

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Tuesday, February 9, 2016, 12:00 p.m.
President’s Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Swearing In and Administration of the Oath of Office for elected GCC Trustee Student Member
2. Roll Call
3. 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 14, 2016

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 100 and Forensic Lab
 - Building 300
 - Wellness Center
 - GCC Annex

VII. NEW BUSINESS

1. FY2017 Budget Request
2. President's Travel Request (February-April 2016)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees

OATH OF OFFICE

I, ADRIAN DAVIS, do solemnly swear in the presence of almighty God that I will well and faithfully support the Constitution of the United States, the laws of the United States applicable to Guam, and the laws of Guam, and that I will conscientiously and impartially discharge my duties as:

MEMBER, BOARD OF TRUSTEES
Guam Community College

***Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,
Executed at Mangilao-Guam Community College on February 9, 2016.***



Member (Signature)

The Oath of Office was administered by the Chairperson, Board of Trustees.



Chairperson, Board of Trustees (Signature)

Certificate of Election



GUAM COMMUNITY COLLEGE

Kulehon Kumunidat Guahan

Accredited by the
Western Association of
Schools and Colleges

Awarded to:

ADRIAN DAVIS

*Duly elected by the students of GCC and certified by the election committee, the above
named individual is sworn in this 9th day of February 2016 as the student member of the
Board of Trustees, to serve until April 2016.*

Richard C. Selang

Chairperson
Board of Trustees

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of January 14, 2016

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on January 14, 2016, was called to order at 12:17 p.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Mr. Eloy P. Hara; Ms. Gina Ramos; Mr. Frederick Tupaz, Faculty Advisory. Not in attendance: Mr. John Benito (schedule conflict); Mr. Kenneth Bautista, Support Staff Advisory Member (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President Academic Affairs Division; Mr. R. Gary Hartz, Associate Dean, TSS; Dr. Gina Tudela, Dean, TPS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Attorney Rebecca Wrightson, Legal Counsel; Attorney Rawlen Mantanona, Legal Counsel.

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 – November 10, 2015.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF NOVEMBER 10, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS. The following communications were received, as follows:

1. Letter of Resignation dated and received on December 21, 2015, from Ms. Elmarie Anderson, GCC Student Trustee;
2. Government of Guam MagPro Award of Excellence to Guam Community College for "Department of the Year" for Fiscal Year 2015 presented on November 20, 2015; and
3. Certification of Appreciation from the Association of Community College Trustees (ACCT) to Trustee Gina Y. Ramos for service and dedication to the mission of community colleges "2015 ACCT State, Province, Territory Coordinators Network."

IV. PUBLIC DISCUSSION – None.

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:

FY2015: As last reported, the College is still collecting for FY2015 appropriations. To date, it has received approximately \$15.892 Million which amounts to 82% based on FY2015's appropriation of \$19.4 Million. Last amount received was \$500,000 on January 8, 2016.

FY2016: No allotments has been received for this fiscal year.

Capital Improvement Projects and other activities: President Okada reported the following:

-Water filling stations are now located in Building 5000 (Student Center) and Building E. Analysis to date record that within the first week, the Campus Community saved over 100 water bottles indicating students are using the purified water filling stations. This project was brought through the sustainability office.

-The mass notification/fire alarm system is nearing its final stage for completion. Final trenching is being done for Building 900. Liquidated damages have been issued due to delays. The initial completion date is January 22, 2016.

- Building 1000 bathroom renovations final inspection is January 18, 2016.

-The College is still in the process of recruiting for a Facilities Engineer.

-Following the recruitment process because of the Board's approval and the College moving forward with the Reduction in Force committee specifically with Cosmetology, all GCC full-time hiring will cease after tomorrow.

-GCC has been finishing up the project to move the Secondary students to George Washington High School as soon as the alarm system is set up, which is necessary for the high dollar value of the marketing and visual communications equipment.

Other activities:

-The College has completed its Winning Formula literacy training held on December 28-30, 2015, as part of the College Access Challenge Grant Program. During the Christmas break, 50 middle and high school teachers from Guam's public and private schools attended.

-The College received a lot of publicity with its sustainability project during the summer with the robotics class. A sustainable technologies clinic in December 2015 was held during the Winter Bridge program with visits to the solar farm.

-The Guam Department of Revenue & Taxation Alcoholic Beverage Control Board approved GCC's "Techniques in Alcohol Management" application for GCC to offer this course. This course is for individuals who sell and/or serve alcohol beverages and are required to obtain a certificate in compliant with Guam Public Law 32-051.

