

**GUAM COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Monthly Meeting – Friday, February 10, 2023, 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 December 23, 2022

**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. Proposed Policy: "Diversity, Equity, and Inclusion" (2<sup>nd</sup> Reading)
2. Construction Projects Updates
  - Forensic Lab
  - Building 300
  - Wellness Center
  - Building B
  - Workforce Development Center
  - Student Center Concrete Canopy

**VII.           NEW BUSINESS**

1.     FY2024 Budget (proposed)
2.     President's Travel Request (February 2023)

**VIII.          EXECUTIVE SESSION**

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

**IX.            ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of December 23, 2022**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held December 23, 2022, was called to order at 12:12 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

**1. Swearing In and Administration of the Oath of Office for the reappointment of GCC Board of Trustees Member, Ms. Gina Y. Ramos.** Ms. Ramos was sworn in by Chairman Arriola and was congratulated on her reappointment. Ms. Ramos had a previous meeting and had to leave but will attend the next Board meeting.

**2. Roll Call. Trustees Present:** Mr. Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Rose P. Grino, Secretary; Richard P. Sablan, Treasurer and Mr. Kenly Magwili, Student Trustee.

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Ms. Pilar Williams, Dean, TPS; Dr. Michael Chan, Dean, TSS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Former Board member, Mr. Eloy Hara; Mr. Jonah Benavente from the Guam Daily Post; Attorney Rebecca Wrightson.

**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 – November 10, 2022.**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVES THE MEETING MINUTES OF NOVEMBER 10, 2022, 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:

**FY2023:** To date, for FY2023, the College has received a total of \$4,412,392.00. \$3,693,300.00 for the General Fund; \$645,516.00 for MDF; \$23,578.00 for the POST Commission; and \$49,998.00 for the First-Generation Trust Fund Initiative.

**Capital Improvement Projects and other activities:** The following is a report from the President.

Ongoing CIP Projects: The College put out another bid for the air-conditioning unit replacement and the contractor has identified these units in Building 3000 and 5000; the Building 2000 emergency generator project is 42.4% complete; and the underground water leak detection requested by Planning & Development has resulted in costs savings for the College with the repairs made.

Other activities:

The College has been in communication with its partners regarding various activities on Guam such as the Military Sealift Command Ship Repair summit on December 7, 2022, which the President provided some information regarding the multiple Ship Repair boot camps being conducted on campus.

The College is working with Guam EPA and the Department of Public Health & Social Services to get interested individuals into the Environmental Technician tracks. Senator Sabina Perez called for a roundtable discussion regarding a pre-apprenticeship program as early as the high school level. Also included in the discussions were Department of Labor and GDOE. GEPA recognizes there is a need to recruit Environmental Technicians as well as Inspectors. Trustee Grino asked will this include the need for Environmental Technicians for the Dept. of PH&SS and was informed it does and that the College anticipates these boot camps to begin during the first quarter of 2023.

The President mentioned that there is a Government of Guam backlog with its procurement and those related to federal funding. There are discussions regarding procurement personnel certification to be updated, plus offer more classes to personnel in the buying positions. The College would have to offer classes for the whole module and recertification for those who have completed all of the modules. This is another initiative by Senator Sabina Perez.

The Guam Election Commission requested for college information for nineteen (19) interns they currently have. The Reach for College made a presentation and also discussed employment opportunities with the College's literacy project with the Literacy Navigators.

The College is currently in Winter break and tutoring services are continually being offered for students to assist in taking the developmental classes for English and Math. These students will then transition into post-secondary education and register for the Spring semester. This is through the CARES Act funding.

During November 2022, there were two (2) scholarship donors. They are the Camacho Foundation to support students and the Atilana Rambayon scholarship to support single parents.

As part of the College Assembly on November 8, 2022, the employees had an opportunity to receive information and ask questions directly from the Retirement Office. There are three (3) different types of retirement plans currently available, which are the Defined Benefit, Defined Contribution, and the Hybrid Defined Benefit 1.75.

