VII. NEW BUSINESS

1. BOT Policies, updated (outstanding policies)
2. Student Trustee Swearing In (AY2025-2026)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of March 13, 2025

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on March 13, 2025, was called to order at 12:05 p.m., by Chairman Carlo M. Leon Guerrero, in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Carlo Leon Guerrero, Chairman; Ms. Rose P. Grino, Vice Chairperson; Ms. Yolanda Padrones, Secretary; Frank P. Arriola, member; Ms. Ayda V. Bautista, Student Trustee; Mr. Richard P. Sablan, Member. Ms. Gina Y Ramos, Treasurer (schedule conflict).

2. Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Ms. Clarissa Padua, Vice President, Finance and Administration; Dr. Michael Chan, TSS; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Ms. Simone Bollinger, Faculty Advisory Representative; Mr. Kenneth Bautista, Support Staff Advisory Representative; Attorney Rawlen Mantanona.

3. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – February 7, 2025.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD HEREBY APPROVES THE MEETING MINUTES OF FEBRUARY 7, 2025, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS. None received

IV. PUBLIC DISCUSSION. No request.

V. REPORTS

1. President's Report: President Okada reported on the following:

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2025: As of year-to-date, the College received \$7.1 million constituting about \$6.151 million from the General Fund to support general operations; \$717,000 from MDF, which is the first funds released for MDF for this fiscal year to the College; approximately \$84,000 from the General Fund to support the WICHE scholarship program; and \$150,000 for the POST Commission. The College continues to receive regular allotments from Department of Administration.

Capital Improvement Projects and other activities:

Other activities:

The President reported the following:

The Accreditation on-site visit occurred on March 3, 2025, with a Meet and Greet and Open Forum on the same day with the Core Inquiry meetings. The Exit Report was held the next morning and there were good indications of a positive outcome and that the College should be prepared to celebrate. The report should be forthcoming in the next week or so to provide the College an opportunity to identify any errors of factual statements made in the report. This report will then be submitted to the ACCJC Commission who will be meeting the beginning of June 2025. Thereafter, the Commission has 30 days to notify the College, which will probably occur during the middle or end of June 2025 as to the status of the College's accreditation. The President acknowledged and congratulated all the individuals who participated in the development of the ISER from the standards chairs, committee members, and all who were involved in this process, which were led by Dr. Gina Tudela and Dean Pilar Williams. Although there was a lot of effort with the curriculum update, there is a mechanism now in place to sustain that effort. The College chose to be a pilot institution for the new accreditation standards and is grateful for this opportunity.

The College received the final articulation agreement for the Criminal Justice Program. This is a 2+2 program to the University of Guam.

There is a request from Tiyan High School to expand the dual credit program in Business Education. There is only one other high school with this dual credit program and the courses are taught by GDOE faculty.

The President met with the College's Oversight Committee Chair Senator Vince Borja and Vice Chair Senator Tina Muna-Barnes on campus to discuss the College's initiatives and potentially provide support for those initiatives. There was also a follow up to questions from Senator Borja regarding identifying whether there was any impact, or any current impact from the federal funds, including any decrease to federal funds with the College. The President explained there was a small grant of less than \$25,000 with USAID, which was

terminated. The College received a reimbursement for expenses associated with this grant and the activity has been halted and the grant cancelled.

The second notification the College received was the Regional Education Lab funded through PREL. The College does not receive direct funding from PREL but it does participate in the education discussions in the region with other K-12 and post-secondary leaders. Since this project is no longer funded, the College will no longer be participating.

The President further reported that these are the only two grants that the College is aware of that has any direct impact. It is also monitoring Adult Education and any impact on Pell.

The College received a request from the Congressman Moylan's office for information about Pell grants, including the number of students receiving the grants and the percentage, as well as details about other grant activities with the College to date, which was provided to include information about the two grants that were impacted as reported to the senators herein.

In February 2025, the College received the list of recommendations for advancement and promotions from the advancement and rank committee. Effective October 1, 2025, there will be four faculty that will be promoted, namely Dr. Tonirose Concepcion, Ms. Patricia Terlaje, Ms. Carol Cruz and Ms. Michelle Randall.

