

**GUAM COMMUNITY COLLEGE
Board of Trustees**

SELECTION OF PRESIDENT

WHEREAS, while the authority and responsibility of the Guam Community College Board of Trustees (BOT) ~~Board is clear (17 GCA, Chapter 31 subsection §31109 and subsection §31110),~~ participation in the review and selection process by a wide variety of constituents has been the practice of the Guam Community College ("College"), and the Guam Community College Board of Trustees (BOT) ~~is committed to maintaining the highest standards of quality and effective governance in fulfilling its responsibilities to the community; and~~

WHEREAS, the Guam Community College Board of Trustees BOT is committed to maintaining the highest standards of quality and, effective governance in fulfilling its responsibilities to the community; and

WHEREAS, the Board of Trustees BOT is responsible for the selection of the President of the College whose performance is of vital importance to ensuring these highest standards which will enhance the educational opportunities provided to the residents of the community; and

WHEREAS, while the Board of Trustees BOT ~~feels that~~ views the selection of the President ~~is as~~ one of its major responsibilities, it also recognizes that ~~the~~ participation by others in the screening of candidates for the Presidency is both desirable and educationally sound;.

NOW, THEREFORE, BE IT RESOLVED, that when a vacancy in the Presidency will occur, the Board of Trustees BOT shall appoint a Screening Committee and/or a professional search firm, whose responsibility shall be to advertise the position; accept, screen, and interview applicants; and recommend to the Board of Trustees BOT at least two, but preferably three applicants, who best meet the advertised criteria; and

BE IT FURTHER RESOLVED, that the Screening Committee shall consist of one member of the Board of Trustees BOT who is not the Chairperson of the Board of Trustees, the Sstudent member of the Board of Trustees BOT, the two advisory members to the Board of Trustees BOT or their designee, the GCC Faculty Senate President, the GCC Staff Senate President, and ~~two three one~~ one members of the general community chosen by the Board of Trustees BOT, with five members constituting a quorum. Each shall have a vote within the Committee. The eCommittee shall elect the Chairperson for the eCommittee. The Screening Committee Ssupport is to be provided by the Vice President for Academic Affairs and the Chief Human Resources Officer-Administrator; and.

BE IT FURTHER RESOLVED, that the Presidential searches are not usually hurried. It is a process that should be open to the public scrutiny, inclusive, dignified, careful, and methodical. While the ~~process~~ process is open to public scrutiny, names and applications of applicants will remain confidential until the final recommendations report is forwarded to the Board of Trustees BOT. A minimum amount of time for accepting applications ~~would be~~ is three (3) months.

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The procedures and timeline for the Presidential Search shall be as follows:

Step 1

Screening Committee is notified and meets to review requirements stated in BOT Policy 455, including the search timeline and job description. The Screening Committee and the ~~Board of Trustees~~ BOT shall be guided in the presidential search by these minimum qualifications for applicants for the presidency:

MINIMUM EDUCATION AND EXPERIENCE:

- a) Earned doctoral degree in education administration or closely related area from an accredited college or university; plus four (4) years of teaching and three (3) years of administrative experience at a ~~post-secondary~~ post-secondary institution; or any combination thereof equaling seven (7) years of experience in an educational institution.
- b) Earned Master's Degree from an accredited college or university in education administration or closely related area or in a discipline offered at the College; plus five (5) years teaching experience and four (4) years of administrative experience in an educational institution; or any combination thereof equaling nine (9) years of experience in an educational institution.

Preferred Experience: Experience at a Pacific Island community college or university is preferred.

MINIMUM PROFESSIONAL QUALIFICATIONS:

~~Dedication to the community college philosophy, mission, and to the promotion of high academic standards.~~

A strong commitment to the community college mission, values, and open-access philosophy, with a dedication to promoting high academic standards and student success.

~~Demonstrated creative leadership in the budgeting process, educational partnership, strategic planning and organizational management.~~

Demonstrated, innovative leadership in key areas such as budgeting, educational partnerships, strategic planning, and organizational management.

~~Proven Ability to work and communicate and collaborate effectively with diverse constituencies, including faculty, students, staff, the Board of Trustees, and alumni, and community stakeholders, in addition to~~

~~Ability to select, manage and supporting the most qualified persons in leadership positions.~~

A track record of successfully recruiting, developing, and supporting highly qualified individuals in leadership and administrative roles.

