

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**COMPREHENSIVE ASSESSMENT OF INSTRUCTIONAL PROGRAMS,
STUDENT SERVICES, ADMINISTRATIVE UNITS AND THE BOARD OF TRUSTEES**

WHEREAS, Guam Community College remains steadfast in its commitment to provide the citizens of Guam and the region with quality educational programs and services that undergo systematic and continual assessment; and

WHEREAS, the Board adopted an established cycle of program evaluation to fulfill the following objectives:

Assess program quality, productivity, need and demand;

Improve the quality of academic offerings and vocational training;

Ensure wise allocation of resources;

Determine the program's effectiveness and to implement program improvement strategies; and

WHEREAS, the 2014 newly-approved Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards mandate a more comprehensive assessment process for all instructional programs, student services and administrative units on campus; and

WHEREAS, assessment of student learning outcomes must be the cornerstone of all assessment activities, as indicated in the new accreditation standards; and

WHEREAS, the regular cycle of assessment at GCC should be on a two-year cycle as determined by a staggered assessment schedule of programs, services, and administrative units; and

WHEREAS, the Board of Trustees and the Foundation Board, shall set an example of compliance with the new accreditation standards.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees assigns the responsibility to the President and/or his designee, with consultation from the Committee on College Assessment, to refine, monitor and strengthen the campus-wide assessment plan and schedule, as well as report assessment results in a timely manner to all stakeholders of the college, and

BE IT FURTHER RESOLVED, that the Comprehensive Assessment for Instructional Programs, Student Services, Administrative Units and the Board of Trustees shall be in effect each academic year.

Amended & Adopted: _____, 2017
Resolution ____-2017

Amended & Adopted: December 11, 2014
Resolution 46-2014

Amended & Adopted: November 17, 2008
Resolution 58-2008

Adopted: September 4, 2002
Resolution 13-2002

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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STUDENT SERVICES, ADMINISTRATIVE UNITS AND THE BOARD OF TRUSTEES**

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**GUAM COMMUNITY COLLEGE
Board of Trustees**

INSTRUCTIONAL CALENDAR, POSTSECONDARY AND SECONDARY

WHEREAS, an academic calendar is an integral part of instructional programming and it provides information vital to students' educational planning; and

WHEREAS, the Academic Calendar establishes the work year for academic staff; and

WHEREAS, Guam Community College's Board Policy 310, Resolution 30-94 "Instructional Calendar, Postsecondary and Secondary," mandates the development of a five year GCC Academic Calendar; and

WHEREAS, the Agreement between the Guam Community College Faculty Union Local 6476 AFT/AFL-CIO and the GCC Board of Trustees (Agreement) also identifies steps and responsibilities in developing the GCC Academic Calendar (Reference-Agreement).

NOW, THEREFORE, BE IT RESOLVED, to clarify and to guide the process in the creation of the Academic Calendar, that the Calendar Committee, as empowered by the Guam Community College Faculty Union Local 6476 AFT/AFL-CIO and the Guam Community College Board of Trustees 2017-2023 Agreement, will be responsible for developing and recommending the Academic Calendar to the Board of Trustees for its annual adoption.

Amended & Adopted: _____, 2017
Resolution ____-2017

Amended & Adopted: December 11, 2014
Resolution 47-2014

Amended & Adopted: November 17, 2008
Resolution 59-2008

Adopted: April 6, 1994
Resolution 30-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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Resolution -2017~~

Amended & Adopted: December 11, 2014
Resolution 47-2014

Amended & Adopted: November 17, 2008
Resolution 59-2008

Adopted: April 6, 1994
Resolution 30-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

SATELLITE CAREER/TECHNICAL PROGRAMS (CTE), AUTHORIZATION

WHEREAS, the “Community College Act of 1977” created by Public Law 14-77 (as amended by Public Law 31-99 in 2011) established several purposes of the Guam Community College; including “to coordinate vocational-career and technical education (CTE) programs in all public schools” and “to expand and maintain postsecondary and secondary educational programs in the vocational-technical (CTE) fields”; and

WHEREAS, the need and demand for College programs far exceeds the College's ability to acquire facilities sufficient to carry out such purposes in any single campus; and

WHEREAS, many more students would be served if CTE programs and courses are offered in Guam public and private high schools.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the administration to offer Satellite CTE programs at Guam high schools in a manner mutually agreeable to those schools and the College.

BE IT FURTHER RESOLVED, that the College shall attempt to maximize opportunities to provide secondary career-technical education (CTE) through satellite programs.

BE IT FURTHER RESOLVED, that enrollment in satellite programs be included in the enrollment reports regularly submitted to the Board of Trustees.

