

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of February 27, 2012**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of February 27, 2012 was called to order at 6:11 p.m., Ms. Gina Y. Ramos, Board Chairperson, presided over the meeting held in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call**

**Trustees Present:** Ms. Gina Y. Ramos, Ms. Maria Dilanco Garcia, Ms. Deborah C. Belanger, Mr. Aaron M. Unpingco.

**Not in attendance:** Mr. Frank P. Arriola (schedule conflict); Mr. Kenneth Bautista, Support Staff Advisory Member; Ms. Karen Sablan Faculty Advisory Member (schedule conflict); Mr. Edward G. Untalan (schedule conflict), Mr. Richard P. Sablan (schedule conflict); Attorney Catrina Campana (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Mr. Reilly Ridgell, Dean, School of Trades & Professional Services; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Doris Perez, Assistant Director, Planning & Development.

**2. Recital of Mission Statement**

Board members recited the Mission Statement: *The mission of the 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**

**1. January 4, 2012**

**MOTION**

**IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE AARON UNPINGCO, THAT THE BOARD APPROVES THE MEETING MINUTES OF JANUARY 4, 2012, SUBJECT TO CORRECTIONS. MOTION CARRIES.**

**(Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS**

President Okada shared information that Dr. Ray was presented with a Guam Legislative Resolution from Senator Sam Mabini recognizing GCC, DOE and UOG for its commitment to Career Technical and Education on Guam.

**IV. PUBLIC DISCUSSION – No request was made for public discussion.**

**V. REPORTS**

**1. President's Report:** President Okada reported on the following:

–Financial Status: With regard to FY2011, all appropriations for this fiscal year have been received to date. The first check for FY2012 was received in the amount of \$702,756.43.

–ARRA Projects: President Okada reported that the college is in the process of closing out all ARRA projects. That based on discussions in D.C. with USDOE representative, GCC has until March 31, 2012 to liquidate. Available balance as of February 27, 2012 left to liquidate is \$959,000.00. Significant invoices have been received for this project.

–FY2011 Capital Improvement Projects (CIP): President Okada reported purchase orders have been issued for the architectural and engineering design scope for TRMA to start working on. This is necessary in order for the bid proposals to be issued on all the CIP projects. President Okada further reported that other purchase orders regarding this project have already been issued.

–Painting: President Okada reported that Building 100 and 300 will be painted, which started last weekend, Building 200 is too close to renovations and will not be painted. There are still projects left to do for prior year funding but for FY2011 most of these projects have been completed. The bid for the mobile lift (genie lift) was just closed; this is needed for changing light bulbs, cutting trees, preparation of typhoon shutters, etc. The only bid out is the networking equipment for the Foundation Building. Purchase orders for trash receptacles have also been issued.

–Pre-visit from Dr. Chip Chapdelaine, Accreditation Team Chair: Dr. Chapdelaine was here on Guam in January 2012 for a preliminary campus visit. Preliminary schedules were provided including meetings with representatives of all certain committees. President Okada also asked that the Board provide a schedule of available dates should they be needed, especially for the BOT Chair, Vice-Chair to include the Foundation Board. Preliminary requests were also made and provided such as certain information with on-line access, on-line courses, third-party vendors, access to accreditation website, and Board Minutes, etc. One of the things noted by the Accreditation Team was that after so many years the bad debt the college had was written off.

VP Carmen documented this process.

–Financial requirements were provided to Ms. Benita Manglona at DOA providing her with GCC's allotment schedule to give her an idea of what can be done to be caught up with GCC, however, due to cash shortage monies have not been issued.

–Excess Government Property: President Okada reported she met with Mr. Monte Mafnas from Land Management who is trying to identify property that will support GCC projects. There is Mangilao property located on the back road to Andersen Air Force Base that Mr. Mafnas is trying to identify. However, with old documentations, he wants to ensure there are no claimants to said property. There are pockets of property but would like to give GCC a large portion. Mr. Mafnas will probably know in a couple of months. As soon as property is identified GCC students might be able to assist with the surveying.

## **2. Monthly Activities Report**

**Student Trustee**: Student Trustee Aaron Unpingco reported on the following:

- The COPSA Students Leading Students Conference is scheduled for Friday, March 2, 2012 from 8:30 a.m.-4:30 p.m., at the Guam Marriott Hotel in Tumon.
- The Officer and Advisor Training was on Friday, February 17, 2012 from 9:00 a.m.-11:30 a.m., and the Student Organization Health Certificate Workshop on Friday, February 17, 2012 from 2:00 p.m.-4:00 p.m., and were both in the Student Center Training Room #5108.

