

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, March 11, 2016, 11:00 a.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 February 9, 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. Board of Trustees Election
2. RIF Committee Review and Plan
3. BOT Policy 185 - update
4. 27th Pay Period

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 9, 2016**

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on February 9, 2016, was called to order at 12:15 p.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Swearing In and Administration of the Oath of Office for elected GCC Trustee

Student Member. Adrian Davis was sworn as the new Student Trustee.

2. Roll Call. Trustees Present: Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Mr. Eloy P. Hara; Ms. Gina Ramos; Mr. Adrian Davis, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory was represented by Mr. Michael Setzer; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Mr. John Benito (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, Dean, TPS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Ms. Doris Perez, Assistant Director, Planning & Development; Attorney Rebecca Wrightson, Legal Counsel; COPSA representatives: Shawn Fernandez, Chrystel Baguion, Adrian Flores, Nikki Del Castillo, Liza Ann San Agustin; COPSA Advisors: Troy Lizama, Carl Torres II; COPSA Co-Advisor: Kristianna Santos; CSI representatives: Latisha Ann Leon Guerrero, Donnie Lizama.

3. 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 – January 14, 2016

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF JANUARY 14, 2016, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS– None.

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: This is status quo as far as the College still collecting for FY2015 appropriations with a balance owed the College of \$2.7 Million.

FY2016: No allotments has been received for this fiscal year but the President and Vice President Carmen Santos from Finance & Administration have met with representatives from DOA and the Governor's Office regarding concerns of non-receipt of appropriations for FY2016.

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

- Request for quotations for window blinds for Building E classrooms have been issued.
- Will be retrofitting open yard between Building 500 and Building 600 to free up the space in Building 300 in relocating maintenance. Once this is done, including the completion of the drawings, this project will go out for bid. Tourism and Hospitality have already been relocated into some of the administration offices.

Other activities:

- The College received a \$15,000 grant from APIASF. This grant is in support of technology and online education at AANAPISIs. Working with Dr. Ray Somera and Dr. Michael Chan and with the Coastline Community College.
- The College also submitted a response to a RFP to GVB to upgrade tourism and hospitality training (tour guide training) for Guam.
- Launched with the Judiciary of Guam a recertification and training for 69 probation officers and marshals beginning February 1, 2016 with GCC and completing the POST Commission certification requirement to include physical fitness training.
- ACCJC called out a request for new evaluators due to some who have retired and whose terms have expired. VP Carmen Santos, Marlena Montague, our Institutional Researcher and Dr. Virginia Tudela will undergo training with ACCJC as evaluators. BOT members are encouraged to become evaluators and if interested, names will be submitted to be trained accordingly.
- GCC Administrators have completed training relating to transformational leadership. This will be made part of a percentage of their performance evaluation beginning 2016.
- The College has been participating in the Governor's Climate Change Task Force.

2. Monthly Activities Report

Student Trustee: Trustee Adrian Davis had none to report at this time.

Faculty Advisory Member: Mr. Frederick Tupaz was represented by Mr. Michael Setzer who reported the following:

- Faculty are prepared for the 2016 Spring Semester and going well.
- As last reported, currently working on the RIF Committee review for Cosmetology.
- Thanking the President for the Professional Development regarding transformation focusing on student success and faculty are looking forward in working collaboratively with this initiative and anticipate breakout sessions in future professional development training.

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

-Attended and appreciated the Professional Development on February 8, 2016 regarding transformation presented by Dr. Sounder and Dr. Betances. Employees were also updated on preventing sexual harassment plus safety on campus. HR informed employees they will be participating in part two of the online training regarding preventing sexual harassment.
-Staff Senate is currently going through with its election process.

3. Board of Trustees Community Outreach Report.

-GCC Management Team Negotiation weekly meetings at the College: Trustee Deborah Belanger continues to attend these meetings.
-Feb. 2, 2016, confirmation hearings at the Guam Legislature for Trustee Frank Arriola and Trustee Gina Ramos: Attended by Trustees Eloy Hara, Arriola and Ramos.
-Guam Airport Authority 40th Anniversary Celebration: Attended by Trustees Richard Sablan and Frank Arriola.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Building 100 and Forensic Lab Extension Loan.

Bldg. 100. Bid is already out for this and six (6) prospective bidders picked up bid packets, including attending a mandatory pre-bid conference. Site visits were conducted on January 21 and 26, 2016. Bid opening is March 3, 2016. Amendments were issued such as 1) identify completion dates and upcoming Government of Guam holidays and contractors to be aware of the GCC Academic Calendar during the construction period; 2) Certain forms have to be completed for compliance purposes with USDA; 3) Address the mitigation asbestos issue and removal of steel beams; 4) Clarification of the digital control points for the electrical drawings.

Forensic Lab. Once the construction for Building 100 is underway, the College anticipates the bid for the Forensic Lab to go out sometime towards the end of 2016.

-Building 300. As reported, the college is working on relocating the maintenance offices and awaiting the final specifications. As soon as the plans are done, this project will go out for bid.

Wellness Center. As last reported, the design for this project is 100% complete. Construction will begin on this project when construction on Building 100 is done.

-GCC Annex. This is status quo as last reported, 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.

Due to a public law, a certain percentage is owed to CAHA for government projects totaling a certain amount. The College is currently communicating with CAHA regarding its campus projects. GCC will decide whether to incorporate cultural art when building or pay what will be

owed to CAHA.

VII. NEW BUSINESS.

1. FY2017 Budget Request. The Board was presented with the proposed Fiscal Year 2017 budget for the College to include the 2017 NAF Budget Request and NAF Special Projects Budget Request. Due to some costs savings and even with its growth budget, the College will be submitting a lower budget request. After several discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE PROPOSED GUAM COMMUNITY COLLEGE FISCAL YEAR 2017 BUDGET, NAF BUDGET REQUEST AND NAF SPECIAL PROJECTS BUDGET REQUEST, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

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

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

1. ACCJC meeting, February 19-21, 2016, sponsored by Accreditation Commission for Community College and Junior Colleges (ACCJC) in San Francisco, California. This is 100% reimbursable by ACCJC.

2. PPEC Meeting/Regional Visit Barbara Beno, President ACCJC, April 21-22, 2016, sponsored by Pacific Postsecondary Education Council (PPEC) in Palau. This is 50% reimbursable by PPEC.

MOTION

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

At approximately 12:55 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:19 p.m., the meeting reconvened to open session.

At this time, the Board made the following motions:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time, Chairwoman Belanger extended the following:

1. Thanking GCC for conducting a Professional Development on Monday, February 8, 2016 with regards to "Transformation."
2. Kudos for the College's participation in the Governor's Climate Change Task Force.

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

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING OF FEBRUARY 9, 2016, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)


There being no further discussions, the meeting of February 9, 2016, adjourned at approximately 1:20 p.m.

SUBMITTED BY:



BERTHA M. GUERRERO MAR 11 2016
Recording Secretary

ATTESTED BY:



FRANK P. ARRIOLA MAR 11 2016
Secretary

APPROVED BY:



DEBORAH C. BELANGER MAR 11 2016
Chairperson