On February 15, 2025, the College hosted the HYPE Conference on campus, bringing together high school students to discuss post-secondary education. The conference included breakout sessions on communications, stress management, interview tips, financial literacy, accountability, and emotional intelligence.

The Adult Education team continues community outreach efforts. Last month, they were working on partnering with the Mayor from Yona for outreach activities and the possibility of offering adult education courses.

The College received funding from GEDA for the Nursing program. Although it's a small amount, the College is preparing to apply for another grant.

The College is continuing to follow up on its insurance claim and has been doing so every week. A contractor has been assigned and is waiting on the timeline and pricing for final determination. The College has already used some insurance proceeds to start painting the campus with Building D already completed.

In the past month, several employees retired and resigned. Because some were unexpected, the College will then focus on succession planning to ensure there is enough time to hire new employees and transfer institutional knowledge.

The College is also preparing a request for additional funding to support the software as a service (SaaS) project launching this month and will be conducting a lot of migration to the new software platform.

CIP:

The President reported that based on the requirements for Public Health, the College changed out a lot of the tiles in the classrooms. This includes replacing a lot of the light bulbs and purchasing covered trash cans for each building. The President further reported that the process for a sanitary permit is a big capital project and has hired someone to help the College identify where to focus its efforts on to meet Public Health's requirements. The College has separate sanitary licenses for the source cafeterias, Culinary and Cosmetology.

The College has additional bids that have been awarded to change out some of the tiles in Buildings A, C and D, because these are the older facilities. Building E is a separate project and is out to bid because the glue between the tiles are coming up and staining the tiles making it unsightly. The Board recommended investigating for leaks or cracks on the floor and ensuring remediation efforts take place before the tiles are replaced.

2. Monthly Activities Report.

Student Trustee: Trustee Bautista reported the following:

Feb. 12, 2025, 4pm in the MPA, "Meet the President" was held with 140 attending.

Feb. 20, 2025, 3:30pm-7:00pm, "Recreational Activity: COPSA Karaoke Night" in the Student Center Training Room 5108, it was an opportunity for students to mingle with one another.

Feb. 21, 2025, 12pm, COPSA general membership meeting was held with other student organizations attending and were excited with the Spring Fest.

March 4-5, 2025, Accreditation team visit, attended by the Student Trustee during the "Meet & Greet" and conducted the campus tour with COPSA. The Student Trustee was also part of the Core Inquiry 2 interview; also attended the Exit Report the following day on March 5th. Trustee Bautista explained this was a great experience for her in contributing and helping the Accreditation team to understand why students "love GCC so much" and how they are helping the community.

March 13, 2025, 4pm-8pm is the Spring Festival & Tour of the Pacific and will be held in the Student Center Courtyard. The Student Trustee invited the Board to attend this event to showcase their models of traditional desserts and can learn more about the cultures within our region.

March 13, 2025, 8:30am via Zoom, Student Trustee attended the Cruickshank Scholarship virtual award presentation.

At this time, Trustee Grino shared with the Board that one of the members of the Accreditation team mentioned to her that she was very impressed with the students, the interview and with COPSA.

Faculty Advisory Member: Ms. Simone Bollinger reported the following:

Attended the “Meet & Greet” during the Accreditation visit on March 4th and the “Exit Report” on March 5th and said it was different but did speak to the team and confident it was a good visit.

Reported there have been different high school students visiting the campus and saw a group yesterday from GW and Guahan Academy with their teachers and also were in the MPA as part of recruitment. Comments from students were positive such as being surprised with the facilities and Ms. Bollinger mentioned this does a lot to attract students.

The schedules for the Summer and Fall semester are being finalized and students have been coming in for advisement for both semesters. Ms. Bollinger also reported students are excited to register.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:

Staff have been busy especially preparing for the Summer and Fall semesters.

Busy also with the SaaS project coming up, registration in April 2025 and the GCC graduation in May 2025.

Board of Trustees Community Outreach Report:

March 1, 2025, Guam Association for Career and Technical Education, at JFK High School: attended by Trustees Grino and Ramos.

March 4, 2025, “Meet & Greet” Accreditation visit, MPA: Trustees Grino, Ramos, Arriola, Sablan, Padrones and Ayda Bautista attended.