-On December 31, 2015, the President provided an update of GCC's Institutional Strategic Master Plan (ISMP) relating to the four strategic goals.

-The College is currently working on its Fiscal Year 2017 budget for submission to the Guam Legislature with a slight decrease due to cost savings in power.

2. Monthly Activities Report

Student Trustee: None reported.

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

- Faculty is back to school.
- Currently working on the RIF Committee review for Cosmetology.

Support Staff Advisory Member: Received an email message explaining that Mr. Kenneth Bautista was unable to attend the BOT meeting today due to MIS troubleshooting.

3. **Board of Trustees Community Outreach Report.** Other than Trustee Deborah Belanger attending scheduled GCC Management Team Negotiation meetings there were no other outreach reports.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Building 100 and Forensic Lab Extension Loan. The USDA approved the bid specifications. The bid will be published on January 15, 2016. The pre-bid conference is scheduled on January 21, 2016 and the bid opening on February 11, 2016. The bid process for the Forensic Lab will be thereafter.

Legal counsel will be notified that as part of GCC's requirement process, it will be seeking the Guam Attorney General's review for Bldg. 100. Construction project for this is estimated at \$5 Million.

-Building 300. As last reported, GCC is awaiting the final A&E designs. This project will be funded by FEMA. Once the designs are done, GCC anticipates moving forward on this before the end of the academic year. Currently working on relocating maintenance, the High School ProStart and a few offices, other offices have already been vacated. Project for this is estimated at \$3 Million.

Wellness Center. The design for this project is 100% complete. Once funding is secured, construction will begin. This project is estimated at \$6 Million.

-GCC Annex. Currently working on finalizing the bid specifications for additional property near the GCC campus. There is a separate landowner interested in this project and a potential land donor for another project.

VII. NEW BUSINESS.

1. President's Travel Request (January-March 2016)

At this time, the President informed the Board of the following travel requests:

-WestCare Tri Annual Board of Directors meeting, January 21-24, 2016, sponsored by WestCare in Henderson, Nevada.

-2016 Commission Development Workshop, March 15-20, 2016, sponsored by the Accreditation Commission for Community College and Junior Colleges (ACCJC) in Berkeley, California.

Both travel are 100% reimbursable by the sponsors.

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At approximately 12:40 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:10 p.m., the meeting reconvened to open session.

At this time, the Board made the following motions:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, Chairwoman Belanger acknowledged receiving the following documents:

1. 4th Quarter BOT Report from the Academic Affairs Division for October-December 2015.
2. Financial Statement from Finance & Administration for the month ending November and December 2015.
3. The signed Academic Year 2015-2017 BOT Assessment Plan.
4. The signed October 2015-September 2016 BOT Annual Calendar.

At this time, Chairwoman Belanger extended the following:

1. Kudos to the GCC Technology Department for conducting its student convocation Nov. 25, 2015.
2. Kudos to the GCC Tourism & Hospitality Department for conducting a Student Convocation on Dec. 1, 2015.
3. Kudos to GCC for sponsoring the Asian and Pacific Islander American Scholarship Fund's (APIASF) month-long December 2015 campaign, "#NotTheSame."

4. Kudos to GCC students for cohosting the Veterans Creative Art Showcase Award ceremony on December 9, 2015.
5. Kudos to GCC for hosting the GCC Sustainable Technologies Clinic at the Guam UnderWater World on December 21, 2015.
6. Kudos to GCC for hosting the three-day Winning Formula Professional Development Institute from December 28-30, 2015, at the MPA, sponsored by GCC's College Access Challenge Grant Program.
7. Congratulations to Guam Community College Practical Nursing graduates during its Pinning Ceremony December 13, 2015, as well as all the other graduates of GCC.
8. Thank you to GCC President Dr. Mary Okada and former Interior Assistant Secretary Mr. Tony Babauta for testifying during the hearing of the National Advisory Council on Institutional Quality and Integrity (NACIQI) in Washington D.C. on December 2015.
9. Appreciation to Student Trustee Elmarie Anderson for her services on the Board of Trustees.
10. Congratulations to Trustee Gina Ramos for receiving a Certificate for the "2015 ACCT State, Province, Territory Coordinators Network."
11. Congratulations to GCC for receiving the Government of Guam MagPro "Department of the Year" award for Fiscal Year 2015.

