

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of February 5, 2009

Minutes

The monthly meeting of February 5, 2009 was called to order at 6:15 p.m., by Chairperson Gina Y. Ramos. The meeting was held in the President's Conference Room located at the Student Services & Administration Building.

I. ROLL CALL

Trustees Present: Ms. Gina Y. Ramos, Ms. Deborah C. Belanger, Mr. Felix C. Sablan, Mr. Frank P. Arriola.

Not in attendance: Ms. Maria Dilanco Garcia (prior commitment), Mr. Eduardo R. Ilao (offisland), Ms. Charlene K. Flores (has class Tuesdays and Thursdays).

Others in attendance: Ms. Mary A.Y. Okada, President, Mr. Kenneth Bautista, Support Staff Advisory Member, Attorney David Hopkins, Legal Counsel, Dr. Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen K. Santos, Vice President, Business & Finance Division, Mr. John Camacho, Vice President, Administrative Services Division, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Joann Muna, Human Resources Administrator.

Not in attendance: Mr. Barry Mead, Faculty Advisory Member.

II. APPROVAL OF MINUTES

1. January 8, 2009 Meeting

MOTION

IT WAS MOVED BY TRUSTEE FELIX C. SABLAN, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE MEETING MINUTES OF JANUARY 8, 2009, SUBJECT TO CORRECTIONS. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS - None.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

1. President's Report:

Financial Status of the College: As of date, GCC received \$2.4 million of its \$5.4 million FY09 appropriations, and is expected to receive additional cash releases this week. For the current pay

period ending payroll was met, however, due to the cash flow situation the Government of Guam is faced with, payments to vendors, to include the Allied Health Center project, are currently on hold. Disbursements to vendors will be made as GCC receives its cash releases from the Department of Administration. Daily follow ups continue to the Department of Administration and the Bureau of Budget Management Research on GCC's cash releases.

In response to the President's request at the last meeting, Chair Ramos recommended that a meeting be scheduled for the Board to meet with the Governor, the Lieutenant Governor, and key senators regarding the release of GCC's money. President Okada noted that she is currently working with the Governor's chief of staff and will request to schedule a meeting. Once a date has been set, Board members will be notified.

Public Health Inspection: At the request of GCC, an inspection was conducted by the Department of Public Health & Social Services on January 31, 2009. Several findings for corrective action were noted and are to be addressed by GCC. By public law annual inspections are to be conducted at all public schools, the University of Guam, and the Guam Community College. Because these inspections are not being scheduled and conducted as the law dictates, GCC submits its own request to be in compliance with the law.

Strategic Session: A strategic session with GCC's management and the Faculty Senate will be held tomorrow, February 6, 2009. Issues to be discussed include the anticipated FY09 budget shortfall of approximately \$700,000, and GCC's draft Energy Conservation plans and procedures.

2. Monthly Activities Report

Student Trustee: No report.

Faculty Advisory Member: No report.

Support Staff Advisory Member: Ken Bautista reported on the following:

- Completion and issuance of GCC W2s for Fiscal Year 2008.
- GCC's Professional Development Day - Monday, February 16, 2009, 8:00a.m.-4:30p.m., in the Multipurpose Auditorium. Workshop topics include Ethics, Health & Wellness, Financial planning, etc.

On Professional Development Day, President Okada will give an update to the campus community on the financial state of the College. The Governor's State of the Territory Address is also scheduled for Monday, February 16. President Okada plans to attend.

VI. UNFINISHED BUSINESS

1. New Allied Health Building (Update)

Board members were encouraged to stop by the construction site of the Allied Health Center to see its progress. About 22% of the project is completed. As reported earlier, due to the cash flow situation the college is faced with, payment to the contractor is on hold .

2. New Student Center (Update)

Final plans for the Student Center project will be dependent upon the Board's action this evening on the proposed board resolution relative to the Tobacco Series Funds authorization, under New Business, item #4.

3. GCC Mission Statement (re-examination of)

President Okada requested this item remain tabled until the Board's meeting in March. The college's accreditation standard committee is still in the process of reviewing the mission statement and engaged with ongoing dialogue with the campus community. Board members concurred.

