

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, January 19, 2018, 12:00 p.m.
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 December 20, 2017

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

VII. NEW BUSINESS

1. FY2019 Budget Request
2. President's Travel Request (March-April 2018)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

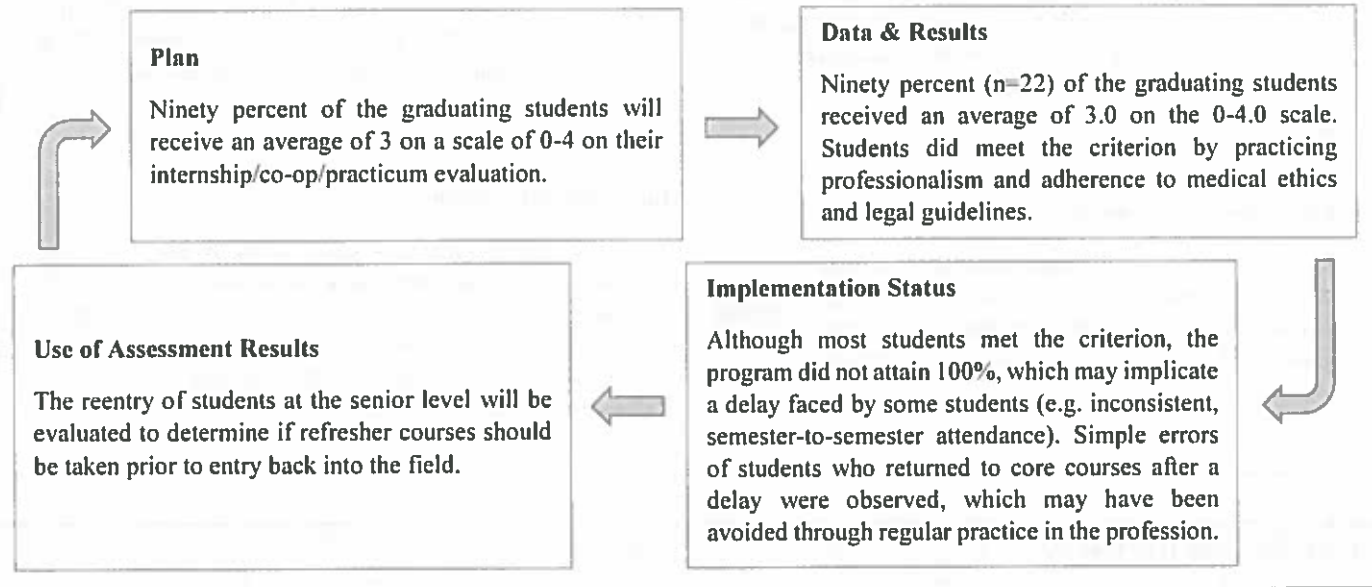
DATA EXTRACT #5
(Meaningful Data for the GCC Board)

Closing the Loop

Associate & Certificate Degree Programs (Group A)

