

Re: Messages & Communications Doc. No. 38GL-26-2837 through 2841.

From: Guam Legislature Clerks <clerks@guamlegislature.gov>
 Date: Tue 9/8/2026 9:24 AM
 To: 38th Committee On Rules <committeeonrules@guamlegislature.gov>

Håfa Adai,

Received, and thank you.



Elijah Untalan
Clerks Office

I Mina'trentai Ocho na Liheslaturan Guåhan

Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910

Voice: (671) 472-3465/3460 Fax: (671) 472-3524

guamlegislature.gov

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Thank you

From: 38th Committee On Rules <committeeonrules@guamlegislature.gov>

Sent: Tuesday, September 8, 2026 9:16 AM

To: Guam Legislature Clerks <clerks@guamlegislature.gov>

Cc: Frank Blas Jr. <speakerblas@guamlegislature.gov>

Subject: Messages & Communications Doc. No. 38GL-26-2837 through 2841.

Håfa Adai Clerks Office,

Please see attached, **Messages & Communications Doc. No. 38GL-26-2837 through 2841** for processing:

✓	38GL-26-2837	Department of Public Health and Social Services	Prior Year Obligation to pay Seventh Day Adventist Clinic in the total amount of \$1,000.00*
✓	38GL-26-2838	A.B. Won Pat International Airport Authority	Board Meeting Packet for June 18, 2026*
✓	38GL-26-2839	Civil Service Commission	Board Meeting Packet for September 3, 2026*
✓	38GL-26-2840	Guam Community College	Unaudited Revenues and Expenditures Report and Staffing Pattern as of July 31, 2026*
✓	38GL-26-2841	Guam Community College	Board of Trustees Meeting Packet for August 21, 2026*

Kindly reply to this email.



Si Yu'os ma'åse',

Marie Crisostomo

Committee on Rules Assistant

COMMITTEE ON RULES

Vice Speaker V. Anthony Ada, Chairperson

I Mina'trentai Ocho Na Liheslaturan Guåhan

38th Guam Legislature

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Messages and Communications 38GL-26-2841*

2 messages

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>

Fri, Sep 4, 2026 at 4:19 PM

To: 38th Committee On Rules <committeonrules@guamlegislature.gov>, Sabrina Salas Matanane <office.senatorbri@guamlegislature.gov>

Håfa adai,

Please see attached M&C Doc. No. 38GL-26-2841

38GL-26-2841	Guam Community College	Board of Trustees Meeting Packet for August 21, 2026*
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*Si Yu'os Ma'åse'**Bernice Rivera*

Administrative Assistant

**Office of Speaker Frank F. Blas, Jr.**I Mina'trentai Ocho na Liheslaturan Guåhan 38th Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456

speakerblas@guamlegislature.gov

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----- Forwarded message -----

From: **Bertha Guerrero** <bertha.guerrero@guamcc.edu>

Date: Fri, Sep 4, 2026 at 10:39 AM

Subject: GCC Reporting Requirement, August 21, 2026

To: Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>**To: The Office of the Speaker****38th Guam Legislature***Hafa Adai,*

Transmitted herewith is the reporting requirement for the August 21, 2026 Guam Community College Board of Trustees meeting.

Kindly acknowledge receipt

*Si Yu'us Ma'åse,**~Bertha*

Bertha M. Guerrero, Administrative Secretary

Guam Community College

Board of Trustees / Foundation Board of Governors

Office: 671-735-5636

P.O. Box 23069; Barrigada, Guam 96921

Email: bertha.guerrero@guamcc.edu**Guam Community College Mission Statement**

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

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E-mail administered by Guam Community College

2 attachments



August 21, 2026 BOT mtg.signed.pdf
991K



38GL-26-2841.pdf
1179K

38th Committee On Rules <committeeonrules@guamlegislature.gov>
To: "Speaker Frank Blas Jr." <speakerblas@guamlegislature.gov>

Tue, Sep 8, 2026 at 8:58 AM

Håfa Adai,

Received, and thank you.



Si Yu'os ma'åse',

Marie Crisostomo

Committee on Rules Assistant

COMMITTEE ON RULES

Vice Speaker V. Anthony Ada, Chairperson

I Mina'trentai Ocho Na Liheslaturan Guåhan

38th Guam Legislature

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[Quoted text hidden]



Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>

GCC Reporting Requirement, August 21, 2026

3 messages

Bertha Guerrero <bertha.guerrero@guamcc.edu>
To: "Speaker Frank Blas Jr." <speakerblas@guamlegislature.gov>

Fri, Sep 4, 2026 at 10:38 AM

To: The Office of the Speaker
38th Guam Legislature

Hafa Adai,

Transmitted herewith is the reporting requirement for the August 21, 2026 Guam Community College Board of Trustees meeting.