Amended & Adopted: _____, 2017
Resolution ____-2017

Amended & Adopted: December 11, 2014
Resolution 48-2014

Amended & Adopted: November 17, 2008
Resolution 60-2008

Adopted: April 6, 1994
Resolution 31-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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Resolution _____-2017

Amended & Adopted: December 11, 2014
Resolution 48-2014

Amended & Adopted: November 17, 2008
Resolution 60-2008

Adopted: April 6, 1994
Resolution 31-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ARTICULATION AND TRANSFER AGREEMENTS

WHEREAS, the primary purpose of the Board is to stimulate, develop, foster, and promote cooperation, planning and improvement of instructional programs in the Pacific region and beyond; and

WHEREAS, another purpose of the Board is to coordinate developments among the postsecondary educational institutions of the Pacific and beyond with the goal of avoiding unnecessary duplication; and

WHEREAS, Guam Community College is a member of the Pacific Postsecondary Education Council or PPEC, an organization of public colleges and universities in the American-affiliated Pacific Islands; and

WHEREAS, GCC is a signatory in the Pohnpei Accord (2004) which articulated the collaborative relationship between the University of Guam and two-year public institutions in the Micronesian region; and

WHEREAS, the Board is interested in facilitating inter-institutional and mutual cooperation through articulation and transfer agreements with PPEC-member institutions and other higher education institutions beyond our region.

NOW, THEREFORE, BE IT RESOLVED, by the Board that:

1. Courses and programs of study offered by the Guam Community College be structured to allow better opportunities for students to enroll among PPEC-member institutions with a minimum of loss of credits in transfer.
2. Courses and programs of study at the two-year level become more readily transferrable to the University of Guam, and other PPEC-member institutions, as well as other United States-based and other international institutions which have forged articulation and transfer agreements with GCC.
3. The Guam Community College identify reciprocal transfer courses in PPEC-member institutions' student catalogs, and initiate dialogue regarding articulation agreements with such institutions. This will be done with other higher institutions of learning that have articulation and transfer agreements with GCC.
4. Institutions which are not presently accredited are subject to institutional review and approved procedures currently in effect.

Reviewed with no changes: _____, 2017
Amended & Adopted: December 11, 2014
Resolution 49-2014

Amended & Adopted: November 17, 2008
Resolution 61-2008

Adopted: April 6, 1994
Resolution 29-294

**GUAM COMMUNITY COLLEGE
Board of Trustees**

GUAM'S CAREER AND TECHNICAL EDUCATION SYSTEM

WHEREAS, the "Community College Act of 1977" (codified at 17 GCA §§30101, et seq.) identified Guam Community College as the State Agency for Career and Technical Education (CTE), to serve as the Board of Control for vocational education for the purposes of the United States Vocational Education Act" on Guam; and

WHEREAS, the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (CTE), requires each State (and territory) develop a State Plan that reflects more fully the academic and career and technical (CTE) skills of secondary and postsecondary students who enroll in CTE programs by:

- a. Developing challenging academic and technical standards, and assisting students in meeting those standards (i.e. high-skill, high-wage or high demand occupations in current or emerging professions).
- b. Developing services and activities that integrate rigorous and challenging academic and career and technical (CTE) instruction that link secondary and postsecondary education for participating career and technical education (CTE) students.
- c. Providing services and activities designed to develop, implement, and improve career and technical education (CTE), including Tech Prep education.
- d. Conducting and disseminating national research and disseminating information on best practices that improve Career and Technical Education (CTE) programs, services, and activities.
- e. Providing technical assistance that:
 1. Promotes leadership, initial preparation, and professional development at the State and local levels, and
 2. Improves the quality of career and technical education (CTE) for teachers, faculty administrators, and counselors.
- f. Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education (CTE) schools, local workforce investment boards, business and industry, and intermediaries, and
- g. Providing individuals with opportunities to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

WHEREAS, the Perkins Act mandate States to establish an accountability system and maintain a database that identifies information that support core indicators of performance for secondary and postsecondary CTE participants that are complete, accurate, valid and reliable; and

WHEREAS, through the State Agency Office, the Adult Education and Career and Technical Education Committee, will assist in developing and keeping within the nationally required measures for secondary and postsecondary CTE students; and

WHEREAS, the purpose of core indicators of performance are to monitor outcomes at the local and State level to provide data for Federal reporting and to develop a system to enhance the improvement of CTE programs on Guam.

NOW, THEREFORE, BE IT RESOLVED, that through the State Agency Office, the Adult Education and Career and Technical Education (CTE) Committee shall assist in the development of the State Plan and core indicators of performance that measure secondary and postsecondary Career and Technical Education (CTE) program participants' attainment of program completion and challenging academic and skill proficiencies.

