

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Friday, November 5, 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 September 24, 2021

**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
  - Forensic Lab
  - Building 300
  - Wellness Center
  - Building B
  - Workforce Development Center

**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 24, 2021**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held on September 24, 2021, was called to order at 12:00 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; Deborah Belanger, Secretary; Mr. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas, Student Trustee.

**Others in attendance:** Dr. Mary A.Y. Okada, President; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Dr. Michael Chan, Dean, TSS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Mr. Francisco Camacho, President's Office; Attorney Rebecca Wrightson; Ms. Simone Bollinger, Faculty Advisory member; Mr. Kenneth Bautista, Support Staff Advisory member.

**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 – August 20, 2021**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVE THE MEETING MINUTES OF AUGUST 20, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

**III. COMMUNICATIONS.** None.

**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: As of September 24, 2021, the College received a total of \$18,732,714 for all funds, which is 92% based on all allotment releases requested, as follows: \$15,456,700 for the General Fund; \$700,000 for the LPN/Vocational Guidance; \$2.183 million from the MDF; \$22,960 for Lodging and Management to support the ProStart Program; \$177,331 for the Capital

Improvements Fund; and \$192,300 for the First-Generation Trust Fund Initiative. The College continues to receive its allotment on a weekly basis and anticipates receiving 100% of its appropriation for the remainder of the fiscal year.

**Capital Improvement Projects and other activities:**

Ongoing CIP projects:

Other activities:

As of September 23, 2021, of the 293 GCC employees, which includes adjunct faculty, the College has a total vaccination rate of 90.44%. Anticipate the percentage to increase after today. Out of this percentage, 93.75% are full time employees, including the adjuncts.

During the month of August 2021, a Medical Home Health Care boot camp was recently completed with employer sponsors Catholic Social Services and IHP.

IT boot camps, Cohort 1 and Cohort 2 are complete with employer sponsors IT&E, G4S and Docomo with 21 completers.

The HVAC/Engineering Tech boot camp has been completed with employer sponsors AC Sales, JMI Edison, JH Corporation, UOG, and GCC.

Procurement Ethics training is now a requirement for Government of Guam employees and is offered by GCC as CEUs for government workers.

The Criminal Justice pilot program for recent high school graduates had 13 participants with 11 completers.

The College is currently working with Guam Behavioral Health on providing a Substance Abuse Prevention certification.

The College received a grant from the Pacific Resources for Education and Learning (PREL) for a project to help the CNMI public school system in developing their CTE programs. The College is working with Subject Matter Experts (SMEs) in providing support for Hospitality, Entrepreneurship, Construction, Allied Health and Education.

The College is continuing its communications with Atkins Kroll regarding electric vehicles. There was an opportunity for faculty and administrators to participate in a training by the FBI in Counterterrorism and Weapons of Mass Destruction.

The CNA students will be applying for their GBNE testing; and 7 of the 19 LPN students who took the NCLEX exam passed. Trustee Rose Grino reported that one of the student is currently working with her at FHP and is an excellent student.

Dr. Michael Chan has been working with UOG on its articulation agreements and updating the Computer Science, Math courses, and some of the Science courses.

The College was the second runner-up in the USDOE Rethink Adult Ed Challenge, and will be

receiving \$200,000, highlighting the Ship Repair boot camp program. This morning the President attended a webinar with USDOE regarding this. There were questions and mostly interested on how the College worked in partnership with company employers and having students employed upon completion.

Chairman Arriola and GCC Foundation Chair Okada should have completed the transaction of the purchase of the Workforce Development Center in Barrigada from the Foundation.

A media release was issued today regarding Guam Community College receiving a \$475,200 grant from the U.S. Department of Interior to expand the solar footprint on campus mainly with Photovoltaics. The project will be for an additional PV barrel vault walkway and to upgrade the current one.

During the last Board meeting, Trustee Sablan had a question regarding the financial impact due to the reduced enrollment. These are normally computed from Spring to Spring, and Fall to Fall. The President then provided the following:

Spring 2019-Spring 2020 had a decrease of 2%, which is \$55,189.

Spring 2020-Spring 2021: \$290,181

Fall 2019 to Fall 2020: \$273,712

Fall 2020 to Fall 2021: \$210,437

The decrease in tuition was calculated at 12%-14%. Although there has been a decrease, at the same time the College has been receiving a significant infusion of additional federal funds for all programs, to include boot camps. The College is still in a good financial position and has not freeze any salaries or hiring of new employees.