March 13, 2025, 8:30 a.m. via Zoom, Cruickshank Scholarship Virtual Award Presentation: Attended by Trustees Leon Guerrero and A. Bautista.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Wellness Center. The Wellness Center project is nearly complete but is facing a challenge with two cycad trees that require preservation. The biological assessment is being revised to ensure these trees remain undisturbed with a 20-30-foot buffer. This will have an impact on an access road and parking space and plans to be redesigned/revised affecting the layout.

In the meantime, all documents have been submitted to the USDA, and they are now waiting for the final document to proceed. This project has been pending for some time, and will move forward once the last paperwork is processed.

Building B. This project is nearly finished at 92.92% completion. Work is ongoing to include the circuit breaker installed last week, and are finishing up with work on the plumbing, solar water heater installation, HVAC systems, fire alarm system, and data systems.

Workforce Development Center (Barrigada property).

The Workforce Development Center's completion percentage has been recalculated from 75% to 57.3% based on elapsed time. The only work required on the outside was conducting surveys. The contractor is experiencing delays due to electrical wiring not being available on Guam and is continuing work by installing doors and chain link vents.

Culinary Arts & Baking Center.

This project is 90% complete. The walk-in freezer and coolers have been delivered this week. Current work includes installing drywalls and preparing the PV support for solar panels to be installed on the roof. No further issues were reported with the roof.

Generator for Building 2000.

The generator project is nearly complete, but the load test simulation was delayed due to a battery failure. They are waiting for the battery to be replaced and will conduct the simulation test next week. Once the test is done, the project will be finished.

Solar Parking & Building D:

This project has received all clearances, including a SHPO Level 3 clearance. The next step is to submit all documents to the Department of Interior to obtain the final notice to proceed. Also, Building D and the Tech Center have been identified as historic buildings because they are 50 years old but are confirmed that the buildings are structurally sound and solid. This is a good thing for the College as all the necessary clearances have been received. The College had to submit photos and floor plans of the buildings, which was required for recording purposes with SHPO.

The Fire Chief was invited to review the battery storage location for Building 1000. There are plans to modify the existing generator housing next to Building 1000 to accommodate battery storage, which has to be in an enclosed room with air conditioning specifically for the batteries. This project will move forward once the College receives clearance from DOI.

VII. NEW BUSINESS.

- 1. Academic Calendar (Updated).** The Board was again presented with an annual updated Academic Calendar. The Calendar Committee met with the faculty senate and recommended approval of the academic calendar without changes. This update covers academic years 2025-2026 through 2029-2030 and is regarded as a rolling five-year calendar.

A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD APPROVE THE UPDATED FIVE-YEAR ACADEMIC CALENDAR FOR ACADEMIC YEARS 2025-2026 AND THROUGH 2029-2030. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

2. A&E Costs for Building 600. The Board was presented with Resolution 14-2025, "Amendment to the Appropriation to Fund the Architectural & Engineering Design for Building 600 Renovation" for their consideration. The President explained that when the Board was initially requested to fund the A&E costs for this renovation, the original approval was short. This project will be a two-story facility instead of the original one-story design. The Board is requested to approve the additional amount of \$267,881.05 from the Manpower Development Fund for the A&E design. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD OF TRUSTEES HEREBY ADOPTS THE BOARD OF TRUSTEES RESOLUTION 14-2025, "AMENDMENT TO THE APPROPRIATION TO FUND THE ARCHITECTURAL & ENGINEERING DESIGN FOR BUILDING 600 RENOVATION." NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

3. Ellucian upgrade to SaaS. The Board was presented with Resolution 15-2025, "Request for Appropriation to Support the College's Banner SaaS Enterprise Modernization" for their consideration. This request is to appropriate \$1,651,437.00 from the non-appropriated funds to support the College's Banner Software as a Service (SaaS) enterprise modernization. This will transition the College from managed cloud services to a software as a service platform. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE BOARD OF TRUSTEES HEREBY ADOPTS THE BOARD OF TRUSTEES RESOLUTION 15-2025, "REQUEST FOR APPROPRIATION TO SUPPORT THE COLLEGE'S BANNER SaaS ENTERPRISE MODERNIZATION." NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

4. Approval of Administrators Pay Scale at the 25th percentile. The President explained to the Board that prior to the start of the fiscal year, the Board approved a faculty pay adjustment to the 25th percentile, with Trustee Arriola making the motion. Administrators are on a different pay scale and currently at the 20th percentile.

The request to the Board is to bring the administrators who have a January to December 31 evaluation period up to the 25th percentile to be in alignment with the faculty. There is no request or intention to make anything retroactive and would be implemented going forward. The cost to the institution would be approximately \$43,000 annually. The Board were in full support of this request and a motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD DOES HEREBY APPROVE THE MOVE OF THE ADMINISTRATORS' PAY SCALE WITH THE EVALUATION PERIOD FROM JANUARY TO DECEMBER 31, UP TO THE 25TH PERCENTILE TO BE IN ALIGNMENT WITH THE FACULTY WITH NO RETROACTIVE BUT IMPLEMENTED MOVING FORWARD. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

The President reported that the College is struggling to hire for new positions and would need to discuss above step recruitment. Further research will be conducted and would also have to revisit the above step recruitment and how to transition from the old to the new plan and into the updated plan. More time is needed to analyze this but will be brought before the Board after conducting further research.

5. President's Travel Request (April 2025). The following is the President's travel request:

Executive Leadership Development Program, April 7-11, 2025, Majuro, Republic of the Marshall Islands, this is funded 100% by ELDP. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE PRESIDENT'S TRAVEL FOR APRIL 2025, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 12:48 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At this time a motion was made, as follow:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 1:16 p.m., the meeting reconvened into Open Session.

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

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

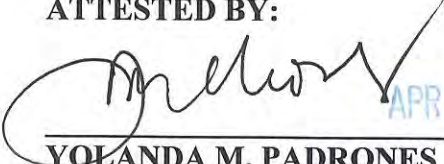
IT WAS MOVED BY TRUSTEE AYDA V. BAUTISTA, SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE MEETING OF MARCH 13, 2025, IS HEREBY ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of March 13, 2025, adjourned at 1:17 p.m.

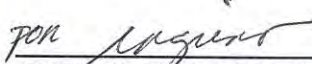
SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


YOLANDA M. PADRONES
Secretary

APPROVED BY:


CARLO M. LEON GUERRERO
Chairperson

**GUAM COMMUNITY COLLEGE
Board of Trustees**

TRAVEL POLICY

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

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

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

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

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

Amended & Adopted: _____-2025

Resolution _____ 2025

Reviewed, no changes: March 26, 2021

Reviewed, no changes: July 15, 2016

Amended & Adopted: July 24, 2014

Resolution 39-2014

Amended & Adopted: November 3, 2011

Resolution 4-2012

Amended & Adopted: September 5, 2008

Resolution 34-2008

Adopted: February 1, 1995

Resolution 8-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

TRAVEL POLICY

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

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

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

BE IT FURTHER RESOLVED, that all off-island travel of administrators, faculty, staff, and students is to be supported with required documentation and approved by the President prior to travel. Travel of the Board of Trustees and the President ~~is to~~ must be approved by the Board of Trustees; ~~and~~.

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

Amended & Adopted: -2025
Resolution 2025
Reviewed, no changes: March 26, 2021
Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014
Resolution 39-2014

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

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

**GUAM COMMUNITY COLLEGE
Board of Trustees**

RECRUITMENT POLICY

WHEREAS, Guam Community College (“College”) ensures compliance with Program Integrity Rules consistent with federal regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation. This applies to the educational institution itself and its agents including third parties. As part of efforts to eliminate unfair, deceptive, and abusive marketing aimed at Service members; and

WHEREAS, the College and its agents, including third parties, will:

1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other items having a monetary value of more than a de minimis amount, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to tuition assistance funds. Educational institution sponsored scholarships or grants and tuition reductions available to military students are permissible.
2. Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including tuition assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. These restrictions do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

As a Title IV institution, the College remains responsible for the actions of any entity that performs functions and tasks on its behalf. These responsibilities include ensuring that employees are not paid for services that would convert these payments into prohibited incentive compensation because of the activity the employees engage in.