BE IT FURTHER RESOLVED, that the President of the Guam Community College is recognized as the State Director for Career and Technical Education (CTE) and is authorized to submit the State Plan and supporting documents to the United States Department of Education.

Amended & Adopted: _____, 2017
Resolution _____ - 2017

Amended & Adopted: July 31, 2015
Resolution 11-2015

Amended & Adopted: November 17, 2008
Resolution 62-2008

Adopted: April 6, 1994
Resolution 26-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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Resolution 62-2008

Adopted: April 6, 1994
Resolution 26-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

GUAM'S ADULT EDUCATION PROGRAMS

WHEREAS, the "Community College Act of 1977" (codified at 17 GCA §§30101, et seq.) recognizes Guam Community College as the State Agency for Adult Education, to act as administrator for the Federal adult education programs; and

WHEREAS, the Workforce Innovation and Opportunity Act (WIOA) to create a "workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes";

WHEREAS, the purpose of the Adult Education and Family Literacy Act (Title II of the Workforce Innovation and Opportunity Act), is to "create a partnership among the Federal Government, States and localities to provide, on a voluntary basis, adult education and literacy services in order to:

1. Assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency,
2. Assist adults who are parents or family members to obtain the educational skills that are necessary to become full partners in the educational development of their children; and lead to sustainable improvements in the economic opportunities for their family;
3. Assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training, including through career pathways; and
4. Assist immigrants and other individuals who are English language learners in improving their reading, writing, speaking, and comprehension skills in English; and mathematics skills, and in acquiring an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship."

WHEREAS, under the WIOA, Title II – Adult Education and Family Literacy, adults are defined as individuals,

1. "who have attained 16 years of age,
2. who are not enrolled or required to be enrolled in secondary school under State law, and
3. who –
 - (i) is basic skills deficient;
 - (ii) does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education, or
 - (iii) is an English language learner."

WHEREAS, the WIOA, Title II, Adult Education and Family Literacy Act mandate States and Territories to establish an accountability system and maintain a database that identifies information that support core indicators of performance for adult education participants, that are complete, accurate, valid, and reliable; and

WHEREAS, through the State Agency Office, the Adult Education and Career and Technical Education (CTE) Committee, will assist in developing and keeping within the nationally required measures for adult education participants; and

WHEREAS, the purpose of the core indicators of performance are to monitor outcomes at the local and State level, to provide data for Federal reporting, and to develop a system to enhance the improvement of adult education programs on Guam.

NOW, THEREFORE, BE IT RESOLVED, that through the State Agency Office, the Adult Education and Career and Technical Education (CTE) Committee will assist in the development of the State Plan and the core indicators of performance that measure the adult education participants' educational learning gains or completion of their adult education program.

BE IT FURTHER RESOLVED, that the President of the Guam Community College is recognized as the State Director for Adult Education and is authorized to submit the State Plan and supporting documents to the United States Department of Education.

Amended & Adopted: _____, 2017; Resolution ____-2017
Amended & Adopted: July 31, 2015; Resolution 12-2015
Amended & Adopted: November 17, 2008; Resolution 63-2008
Adopted: April 6, 1994; Resolution 27-94

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**GUAM COMMUNITY COLLEGE
Board of Trustees**

**WORKFORCE DEVELOPMENT ADVISORY COMMITTEES
FOR CAREER AND TECHNICAL EDUCATION (CTE)**

WHEREAS, the beneficial role and function of Workforce Development Advisory Committees is nationally recognized as a means of ensuring quality in Career and Technical Education (CTE); and

WHEREAS, the CTE programs of Guam Community College will benefit from the advisory assistance of such committees.

NOW, THEREFORE, BE IT RESOLVED, that there shall be established one functioning Workforce Development Advisory Committee for each CTE program of the College.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Guam Community College shall have the authority (Public Law 14-77, as amended by Public Law 31-099:4 in 2011) for appointing members to the various workforce advisory committees upon recommendation by the department in each CTE area.

Amended & Adopted: _____, 2017
Resolution ____-2017

Amended & Adopted: December 11, 2014
Resolution 50-2014

Amended & Adopted: November 17, 2008
Resolution 64-2008

Adopted: April 6, 1994
Resolution 28-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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Resolution 64-2008

Adopted: April 6, 1994
Resolution 28-94

**Guam Community College
Board of Trustees**

CREDIT HOUR POLICY

WHEREAS, the Guam Community College conducts undergraduate level credit courses under a semester system of approximately fifteen (15) weeks each semester per academic year (or its equivalent in the summer session); and

WHEREAS, a credit hour policy will codify the College's requirement of course contact hours in compliance with Federal and accrediting agency guidelines; and

WHEREAS, the attached guidelines, as the final product of the work of the Learning Outcomes Committee (LOC) and the Faculty Senate, as approved by the College Governing Council, includes two-years' worth of study and analysis from GCC faculty and administrators as well as data and study about this issue from accrediting agencies and other postsecondary institutions outlining the College's minimum number of hours necessary for the award of one unit of college credit; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees supports this "Credit Hour Policy" which reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or (2) a minimum of 45 hours of student work for other academic activities as established by the institution including laboratory, practicum, clinical, and other academic work leading to the award of credit hours.

