

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of December 23, 2021**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held on December 23, 2021, was called to order at 12:05 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. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas, Student Trustee. Mr. Richard P. Sablan, Treasurer, schedule conflict.

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Pilar Williams, Dean, School of Trades & Professional Services; 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 – November 5, 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 NOVEMBER 5, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS.** A letter dated November 15, 2021, was received from the Guam Commission for Educator Certification (GCEC) recognizing and approving GCC's Bachelor of Science in Career and Technical Education (BSCTE) program with jurisdictional approval.

The President gave recognition and thanked Faculty member Ms. Vicky Schrage, the Education Department Chair Dr. Deborah Ellen and all the faculty members involved with the development of this curriculum and seeing it through its approval.

**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:

FY2022: As of December 16, 2021, and based on the monthly billing, the College received a total of \$3,332,472 for the General Fund; \$465,149.00 for MDF; \$15,257.00 for POST; and \$42,306.00 for the First-Generation Trust Fund Initiative for a total of \$3,855,184. The College continues to receive its allotment on a weekly basis from DOA with no reserves set aside.

FY2021: Total appropriation for FY2021 is \$20,446,03. The College received 97% of its appropriation for a total of \$19,769,002.

There is a balance pending for the Manpower Development Fund in the amount of \$653,960 and the Capital Improvements Fund, which is the College's debt service of \$23,069. Anticipate receiving the balance of the CIF but not the MDF. The College will continue to follow up with DOA regarding this matter.

**Capital Improvement Projects and other activities:**

**Other activities:**

Supported by a Department of Interior grant, the College approved the curriculum for a baking and pastry track as part of the DOI free College grant under the GCC Culinary and Hospitality program to begin during the Spring 2022 semester.

The College will be adding an afternoon and weekend cosmetology cohort beginning with twenty (20) students for the regular cohort.

Atkins Kroll has been displaying the College's hybrid engine, which has been extended until December 31, 2021. This is in conjunction with discussions regarding the College's hybrid and electric car training program to support faculty and workforce development.

In collaboration with PayLess Supermarkets, the College's secondary and postsecondary Culinary students have been highlighted during the *Chagi* Facebook live demonstration.

A presentation was given before the Guam Department of Education Island Board of Governing Students on WorkKeys assessment and how it can be used as an alternative to placement testing. This is in addition to the Clymer (Classroom Learning Yields Math & English Readiness) testing.

During November 2021, Business Visual and Communications department showcased their GDOE high school junior and senior students on campus at their "Pave Your Way" open house.

During November 2021, twelve (12) out of nineteen (19) students who took the LPN NCLEX exam have passed. This amounts to 63% of cohorts who have passed the NCLEX exam. As for December 2021, this has increased to 85%, surpassing the College's goal and based on the last cohort.

As for the TNAP and as of November 2021, this was at 53% and most of the students in this program were employed as Temporary CNAs to help support the hospital with COVID.

Board policies have been reviewed and were made part of the Board meeting packet for



discussion under New Business for today's meeting. Several policy updates are in response to Title IV requirements through the process of the College Governing Council with recommendations for the Board's consideration.

Discussions are ongoing with TRMA for updates to the GCC's Master Plan to include input from individuals and all employees. These are for discussion points, which could be incorporated into the Master Plan where appropriate. With the exception of holidays, there is a meeting every Friday at 10:00 a.m. for information sessions with TRMA. The Board members are encouraged to attend and invites will be issued when Board members are available.

Wireless upgrades continue throughout the campus including the GOREX project for the email ".edu" traffic, which can save the College on Internet costs.

The College will be updating its Energy Audit. The last update was in 2010 with ARRA funds.

In partnership with GDOE, there are two (2) classrooms in Simon Sanchez that require repairs to make it safe for everyone due to water leaking. These are the Culinary and LNP classes. In order to expedite the repairs, the College has taken on this project to be completed during the Christmas break.

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

**Student Trustee:** Trustee Paris Blas submitted a hard copy of her report for November/December 2021 and also reported the following:

### **Fall 2021 semester student feedback:**

**Hybrid option** for attending classes during the semester. It allowed students to complete the semester without dropping out completely or dropping classes.

**Buyback book program:** This is a hit for students to know it is available during the upcoming semesters.

There is an increase of students on campus this Fall semester and students are happy to be back.

There are ongoing **FAFSA workshops** during this intercession.

Student organizations are actively giving back to the community in **service and/or donations**. Ongoing partnerships with Guam Coalition Against Sexual Assault & Family Violence (GCASAFV) and Guam Behavioral Health & Wellness providing **counseling services** for both faculty/staff and students.

Customer service at the **bookstore** was "outstanding" this semester.