Kindly acknowledge receipt

Si Yu'us Må'ase,

~Bertha

Bertha M. Guerrero, Administrative Secretary
Guam Community College
Board of Trustees / Foundation Board of Governors
Office: 671-735-5636
P.O. Box 23069; Barrigada, Guam 96921
Email: bertha.guerrero@guamcc.edu

Guam Community College Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

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E-mail administered by Guam Community College

Doc Type: 38GL-26-2841
OFFICE OF THE SPEAKER
FRANK F. BLAS, JR.
September 4, 2026
Time: 10:38 AM
Received:



August 21, 2026 BOT mtg.signed.pdf
991K

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>
To: Bertha Guerrero <bertha.guerrero@guamcc.edu>

Fri, Sep 4, 2026 at 10:55 AM

Håfa Adai,

Confirming receipt of your email.

Si Yu'os Ma'åse'

Bernice Rivera

Administrative Assistant



Office of Speaker Frank F. Blas, Jr.

I Mina'trentai Ocho na Liheslaturan Guåhan 38th Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456

speakerblas@guamlegislature.gov

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[Quoted text hidden]

Bertha Guerrero <bertha.guerrero@guamcc.edu>
To: "Speaker Frank Blas Jr." <speakerblas@guamlegislature.gov>

Fri, Sep 4, 2026 at 10:59 AM

Thank you.

[Quoted text hidden]

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**GUAM COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monthly Meeting – Friday, August 21, 2026, 12:00 p.m.
Guam Community College President's Conference Room, Building 2000**

AGENDA

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

1. Monthly Meeting of May 11, 2026, June 3, 2026 Special Meeting and Reconvening on June 10, 2026, and August 3, 2026 Special Meeting

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Wellness Center
 - Solar Parking & Building D
 - Building 600
 - Nursing Program Annex



38GL-26-2841
Messages and Communications

RECEIVED
COMMITTEE ON RULES
September 4, 2026

4:19 p.m.

Marie Crisostomo

VII. NEW BUSINESS

1. Policy 455 (Updated)
2. VPAA Job Description (Updated)
3. President's Travel Request (October-November 2026)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of May 11, 2026

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on May 11, 2026, was called to order at 12:01 p.m., by Chairperson Carlo Leon Guerrero in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Carlo Leon Guerrero, Chairman; Ms. Rose P. Grino, Vice Chairperson; Ms. Gina Y. Ramos, Treasurer; Ms. Yolanda Padrones, Secretary; Ms. Laineann Jorene Dacaldacal, Student Trustee.

2. Others in attendance: Dr. Virginia C. Tudela, Interim President; Dr. Mary Okada, President Emeritus; Ms. Clarissa Padua, Vice President, Finance & Administration; Ms. Pilar Williams, Vice President, Academic Affairs Division; Dr. Michael Chan, Dean, TSS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Ms. Tina Aquiningoc, Assistant Director, CEWD; Mr. Kenneth Bautista, Support Staff Advisory Representative; Ms. Francine Galao, Faculty Advisory Representative; Mr. Gerald Cruz, Associate Dean, TSS; Ms. Angela Pineda, COPSA Representative; Ms. Catherine M. Solidum, Assistant Director, AIER; Attorney Rawlen Mantanona.

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

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD CONSIDER THE EXECUTIVE SESSION AS THE FIRST ITEM ON THE MAY 11, 2026 AGENDA AND TABLE THE REMAINING ITEMS ON SAID AGENDA DURING OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 12:03 p.m., the meeting convened into Executive Session.

II. EXECUTIVE SESSION

1. Personnel Matters

- **Presidential Search Recommendation**
- 2. **Labor Management Relations**
- 3. **Legal Matters**

At this time, a motion was made, as follow:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES THAT THE MEETING RECONVENE TO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 12:50 p.m., the meeting reconvened into Open Session.

At this time Trustee Padrones reported that, on behalf of the Board of Trustees, she had presented the results of the presidential candidate interview process to the Board. She stated that the search process reflected the Board's commitment to a thoughtful, transparent, and equitable search, grounded in its responsibility to identify a leader who will advance the mission, vision, and long-term success of the institution.

The Chair then expressed appreciation to the Screening Committee for its time and effort in presenting the candidates for the Board's review and noted that the committee included faculty, support staff, student trustee representation, three at-large community members, and a Board representative, which is Trustee Yolanda Padrones.

The Chair then asked for a motion that the Board of Trustees accept the results of the presidential candidate evaluations as presented and proceed with a vote on all remaining candidates for final consideration. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE BOARD ACCEPT THE RESULTS OF THE PRESIDENTIAL CANDIDATE EVALUATIONS AS PRESENTED AND PROCEED WITH A VOTE ON ALL REMAINING CANDIDATES FOR FINAL CONSIDERATION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

The Chair then conducted a roll call vote, asking each Trustee to state the name of the candidate they wished to see become the next President. Trustee Padrones voted for Dr. Judith Guthertz, Trustee Ramos voted for Dr. Judith Guthertz, and Trustee Grino voted for

Dr. Judith Guthertz. The Chair then cast a vote for Dr. Guthertz, resulting in a total of four votes. With a majority of the Board in support, Dr. Judith Guthertz, was selected as the candidate to move forward in the presidential hiring process, subject to the completion of all required Human Resources procedures.

