GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, November 8, 2019, 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 October 4, 2019

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

1. Environmental Health and Safety Officer Job Description (update)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of October 4, 2019

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on October 4, 2019, was called to order at 12:00 p.m., by Chairperson Frank P. 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; Mr. Richard P. Sablan, Vice Chairperson; Mr. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; Mr. Carlo Leon Guerrero; Ms. Rozene Pecson, Student Trustee. **Other members**: Ms. Gina Ramos, Secretary (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Carl Torres II, Faculty Advisory Member; Mr. Kenneth Bautista, Staff Advisory Member; Dr. Ray Somera, Vice President, Academics Affairs Division; Dr. Michael Chan, Dean, TSS; Ms. Doris Perez, Assistant Director, Planning and Development; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; 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 – August 9, 2019

Corrections to the August 9, 2019 Minutes is to add Attorney Wrightson in attendance.

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF AUGUST 9, 2019, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 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:

FY2019: As of October 1, 2019, the College received 100% from the General Fund; 100% for the

LPN/Vocational Guidance; 100% for the General Fund Apprenticeship program; 83% for the Manpower Development Fund (MDF), however, based on information the President received this morning, the College will receive an increase of what was appropriated; 100% for TAF; and 100% for CIP; and based on what was received for property taxes, the College will be receiving only 69%, which is a reduction for the First Generation Trust Initiative.

FY2020: For this fiscal year, the College will be receiving an increase than the actual budget request. The College will be also considering reinstating some vendor services that were cut. Due to some of the rooms that were vacated, there will be some facilities upgrades to include technology.

The President reported she issued a statement to the campus community that based on the FY2020 budget law, salary increments will be reinstated effective October 1, 2019. This will be reflected on the second pay period in October 2019 retroactive to October 1, 2019 for 200 employees.

Faculty promotions that were effective October 1, 2019, were given their increments October 1, 2019. The only pending item with regards to salary are the Merit bonuses for staff, which has been accruing since 2014. The President mentioned that the Governor is aware of this and will schedule a meeting regarding this matter.

Capital Improvement Projects and other activities:
The project to replace the LRC's water chiller unit is complete as of September 2019. The final item that has to be done is for GCC to get with the contractor to clarify the programming requirements for the units to maximize their lifespan and capacity. Mr. Francisco "Kiko" Palacios from Sustainability will be notified to ensure continued LEED certification for this building.
The canopy walkway project is 55.41% complete as of September 2019. The concrete pouring for the columns for Phase I is complete and will start installing the forms and beams.
Air-conditioners around campus are being replaced on a regular basis and will continue with the replacement of the next group of a/c with funding for the next fiscal year.
A complimentary energy audit was recently conducted on campus and awaiting results.
The painting project is complete and the College received the warranty for this.

Other activities:
Regarding solar projects, Building 100 is the last project with photovoltaic, which was included in its design. The LEED certification for this building has not been finalized yet. The Forensic Lab will be LEED certified with PVs. With energy savings, the College will continue to reuse it to support energy and sustainability. Improvements can be made to buildings that currently does not operate on PVs as well as other sustainability initiatives on campus.
The President will be meeting with individuals to discuss drone technology. Dr. Michael Chan and his team will also be involved to begin discussions to get this program launched and to also consider offering certification for non-profit entities.
The College submitted an application to the Department of Interior for technical assistance for the assessment of law enforcement training requirements for Guam and the region so that the College can be the training facility. This effort is in conjunction with the FBI.

There is a slight decrease in student enrollment this month but the College supplemented this with the launching of the Construction Boot Camp, the Truck Driving Boot Camp, and the Transportation Ship Repair Boot Camp along with the upcoming introduction of Cyber Security. The College will continue to try other innovative ways to attract students to GCC.

At this time, the Chairman mentioned keeping the tuition status quo and recommended for the Board members to consider the same and commit to this. The President suggested an assessment of the College tuition rates for comparison. This would be used for research and evidence as a way for the College to gauge where it is in terms of tuition and in keeping track of where the market is.