During the College Assembly, staff and administrators had the option to attend the Cybersecurity and Requisition training; and faculty were in discussion with Alan Searle regarding the Compensation Plan recently adopted by the Board; the Shooter on Campus training was also concluded during the College Assembly on Nov. 8, 2022; the College is going through transition with the Assistant Director for Institutional Research transitioning to UOG. The College will be recruiting for this position and at the same time will be finalizing the Fall 2022 Factbook and preparing for the accreditation self-evaluation report.

The Board will be provided with a lot of information regarding accreditation such as the stats and an overview of what the report will contain. The College has requested to be a part of the pilot program with the new standards and process and will be transitioning into this. The President is confident that the College is able to go forward once implemented by ACCJC.

The appraisal for the adjacent property should be available during the upcoming weeks and will be presented to the Board once it is available; the wireless Internet project is near completion by the end of December 2022.

The President reported regarding her recent PREL trip in December 2022. PREL has a lot of activities within the region and a lot of interest and research as to what PREL provides. GCC has some projects with PREL and one project that the College was contracted to assist with is the revamping of the Career and Technical Education being offered in the CNMI. GCC has lead authors for curriculum development and has been provided to CNMI in several occupational areas such as Nursing, Entrepreneurship, Construction Trades, which are just

some of the areas. A team came for a site visit to see the GCC Culinary program. CNMI is beginning work on the revamping of their CTE to also start in high school. GCC is a resource for PREL in our region based on the great work the GCC faculty are doing in terms of secondary into post-secondary and the dual credit. With this, there may be additional work that GCC may have an opportunity to engage with PREL.

GCC enrollment is currently approximately 1,100 for Spring 2023 semester in comparison to the Fall 2022 semester with 1,600. Classes start the third week of January 2023 and there is still an opportunity for students to enroll.

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

**Student Trustee:** Trustee Kenly Magwili reported the following:

Ending of Semester:

December 1, 2022, is the last day for Tuesday and Thursday classes; December 3, 2022, is the last day for Saturday classes; December 5, 2022, is the last day for Monday and Wednesday classes; December 9, 2022, is the last day for Friday classes; and December 14, 2022, grades are due.

Friday, December 2, 2022, Student Trustee attended the Employee Association Christmas party.

Free Developmental Courses starts December 12, 2022 and January 6, 2023. These are the following:

MA098-05: Intermediate Algebra (Monday - Friday, 9:00 a.m. - 12:00 p.m.); and

EN097-09: Basic English Level II (Monday - Friday, 8:30 a.m. - 11:50 a.m.).

APIA Scholars:

Wednesday, January 4, 2023, Trustee Magwili was invited to the APIA Scholars luncheon at 12:00 p.m., at the MPA. COPSA and Trustee Magwili are leading a campus tour after the luncheon.

COPSA:

Friday, November 18, 2022, at 1:00 p.m., in the Student Center Training Room, was the last scheduled General Membership meeting.

Tuesday, December 6, 2022 and Wednesday, December 7, 2022, COPSA held a Winter training to prepare for the Spring 2023 events.

Friday, January 6, 2023, COPSA is having a Spring 2023 campus tour at 10:00 a.m. and 2:00 p.m.

Monday, January 9, 2023, will be the Spring 2023 Student Orientation at 10:00 a.m.

***BOT - Meeting of December 23, 2022***

***Page 5 of 9***

Trustee Magwili also submitted a Student Activities Calendar for Spring 2023.

**Faculty Advisory Member:** Ms. Simone Bollinger was not in attendance for today's Board meeting.

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

Support staff are preparing for the Spring 2023 semester.

Mr. Bautista wished everyone a "Merry Christmas!" and is looking forward to a new year with more students enrolling.

**Board of Trustees Community Outreach Report:**

November 12, 2022 (Sat.): Trustee Leon Guerrero attended GCC's 9<sup>th</sup> Annual Global Cardboard Challenge on campus in Building E.

November 14-18, 2022: Trustees Arriola, Leon Guerrero, and Grino along with the President, attended the 2022 Asia Pacific Association for Fiduciary Studies (APAFS) Conference in Manila, Philippines.