**Faculty Advisory Member**: There was no report; Ms. Sablan was not in attendance.

**Support Staff Advisory Member**: There was no report; Mr. Bautista was not in attendance.

## **3. Board of Trustees Community Outreach Report**

Several members attended the January 20, 2012, Campus Master Plan Update held at 4:00 p.m. at the Multipurpose Auditorium. In attendance were BOT Vice Chair Maria Dilanco Garcia, Trustee Deborah C. Belanger, Trustee Aaron M. Unpingco, and Trustee Edward Untalan.

# **VI. UNFINISHED BUSINESS**

## **1. Construction Projects Updates**

**Foundation Building Renovation**: President Okada reported that renovation continues for the Foundation Building and is 55% complete as of February 24, 2012. May 31, 2012 is still the target date for completion.

**Building D Generator Project**: President Okada reported that this project is online and there will be training conducted for the maintenance staff tomorrow, February 28, 2012. She also reported

there is a change order to include the preventive maintenance for one year. The warranty was just for parts.

Building 200 Renovation: President Okada mentioned that by the end of March 2012 the college should know more about the FEMA application status. She also mentioned that with the recent meeting with USDA, the college would have to submit the pre-application for the two projects and will apply for a USDA loan for Six Million Dollars (\$6,000,000.00) based on the public law, which comes out of the liquid fuel tax.

Northeast Parking Lot (across Firing Range): President Okada reported that this project is now complete.

Additional Construction Projects: President Okada reported that as part of the additional construction projects on campus, the college issued a change order to Orion for the photovoltaic lights for the Foundation Building and she will be signing off a notice of intent to award for the Student Center.

**2. Proposed Board Policy 114: GCC Naming Opportunities (2<sup>nd</sup> reading)**

At the last meeting, President Okada reported that this moved into second reading based on last discussion from the last meeting. This document has been updated to reflect the Board of Trustees as the approving authority. There will be one more reading, and the following motion was then made.

**MOTION**

**IT WAS MOVED BY TRUSTEE MARIA D. GARCIA AND SECONDED BY TRUSTEE AARON UNPINGCO, THAT THE BOARD MOVE THE PROPOSED BOARD POLICY ENTITLED "GCC NAMING OPPORTUNITIES" INTO THIRD READING. NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)**

**3. Board Policy 284, Resolution 5-2012: Community Use of Physical Facilities (Room Rental Fee) (Amendment/Update)**

President Okada reported that this was tabled from the last meeting due to some changes and updates such as the chart. VP Carmen has reviewed and updated all the facilities and equipment leases and fee schedules. There were some discussions. The only change was the rate sheet and will be dated and attached to the Resolution. The following motion was then made.

**MOTION**

**IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD UPDATE BOARD POLICY 284, RESOLUTION 5-2012: COMMUNITY USE OF PHYSICAL FACILITIES (ROOM RENTAL FEE). MOTION CARRIES. (Voting: 4 ayes; 0 nays)**

**VII. NEW BUSINESS**

1. FY2013 Budget Request. For the record, President Okada noted that the Board approved the FY 2013 budget via electronic vote. This Board approved budget has been submitted to Senator Ben Pangelinan's Office and to BBMR. The Governor in turn will submit its budget to the Guam Legislature but it is still not approved. This Board approved budget will be the one the college will be answering to before the Guam Legislature during budget hearings.
2. Proposed Board Resolution, 7-2012: Adoption of GCC Graduation Mace. This is a new policy. President Okada explained that the Mace is a ceremonial object that is traditionally used to start off the commencement ceremony. The current requirement is that all faculty members are involved and this will become a ceremonial artifact to help support graduation. This has gone through the Faculty Senate and the GCC Management Team. This Resolution adopts the academic mace. A design was presented to the Board, which will be made out of myra or mahogany wood and is 3'x9' in size. One will be made for this year's graduation.

**MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE MARIA D. GARCIA, THAT THE BOARD ADOPT BOARD RESOLUTION 7-1012: "ADOPTION OF GCC GRADUATION MACE." MOTION CARRIES. (Voting: 4 ayes; 0 nays)**

3. Board's Travel Schedule (February 12-17, 2012): President Okada noted for record purposes that this Board Travel Schedule was previously voted on. Because the new travel policy that was adopted had a provision requiring Board approval, the Board had electronically approved the Travel Schedule for February 12-17, 2012, and wanted to ensure it was noted in the meeting minutes.
4. Tri-Board Meeting (suggested Feb. 25 or March 10): President Okada reported that the next Tri-Board meeting with GCC, DOE and UOG will be hosted by the college on March 10, 2012, at the Student Training Room #5108 at 9:00 a.m. A quorum from the Board is required. There were three (3) initiatives that the Board had to work on, which the college has already done as follows: Autonomy, College and Career Readiness and the Summit. The College and Career Readiness Resolution ties in with the Summit that GCC is already organizing. A draft resolution will be provided to the Board next week. As for the Autonomy portion, Ms. Taling Taitano from DOE was to work on this. Meeting minutes of the last Tri-Board meeting will be

provided to the Board.

5. Joint Board Retreat and Accreditation Review: President Okada explained that this retreat will involve Foundation activities and Dr. Ray will give information to the Boards regarding what to expect during the Accreditation Team visit in March. The retreat is scheduled for March 17, 2012 at 9:00 a.m. at the Student Center. Dr. Ray reported that the Accreditation Team will arrive on Guam March 18, 2012, and then at 9:00 a.m. on March 20<sup>th</sup>, there will be a “meet and greet” at the Student Center and asked that the Board attend this, if they can. On Thursday, at 11:00 a.m., March 22<sup>nd</sup>, the team will give a brief review (approximately 30 minutes) of commendations and recommendations to the college without discussion at the MPA.

6. President’s Travel Schedule: The following is a list of the President’s upcoming travel schedule:

- National Programs of Study Institute, 1<sup>st</sup> session was February 6-7 in Louisville, Kentucky – this was electronically approved; and the 2<sup>nd</sup> session is on March 5, 6 and March 7, 2012, in Washington, D.C. , there will be a 3<sup>rd</sup> one in June to be presented later.
- 2012 Sungard Summit in Las Vegas, Nevada, March 24-29, 2012.

#### **MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE AARON UNPINGCO, THAT THE BOARD APPROVES THE PRESIDENT’S TRAVEL SCHEDULE FOR JANUARY - MARCH 2012. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)**

At 7:15 p.m., the meeting went into Executive Session.

#### **VIII. EXECUTIVE SESSION**

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

At 7:30 p.m., the meeting reconvened to open session.

#### **MOTION**

**IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE AARON UNPINGCO, THAT THE BOARD ACCEPTS PRESIDENT OKADA’S PROGRESS REPORT. MOTION CARRIES. (Voting: 4 ayes, 0 nays)**

Chair Ramos asked for a motion to amend the August 17, 2011 meeting minutes to reflect three (3) items that are very important and should be recorded accordingly in said meeting minutes.

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**MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE MARIA D. GARCIA, THAT THE MEETING MINUTES OF AUGUST 17, 2011 BE AMENDED TO REFLECT THREE ITEMS TO BE INCLUDED IN SAID MEETING MINUTES, AS FOLLOWS:**

- 1. BASED ON PRESIDENT MARY OKADA'S 2011 PERFORMANCE EVALUATION, SHE SHOULD BE RECEIVING A MERIT INCREASE AT THE HIGHEST LEVEL. NUMBER SHOULD BE VERIFIED WITH GCC HUMAN RESOURCES.**
- 2. OFFICIALLY WELCOMING TRUSTEE RICHARD SABLAN AS A NEW MEMBER OF GCC BOT.**
- 3. CONGRATULATIONS TO GCC FOR BEING RECOGNIZED BY PRESIDENT OBAMA FOR BEING PART OF THE PRESIDENT'S HIGHER EDUCATION COMMUNITY SERVICE HONOR ROLL FOR SERVICE LEARNING. MOTION CARRIES. (Voting: 4 ayes, 0 nays)**

At this time, Chair Ramos, on behalf of the Board extended congratulations to the college for receiving the Legislative Resolution, as previously mentioned, from Senator Mabini.


**IX. ADJOURNMENT**

**MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE MARIA D. GARCIA, THAT THE MEETING OF FEBRUARY 27, 2012 BE ADJOURNED. MOTION CARRIES. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of February 27, 2012 adjourned at 7:35 p.m.


**SUBMITTED BY:**

  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

  
**GINA Y. RAMOS**  
Chairperson

MAY 09 2012

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