

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, February 11, 2022, 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 January 6, 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. Construction Projects Updates
 - Forensic Lab
 - Building 300
 - Wellness Center
 - Building B
 - Workforce Development Center

VII. NEW BUSINESS

1. FY 2023 Budget

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of January 6, 2022

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on January 6, 2022, was called to order at 12:02 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; Richard P. Sablan, Treasurer; Mr. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas, Student Trustee.

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; 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 – December 23, 2021. There was one change on page 4 under the Board of Trustees Community Outreach Report: Add the word “new” before “Guam Regional Medical Center Board Chairman.”

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE PARIS BLAS, THAT THE BOARD APPROVE THE MEETING MINUTES OF December 23, 2021, 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:

FY2022: As of January 6, 2022, the College received a total of \$4,471,553.00 as follows:

\$3,938,376.00 for the General Fund; \$465,149.00 for MDF; \$18,030.00 for POST; and \$49,998.00 for the First-Generation Trust Fund Initiative. Based on billings and the allotment schedule, this equates to 67% of the request. The College anticipates receiving its allotment on a weekly basis from DOA.

Capital Improvement Projects and other activities:

Refurbishing of the Building 400 water tank has begun with the preparations for sandblasting.

Other activities:

As part of a public law requirement the GCC annual report is due to the Guam Legislature by December 31, 2021, which has been transmitted to the Guam Legislature to include the Governor. Copies of this report will also be provided to the Board members. Highlights of the report focused on how the College responded to the COVID19 pandemic, including the development of the various boot camps to support the local needs of the community in providing job opportunities and training.

The College received funding from the Higher Education Emergency Relief Fund (HEERF) for students to apply to cover medical bills, childcare and other expenses. The College released a total of over \$120,000 to students who applied for this emergency fund during the Fall semester. The College will continue this application process for the Spring semester and anticipate making it available for students in February 2022. The deadline for the College to utilize all of this funding is May 2022.

The USDOE approved the Bachelor of Science in Career & Technical Education (BSCTE) program as an eligible program under financial aid. We anticipate this will increase enrollment at the College under this program.

As last reported with the 2020 LPN cohorts, during November 2021, 12 out of 19 students who took the LPN NCLEX exam passed, which amounted to 63% of cohorts who have passed. As an update, 18 out of the 19 students passed which brings this up to 93% of the LPN cohorts passing. There is one more student from this cohort to test and the department is confident the student will pass.

Beginning November through December 2021, in preparation for the Spring 2022 semester, the Financial Aid office and the Reach for College office has continually provided FAFSA hands-on workshops for students.

The FY2023 Budget will be presented at the next Board meeting. As part of the governance process, this will go through the Resource, Planning and Facilities (RPF) committee before being presented to the Board.

2. Monthly Activities Report.

Student Trustee: Trustee Paris Blas reported the following:

1/03/2022, Spring 2022 Student Orientation, 9am-12pm in the MPA for new and full-time students with a campus tour for new students. A total of 87 students attended with 9 via virtual and 78 in person. 50% of attendees participated in the campus tours led by the COPSA Officers.

Trustee Blas had an opportunity to speak with new students to ask why they selected GCC and some responded due to the career opportunities and certificate programs. Some students were cross-enrolled from UOG. It was mentioned that cost was a factor in choosing GCC and the financial aid workshops helped students with their decision.

A hard copy of the Spring 2022 Calendar of Events was provided and Trustee Blas is looking forward to the Spring semester graduation in May 2022.

Faculty Advisory Member: Ms. Simone Bollinger reported the following:
Ms. Bollinger expressed she is happy to see students on campus and that students are still registering for classes.
Department Chairs have been working with Ms. Ava Garcia and the Admissions & Registration team with registration resulting in quick turnaround responses.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Mr. Bautista expressed a "Happy New Year" to everyone.
Staff are helping students with Technology needs as well as other processes for the new semester.
There are more students present on campus, including parking lots being full.

Board of Trustees Community Outreach Report:
None to report at this time.

VI. UNFINISHED BUSINESS

1. **Election of Board of Trustees Officers (2022-2023).** There were nominations for the Board of Trustees Officers for 2022-2023 as follows: Trustee Frank Arriola to continue as Chairman; Mr. Carlo Leon Guerrero to continue as Vice Chairman; Mr. Richard Sablan to continue as Treasurer; and Ms. Rose P. Grino as the newly elected Secretary. At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE NOMINATIONS FOR THE 2022-2023 BOARD OF TRUSTEES ELECTION OF OFFICERS IS NOW CLOSED; AND THAT THE BOARD APPROVE THE 2022-2023 BOARD OF TRUSTEES OFFICERS, AS FOLLOWS: TRUSTEE FRANK P. ARRIOLA AS CHAIRMAN; MR. CARLO M. LEON GUERRERO AS VICE CHAIRMAN; MR. RICHARD P. SABLAN AS TREASURER; AND MS. ROSE P. GRINO AS SECRETARY. NONE OPPOSED, MOTION CARRIED. (Voting: 6

ayes, 0 nays)

2. **Copyright & Fair Use Policy #193 (2nd Reading).** The Board was previously presented with a copy of the Copyright & Fair Use Policy recorded as Policy Number 193 for second reading and now moved into third reading for adoption. The President explained that the proposed Policy 193 has been reviewed by the College Governing Council. This was also reviewed by the Legal Counsel with a correction on the first paragraph to add "Copyright" after the word "Millennium" to then read "*Digital Millennium Copyright Act of 1998.*" Although the Guidelines are separated from the policy, these were also reviewed by the College Governing Council and will be provided as future reference for the Board when finalized. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE PROPOSED "COPYRIGHT AND FAIR USE POLICY" IS HEREBY ADOPTED WITH THE CORRECTION ON THE FIRST PARAGRAPH TO READ "DIGITAL MILLENNIUM COPYRIGHT ACT OF 1998" AND ADOPTED AS POLICY 193 AND RESOLUTION 13-2021. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

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

Forensic Lab/DNA Building. This project is 94.28% complete to date and almost done. As last reported the anticipated completion date is February 2022.

