

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Thursday, October 1, 2015, 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 September 3, 2015

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
 - GCC Annex

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 September 3, 2015

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on September 3, 2015, was called to order at 12:12 p.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Mr. Eloy P. Hara; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Ms. Gina Ramos (schedule conflict); Mr. John Benito (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, Dean, TPS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Attorney Matthew Kane, 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 – July 31, 2015.

MOTION

IT WAS MOVED BY TRUSTEE ELMARIE ANDERSON, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF JULY 31, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS. – None to report.

IV. PUBLIC DISCUSSION – None at this time.

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:

FY2015: As of September 3, 2015, the College received a total of approximately \$10.997 Million, which equates to approximately 56% of the requested allotment. \$8.688 Million from the General Fund; \$260,800 from the LPN/Vocational Guidance Fund; \$377,600 from the General Fund for the apprenticeship program; \$659,000 for the MDF; \$24,000 for the TAF.

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The College anticipates receiving more funding soon due to Section 30 funds. The last allotment received was on August 21, 2015 in the amount of \$500,000. Payroll and other obligations are currently being met.

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

- The water pumps have been successfully installed and water service is back to normal due to JMI submitting a proposal and completing the work.
- Water pumps for Building D and the Allied Health are down but water service is still being received into those buildings due to its low location. Bids for these pumps have gone out.
- Other than the generator in Building D, all the other generators were currently serviced and are all on a general maintenance schedule.
- Other CIP projects should be done soon such as the downstairs bathrooms in the Technology building, which is currently being renovated and will be completed in late October 2015, and the second floor bathrooms will be done in December 2015.
- The mass notification fire alarm system will be complete in November 2015.
- A detailed list of FY2016 CIP projects will be presented to the Board at the next BOT meeting.

Other activities:

- Based on the Joint Board Retreat on August 22, 2015, TRMA presented the updated campus master plan. Hard copies will be provided to BOT members who were unable to participate.
- The Imagine Guam team from Governor Calvo's office presented during the August 22, 2015 Joint Board Retreat and are interested in how the College has developed a comprehensive master plan and monitoring of its finances and its performance based evaluations. The Governor's office requested for a presentation for its cabinet members. The College will be hosting this leadership meeting in early October 2015.
- Twenty-six graduated from the Criminal Justice Academy 13th Supplemental cycle which held a successful ceremony last month.
- Some faculty completed the "Techniques in Alcohol Management" training who are now certified to teach this course in compliant with Guam Public Law 32-051. A proposal will be submitted next week to the Alcoholic Beverage Control Board for GCC to offer this program. The public law requires alcohol beverage servers to complete this program and be licensed every three years.
- A new student orientation was recently held with a total of 383 students participating. Surveys were also handed out for students.
- The GCC Veteran's Club will have a short flag ceremony 9:30am on September 11, 2015, launching the naming of the Mansana Lounge in the Foundation Building as the "Veterans Resource Center & Lounge."
- The College conducted a "winning formula resource tool kit" for middle and high school teachers with Dr. Laura Souder, on campus. A list is being developed for interested individuals for a UOG, GDOE, private schools and GCC event entitled, "Educating, Retaining, and Graduating First Generation Students."
- The College completed the on-site medical review for Medical Assisting and awaiting the report.

2. Monthly Activities Report

Student Trustee: Student Trustee Elmarie Anderson reported as follows:

- On August 12, 2015, 383 students attended the new student orientation and 343 (approximately 87%) participated in a survey.
- Sept. 4, 2015: COPSA first general membership meeting, induction ceremony for student organizations and officers, and a health certificate workshop for students.
- Sept. 6, 2015: GCC Labor Day picnic, student leaders are aware of this event and some might attend.
- Sept. 24, 2015, Fall Festival 4pm-8pm, Student Center Courtyard: This year's event will be promoting the Festival of Pacific Arts with displays of the different islands, including student organizations fundraising booths.
- Sept. 25, 2015: COPSA second general membership meeting.

Trustee Frank Arriola requested for upcoming GCC events to be emailed via the outlook calendar.

Results of the new student orientation survey is available should BOT members want a copy.

