

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, February 8, 2019, 12:00 p.m.
President's Conference Room, Building 2000

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 18, 2019

III.

COMMUNICATIONS

IV.

PUBLIC DISCUSSION

V.

REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
 - Data Extract #8
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
3. *Board of Trustees Community Outreach Report*

VI.

UNFINISHED BUSINESS

1. Fiscal Year 2020 Budget Request
2. Construction Projects Updates
 - Building 100 and Forensic Lab
 - Building 300
 - Wellness Center
 - Building B

VII. NEW BUSINESS

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 18, 2019

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on January 18, 2019, was called to order at 12:00 p.m., by Chairperson Frank Arriola in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Eloy P. Hara, Treasurer; Ms. Gina Ramos, Secretary; Ms. Deborah C. Belanger; Mr. Carlo Leon Guerrero; Ms. May Ann "MJ" Aloit, Student Trustee. **Other members:** Mr. Richard P. Sablan, Vice Chairperson (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President for Academic Affairs Division; Mr. Frederick Tupaz, Faculty Advisory Member; Kenneth Bautista, Support Staff Advisory Member; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Dr. Michael Chan, Dean, TSS; Dr. Virginia Tudela, Dean, TPS; Attorney Rebecca Wrightson.

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 14, 2018

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF DECEMBER 14, 2018, 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:

FY2018: The College is still following up on the FY2018 funding. In a discussion with the President and Mr. Ed Birn, who is still the DOA Director, funding for this should be received during the first quarter of FY2019.

The audit has started and the OPA is aware of the College following up with DOA regarding the FY2018 budget. The College anticipates the audit to be completed the end of February 2019 but no later than March 31, 2019 because of a requirement for the College to submit the annual fiscal report to ACCJC.

FY2019: As of January 18, 2019, the College received \$2,364,596 for the current fiscal year. Breakdown is \$2,012,381 for the General Fund; \$95,100 for the LPN/Vocational Guidance; \$23,291 for the General Fund Apprenticeship program; \$159,669 for MDF; and \$24,154 for the TAF; \$50,000 from the First Generation Trust Initiative. This equates to 38% of the requested amount. Funding is currently being received on a weekly basis.

Capital Improvement Projects and other activities: President Okada reported the following: The replacement of the water chiller unit in the Learning Resource Center is 31.48% complete. The contractor purchased the units from Carrier with a 4-5 months lead time. The President signed the authorization for the barrel vault canopy project on January 18, 2019. The painting project for Buildings A and C has been awarded. Building C began before the Spring semester and Building A will be painted during the summer so as not to interfere with students on campus.

As a recipient of the Perkins funding, the College submitted the consolidated annual report to the Federal government. The report showed a 9% decrease in the number of CTE concentrators in 2018 for secondary programs.

The top three programs continue to be Hospitality & Tourism, Transportation, and Marketing. The College also submitted the Workforce Investment consolidated annual report for 2018 covering the adult education program. This data showed a 29% decrease of students completing 12 hours in this program.

The College participated in the opening of a Computer Lab funded by the Title V Consolidated Grant, which supports career-based programs for all CTE students at Tiyan High School, this also includes the WorkKeys curriculum that the College has been advocating for students.

The College continues to update the ISMP thematic areas that has been identified in moving forward with the 2020-2026 Institutional Strategic Master Plan. These areas are Academic, Workforce Development, Human and Fiscal Capital, Infrastructure, and Transformational Engagement. An ISMP focus group with students is scheduled for January 18, 2019 and an Industry Stakeholder session will be scheduled next week.

The Director of the Privacy Technical Assistance for the U.S. Department of Education provided an opportunity for several GCC employees to attend a FERPA training held at the University of Guam. This is a refresher for the rules and regulations associated with student information.

Data Extract. The Board was presented with data regarding the College. The President explained that the information collected is a college scorecard in tracking students from one academic year

to another.

Data Extract #7a:

During Fall 2017, there were 501 students that are part of this cohort that are full-time, first-time, and degree-seeking students. Data shows during Spring 2018, 50% of the 501 students remained full-time, 30% switched to part-time and 20% dropped out. Tracking the same cohort of students in Fall 2018, 60% remained full-time, 20% switched to part-time, and 20% dropped out. More information showing the percentage is provided on this data sheet. As a summary, the current status is 40% students are full-time, 20% are part-time, and 40% dropped out.

This information helps the College track GCC students and identify some potential recommendations to engage with students. The areas that the College focuses on are what can be done to motivate students full-time once they register at GCC; emphasize to students the importance of college to support their careers; learn why students are dropping out; and introduce intrusive advisement. This advisement is not waiting for students to seek advice but identifying those that need advice, by letting these students know that the College is engaged and want the students to be successful and to encourage them to continue attending college.