3. Refrain from high pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments in non-credit courses or programs.

Page 2: GCC Board of Trustees Policy 192 – Recruitment Policy

NOW, THEREFORE, BE IT RESOLVED, the Guam Community College and its agents, including third parties, shall comply with Program Integrity Rules consistent with federal regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation; and

BE IT FURTHER RESOLVED, that the Guam Community College and its agents including third parties, shall comply with the Recruitment Policy, namely paragraphs 1-3 herein mentioned; and

BE IT FURTHER RESOLVED, the Board of Trustees shall adopt, when applicable, a Guam Community College Recruitment Policy Procedure as developed through the College's governance process, and updated as deemed necessary and appropriate.

Amended & Adopted: _____ 2025
Resolution _____-2025

Reviewed, no changes: March 26, 2021

Adopted: June 19, 2020
Resolution 2-2020

**GUAM COMMUNITY COLLEGE
Board of Trustees**

RECRUITMENT POLICY

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WHEREAS, the College and its agents, including third parties, will:

1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other items having a monetary value of more than a de minimis amount, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to tuition assistance funds. Educational institution sponsored scholarships or grants and tuition reductions available to military students are permissible.
2. Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including tuition assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. These restrictions do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

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3. Refrain from high pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments in non-credit courses or programs.

NOW, THEREFORE, BE IT RESOLVED, the Guam Community College and its agents, including third parties, shall comply with Program Integrity Rules consistent with federal regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD)

Page 2: GCC Board of Trustees Policy 192 – Recruitment Policy

Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation; and

BE IT FURTHER RESOLVED, that the Guam Community College and its agents including third parties, shall comply with the Recruitment Policy, namely paragraphs 1-3 herein mentioned; and

BE IT FURTHER RESOLVED, the Board of Trustees shall adopt, when applicable, a Guam Community College Recruitment Policy Procedure as developed through the College's governance process, and updated as deemed necessary and appropriate.

Amended & Adopted: 2025

Resolution -2025

Reviewed, no changes: March 26, 2021

Adopted: June 19, 2020

Resolution 2-2020

**GUAM COMMUNITY COLLEGE
Board of Trustees**

COPYRIGHT AND FAIR USE POLICY

WHEREAS, Guam Community College (“GCC”, “College”), its employees, students and community partners are required to comply with the Copyright Act of 1976, as amended, and the Digital Millennium Copyright Act of 1998; and

WHEREAS, ownership and copyright of materials and products developed by employees while performing duties as an employee of GCC are the property of GCC, unless otherwise governed by negotiated agreement; and

WHEREAS, the College prohibits the unauthorized duplication, distribution, or use of any copyrighted materials by students, faculty, or other employees, except as allowed by specific exemption in the copyright law, such as Section 107 fair use, licenses, agreements, or written permission from the copyright holders. Individuals assume full responsibility and liability for any actions taken outside these constraints; and

WHEREAS, with Rights of Creators: Copyright, copyright law affords legal rights and protections for authors of original works, such as literary, dramatic, musical, artistic, and other intellectual property; and

WHEREAS, *Section 106 of the Copyright Act* generally gives the owner of copyright the exclusive right to do and to authorize the following: reproduce copies of the work, prepare derivative works, distribute copies of work by sale, rental, lease or lending, publicly perform the work and publicly display the work; and

WHEREAS, a GCC Copyright and Fair Use Policy Guidelines/Procedures (“GCC CFU Policy Guidelines/Procedures”) will be developed and adopted as part of this policy and updated as deemed necessary by the College within its governance process; and

WHEREAS, this policy applies to all administrators, faculty and staff of the College to include adherence to Ownership Rights as explained in the GCC CFU Policy Guidelines/Procedures; and

WHEREAS, the College, through its governance process, will develop a GCC Copyright/Ownership Agreement and made a part of the GCC CFU Policy Guidelines/Procedures to be updated as deemed necessary and appropriate; and

Page 2: GCC Board of Trustees Policy 193- Copyright and Fair Use Policy

WHEREAS, there is a “fair use” doctrine that limits the exclusive right of copyright owners (17 U.S.C. § 107 - U.S. Code - Unannotated Title 17. Copyrights § 107. Limitations on exclusive rights: Fair use). In some cases, faculty, staff, and students who wish to use copyrighted works for non-commercial educational purposes may do so without seeking authorization from the copyright owner; and

WHEREAS, Copyrights (Section 107 of Title 17) lays out guidelines for determining Fair Use and said provisions will be made a part of the GCC CFU Policy Guidelines/Procedures including amendments to this Section; and

