

**GUAM COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monthly Meeting – Friday, March 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 February 10, 2023

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
 - Student Center Concrete Canopy

VII. NEW BUSINESS

1. Updated Budget Approval for FY2024
2. President's Travel Request (April-June 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 February 10, 2023

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held February 10, 2023, was called to order at 12:04 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: Mr. Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Gina Y. Ramos; and Mr. Kenly Magwili, Student Trustee. Ms. Rose P. Grino, Secretary (off-island); Richard P. Sablan, Treasurer (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; 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; Attorney Rawlen Mantanona.

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, 2022.

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVES THE MEETING MINUTES OF DECEMBER 23, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 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 \$7,789,516.00. \$5,539,950.00 for the General Fund; \$2,134,125.00 for MDF; \$34,675.00 for the POST Commission; and \$80,766.00 for the First-Generation Trust Fund Initiative. Based on the amount billed, this amounts to 85% of the total requested.

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

Ongoing CIP Projects:

There are outstanding FY2021 CIP projects, which rolled into FY2022 that are being finished off such as the air-conditioning replacement for the Tech Center; the Building 2000 emergency generator project is still approximately 42% complete and working on finalizing the strip walls, the inspection and pour slab on grade, and installing conduits; all water leaks that were identified have been repaired and as last reported there is still a significance in savings for water with repairs done by the GCC maintenance.

The FY2023 CIP projects were reviewed by the College Governing Council and the Resource Planning & Facilities Committee. Funding for this was previously approved by the Board in 2022 and are now listed as follows: continuation of air-conditioning unit repairs and replacement; fire pump replacement adjacent to Building 400; fire alarm system and integration for the mass notification system to be replaced to meet the NPFA standards; increase CCTV surveillance system for Buildings A, C, D, 3000 (1st floor, Allied Health) and 2000 (Administration) due to break-ins; Building 2000 bathroom renovations; backup generator to support fire pump during a power outage for Building 3000; perimeter fencing on the backside towards the cliffside fencing from the firing range to the GPD DNA Forensic lab; columbine locks campus wide for classrooms and office doors for protection from an active shooter; removal and replacement of awning and rollup doors and bathroom renovations for Building 900.

The President further reported that Building 900 (welding) is one of the last Butler buildings remaining for renovations to include Buildings 500 (carpentry) and 600 (automotive).

2. Monthly Activities Report.

Student Trustee: Trustee Kenly Magwili reported the following:

January 6, 2023, Fri.: COPSA held GCC campus tours at 10:00 a.m. and 2:00 p.m.

January 9, 2023, Mon.: COPSA hosted Spring 2023 Student Orientation at 10:00 a.m. and was well attended.

BOT - Meeting of February 10, 2023

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Trustee Magwili assisted with the Reach for College campus tours with a total of approximately 60-70 students attending with GCC counselors providing a presentation with the following schools:

January 13, 2023, Fri., Father Duenas Memorial School;

January 17, 2023, Tues., Tiyan High School;

January 18, 2023, Wed., JP Torres Success Academy/George Washington High School;

January 19, 2023, Thurs., Okkodo High School;

January 23, 2023, Mon., Notre Dame;

January 24, 2023, Tues., John F. Kennedy High School.

January 25, 2023, Wed., Trustee Magwili attended the DNA Lab ribbon cutting ceremony at 8:30 a.m.; and Engagement + Empowerment+ Equity = Diversity & Inclusion event located at MPA from 11:00 a.m. - 1:00 p.m. and also received a scholarship at this event.

January 25, 2023, Wed., GCC SART & GPD DART presentation was attended by Trustee Magwili, "Justice Begins with Trauma Informed Approach" located at the Student Center Training Room 5108, 4:00 p.m.- 6:00 p.m.

Fri., January 27, 2023: first COPSA General Membership meeting, Student Center Training Room 5108, 1:00 p.m.

Friday, February 3, 2023: Student Organization Officer & Advisor Training at 1:00 p.m.

Monday, February 6, 2023, the sign up for the EDGE Conference has opened and some students have already signed up. (EDGE Conference is scheduled on Friday, March 3, 2023, 8:30 a.m.-3:30 p.m.)

Fri., February 10, 2023: second COPSA General Membership meeting, Student Center Training Room 5108, 1:00 p.m.

Faculty Advisory Member: Ms. Simone Bollinger was not in attendance for today's Board meeting but was represented by Ms. Jonita Kerr who reported the following.

Ms. Bollinger is attending an Indigenous Summit today representing the GCC CHamoru Education and Culture Track program and provided updates to Ms. Kerr to present to the Board.

Final updates/edits are being made to the BOT/Faculty Union Agreement bringing it closer for a ratification vote sometime this month. Initial presentation was made to faculty members on November 8, 2022 and a PowerPoint with some revisions will be circulated for faculty.

Overall, the semester is going well such as student surveys, classes and schedules.