Data Extract #7 (College Scorecard): The President explained this College Scorecard is the 150% graduation rate for GCC, which means a student for a two-year degree takes 3 years to complete that program. As of December 10, 2018, the two-year graduation rate for Fall 2012- 2013, show that all 2-year academic institutions graduation rate is 33% in comparison to GCC at 16% during this period. This information is made available to parents to show the institution's graduation rate. This provides information for the Board in understanding what scorecard means as far as graduation rates and shows the profile of GCC students through the years. This also provides information for the College in making decisions with its initiatives in moving forward.

2. Monthly Activities Report.

Student Trustee: Trustee MJ Aloit reported the following:

Jan. 3, 2019: GCC Spring 2019 Student Orientation was held in the MPA with approximately 86 students attending. Jan. 28, 2019: Last day to apply for graduation and have been encouraging students to submit their applications. There will be two (2) ISMP focus group meetings and Trustee Aloit will be participating in the second group to include the COPSA officers.

Faculty Advisory Member: Mr. Fred Tupaz reported the following.

Faculty is back to start the Spring semester.

Preparing for the GCC CTE Summit and working with AVP's office on this.

Faculty still figuring out the projects for this semester.

Support Staff Advisory Member: Mr. Kenneth Bautista reported on the following:

Apologized for not attending previous Board meetings due to MIS issues.

Spring semester started.

Staff have been preparing since December 2018 for the new semester.

Computer labs have been upgraded, including upgrades in the Allied Health building and other areas on campus.

Working on upgrading student information system and adding a new tool to help advisors to produce better reports regarding student status.

Board of Trustees Community Outreach Report.

Trustees Arriola, Hara and Belanger attended the GCC staff Christmas party at the Hilton on Dec.15, 2018.

Trustees Arriola and Leon Guerrero attended the staff Christmas luncheon on Dec. 21, 2018 and the retirement certificate presentation by Lt. Governor Josh Tenorio to Ms. Toni Cabrito.

Trustee Belanger attended a workshop regarding disaster, held at the University of Guam last month.

VI. UNFINISHED BUSINESS

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

Bldg. 100. This project is 97.8% complete. There are still some pending items and anticipate the College to receive another change order to extend the completion date to mid-February 2019. Main issues are a relocation of a water line, enclosure of water tank, replacement of Bldg. 200 water tank due to leaking, network requirements, and a 2” storm drain pipe currently located in the fire lane. Most of the furniture and equipment are on-island and stored on/off-campus. New anticipated move-in date is Fall 2019 to include new faculty offices but will begin moving during the Spring break.

Forensic Lab. Will know soon if the contractor has secured a bid bond or not so this project can move forward.

Building 300. The TCLP test analysis for potential lead based paint was received. Results indicate that the materials are just construction debris. This saved the College over \$100,000 for disposal, if the testing was positive for lead paint.

Wellness Center. The bid documents are being prepared and will be presented to the Board.

Building B. The schematic drawings were received from the architect and will be working on additional building specs.

VII. NEW BUSINESS.

1. Fiscal Year 2020 Budget Request. The Board was presented with the Guam Community College Fiscal Year 2020 budget request. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD TABLE THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2020 BUDGET REQUEST UNTIL THE NEXT GCC BOARD OF TRUSTEES MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

2. President's Travel Request (April 2019). The President informed the Board of the following travel request:
PPEC Spring Meeting, April 2, 2019, Honolulu, Hawaii, 50% funded by PPEC.
McRel Meeting, April 3-4, 2019, Honolulu, Hawaii, 100% funded by McRel.
ACCJC 2019 Partners in Excellence Conference, April 30–May 3, 2019, San Francisco, California, 100% ACCJC funded.

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE GINA RAMOS THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR APRIL 2019. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

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

VIII. EXECUTIVE SESSION

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

A motion was made to reconvene to open session, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELOY HARA THAT THE MEETING BE RECONVENED TO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 1:09 p.m., the meeting reconvened to open session.

At this time, a motion was made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE CARLO

LEON GUERRERO THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

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

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE MEETING OF JANUARY 18, 2019, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussions, the meeting of January 18, 2019, adjourned at 1:10 p.m.