BE IT FINALLY RESOLVED, that this Credit Hour Policy proposed by the College Governing Council and approved by the President, be adopted by the Guam Community College Board of Trustees.

Reviewed with no changes: _____ **2017**

Adopted: June 13, 2012

Resolution: 10-2012

Guam Community College
Board of Trustees

PRIOR LEARNING ASSESSMENT

WHEREAS, GCC recognizes the value of non-traditional college-level learning such as Prior Learning Assessment (PLA); and

WHEREAS, Prior Learning Assessment is defined as a structured process for colleges to assess and validate a learner's prior learning and competencies; and

WHEREAS, the College recognizes that students may have had prior learning experiences, which might translate to academic credit; and

WHEREAS, the College adheres to the following standards for assessing experience for awarding college credit:

- Credit should be awarded only for learning, and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that has a balance, is appropriate to the subject, and lies between the theory and practical application of the subject.
- The determination of competence levels, and of credit awards must be made by appropriate subject matter and academic experts.
- Credit should be appropriate to the academic context in which it is accepted; and

WHEREAS, since 1977, GCC has officially recognized "Non-Traditional and Sponsored Learning" as a legitimate way of earning college level credit; and

WHEREAS, since 1977, GCC has awarded credit to students for "Non-Traditional and Sponsored Learning" such as credit by examination, external examination, transfer credit, military education, prior learning, and work experience; and

WHEREAS, GCC's institutional philosophy includes, but is not limited, to providing each and every individual seeking an education at the College the opportunity to develop his or her greatest potential by offering courses and programs that are characterized by:

- Responsiveness to the educational and cultural needs of the community;
- Affirmative action for nontraditional students; and
- Currency and relevance through Continuing Education and Lifelong Learning;

and

WHEREAS, GCC is committed to student success that lead to increased graduation rates; and

WHEREAS, GCC believes, through established research studies, that students who receive credit via PLA have a higher chance of completing their program of study towards an industry certificate, a certificate or degree; and

WHEREAS, GCC needs to consolidate its PLA practices into one central policy to conform to accreditation standards and best practices.

NOW, THEREFORE, BE IT RESOLVED, that Guam Community College hereby adopts a consolidated policy governing recommended standards of practice in Prior Learning Assessment (PLA).

Reviewed with no changes: _____ **2017**

Adopted: February 6, 2014

Resolution: 2-2014

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PROFESSIONAL DEVELOPMENT

WHEREAS, the Board of Trustees recognizes the importance of well trained employees to more effectively carry out the mission of the College; and

WHEREAS, the Board of Trustees is committed to providing resources to support professional development activities at the institutional level; and

WHEREAS, procedures for the selection of administrators, faculty and staff professional development are on file in the office of the President of the College.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees establishes a Professional Development Account of the Non-Appropriated Fund for the professional development of faculty and support personnel. The President shall annually submit a budget for professional development for approval by the Board of Trustees.

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the following:

1. The selection of faculty will be through the Professional Development Review Committee (PDRC), in alignment with procedures established for the comprehensive institutional professional development plan. The recommendation of selected faculty will then go to the Deans, Academic Vice President and the President for final approval.
2. The selection of administrators and staff will be through the Administrators/Staff Professional Development Committee. The recommendation of selected staff and administrators will then go to the President for final approval.

BE IT FURTHER RESOLVED, that it is the policy of the Board of Trustees that professional development activities will be undertaken outside of the employee's normal working hours. In the event that a workshop or course is only offered during working hours, the supervisor may make arrangements for the employee to make up hours, as necessary and appropriate.

BE IT FURTHER RESOLVED, that administrative leave may be granted for professional development activities under any of the following conditions:

1. The scheduling of the professional development activity will not compromise the critical operations of the department and the Guam Community College.
2. The professional development activity is required by the employee's supervisor as part of an employee improvement plan.
3. The professional development activity is conducted off-island.
4. The professional development activity is an integral part of the employee's job classification.
5. The professional development activity is offered only during normal working hours.