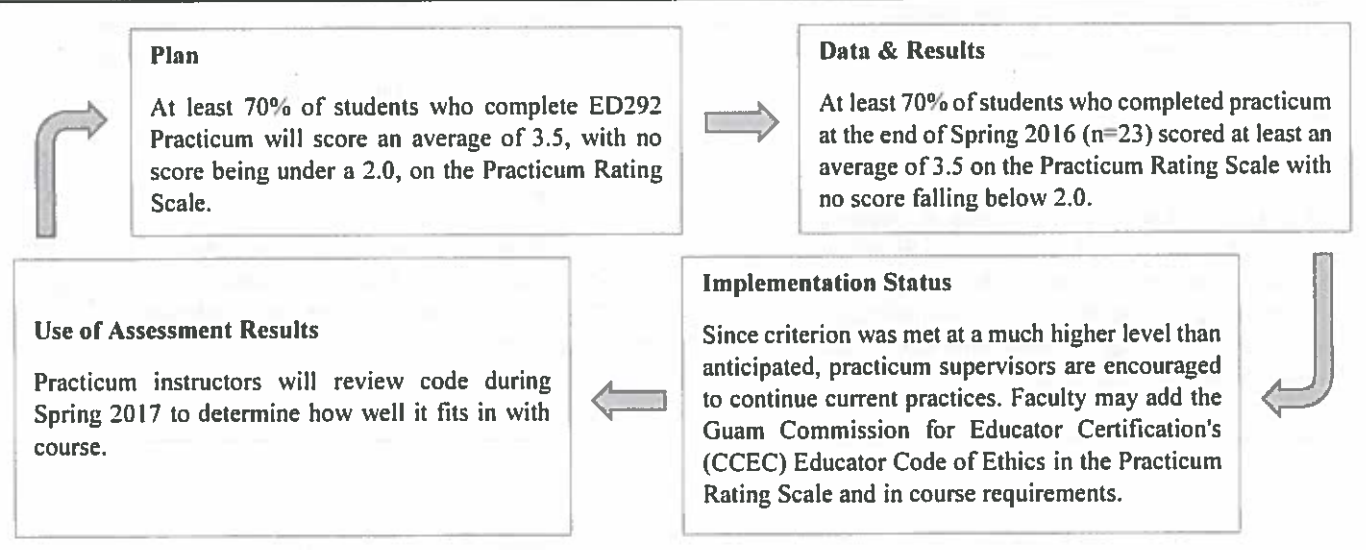
Medical Assisting (Certificate, AS)

Student Learning Outcome: Upon successful completion of the program, students will be able to demonstrate professionalism, including adherence to ethical and legal responsibilities, in performing administrative and clinical duties.



Education (Certificate, AA)

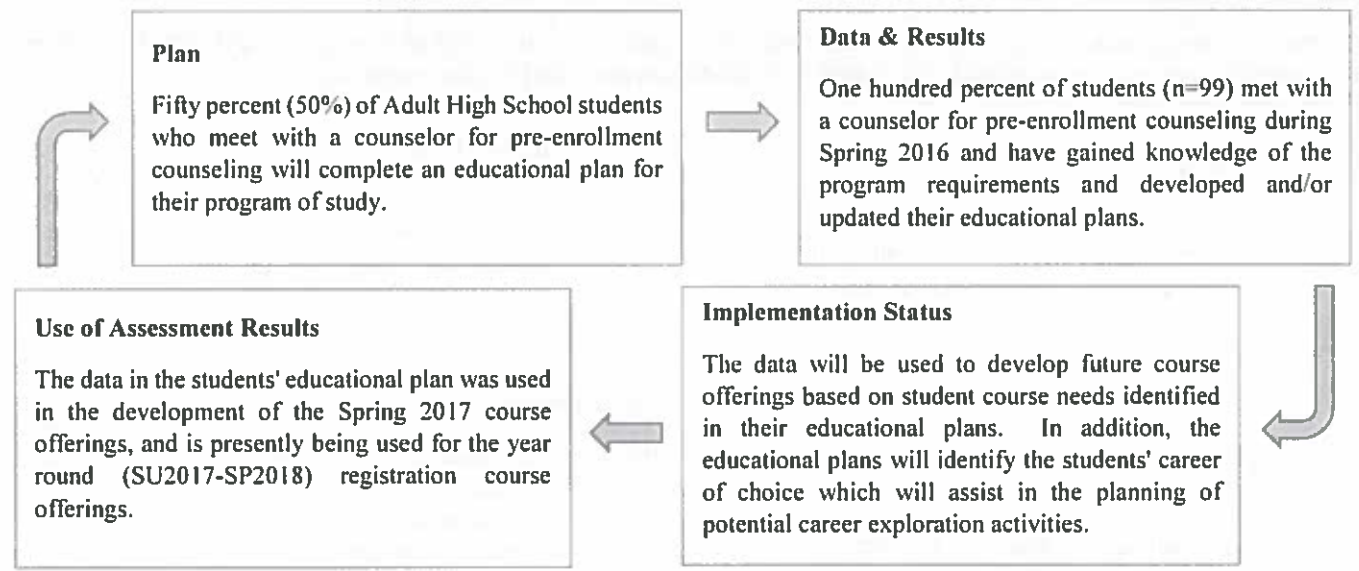
Student Learning Outcome: Upon successful completion of the program, students will be able to demonstrate appropriate knowledge and disposition needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with disabilities.