November 18, 2022, 1:00 p.m., Student Center Training Room: Trustee Magwili attended the last scheduled COPSA General Membership meeting for 2022.

December 2, 2022 (Fri.): Trustees Leon Guerrero, Sablan and Magwili attended the Employee Association Christmas party at Leo Palace.

December 6-7, 2022: Trustee Magwili attended the COPSA Winter training to prepare for the Spring 2023 events.

Trustee Grino attended the Nursing Leadership Summit in D.C. on December 6-9, 2022. This is a meeting of all presidents and executive directors of all the Nurses Association across the nation. Some topics discussed included Diversity, Equity and Inclusion. Trustee Grino mentioned that even in nursing there is a push for inclusion such as work safety and healthcare policies, especially with the violence with nurses and in school systems. That this is nationwide and will be working with these issues for Guam. Trustee Grino also mentioned we should be proactive especially with safety for everyone, for all healthcare workers and within the school systems such as faculty.

**VI. UNFINISHED BUSINESS**

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

**Forensic Lab/DNA Building.**

This project remains at 99.40% complete. Currently working on obtaining conditional occupancy for a January 2023 ribbon cutting to coincide with the visit of the Assistant Secretary of the Department of Interior. Aside from the punch list items still pending are the installation of the fume hoods and some DNA equipment, and especially the generator for the conditional occupancy.

Building 300.

To date, this project is 99.25% complete and should be near completion soon. The barricade around the site was removed and have a better view of the building; the pavement has been restored; working with GPA and with some other documents with GPA; activated the PVs; additional work was done with the fire suppressant and were being monitored and tested; including working on the water line.

Wellness Center.

The College is waiting on the updated financial feasibility study due to some changes with regards to the percentages, completion time and estimated costs. In the meantime, while waiting for that study, forms and reports are being updated.

Building B.

This project is now 32% complete and is progressing well. Work is being done on the underground and utility to include the relocation of the fire alarm, Telecom lines, and the water and power line infrastructure.

Workforce Development Center (Barrigada property).

This is the U.S. Economic Development Authority (EDA) grant and have uploaded and submitted documents from Legal Counsel and from the Architect regarding a three-part form relating to the facility and the title to the property. Receipt has been acknowledged since mid-December and now finalizing documents to obtain approval for the bid.

Student Center Concrete Canopy.

This project is now at 32% complete. Contractors are fabricating and installing rebars for footings, beam, and columns; also excavating and compacting the base; and setting up of scaffoldings.

As last reported, the College submitted a request to U.S. DOE to use some of the CARES funding available for the renovation of the Culinary & Baking Center known as Building 400 and is under preliminary review. This project is converting the Culinary Kitchen and the current MPA into the Baking Center. The request was submitted on time but were not the updated forms. Clarification is pending whether we need to resubmit with the new forms. The bid documents are complete and awaiting now for the final approval to use these funds.

**VII. NEW BUSINESS.**

**1. Resolution re Eloy Hara (Commendation for BOT service).** Former Board of Trustee member Mr. Eloy P. Hara was in attendance and was presented by Chairman Frank Arriola with Resolution 22-2022, "Commendation for Service as Trustee". Mr. Hara was recognized for his "seven (7) years of dedicated service and leadership" for his outstanding