12/09/2021 and 12/31/2021: COPSA Spring 2022 Officers Training to prepare for the upcoming semester.



**2022:**

01/03/2022, 9am-12pm in the MPA: Spring 2022 Student Orientation for new and full-time students with a campus tour for new students. Students will have the option to attend face to face and via livestream.

01/05/2022: First day of classes.

1/24/2022 and 1/25/2022: Spring 2022 "Meet the President" with both sessions at 4 p.m.

1/21/2022: First General Membership meeting/

Student Trustee Blas thanked President Okada for addressing issues, concerns, and requests made by students throughout the semester.

**Faculty Advisory Member:** Ms. Simone Bollinger reported the following:  
Most faculty members are on break and campus has been quiet, however, there are three (3) classes that are still running, which are two (2) Math and one (1) English.  
Faculty are collecting data on how to speed up the process for students.

The classes are Monday through Thursday for four (4) hours.

Most students are able to attend while some are having issues with transportation among other issues.

These students were then offered to continue classes online, however, this can be difficult as well with 4 hours of classes. Students are still working through this and will continue to find solutions to ensure they finish and obtain their degrees.

**Support Staff Advisory Member:** Mr. Kenneth Bautista reported the following:  
Employees are working on the year end processes as well as preparing for Fiscal Year 2022.  
On behalf of all the staff, the Board was thanked for the Thanksgiving luncheon on Friday, November 19, 2021.

**Board of Trustees Community Outreach Report:**

Trustee Grino reported that as a nursing leader and representing GCC, she was recently invited with other nursing leaders to a meeting by the new Guam Regional Medical Center Board Chairman. The meeting was to find out what are the issues on Guam, trying to get an assessment and of what can be done with the workforce development for LPNs, CNAs and other healthcare certifications and work on a collaboration with GCC and UOG. Discussions were also on having a summit or conference on these issues and how the new GRMC management can also assist with these issues.

**VI. UNFINISHED BUSINESS**

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



Forensic Lab/DNA Building. This project is 93% complete to date and as last reported the anticipated completion date in February 2022.

Building 300. This project is 90% complete and the College is continuing to monitor the progress.

Wellness Center. The College is awaiting verification if its application for federal funds will be accepted, however, the design is 100% complete. Once funding is secured, this will go out to bid.

Building B. As last reported, this project is out to bid but the bid opening has been extended to December 29, 2021, with five potential bidders.

Workforce Development Center (Barrigada Property): The College should be receiving the updated A&E plans for this project. All documents required by the Economic Development Authority have been submitted and the College is waiting on EDA's final review.

## **VII. NEW BUSINESS.**

**1. Resolution re Deborah Belanger (Commendation for BOT service).** A Resolution to commend Ms. Deborah Belanger for her years of service as a Board of Trustees was presented to the Board for consideration. The President read the resolution and the following motion was made, as follows:

### **MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE RESOLUTION 14-2021, "COMMENDATION FOR SERVICE AS TRUSTEE" FOR MS. DEBORAH C. BELANGER IS HEREBY ADOPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**2. Proposed Copyright & Fair Use Policy #193 (1<sup>st</sup> Reading).** A proposed GCC Board of Trustees "Copyright and Fair Use" policy was presented to the Board for consideration for a 1st Reading and as Policy 193. This has been given to the College Governing Council for review as well as to the legal counsel who have provided recommended changes. Most of the language for this resolution was extracted from other colleges and language from the Federal Rules and Regulations regarding copyright and fair use. Anticipate there will be additional changes when this is presented for the second reading due to recommendations by the College Governing Council. A motion was then made, as follows:

### **MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE PROPOSED GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES "COPYRIGHT AND FAIR USE" POLICY 193, BE MOVED TO SECOND**



**READING. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**3. BOT Policy Updates (Series 200; Policies 115, 170, 180, 185, 410).** Copies of the reviewed/amended Guam Community College Board of Trustees (BOT) policies for Series 200; and BOT Policies 115, 170, 180, 185, and 410 were presented to the Board for consideration.

These policies were previously reviewed by the Board with recommended changes. Input was also provided by the Vice President for Academic Affairs and the Vice President for Finance & Administration. The Faculty Advisory Member and the Support Staff Advisory Member were also previously provided copies of the BOT policies herein and the opportunity to review and provide input. The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES POLICES, AS AMENDED, FOR SERIES 200: 200-FIDUCIARY RESPONSIBILITY; 204-AUDITS; 208-AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS; 209-AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS (WIRE PAYMENT TRANSACTIONS); 212-NON-APPROPRIATED FUNDS ACCOUNT; 214-THE PRICING OF CONTRACTS FOR SERVICES; 216-PROMOTIONAL AND DEVELOPMENT ACCOUNT; 220-CAPITAL PROJECTS FUND; 224-STUDENT ACTIVITY FUNDS; 228-PROCUREMENT POLICY; 232-CONTRACTUAL AGREEMENTS; 236-TUITION AND FEES; 240-STUDENT FINANCIAL AID; 244-VEHICLE USAGE; 248-INSURANCE PROTECTION; 256-CLAIMS OFFICER; 264-COLLEGE HOUSING; 276-UNION OFFICIALS PAYMENT; 284-COMMUNITY USE OF PHYSICAL FACILITIES; 292-ANNUAL FUND RAISING OF THE BOARD OF TRUSTEES; AND**

