GUAM COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monthly Meeting Monday, October 21, 2024, 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 August 23, 2024

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
   - Building B
   - Workforce Development Center
   - Culinary Arts & Baking Center
   - Building 2000 Generator

VII. NEW BUSINESS

1. BOT Fiscal Calendar (updated)
2. BOT Travel (ACCJC/APAFS)
3. President's Travel Request (ACCJC-Oct. 29, 2024)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of August 23, 2024

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on August 23, 2024, was called to order at 12:00 p.m., by Chairman 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. Yolanda Padrones, Secretary; Mr. Frank P. Arriola, Member; Ms. Ayda V. Bautista, Student Trustee.
Mr. Richard P. Sablan, Member (schedule conflict); Ms. Gina Y Ramos (schedule conflict).

2. Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Ms. Clarissa Padua, Vice President, Finance and Administration; Ms. Pilar P. Williams, Dean, TPS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Dr. Julie Ulloa Heath, Assistant Director, Planning and Development; Ms. Simone Bollinger, Faculty Advisory member; Mr. Gerald Cruz, Associate Dean, TSS.

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.

II. APPROVAL OF MINUTES – July 12, 2024.

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE BOARD APPROVES THE MEETING MINUTES OF JULY 12, 2024, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS. None received

IV. PUBLIC DISCUSSION. No request.

V. REPORTS

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

At this time, the President introduced Ms. Clarissa Padua as the new Vice President for

Finance and Administration, and Mr. Ricky Tyquiengco, a former faculty member, as the recently hired Chief Information Technology Officer (CITO).

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

FY2024: As of year-to-date, the College received $18.9 million for its appropriation. Approximately $12.2 million from the General Fund; approximately $5.7 million from MDF; $167,000 for CIP and this is the debt service for the lease back agreement for the DNA laboratory; approximately $72,000 to support the WICHE PSEP scholarship office; and $694,000.00 for MDF collection for FY2022. This represents a total of 87% based on the allotment schedule presented to BBMR and 80% of the total budget for the year. The College continues to receive its appropriation on a regular basis from the Department of Administration and are nearing the end of the fiscal year.

Capital Improvement Projects and other activities:

CIP:
The President will explain the painting initiative and the compliance for a sanitary permit under New Business in today's Agenda.

Other activities:
The President reported that the College has been busy over the past couple of months.

In July, the College hosted the Governor's Health Collaborative that was held on campus July 15-16, 2024. There were a lot of discussions and partnership developments, and new initiatives happening with various health professionals on island to include the military. The College is expanding its partnerships with the military to support its nursing programs.

President Okada delivered a briefing to the Mariana Island Legislature Association (MILA), which included members of both the Guam Legislature and representatives from Saipan. The presentation focused on GCC's boot camps and connecting students to jobs and workforce development opportunities.

The College joined the Liberation Day celebrations by partnering with the Mangilao Mayor on the Mayor's float and also participated in the parade. This allowed the College an opportunity to reach out to the public during the parade to distribute information about the FAFSA initiative and promote the Free College program to individuals along the parade route. The College received funding from an organization, ECMC, in the amount of $58,000 to help support outreach activities with the FAFSA initiative, which will continue as funds are available.

The College also launched discussions with individuals who responded to our outreach about the Free College initiative that was presented at the last board meeting.

The College was represented by Assistant Professor John Jocson in the Department of Agriculture Aquaculture Advisory Board, which GCC is now included per an Executive Order.

Discussions were held with the Joint Task Force Marianas regarding collaborating in further activities with the College such as being guest speakers for boot camps, to serve as military mentors and engage with future College events.

With the Governor's Health Collaborative, there is a follow up meeting scheduled next week regarding paramedics as further discussions relates to getting supporting letters needed for the College to build its paramedic program.

The employees had several opportunities in July for professional development such as in conjunction with the National Weather Service, the GCC Health and Safety Officer conducted Weather Ready briefings; the Banner Self Service and Web Time Entry; orientation with several new employees with the College; Emergency Operation Plans and Procedures by GCC's Environmental Health & Safety; Banner HR self-service; GCC MIS Help Desk training; and Team Building conducted by HR and CSI, which received positive responses.

A mini College Fair was held on July 14, 2024 to basically promote and showcase the boot camps, the adult education program, including the FAFSA and Free College initiatives. Individuals interested in the Free College were surprised they qualified for a full FAFSA; the preliminary numbers for the Fall semester is kind of flat, but there are some courses that will start later in the semester with the potential for numbers to increase once schools open; The College received a Department of Interior Maintenance Assistance Program grant to develop boot camps to support Facility and Maintenance Training for about $338,000, which will be launched soon; the College was awarded a $75,000 Metallica scholarship; the College received its final extension with Department of Education for about $1.2 million to support secondary programs; the grant office with Mr. Patrick Maloney has been busy and recently submitted a TRIO Student Support Services Grant; and the final Financial Feasibility Study for the Wellness Center is done.

2. Monthly Activities Report.

Student Trustee: Trustee Bautista reported the following:
August 8, 2024: Completed the first of a five-day leadership training with the new COPSA officers.
August 8, 2024, 4pm, LRC: Attended the Ship Repair XII Bootcamp Completion Ceremony.

August 9, 2024, 4pm, LRC: Attended GCC Convocation.
August 12, 2024, MPA: Attended the student orientation and also guided students with a campus tour and reported it was a great turnout compared to recent orientations, with over 100 students in attendance.
August 14 and 15, 2024, first day of classes: The Student Trustee and COPSA welcomed students on campus and gave directions.
The Student Trustee also provided the Board with a copy of the Fall 2024 Student Activities Calendar.

Faculty Advisory Member: Ms. Simone Bollinger reported the following:
Faculty are working to accommodate students each day and making all the changes on the post secondary side.
On the secondary side, there have been more challenges with a lot of the students going online. Thankful for the administrators for their support with the computers before the semester started.

Faculty reported that the Professional Development they did before the semester began was really helpful. They focused a lot on the website and online work, which helped out being online to start the school year.

Ms. Bollinger reported meeting with several George Washington High School faculty members who are currently making use of GCC classrooms, Wi-Fi, and other necessary resources for their classes. They have a schedule online and had a team of teachers from GW organize it so that students are seeing the same thing every class period. This also has been very helpful and very organized and the teachers again are very thankful.

At this time, it has been difficult to offer CTE online and adjustments are being made and again the computers that the GCC issued ensured everybody was ready to go. Some are still working on classrooms, or have worked on classrooms and are doing a lot of work to try to get their sites up. Although a lot is going on but things are now settling down.
A Burgerfest was held with Culinary participating and had a great turnout.
Ms. Bollinger attended the 2024 GCC Convocation on August 9, 2024, at the LRC.

Support Staff Advisory Member: Mr. Kenneth Bautista was not in attendance today.

Board of Trustees Community Outreach Report:
August 8, 2024, 4pm, LRC: Trustee Arriola attended the Ship Repair XII Bootcamp Completion Ceremony.
August 9, 2024, 4pm, in the LRC: Trustees Leon Guerrero, Arriola and Grino (virtual) attended the 2024 GCC Convocation. Trustees expressed that the Convocation provided a good start for the new year and anticipate a successful year ahead.

August 13, 2024, APAFS Investment Governance Essentials (IGE) Training, 8am-5pm, at the Hyatt Regency Guam: Trustees Arriola, Grino, Sablan and Ramos attended this training. Aug. 21, 2024, 5pm-9pm, at Hilton Guam, 2024 Burgerfest competition: Trustee Arriola attended and commended the GCC Culinary students, faculty and staff for their participation. Trustee Arriola was present at the event and expressed his appreciation for the GCC Culinary program's involvement. He specifically praised the students, faculty, and staff for their participation. Trustee Grino also attended the event and expressed that she enjoyed it. The President then shared that the GCC ProStart team, composed of students from both Simon Sanchez High School and John F. Kennedy High School, won in the competition.

Trustee Padrones reported to the Board that she successfully organized and conducted a SHRM (Society for Human Resource Management) conference which covered various topics from legal to leadership. She also recently attended a Guam Women's Chamber of Commerce SIPS event, which was also attended by Trustee Leon Guerrero.

At this time, Trustee Grino also mentioned that GCC CNA students participated in a recent health fair organized by the Filipino Community of Guam (FCG).

VI. UNFINISHED BUSINESS

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

Wellness Center.
The College received the final Financial Feasibility Study and TRMA prepared the Biological Survey that is needed to identify how to protect the butterflies, plants and possibly snails that may be on the property. The College is awaiting TRMA's response, which is needed to submit to U.S. Fish and Wildlife Service. This submission is the final clearance needed for USDA. Once this step is completed, the College anticipates being able to put this out for bid soon.

Building B.
To date, this project is currently at 80.6%. The College just awarded some additional funds to replace the elevator that services Buildings A, B and C. The current one is old and outdated. A time extension was submitted until December 31, 2024.

Workforce Development Center (Barrigada property).
This project is 16% completed. The contractor received the permit on August 12, 2024, and are currently waiting on the doors, windows and the electrical materials to arrive on island.

Culinary Arts & Baking Center.
This project is 62.21% complete. The contractor is now waiting on the materials for the roof replacement and have been working on the interior portion.