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Enthusiasm, energy, and resilience to thrive in a dynamic student-centered environment, with the capacity to lead initiatives in fundraising, facility planning, and institutional advancement. ~~Enthusiasm and stamina for an active student environment, challenging fund raising agenda and facility planning.~~

Personal and professional integrity, with the character and presence to earn the respect and confidence of internal and external stakeholders. ~~Personal qualities which demand respect from faculty, staff, students, community members and peers.~~

Step 2

The Committee will establish ~~A~~advertising parameters (local and/or U.S. mainland-US, as needed). ~~After T~~ the first public advertising of the job announcement, ~~will occur and the~~ Committee will prepare interview questions and submit them to the EEO Officer ~~representative~~ for review.

Step 3

The second public advertising of the job announcement will occur. Applications are reviewed as they arrive, communication with applicants begins (acknowledgment of application, verification and follow-up of supporting documents, ~~and respond response~~ to inquiries). The Chief Human Resources Officer ~~Administrator~~ and the Vice President for Academic Affairs (or their designee) will review all qualified applicants (in accordance with Policy 455, Job Announcement and Method of Evaluation). If there are ten (10) or fewer qualified applicants, all will be reviewed by the Screening Committee. If there are more than ten (10) qualified applicants, the Committee will determine if the list, as established by the Committee or the Chief Human Resources Officer ~~Administrator~~ and the Vice President for Academic Affairs, will be limited to ten (10) applicants.

Step 4

The Committee will review applications and establish a list of qualified candidates to be interviewed. ~~The Human Resources Administrator will conduct a background and reference check of applicants to be interviewed (background and reference check takes a minimum of one week to complete).~~ (this paragraph was removed and made it a Step 7)

Step 5

The Screening Committee will conduct the interviews as follows:

If the applicant is on-island, a ~~personal~~ an in-person interview will be conducted.

If the applicant is off-island, an electronic conference interview will be conducted.

~~The Chief Human Resources Officer~~ Administrator ~~and the Vice President for Academic Affairs~~ will coordinate all logistics for the interviews.

Off-island interviews may be arranged as directed by the Committee.

Step 6

The Screening Committee will forward its recommendations, along with application packets, to the Board of Trustees ~~(BOT)~~ BOT ~~its recommendation and files of recommended applicants.~~ The BOT, upon receiving receipt of the recommendations of the Screening Committee, shall interview ~~all the candidates recommended~~ using a standard set of questions prepared by the ~~Board of Trustees~~ BOT in advance.

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Step 7

The Chief Human Resources Officer will conduct a background and reference check for the applicant being considered after the verbal conditional offer for employment (background and reference check takes a minimum of one week to complete).

BE IT FURTHER RESOLVED, that the Board of Trustees shall either appoint one of the candidates advanced by the Screening Committee or reject all such candidates and ask the Screening Committee to submit additional names meeting the qualifications. The BOT, upon ~~receiving~~ receipt of any or all additional names, may interview the remaining applicants.

Steps to the Presidential Search Process

~~And w~~While somewhat open to interpretation, the steps are intended to be rigorous, and generally are as follows:

**Acceptance of the current President's intent to vacate
the position**

(In yellow are only numbered for sequence)

6. Development of a transition plan

The Presidential Search Process is the beginning of the transition plan. The Board, the current President and the new President shall develop a transition plan to ensure the College is able to continue to operate successfully.

7. Designation of an Interim President

Needed until the ~~if a new President is not able to start by~~ is able to begin his/her tenure.

2. Development/update of job

description Minimum
Education and Experience
Minimum Professional
Qualifications Description of
Duties
Methods of
Evaluations Range
of compensation
Required
documents
(Samples attached)

**3. Development of a detailed ad for
publication**

Description of the Institution
Institutional philosophy
Job description
Instructions for the application
process Closing date and
anticipated decision date Methods

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of notification

(See file for previous announcements)

4. Where to advertise

GCC Website and other recruitment websites (i.e., Indeed, HigherEd Jobs, and Chronicle for Higher Education)

Local or National/Social/ Print Media (i.e., PDN,

The Guam Daily Post, LinkedIn)

Circulations of Job Announcement (referrals, nominations, etc.)