The 5th Annual Marianas Terrestrial Conservation Conference & Workshop is scheduled on February 21-23, 2023, at the MPA. There is no fee and this is open to the public which

features scientific and cultural research across the Mariana Islands. This conference will be in person as well as live streamed. A field trip is scheduled for the second day.

The Chairman thanked Ms. Kerr for stepping in to help coordinate this event.

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

Support staff are finishing up the semester.

Staff he has encountered are looking forward to the 22% raise which will help with the increase in the cost of living.

Attended the January 25, 2023 E3 (Engagement + Empowerment + Equity = Diversity & Inclusion) event in the MPA, which was very informational.

Board of Trustees Community Outreach Report:

Trustee Gina Ramos reported she attended the January 2023 meeting of the National Association of Women in Construction. This was her first meeting and introduced herself as a new member as well as a member of the GCC Board of Trustees.

January 7, 2023, Tues., Trustees Leon Guerrero, Sablan and Ramos attended the FY2024 budget review via Zoom.

January 25, 2023, Wed., Trustees Arriola, Leon Guerrero, Grino, and Magwili attended the DNA Lab ribbon cutting ceremony at 8:30 a.m.

January 25, 2023, Wed., 11:00 a.m.-1:00p.m.: Trustees Arriola, Leon Guerrero, Grino and Magwili attended the Engagement + Empowerment + Equity = Diversity & Inclusion event located at the MPA.

January 25, 2023, Wed., Trustee Magwili attended the GCC SART & GPD DART presentation, "Justice Begins with Trauma Informed Approach" in the Student Center Training Room 5108 from 4:00 p.m.-6:00 p.m.

Trustee Arriola recently was in Hawaii this past weekend and visited the University of Hawaii and the Kapi'olani Community College in Hawaii. In comparison, the Chairman shared his observation that GCC is a busier college with all the construction and improvements. That he is happy with the progress going on at GCC with everyone working together as a group and praised everyone's good work.

VI. UNFINISHED BUSINESS

1. Proposed Policy: "Diversity, Equity, and Inclusion" (2nd Reading).

At the previous Board meeting, the Board was presented with a proposed policy, "Diversity, Equity, and Inclusion" (DEI), which has gone through the College Governing Council. This proposed policy has gone through a first reading and today will be a second reading. The Board also requested for counsel review at the last meeting.

The President reported that Attorney Wrightson reviewed this proposed policy and did not see any issues/concerns. That this is in line with DEI policies with other colleges and universities as presented. This proposed policy will be recorded as Resolution 1-2023 and Policy 161. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD ADOPT THE PROPOSED POLICY, "DIVERSITY, EQUITY, AND INCLUSION" AND RECORDED AS POLICY 161 THROUGH RESOLUTION NUMBER 1-2023. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

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

Forensic Lab/DNA Building.

This project is 99.90% complete. The ribbon cutting ceremony was held on January 25, 2023. As last reported there are a few items still pending before the final occupancy.

Building 300.

To date, this project is 99.65% complete and is near completion. Working on some items under the punch list with minor issues to include touch up of the paint.

The Architect is working on a new paint scheme being considered for the whole campus. This is in preparation for accreditation and will be presented to the Board for funding.

Wellness Center.

Anticipate the financial feasibility study to be completed soon as well as an environmental report. The College is still working on the USDA loan with funding for this project.

Building B.

As last reported and to date, this project is 32% complete and is progressing. The old building has been demolished and now removing the asphalt, sidewalks and manholes.

Workforce Development Center (Barrigada property).

The U.S. Economic Development Authority (EDA) has accepted quarterly reports from the College and still pending updated documents from the Architects in order for the College to submit the full bid packet for review by EDA to move forward on the bid.

Student Center Concrete Canopy.

This project is now at 71% complete. Progress to date is the stripping of framework and scaffolding for roof slab and the beams and installing of electrical rough-ins, conduits and boxes. This project is CARES funded.

At the next meeting the Culinary Arts & Baking Center will be added as part of the construction projects in progress. To date, the College is pending one final document that the U.S. DOE has requested an update on. The project is a request to U.S. DOE to utilize the remaining \$1.9 million the College currently has in CARES funding. As last reported, this project is converting the Culinary Kitchen and the current MPA into the Baking Center. The Dean and the department are searching for an alternate venue off campus for the Culinary Arts program for the duration of the construction.

VII. NEW BUSINESS.

1. FY2024 Budget (proposed). The Board was presented with the GCC budget request for FY2024. This has been reviewed by the College Governing Council and College Resource & Facilities Committee, as well as a budget review with Trustees Leon Guerrero, Sablan and Ramos. This budget request includes all the NAF and Special Projects. This does not include the proposed 22% raise due to the budget already being finalized before notice was received. After discussions, a motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE BUDGET REQUEST FOR FISCAL YEAR 2024 TO INCLUDE THE NAF BUDGET. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. President's Travel Request (February 2023). The following is the President's travel: Air Force University, February 14-15, 2023, San Antonio, Texas, reimbursable by the Air Force University.

