

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of August 2, 2010**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of August 2, 2010 was called to order at 6:10p.m. Ms. Gina Y. Ramos, Board Chairperson, presided over the meeting held in the President's Conference Room located at the Student Services & Administration Building.

**1. Roll Call**

**Trustees Present:** Ms. Gina Y. Ramos, Ms. Deborah C. Belanger, Mr. Frank P. Arriola, Mr. Eduardo R. Ilaos, Mr. Edward G. Untalan, Ms. Paling April Cruz.

**Not in attendance:** Ms. Maria Dilanco Garcia.

**Others in attendance:** Dr. Mary A.Y. Okada, President, Mr. Barry Mead, Faculty Advisory Member, Mr. Kenneth Bautista, Support Staff Advisory Member, Attorney Sarah Strock, Legal Counsel, Dr. R. Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen Santos, Vice President, Business & Finance Division, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Dr. Michelle Santos, Dean, School of Technology & Student Services, Ms. Jayne Flores, Assistant Director, Communications & Promotions, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Joann Muna, Human Resources Administrator.

**2. Recital of Mission Statement**

Board members recited the Mission Statement: The mission of the Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

**II. APPROVAL OF MINUTES**

**1. July 7, 2010 Meeting**

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE MEETING MINUTES OF JULY 7, 2010, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 6 ayes, 0 nays)**

**III. COMMUNICATIONS - None.**

**IV. PUBLIC DISCUSSION - None.**

## V. REPORTS

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

–Financial Status: As of August 2, 2010, the college has received \$10.374 million (63%) of its \$16.469 million budget for FY2010 -- GenFund (61%), LPN (73%), MDF (75%), and TAF (75%). This week's payroll will be met as the college's cash flow is still good.

–Capital Improvement Projects (CIP):

- The classroom renovation project has been delayed, because the contractor did not complete the project as scheduled. However, the college granted and authorized an extension for its completion on August 4, 2010.
- Bathroom renovation on campus still on-going.
- The air condition unit at the Student Services & Administration Building (SSAB) is currently down, however the necessary parts have already been ordered. Also, the bid award was issued for the replacement & installation of the new air-condition unit for the SSAB.

–ARRA Projects:

- The Learning Resources Center's parking lot is scheduled to be laid tomorrow.
- The bid specification for the generator building is with our Facilities department for final review prior to putting it out to bid.
- The photovoltaic bid for the Allied Health Center will be issued this week.
- The photovoltaic for the Student Center will be through a change order as construction has not yet started.
- The layout for the renovation of the Foundation Building has been finalized. Because this project is funded through ARRA, the college only has a one-year timeline to complete this project, therefore, construction must begin by January 2011.

--The bid for the Redundant Network project has been cancelled, because it exceeded the budget. A different approach is currently being considered to include the possibility of reprogramming the money, which is funded under ARRA.

–Update on Yigo land identified for GCC's Career & Technical Education (CTE) Center: President Okada said that she met with representatives from the U.S. Department of Education on the subject property and noted that the land is already in its reversion process. Therefore, there will not be an attempt by the College to stop the reversion process primarily because the deed was given to the Guam Department of Education and at this point the U.S. DOE will not entertain any additional request for the use of that property.

After her meeting with U.S.DOE, President Okada indicated that there were two options that was agreed upon which include, 1) obtaining congressional approval to have all restrictions lifted for the property similar to how it was done for GCC's 314 acres of property, 2) after the reversion of the

property back to federal GSA, Congresswoman Bordallo will then put in a request for the property for GCC.

Additionally, with regard to the final Guam Environmental Impact Study Report and the request to survey GCC's property, President Okada noted that in speaking with Mr. John Jackson from Joint Guam Program Office (JGPO) regarding GCC's 314 acres of property and the Marbo property, Mr. Jackson indicated that GCC's property is not identified as a preferred alternative. Further, because of the water wells located on the Marbo property, Mr. Jackson noted that there is no intent to use that property as well.