III. APPROVAL OF MINUTES – March 19, 2026 Minutes

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, AND SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD HEREBY APPROVES THE MEETING MINUTES OF MARCH 19, 2026, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

IV. COMMUNICATIONS. None.

V. PUBLIC DISCUSSION. No request.

VI. REPORTS

1. President's Report: Interim President Tudela reported on the following:

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

FY2026: As of May 7, 2026, the College received \$12,722,452.00 to support operations. This equates to approximately \$9 million from the General Fund; \$3.5 million from MDF; \$52,336.00 to support the WICHE program; and \$200,000.00 to support the Guam POST Commission. This is equivalent to about 81% of the requested amount based on the allotment schedule. The College continues to receive regular appropriations from the Department of Administration.

The President further noted that the Fiscal Year 2027 budget hearing for the College was held on April 9, 2026.

Capital Improvement Projects and other activities:

The President reported the following:

BOT - Meeting of May 11, 2026

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Other activities:

The ACCJC annual report was submitted on April 10, 2026; and the GFD 25th cycle began on May 4, 2026.

GCC is offering two free Work Ready boot camps during the summer: a Building Maintenance Boot Camp, through which participants may earn up to 13 college credits while gaining foundational skills in electrical, plumbing, and carpentry, and a Truck Driving Boot Camp, which provides extensive training to prepare participants for Department of Motor Vehicle's examinations for a Class C commercial driver's license. The President also announced that the Reach for College Summer Bridge Program will be held from June 22, 2026 to June 27, 2026, and the CTE Summer Program will run from June 15, 2026 to July 17, 2026. As of May 4, 2026, the College received 117 applications for these programs, including 96 postsecondary students, 16 private school students, and 5 charter school students.

The President informed the Board that the College received a purchase order in the amount of \$1,652,667.00 under a consolidated grant to support secondary programs; WorkKeys; Work Experience; the career interest assessment system, inclusive of services during, after-school, summer and winter break; and training and support.

The President highlighted a major milestone in the ADN-RN program, noting that 12 students from the first cohort have obtained their NCLEX-RN licensure. Of these graduates, four are employed at GMH, two at GRMC, and one each at Fresenius Clinic, Naval Hospital, HSP, American Medical Clinic, and the Department of Public Health and Social Services, with one graduate currently seeking employment.

The President further reported that, based on communication with the Federal Student Aid (FSA) Office of Enforcement, GCC is not in a provisional status for noncompliance, financial issues, or audits, and that program approvals with ACCJC and GBNE remain in good standing. As a result, the College is authorized to issue financial aid to ADN students, and the Financial Aid Office is working with the current ADN-RN cohort to implement this.

The College's commencement ceremony will be held on Friday, May 15, 2026, at 9:00 a.m. at the UOG Calvo Field House. A total of 324 students will be graduating, and 379 degrees, certificates, and diplomas will be conferred, including Associate of Arts and Associate of Science degrees, certificates, Adult High School diplomas, GEDs, and Apprenticeship.

Capital Improvement Projects:

The President reported that at the Multipurpose Auditorium (Building 300), the potable water tank repair is undergoing testing with WERI over an approximate two-week period, after

which, if water samples pass, the College will temporarily recommission the tank and booster pump system to ensure adequate water pressure. The Hall 4 VAV control panel, tied to the air conditioning system, has been replaced and is now registered in the DDC system. For the Forensic DNA Building, the President stated that, based on the preliminary Testing and Balancing (TAB) report, the contractor is implementing corrective actions, including the removal of certain HEPA filters and the integration of air dampers, and that this work is ongoing and expected to be completed within two weeks.

The Building 2000 emergency generator as-built drawings and closeout documents were received on April 27, 2026. The final pay application approval and transmittal from the contractor and the College's consultants are pending.

With the Culinary Arts and Baking Center (Building 400), the President stated that the contractor will address the findings identified in the Testing and Balancing (TAB) report and provide comments and resolutions to the College's consultants. A site visit and walkthrough will be scheduled with the designer and contractor, and floor recoating is scheduled to begin on May 14, 2026 and is expected to take approximately two weeks to complete.

Regarding the Building B renovation, the President reported that the contractor will address minor findings noted in the TAB report and will provide comments and resolutions to the consultants. The contractor is also working to resolve an issue with the water pump system that arose following the typhoon, which triggered an alarm and is preventing the system from functioning properly. The eyebrow is in the fabrication phase of the gutter system and, once fabrication is complete, installation is anticipated to take approximately three weeks. In addition, installation of the new elevator is scheduled to be completed by August 30, 2026.

The Workforce Development Center project is approximately 99% complete. The contractor (AB) is scheduled to install a new 10-ton package air conditioning unit, and this work is expected to take about two weeks to complete. Several punch list (corrective) items remain, including installation of approved lighting in all classrooms, installation of a subpanel for Classroom 102, leak repairs, and installation of a docking port for the future integration of a generator system.

Regarding the campus-wide air conditioning replacement, the President noted that Carrier has successfully integrated the 20-ton package air conditioning unit on top of Building E100 into the existing DDC system. Integration of the ducted units at Building E200 into the DDC system. The College is still pending completion of the GPA Energy Rebate applications for all units installed under this bid.

