

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – March 14, 2014, 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 February 6, 2014

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 200 (Renovation), Building 100 and Forensic Lab

VII. NEW BUSINESS

1. Western Interstate Commission for Higher Education (WICHE)
2. FY2013 Audit Report
3. Sustainability and Project Coordinator

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 6, 2014

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on February 6, 2014, was called to order at 12:05 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. John Benito; Mr. Richard P. Sablan; Mr. Steven Alvarez, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Norman Aguilar representing Mr. Frederick Tupaz, Faculty Advisory Member. **Not in attendance:** Mr. Frank P. Arriola (off-island); Ms. Gina Ramos (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Mr. Edwin Limtuatco, Controller, Business Office representing Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Matthew Kane, Legal Counsel; Dr. Juan Flores, Dean, TPS; Dr. Gina Tudela, Dean, TSS, Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Joann Muna, Human Resources Administrator.

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 10, 2014.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE STEVEN ALVAREZ, THAT THE BOARD APPROVE THE MEETING MINUTES OF JANUARY 10, 2014, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS- There was none.

IV. PUBLIC DISCUSSION – There were no requests made.

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:

-FY2014: As of February 4, 2014, the College received approximately \$3.862 Million from the General Fund, \$241,000 received from the LPN/Vocational Guidance fund; \$79,000 received from MDF; \$24,000 received from TAF and approximately \$122,000 from TAF supplemental, which equates to about 59% of the total appropriation. To date, the College is one month behind in receiving its allotments.

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

-As of January 2014, several CIP RFQs are being processed for the following: ADA compliant doors for several rooms; water sprinkler system for Building 2000; speed bumps to deter speeding on campus; and accessible pathways for Building 5000.

-2,452 students registered for spring class, slightly higher from last spring; however, this does not include participants in the Keep Your Guard Up initiative.

-166 guardsmen will be participating in the 90-day training certification program. Launching of this program is scheduled for February 17, 2014 at 8am at the MPA.

-Educational Regional Summit is April 4, 2014 to coincide with the White House visitors for an on-campus tour.

-In discussion with Senator Chris Duenas for energy efficiency and sustainability legislation and will work closely with his office on this.

-FY2013 audit expected completion is February 28, 2014. Federal requirement is June 2014.

-A final report of the BOT assessment were provided to the Board with recommendations such as continue board visibility and engagement in college wide activities, include other community stakeholders, continue board orientation in terms of board roles and function, board included in the GCC monthly newsletter, a message to the public to show board's involvement or as a board update.

-Joint leadership meeting was held last week and discussions were on how to approach FY2015 budget to the Legislature. Anticipated budget hearing is July or August 2014.

2. Monthly Activities Report

Student Trustee: Student Trustee Steven Alvarez reported as follows:

-178 students attended the new student orientation.

-February 2014 events: February 7th is the first general membership meeting to include a new officers/advisors training workshop; sponsoring a health certificate workshop for all student organizations handling food for any upcoming events; movie night featuring the Ironman 3 is February 12th; and first COPSA entertainment night February 28th showcasing different entertainment.

-UOG Fines Arts Theater production on Feb. 27-March 1, 2014 is free for all GCC students.

Faculty Advisory Member: Mr. Fred Tupaz was represented by Mr. Norman Aguilar and reported as follows:

-January 24, 2014, faculty met and the new job specifications were approved.

Support Staff Advisory Member: Trustee Kenneth Bautista reported as follows:

-Started nominations for support staff council and election will be in March 2014.

-Reminder regarding the Parade of Shoes fundraiser tomorrow, February 7, 2014 at the MPA.

3. Board of Trustees Community Outreach Report. In January 2014, Trustee Richard Sablan attended the Guam Airport Authority Employee appreciation event.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

-Building 200 (Renovation). The President reported that this construction is ongoing and retaining a September 2014 completion date. There is still the issue of the generator and will be seeking legal counsel's advice.

-Building 100 and Forensic Lab Extension Loan. Still waiting for USDA funding approval. There will be a follow up meeting with USDA in D.C. with board members who will be attending the ACCT conference next week. A new USDA program director is in charge of Guam.

-Design for the GCC Wellness and Maintenance building is underway. The purchase order has been issued to TRMA for the soil study, which is required before moving forward with the construction.

