

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, January 15, 2021, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

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 November 20, 2020

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
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 100 and Forensic Lab
 - Building 300
 - Wellness Center
 - Building B

VII. NEW BUSINESS

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of November 20, 2020

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on November 20, 2020, was called to order at 12:11 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Mr. Richard P. Sablan, Treasurer; Ms. Deborah Belanger, Secretary; Mr. Eloy P. Hara; Ms. Krystal M. Ramos, Student Trustee.

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia C. Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Mr. Kenneth Bautista, Staff Advisory Member; Attorney Rebecca Wrightson.

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.

II. APPROVAL OF MINUTES – October 9, 2020

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF OCTOBER 9, 2020, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS. None received but at this time, Ms. Rodalyn Gerardo was introduced as the new Vice President for the Finance & Administration division.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

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

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

FY2021: To date, the College received a total of \$2,048,643 for all funds, which is 60% based on all allotment releases requested, as follows: \$1,854,804 for the General Fund; \$83,964 for the LPN/Vocational Guidance; \$86,799 from the MDF; and \$23,076 for the First-Generation Trust Fund Initiative.

The College continues to receive its allotment on a weekly basis.

Capital Improvement Projects and other activities:

Continues to work on replacing broken air-conditioners on campus with a purchase order from last year for this project.

Launched the barrel vault canopy project between Buildings C and D and as of October 31, 2020, is 21% complete.

Ongoing CIP projects:

The College is still working on replacing the water tank that services Building 400 and the administration building. As of October 31, 2020, the Sustainability and Project Coordinator continues to work on the assessment for the scope of work to repair the leak on this 30,000 gallon water tank with the assistance of Guam Waterworks Authority.

Other activities:

Dr. Okada reported that through the collective efforts of GCC, DOE, and UOG and under the leadership of Dr. Zeny Natividad, they were able to obtain a GDOE grant relating to the launching of the state longitudinal data system called the "One Stop Data Village," which tracks students on their educational pathway from Grade K-12 through GCC, and through UOG.

The College is considering an opportunity to engage in a partnership to offer unexploded ordnance (UXO) training. This is a specialized training that will benefit contractors on island that require the removal of ordnances, if found on their job sites. For now, this is something the College is exploring in support of workforce development on Guam.

Several faculty members are currently attending Quality Matters training to help increase the quality of instruction that is being offered by the College in support of distance education. Should the College decide to offer a fully online distance education program, this certification is required. GCC is taking steps to be in compliance and then approval from ACCJC.

The GCC Finance & Administration office launched its electronic disbursements of Pell grant checks to students which helps with the current situation and anticipates offering electronic transfer of funds for the next semester to reduce manual checks.

Human Services Student Organization are offering virtual sessions called "Grief Talk" for some students that need counseling such as a student going through grief. Some students have participated. Dr. Michael Chan assured the Board that proper protocol are being followed to protect confidentiality of students.

GCC employees attended a COVID-19 Contact Tracing Training Course at UOG, who are in partnership with UCSF. This was a 2-day training which provides GCC with individuals on campus to conduct contact tracing if needed.

The Environmental and Safety Office is providing updates for the campus community on Title IX Rules and are addressing on campus issues with Sexual Assault. This training was hosted by the Guam Coalition Against Sexual Assault on Campus and Family Violence. The GCC Campus Task Force Safety and Security were also provided with Title IX updates.

The Underground Fiberoptic Network Backbone Project was awarded to Pacific Data Systems. There were 2 bidders but do not anticipate any protests. Work on this project will include trenching, underground vault installations, laying of conduits, conduit sleeving installation, and fiber optic cable installation and termination.

The College is exploring a pilot project for electronic keys for the entrance and offices within the Administration and Students Services building. This will be an upgrade to the magnetic key system that the College is currently utilizing which is becoming obsolete. This system provides additional information for the College in monitoring exits and entrances into the building for security purposes.

Bill No. 219-35 was recently introduced in the 35th Guam Legislature, which provides GCC an opportunity to engage in a public private partnership for renewable energy. This will allow to further expand solar energy capacity on campus. This is another option for the College to consider.

2. Monthly Activities Report.

Student Trustee: Trustee Krystal Ramos reported the following:

The Health Services Student Organization (HSSO) hosted a “Grief Talk” event, which is a way for students to seek counseling especially and well attended by students.