2. Monthly Activities Report.

Student Trustee: Trustee Laineann Dacaldacal reported the following:

The Student Trustee reported that the Edge Student Conference was held April 10, 2026, at the Westin Resort Guam. The event was a collaboration between COPSA, CSI, and the Assessment and Counseling Department, with more than 100 students participating in workshops on budgeting, conflict management, social media etiquette, and résumé development. The conference also featured a career panel of industry leaders from healthcare, technology, education, business, tourism, and management services, who provided insight into a variety of career pathways.

She further reported that the Registered Nursing Student Organization, the newest student organization, composed of ADN-RN students, held a successful Jamaican Grill fundraiser; and that the Practical Nursing Association participated in a donation drive to support individuals impacted by Typhoon Sinlaku.

Elections for COPSA officers for the 2026–2027 academic year were held from April 23, 2026 to April 28, 2026, with 292 students voting; all elected officers have accepted their positions, and leadership training will be conducted over the summer and provide them with their goals.

The Student Trustee also noted that the Digital Art Society and Cosmetology collaborated to offer studio photoshoot packages, including photography, hairstyling, and makeup services for graduates; a completion ceremony for Cosmetology Cohort 6 was held on May 8, 2026 at the GCC Multipurpose Auditorium; graduating students have begun picking up their guest tickets for commencement; and COPSA will host a graduate appreciation luncheon on Thursday, May 14, 2026 at the UOG Calvo Field House.

Faculty Advisory Member: Ms. Francine Galao reported the following:

Faculty were able to close out the semester without significant issues, despite earlier campus closures. Faculty remain hopeful that the upcoming summer session will help balance enrollment going into the fall semester.

Ms. Galao also noted concerns among students regarding the impact of rising gas prices, indicating that some students are experiencing anxiety related to increased transportation costs. Faculty remain committed to supporting students as they navigate these challenges and expressed overall optimism and excitement for the upcoming commencement ceremony and the opportunity for a well-deserved summer break.

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

Staff have been heavily involved in preparations for the upcoming graduation ceremony on Friday, noting that significant work is being done to ensure that the event runs smoothly. Mr. Bautista further stated that staff are also preparing the campus for Summer 2026 classes, including getting classrooms and other areas of the campus ready for summer projects and instructional activities.

Board of Trustees Community Outreach Report: The Board reported the following: Trustee Grino reported that, in recognition of May as Nurses Month, she was excited to welcome the 12 ADN graduates into the nursing community. She noted strong participation and representation by GCC ADN students at a Proclamation signing on May 1, 2026, where students attended as a complete group and positively represented Guam Community College. She further reported that GCC nursing students and leaders participated in a nursing conference held on May 3, 2026. Dr. Barbara Mafnas served as one of the key speakers. GCC students also participated and heard from a guest presenter from HRSA on the Nurse Corps Loan Repayment (NARSCOR LRP) program, obtaining information about opportunities focused on underserved communities, inclusive of Guam. Trustee Grino expressed hope for continued engagement in such activities and stated that they are exploring and advocating for additional funding opportunities to support nursing students.

Trustee Padrones attended the AACC WDI conference in New Orleans on January 28-31, 2026; the APAFS Country Training on Guam on March 20, 2026, “The Investment Governance Essentials (IGE) Training” at the Hyatt Regency Guam; and the 2nd Annual Raymond James Micronesia Investment & Retirement Plans Conference on Guam on April 30, 2026, also at the Hyatt.

VII. UNFINISHED BUSINESS

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

Wellness Center.

TRMA provided a revised 30% drawing containing the new site plan and the “flipped” building design to GCC on April 20, 2026. A meeting was held between TRMA and GCC on April 24, 2026, to discuss the plan and design of the building. A revised drawing will be integrated into the 60% design package, which is expected to be provided in late May 2026. TRMA will need to conduct further land surveying on the east side of the firing range to complete their surveying on the new Topographic map, and GCC is awaiting an updated cost for the project from the consultants.

Solar Parking & Building D.

TRMA and its subconsultants have begun design work for the 140-kilowatt Hybrid PV system and have started the initial design drawings, with a 30% design expected in July 2026. Pacific Solar reinitiated roof repair work on April 20, 2026, which is approximately 90% complete. Drilling work for the PV mounting system is scheduled to begin today, May 11, 2026, and is expected to take approximately three days to complete.

Building 600.

GCC is currently waiting on an updated 60% design from TRMA based on comments provided by the team. The College remains in communication with GHURA regarding the BRIC funding request.

Public Health Building.

The Memorandum Of Agreement between GCC and the Department of Public Health and Social Services was signed earlier this month.

VIII. NEW BUSINESS.

1. **Student Trustee Swearing In (AY2026-2027).** Ms. Laineann Jorene Dacaldacal was sworn in as the newly elected Guam Community College Student Trustee for the term May 2026 until April 2027 and was presented with a Certificate of Election by Trustee Carlo M. Leon Guerrero, Chairperson.