Upcoming boot camps are being scheduled for Truck Driving #3, Medical Coding Billing, Bus Driving, Ship Repair #5, Diesel Mechanic, Construction #3, Welding and Security.

## **2. Monthly Activities Report.**

**Student Trustee:** Trustee Paris Blas submitted a hard copy of her report and also reported the following:

September 10, 2021: COPSA Student Organization Officer & Advisor Induction Ceremony training and COPSA's first General Membership meeting. Total number of Student Organizations inducted: 18; Student Organizations participated: 21; and Students & Advisors present at General Membership meeting: 88.

September 24, 2021, 1:00 p.m.: COPSA's next General Membership meeting will be held face-to-face in the Allied Health Building-Lecture Hall.

Sept. 14-15, 2021: Meet the President was held via Zoom. The total number of students who attended on 9/14th: 129; and on 9/15th: 130.

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Corrected date: October 1, 2021, 8 a.m. to 12 p.m.: Need to Lead Fall 2021 Conference will be held virtually and registrations are ongoing. As of September 23, 2021, approximately 52 registered.

Four (4) Skill Shops will be provided during the conference: Personal Discovery & Career Exploration; Stand & Deliver Powerful Presentations; Time Management, Time Flies but You're the Pilot; and Managing Stress & Self Care Strategies.

September 15, 2021: Association of Junior Accountants (AJA) general membership meeting had a Guest Speaker from the Association of Government Accountants and presented scholarship opportunities available.

September 17, 2021, 6 p.m., via Zoom: The Human Services Student Organization (HSSO) held a Self-Care with Ina Wellness Collective Event. Anticipate having future events like this.

September 25, 2021, 12:00 p.m., vis Zoom: HSSO will be hosting "Dealing with Grief During the Pandemic," in line with Suicide Prevention Month.

AY 2021-2022: The Veteran's Club will be active. During the Fall Student Orientation, there was an inquiry regarding student programs for Veterans.

**Faculty Advisory Member:** Ms. Simone Bollinger reported the following:

The Interest Based Bargaining virtual training was held on September 3-4, 2021, and Ms. Bollinger was in attendance to include Board Trustees Arriola and Leon Guerrero. This training was a success showing how we can work together.

Thanked President Okada for the "Meet the President" event and noticed students were speaking up and voicing their concerns.

Ms. Bollinger also gave appreciation to President Okada for her message in reminding students that they can and really need to communicate with their instructors in trying to work things out. Working things out such as when they are absent, or sick or any other concerns, that they can actually speak up. That communication is important and appreciated the President reminding students about this.

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

Good to know that 93.75% fulltime GCC employees are vaccinated to include adjuncts.

The College is busy with the year-end processes and also preparing for the new fiscal year.

Employees are constantly cleaning and sanitizing such as the open labs and classrooms.

There is a concern from staff regarding notification when there is a possibility they have been in close contact with a COVID positive. Would prefer to be informed as soon as they can. Although contact tracing is a Public Health responsibility, which he agrees, at least be provided the information and be given a choice to be tested for self-assurance.

Currently, employees try to isolate themselves from the different departments unless they need to meet in person. Everyone seems to be keeping within their work area. Employees are also finding

ways to work in keeping safe such as working remotely, or processing documents electronically.

**Board of Trustees Community Outreach Report:**

August 27, 2021, 8:30 a.m.-12:00 p.m.: Trustee Sablan attended the Ethics in Government training online.

September 3-4, 2021: Trustee Carlo Leon Guerrero attended the Interest Based Bargaining (IBB) virtual training conducted by the Federal Mediation Conciliation Service (FMCS). Chairman Arriola attended the training on Sat., Sept. 4, 2021.

**VI. UNFINISHED BUSINESS**

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

Forensic Lab/DNA Building. This project is 75.25% complete to date and is progressing very well.

Building 300. This project remains at 85% complete. Work is being done on the drywall, the gypsum boards, bathroom finishings, painting and the water tanks.

Wellness Center. To date, the College is still waiting on the stamped building plans for submission for USDA review. There is an opportunity to apply for federal funding for this project to include equipment.

Building B. The stamped plans for this project were received on September 15, 2021 and procurement is preparing the package to put out to bid soon.

Workforce Development Center (Barrigada Property): Is currently under design and the design team has worked with Subject Matter Experts to redesign the interior of the building.

As a follow up into Trustee Belanger's inquiry regarding additional land for purchase by the College, the President mentioned she will be obtaining information this week and will be reporting out to the Board.