Administrative & Student Services Units (Group C)

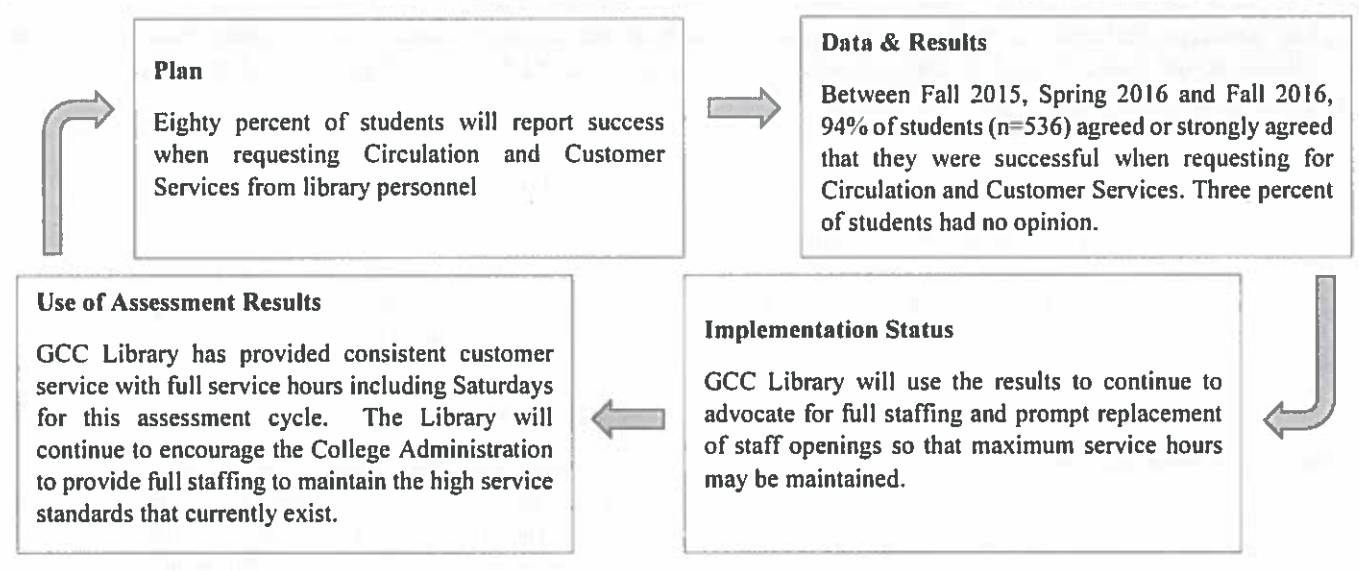
Assessment & Counseling

Student Learning Outcome: Upon completion of the pre-enrollment counseling sessions, Adult High School students will gain knowledge of requirements for program completion.



Learning Resource Center

Student Learning Outcome: Upon the completion of receiving circulation services, assistance and/or information from GCC Library personnel, students will be able to execute borrowing materials, asking directional questions, using computer stations, laptops and/or tablets and conducting other library business.



GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of December 20, 2017

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on December 20, 2017, was called to order at 12:10 p.m., by Chairperson Frank Arriola, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Frank P. Arriola, Chairperson; Ms. Gina Ramos, Secretary; Mr. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; Mr. Luke Fernandez, Student Trustee. **Other members:** Mr. Richard P. Sablan, Vice Chairperson (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Dr. Gina Tudela, Dean, TPS; Mr. R. Gary Hartz, Associate Dean, TSS; Ms. Doris Perez, Assistant Director, Planning and Development; Ms. Marlena Montague, Assistant Director, Office of Assessment, Institutional Effectiveness and Research; Ms. Latisha Leon Guerrero, GCC Staff Senate representative; Attorney Rebecca Wrightson, 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.

II. APPROVAL OF MINUTES – November 16, 2017

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF NOVEMBER 16, 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – The College received a notice for the confirmation hearing for Mr. Carlo Leon Guerrero to be a member of the Guam Community College Board of Trustees replacing Trustee John Benito on the Board. This is pending Mr. Leon Guerrero's confirmation by the Guam Legislature.