contribution and support to the College community and most especially the students in his capacity as a Trustee. A motion was then made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD ADOPT RESOLUTION 22-2022, "COMMENDATION FOR SERVICE AS TRUSTEE" FOR MR. ELOY P. HARA. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**2. Proposed Policy: "Diversity, Equity, and Inclusion" (1<sup>st</sup> Reading).** The Board was presented with a proposed policy, "Diversity, Equity, and Inclusion." The President explained this has gone through the College Governing Council and that other organizations have been updating their policies with regard to the same. That this is in line with other colleges and universities and have adopted the same type of policy and as previously mentioned by Trustee Grino with the National Nurses Association, which she is a member of. There were some discussions and Legal Counsel will provide a final review at the next Board of Trustees meeting for the second reading. A motion was then made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD MOVE THE PROPOSED POLICY, "DIVERSITY, EQUITY, AND INCLUSION" INTO SECOND READING. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**3. BOT Fiscal Calendar (updated).** The Board was presented with a proposed Board of Trustees Annual Fiscal Year Calendar from October 2022 through September 2023. This fiscal calendar is submitted annually, which consists of schedules of proposed Board meetings, reporting requirements, conferences, and policy review reminders such as the Board of Trustees Policy Series 500-700 and a reminder for any outstanding policies that are due for review, as well as other important dates relating to the Board of Trustees. Other dates include the next Board election and a reminder for Board members to be in compliant with the "Ethics in Government Program" training. After discussions, a motion was then made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES ANNUAL FISCAL YEAR CALENDAR FROM OCTOBER 2022 THROUGH SEPTEMBER 2023. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**4. President's Travel Request (Spring 2023).** The following is the President's travel: WestCare Annual Foundation Board of Directors Retreat, February 1-4, 2023, Henderson, Nevada, paid by WestCare.

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR SPRING 2023, AS PRESENTED. 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 RICHARD SABLAN, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 1:03 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 to reconvene into open session:

At 1:21 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 CARLO LEON GUERRERO THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, another motion was made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE PRESIDENT'S PERFORMANCE EVALUATION REPORT IS HEREBY ACCEPTED AND APPROVED FOR THE PERIOD JUNE 16, 2021 TO JUNE 15, 2022. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, the Chairman thanked the Board for their continued service and for supporting the Board and requested for Trustee Magwili to help transition the next Student Trustee in April 2023.

At this time Trustee Grino requested to be informed through the accreditation process. The President informed the Board that they will be provided with updates.

Everyone was wished a "Merry Christmas!"

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

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE MEETING OF DECEMBER 23, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussion, the meeting of December 23, 2022, adjourned at 1:26 p.m.


**SUBMITTED BY:**

  
**BERTHA M. GUERRERO** FEB 10 2023  
Recording Secretary

**ATTESTED BY:**

  
**ROSE P. GRINO** FEB 21 2023  
Secretary

**APPROVED BY:**

  
**FRANK P. ARRIOLA** FEB 10 2023  
Chairperson

**GUAM COMMUNITY COLLEGE  
Board of Trustees  
Resolution 1-2023**

**DIVERSITY, EQUITY, AND INCLUSION**

**WHEREAS**, Guam Community College (“the College”) is committed to diversity, equity, and inclusion and is dedicated to maintaining an environment that supports the diversity of people and ideas; and

**WHEREAS**, the College is committed to achieving and honoring diversity in all its operations by ensuring that the educational and working environment promotes respect of all individuals, regardless of differences; and

**WHEREAS**, the College provides quality, student-centered educational programs and services that are accessible and flexible to meet the educational needs of the community we serve; and

**WHEREAS**, the College is committed to developing strategies to ensure its organizational climate reflects the highest commitment to diversity and respect for individual differences; and


**WHEREAS**, the College is committed to ensuring equal opportunity for all persons as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, and other applicable laws.

**NOW, THEREFORE, BE IT RESOLVED**, the College will continue to promote diversity, cultural sensitivity, and equal opportunity in employment; and

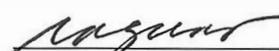
**BE IT FURTHER RESOLVED**, the College will systematically assess the needs of students and employees and address any gaps in diversity, equity, and inclusion; and

**BE IT FURTHER RESOLVED**, all College community members will embrace and practice diversity, equity and inclusion in their interactions.

**ADOPTED** the 10th day of February 2023.

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Chairperson

**ATTESTED BY:**

  
\_\_\_\_\_  
**ROSE P. GRINO**  
Secretary

**PRESIDENT'S TRAVEL SCHEDULE**  
**February 2023**

<b>Conference Title/Sponsor</b>	<b>Date</b>	<b>Location</b>
<b>Air Force University</b>	<b>February 13, 2023</b>	<b>San Antonio, TX</b>

*Funding Source(s): 100% reimbursable by Air Force University*