

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – December 6, 2013, 10:00 a.m.
President’s Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of October 25, 2013

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 200 (Renovation), Building 100 and Forensic Lab

VII. NEW BUSINESS

1. BOT Election – new officers
2. Travel Request (December 2013 – March 2014)

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 25, 2013

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on October 25, 2013, was called to order at 12:06 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Mr. John Benito; Mr. Steven Alvarez, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member.

Not in attendance: Ms. Gina Ramos (*schedule conflict*); Mr. Kenneth Bautista, Support Staff Advisory Member (*absent due to emergency*).

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Matthew Kane, Legal Counsel; Senator Frank Aguon; Mr. Joseph D. Torres, Office of Senator Frank Aguon; Dr. Gina Tudela, Dean, TSS; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Marlena Montague, Assistant Director, AIER.

Recital of Mission Statement. Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – August 30, 2013.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE STEVEN ALVAREZ, THAT THE BOARD APPROVE THE MEETING MINUTES OF AUGUST 30, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS

-Guam Legislative Resolution No. 239-32 (COR), was presented to the Board by Senator Frank Aguon, Jr., congratulating the college for its special recognition and selection to the "Military Times Best for Vets: Career and Technical Colleges 2014 List" and GCC's commitment to servicing Guam Veterans.

-A "thank you" card was received from Trustee John Benito's family for the floral arrangement for his father's funeral in California.

IV. PUBLIC DISCUSSION – There were no requests made.

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:

FY2013: The College received from the General fund \$12,503,514.34, still a 6% reserve not released; - \$662,754.52 received from the LPN/Vocational Guidance fund, 6% reserve also has not been released

-\$1,195,985 received from the Manpower Development Fund, with an anticipated overage of approximately \$300,000. Waiting for adjustment on this to go through.

-\$20,531 was received from the TAF ProStart Competition, still has a 15% reserve.

-Additional TAF supplemental appropriation of \$1.5 Million-approximately \$500,000 was received earlier this month but the \$1 Million balance is still due.

-The College will continue to monitor and follow up on its FY2013 receivables. As for FY2014, no

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funding has been received to date.

Other activities: President Okada reported the following:

-Institutional Strategic Master Plan/Mission Statement updates have been provided to the College community approximately a week ago. Employees are given an opportunity to provide comments under the Group Studio in MyGCC. Donors, stakeholders and advisory councils are also provided an opportunity for input. December 6, 2013 is deadline for any comments/input. This will be presented to the Board for first reading in January 2014, with second reading during the February 2014 BOT meeting and adoption thereafter.

-October 12, 2013 was the Joint Educational Tri-Board (*working session*) meeting at Okkodo High School. One of the initiatives is the longitudinal data, a requirement in Public Law 32-068 of reporting requirement in tracking students that have graduated. A committee was established during an Educational Summit with representatives from GCC, UOG and DOE. First reporting requirement is by June 30, 2014 with status of graduates to the Guam Legislature. Data is required 2 years after leaving the institution such as area graduated, where currently employed and salary levels. The committee will develop a template. Another initiative brought up is hosting the Education Summit as part of the College Access Challenge Grant. This will be hosted in conjunction with Guam DOE and UOG, to also allow professional development for faculty members.

MagPro Awards activities:

-5K on November 3, 2013. GCC student nurses will be assisting the day of.

-November 9, 2013 is the "GovGuam's Got Talent" competition.

-The College nominated eight of its employees, as follows: Mr. John Payne, Customer Service Professional of the Year: Front Office & Support Services; Ms. Patricia Terlaje, Professional and Paraprofessional Education Related; Ms. Joann Muna, Employee of the Year-Personnel/EEO; Financial Aid Office-Vet Program, Program/Project of the Year; Dr. Anthony J. Sunga, Excellence in Higher Education; Ms. Barbara Mafnas, Inspiration & Encouragement Award.

-DPH&SS nominated GCC's program, Project HATSA for Program/Project of the year.

-Board members were extended an invitation to attend the awards ceremony on November 21, 2013.

Capital Improvement Projects and other campus updates: The College is finalizing its FY2013 CIP projects; some have been awarded and are connected with the FY2014 CIP Projects.

At this time, the President informed the Board that to tie in with Veteran's services, Dr. Ray Somera, VP for Academic, will be pursuing a prior learning assessment (PLA), which is the conversion of military training into college education. Along with the GCC Registrar and a GCC counselor, Dr. Somera will attend a PLA conference that deals with this conversion. Another initiative is to assist Veterans in resume preparation.

2. Monthly Activities Report

Student Trustee: Student Trustee Steven Alvarez reported as follows:

-Thanked the Board for allowing him to attend the ACCT 2013 Leadership Congress conference in Seattle, Washington October 2-5, 2013, which he said was very informative.

-Fall Festival and last COPSA general membership meeting were cancelled due to the storm, no time to reschedule another since the semester is ending soon.