2. Monthly Activities Report.

Student Trustee: Trustee Rozene Pecson reported the following:
From the last report, the Student Organization Officer & Advisor Induction Ceremony & Training held on August 30, 2019, was a success.
Attendance for monthly meetings have been going up.
Sept. 10-11, 2019, "Meet the President" attendance was also good.
Oct. 3, 2019 was the Fall Festival and "Tour of the Pacific" on campus, which allowed students to interact with other student organizations.
Oct. 11, 2019 is the next COPSA General Membership meeting.
Oct. 18, 2019, 8:30am-3:00pm is the "Need to Lead" conference held at Dusit Thani. This conference is for students to learn basic leadership skills.

Faculty Advisory Member: Mr. Carl Torres II reported the following:
Faculty thanked everyone who participated during the Labor Day picnic on September 1, 2019 in Ypao.
Noticed more faculty attendance during the "Tour of the Pacific" during the Fall Festival last night, Oct. 3rd. Faculty allowed more students out of class in order to participate.
Looking forward to the Oct. 18, 2019, "Life Teen" at the Agana Shopping Center to showcase GCC's programs on a secondary level and recruit potential students and also provide information on what to expect being a post-secondary student.
Looking forward to a similar event on Nov. 3, 2019, at the Micronesia Mall with similar activities and introduction of post-secondary programs and recruitment of potential post-secondary students.
Faculty appreciative of the salary increments.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Activities on campus are status quo, operating as usual.
Attended the Forensic Lab groundbreaking ceremony today, Oct. 4, 2019, as well as the Sept. 1, 2019 Labor Day picnic, which was enjoyed by staff.
Oct. 14, 2019, is the College Assembly on campus to include Work Ethics training.
Thanked the College for moving forward with the salary increments.

Board of Trustees Community Outreach Report.
Aug. 8-10, 2019, the 2019 New Trustee Governance Leadership Institute in Washington, D.C., attended by Trustee Leon Guerrero.
Sept. 1, 2019, Labor Day picnic attended by Trustees Hara and Belanger.
Sept. 6, 2019, Bldg. 100 Ribbon Cutting Ceremony, attended by Trustees Arriola, Belanger, Hara and Leon Guerrero.
Sept. 9, 2019, SIFA Learning Academy one-year anniversary, attended by Trustee Arriola.
Sept. 16, 2019, meeting with the Governor attended by Trustee Belanger.
Oct. 4, 2019, Forensic Lab Groundbreaking ceremony, attended by Trustees Arriola, Sablan, Belanger, Hara, Leon Guerrero and Pecson.

VI. UNFINISHED BUSINESS

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

Bldg. 100. There are a few punch list items that are pending including resolving final clearance with Guam Fire Department for full occupancy.

Forensic Lab/DNA Building. Based on the current contract, the completion date for this project is December 24, 2020, an 18-month project.

Building 300. Work on this project is approximately 14.5% complete for the construction portion; 28% additional for the purchase of construction materials.

Wellness Center. The College received the final document necessary to complete the pre-application for the USDA loan packet. The packet should be submitted to USDA sometime next week.

Building B. The conceptual drawings are being finalized and will be submitted to TRMA for the A&E design. As last reported, this renovation will be a two-story facility with the Student Success Center/Computer Lab on the second floor. This building will highlight the entrance to the campus.

VII. NEW BUSINESS.

1. 2020-2026 Institutional Strategic Master Plan (ISMP). The Board was presented with the 2020-2026 Institutional Strategic Master Plan for approval and were previously given a copy to provide the Board an opportunity for ample review.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE 2020-2026 INSTITUTIONAL STRATEGIC

MASTER PLAN (ISMP). NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

2. 2019-2020 BOT Fiscal Calendar. The Board was presented with its annual calendar and for the next academic year. The dates included upcoming BOT monthly meetings, the 2019 BOT election, reporting requirements and a policy review schedule. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES ANNUAL CALENDAR FOR OCTOBER 2019 THROUGH SEPTEMBER 2020. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

3. President's Travel Request (October-November 2019). The President informed the Board of the following travel request:

1. Commissioner Development Workshop, October 27-November 2, 2019, Reno, Nevada, 100% ACCJC paid.
2. APAFS Fiduciary Conference, November 15-23, 2019, Manila, Philippines, $800 reimbursement.