**VII. NEW BUSINESS.** None.

At this time, Dr. Okada recognized Mr. Francisco "Frank" Camacho who will retire on September 30, 2021, who has been employed with the College for a long time. The President mentioned that this recognition is also for his contributions to the College in moving to the Cloud, and moving into an integrated Banner system connecting to Payroll, Finance, Students, Accounting, Financial Aid, and HR.

The Board also recognized and congratulated Mr. Frank Camacho on his upcoming retirement and their appreciation for Mr. Camacho's commitment and contributions to the College.

At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING CONVEENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

At 12:39 p.m.,the meeting convened into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 1:05 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 ELOY P. HARA, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

It was noted for the record that Trustee Belanger was in attendance during today's, September 24, 2021 Board of Trustees meeting.

At this time, the Chairman mentioned the following:

Thanked everyone for continuing the focus on safety for the faculty, staff and students and for any accommodations to comply with the protocols.

Congratulating Mr. Francisco Camacho on his retirement and thanking him for his dedication to the College.

There is a proposed amendment to the President's employment contract and will be provided to each Board member for their review. It was then recommended that this matter will be discussed at the next Board of Trustees meeting.



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

**MOTION**


**IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF SEPTEMBER 24, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

There being no further discussion, the meeting of September 24, 2021, adjourned at 1:12 p.m.


**SUBMITTED BY:**

 **NOV 16 2021**  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

 **NOV 16 2021**  
**RICHARD P. SABLAN**  
Treasurer

**APPROVED BY:**

 **NOV 16 2021**  
**FRANK P. ARRIOLA**  
Chairperson

**Guam Community College  
Board of Trustees-Student Member  
Monthly Activities Report for October 2021**

- I. **COPSA's (Council on Postsecondary Student Affairs) October General Membership** meeting was held on Friday, October 22, 2021. There are 18 student organizations that remain active and in participation. Student Organizations share their organization monthly reports and events.
- II. During the last GM meeting, I went over several policies pertaining to the Clery Act of 1990 which could be found in the Student Handbook on Page 18.
  - *Social Media Policy 199*
  - *Tobacco Product, Electronic Cigarette and Bettlenut-Free Campus Policy 175*
  - *Pandemic Response Plan Policy 172*
  - *Campus Crime and Security Policy 170*
- III. **Fall 2021 "Tour of the Pacific" Pumpkin Contest** that was held on Thursday, October 21, 2021 and winners of the contest were announced on Friday, October 22<sup>nd</sup> at the COPSA General Membership Meeting. There were seven (7) entries and 3 winners (CASA-Culinary Arts Student Association, DAS-Digital Arts Society, and HSSO-Human Services Student Organization). Contest was well organized by COPSA with all safety protocols followed.
- IV. **Last Day to Withdraw-Full Term Courses** was on Friday, October 15, 2021.
- V. **COPSA's last event for Fall 2021 will be a Zumba/MixedFit recreational activity** to be held on Wednesday, November 17, 2021 between 5:30-6:30 p.m. in the Center Courtyard. Safety protocols will be followed.
- VI. Beginning October 12<sup>th</sup>, student were reminded to update their **vaccination records to include their COVID-19 vaccination card** with HSC-Health Service Center.
- VII. **GCC COPSA co-hosted Breaking the Chains: Decolonization & Climate Action Conference** held on Friday, October 29, 2021 in the MPA from 1-3 p.m. It was well attended and a lot of good information shared during the conference.

- VIII. Uplift Counseling Services by West-Care Pacific.** Wellness Support for GCC Students & Employees is being offered and ongoing.
- IX. GCC Students can apply to Bellevue University for Bachelors Degree Programs.** Students who wish to pursue a Bachelor's Degree after completing their Associates Degree at GCC may consider applying to Bellevue University. GCC entered into an articulation agreement with Bellevue University-Nebraska.
- X. No student concerns at this time to report.**
- XI. Important Dates to remember:**
- Last day of Friday classes-Friday, 11/19
  - Last day of Saturday classes-Saturday, 11/20
  - Last day of Monday/Wednesday classes-Wednesday, 11/24
  - November 25-28-THANKSGIVING BREAK
  - Last day of Tuesday/Thursday classes-Thursday, 12/02
- XII. Next General Membership Meeting scheduled for Friday, November 05, 2021 at 1 p.m.**



Paris Jean M. Blas  
Board of Trustees-Student Member