2. **BOT Travel-2026 ACCT Leadership Congress (Oct. 20-24, 2026).** The Board was presented with information on the 2026 ACCT Leadership Congress to be held October 20-24, 2026, in Chicago, Illinois. The Chair requested that Board members inform the Administrative Secretary soon, if they plan to attend. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD TRAVEL FOR THE 2026 ACCT LEADERSHIP CONGRESS, OCTOBER 20-24, 2026, IN CHICAGO, ILLINOIS, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, the Chair extended congratulations to Dr. Judith Guthertz and expressed appreciation to the Screening Committee for its extensive work throughout the presidential search process, noting that the Board is grateful for the committee's efforts. The Chair further stated that the matter is now in the hands of Human Resources for the next steps in the hiring process.

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

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE

BOT - Meeting of May 11, 2026
Page 9 of 9

**LAINEANN DACALDACAL, THAT THE MEETING OF MAY 11, 2026, IS
HEREBY ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes,
0 nays)**

There being no further discussion, the meeting of May 11, 2026, adjourned at 1:14 p.m.

SUBMITTED BY:

 **AUG 21 2026**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

 **AUG 21 2026**
YOLANDA M. PADRONES
Secretary

APPROVED BY:

 **AUG 21 2026**
CARLO M. LEON GUERRERO
Chairperson

**GUAM COMMUNITY COLLEGE
Board of Trustees
Special Meeting of June 3, 2026**

Minutes

I. CALL TO ORDER. The special meeting of the GCC Board of Trustees held on June 3, 2026, was called to order at 12:00 p.m., by Chairperson Carlo M. Leon Guerrero at the Guam Community College President's Conference Room (Building 2000) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Carlo Leon Guerrero, Chairman, Ms. Rose P. Grino, Vice Chairperson; Ms. Gina Y. Ramos, Treasurer; Ms. Yolanda Padrones, Secretary; Ms. Laineann Dacaldacal, Student Trustee.

Others in attendance: Attorney Rawlen Mantanona.

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

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING CONVEENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:02 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE YOLANDA M. PADRONES, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING CONVEENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 1:08 p.m., the meeting reconvened into Open Session.

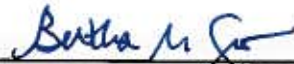
IX. ADJOURNMENT. A motion was made to recess the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING OF JUNE 3, 2026, IS HEREBY RECESSED UNTIL JUNE 10, 2026 AT 12:00 P.M., IN THE GUAM COMMUNITY COLLEGE PRESIDENT'S CONFERENCE ROOM IN BUILDING 2000. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the special meeting of June 3, 2026, recessed at 1:09 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO AUG 21 2026
Recording Secretary

ATTESTED BY:

AUG 21 2026


YOLANDA M. PADRONES
Secretary

APPROVED BY:


CARLO M. LEON GUERRERO AUG 21 2026
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees
Special Meeting of June 3, 2026 reconvening on June 10, 2026

Minutes

I. CALL TO ORDER. The special meeting of the GCC Board of Trustees of June 3, 2026 reconvened on June 10, 2026, and was called to order at 12:04 p.m., by Chairperson Carlo M. Leon Guerrero at the Guam Community College President's Conference Room (Building 2000) in Mangilao, Guam.

1. Roll Call. Trustees Present: Ms. Rose P. Grino, Vice Chairperson; Ms. Gina Y. Ramos, Treasurer; Ms. Yolanda Padrones, Secretary; Ms. Laineann Dacaldacal, Student Trustee; Mr. Carlo Leon Guerrero, Chairman (off-island).

Others in attendance: Attorney Rawlen Mantanona, Legal Counsel.

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

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 12:06 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE YOLANDA PADRONES, AND SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE MEETING CONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 12:48 p.m., the meeting reconvened into Open Session.

A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, TO APPROVE THE PRESIDENT'S (DR. JUDITH P. GUTHERTZ) CONTRACT OFFER, SUBJECT TO REVISIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

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

MOTION

IT WAS MOVED BY TRUSTEE YOLANDA M. PADRONES, AND SECONDED BY TRUSTEE LAINEANN DACALDACAL, THAT THE MEETING OF JUNE 10, 2026, IS HEREBY ADJOURNMENT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the special meeting of June 3, 2026 reconvened on June 10, 2026, adjourned at 12:49 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

AUG 21 2026

ATTESTED BY: **AUG 21 2026**


YOLANDA M. PADRONES
Secretary

APPROVED BY:


CARLO M. LEON GUERRERO
Chairperson

AUG 21 2026

GUAM COMMUNITY COLLEGE
Board of Trustees
Special Meeting of August 3, 2026

Minutes

I. CALL TO ORDER. The special meeting of the GCC Board of Trustees held on August 3, 2026, was called to order at 10:04 a.m., by Chairperson Carlo M. Leon Guerrero at the Guam Community College President's Conference Room (Building 2000) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Carlo Leon Guerrero, Chairman; Ms. Rose P. Grino, Vice Chairperson; Ms. Gina Y. Ramos, Treasurer; Ms. Yolanda Padrones, Secretary; Ms. Laineann Dacaldacal, Student Trustee (off-island).

Others in attendance: Dr. Virginia Tudela, Vice President, Academic Affairs Division; Apolline San Nicolas, Chief Human Resources Officer.

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

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 10:05 a.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, AND SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE MEETING CONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 11:09 a.m., the meeting reconvened into Open Session.