5. Development/update of rating instruments and criteria

(See file for past instrument)

1. Presidential Search timelines

(See attached below Presidential Search timeline)

- Collection, acknowledgment, and safeguarding of application materials
- Acknowledgment should be swift, cordial, and reinforce timelines
- Assessment of qualified candidates
- Notification to candidates who are no longer being considered
- Review of qualified candidate's application
- Scheduling of personal in-person or electronic interviews
- Review and discussion of each viable candidate attributes
- Verbal conditional offer to selected candidate
- Background and reference checks
- Negotiation of salary and start-date
- Formal written offer to selected candidate (including contract)
- Notification to candidates not selected

Amended & Adopted: 2025

Resolution -2025

Amended & Adopted: February 16, 2018

Resolution 2-2018

Amended & Adopted: January 8, 2009

Resolution 8-2009

Adopted: December 6, 1995

Resolution 1-96

Revised/Adopted: April 5, 2000

Resolution 6-2000

Revised/Adopted: September 5, 2006

Resolution 14-2006

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shall interview all candidates recommended using a standard set of questions prepared by the Board of Trustees in advance.

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Development of a transition plan

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Designation of an Interim President

Needed if a new President is not able to start by _____.

Development/update of job description

Minimum Education and Experience
Minimum Professional Qualifications
Description of Duties
Methods of Evaluations
Range of compensation
Required documents
(Samples attached)

Development of a detailed ad for publication

Description of the Institution
Institutional philosophy
Job description
Instructions for the application process
Closing date and anticipated decision date
Methods of notification
(See file for previous announcements)

Where to advertise

GCC Website
Local Print Media (i.e. PDN, The Guam Daily Post)
Circulations of Job Announcement (referrals, nominations, etc.)

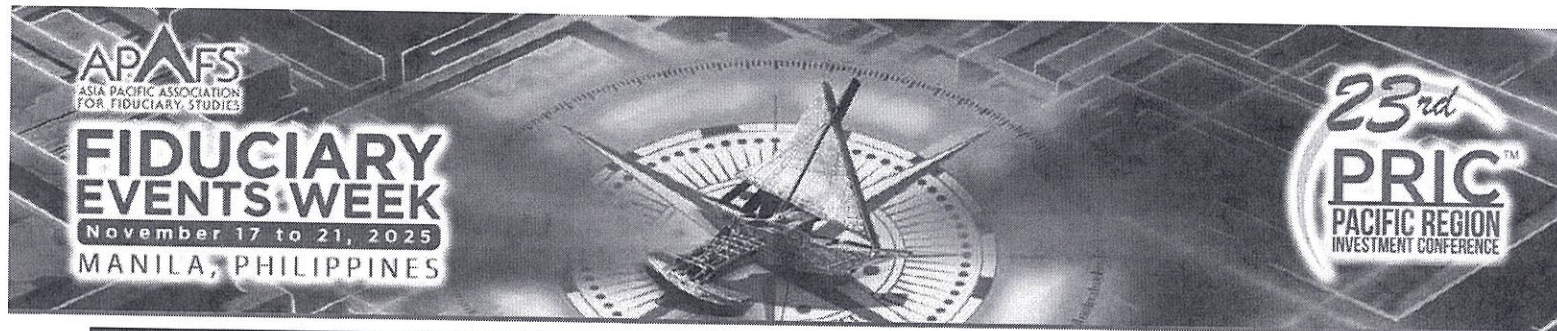
Development/update of rating instruments and criteria

(See file for past instrument)

Presidential Search time lines

(See attached Presidential Search time line)