IX. ADJOURNMENT. At this time, a motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE GINA RAMOS, THAT THE MEETING OF JANUARY 14, 2016, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of January 14, 2016, adjourned at approximately 1:12 p.m.

SUBMITTED BY:

 **FEB 09 2016**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FEB 09 2016
FRANK R. ARRIOLA
Secretary

APPROVED BY:

 **FEB 09 2016**
DEBORAH C. BELANGER
Chairperson

Guam Community College

2017 BUDGET REQUEST - NAF

PROJECTED REVENUES	PRIOR YEAR	
	2016 Budget Request	FY 2017 PROJECTION
Educational and General Operations Revenue		
Tuition Net of Capital Improvement	2,794,000	2,684,740
6 Capital Improvement Fees (Resolution 4-99)	710,000	683,000
4 Technology Fee for Upgrades (Resolution 11-2000)	188,000	179,990
4 Technology Fee for Current Operations (Resolution 11-2000)	188,000	179,990
Student Activity Fee	77,000	73,970
Perm. Faculty Positions (Resolution 5-2006)	1,893,996	1,820,160
Perm. Staff/Admin Positions (Resolution 5-2006)	757,598	728,064
Other Fees Net of Tech and Stud Act Fees	304,000	291,000
Lab Fees	236,000	236,000
Total General Operations Subsidy	7,148,594	6,876,914
Auxiliaries Revenue		
Bookstore Sales	1,206,250	1,206,250
Food Services	31,200	31,200
Total Auxiliaries	1,237,450	1,237,450
Other Sources Revenue		
Administrative Recoveries	120,000	120,000
Interest/Miscellaneous Income	45,000	45,000
Total Other Sources	165,000	165,000
TOTAL PROJECTED REVENUE	8,551,044	8,279,364
PROJECTED EXPENDITURES	2016 Budget Request	FY 2017 PROJECTION
Educational and General Expenditures		
GovGuam Supplement - Other	1,475,130	1,400,000
GovGuam Supplement - Adjunct/Substitutes	1,350,000	1,295,000
GovGuam Supplement - PT Salaries		
2 Perm. Faculty & Staff/Admin Positions (Resolution 5-2006)	2,651,594	2,548,224
4 Technology Fee for Current Operations	188,000	180,000
4 Technology Fee for Upgrades (Resolution 11-2000)	188,000	180,000
Total E & G Expenditures	5,852,724	5,603,224
Other Educational and General Expenditures		
Promotion and Development	200,000	200,000
Professional Development - Faculty	75,000	75,000
Professional Development - Staff	50,000	50,000
5 Student Activity Fee - Dean Accts	15,400	14,794
Pacific Island Student Transition	6,475	6,475
Graduation	12,000	12,000
Bank Fee Expenditures	63,000	63,000
Board of Trustees Travel	25,000	25,000
Faculty Senate	5,000	5,000
WP Secretary II (Salaries & Benefits)	38,328	39,582
USDA Loan Repayment	269,373	270,096
Cosmetology	11,205	14,454
Education / ASL	27,684	23,928
Computer Science	14,068	18,228
Electronics	12,439	12,714
Office Technology	16,118	16,929
Automotive	14,525	14,467
Allied Health	25,139	25,889
Visual Communications	16,732	13,985
English - Theater	17,100	2,106
CCR English		14,323
Criminal Justice	5,040	14,310
Science	19,080	19,224
Culinary	22,580	30,600
Staff Senate	1,000	1,000
Faculty/BOT Negotiations	10,025	
Total Other E & G Expenditures	972,311	981,084
Total E & G Expenditures	6,825,035	6,584,308
Auxiliaries Expenditures		
Bookstore	959,044	959,044
Total Auxiliaries	959,044	959,044
TOTAL CURRENT EXPENDITURES	7,784,079	7,543,352
TRANSFER		
Transfer from Foundation - Pacific Island Endowment	-4,475	-6,475
Transfer from Foundation - Other		
Transfer to Foundation		
4 Transfer to Capital Improvement Fees	710,000	683,000
Transfer to Student Activity Fees	61,600	59,176
Total Transfer	765,125	735,701
TOTAL EXPENDITURES AND TRANSFERS	8,549,204	8,279,053
INCREASE (USE) OF RESERVE	1,840	311

Notes: 1) The FY2016 Original Budget Amount reflects the initial budget approved.

2) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 50% and 20%, respectively

3) Tuition & Fees projection is based on SP16 estimated, SU15, & FA15 enrollment figures. No increase budgeted.