Reviewed with no changes: _____, 2017
Amended and Adopted: January 13, 2015 (*updated*)
Resolution 1-2015

Amended and Adopted: January 8, 2009
Resolution 1-2009

Adopted: July 20, 1994
Resolution 24-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL
EMPLOYEES**

WHEREAS, Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of drugs and alcohol is recognized as an impediment to these goals and as a threat to the College's mission of education and training; and

WHEREAS, the College strives to maintain standards of behavior performance, and discipline necessary for completing our mission of education. The College expects employees to refrain from behavior that would disrupt its function of education. The illegal or improper use of drugs by employees can seriously damage physical and mental health; may jeopardize safety and can lead to criminal prosecution and/or dismissal.

NOW, THEREFORE, BE IT RESOLVED, that regarding controlled substances:

1. The College prohibits the possession, use, manufacture, delivery, cultivation, sale or transfer of controlled substances (drugs) within the campus or as part of any college-sponsored activity.
2. Any employee who is found to be in violation of these prohibitions will be referred to local law enforcement officials for prosecution under the law. (Under Guam laws a conviction can result in fines from \$100.00 to \$100,000.00, up to 15 years to life imprisonment, or both). Additionally, the employee in violation will be subjected to disciplinary or adverse actions upon conviction for an offense that occurred in the workplace, or in the course of their employment.
3. All employees are required to report any conviction received for a drug statute violation not later than five days after such conviction. The College may at its discretion offer an employee counseling or rehabilitation in lieu of or in addition to disciplinary action. However, this option is discretionary and includes considering all circumstances, the offense, and appropriateness of exercising such options.

BE IT FURTHER RESOLVED, that regarding alcohol:

1. Employees are further prohibited from reporting for duty or being on duty under the influence of alcohol.
2. The consumption of alcoholic beverages on campus is prohibited except when specifically authorized in writing by the President of the College.
3. Violation of the prohibitions indicated in paragraph 1 of this section on alcohol may result in referral to local law enforcement officials for prosecution. Employees may also be subject to disciplinary or adverse actions. The College may at its discretion offer employees counseling or rehabilitation in lieu of disciplinary actions.

Amended & Adopted: _____, 2017
Resolution -2017

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

Adopted: March 16, 1994
Resolution 23-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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3. All employees are required to report any conviction received for a drug statute violation ~~that occurred in the workplace~~ not later than five days after such conviction. The College may at its discretion offer an employee counseling or rehabilitation in lieu of or in addition to disciplinary action. However, this option is discretionary and includes considering all circumstances, the offense, and appropriateness of exercising such options.

BE IT FURTHER RESOLVED, that regarding alcohol:

- ~~1. Employees are further prohibited from reporting for duty or being on duty under the influence of alcohol or bringing alcoholic beverages on college premises for consumption except as above stated.~~
- ~~2. The consumption of alcoholic beverages on campus is prohibited except when specifically authorized in writing by the President of the College. Employees are further prohibited from reporting for duty or being on duty under the influence of alcohol or bringing alcoholic beverages on college premises for consumption except as above stated.~~
- ~~3. Violation of the prohibitions indicated in paragraph 1 of this section on alcohol may result in referral to local law enforcement officials for prosecution. Employees may also be subject to disciplinary or adverse actions. The College may at its discretion offer employees counseling or rehabilitation in lieu of disciplinary actions.~~

Amended & Adopted: _____, 2017
Resolution -2017

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

Adopted: March 16, 1994
Resolution 23-94

**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 does 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 Step 7 on the basis of one (1) year of creditable work experience for each Pay Step increase up to six (6) years 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 a higher Step not to exceed Step 10 if such action is based on recruitment difficulties or by the new employee's special or unusual qualifications or experience. The increment schedule consisting of Step 11 through Step 20 shall not be used for recruitment above step.

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.

Reviewed with no changes: _____, 2017
Amended & Adopted: January 8, 2009
Resolution 3-2009

Adopted: December 21, 1994
Resolution 5-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PAY ADJUSTMENT ON PROMOTION

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 does not set criteria for pay adjustment on promotion.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby adopts the following procedures on PAY ADJUSTMENT ON PROMOTION affecting academic personnel only:

Permanent full-time employees of the Guam Community College who are promoted competitively, or by reclassification, or temporarily, to a higher Pay Grade, shall receive a salary which is not less than a two-Step pay increase in the Pay Grade held prior to promotion but not more than a thirty percent rate increase without the approval of the Board of Trustees. In no event shall the salary rate exceed Step 20 in the New Pay Grade.

BE IT FURTHER RESOLVED THAT, the Pay Adjustment on Promotion procedures be effective July 22, 1994, the date the Governor signed Public Law 22-137.