–Transfer of Forensic Laboratory from the Guam Police Department (GPD) to the Guam Community College (GCC): President Okada noted that Speaker Wonpat requested the assistance of GCC to provide proposed language that will be included in a bill to solidify the transfer of the Forensic Laboratory from GPD to GCC.

–The GPD Police Academy is still on-going with the GFD Fire Academy to begin on Monday, August 9, 2010.

–ACCT Pacific Regional Equity Award: President Okada happily shared that the Association of Community College Trustees recently notified her that the Board of Trustees and the College has been selected as the the recipient of ACCT's 2010 Pacific Regional Equity Award. The award will be presented during the 2010 ACCT Leadership Congress in Toronto, Canada October 2010.

## **2. Monthly Activities Report**

Student Trustee: Trustee Cruz reported on the following:

- COPSA's Plan of Action and budget for students has recently been finalized and approved.
- COPSA's last retreat is scheduled for this Friday, August 6, 2010.
- COPSA officers are scheduled to help with Express Registration August 10-14, 2010, will attend Fall 2010 Convocation on August 16, 2010, and will attend and participate in the New Student Orientation on August 17, 2010.

Faculty Advisory Member: Mr. Mead reported on the following:

- Department Chairs report back to duty today, August 2, 2010.
- Faculty Evaluation Committee is scheduled to meet on Wednesday, August 4, 2010 in hopes of finalizing the GFT-BOT Faculty Agreement, specifically the faculty evaluation of the Agreement.
- Happily shared that GCC's Culinary Arts program will be receiving documents from Le Cordon Bleu, Arizona, regarding the articulation of GCC's entire Culinary Arts program.
- As of today, enrollment has reached over 1,500 students for the Fall 2010 Semester.

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

- Over the summer, several staff members attended various training offered by the Department

of Administration.

- New employee orientation is scheduled to be held August 13, 2010.
- Fall 2010 Convocation is scheduled to be held August 16, 2010.
- Extended congratulations and appreciation to the volunteers for a job well-done during Liberation 2010 Recycling effort.

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

–Several board members participated at the GCC/TakeCare 5K Fun Run/Walk event held July 24, 2010.

–On July 21, 2010, at the request of Ms. Janet King, Board Chair for Northern Marianas College (NMC), GCC Board Chair Gina Ramos, via a teleconference call with Ms. King and Ms. Lorraine Cabrera, NMC’s Interim President, provided information on our Board’s best practices relative to media relations and the presidential selection process.

–Trustee Ilaio attended meetings regarding the upcoming Red Cross Golf Classic Tournament. The Red Ball is scheduled for September 18, 2010.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Project Updates**

Student Center - President Okada reported the recent passage of Public Law 30-157, which authorizes the Attorney General’s Office to deputize other legal counsels to review procurement contracts in excess of \$500,000. She apprized the Board that she submitted a request to the Attorney General seeking his approval and consideration to deputize Attorneys Cabot & Mantanona as legal counsel to review GCC’s Student Center contract, which has been at the Attorney General’s office for two months already and is still pending their review.

Learning Resources Center - The LRC is still on schedule to be completed by the first week of November 2010. The Ribbon Cutting Ceremony is being planned between December 6 and December 24, 2010. About three to four representatives from the Washington, DC’s USDA office, along with USDOJ Assistant Secretary of Insular Affairs Mr. Tony Babauta are expected to be on island for the Ribbon Cutting Ceremony.

## **VII. NEW BUSINESS**

### **1. AGREEMENT between the Guam Federation of Teachers, Local 1581 AFT/AFL-CIO & the Board of Trustees, Guam Community College, for FACULTY (2010-2016)**

President Okada noted that the concerns of legal counsel, upon his review of the Agreement, were presented to the Negotiating Team and have been incorporated into the Agreement. She explained in addition to the positioning of the Hearing Officer prior to presentation and submission to the Board

of Trustees because the Board is the reviewing authority, language on the definition of moral turpitude from the academic setting--step one, was incorporated.

At this time, Trustee Belanger, who represented the Board during negotiations, extended her appreciation to President Okada for asking her to participate in the negotiations, and also extended congratulations to the entire Negotiating Team for a job well done. She noted that her participation afforded her a better perspective on how GCC is run. The members of the negotiating team are good people, who all worked toward the best interest of our students and the college. She emphasized that the Faculty Agreement speaks and displays the caliber of the people who work at GCC.

Additionally, Trustee Belanger made a suggestion that the Board may need to develop a policy on the issue of Conflict Counsel.

Dr. Somera commented that the three weeks the negotiating team was sequestered was the most intense and difficult, but was a necessary process. It was a collaborative effort having perspective from all levels--the Board, the faculty, and the administration.

President Okada added that a lot of time and dedication were spent by members of the Negotiating Team in putting the Agreement together. She extended kudos to the committee and acknowledged that the Faculty Agreement negotiation process was done in record time.

Barry Mead said that he believes GCC is the only institution on island that uses the Interest Base Bargaining process in negotiating its Agreement.

#### **MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE EDWARD G. UNTALAN, THAT THE BOARD RATIFY THE AGREEMENT BETWEEN THE GUAM FEDERATION OF TEACHERS, LOCAL 1581 AFT/AFL-CIO & THE BOARD OF TRUSTEES, GUAM COMMUNITY COLLEGE, FOR FACULTY (2010-2016). MOTION CARRIES. (Voting: 6 ayes, 0 nays)**

*Note: A copy of the Faculty Agreement can be viewed by visiting the link below: [http://www.guamcc.edu/index2.php?option=com\\_docman&task=doc\\_view&gid=2752](http://www.guamcc.edu/index2.php?option=com_docman&task=doc_view&gid=2752).*

#### **2. GCC's Five-Year Academic Calendar (AY2010-2011 thru AY2014-2015)**

President Okada noted that the calendar presented includes dates that signify secondary activities, although the calendar for the Guam Department of Education (GDOE) is dependent upon GDOE issuing the calendar. Additionally, she emphasized that GCC's secondary faculty are not required to attend GDOE's faculty development day(s) but are encouraged to attend those faculty development days.

**MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD ADOPTS GCC'S FIVE-YEAR ACADEMIC CALENDAR (AY2010-2011 THRU AY2014-2015). MOTION CARRIES. (Voting: 6 ayes, 0 nays) (A copy of the five-year calendar is attached.)**

**3. Board of Trustees Annual Calendar (October 2010-September 2011)**

**MOTION**

**IT WAS MOVED BY TRUSTEE EDWARD G. UNTALAN, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD ADOPTS THE BOARD OF TRUSTEES ANNUAL CALENDAR (OCTOBER 2010-SEPTEMBER 2011). MOTION CARRIES. (Voting: 6 ayes, 0 nays) (A copy of the BOT Annual Calendar is attached.)**

President Okada suggested that for future board calendars that it be presented to the Board at its September meeting because the fiscal year budget normally gets approved in the month of August and the provisions in the budget law determines what the reporting requirements are. Members concurred.

**4. Request to Amend Board Policy 228: Procurement Policy**

President Okada requested the Board's consideration to approve amending Board Policy 228. At the request of President Okada, legal counsel reviewed the policy and incorporated the suggested recommendations to amend Policy 228. She explained that the policy before the Board this evening now stipulates 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.

**MOTION**

**IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD ADOPTS BOARD POLICY 228 ENTITLED "PROCUREMENT POLICY", AS AMENDED. MOTION CARRIES. (Voting: 6 ayes, 0 nays) (A copy of Board Policy 228 is attached.)**

At 6:59 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

1. **Personnel Matters**
  - President's Annual Performance Evaluation (June 2009-June 2010)
2. **Labor Management Relations**
3. **Legal Matters**

At 9:05 p.m., the meeting reconvened to open session.

### **MOTION**

**IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE PALING APRIL CRUZ, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 6 ayes, 0 nays)**

At this time, Chair Ramos, on behalf of the Board extended the following:

- Congratulations to President Okada for an exemplary performance review especially in the areas of professional development, community relations, accreditation, and keeping the college financially stable. Additionally, the Board awards President Mary A.Y. Okada an increase of 4%, the highest percentage allowed. Again, the Board extends their congratulations for your dedication and hard work.

Additionally, because President Okada has already outgrown the goals outlined in her current contract, the Board will address and re-establish new goals to include:

- finding funding resources/options to support salary adjustments,
  - professional development,
  - requirement for an annual report summary to be provided to the Board,
  - address the retention of staff and faculty
- 
- Congratulations to the Board and the College for being the recipient of the 2010 Association of Community College Trustees Pacific Region Equity Award.
  - Kudos to GCC's Culinary Arts for getting their entire program articulated into Arizona's Le Cordon Bleu school.
  - Kudos to GCC's volunteers in their recycling efforts during Liberation 2010 Parade.
  - A very big Thank You to Trustee Belanger for her time & effort, and most especially for representing the Board of Trustees during the negotiations of the Faculty Agreement.
  - Thank you to President Okada and her team, and to the faculty team.

Chair Ramos reminded and encouraged Board members to attend the 2010 Fall Convocation scheduled for Monday, August 16, 2010, 6:00pm at the Hyatt Hotel in Tumon.

**IX. ADJOURNMENT** - There being no further discussions, the meeting of August 2, 2010 adjourned at 9:10 p.m.

**SUBMITTED BY:**



**LOURDES V. BAUTISTA**  
Recording Secretary

**ATTESTED BY:**



**FRANK P. ARRIOLA**  
Secretary

SEP 01 2010

**APPROVED BY:**



**GINA Y. RAMOS**  
Chairperson

SEP 01 2010

**Attachments:**

1. GCC's Five-Year Academic Calendar (AY2010-2011 thru AY2014-2015)
2. Board of Trustees Annual Calendar (October 2010-September 2011)
3. Board Policy 228: Procurement Policy (Resolution 9-2010)



**Guam Community College  
Five-Year Academic Calendar  
AY2010-2011 – AY2014-2015**

**NOTE:**

- 1) This five-year academic calendar schedule is subject to change.
- 2) Though the schedule for secondary faculty has been included in this academic calendar, this is also subject to change by the Guam Department of Education (GDOE). Refer to GDOE calendar for flexible make up days. The GCC secondary faculty work days will not exceed 184, and thus GCC secondary faculty are not required (though encouraged) to attend GDOE Professional Development Days.
- 3) Satellite Program and VHS cross-enrolled classes will follow the GDOE-established schedule for that particular high school.