A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT DR. VIRGINIA C. TUDELA IS HEREBY APPOINTED AS THE INTERIM PRESIDENT EFFECTIVE AS OF AUGUST 3, 2026. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

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

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, AND SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE SPECIAL MEETING OF AUGUST 3, 2026, IS HEREBY ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the special meeting of August 3, 2026, adjourned at 11:10 a.m.

SUBMITTED BY:

 **AUG 21 2026**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

 **AUG 21 2026**
YOLANDA M. PADRONES
Secretary

APPROVED BY:

 **AUG 21 2026**
CARLO M. LEON GUERRERO
Chairperson

**GUAM COMMUNITY COLLEGE
Board of Trustees**

SELECTION OF PRESIDENT

WHEREAS, while the authority and responsibility of the Guam Community College Board of Trustees (BOT) is clear (17 GCA, Chapter 31, §31109 and §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

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

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

WHEREAS, while the BOT views the selection of the President as one of its major responsibilities, it also recognizes that 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 occurs, the BOT shall appoint a Screening Committee ("Committee") and/or a professional search firm, whose responsibility shall be to advertise the position; accept, screen, and interview applicants; and recommend to the BOT at least two, but preferably three applicants, who best meet the criteria; and

BE IT FURTHER RESOLVED, that the Committee shall consist of one member of the BOT who is not the Chairperson, the student member of the BOT, the two advisory members to the BOT or their designee, and three members of the general community chosen by the BOT, with five members constituting a quorum. Each shall have a vote within the Committee. The members shall elect the Chairperson. The Chief Human Resources Officer will provide support; and

BE IT FURTHER RESOLVED, that the Presidential searches are not hurried. It is a process that is transparent, inclusive, dignified, careful, and methodical; however, names of applicants will remain confidential until the final recommendation report is forwarded to the BOT. A minimum amount of time for accepting applications is three (3) months. The procedure and timeline for the Presidential Search shall be as follows:

Step 1

The Committee is notified and meets to review requirements stated in BOT Policy 455,

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Page 2: GCC Board of Trustees Policy 455 – Selection of President

including the search timeline and job description. The Committee and the BOT shall be guided in the presidential search by these minimum qualifications for applicants:

MINIMUM EDUCATION AND EXPERIENCE:

- a. Earned doctoral degree from an accredited college or university in education administration or closely related area or in a discipline offered at the College and a combination equaling seven (7) years of progressively responsible administrative experience which includes fiscal oversight, supervisory and leadership assignments directly related to instruction at the postsecondary level and experience teaching in the postsecondary level; OR (recommendation for minimum two (2) years of teaching at the postsecondary level)
- 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 and a combination equaling eleven (11) years of progressively responsible administrative experience which includes fiscal oversight, supervisory and leadership assignments directly related to instruction at the postsecondary level and experience teaching in the postsecondary level. (recommendation for minimum two (2) years of teaching at the postsecondary level)

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

MINIMUM PROFESSIONAL QUALIFICATIONS:

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 leadership in key areas such as financial management, educational partnerships, workforce development, strategic planning, accreditation, and organizational management.

Proven ability to communicate and collaborate effectively with diverse constituencies, including faculty, students, staff, the Board of Trustees, alumni, and community stakeholders.

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

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.

Personal and professional integrity, with the character and presence to earn the respect and confidence of internal and external stakeholders.

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Page 3: GCC Board of Trustees Policy 455 – Selection of President

Step 2

The Committee will establish advertising parameters (local and/or U.S. mainland, as needed). After the first public advertising of the job announcement, the Committee will prepare interview questions and submit them to the EEO representative for review. The EEO representative may be an individual within Guam Community College or an appropriately qualified EEO representative from outside the College, as determined and agreed upon by the Committee.

Step 3

The second public advertising of the job announcement will occur. Applications are reviewed as they arrive, communication with applicants begin (acknowledgment of application, verification and follow-up of supporting documents, and response to inquiries). The Chief Human Resources Officer 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 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 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.

Step 5

The Committee will conduct the interviews as follows:

If the applicant is on-island, 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 will coordinate all logistics for the interviews.

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

Step 6

The Committee will forward its recommendations, along with application packets, to the BOT. The BOT, upon receipt of the recommendations of the Committee, shall interview the candidates using a standard set of questions prepared by the BOT in advance.

(Paragraph regarding campus community forum)

Step 7

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

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Page 4: GCC Board of Trustees Policy 455 – Selection of President

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

Steps to the Presidential Search Process

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

1. Presidential Search timelines

(See 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 in-person or electronic interviews
- Review and discussion of each viable candidate attributes
- 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

2. Development/update of job description

Minimum Education and Experience

Minimum Professional Qualifications

Description of Duties

Methods of Evaluation

Range of compensation

Required documents

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 of notification

4. Where to advertise

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

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Page 5: GCC Board of Trustees Policy 455 – Selection of President

Local or National/Social/ Print Media (i.e., PDN, the Guam Daily Post, LinkedIn)
Circulation of Job Announcement (referrals, nominations, etc.)

5. Development/update of rating instruments and criteria

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 new President is able to begin his/her tenure.