4) Of the \$73.00 Technology fee, \$38.50 is reserved for the Upgrades and \$38.50 is for Computer Operations.

5) Student Activity Fee - Dean's Acct is based on 20% of Student Activity Fee projected.

6) The revenue for Capital Improvement Fees is included in the revenue for Tuition and Fees.

FEB 09 2016

Guam Community College
2017 BUDGET REQUEST - NAF SPECIAL PROJECTS

PROJECTED REVENUES	PRIOR YEARS		
	ACTUAL as of 09/30/15	2016 BUDGET REQUEST	FY 2017 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Specialized Certification (Industry Certification)	55,862	179,760	54,972
Health Certificate	79,025	73,500	68,000
SHRM Learning System			
Industry Certification	1,692	506,560	151,446
* Other Projects	729,003		493,835
GCC Room Rental			
* Gov't Guam/Private Industries Training Requests	289,819	55,500	85,919
* Prometric/Pan/Ed2go Online Courses/HOST TESTING	20,098	63,165	20,000
TAM workshop (Alcohol Beverage Control)			132,000
Project HATSA			50,000
WorkKeys Assessment/NCRC		308,750	209,995
Public Health		577,500	400,000
Total Continuing Education	1,175,499	1,764,735	1,664,167
TRADES & PROFESSIONAL SERVICES (TPS)			
Teacher's Recertification	6,960	0	0
Public Health - Education	270,715	0	0
Allied Health Special Projects	170,000	10,840	90,210
Tour Guide	11,475	7,000	11,250
Hospitality Institute	0	29,040	35,750
Criminal Justice Academy	12,480	90,210	90,210
High School Equivalency	4,193	50,000	50,000
Adult Basic Education	0		
Culinary Arts	225		
* Other Projects			
Total Trades & Professional Services	476,048	187,090	277,420
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	20,650	38,000	57,000
Networking Courses (CCNA)	3,150	16,000	0
Principles of Voice & Data	0	30,000	51,000
Other Projects			
Total Technology & Student Services	23,800	84,000	108,000
TOTAL REVENUE	1,675,348	2,035,825	2,049,587

PROJECTED EXPENDITURES	PRIOR YEARS		
	ACTUAL as of 09/30/15	2016 BUDGET REQUEST	FY 2017 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Specialized Certification (Certified Manager's)	23,364	179,760	54,972
Health Certificate	55,686	52,656	66,027
SHRM Learning System	2,080		
Industry Certification	740	506,560	151,446
* Other Projects	111,857		493,835
Gov't Guam/Private Industries Training Requests	170,447	55,500	85,919
Prometric/Pan/Ed2go Online Courses/HOST TESTING	7,066	58,242	20,000
TAM Workshops (Alcohol Beverage Control)			132,000
Project HATSA			50,000
WorkKeys Assessment/NCRC		308,667	209,995
Public Health		577,500	400,000
Total Continuing Education	371,241	1,738,885	1,664,194
TRADES & PROFESSIONAL SERVICES (TPS)			
Teacher's Recertification	38	0	0
Immunizations	17,175		
Public Health - Education	380,607	0	0
Allied Health Special Projects	55,310	9,807	57,343
Tour Guide	7,659	3,517	12,076
Hospitality Institute	0	15,933	27,849
Criminal Justice Academy	30,808	69,245	69,245
High School Equivalency	9,720	7,200	7,200
Culinary Arts			
* Other Projects			
Sustainability		13,300	13,300
Total Trades & Professional Services	501,317	119,002	187,013
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	10,023	37,274	74,899
Networking Courses (CCNA)	7,040	15,847	0
Principles of Voice & Data	12,162	29,383	31,299
Other Special Projects			
Total Technology & Student Services	29,225	82,504	106,198
TOTAL EXPENDITURES	901,782	1,940,390	1,957,405
NET PROFIT/(LOSS)	773,566	95,435	92,182

Notes: * Other Projects budget is projected for projects not anticipated

FEB 09 2016

PRESIDENT'S TRAVEL SCHEDULE
February - April 2016

Conference Title	Date	Location	Sponsor:
ACCJC Meeting	February 19-21, 2016	San Francisco, CA	ACCJC
PPEC Meeting/Regional Visit Barbara Beno, President ACCJC	April 21-22, 2016	Palau	Pacific Postsecondary Education Council (PPEC)

Funding Source in order of travel: 100% ACCJC reimbursement; 50% PPEC reimbursement