SUBMITTED BY:



BERTHA M. GUERRERO
Recording Secretary

FEB 0 8 2019

ATTESTED BY:



GINA Y. RAMOS
Secretary

FEB 0 8 2019

APPROVED BY:

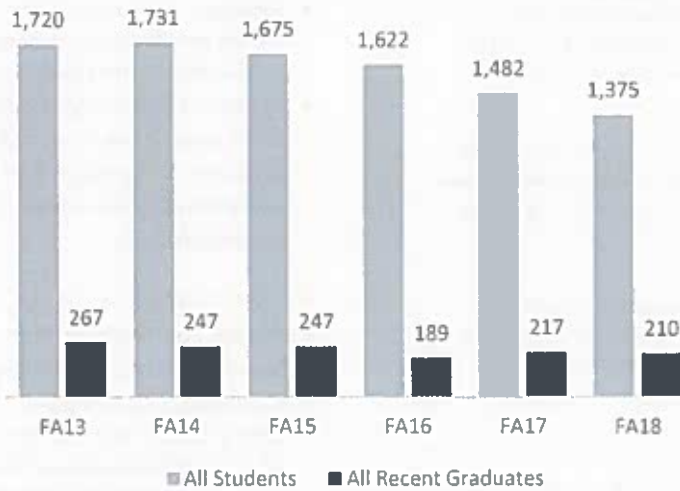


FRANK P. ARRIOLA
Chairperson

FEB 0 8 2019

DATA EXTRACT #8

(Meaningful Data for the GCC Board)



Postsecondary Enrollment

- Postsecondary enrollment from the top 5 GDOE high school decreased 20% the past 5 years.
- Each Fall, about 15% of the total students from any particular GDOE HS graduated within the prior year.

Recommendation

- Utilize social media to encourage and motivate high school graduates to enroll at GCC following high school graduation.



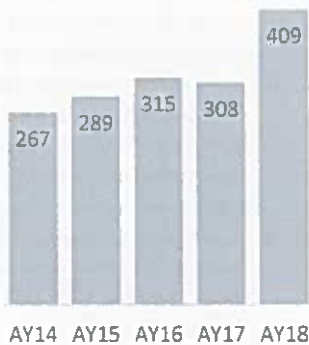
Secondary Program Enrollment

- Secondary program enrollment increased 15% from academic year 2014 to 2018.
- Recipients of Certificate of Completion increased +50% over a five-year period.
- Recipients of Certificate of Mastery increased 14% over a five-year period.
- Less than 15% of Certificate of Mastery recipients have enrolled in corresponding GCC postsecondary programs (DCAPS).

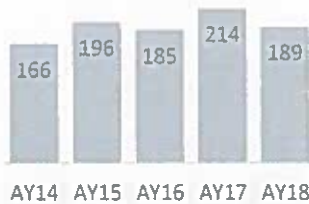
Recommendation

- Guide high school graduates with Certificates of Mastery to transition to postsecondary programs (DCAPS report).

Completion



Mastery



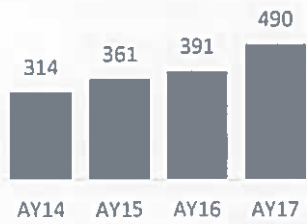
DCAPS



Secondary Programs with Highest Enrollment

Postsecondary Program aligned with Secondary Program

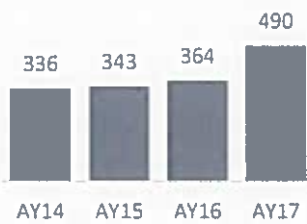
Tourism: Lodging Management



(1) Tourism & Travel Management (2) International Hotel Management (3) Food & Beverage Management



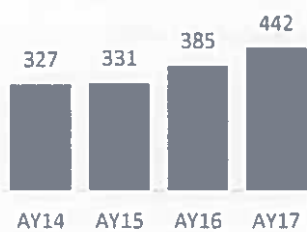
Automotive Service Technology



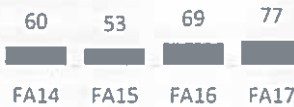
(1) Automotive Service Technology (2) AST General Service Technician (3) AST Master Service Technician



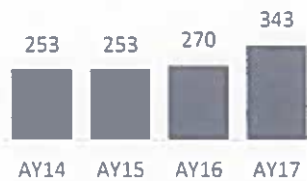
Marketing



Marketing



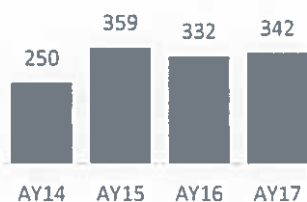
Construction Trades - Carpentry



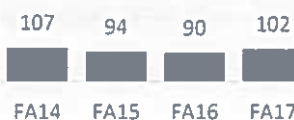
Construction Technology



Tourism: ProStart-Culinary



Culinary Arts



Secondary Program Enrollment versus aligned Postsecondary Program Enrollment

- Secondary programs with the highest enrollment range from 250 to 490 students per academic year.
- Between academic years 2014 to 2017, enrollment in secondary programs was greater than Fall postsecondary enrollment in the aligned program.