**Reviewed with no changes: _____, 2017
Amended & Adopted: January 8, 2009
Resolution 4-2009**

**Adopted: January 4, 1995
Resolution 6-95**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**VOLUNTEER POLICY
For Instructional/Non-Instructional Services**

WHEREAS, the Governor of Guam has initiated the call for volunteers from qualified individuals to provide instructional services to Guam Community College; and

WHEREAS, the College welcomes qualified individuals to provide instructional/non-instructional services on a part-time and voluntary basis to support its mission; and

WHEREAS, the College has a volunteer policy that will uphold the minimum qualification requirements for instructional/non-instructional positions provided in the Personnel Rules & Regulations.

NOW, THEREFORE, BE IT RESOLVED, that the Volunteer Policy for instructional/non-instructional services was approved by the Board of Trustees at its regular meeting on June 14, 1995 and is hereby readopted and effective immediately.

Reviewed with no changes: _____, 2017
Amended & Adopted: January 13, 2015
Resolution 2-2015

Amended & Adopted: January 8, 2009
Resolution 5-2009

Adopted: July 5, 1995
Resolution 10-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

APPEALS TO THE CIVIL SERVICE COMMISSION

WHEREAS, Public Law 23-26 (Substitute Bill No. 225) amended Titles 4 and 17 Guam Code Annotated pertaining to the academic personnel and autonomy of the Guam Community College and the University of Guam, and other related matters; and

WHEREAS, Public Law 23-26 excludes academic personnel of the Guam Community College from the classified and unclassified services of the Government of Guam; and

WHEREAS, Public Law 23-26 establishes that with the exception of academic personnel and unclassified employees, all other employees of the College shall be classified employees; and

WHEREAS, Public Law 23-26 requires that classified employees of the Guam Community College shall have their appeals heard by the Civil Service Commission;

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Personnel Rules and Regulations are amended to the extent that appeals for classified employees shall be filed with and heard by the Civil Service Commission instead of the Board of Trustees;

Amended & Adopted: _____, 2017
Resolution _____, 2017

Reviewed with no changes: January 13, 2015
Amended & Adopted: January 8, 2009
Resolution 7-2009

Adopted: July 5, 1995
Resolution 12-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

APPEALS TO THE CIVIL SERVICE COMMISSION

WHEREAS, Public Law 23-26 (Substitute Bill No. 225) amended Titles 4 and 17 Guam Code Annotated pertaining to the academic personnel and autonomy of the Guam Community College and the University of Guam, and other related matters; and

WHEREAS, Public Law 23-26 excludes academic personnel of the Guam Community College from the classified and unclassified services of the Government of Guam; and

WHEREAS, Public Law 23-26 establishes that with the exception of academic personnel and unclassified employees, all other employees of the College shall be classified employees; and

WHEREAS, Public Law 23-26 requires that classified employees of the Guam Community College shall have their appeals heard by the Civil Service Commission;

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Personnel Rules and Regulations are amended to the extent that appeals for classified employees shall be filed with and heard by the Civil Service Commission instead of the Board of Trustees;

~~**BE IT FURTHER RESOLVED**, that the Grievance Procedures contained in the Board/Union Agreement for Support Staff continues in effect to resolve bargaining unit members' grievances and performance evaluation rating appeals.~~

Amended & Adopted: _____, 2017
Resolution _____, 2017

Reviewed with no changes: January 13, 2015
Amended & Adopted: January 8, 2009
Resolution 7-2009

Adopted: July 5, 1995
Resolution 12-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**EMERITI
AT THE
GUAM COMMUNITY COLLEGE**

WHEREAS, Guam Community College desires to recognize the productive careers of its retirees; and

WHEREAS, the College wishes to maintain the institution's history through the individuals who have retired and who in one way or another have contributed faithfully and honorably to education on Guam.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby adopts the "Guidelines for Emeriti at the Guam Community College," which is on file at the President's Office.

Reviewed with no changes: _____, 2017
Amended & Adopted: January 13, 2015
Resolution 3-2015

Amended & Adopted: February 9, 2011
Resolution 6-2011

Amended & Adopted: January 8, 2009
Resolution 10-2009
Adopted: May 15, 2001
Resolution 4-2001

**THE GUAM COMMUNITY COLLEGE
CODE OF ETHICS**

WHEREAS, in support of the College's mission, the College sets forth the ideals of scholarship, lifelong learning, service to others, enrichment through diversity, commitment to excellence, collegiality, mutual respect, and professional integrity; and

WHEREAS, the College is guided by the belief that a sense of true community is achieved when these ideals and values are reflected in the behavior of its members toward one another; and

WHEREAS, as we develop close ties with government and private sector representatives it is our responsibility as members of the College to act in such a way that maintains the credibility and respect for the College; and

WHEREAS, all employees of the Guam Community College are to be guided by the general principles; commit to a high standard of ethical behavior; have the responsibility to conduct themselves with integrity; act in a fair, consistent, and an equitable manner; recognize the need for accountability in what they say or do; engage people without prejudice; take personal responsibility for one's actions and decisions; and be committed to excellence in all that they do.