The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR OCTOBER-NOVEMBER 2019. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 12:45 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:25 p.m., the meeting reconvened to open session.

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

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE

DEBORAH BELANGER, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

IX. ADJOURNMENT. 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 OCTOBER 4, 2019, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of October 4, 2019, adjourned at 1:25 p.m.

SUBMITTED BY:

Bertha M. Guerrero

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

for E Hara NOV 0 8 2019

GINA Y. RAMOS
Secretary

APPROVED BY:

NOV 0 8 2019

FRANK P. ARRIOLA
Chairperson

RECEIVED
NOV 1 2 2019
Guam Community College
Human Resources

Environmental Health & Safety Officer

NATURE OF WORK

This is a complex and responsible professional work in environmental health, safety and emergency preparedness in a higher education work environment.

The Environmental Health & Safety Officer (EHSO) oversees the College's compliance with federal and local environmental health, safety and emergency preparedness laws, policies, programs and procedures. Is responsible for the planning, development, implementation and administration of all aspects of environmental health, safety and emergency preparedness for the campus.

Reports to the Vice President of Finance and Administration.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Develops and implements environmental health, safety and emergency preparedness policies, programs, processes and procedures for the College, the employees and the students.

Prepares and reports all required documents as applicable to comply with federal and local environmental health, safety and emergency preparedness mandates.

Facilitates and conducts environmental health, safety and emergency preparedness training. Maintains training programs and records as required by federal and local regulations. Support administrators, faculty and staff with specific environmental health and safety responsibilities.

Inspects and audits shops and laboratories to review procedures, identify the need for risk assessment and provide assistance for regulatory compliance. Assist with hazardous materials and waste identification, collection and disposal required by law.

Keeps management current on status of environmental compliance functions, prepares and presents reports/materials as needed.

Evaluate environmental health and safety risk and recommends ways to minimize them.

Develop and maintain emergency preparedness and evacuation plans. Provide guidance to college management team during emergency planning activities, as well as during an actual event. Acts as a liaison to/between external resources such as police and fire departments and other governmental agencies to ensure effective integration of actions.

Investigates environmental health and safety problems, complaints, incidents, accidents and injuries. Interacts and collaborates with students, employees, law enforcements and other stakeholders.

Work in concert with the Chief Human Resources Officer on Worker's Compensation matters.

Work in concert with the Title IX Coordinator on Title IX matters.

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local environmental health and safety laws.

Knowledge of environmental health and safety practices and procedures.

Knowledge of emergency preparedness requirements for colleges.

Knowledge of risk assessment.

Ability to administer and manage environment health, safety and emergency preparedness programs for an institution of higher education.

Ability to interpret and apply environment health, safety and emergency preparedness regulations, policies and procedures.

Ability to develop and implement methods and procedures for improving, maintaining, and facilitating an effective environmental health, safety and emergency preparedness programs.

Ability to make decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in environment health, safety and emergency preparedness laws, rules, regulations, policies and procedures to improve program effectiveness.

Ability to work effectively with the public, students, faculty, administrators and staff.

Ability to deliver effective presentations and conduct training.

Ability to communicate effectively, orally and in writing.

Ability to multi-task and work under pressure.

Skill in the use of personal protective equipment and other safety devices.

Skill in CPR and First Aid.

MINIMUM EXPERIENCE AND TRAINING

A. Master's degree in Occupational Safety and Health, Environmental Health and Safety, Environmental Science or related field; or

B. Bachelor's degree in Occupational Safety and Health, Environmental Health and Safety, Environmental Science or related field plus two (2) years of work experience in environmental health and safety, or related area; or

C. Associate's degree in Occupational Safety and Health, Environmental Health and Safety, Environmental Science or related field plus five (5) years of work experience in environmental health and safety, or related area.

Ratified: NOV 0 8 2019

for CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade L