

**GUAM COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**Monthly Meeting – Monday, December 15, 2025, 12:05 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 October 21, 2025

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
 - Workforce Development Center
 - Solar Parking & Building D
 - Building 600
 - Public Health Building

VII. NEW BUSINESS

1. BOT Resolution (Funding request for A&E services for Wellness & Maintenance Center/Building 1000)
2. BOT Election (2026-2027)
3. 2026 BOT Travel
4. President's Travel Request (January-February 2026)

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 21, 2025

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on September 19, 2025, was called to order at 12:03 p.m., by Chairperson 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 (arrived 12:07 p.m.); Ms. Yolanda Padrones, Secretary; Ms. Faith Velasco, Student Trustee; Mr. Richard P. Sablan, Member; Mr. Frank P. Arriola, Member (schedule conflict); Ms. Gina Y. Ramos, Treasurer (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 & Administration; Dr. Michael Chan, Dean, TSS; Ms. Pilar Williams, Dean, TPS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Apolline San Nicolas, Chief Human Resources Officer; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Mr. Kenneth Bautista, Support Staff Advisory Representative; Ms. Francine Galao, Faculty Advisory Representative; Attorney Rawlen Mantanona.

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 – September 19, 2025.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAR, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE BOARD HEREBY APPROVES THE MEETING MINUTES OF SEPTEMBER 19, 2025, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 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:

FY2025: The College received 100% of its appropriation for FY2025 for all funds.

FY2026: To date, the College received \$868,851.00 and has completed its rollover of purchase orders for fiscal year 2026 and is now in business in terms of processing for requisitions for the current fiscal year.

The College started its initial conversation for the FY2025 audit, which is ongoing and should be able to present the preliminary trial balance and supporting schedules by the end of the month. The College is ahead of schedule right now and the anticipated completion date, based on the auditor's worksheets is March 31 2026 but anticipate accelerating finalizing in February 2026.

The College is also in the process of developing its fiscal year 2027 budget. The budget is due to the legislature by February 15, 2026 and will begin those discussions through the end of the current calendar year.

Capital Improvement Projects and other activities:

Other activities:

The President reported the following:

There is additional interest in the Mariner Program to support workforce, and the College is working with Cabras Marine to expand the program to provide training and job opportunities for apprentices.

The President attended the Guam Defense Forum and participated in the economic development segment, where she discussed pathways from high school to post-secondary education, as well as the College's apprenticeship programs and ongoing boot camps.

Dr. Tudela and the President completed the focus site visit to Kapiolani Community College. The resulting report was submitted to Kapiolani for review and subsequently returned with feedback. It has now been forwarded to the Commission for their review, with a final decision expected in January 2026.

Dean Pilar visited Boeing's advanced manufacturing facility in Mobile, Alabama, as part of the Workforce Development Institute pre-conference. During the visit, she observed the segmented assembly process of an airplane.

The College participated in the Power of Youth Conference, where Ms. Kimberly Borja and her team delivered a condensed resume-building workshop to over 80 youth participants. This effort is part of GCC's Reach For College initiative to support student engagement in both workforce and continuing education opportunities.

Adult Education and Family Literacy Week was observed from September 15-17, 2025. The Adult Education office organized a public gallery walk featuring highlights and to show support showcasing student successes on Guam.

There was conversation regarding tracking of the boot camps and other programs for industry partners and how the College can use this as part of its marketing tool with regards to student success at the College. With the boot camps, this is another data that would have to obtain further specific information on. The President explained that there is the Factbook that has data and that the Youth Build program will be included in this, which is part of a reporting requirement to a grantor agency such as Department of Labor. The President also explained that Degree Works is also a tool that students use to track their progress towards their certification. Degree Works now includes an apprenticeship tracking feature, allowing students to monitor their progress toward completing an apprenticeship and achieving a Journey Worker certification. This provides a way to track students' advancement toward their program goals. That there are ways for the College to track students and is a matter of extracting the information from the system.

Through recent legislation, the Department of Public Health and Social Services building has been assigned to Guam Community College. GCC will collaborate with the DPH&SS to formalize an agreement prior to identifying funding for the facility with discussions next month. Approximately one million dollars has already been allocated for the completed assessment, which estimates renovation costs at \$26.8 million.

The College has received conditional occupancy for a portion of the Culinary Arts and Baking Center and is completing the final work on the culinary section. Ribbon cutting ceremonies are scheduled for Building B in early November 2025, the Culinary Arts and Baking Center at the end of November 2025, and the Workforce Development Center in December 2025.

2. Monthly Activities Report.

Student Trustee: Trustee Faith Velasco reported the following:
October 3 and October 17, 2025, 12:00 p.m., Student Center Training Room 5108: COPSA general membership meeting.

October 23, 2025, 3:00 p.m.-7:00 p.m.: Fall Fest and Tour of the Pacific at the Student Center Courtyard.

October 27, 2025 to October 30, 2025 is “Spirit Week.”

October 30, 2025: Student Trustee with the COPSA Officers will be hosting a recreational activity, *Karaoke Night* starting from 3:30 p.m.-7:00 p.m., including having a costume contest from 5:50 p.m.-7:00 p.m. Participating students must be present to win.

November 14, 2025, starting at 9:00 a.m.: Student Trustee with the COPSA Officers will be hosting the “BOLD: Student Success Series.” Students are encouraged to gain the skills they need to thrive this academic year with an opportunity to learn strategies for “Your Mind Matters: Understanding Mental Wellness and Building Resilience: Stress Management Skills for Success.”

November 20, 2025, 3:30 p.m.-7:00 p.m.: Recreational Activity: *Grateful Glam Photobooth* for students to take individual or group photos and include a message about what they are thankful for.

Faculty Advisory Member: Ms. Francine Galao reported the following:

Several departments are engaged in community events throughout October 2025 to support recruitment for upcoming cohorts.

The Education Department is also organizing its 12th Annual Cardboard Challenge, which will take place October 22–25, 2025, at the MPA and is open to the public, with students from GCC, GW, SIFA, P.C. Lujan Elementary School and Head Start participating in this event.

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

Staff are actively preparing for the upcoming Spring 2026 semester and are working with consultants on the implementation of the new SAS student information system. Consultations are being held with various departments to determine their data requirements for the new platform.

Board of Trustees Community Outreach Report:

Youth Build and completion ceremonies for the Bus Driving, Ship Repair and Truck Driving boot camps was held on Mon., October 13, 2025, 9:30 a.m., in the MPA (Bldg. 300): attended by Trustees Leon Guerrero, Arriola, Padrones and Velasco.

VI. UNFINISHED BUSINESS

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

Wellness Center.

The College determined that the cost to redesign the Wellness Center and relocate it to a new site is comparable to mitigation costs and a proposal seeking additional funding for the redesign will be submitted to the Board moving forward.

Building B. This project is 99.02% complete and the College is preparing for a ribbon cutting ceremony, with the installation of the water meter box underway and system flushing in progress. The building is currently undergoing occupancy clearance.



Workforce Development Center (Barrigada property).

The Workforce Development Center is 94.5% complete, with a pending request for a change order that the President will address with legal counsel. The building is expected to be ready for a ribbon cutting ceremony in December 2025.

Culinary Arts & Baking Center.

The baking section of the Culinary Arts and Baking Center has been completed, and students have returned back for their hands-on lab work on campus. The culinary portion is scheduled for a final inspection in the coming weeks, and the College is in the process of applying for a sanitary permit from the Department of Public Health and Social Services for the food preparation area.

Generator for Building 2000.

Testing of the generator for Building 2000 was conducted today, with completion anticipated by the end of this month.

Solar Parking & Building D.

The College anticipates that by next month it will request for additional funding for the A&E design. Because the College can only use a percentage of the grant for the A&E, the additional funding will have to be as a match.

Building 600.

This project is ongoing, and the faculty received a briefing on the 30% design. The project is continuing to move forward. This project has also been submitted for consideration for mitigation funding.

Public Health Building.

The College will be reporting on this as part of the Unfinished Business moving forward.

VII. NEW BUSINESS.

1. **BOT Fiscal Calendar (updated).** The Board was presented with the Board of Trustees Annual Fiscal Calendar from October 2025 to September 2026. The President explained that this BOT calendar is updated annually and provided to include board meetings; deadlines for reporting requirements to the Legislature, OPA and the Governor; recommended policy reviews; the College Assembly dates; including the GCC Graduation in May, however, all dates are subject to change. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE ANNUAL FISCAL CALENDAR FOR THE BOARD OF TRUSTEES FROM OCTOBER 2025 TO SEPTEMBER 2026, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, the following motion was made:

MOTION

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

At 12:30 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 RICHARD P. SABLAR, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 1:07 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, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

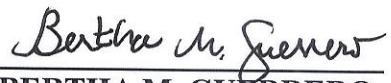
IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

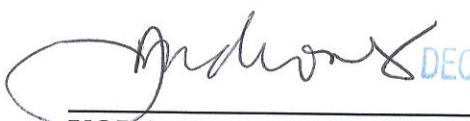
IT WAS MOVED BY TRUSTEE RICHARD P. SABLAM, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING OF OCTOBER 21, 2025, IS HEREBY ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of October 21, 2025, adjourned at 1:09 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO DEC 15 2025
Recording Secretary

ATTESTED BY:


YOLANDA M. PADRONES DEC 15 2025
Secretary

APPROVED BY:


CARLO M. LEON GUERRERO DEC 15 2025
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 21/2025

**REQUEST FOR APPROPRIATION TO FUND
THE ARCHITECTURAL AND ENGINEERING SERVICES FOR
THE WELLNESS & MAINTENANCE CENTER AND
BUILDING 1000**

WHEREAS, the Guam Community College (GCC) is committed to providing an environment that promotes the health and well-being of students and employees, thereby contributing to improved wellness outcomes and reduced health care costs; and

WHEREAS, GCC is further committed to providing its maintenance staff with a functional and safe work environment that supports effective facility management and ensures that the intended purpose of each facility is properly maintained; and

WHEREAS, the Board of Trustees has established through Policy 220, that the fund balance available in the Non-Appropriated Fund is reserved for capital projects; and

WHEREAS, GCC was presented with two options regarding site planning for a Wellness & Maintenance Center—either to translocate protected plants and animals, or to redesign the project to avoid impacting the protected species at the current site, or relocate to Lots F & G; and

WHEREAS, GCC opted to redesign the Wellness & Maintenance Center project to be located at Lots F and G to mitigate environmental impacts; and

WHEREAS, GCC was awarded a Department of the Interior – Office of Insular Affairs (DOI-OIA) grant to fund the Photovoltaic (PV) and Battery Storage System for Building 1000; and

WHEREAS, the A&E allocation from the DOI-OIA grant totaled \$118,000, resulting in a shortfall of \$99,000 based on the total proposed A&E cost of \$217,000 for the PV and Battery Storage System for Building 1000; and

WHEREAS, the College requests the GCC Board of Trustees to appropriate the sum of \$358,930 from the GCC Capital Projects Fund for the A&E services associated with the redesign of the Wellness and Maintenance Center to Lots F and G, and an additional \$99,000 from the GCC Capital Projects Fund to cover the A&E shortfall for the Photovoltaic (PV) and Battery Storage System for Building 1000.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby appropriates the sum of \$457,930.00 to support the Architectural and Engineering (A&E) services for the redesign of the Wellness and Maintenance Center to Lot F and G; and the PV and Battery Storage System for Building 1000; and

Page 2: GCC Board of Trustees Resolution 21-2025 - Request for Appropriation to Fund the Architectural And Engineering Services for the Wellness & Maintenance Center and Building 1000

BE IT FURTHER RESOLVED, that the GCC Board of Trustees hereby authorizes the President to execute any and all contracts necessary to support the appropriation of the total sum of \$457,930.00 from the GCC Capital Projects Fund to support the projects herein mentioned.

ADOPTED the 15th day of December 2025.



CARLO M. LEON GUERRERO
Chairperson

ATTESTED BY:



YOLANDA M. PADRONES
Secretary

GCC BOARD OF TRUSTEES
2026 TRAVEL

ACCJC "Transparency, Storytelling, and Value Literacy Project Convening"
January 12, 2026, Honolulu, Hawaii

AACC Workforce Development Institute Conference
January 28-31, 2026, New Orleans, Louisiana

ACCT 2026 National Legislative Summit
February 8-11, 2026, Washington DC

PRESIDENT'S TRAVEL SCHEDULE
January – February 2026

Conference Title/Sponsor	Date	Location
Westcare 2026 Annual FND Board of Directors Retreat/Board Meeting*	January 28-31, 2026	Henderson, NV
2026 National Legislative Summit**	February 8-11, 2026	Washington, DC

*Funding Source(s): *100% funded by Westcare; **100% Promo Account*