Building 300. This project is 92% complete and the College is continuing to monitor the progress. The anticipated substantial completion date is the end of February 2022.

Wellness Center. The College is still working in securing federal funds for this project. The A&E design is 100% complete and once funding is secured, this will go out to bid. The College is considering multiple funding sources for this project as a leverage.

Building B. The bid opening for this project is now closed with two bids received, which are currently under evaluation then legal counsel's review.

Workforce Development Center (Barrigada Property): The College should be receiving the updated A&E plans for this project by the end of January 2022. The College is also waiting on the final approval by U.S. Economic Development Authority. The Chairman made a suggestion for Trustee Leon Guerrero to help review the plans before it is finalized and was noted.

VII. NEW BUSINESS.

1. **Compensation Review/Updates.** The Board was provided with a copy of the

College's Compensation Review report for the faculty and academic administrators as of December 2021 conducted by Alan Searle & Associates, Management Consultants. The President explained that a compensation review and update of the pay plan for the faculty and academic administrators was authorized by the Board. This Compensation Review report was presented to the President and Ms. Apolline San Nicoloas, GCC Chief Human Resources Officer.

The President provided a timeline beginning with a compensation review study initially done in 2009 through implementation and to the 2019-2020 disruption with the current compensation review due to the COVID19 pandemic.

Alan Searle & Associates, did all the evaluations to do the update to the market based on a 15th percentile, a 20th percentile and a 25th percentile. Based on this compensation study and taking into consideration the job evaluation criteria, a determination was made on where current employees, faculty and administrators were in terms of the market.

Since the pay plan implementation in 2009, the administrators' pay plan was staggered and behind hovering over the 10th percentile. Faculty was averaged at the 40th percentile. There are some faculty that exceed the 50th percentile.

The following are recommendations to the Board:

- Adopt the 20th percentile for implementation with the academic administrators' after January 1, 2022 to be in line with the calendar year and the faculty after August 1, 2022.
- Conduct a review every 3-5 years, or within this range.
- Utilize proposal on recommendations for conducting promotions and demotions.
- If an employee is at the 50th market percentile based on the prevailing market data, whatever year it is going forward, HR will review: If an employee is not in the 50th percentile, the employee will earn an adjustment that is added to the base; and if an employee is on the 50th percentile, or higher, then the adjustment will be a one time lump sum payment whether employee is a faculty or an administrator.

The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD HEREBY MOVES TO ADOPT THE TWENTIETH (20TH) PERCENTILE FOR IMPLEMENTATION; THAT THE ACADEMIC ADMINISTRATORS' ADOPTION WILL BE AFTER JANUARY 1, 2022, IN LINE WITH THE CALENDAR YEAR; AND THAT THE IMPLEMENTATION FOR FACULTY MIGRATION TO THE 20TH PERCENTILE IS AFTER AUGUST 1, 2022; ADOPT RECOMMENDATIONS FOR PROMOTIONS AND DEMOTIONS IN THE COMPENSATION REVIEW STUDY BY ALAN SEARLE & ASSOCIATES AS REPORTED ON DECEMBER 2021, INCLUDING RECOMENDATIONS FOR ADJUSTMENTS FOR FACULTY AND ACADEMIC ADMINISTRATORS

REGARDING THOSE UNDER THE 50TH PERCENTILE EARNING AN ADJUSTMENT BY ADDING TO THE BASE; THOSE ON THE 50TH PERCENTILE AND ABOVE THE 50TH PERCENTILE WILL BE GIVEN A ONE TIME LUMP SUM PAYMENT. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

2. President's Travel Request (February 2022)

WestCare Foundation, February 16-19, 2022, Henderson, Nevada, 100% WestCare funds.

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE PRESIDENT'S TRAVEL REQUEST FOR FEBRUARY 16-19, 2022, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO M. LEON GUERRERO, THAT THE MEETING CONVEENE INTO EXECUTIVE SESSION. 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**

A motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE PARIS BLAS, THAT THE MEETING RECOVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 1:11 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 ELOY P. HARA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time, the Chairman thanked everyone for having confidence in the Board with Trustee Arriola continuing as the Chairman and especially with the recent elected Board officers; commended everyone for the recent updates to the Board of Trustees policies; commending management for supporting the faculty, staff and the students and for their continued support throughout the year; anticipate another successful year; and thanked everyone for attending the meeting today.

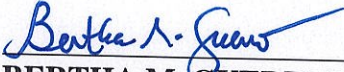
IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF JANUARY 6, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of January 6, 2022, adjourned at 1:12 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

FEB 11 2022

ATTESTED BY:


ROSE P. GRINO
Secretary

FEB 11 2022

APPROVED BY:


FRANK P. ARRIOLA
Chairperson

FEB 11 2022