Faculty Advisory Member: Mr. Frederick Tupaz reported as follows:

- Faculty appreciated the new projectors and air conditioning updates in the classrooms.
- From a facilities perspective, classrooms were in disarray for several teachers. Contractors did not clean their debris but in the future would appreciate leaving classrooms intact for students.
- Looking forward to how the 27th pay period will be addressed for some faculty.
- Believes faculty morale is up and there is more collaboration with administration.
- Sept. 4, 2015, 3:30pm: Negotiations meetings will begin.

At this time, the President explained the 27th pay period to the Board. This leap year created an additional pay period in December. This will only affect the 9-month faculty members for GCC, UOG and DOE. The President reported that proposals are being set up and a meeting will be scheduled with the faculty senate and then will be presented to the Board.

Support Staff Advisory Member: Mr. Kenneth Bautista reported as follows.

- Fall semester is in full swing and staff are happy with the water situation being back to normal especially in the administration building.
- Sept. 25, 2015, 5:30pm-9:00pm: GCC Employee's Association fundraiser at Guma Tasa in Mangilao behind KFC restaurant.

3. Board of Trustees Community Outreach Report.

- Trustees Belanger and Anderson attended the Convocation on August 17, 2015 in the MPA.
- Trustees Belanger and Hara attended the Joint Board Retreat on August 22, 2015 in the Student Center Training Room 5108.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

- Building 100 and Forensic Lab Extension Loan.** The final documents will be submitted to the USDA. Once the final two documents are received from the Foundation Board, a letter of

condition will be issued, this will allow the College to move forward with the bid for Bldg. 100 and the Forensic Lab.

-Building 300. Maintenance, the ProStart kitchen and two administrative offices have until the end of this academic year to vacate this building to start construction. TRMA has begun the designs as presented during the campus facility update. Faculty members will communicate with Planning & Development and Facilities to complete the A&E design.

-Wellness Center. Waiting for a final meeting with architects on the design. Once this is done, bid documents will be finalized. There is a potential for a naming opportunity for this building, plus the DNA Lab extension.

-GCC Annex. The President explained the process in moving forward with this project:

-The College would need Legislative support to enter into an agreement with the private landowners.

-The College is also required to go out for bid first to solicit other parties that may have land adjacent to the College that could be potentially used for this project expansion.

-The GCC architect and the landowners will communicate for the A&E design and after the landowners finish building the facilities, the College would then seek Legislative approval for the lease.

-The lease agreement would be for forty (40) years with the option to purchase.

VII. NEW BUSINESS.

1. President's Travel Request (November-December 2015)

-Supporting Student Success at Minority Serving Community Colleges Conference and PPEC Fall Meeting, November 16-18, 2015, Washington, DC, sponsored by the U.S. Department of Office of Career, Technical, and Adult Education/Post Secondary Education Council (PPEC).

-15th Annual APAFS Board meeting & Pacific Region Investment Conference, December 2-4, 2015, Manila, Philippines, sponsored by the Asia Pacific Association for Fiduciary Studies.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR NOVEMBER 2015 THROUGH DECEMBER 2015. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 12:55 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:17 p.m., the meeting reconvened to open session.

At this time, Chairwoman Belanger extended the following:

1. Congratulations to the GCC Criminal Justice 13th supplemental academy on their successful ceremony.
2. Kudos to the College for a very successful Fall Convocation on August 17, 2015.
3. Kudos for a job well done to COPSA, administrators and others who coordinated the new student orientation.
4. Thank you to Dr. Laura Souder and Dr. Samuel Betances for their presentation during the professional development training on "Educating, Retaining, and Graduating First Generation Students".

At this time, the Board made the following motion:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. 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 RICHARD SABLAN, THAT THE MEETING OF SEPTEMBER 3, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of September 3, 2015, adjourned at approximately 12:20 p.m.

SUBMITTED BY:

 **OCT 01 2015**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:

 **OCT 01 2015**
DEBORAH C. BELANGER
Chairperson

PRESIDENT'S TRAVEL SCHEDULE
November 2015

Conference Title	Date	Location	Sponsor:
American Samoa Community College Accreditation Visit	November 2-6, 2015	Pago Pago, American Samoa	Accreditation Commission for Community College and Junior Colleges (ACCJC)

Funding Source in order of travel: 100% ACCJC reimbursement