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR FEBRUARY 2023, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

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

VIII. EXECUTIVE SESSION

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

At 1:01 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 GINA Y. RAMOS, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, the Chairman and the Board congratulated Trustee Magwili for recently receiving a scholarship during the E3 forum and congratulated the College for all the improvements and for returning back to business as usual. The Chairman further mentioned that on behalf of the Board, they are there to continue and support the growth of College.

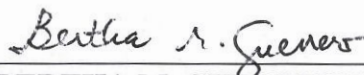
IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

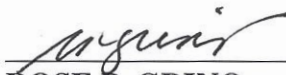
IT WAS MOVED BY TRUSTEE KENLY MAGWILL, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE MEETING OF FEBRUARY 10, 2023, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of February 10, 2023, adjourned at 1:02 p.m.


SUBMITTED BY:

 **MAR 10 2023**
BERTHA M. GUÉRRERO
Recording Secretary

ATTESTED BY:

 **MAR 10 2023**
ROSE P. GRINO
Secretary

APPROVED BY:

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

Guam Community College
Fiscal Year 2024
Budget Digest

Function:
Department:
Program:

AS400 Account Code	Appropriation Classification	GENERAL FUND				FEDERAL MATCH				GRAND TOTAL (ALL FUNDS)			
		A	B	C	D	E	F	G	H	I	J	K	L
		FY 2022 Expenditures & Encumbrances	FY 2023 Authorized Level	FY 2024 Governor's Request	FY 2022 Expenditures & Encumbrances	FY 2023 Authorized Level	FY 2024 Governor's Request	FY 2022 Expenditures & Encumbrances	FY 2023 Authorized Level	FY 2024 Governor's Request	FY 2022 Expenditures & Encumbrances	FY 2023 Authorized Level	FY 2024 Governor's Request
			MDF / CIF / FGTF 1/										
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay:	10,543,599	10,731,011	11,709,770	113,468	157,224	182,246	0	0	0	10,657,067	10,888,235	11,892,016
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	4,023,030	4,248,545	4,606,457	54,282	62,392	69,868	0	0	0	4,077,312	4,310,937	4,676,325
	TOTAL PERSONNEL SERVICES	\$14,566,629	\$14,979,556	\$16,316,227	\$167,750	\$219,616	\$252,114	\$0	\$0	\$0	\$14,734,379	\$15,199,172	\$16,568,341
	OPERATIONS												
220	TRAVEL - Off-Island/Local Mileage Reimburs:	2,575	2,500	0	0	0	0	0	0	0	2,575	2,500	0
230	CONTRACTUAL SERVICES:	136,148	805,058	493,878	932,677	476,097	954,204	0	0	0	1,068,825	1,281,155	1,448,082
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	20,000	137,000	61,000	67,500	22,000	165,856	0	0	0	87,500	159,000	226,856
250	EQUIPMENT:	20,000	31,265	52,647	103,387	17,909	56,939	0	0	0	123,387	49,174	109,586
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	86,117	121,033	52,994	3,053,566	4,155,729	3,013,713	0	0	0	3,139,683	4,276,762	3,066,707
	TOTAL OPERATIONS	\$264,840	\$1,096,856	\$660,519	\$4,157,130	\$4,671,735	\$4,190,712	\$0	\$0	\$0	\$4,421,970	\$5,768,591	\$4,951,231
	UTILITIES												
361	Power:	897,756	0	0	0	897,751	1,375,048	0	0	0	897,756	897,751	1,375,048
362	Water/ Sewer:	88,364	0	0	0	88,364	59,592	0	0	0	88,364	88,364	59,592
363	Telephone/ Toll:	86,542	0	0	0	56,854	56,854	0	0	0	86,542	56,854	56,854
	TOTAL UTILITIES	\$1,072,662	\$0	\$0	\$0	\$1,042,969	\$1,491,494	\$0	\$0	\$0	\$1,072,662	\$1,042,969	\$1,491,494
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$15,904,131	\$16,076,412	\$16,976,746	\$4,324,860	\$5,934,320	\$5,934,320	\$0	\$0	\$0	\$20,229,011	\$22,010,732	\$22,911,066
	1/ Specify Fund Source(s)												
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	2	2	2	0	0	0	0	0	0	2	2	2
	CLASSIFIED:	198	194	194	2	4	4	0	0	0	200	198	198
	TOTAL FTEs	200	196	196	2	4	4	0	0	0	202	200	200

PRESIDENT'S TRAVEL SCHEDULE

April-June 2023

Conference Title/Sponsor	Date	Location
Executive Leadership Development Program*	April 17-22, 2023	Pohnpei
ACCJC Commission Meeting**	June 7-9, 2023	Sta. Monica, CA

*Funding Source(s): *100% funded by EDLP, **100% funded by ACCJC*