Recommendations

- Explore course-to-course secondary to postsecondary alignment (DCAPS report).
- Offer a "Senior Field Trip" to GCC, where all students who are on target to receive a Certificate of Mastery are brought to GCC to learn about aligned postsecondary program (DCAPS report).
- GDOE should consider aligning GCC's Title V-A funding with both college and career (DCAPS report).
- Engage with the modern student through advertisement and promotion of GCC postsecondary programs on social media platforms.

Considerations

- According to GDOE, less than 20% of all GDOE high school graduates enroll at either UOG or GCC.
- Certificate of Completion and Certificate of Mastery require up to three years to complete.
- Most high school career technical education students placed into secondary programs do not decide to pursue a postsecondary program at GCC.
- High school counselors use CHOICES software as a tool to identify student interest and recommend GCC secondary programs.
- GCC competes heavily with students who choose to pursue the military following high school graduation.

Appropriation Classification	FY 2019 Budget	FY 2020 GCC Request	\$ Change/ Increase (Decrease)
PERSONNEL SERVICES			
Regular Salaries/Increments/Special Pay:	10,679,242	10,889,694	210,452
Benefits:	3,566,300	3,644,213	77,913
TRAVEL - Off-Island/Local Mileage Reimburs:	0	2,500	2,500
CONTRACTUAL SERVICES:	1,444,153	1,387,574	(56,579)
SUPPLIES & MATERIALS:	35,500	384,924	349,424
EQUIPMENT:	26,600	271,910	245,310
MISCELLANEOUS:	1,294,642	1,339,092	44,450
TOTAL OPERATIONS	17,046,437	17,919,907	873,470
UTILITIES			
Power:	1,200,000	1,163,448	(36,552)
Water/ Sewer:	107,000	86,400	(20,600)
Telephone/ Toll:	120,000	116,220	(3,780)
TOTAL UTILITIES	1,427,000	1,366,068	(60,932)
TOTAL	\$18,473,437	\$19,285,975	\$812,538

Year	FALL	% change	SPRING	% change
2014	2563	-6.01%	2452	1.74%
2015	2410	-5.97%	2490	1.55%
2016	2428	0.75%	2412	-3.13%
2017	2218	-8.65%	2125	-11.90%
2018	2095	-5.55%	1925	-9.41%
2019			1871	-2.81%

Info from FactBook and Registrar

GOV GUAM BUDGET REQUEST

1 Based on BBMR Circular 19-03, the FY2020 Budget Call required the following:

- retirement rate of 26.56% which is same as FY19.
- personnel costs submittals for currently filled positions and for recruitments in progress
- salary increments are to be applied prospectively

2 There were minimal growth budgets submitted for FY2020, thus budgets for all departments remained flat. There are some increases in the budgets for facilities, insurance, and other areas where pricing is increased.

3 Personnel counts remain at 202 for FY19 and FY20, as compared to 211 from FY18.

This is due to non-inclusion of nine (9) vacant unfilled positions, 5 faculty (Early Childhood Ed, CISS, VisCom, Construction Trades and Math & Science Depts) and 4 staff (Materials Mgmt., AIER, Continuing Ed, and Center for Student Involvement)

4 Increments - Per FY19 Appropriations PL 34-116, salary increment freeze continues until 9/30/19 and "payment of increments or merit bonuses shall not be retroactively applied and shall only be prospectively paid." Therefore, the increments for FY2020 were applied as follows:

- Staff placed on 10/1/19 at payrate inclusive of any increments they should have received in FY19.
 - Faculty increment effective 8/1/20; No increments on 8/1/19, last increment date was 8/1/18.
 - Administrators increment effective 1/1/20; No increments on 1/1/19, last increment date was 1/1/18.
- Total increment cost is \$123,722 and placing of staff as of 10/1/19 increased payroll \$86,729, and total benefit increase of \$77,914, for total payroll cost increase of \$288,365

5 Increase in supplies and equipment in FY2020 request due to freeze on these items for FY19 due to significant reserves placed on FY19 budget.

NAF BUDGET REQUEST

1 The tuition and fee are estimates based on the Summer '18, Fall '18 and Spring '19 enrollment and seat counts.

To the left is a recap of changes in enrollment numbers over the last 5 years:

- Enrollment has been steadily decreasing since 2013.
- Decrease in tuition and fees revenue based on credit count from Spring 2019 to Spring 2018 is approximately 8%
- a 10% budget reduction was applied to non-revenue generating budgets, such as all Professional Development

2 There is a \$653,053 (FY19 \$7,317,520 - FY20 \$6,664,487) or 8% decrease in projected FY2020 revenues.

3 Budgeted expenditures were reduced based on decreased revenues