**POLICIES 115-CODE OF TRUSTEE ETHICS AND CONDUCT; 170-CAMPUS CRIME AND SECURITY; 180-RISK CRISIS MANAGEMENT AND EMERGENCY PROTOCOL; 185-SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION PREVENTION; AND 410-STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL, ARE HEREBY ADOPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**4. 2022 BOT Travel (2022 ACCT Governance Leadership Institute & D.C. mtgs.).** The 2022 Association of Community College Trustees (ACCT) Governance Leadership Institute (GLI) "Strengthening the Leadership Team of the Board" will be held on March 23-25, 2022, in Philadelphia, Pennsylvania. The ACCT recommends that the board chair, vice chair, and college CEO attend this conference as a team.



**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD AND PRESIDENT'S TRAVEL FOR THE 2022 ACCT GOVERNANCE LEADERSHIP INSTITUTE, INCLUDING MEETINGS IN WASHINGTON, D.C., DURING MARCH 2022, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**5. President's Travel Request (Dec. 2021 & Jan.-March 2022)**

PREL Board meeting, December 6-7, 2021, Honolulu, Hawaii, 100% sponsored by PREL. For record purposes, this was previously approved electronically due to the invitation being received after the November 2021 Board meeting concluded and would have been too late to request for the December 2021 Board meeting.

Workforce Development Institute, January 26-29, 2022, Jacksonville, Florida, promo funds.

ACCT Governance Leadership Institute, March 23-25, 2022, Philadelphia, Pennsylvania, promo funds.

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE PRESIDENT'S TRAVEL REQUEST FROM DECEMBER 2021; JANUARY 2022 AND MARCH 2022, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**6. Election of Board of Trustees Officers (2022-2023).** A recommendation was made to table the election until the next Board meeting and to also provide an opportunity for Trustee Richard Sablan to be present. At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE 2022-2023 BOARD OF TRUSTEES ELECTION OF OFFICERS BE TABLED FOR THE NEXT BOARD OF TRUSTEES MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING CONVEENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 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 1:07 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, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, the Chairman mentioned an adjustment to President Mary Okada's salary with regards to the President's Performance Evaluation Reports for 2020 (June 2019-June 2020) and for 2021 (June 2020-June 2021).

The adjustment for 2020 was applicable in January 2021 and the review for 2021 was a perfect score with 50 out of 50 points and is applicable in January 2022.

There was a recommendation and concurred by the Board that an adjustment to Dr. Mary Okada's salary of a four percent (4%) increase will be applied effective January 2022 for each of the periods 2020 and 2021.

Also discussed is that President Okada deferred a retroactive payment for adjustments to her salary increment for the period 2020. The Board then mentioned that no retroactive increment for the period 2020 will be paid out. The following motion was then made:

#### **MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE AN ADJUSTMENT TO DR. MARY OKADA'S SALARY EFFECTIVE JANUARY 2022 OF A FOUR PERCENT (4%) INCREASE BASED ON DR. OKADA'S PERFORMANCE EVALUATION FOR THE PERIOD 2020 (JUNE 2019-JUNE 2020); AND THE PERIOD 2021 (JUNE 2020-JUNE 2021). THERE WILL BE NO RETROACTIVE INCREMENT PAYMENT FOR THE PERIOD 2020. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, the Board congratulated President Okada. Dr. Okada was also recognized for the hard decisions she has had to make through her service and leadership from the executive level



and her service to the students. The Board further commended President Okada for continually responding to the needs of the community, continued clean audits and overall exemplary leadership. Dr. Okada thanked the Board for their continued support.


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

**MOTION**

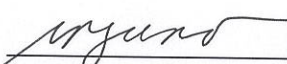
**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING OF DECEMBER 23, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussion, the meeting of December 23, 2021, adjourned at 1:11 p.m.


**SUBMITTED BY:**

 **JAN 06 2022**  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

 **JAN 06 2022**  
**ROSE P. GRINO**  
Secretary

**APPROVED BY:**

 **JAN 06 2022**  
**FRANK P. ARRIOLA**  
Chairperson