NOW, THEREFORE, BE IT RESOLVED, that in the performance of each College member's responsibility to commit to the general standards and promote its general principles, the Board of Trustees adopts the *Guam Community College Code of Ethics* as developed through the College's governance process, which is on file at the President's Office.

Reviewed with no changes: _____ 2017

Amended & Adopted: January 13, 2015

Resolution 4-2015

Adopted: March 6, 2008

Resolution 6-2008

Guam Community College
Board of Trustees

GCC'S MERIT BONUS POLICY

WHEREAS, the Board of Trustees wishes to acknowledge the entitlement, in accordance with and pursuant to any other applicable legal authority, of qualifying employees to be awarded merit bonus payments pursuant to 4 GCA §6203, and wishes to memorialize GCC's intent to award merit bonuses in accordance with that statute.

NOW, THEREFORE, IT IS RESOLVED that pursuant to 4 GCA §6203, merit bonuses shall be rewarded to qualifying employees by a lump sum bonus payment for up to three prior years.

IT IS FURTHER RESOLVED that the Board of Trustees acknowledges that the College may seek an appropriation to fund the payment of merit bonuses to eligible employees.

IT IS FURTHER RESOLVED that GCC recognizes the statutory limitations imposed by the applicable law limits the eligibility of qualifying employees to receive merit bonuses beyond this three year period recognized by GCC.

IT IS FURTHER RESOLVED that GCC may, upon the Board of Trustee's approval, promulgate additional rules and regulations to ensure the payment of merit bonuses to eligible employees.

Reviewed with no changes: _____, 2017

Adopted: August 30, 2013

Resolution No.: 8-2013

**GUAM COMMUNITY COLLEGE
Board of Trustees**

POSTSECONDARY STUDENT HANDBOOK

WHEREAS, the College administers postsecondary career-technical education (CTE) programs;
and

WHEREAS, the Board of Trustees is committed to providing a safe, healthy, and meaningful
educational environment; and

WHEREAS, policies which ensure the provision and protection of said responsibilities and
services are clearly described and expressed in the Guam Community College Postsecondary Student
Handbook; and

WHEREAS, the policies contained in the aforementioned Handbook are established in the broad
categories of student affairs.

NOW, THEREFORE, BE IT RESOLVED, that provisions which are directed at or govern the
behavior and relationships of students with and within the College community and environment fall into the
broad category of student affairs.

BE IT FURTHER RESOLVED, that the provisions contained in the Postsecondary Student
Handbook shall be reviewed, updated, and published annually.

Reviewed with no changes: 2017
Amended & Adopted: January 13, 2015
Resolution 5-2015

Amended & Adopted: January 8, 2009
Resolution 11-2009

Adopted: April 6, 1994
Resolution 32-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

STUDENT CO-CURRICULAR ACTIVITIES

WHEREAS, students derive many values through their participation in structured, well-defined student co-curricular activities; and

WHEREAS, these support activities are an integral part of a student's total educational experience.

NOW, THEREFORE, BE IT RESOLVED, that it is the belief of the Board of Trustees of Guam Community College that students derive many values through active participation in structured, well-defined student co-curricular activities associated with attending college and participating in student campus life activities administered by the college.

BE IT FURTHER RESOLVED, that the administration will direct efforts towards properly promoting, supporting and directing such student activities as an integral part of the education program.

BE IT FURTHER RESOLVED, that use of College facilities and resources may be provided by the administration in support of campus activities and organizations as appropriate. Such use shall in no way interfere with the educational functions of the college.

Reviewed with no changes: _____, 2017

Amended & Adopted: January 8, 2009

Resolution 12-2009

Adopted: April 6, 1994

Resolution 33-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ADMISSION AND ATTENDANCE OF INCARCERATED STUDENTS

WHEREAS, Guam Community College believes that each and every individual should have an opportunity for education regardless of past academic or judicial record; and

WHEREAS, the College's adult/postsecondary educational programs frequently serve as a component of community rehabilitation efforts for criminal offenders; and

WHEREAS, it is the College's responsibility to provide a secure learning environment for all students attending classes on College premises, the College enrolls in on-campus adult/postsecondary educational programs only those incarcerated students who, in accordance with law, executive order, judicial order, or other official mandate, have been determined eligible for participation in off-compound educational programs by the incarcerating institution; and

WHEREAS, incarcerated students remain under the supervision and security of the institution that is assigned their custody during attendance on College premises.