WHEREAS, due to the complexity of copyright law and fair use, the determination of the correct use of copyrighted materials should be determined on a case-by-case basis in accordance with the GCC CFU Policy Guidelines/Procedures.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees shall adopt this Resolution as the Guam Community College “Copyright and Fair Use Policy;” and

BE IT FURTHER RESOLVED, that the GCC Board of Trustees shall adopt a “Guam Community College Copyright and Fair Use Policy Guidelines/Procedures” and “Copyright/Ownership Agreement,” to be developed through the College’s governance process, and to be updated as deemed necessary and appropriate; and

BE IT FURTHER RESOLVED, that such Guam Community College Copyright and Fair Use Policy and its Guidelines/Procedures shall apply to all GCC employees, students and community partners and must be adhered to accordingly.

Amended & Adopted: _____, 2025
Resolution ____-2025

Adopted: January 6, 2022
Resolution 13-2021

GUAM COMMUNITY COLLEGE

Board of Trustees

~~Resolution 13-2021~~

COPYRIGHT AND FAIR USE POLICY

WHEREAS, the Guam Community College (“GCC”, “College”), its employees, students and community partners are required to comply with the Copyright Act of 1976, as amended, and the Digital Millennium Copyright Act of 1998; and

WHEREAS, ownership and copyright of materials and products developed by employees while performing duties as an employee of GCC are the property of GCC, unless otherwise governed by negotiated agreement; and

WHEREAS, the College prohibits the unauthorized duplication, distribution, or use of any copyrighted materials by students, faculty, or other employees, except as allowed by specific exemption in the copyright law, such as Section 107 fair use, licenses, agreements, or written permission from the copyright holders. Individuals assume full responsibility and liability for any actions taken outside these constraints; and

WHEREAS, with Rights of Creators: Copyright, copyright law affords legal rights and protections for authors of original works, such as literary, dramatic, musical, artistic, and other intellectual property; and

WHEREAS, *Section 106 of the Copyright Act* generally gives the owner of copyright the exclusive right to do and to authorize the following: reproduce copies of the work, prepare derivative works, distribute copies of work by sale, rental, lease or lending, publicly perform the work and publicly display the work; and

WHEREAS, a GCC Copyright and Fair Use Policy Guidelines/Procedures (“GCC CFU Policy Guidelines/Procedures”) will be developed and adopted as part of this policy and updated as deemed necessary by the College within its governance process; and

WHEREAS, this policy applies to all administrators, faculty and staff of the College to include adherence to Ownership Rights as explained in the GCC CFU Policy Guidelines/Procedures; and

WHEREAS, the College, through its governance process, will develop a GCC Copyright/Ownership Agreement and made a part of the GCC CFU Policy Guidelines/Procedures to be updated as deemed necessary and appropriate; and

Page 2: GCC Board of Trustees ~~Resolution 13-2021~~ Policy 193- Copyright and Fair Use Policy

WHEREAS, there is a “fair use” doctrine that limits the exclusive right of copyright owners (**17 U.S.C. § 107 - U.S. Code - Unannotated Title 17. Copyrights § 107. Limitations on exclusive rights: Fair use**). In some cases, faculty, staff, and students who wish to use copyrighted works for non-commercial educational purposes may do so without seeking authorization from the copyright owner; and

WHEREAS, **Copyrights (Section 107 of Title 17)** lays out guidelines for determining Fair Use and said provisions will be made a part of the GCC CFU Policy Guidelines/Procedures including amendments to this Section; and

WHEREAS, due to the complexity of copyright law and fair use, the determination of the correct use of copyrighted materials should be determined on a case-by-case basis in accordance with the GCC CFU Policy Guidelines/Procedures.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees shall adopt this Resolution as the Guam Community College “Copyright and Fair Use Policy;” and

BE IT FURTHER RESOLVED, that the GCC Board of Trustees shall adopt a “Guam Community College Copyright and Fair Use Policy Guidelines/Procedures” and “Copyright/Ownership Agreement,” to be developed through the College’s governance process, and to be updated as deemed necessary and appropriate; and

BE IT FURTHER RESOLVED, that such Guam Community College Copyright and Fair Use Policy and its Guidelines/Procedures shall apply to all GCC employees, students and community partners and must be adhered to accordingly.