At this time it was reported by Trustee Hara that approximately three weeks ago, he submitted his application to the Governor's Office for reappointment as a Trustee on the GCC Board. The College will follow up on this.

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:

FY2017 AND FY2018: The College has received \$190,000 on November 28, 2017 for FY2017 allotment and \$24,154 for TAF for FY2018. The current allotment releases for FY2018 is slow. This is due to the focus in collecting the balance for FY2017 so as to close the books for this fiscal year. The College is currently under audit status and any funds collected for 2017 is reflected as part of this audit. The additional \$190,000 was received on Monday, December 18, 2017 but there is still a balance of \$1.9 million owed to the College for FY2017.

FY2018: The College has received approximately \$2.5 million year-to-date although it requested \$5.2 million based on its appropriation and allotment schedule.

Capital Improvement Projects and other activities: President Okada reported the following:

- The College has been pushing forward with the painting project on campus and anticipates this to be complete before next semester. Buildings 1000 and 2000 are currently being painted.
- Maintenance & Facilities staff are currently water blasting Buildings A, B, C and D.
- Moving forward with the storage facility for Maintenance & Facilities that is currently located between the Construction Trade and Automotive buildings.
- Received clearance from the Cosmetology Board to continue with the Cosmetology program in Rooms A6, A7 and A8, however, it is pending some equipment. This program should start in Spring 2018.
- Replacing the water pump for Building 3000, however, it is the wrong voltage and will have to wait for the correct one.
- A Notice of Award was issued to J&B Modern Tech for the air-conditioning systems based on the new specifications.
- There are other CIP Projects that are still going through the process for funding this year and will be fully expended as appropriated by the Board.

Other activities:

- Ms. Gohar Momijan, ACCJC Vice President, is the liaison assigned to GCC, using a portfolio model, to address all the needs and training requirements for GCC.
- The College also received the team roster for the Accreditation visit in March 2018. Nine (9) members will be visiting and the College anticipates one more.
- Working with the Guam Building Council to plan for the updates to the Guam Building Code and anticipate bringing individuals from the International Council to conduct a workshop on Guam.
- Efforts are ongoing for a collaborative event between the Joint Region Marianas Fire and Emergency Services with the Kapiolani Community College and GCC to bring out the EMT and AEMT programs and anticipate including a Paramedics program. This was initiated approximately two years ago with an AHEC grant. The Joint Region Marianas has 75 Firefighters that need to be trained. These individuals will be sent to Honolulu for training to include an OJT with ambulances. Anticipate GCC will be the institution to provide training on Guam for the military and in the future to invite local firefighters. Similar programs are being done with American Samoa and Palau and will also work with them on this. Mr. Thomas

Manglona is the point of contact and the College anticipates this to start during the summer.

-For the next calendar year, a new set of CIP projects will be presented to the Board for consideration.

-With regards to USDA projects, the College will be moving forward with the GCC Wellness Center before new building codes come into effect, otherwise this will change the A&E. As to the parking garage, the College anticipates this project to go through public private partnerships.

-The FY2019 budget proposal will be submitted to the Board for consideration during the next Board meeting.

2. Monthly Activities Report.

Student Trustee: Trustee Luke Fernandez reported the following:

-The New Student Orientation for Spring 2018 was held on December 13, 2017.

Faculty Advisory Member: Mr. Fred Tupaz reported the following:

-Semester is ending soon and faculty are still on vacation.

-Prior to the vacation in November 2017, several departments held convocations to include advising of students. The convocations also went well.

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

-Semester is coming to an end and staff are now preparing for Spring semester.

-There is water blasting ongoing on campus and are being announced on MyGCC, including caution signs being posted near these projects.

3. Board of Trustees Community Outreach Report.

-Dec. 9, 2017, Sat., Tri-Board working session, attended by Trustees Fernandez and Belanger.

-Dec. 13, 2017, Student orientation attended by Trustee Fernandez.