Referring to the agenda items listed under New Business, President Okada requested the Board to consider amending the agenda to address the Faculty Compensation & Benefits Study first, because the Board's action on the issue will have an impact on the college's FY2010 budget.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE FELIX C. SABLAN, THAT THE BOARD AMEND THE AGENDA AS RECOMMENDED BY PRESIDENT OKADA. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

VII. NEW BUSINESS

1. Faculty Compensation & Benefits Study

President Okada reiterated that at the Board's work session held in January 2009, two studies were presented. Study A, presented by Mr. Richard Quiambao, GCC's Institutional Researcher and, Study B, presented by consultant Mr. Alan Searle. For inclusion to the FY2010 budget, the Board is asked to consider adopting one of the two studies and the level of percentile.

President Okada briefly went over the details of both studies and highlighted the following:

Study A recommends a 25th percentile @ the cost of \$726,733.80, and is for faculty only.

Study B recommends the following percentiles:

- 2nd percentile @ the cost of \$76,265
- 4th percentile @ the cost of \$96,929
- 6th percentile @ the cost of \$123,138

- 8th percentile @ the cost of \$156,827
- 10th percentile @ the cost of \$179,001

In citing Study B as her recommendation to the Board to adopt, President Okada pointed out several factors under the Study's methodology. Factors looked at and considered consisted of what the job market is, what the job size is of the organization as a whole, what the annual budget is for each department and division, and sub-steps, which will allow the college to initiate performance-based compensation.

The method that is currently being used automatically gives an employee a 3.5% increase based on where that employee is at on the current pay scale. She emphasized that the current method is not based on performance, therefore, high & low performers on the same pay grade get the same pay adjustment. Study B will allow the college to initiate a different methodology, which is "pay for performance," and will allow the college to update its evaluation tool and methods.

Lastly, based on where we are on the job market, President Okada recommends that the Board consider approving the salary study at the 10% percentile.

The President emphasized that tonight the intent is to get the Board's approval on Study A or Study B so that it can be included and presented in GCC's Fiscal Year 2010 budget. The implementation portion will be done at a later time.

Referring to the 10% percentile, President Okada said that there are 32 faculty members that are currently below the 10% percentile mark and 72 faculty members that exceed the 10% percentile mark. Currently, GCC is 90% below the job market if the Board chooses the 10% percentile. Therefore, based on Study B it is our intent and goal to reach the 50% percentile mark.

In response to potential morale issue on none implementation at the present time, President Okada express that holding back on implementing the study is because of the lack of funding at this time. She highly expressed that just making the effort to move forward is definitely progress. She reiterated that tonight the Board is only asked to consider identifying and approving one of the two compensation studies presented. The implementation of the study will be Step 2, but will be done at a later time. The Board, at a later time, will hold a work session specifically to discuss and gather ideas on the implementation of the compensation study to include adjustments based on the 10th market percentile.

MOTION

IT WAS MOVED BY TRUSTEE FELIX C. SABLAN, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD ACCEPTS THE COMPENSATION SALARY STUDY PRESENTED BY MR. ALAN SEARLE & ASSOCIATES AS THE STUDY TO BASE THE SALARY ADJUSTMENT FOR FACULTY. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays).

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE FELIX C. SABLAN, THAT BASED ON THE SALARY ADJUSTMENT FOR FACULTY, THE BOARD APPROVES THE SELECTION OF THE 10% MARKET PERCENTILE. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

2. GCC Fiscal Year 2010 Budget Request

As requested by the Board during its work session on January 24, 2009, President Okada distributed copies of the updated page that reflects the change made to the trash pickup services line item. With adjustments made to the budget, the total amount of GCC's Fiscal Year 2010 Budget request is \$19,017,367.

MOTION

IT WAS MOVED BY TRUSTEE FELIX C. SABLAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD, WITH THE INCLUSION OF THE ADJUSTED AMOUNT FOR TRASH PICKUP SERVICES AND THE INCLUSION OF THE FACULTY SALARY ADJUSTMENT, APPROVES THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2010 BUDGET REQUEST IN THE AMOUNT OF \$19,017,367.00. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays). (A copy of the FY2010 Budget Digest attached)

3. Position Description Updates

President Okada requested Board consideration on the following:

- 1) The updating of three GCC positions currently under the purview of the Civil Service Commission (CSC). The three positions include Personnel Services Administrator, Supply Management Administrator, and Safety Administrator.
- 2) Extracting the three positions from the purview of CSC and placing it under the purview of the GCC Board of Trustees.

Upon review of the duties and responsibilities of the above positions by the President & Personnel Administrator, the positions were determined to be unique as it relates to higher education, therefore should not be identified as a standard Government of Guam position. President Okada noted although the Supply Management Administrator, in its current position, is responsible for the development of bids, procurement of supplies & services, etc., the position also requires the management and operation of the bookstore, thereby making it unique to higher education and different from the standard Government of Guam position. Additionally, although the position includes the additional duties and assignments as required, there is no additional compensation to the position.

In referring to the the Government of Guam's Personnel Services Administrator position, President Okada explained the uniqueness of the current position as it relates to higher education. She pointed out that a major component required of the position, in its current form, is to oversees the contract negotiation piece. In addition, a major difference of what is required of a Personnel Administrator of the Government of Guam to that of what is required in higher education, the position also handles all appeals and labor relations issues for academic administrators and faculty.

In referring to the Government of Guam's Safety Officer position, President Okada highlighted that in addition to the position, in its current form, the uniqueness of the position as it relates to higher education is the person in this position has to ensure that environmentally we are in compliance with the rules & regulations relative to the health & safety of all GCC buildings and GCC assets that are not of the Government of Guam.

Therefore, President Okada requested the Board's consideration to update the three position titles and descriptions, create the three positions under the academic personnel category, and remove the three positions from the classified service currently under the purview of the Civil Service Commission to now be under the purview of the GCC Board of Trustees.

Current Position Title

Personnel Administrator
Safety Officer
Supply Management Administrator

Proposed Update

Human Resources Administrator
Environment Health & Safety Administrator
Procurement and Inventory Administrator

President Okada apprized the Board that other positions, as it relates to higher education, may also be brought before the Board for consideration to update, i.e., GCC's entire IT component.

In justifying that the three positions are of an academic nature, GCC's Personnel Administrator noted that 4 GCA & 17 GCA stipulates that the GCC Board of Trustees can create and add positions as they see fit. Once the positions are determined to be academic in nature, GCC no longer has to report those positions to the CSC, because it will now be under the purview of the Board. However, CSC, if it chooses, can challenge the Board on the issue of the creation of positions and its classification as academic personnel. Attorney Hopkins added that for sake of a practicable argument, 17 GCA §31106, specifically states that academic personnel is defined as faculty and administrators.

Lastly, referring to the position of Vice President for Administrative Services, President Okada noted that the issue is brought before the Board for consideration to update, because it will have an impact on the compensation salary study for administrators and staff.

Providing some background history, the position description, in its current form dated 1981, currently oversees the Business & Finance office, the Procurement office, the Financial Aid office, and the Personnel office, which are now currently under the purview of the Vice President for Business & Finance. In 1991, the position of the Vice President for Administrative Services was separated into two distinct components, when the Board of Trustees created and filled the position

of Vice President for Business & Finance. Therefore, what is presented to the Board tonight is a position description update for the Vice President of Administrative Services. This update will now place the MIS office and the Planning & Development office under the purview of the Vice President for Administrative Services, because formerly the MIS office was under the purview of the Vice President for Academic Affairs, and the Planning & Development office was under the purview of the President.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE CREATION OF THE FOLLOWING POSITIONS UNDER THE CLASSIFICATION OF ACADEMIC PERSONNEL: HUMAN RESOURCES ADMINISTRATOR, ENVIRONMENT HEALTH & SAFETY ADMINISTRATOR, AND PROCUREMENT AND INVENTORY ADMINISTRATOR. ADDITIONALLY, THE BOARD ADOPTS THE POSITION DESCRIPTION UPDATE OF THE VICE PRESIDENT FOR ADMINISTRATIVE SERVICES. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (Copies attached)

For clarification, the effective date will be up to the President to change the position titles. Additionally, with the Board's approval this evening there is no change in salary to the three created positions now under the purview of the Board of Trustees.