2. Prior Learning Assessment Policy (2nd Reading). The Board moved to adopt the following resolution:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE JOHN BENITO, THAT THE BOARD ADOPT THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES RESOLUTION ENTITLED "PRIOR LEARNING ASSESSMENT," WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. Policy updates. The Board members were previously provided copies of the updated Financial Board Policies (Series 200). The President pointed out the changes that were also reviewed by Board members during a working session. A motion was then made to approve said changes, as follows:

MOTION

IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE UPDATED GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES POLICY SERIES 200, WITH CORRECTIONS, AS FOLLOWS: POLICY 200, FIDUCIARY RESPONSIBILITY; POLICY 204, AUDITS; POLICY 208, AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS; POLICY 209, AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS (WIRE PAYMENT TRANSACTIONS); POLICY 212, NON-APPROPRIATED FUNDS ACCOUNT; POLICY 214, THE PRICING OF CONTRACTS FOR SERVICES; POLICY 216, PROMOTIONAL & DEVELOPMENT ACCOUNT; POLICY 220, CAPITAL PROJECTS FUND; POLICY 224, STUDENT ACTIVITY FUNDS; POLICY 228, PROCUREMENT POLICY; POLICY 232, CONTRACTUAL AGREEMENTS; POLICY 236, TUITION AND FEES; POLICY 240, STUDENT

FINANCIAL AID; POLICY 244, VEHICLE USAGE; POLICY 248, INSURANCE PROTECTION; POLICY 252 (DELETED); POLICY 256, CLAIMS OFFICER; POLICY 264, COLLEGE HOUSING; POLICY 276, UNION OFFICIALS PAYMENT; POLICY 292, ANNUAL FUND RAISING OF THE BOARD OF TRUSTEES. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

VII. NEW BUSINESS.

1. FY 2015 Budget. The Board was presented with the proposed Fiscal Year 2015 budget for the College, which includes the proposed competitive pay adjustments. After several discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ AND SECONDED BY TRUSTEE JOHN BENITO, THAT THE BOARD APPROVE THE PROPOSED GUAM COMMUNITY COLLEGE FISCAL YEAR 2015 BUDGET, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At approximately 12:54 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:45 p.m., the meeting reconvened to open session.

A motion was made to accept the President's report, as follows:

MOTION

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

At this time, Chairwoman Belanger, on behalf of the Board mentioned the following:

- Congratulations to the five students in the GCC CTE at John F. Kennedy High School for being the first-ever inductees to the National Technical Honor Society.
- Congratulations to the Southern High School students in the GCC CTE Marketing team who took top honors during the Distributive Education Clubs of America (DECA) Quiz Bowl on January 31, 2014.

IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE JOHN BENITO, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE MEETING OF FEBRUARY 6, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of February 6, 2014, adjourned at approximately 1:46 p.m.

SUBMITTED BY:

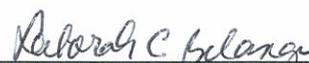
 **MAR 14 2014**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

MAR 14 2014

APPROVED BY:

 **MAR 14 2014**
DEBORAH C. BELANGER
Chairperson

I MINA'TRENTAI DOS NA LIHESLATURAN GUÁHAN
2013 (FIRST) Regular Session

Resolution No. 234-32 (COR)

As substituted and amended on the Floor.

Introduced by:

Brant T. McCreddie
Aline A. Yamashita, Ph.D.
Michael F. Q. San Nicolas
Tommy Morrison
Judith T. Won Pat, Ed.D.
T. R. Muña Barnes
Chris M. Dueñas
R.J. Respicio
T. C. Ada
V. Anthony Ada
Frank B. Aguon, Jr.
B. J.F. Cruz
Michael T. Limtiaco
Vicente (ben) C. Pangelinan
Dennis G. Rodriguez, Jr.

**Relative to supporting Guam's application for membership
in the Western Interstate Commission for Higher Education
(WICHE).**

1 **BE IT RESOLVED BY *I MINA'TRENTAI DOS NA LIHESLATURAN***
2 ***GUÁHAN*:**
3 **WHEREAS,** the Western Interstate Commission for Higher Education
4 (WICHE) is a regional non-profit organization created by the Western Regional
5 Education Compact, adopted in the 1950s by western states to facilitate resource
6 sharing among the higher education systems of the west; and

1 **WHEREAS**, WICHE operations commenced in 1953, and is governed by
2 three Commissioners appointed by the governors from each state; and

3 **WHEREAS**, under the terms of the Compact, each state commits to support
4 WICHE's basic operations through annual dues established by the full
5 Commission; and

6 **WHEREAS**, WICHE and its member states work to improve access to
7 higher education and ensure student success through its various programs, regional
8 initiatives, and through research and policy work; and