Generator for Building 2000.
The final installation of the manual transfer switch will be done this weekend and there will be a power outage beginning Saturday, August 24, 2024, and possibly through Monday, August 26, 2024, with an inspection by GPA to conduct a final testing. Employees in Building 2000 will be temporarily relocated to the MPA on Monday. Also, the President reported that the reason it's on a manual switch is because the generator is not needed during the evening. The building is operational during normal business hours, plus, when initial assessment was done it was based on the load that was being pulled. It would be easier to do a manual switch rather than running all weekend on an automatic switch, which would be a waste.

2. **Accreditation Updates.** The President and Dr. Virginia Tudela had a meeting with the ACCJC Team Chair and Co-chair to set up the schedule. The accreditation visit is set for March 3-7, 2025, though March 3rd is a Government of Guam holiday. Also, on the schedule is an Open Forum planned for October 2024. This event has been announced on MyGCC. The Board members will receive invitations for a brief 30-minute discussion with College leadership before the Open Forum begins.

College leadership will not be in attendance for the Open Forum. This will be exclusively for students, faculty, and staff to share their educational experiences at the College, lasting approximately one hour.

Next will be Dr. Tudela and the President having a debriefing session after the initial review of the Institutional Self-Evaluation Report (ISER). The College will then have about a week and a half to submit any additional requested documentation. The College is ready and looking forward to the Accreditation visit.

VII. NEW BUSINESS.

1. **Resolution re Sanitary Permit Clearance.** The Board was presented with the Resolution, "Funding Request to Support Sanitary Permit Compliance." The President explained that as an institution of higher education, GCC is legally required to obtain a sanitary permit. To meet compliance standards, several areas on campus need repairs and modifications. The resolution requests the Board of Trustees to allocate approximately $1 million from the GCC Capital Projects Fund for these necessary improvements. The funds would be used to address various issues, including replacing tiles in certain classrooms and the Student Lounge; modifying bathroom stall doors to open outward; and lighting.

To ensure compliance with the sanitary permit requirements, the College is utilizing the checklist provided by the Guam Department of Public Health & Social Services. After an initial preliminary walk through of the Administration Building, the College identified which

items on the checklist are applicable to post-secondary institutions. The College has to meet all relevant requirements for the next academic year. Following the discussion on this topic, the Board moved on to consider another resolution under New Business.

2. **Resolution re Additional Funding for Campus-Wide Painting.** The Board was presented with a Resolution, "Request to Provide Additional Funding to Support Campus-Wide Painting Project."

Previously, under BOT Resolution 9-2023, the Board had approved $500,000 to initiate the project, which covered the architectural and engineering (A&E) costs for all the painting on campus. The College has two contractors for the painting project. One contractor has already been awarded with the initial funds, but in order for the College to award the other contractor for the other buildings, it would need an additional $564,000. GCC is requesting $600,000 to support the painting project.

The campus-wide painting project excludes Buildings 500, 600, and 900, as these structures are scheduled for upcoming renovations. Trustee Arriola mentioned that in past meetings he recommended to look into the use of antimicrobial, antifading paint, which lasts longer and also used in hotels. The President informed the Board that she will verify this with the architects and noted they know of issues with the paints from previous projects.

A recommendation was then made to consider one motion for both Resolutions herein, the funds for sanitary compliance and the request for additional funding for the painting project, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE BOARD HEREBY ADOPT THE RESOLUTION, "FUNDING REQUEST TO SUPPORT SANITARY PERMIT COMPLIANCE," AND THE RESOLUTION "REQUEST TO PROVIDE ADDITIONAL FUNDING TO SUPPORT CAMPUS-WIDE PAINTING PROJECT," WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. **President's Travel Request (September-October 2024).** The following is the President's travel request:

NASBE: "Achieving Equitable Outcomes for Children & Youth," September 12-13, 2024 in Washington D.C., with partial funding by NASBE.
AANAPISI Directors meeting, October 16-17, 2024, in Washington D.C., funded by promotional funds.

NASBE Annual Conference, October 22-25, 2024, in Louisville, Kentucky, with partial funding by NASBE.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE PRESIDENT'S TRAVEL FOR JULY, NOVEMBER 2024, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time a motion was made as follow:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE ROSE P. GRINO THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:36 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At this time a motion was made as follow:

MOTION

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

At 12:44 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 ROSE P. GRINO, SECONDED BY TRUSTEE FRANK P. ARRIOLA THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

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

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE MEETING OF AUGUST 23, 2024, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of August 23, 2024, adjourned at 12:45 p.m.

SUBMITTED BY:

Bertha M. Guerrero OCT 21 2024
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

OCT 21 2024
YOLANDA M. PADRONES
Secretary

APPROVED BY:

OCT 21 2024
CARLO M. LEON GUERRERO
Chairperson