4. Proposed Board Resolution: Capital Projects, Tobacco Series Appropriation – \$66,847

President Okada reported that the \$66,847 is from the interest earned from Tobacco funds that the college receives. The intent of the proposed resolution is to use the requested amount for capital improvement projects only. No specific amount or project is identified, because the college would like to have the flexibility to identify any capital improvement project that needs the additional funding. The President assured the Board that she will provide an update report on what project(s) the money was spent on. Two projects identified at the moment include the adjustment to the student center project, and the adjustment to the contractual services to complete the RFP for the removal of coral.

Additionally, because the budget law was never corrected to reflect that it should be Series A and not Series B, President Okada suggested that any reference to Series A or Series B be taken out and instead be identified as Tobacco Series Appropriation.

MOTION

IT WAS MOVED BY TRUSTEE FELIX C. SABLAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA THAT THE BOARD APPROVES THE PROPOSED RESOLUTION

ENTITLED "CAPITAL PROJECT, TOBACCO SERIES APPROPRIATION - \$66,847.00." MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (Copy attached)

5. Proposed Board Resolution: ANA Grant

President Okada noted that a year ago the college applied for a Native American Grant to develop a Chamorro language script and other associated areas. As a requirement for the submission of the grant application, the college must have a resolution from the Board authorizing the college to submit. Further, as a requirement, the resolution must identify that 50% of the board members are of Chamorro descent. The deadline to submit the grant application is next month, March 2009.

MOTION

IT WAS MOVED BY TRUSTEE FELIX C. SABLAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE RESOLUTION ENTITLED "AUTHORIZING THE APPLICATION TO THE U.S. DEPARTMENT OF HEALTH, ADMINISTRATION FOR CHILDREN & FAMILIES, ADMINISTRATION FOR NATIVE AMERICANS (ANA) TO SUPPORT GUAM COMMUNITY COLLEGE'S GO'TI YAN ADAHI I FINO'TA CHAMORRO GRANT PROPOSAL." MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (Copy attached)

At 7:30 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 8:30 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVE BY TRUSTEE FELIX C. SABLAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD AMEND THE FISCAL YEAR 2010 BUDGET REQUEST TO INCLUDE PRESIDENT OKADA'S MERIT INCREASE, WHICH HAS BEEN SET AT THE MAXIMUM LEVEL FOR HER PERFORMANCE WORK, AND RETROACTIVE TO HER ANNIVERSARY DATE OF 2008. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE FELIX

C. SABLAN, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

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

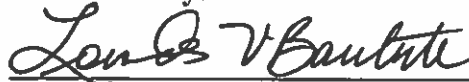
- President Okada, her management team, and the entire college for addressing the fiscal challenges the college is currently faced with. Appreciation to everyone for a great job.
- GCC for the increase in enrollment.
- Mina Sablan for her appearance on KUAM's News Extra promoting the College's Access Grant.
- Kathy Sgro from Payless Supermarkets for the opportunity to work with them on the upcoming 5K Run.
- GCC for supporting the Department of Defense education services.
- Mr. Barry Mead and the college's culinary students for a job well done in support of Saint Francis School's fundraiser.
- President Okada for promoting the college at a Rotary Club meeting recently held, and for her appearance on the Sonya Artero talk show.

At this time, Attorney Hopkins requested that board members consider scheduling a date to reconvene the Board's special meeting.

IX. ADJOURNMENT

There being no further discussions, the meeting of February 5, 2009 adjourned at 8:35 p.m.

Submitted By:



LOURDES V. BAUTISTA

Recording Secretary

ATTESTED BY:



DEBORAH C. BELANGER
Treasurer

MAR 11 2009

APPROVED BY:



GINA Y. RAMOS
Chairperson

MAR 11 2009

Attachments:

1. GCC Fiscal Year 2010 Budget Request / Digest - \$19,017,367
2. Position Description Updates:
 - Vice President for Administrative Services
 - Human Resources Administrator
 - Environment Health & Safety Administrator
 - Procurement and Inventory Administrator
3. Board Resolution 15-2009: ANA Grant
4. Board Resolution 16-2009: Capital Projects, Tobacco Series Appropriation - \$66,847