-145 students attended the "Building a Stronger Workforce" conference at the Guam Marriott Resort on October 11, 2013.

-Approximately 406 students attended this semester's "Meet the President" which is the highest number of attendance to date.

-174 students from the JFK Tourism Academy attended a campus visit today, October 25, 2013.

-Three students were selected as GCC's Youth Congress representatives.

-Thanked the President and the Board for their support in allowing Trustee Alvarez and COPSA student to attend the NCSL conference in Louisiana in November 2013.

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

-Job specifications committee is working collaboratively with faculty and administration in aligning job description with BOT/Faculty agreement.

-Several drives are ongoing simultaneously for food, clothes, toy, and books. This is part of the community service program with the college.

-As last reported, the John K. Lee Scholarship 5K run is scheduled for November 9, 2013. This will coincide with the late Mr. Lee's birthday and the GCC Founder's Day, which will be an annual and First Hawaiian Bank as a major sponsor. 5am is the showtime; 6am is the go time at the Chamorro Village. Anticipate raising \$8,000. \$3,000 seed money will be reimbursed back to the 5K account. The balance will go towards the GCC Foundation scholarship fund.

Support Staff Advisory Member: The President reported that Trustee Kenneth Bautista was admitted to GMH yesterday and he is doing well. On behalf of the Board, the Chair wished him well.

3. Board of Trustees Community Outreach Report. The following Trustees attended:

-2013 ACCT Leadership Congress, Seattle, Washington, October 2-5, 2013: Trustees Deborah Belanger, Frank Arriola and Steven Alvarez.

-Labor Day picnic, September 1, 2013: Trustees Richard Sablan and John Benito attended.

-Tri-Board Meeting (working session), October 12, 2013: Trustees Gina Ramos and John Benito attended the Tri-Board meeting.

-College and Career Readiness Workshop, September 27, 2013: Trustee Deborah Belanger attended.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

-Building 200 (Renovation)-The President reported timeline has been extended for another month from August 2014 to September 2014 due to delay in obtaining building permits.

-Building 100-Design for this is 75% complete.

-Forensic Lab Extension-This is pending the USDA loan funding for FY2014. College is still communicating with USDA and will proceed forward once funding is available.

VII. NEW BUSINESS.

1. Resolution (Wellness Center & Maintenance Bldg.) The Board was presented with a resolution in support of an architectural and engineering design to build a Wellness Center and Maintenance Building. The facilities and maintenance will be located on the first floor. A Wellness Center will be on the second floor to support the College wellness and sports activities. A conceptual design was provided to the Board and the College is seeking approval for up to \$400,000 for the A&E design. After some discussion, a motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE RESOLUTION FOR A "WELLNESS CENTER & MAINTENANCE BUILDING." NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. BOT Annual Calendar (Oct. 2013-Sept. 2014). The Board was presented with its annual calendar. The President also informed the Board of its annual meeting scheduled for 10:00 a.m., Friday, November 22, 2013 at the MPA. A report of the past year will be made. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE BOT ANNUAL CALENDAR FOR OCTOBER 2013 THROUGH SEPTEMBER 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. FY2014 Capital Improvement Projects. The Board was presented with a list of proposed CIP projects for FY2014 with health and safety as a priority. This has gone through the College Governing Council and a motion was then made as follows:

MOTION

IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2014 CAPITAL IMPROVEMENTS PROJECTS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

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

VIII. EXECUTIVE SESSION

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

At 1:20 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Chairwoman Belanger, on behalf of the Board, extended congratulations, as follows:
-Congratulations to Ms. Anrea Goolian, a GCC student from Yap State, who was awarded a scholarship from the Asian & Pacific Islander American Scholarship Fund (APIASF).
-Kudos to the Culinary Arts program for co-hosting the 2013 World Association of Chef's Societies (WACS) Pacific Challenge event at the College.


IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE MEETING OF OCTOBER 25, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of October 25, 2013, adjourned at approximately 1:21 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

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ATTESTED BY:


FRANK P. ARRIOLA
Secretary

DEC 06 2013

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

DEC 06 2013

PRESIDENT'S TRAVEL SCHEDULE
December 2013 – March 2014

Conference Title	Date	Location	Sponsor:
PREL Board Meeting***	December 11-15, 2013	Honolulu, HI	Pacific Resources for Education and Learning
Foundation Board of Directors Meeting/Retreat***	January 23-26, 2013	St. Petersburg, FL	WestCare Foundation
ACCT National Legislative Summit**	February 10-13, 2013	Washington, DC	Association of Community College Trustees
9 th Annual ACE Conference**	March 8-11, 2013	San Diego, CA	American Council on Education
PPEC Spring Meeting*	March 13-15, 2013	Honolulu, HI	Pacific Postsecondary Education Council

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*50%PPEC, **100% Promo Fund, *** 100% PREL; ***100% WestCare