The student calendar of events for Fall semester is complete and went well considering the COVID-19 situation and happy to report students still participated. The calendar for the Spring 2021 events will be next.

Student Trustee is attending an American Sign Language class which developed a video regarding ASL and awareness of individuals who are unable to hear.

Part of the COPSA events include Mental Health Awareness Week and the Fall Festival, which are being discussed and are preparing for.

The Student Trustee also reported students do want to return to campus but are still very concerned about the COVID situation.

Faculty Advisory Member: Mr. Carl Torres II was not present and no report was provided.

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

Continuing to finish off the Fall semester and preparing for the Spring semester.

Participated in the virtual College Assembly. Training offered was Google for instructors, customer service training and a “refresher” video for Active Shooter.

Thanked the Board and Administration for the “Thanksgiving” lunch plates.

At this time the Board Chair thanked GCC Staff and Administrators for their commitment to the College.

3. Board of Trustees Community Outreach Report.

Trustee Belanger and Trustee Leon Guerrero attended the virtual 2nd WORC conference on November 19, 2020 and continuing through today, November 20, 2020.

November 19, 2020: Trustees Arriola and Sablan attended their virtual “reconfirmation” Legislative hearings and Trustee Hara also participated by providing testimony in support of both Trustees.

VI. UNFINISHED BUSINESS

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

Bldg. 100. This project is almost near completion, the College is working with Morrico to repair the generator and install a push stop button for the generator.

Forensic Lab/DNA Building. The Forensic Lab/DNA Building is 25.4% complete as of November 2020. Concrete pouring is scheduled for November 25, 2020, December 6, 2020, and December 8, 2020.

Building 300. FEMA approved the no cost extension request. The project completion and closeout is March 31, 2021. Concrete pouring was done November 19, 2020 and this project is now 64.49% complete.

Wellness Center. The College is preparing the Scope of Work for this project. The President is in communication with the Vice President of Finance and Administration to begin the financial feasibility study for a USDA loan to support this project.

Building B. The College anticipates a Resolution to support funding for this project.

At this time, the Board inquired about the recently purchased Barrigada property with a facility and its renovation status. The President informed the Board that the Foundation Board extended the lease agreement for the Guam Trades Academy to use the facility through December 31, 2020. The College anticipates Guam Trades Academy will have its new facility ready and will then vacate the Barrigada premises. The College will be requesting funding from the Foundation Board of Governors for the Architectural & Engineering in the amount of \$150,000. To date, the cost estimate for the renovation is not available. The Barrigada facility renovation will support boot camps with the island’s expansion of the ship repair and construction industries. The Board Chair suggested adding a Trucking boot camp. The President informed the Board that the Facilities Master Plan will be updated for this academic year and welcomed suggestions and to be included as part of the discussions. The Board Chair recommended for the College to reach out to nearby landowners and find out of their intent to sell their property in the future and to provide the College

first option to purchase. Trustee Belanger asked if the College can again look into the possibility of purchasing property near the campus, too.

VII. NEW BUSINESS.

1. Instructional Designer Position.

The President explained that Instructional Designer will be a new position under the Dean for Technology and Student Services. The Board was presented with a copy of the position description. This position will support the distance education learning and instruction for the College. With GCC moving in the direction of online learning, GCC will create the infrastructure to support the different methodologies associated with enhance learning, hybrid and online course delivery. This position was evaluated by the GCC Human Resources Office and will be an Academic Administrator position approved under the Board of Trustees. This position is necessary for the College to move towards Distance Education and also in line with the Strategic Plan that is currently being upgraded. After discussions, the pay grade was changed from "L" to "M" and the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD APPROVE THE POSITION DESCRIPTION FOR THE INSTRUCTIONAL DESIGNER WITH A PAY GRADE M. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 1:01 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:30 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time, the Board Chair thanked everyone for attending today's meeting in person especially during this pandemic. That to date, even with the pandemic, he has been receiving positive comments from the public such as the PUA collaboration. The other Board members also extended their appreciation to everyone.

The Board Chair also congratulated GCC on its partnerships as reported today, the importance of being safe with the pandemic situation, the "Grief Talk" including trainings employees are receiving.

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

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF NOVEMBER 20, 2020, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of November 20, 2020, adjourned at 1:31 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

JAN 15 2021

ATTESTED BY:


DEBORAH C. BELANGER
Secretary

JAN 15 2021

APPROVED BY:


FRANK P. ARRIOLA
Chairperson

JAN 15 2021