Amended & Adopted: .

Resolution 03-2026

Amended & Adopted: July 18, 2025

Resolution 20-2025

Amended & Adopted: February 16, 2018

Resolution 2-2018

Amended & Adopted: January 8, 2009

Resolution 8-2009

Revised/Adopted: September 5, 2006

Resolution 14-2006

Revised/Adopted: April 5, 2000

Resolution 6-2000

Adopted: December 6, 1995

Resolution 1-96

**GUAM COMMUNITY COLLEGE
Board of Trustees**

SELECTION OF PRESIDENT

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

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

WHEREAS, while the BOT views the selection of the President as one of its major responsibilities, it also recognizes that 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 occurs, the BOT shall appoint a Screening Committee ("Committee") and/or a professional search firm, whose responsibility shall be to advertise the position; accept, screen, and interview applicants; and recommend to the BOT at least two, but preferably three applicants, who best meet the criteria; and

BE IT FURTHER RESOLVED, that the ~~Screening~~ Committee shall consist of one member of the BOT who is not the Chairperson, the student member of the BOT, the two advisory members to the BOT or their designee, and three members of the general community chosen by the BOT, with five members constituting a quorum. Each shall have a vote within the Committee. The ~~Committee members~~ shall elect the Chairperson ~~for the Committee~~. The ~~Screening Committee support is to be provided by the Chief Human Resources Officer~~ will provide support; and

BE IT FURTHER RESOLVED, that the Presidential searches are not ~~usually~~ hurried. It is a process that ~~should be~~ is open-transparent to public scrutiny, inclusive, dignified, careful, and methodical; however, ~~While the process is open to public scrutiny, names of applicants and applications of applicants will remain confidential until the final recommendation report is forwarded to the BOT. A minimum amount of time for accepting applications is three (3) months. The procedure and timeline for the Presidential Search shall be as follows:~~

Page 2: GCC Board of Trustees Policy 455 – Selection of President

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MINIMUM EDUCATION AND EXPERIENCE:

a. ~~Earned doctoral degree from an accredited college or university in education administration or closely related area or in a discipline offered at the College from an accredited college or university; and a combination equaling seven (7) years of progressively responsible administrative experience which includes fiscal oversight, supervisory and leadership assignments directly related to instruction at the postsecondary level and experience teaching in the postsecondary level; OR plus four (4) years of teaching and three (3) years of administrative experience at a post-secondary institution; or any combination thereof equaling seven (7) years of experience in an educational institution.~~ **(recommendation for minimum two (2) years of teaching at the postsecondary level)**

b. ~~Earned mMaster's dDegree from an accredited college or university in education administration or closely related area or in a discipline offered at the College and a combination equaling eleven (11) years of progressively responsible administrative experience which includes fiscal oversight, supervisory and leadership assignments directly related to instruction at the postsecondary level and experience teaching in the postsecondary level, 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.~~ **(recommendation for minimum two (2) years of teaching at the postsecondary level)**

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

MINIMUM PROFESSIONAL QUALIFICATIONS:

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, innovative leadership in key areas such as budgeting, financial management, educational partnerships, workforce development, strategic planning, accreditation, and organizational management.~~

Proven ability to communicate and collaborate effectively with diverse constituencies, including faculty, students, staff, the Board of Trustees, alumni, and community stakeholders.

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

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Page 3: GCC Board of Trustees Policy 455 – Selection of President

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.

Personal and professional integrity, with the character and presence to earn the respect and confidence of internal and external stakeholders.

Step 2

The Committee will establish advertising parameters (local and/or U.S. mainland, as needed). After the first public advertising of the job announcement, the Committee will prepare interview questions and submit them to the EEO representative for review. The EEO representative may be an individual within Guam Community College or an appropriately qualified EEO representative from outside the College, as determined and agreed upon by the Committee.

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

The Chief Human Resources Officer 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 BOT. The BOT, upon receipt of the recommendations of the ~~Screening~~ Committee, shall interview the candidates using a standard set of questions prepared by the BOT in advance. (Paragraph regarding campus community forum)

Step 7

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Page 4: GCC Board of Trustees Policy 455 – Selection of President

The Chief Human Resources Officer will conduct a background and reference check for the applicant being considered after the 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 receipt of any or all additional names, may interview the remaining applicants.

Steps to the Presidential Search Process

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

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1. Presidential Search timelines

(See below Presidential Search timeline)

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- b. Acknowledgment should be swift, cordial, and reinforce timelines
- c. Assessment of qualified candidates
- d. Notification to candidates who are no longer being considered
- e. Review of qualified candidate's application
- f. Scheduling of in-person or electronic interviews
- g. Review and discussion of each viable candidate attributes
- h. Conditional offer to selected candidate
- i. Background and reference checks
- j. Negotiation of salary and start-date
- k. Formal written offer to selected candidate (including contract)
- l. Notification to candidates not selected

2. Development/update of job description

Minimum Education and Experience
Minimum Professional Qualifications
Description of Duties
Methods of Evaluation
Range of compensation
Required documents

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 of notification

AUG 21 2026

Page 5: GCC Board of Trustees Policy 455 – Selection of President

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)

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

5. Development/update of rating instruments and criteria

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 new President is able to begin his/her tenure.

Amended & Adopted: August 21, 2025

Resolution -2026

Amended & Adopted: July 18, 2025

Resolution 20-2025

Amended & Adopted: February 16, 2018

Resolution 2-2018

Amended & Adopted: January 8, 2009

Resolution 8-2009

Revised/Adopted: September 5, 2006

Resolution 14-2006

Revised/Adopted: April 5, 2000

Resolution 6-2000

Adopted: December 6, 1995

Resolution 1-96

~~Revised/Adopted: April 5, 2000~~

~~Resolution 6-2000~~

~~Revised/Adopted: September 5, 2006~~

~~Resolution 14-2006~~

AUG 21 2026

VICE PRESIDENT FOR ACADEMIC AFFAIRS

NATURE OF WORK IN THIS CLASS:

This is a management position within the administrative structure of a career and technical education institution. It is a twelve-month service position reporting directly to the President of the College. The Vice President for Academic Affairs is a top-level manager who has the primary responsibility to provide leadership and direction in all matters relating to Academic Affairs, including Student Services and Support, Instruction, Community Programs and Continuing Education, Distance Education, Institutional Assessment, and Accreditation. The Vice President for Academic Affairs must possess outstanding organizational, communications, and management skills, with an in-depth understanding of higher education, accreditation, and the academic roles of the College. Reporting directly to the Vice President for Academic Affairs (VPAA) are the Deans, Coordinator for Admissions and Registration, Assistant Director for the Office of Assessment and Institutional Effectiveness, Assistant Director for Continuing Education & Workforce Development and other offices or personnel assigned by the President to assist with academic matters.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Responsibilities of the Vice President for Academic Affairs include supervision of personnel and programs in cooperation with the Deans in such areas as:

- Admissions and Registration
- Curriculum Planning and Review
- Instructional Quality
- Continuing Education & Workforce Development
- Distance Education Courses and Programs
- Vetting of Instructors
- Grants Coordination
- In-Service Training of Instructors
- Course to course articulation with 4-year institutions
- Operation of Student Services
- Evaluation of Instructional Modality
- Assessment and Institutional Effectiveness
- Library Services
- Use of Advisory Committees
- Annual Accountability Reports
- Institutional Self Evaluation Report (ISER)Annual ACCJC Report

- College Catalog
- Contract Negotiation
- Faculty Governance
- Budget Development and Management
- Review of Legislative Matters
- Service on Boards and Commissions
- Legislative Appearance
- Program to program articulation with other regional and mainland higher education institutions
- Development of new baccalaureate programs
- Other duties as assigned by the President

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

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

Ability to work and communicate effectively with faculty, students, staff, board and alumni in addition to selecting, managing and supporting the most qualified persons in leadership positions.

Enthusiasm and stamina for an active student environment, challenging fund raising agenda and facility planning.

Personal qualities that demand respect from faculty, staff, students, community members and peers.

Ability to model strategic thinking and strategic planning among other administrators.

Ability to prioritize work to establish realistic time schedules and to meet deadlines.

Ability to comprehend and analyze detailed written matter.

Ability to present at national and regional conferences on behalf of the college.

Ability to write complex accreditation reports, such as the ISER.

Ability to interpret and apply complex rules and regulations.

Ability to work effectively with a wide variety of people, both individually and in groups.

Ability to develop meaningful relationships with other Chief Academic Officers of other regional institutions that are critical to forging articulation agreements.

Ability to exercise independent judgment based on a thorough comprehension of pertinent rules and regulations.

Ability to comprehend the scope and inter-relationships between educational programs, program management, and the availability and use of financial and personnel resources.

Ability to conceptualize and develop programs with stackable credentials (such as boot camps) that address the needs of the new economy.

Ability to keep abreast of the rapid and evolving developments in distance education and other alternative platforms for remote learning.

Ability to make independent judgments on the relationship between programs and financial accounting.

Ability to organize conferences or symposia on critical topics that reflect the college's community engagement.

Ability to work effectively under pressure.

A good sense of humor.

MINIMUM EXPERIENCE AND TRAINING:

- A. Earned doctoral degree in education administration or closely related discipline from an accredited college or university; three (3) years of progressively responsible high-level administrative experience which includes supervisory and leadership assignments directly related to instruction at the Postsecondary level; and experience teaching in the postsecondary level, or
- B. Earned Master's Degree from in education administration or closely related discipline from an accredited college or university; seven (7) years of progressively responsible high-level administrative experience which includes supervisory and leadership assignments directly related to instruction at the Postsecondary level; and experience teaching in the postsecondary level.

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

Ratified: _____

CHAIRPERSON
BOARD OF TRUSTEES

AUG 21 2026

PRESIDENT'S TRAVEL SCHEDULE
October-November 2026

Conference Title/Sponsor	Date	Location
2026 ACCT Leadership Congress	October 20-24, 2026	Chicago, IL
2026 ACCJC Partners in Excellence Conference	November 17-18, 2026	Riverside Convention Center in Riverside, California

Funding Source(s): *100% promo account for both travel