Amended & Adopted: _____, 2025
Resolution -2025

Adopted: January 6, 2022
Resolution 13-2021

~~ADOPTED the 6th day of January, 2022.~~

FRANK P. ARRIOLA
Chairperson

Secretary

**GUAM COMMUNITY COLLEGE
Board of Trustees**

RECRUITMENT ABOVE THE MINIMUM STEP

WHEREAS, Public Law 22-137 amended Section 6103 of Title 4, Guam Code Annotated, to maintain the accreditation of the Guam Community College by giving the Board of Trustees full authority over its respective academic personnel; and

WHEREAS, Section 1 of Public Law 22-137 grants the Board of Trustees exclusive authority to hire and dismiss, and to set the selection, qualification, classification, compensation, tenure, and promotion criteria for academic personnel; and

WHEREAS, Guam Community College Personnel Rules and Regulations do not set criteria for compensation on initial employment.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby adopts the following procedures on RECRUITMENT ABOVE THE MINIMUM STEP affecting academic personnel only:

The minimum rate of each Pay Grade shall be the normal rate for initial employment; provided however that the President may authorize initial employment in a position up to seven (7) steps beyond the recruitment range maximum on the basis of six (6) years or more of creditable work experience beyond the minimum experience and training required. The President may, with the approval of the Board of Trustees, authorize recruitment at higher steps beyond the recruitment range maximum, if such action is based on recruitment difficulties or by the new employee's special or unusual qualifications or experience.

BE IT FURTHER RESOLVED THAT, the Recruitment Above the Minimum Step procedures be effective July 22, 1994, the date the Governor signed Public Law 22-137.

**Amended & Adopted: _____, 2025
Resolution ____-2025**

**Amended & Adopted: September 9, 2022
Resolution 14-2022**

Reviewed with no changes: August 11, 2017

**Amended & Adopted: January 8, 2009
Resolution 3-2009**

Adopted: December 21, 1994
Resolution 5-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

RECRUITMENT ABOVE THE MINIMUM STEP

WHEREAS, Public Law 22-137 amended Section 6103 of Title 4, Guam Code Annotated, to maintain the accreditation of the Guam Community College by giving the Board of Trustees full authority over its respective academic personnel; and

WHEREAS, Section 1 of Public Law 22-137 grants the Board of Trustees exclusive authority to hire and dismiss, and to set the selection, qualification, classification, compensation, tenure, and promotion criteria for academic personnel; and

WHEREAS, the Guam Community College Personnel Rules and Regulations do not set criteria for compensation on initial employment.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby adopts the following procedures on RECRUITMENT ABOVE THE MINIMUM STEP affecting academic personnel only:

The minimum rate of each Pay Grade shall be the normal rate for initial employment; provided however that the President may authorize initial employment in a position up to ~~six~~ seven (7) ~~sub~~-steps beyond the recruitment range maximum on the basis of six (6) years or more of creditable work experience beyond the minimum experience and training required. The President may, with the approval of the Board of Trustees, authorize recruitment at higher ~~sub~~-steps beyond the recruitment range maximum, if such action is based on recruitment difficulties or by the new employee's special or unusual qualifications or experience.

BE IT FURTHER RESOLVED THAT, the Recruitment Above the Minimum Step procedures be effective July 22, 1994, the date the Governor signed Public Law 22-137.

Amended & Adopted: _____, 2025
Resolution _____-2025

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Amended & Adopted: January 8, 2009
Resolution 3-2009

Adopted: December 21, 1994
Resolution 5-95

GUAM COMMUNITY COLLEGE
Board of Trustees

OATH OF OFFICE

I, FAITH B. VELASCO, do solemnly swear in the presence of almighty God, that I will well and faithfully support the Constitution of the United States, the laws of the United States applicable to Guam, and the laws of Guam, and that I will conscientiously and impartially discharge my duties as:

STUDENT MEMBER
of the
GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES

*Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,
Executed at Mangilao-Guam Community College on April 25, 2025.*



Member (Signature)

***The Oath of Office was administered by Rose P. Grino,
Vice Chairperson, Board of Trustees.***



Vice Chairperson, Board of Trustees (Signature)