| FALL TERM   | 2010               | 2011               | 2012                | 2013               | 2014               |
|---|--------------------|--------------------|---------------------|--------------------|--------------------|
| Secondary Teacher Orientation (Work Day)                      | 8/9/2010           |                    |                     |                    |                    |
| Secondary first day of classes                                | 8/10/2010          |                    |                     |                    |                    |
| Postsecondary (PS) Faculty Start Date                         | 8/13/2010          | 8/12/2011          | 8/10/2012           | 8/9/2013           | 8/8/2014           |
| PS First Day of Weekday Classes                               | 8/18/2010          | 8/17/2011          | 8/15/2012           | 8/14/2013          | 8/13/2014          |
| PS First Day of Monday-Wednesday Classes                      | 8/18/2010          | 8/17/2011          | 8/15/2012           | 8/14/2013          | 8/13/2014          |
| PS First Day of Tuesday-Thursday Classes                      | 8/19/2010          | 8/18/2011          | 8/16/2012           | 8/15/2013          | 8/14/2014          |
| PS First Day of Friday Classes                                | 8/20/2010          | 8/19/2011          | 8/17/2012           | 8/16/2013          | 8/15/2014          |
| PS First Day of Saturday Classes                              | 8/21/2010          | 8/20/2011          | 8/18/2012           | 8/17/2013          | 8/16/2014          |
| Labor Day Holiday (Observed)                                  | 9/6/2010           | 9/5/2011           | 9/3/2012            | 9/2/2013           | 9/1/2014           |
| SHS Parent Teacher Conference                                 | 9/24/2010          |                    |                     |                    |                    |
| Secondary Flexible Make Up Day #1                             | 10/11/2010         |                    |                     |                    |                    |
| Secondary end of First Quarter                                | 10/13/2010         |                    |                     |                    |                    |
| Secondary Second Quarter Begins                               | 10/14/2010         |                    |                     |                    |                    |
| Secondary First Quarter Grades Due                            | 10/19/2010         |                    |                     |                    |                    |
| Secondary Parent Teacher Conference (except SHS)              | 10/28/2010         |                    |                     |                    |                    |
| Alli Soul's Day Holiday (Observed)                            | 11/2/2010          | 11/2/2011          | 11/2/2012           | 11/1/2013          | 11/3/2014          |
| Veteran's Day Holiday (Observed)                              | 11/11/2010         | 11/11/2011         | 11/12/2012          | 11/11/2013         | 11/11/2014         |
| Thanksgiving Break  | 11/25/10-11/27/10  | 11/24/11-11/26/11  | 11/22/12-11/24/12   | 11/28/13-11/30/13  | 11/27/13-11/29/14  |
| Secondary Flexible Make Up Day #2                             | 11/26/10           |                    |                     |                    |                    |
| Our Lady of Camarin Day (Observed)                            | 12/8/2010          | 12/8/2011          | 12/7/2012           | 12/9/2013          | 12/8/2014          |
| PS Last Day of Classes  | 12/9/2010          | 12/9/2011          | 12/3/2012           | 12/7/2013          | 12/6/2014          |
| PS Last Day of Monday-Wednesday Classes                       | 12/1/2010          | 12/5/2011          | 12/3/2012           | 12/2/2013          | 12/1/2014          |
| PS Last Day of Tuesday-Thursday Classes                       | 12/9/2010          | 12/1/2011          | 11/29/2012          | 11/26/2013         | 11/25/2014         |
| PS Last Day of Friday Classes                                 | 12/3/2010          | 12/9/2011          | 11/30/2012          | 12/6/2013          | 12/5/2014          |
| PS Last Day of Saturday Classes                               | 12/4/2010          | 12/3/2011          | 12/1/2012           | 12/7/2013          | 12/6/2014          |
| PS Semester Ends / Grades Due                                 | 12/14/2010         | 12/14/2011         | 12/6/2012           | 12/12/2013         | 12/11/2014         |
| Secondary Christmas Break                                     | 12/20-31/2010      |                    |                     |                    |                    |
| Secondary Flexible Make Up Days #3, 4, & 5                    | 12/20-22/2010      |                    |                     |                    |                    |
| PS Potential Make-up Days                                     | 11/19, 11/26, 12/3 | 11/18, 11/25, 12/2 | 11/16, 11/23, 11/30 | 11/22, 11/29, 12/6 | 11/21, 11/28, 12/5 |
| SPRING TERM   | 2011               | 2012               | 2013                | 2014               | 2015               |
| Secondary end of Secondary Quarter (1 <sup>st</sup> semester) | 1/7/2011           |                    |                     |                    |                    |
| Secondary Third Quarter Begins                                | 1/10/2011          |                    |                     |                    |                    |
| Secondary Second Quarter grades due                           | 1/13/2011          |                    |                     |                    |                    |
| Postsecondary (PS) Faculty Start Date                         | 1/13/2011          | 1/12/2012          | 1/12/2013           | 1/10/2014          | 1/9/2015           |
| PS First Day of Weekday Classes                               | 1/19/2011          | 1/18/2012          | 1/16/2013           | 1/15/2014          | 1/14/2015          |
| PS First Day of Monday-Wednesday Classes                      | 1/19/2011          | 1/18/2012          | 1/16/2013           | 1/15/2014          | 1/14/2015          |
| PS First Day of Tuesday-Thursday Classes                      | 1/20/2011          | 1/19/2012          | 1/17/2013           | 1/16/2014          | 1/15/2015          |
| PS First Day of Friday Classes                                | 1/21/2011          | 1/20/2012          | 1/18/2013           | 1/17/2014          | 1/16/2015          |
| PS First Day of Saturday Classes                              | 1/22/2011          | 1/21/2012          | 1/19/2013           | 1/18/2014          | 1/17/2015          |
| Martin Luther King Jr. (Observed)                             | 1/17/2011          | 1/16/2012          | 1/21/2013           | 1/20/2014          | 1/19/2015          |
| Secondary Flexible Make Up Day #6                             | 2/7/11             |                    |                     |                    |                    |
| SHS Parent Teacher Conference                                 | 2/25/2011          |                    |                     |                    |                    |
| Secondary end of Third Quarter                                | 3/16/2011          |                    |                     |                    |                    |
| Secondary Fourth Quarter Begins                               | 3/17/2011          |                    |                     |                    |                    |
| Secondary Third Quarter Grades Due                            | 3/22/2011          |                    |                     |                    |                    |