-Dec. 16, 2017, GCC Employee Association Christmas party, attended by Trustees Ramos and Fernandez.

VI. UNFINISHED BUSINESS

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

-Bldg. 100. This project is still ongoing construction and is 57.8% complete. Awaiting three (3) changes orders: 1) extension of time due to the H2 worker issue; 2) replacing the power line coming into the campus; 3) relocation of Cosmetology to another facility.

-Forensic Lab. This project is still under protest and legal counsel will advise further on this matter.

-Building 300. A Notice of Intent to Award will be issued to J&B Modern Tech for the construction of the replacement of the multi-purpose auditorium.

-Wellness Center. *(As previously reported.)*

VII. NEW BUSINESS.

1. Approval of Institutional Self Evaluation Report (ISER). The President mentioned that last week, the Board was provided with a link to the final ISER consisting of over 200 pages. There have been several drafts, updates, comments provided by the GCC community, including review by President Okada and Dr. Ray Somera.

Mr. Tupaz, Faculty Advisory member; Mr. Bautista, Support Staff Advisory member; Trustee Luke Fernandez; and Ms. Latisha Leon Guerrero, GCC Staff Senate representative, were asked if they had additional comments. They all commented they had the opportunity to review the ISER. Grammatical errors and formatting will be checked by Ms. Marlana Montague from the AIER office.

Dr. Ray reported that prior to the faculty going on vacation, he had the opportunity to discuss the ISER with Mr. Tupaz. Dr. Ray further reported there were 4,414 comments captured from the campus community. The drafts are on the Accreditation website, including the evidence. The final ISER will be mailed out to the nine (9) Accreditation team members by December 22, 2017, to anticipate receipt by the first week of January 2018. Dr. Somera will also provide highlights of the final ISER to the Board of Trustees during the upcoming Joint Board Retreat before the Accreditation visit.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE LUKE FERNANDEZ, THAT THE BOARD APPROVE THE FINAL DRAFT OF THE INSTITUTIONAL SELF EVALUATION REPORT (ISER), WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Dr. Somera thanked the ISER team authors and Mr. Gary Hartz, the ISER coordinator.

2. BOT ELECTION. The Guam Community College Board of Trustees nominated to maintain the current BOT officers for a term of two (2) years for 2018-2019. After discussions, the following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD OF TRUSTEES MAINTAIN THE CURRENT GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES OFFICERS FOR A TWO-YEAR TERM FOR 2018 THROUGH 2019, AS FOLLOWS: FRANK ARRIOLA, CHAIRPERSON; RICHARD SABLAN, VICE CHAIRPERSON; ELOY HARA, TREASURER; AND GINA RAMOS, SECRETARY. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. PRESIDENT'S TRAVEL REQUEST (February 2018). The President informed the

Board of the following travel request:

-WestCare Foundation Board of Directors Retreat, February 8-11, 2018, in Henderson, Nevada, 100% WestCare funded.

After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR FEBRUARY 2018, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 12:44 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:30 p.m., the meeting reconvened to open session and a motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE LUKE FERNANDEZ THAT THE MEETING RECONVENE TO OPEN SESSION, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, a motion was made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE LUKE FERNANDEZ, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE PRESIDENT'S REPORT BE ACCEPTED, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

IX. ADJOURNMENT. At this time, a motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE LUKE FERNANDEZ, THAT THE MEETING OF DECEMBER 20, 2017, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of December 20, 2017, adjourned at approximately 1:30 p.m.


SUBMITTED BY:

 **JAN 19 2018**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

 **JAN 19 2018**
GINA Y. RAMOS
Secretary

APPROVED BY:

 **JAN 19 2018**
FRANK P. ARRIOLA
Chairperson

PRESIDENT'S TRAVEL SCHEDULE

March – April 2018

Conference Title/Sponsor	Date	Location
REL Pacific Governing Board Meeting	March 21-23, 2018	Honolulu, HI
PREL Board Meeting	March 26, 2018	Honolulu, HI
PPEC Spring Meeting	April 4-5, 2018	Pohnpei

Funding Source in order of travel: REL Pacific Governing Board (100% funded); PREL (100% funded); PPEC (50% funded)