- Collection, acknowledgment, and safeguarding of application materials
- Acknowledgment should be swift, cordial, and reinforce time lines
- Assessment of qualified candidates
- Notification to candidates who are no longer being considered
- Review of qualified candidate's application
- Scheduling of personal or electronic interviews



| FIDUCIARY EVENTS WEEK 2025 New World Hotel, Makati, Philippines | | | | |
|--|---|---|---|--|
| EVENT | | DATES | EARLY BIRD RATE June 1 to Sept 1, 2025 | REGULAR RATE Sept. 1 to Oct.15 2025 |
| 1 | Investment Governance Essentials (IGE™) Training | Monday, November 17, 2025 | \$900 | \$1,000 |
| 2 | Responsible Investment Essentials (NEWLY ENHANCED) | Monday, November 17, 2025 | \$1,000 | \$1,100 |
| 3 | Accredited Investment Fiduciary (AIF®) Training | Tuesday - Wednesday November 18 - 19, 2025 | \$1,950 | \$2,050 |
| 4 | Applied Responsible Investment for Fiduciaries (NEWLY ENHANCED) | Tuesday - Wednesday November 18 - 19, 2025 | \$2,050 | \$2,150 |
| 5 | 23rd Pacific Region Investment Conference | Thursday - Friday November 20 - 21, 2025 | \$695 | \$795 (\$895 after Oct.15) |

Registration request received after Oct. 15th will incur late fee and based on availability. Priority will be given to APAFS member institutions.

| SCHEDULE OF COUNTRY DINNERS Sala Bistro, Ground Floor, Greenbelt 3, Makati, Philippines | |
|--|------------------------------|
| Republic of Marshall Islands Dinner | Tuesday, November 18, 2025 |
| Federated States of Micronesia Dinner | Wednesday, November 19, 2025 |
| Republic of Palau Dinner | Thursday, November 20, 2025 |
| Guam, Commonwealth of Northern Mariana Islands, and Other Countries Dinner | Friday, November 21, 2025 |

PAYMENT OPTIONS

Payment Option 1:

Bank Wire Transfer/ACH

Account Name: Asia Pacific Association for Fiduciary Studies

Routing No.: 121405115

Account No.: 0114-029414

Payment Option 2:

Bank Wire Transfer

Account Name: Asia Pacific Association for Fiduciary Studies

Bank: Community First Guam Federal Credit Union

ABA Routing Number: 321480406

Acct. No.: 140066-002

Payment Option 3:

Check Payment: Mail to: Asia Pacific Association for Fiduciary Studies, Capitol Plaza Building, 120 Father Duenas Avenue; Suite 102 Hagatna, Guam 96910 USA

*All registration and payment must be completed by respective deadline to avail of the applicable registration rate. Upon payment, please scan a copy of your check, wire transfer confirmation, or deposit slip, and send it to admin@apafs.org. This will ensure proper credit and guarantee your registration. For any cancellation, please contact us by email before September 1, 2025.

*Refund Policy: No refunds or credit after September 1, 2025. For any changes or modification to existing registration, \$200 change fee will apply with each request.

APAFS EVENTS VENUE & HOTEL PARTNER

NEW WORLD MAKATI HOTEL

Esperanza St. corner Makati Ave, Makati City
1228, Philippines

Telephone: (632) 811 - 6888

Fax: (632) 811 - 6777

Marvin Ginturo

Marvin.Ginturo@newworldhotels.com

Airah Siruelo

airah.siruelo@newworldhotels.com

ROOM RATES

PHP 7,700 nett Single Occupancy / Superior room

PHP 8,500 nett Double Occupancy / Superior room

PHP 8,700 nett Single Occupancy / Deluxe room

PHP 9,500 nett Double Occupancy / Deluxe room

** Rates include VAT, local tax and 10% service charge

** Government taxes subject to change

INCLUSIONS AND AMENITIES

- Buffet Breakfast and complimentary bottled water
- In-room complimentary wired and wireless internet access
- Complimentary use of the Health Club (outdoor pool, gym, sauna and steam bath)

ACCESS AND AVAIL OF THE CORPORATE GROUP RATE

New World Online Booking Link: bit.ly/APAFS2025

Hotel Promo Code: APA111525

This is the official link to the registration form: bit.ly/APAFSFEW2025RegistrationForm
Follow APAFS on Facebook or LinkedIn for more updates and information, or email at admin@apafs.org or kitkat@brandspeakasia.com
Visit www.apafs.org for more details.

PRESIDENT'S TRAVEL SCHEDULE
November 2025

| Conference Title/Sponsor | Date | Location |
|--|----------------------|------------|
| 23 rd Pacific Region Investment Conference* | November 20-21, 2025 | Manila, PI |

*Funding Source(s): *100% funded by Promo Account*