|  |                 |                 |                 |                 |                 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| Secondary Parent Teacher Conference (except SHS) | 3/29/2011       |                 |                 |                 |                 |
| Secondary Easter Break                           | 4/18-22/2011    |                 |                 |                 |                 |
| Secondary Flexible Days #7, 8, & 9               | 4/18-20/2011    |                 |                 |                 |                 |
| PS Spring Break                                  | 4/18/11-4/24/11 | 4/2/12-4/8/12   | 3/25/13-3/31/13 | 4/14/14-4/20/14 | 3/30/15-4/4/15  |
| PS Last Day of Classes                           | 5/10/2011       | 5/8/2012        | 5/8/2013        | 5/7/2014        | 5/6/2015        |
| PS Last Day of Monday-Wednesday Classes          | 5/9/2011        | 5/7/2012        | 5/8/2013        | 5/7/2014        | 5/6/2015        |
| PS Last Day of Tuesday-Thursday Classes          | 5/10/2011       | 5/8/2012        | 5/7/2013        | 5/6/2014        | 5/5/2015        |
| PS Last Day of Friday Classes                    | 5/6/2011        | 5/4/2012        | 5/3/2013        | 5/2/2014        | 5/1/2015        |
| PS Last Day of Saturday Classes                  | 5/7/2011        | 5/5/2012        | 5/4/2013        | 5/3/2014        | 5/2/2015        |
| PS Academic Year Ends / Grades Due               | 5/13/2011       | 5/11/2012       | 5/13/2013       | 5/12/2014       | 5/11/2015       |
| PS Commencement Ceremony                         | 5/20/2011       | 5/18/2012       | 5/17/2013       | 5/16/2014       | 5/15/2015       |
| Secondary end of Fourth Quarter                  | 5/26/2011       |                 |                 |                 |                 |
| Secondary Teacher Work Day (grades due)          | 5/27/2011       |                 |                 |                 |                 |
| Memorial Day Holiday (Observed)                  | 5/30/2011       | 5/28/2012       | 5/27/2013       | 5/26/2014       | 5/25/2015       |
| Secondary Flexible Day #10                       | 5/31/10         |                 |                 |                 |                 |
| PS Potential Make-up Days                        | 4/22, 4/29, 5/6 | 4/20, 4/27, 5/4 | 4/19, 4/26, 5/3 | 4/18, 4/25, 5/2 | 4/17, 4/24, 5/1 |