NOW, THEREFORE, BE IT RESOLVED, that levels of on-campus supervision and security for all incarcerated students shall be in accordance with law, executive or judicial order, or other official mandate, and shall comply with established inter-institutional agreements which specify the conditions under which incarcerated students shall attend educational programs on College premises.

BE IT FURTHER RESOLVED, that failure of the incarcerating institution to provide required levels of supervision and/or security for any incarcerated student(s) under its custody during any semester of term, or to comply with requirements or conditions contained in established inter-institutional agreements, or with other College policies or regulations, may result in the College denying admission or revoking attendance privileges for such incarcerated student(s).

Reviewed with no changes: _____, 2017
Amended & Adopted: January 8, 2009
Resolution I3-2009

Adopted: April 6, 1994
Resolution 34-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PACIFIC ISLANDS STUDENT ENDOWMENT FUND

WHEREAS, the Guam Community College initially received funds from Section 1204(c) of the Higher Education Act annually; and

WHEREAS, the Board of Trustees established the **Pacific Islands Student Endowment Fund**.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby authorize the annual use of the earnings from the Pacific Islands Endowment Fund for the continued support of Pacific Island Students and all students who are new to Guam's culture and the GCC campus.

BE IT FURTHER RESOLVED, that the President annually submit a budget for the operation of a program or programs to assist students with understanding and becoming better prepared to deal with the diversity of our community at the college and on the island of Guam.

Reviewed with no changes: 2017

Amended & Adopted: January 13, 2015
Resolution 6-2015

Amended & Adopted: January 8, 2009
Resolution 14-2009

Adopted: December 15, 1993
Amended: January 4, 1995
Resolution 3-94

**Guam Community College
Board of Trustees**

“ENRICHMENT STUDENT” CATEGORY

WHEREAS, 17 GCA, Section 31107, mandates Guam Community College “to establish career and technical education, and other related occupational training and education courses of instruction aimed at developing educated and skilled workers for Guam;” and

WHEREAS, pursuant to 17 GCA, Section 31108, one of the Board’s duties is “to coordinate...career and technical educational programs in order to match career and technical education programs with current and existing job needs;” and

WHEREAS, students who decide to register for classes at GCC have various educational objectives ranging from seeking a degree to enrolling into courses for job advancement; and

WHEREAS, the General Education Committee recommends that GCC establish a formal category of “Enrichment Student” to identify students who do not intend to declare a major or pursue a degree program, but who plan to complete more than 18 credit hours of postsecondary work; and

WHEREAS, an enrichment student would not be required to pursue General Education courses, except in the case where a General Education course is listed as a prerequisite for a course of interest to the student.

NOW, THEREFORE, BE IT RESOLVED, that a formal category of “enrichment student” be created in order to accommodate the needs of students who do not intend to seek a degree at GCC; and

BE IT FURTHER RESOLVED, that should individuals enrolled as enrichment students subsequently decide to pursue a Certificate or Associate degree program, they would be limited to applying up to 18 GCC credits toward any chosen Associate or Certificate program.

Reviewed with no changes: _____ 2017
Amended & Adopted: January 13, 2015
Resolution 7-2015

Adopted: May 8, 2008
Resolution 8-2008

**Guam Community College
Board of Trustees**

GCC APPRENTICESHIP TRAINING PROGRAM

WHEREAS, the Community College Act of 1977 (as amended by Public Law 31-99 in 2011) mandates the development of local skills in the various crafts and trades and developing a program of Apprenticeship Training and Apprenticeship standards in accordance with standards established by and acceptable for registration with the Office of Apprenticeship, United States Department of Labor- ETA; and

WHEREAS, there is an eminent need to address the growing concerns of our community in matters relating to workforce development; and

WHEREAS, the Board is committed to making progressive and innovative improvements in the Apprenticeship Training Program of the College; and

WHEREAS, the evolution of the Apprenticeship process in the territory of Guam allows for broader participations of new program providers that complies with Title 29 C.F.R. Parts 29 and 30 and the Apprenticeship Training Standards of USDOL, Office of Apprenticeship (P.L. 28-142).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Guam Community College fully supports the Apprenticeship Training Program; and reaffirms its commitment to provide the requisite academic instruction necessary to the fulfillment of Journeyworker Certificates endorsed by the Secretary, U.S. Department of Labor.

Reviewed with no changes: _____

Amended & Adopted: January 13, 2015

Resolution 8-2015

Adopted: October 7, 2009

Resolution 1-2010

Note: Policy 711 replaces Board Policies 700, 702, 705, and 710