| SUMMER TERM                             | 2011             | 2012             | 2013             | 2013             | 2015             |
|---|------------------|------------------|------------------|------------------|------------------|
| Faculty Start Date / 1st Day of Classes | 6/3/2011         | 6/1/2012         | 6/7/2013         | 6/6/2014         | 6/5/2015         |
| Independence Day Holiday (Observed)     | 7/4/2011         | 7/4/2012         | 7/4/2013         | 7/4/2014         | 7/4/2015         |
| Last Day of Classes                     | 7/15/2011        | 7/13/2012        | 7/19/2013        | 7/18/2014        | 7/17/2015        |
| Liberation Day Holiday (Observed)       | 7/21/2011        | 7/20/2012        | 7/22/2013        | 7/22/2014        | 7/21/2015        |
| Grades Due (except Saturday classes)    | 7/20/2011        | 7/18/2012        | 7/25/2013        | 7/24/2014        | 7/23/2015        |
| Potential Make-up Days                  | 7/15, 7/18, 7/19 | 7/13, 7/16, 7/17 | 7/23, 7/24, 7/25 | 7/22, 7/23, 7/24 | 7/22, 7/23, 7/24 |

\* Summer Term 60 hour class meeting once a week requires additional class sessions.

#### GCC Mission Statement

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Approved: \_\_\_\_\_

  
Gina Ramos, Chairperson  
Board of Trustees

Date: \_\_\_\_\_

08/02/10

GUAM COMMUNITY COLLEGE  
Board of Trustees  
Annual Fiscal Year Calendar, October 2010 thru September 2011  
Approved by the GCC Board of Trustees:

AUG 02 2010

| OCTOBER 2010   | NOVEMBER 2010  | DECEMBER 2010   | JANUARY 2011   |
|--|--|---|--|
| <p>6- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>16- <u>Sat</u>, BOT Retreat (tentative)</p> <p>20-23- ACCT Annual Leadership Congress, Toronto, Canada</p> <p>27- <u>Wed</u>, Foundation Board of Governors mtg, 3pm, GCC campus</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u></p> <ul style="list-style-type: none"> <li>Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</li> </ul> <p><u>PRESIDENT:</u></p> <ul style="list-style-type: none"> <li>For FY2011- Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. (<u>pending FY2011 Public Law</u>)</li> <li>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</li> </ul> | <p>3 <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>20- <u>Sat</u>, BOT Retreat (tentative)</p> <p>____ Board's Annual Meeting (Date, Time &amp; Venue to be determined) (Per Board Bylaws, Article III, Section 1)</p> <p><b>Reports Due:</b></p> <p>None</p> | <p>1- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>18- <u>Sat</u>, BOT Retreat (tentative)</p> <p>29- <u>Wed</u>, Foundation Board of Governors mtg, 3pm, GCC campus</p> <p><b>Reports Due:</b></p> <p><u>PRESIDENT:</u></p> <p>31- GCC's Annual Report to the Governor</p> | <p>5- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>15- <u>Sat</u>, BOT Retreat (tentative)</p> <p>____ - GCC Joint Boards Retreat "Connecting the Community" (Date, Time, Venue to be determined)</p> <p>____ Mtg of the Joint Education Boards (P.L. 19-40, Chapter 16A) (Date, Time, Venue to be determined)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u></p> <ul style="list-style-type: none"> <li>Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</li> </ul> <p><u>PRESIDENT:</u></p> <ul style="list-style-type: none"> <li>For FY2011 - Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. (<u>Pending FY2011 Public Law</u>)</li> <li>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</li> </ul> |

GUAM COMMUNITY COLLEGE

Board of Trustees

Annual Fiscal Year Calendar, October 2010 thru September 2011

Approved by the GCC Board of Trustees:

**AUG 02 2010**

| FEBRUARY 2011  | MARCH 2011  | APRIL 2011  | MAY 2011   |
|--|---|---|--|
| <p>2- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>13-16- ACCT National Legislative Summit, Washington, DC</p> <p>19- <u>Sat</u>, Board Retreat (Tentative)</p> <p>23- <u>Wed</u>, Foundation Board of Governors mtg, 3pm, GCC campus</p> <p><b>Reports Due:</b></p> <p><u>BOARD:</u><br/>No later than the 15<sup>th</sup> of February, submittal of GCC's annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature (<u>Pending FY2011 Public Law</u>)</p> | <p>2- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>19- <u>Sat</u>, BOT Retreat (Tentative)</p> <p><b>Reports Due: None.</b></p> | <p>6- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>16- <u>Sat</u>, BOT Retreat (Tentative)</p> <p>27- <u>Wed</u>, Foundation Board of Governors mtg, 3pm, GCC campus</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u></p> <ul style="list-style-type: none"> <li>Quarterly BOT Attendance Report to Govenor (Per 5GCA §43107)</li> </ul> <p><u>PRESIDENT:</u></p> <ul style="list-style-type: none"> <li>For FY2011 - Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. (<u>Pending FY2011 Public Law</u>)</li> <li>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</li> </ul> | <p>4- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>20- <u>Fri</u>, GCC Commencement, 6:00pm. Venue to be announced later</p> <p>21- <u>Sat</u>, BOT Retreat (Tentative)</p> <p><b>Reports Due: None.</b></p> |

GUAM COMMUNITY COLLEGE  
Board of Trustees  
Annual Fiscal Year Calendar, October 2010 thru September 2011  
Approved by the GCC Board of Trustees: \_\_\_\_\_

| JUNE 2011   | JULY 2011  | AUGUST 2011   | SEPTEMBER 2011  |
|---|--|---|---|
| <p>1- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>18- <u>Sat</u>, BOT Retreat (Tentative)</p> <p>29- <u>Wed</u>, Foundation Board of Governors mtg, 3pm, GCC campus</p> <p><b>Reports Due: None.</b></p> | <p>6- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>16- <u>Sat</u>, BOT Retreat (Tentative)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u></p> <ul style="list-style-type: none"> <li>• Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</li> </ul> <p><u>PRESIDENT:</u></p> <ul style="list-style-type: none"> <li>• For FY2011 - Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. (<b>Pending FY2011 Public Law</b>)</li> <li>• Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</li> </ul> | <p>3- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>12- <u>Fri</u>, Faculty Convocation (Time &amp; venue to be announced later)</p> <p>20- <u>Sat</u>, BOT Retreat Assessment work session (Tentative)</p> <p>31- <u>Wed</u>, Foundation Board of Governors mtg, 3pm, GCC campus</p> <p><b>Reports Due: None.</b></p> | <p>7- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>17- <u>Sat</u>, BOT Retreat (Tentative)</p> <p>_____ - Meeting of the Joint Education Boards (P.L. 19-40, Chapter 16A)(Time &amp; venue to be announced later)</p> <p><b>Reports Due: None.</b></p> <p><b><u>SPECIAL NOTE:</u></b><br/>October 12-15, 2011: ACCT Annual Leadership Congress, Dallas, Texas</p> |

Adopted by the GCC Board of Trustees:

Date:

\_\_\_\_\_  
Gina Y. Ramos, Chairperson

**AUG 02 2010**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PROCUREMENT POLICY**

**WHEREAS**, Guam Community College (hereinafter GCC) is authorized to promulgate its own services, supplies, and construction procurement regulations pursuant to 5 G.C.A. § 5125, 5131, 5030(k) and (q), 5120, 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.

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

**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.

**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.

**BE IT FURTHER RESOLVED**, that GCC may, upon the Board of Trustee's approval, promulgate additional rules and regulations, in addition to those established by 5 G.C.A. Chapter 5, and 2 G.A.R. Division 4.

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

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