9 **WHEREAS**, becoming a member of WICHE will greatly benefit Guam's
10 undergraduate students by allowing them access to the Western Undergraduate
11 Exchange (WUE) program, the largest regional tuition-reciprocity agreement in the
12 nation, which provides a reduced tuition, at no more than 150% of the resident
13 tuition rate, at more than 150 participating two and four year public institutions,
14 instead of paying substantially more for non-resident tuition, which is at least
15 double or more the resident tuition rate; and

16 **WHEREAS**, becoming a member of WICHE will provide the opportunity
17 for Guam's graduate students to enroll in approximately 250 participating graduate
18 programs and pay the resident tuition rate; and

19 **WHEREAS**, Guam students can additionally benefit from WICHE's
20 Professional Student Exchange Program (PSEP) and Internet Course Exchange
21 (ICE) program; and

22 **WHEREAS**, although Guam's institutions of higher learning have made
23 great strides and improvements over the last several years, Guam's geographic
24 location and smaller population limit access to higher education for our students;
25 and

1 **WHEREAS**, Guam can additionally benefit from WICHE’s various
2 resources in workforce and policy development, technology, health, and other
3 areas; and

4 **WHEREAS**, WICHE has already included Guam, the Commonwealth of
5 the Northern Mariana Islands, American Samoa, Palau, the Federated States of
6 Micronesia and the Marshall Islands as the collective sixteenth member of the
7 Western Interstate Commission for Higher Education, and it is now contingent on
8 Guam to decide to actively participate in WICHE; and

9 **WHEREAS**, *I Mina’ Trentai Dos na Liheslaturan Guåhan* supports and
10 encourages Guam’s efforts to join the CNMI as the second territory to actively
11 participate in WICHE to offer programs that are not currently offered at the
12 University of Guam or the Guam Community College; now, therefore be it

13 **RESOLVED**, that with the concurrence and support of the University of
14 Guam Board of Regents and the Guam Community College Board of Trustees, a
15 resolution from UOG and GCC for Guam’s participation in WICHE *shall* be
16 transmitted to *I Liheslaturan Guåhan* for its consideration, within 30 days of
17 adoption; and be it further

18 **RESOLVED**, that *I Mina’ Trentai Dos Na Liheslaturan Guåhan* does
19 hereby, on behalf of the people of Guam, support the government of Guam’s
20 efforts to become active members of the Western Interstate Commission for Higher
21 Education (WICHE), and further urges the government of Guam to work with
22 WICHE to cement Guam’s status as a WICHE member; and be it further

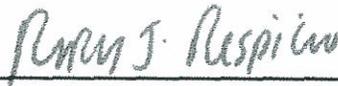
23 **RESOLVED**, that the Speaker certify, and the Legislative Secretary attest
24 to, the adoption hereof, and that copies of the same be thereafter transmitted to Dr.
25 Robert Underwood, President of the University of Guam; to Dr. Mary Okada,

1 President of the Guam Community College; to Mr. Jon Fernandez, Superintendent
2 of the Guam Department of Education; to the Honorable Madeleine Z. Bordallo,
3 Guam Delegate to the 112th U.S. Congress; and to the Honorable Edward J.B.
4 Calvo, *I Maga'lahaen Guåhan*.

DULY AND REGULARLY ADOPTED BY *I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN* ON THE 1ST DAY OF FEBRUARY 2014.



JUDITH T. WON PAT, Ed.D.
Speaker



Rory J. Respicio
Acting Legislative Secretary

LEGISLATIVE SESSION

I MINA 'TRENTAI DOS NA LIHESLATURAN

2014 (SECOND) Regular Session

Voting Sheet

Speaker Antonio R. Unipingo Legislative Session Hall
February 1, 2014

Resolution No. 234-32 (COR)
As substituted and amended on the Floor.

NAME	Yea	Nay	Not Voting/ Abstained	Out During Roll Call	Absent
Senator Thomas "Tom" C. ADA	✓				
Senator V. Anthony "Tony" ADA	✓				
Senator Frank Blas AGUON Jr.	✓				
Vice-Speaker Benjamin J.F. CRUZ	✓				
Senator Christopher M. DUENAS	✓				
Senator Michael LIMTIACO	✓				
Senator Brant McCREADIE	✓				
Senator Thomas "Tommy" MORRISON	✓				
Senator Tina Rose MUÑA BARNES	✓				
Senator Vicente (ben) Cabrera PANGELINAN	✓				
Senator Rory J. RESPICIO	✓				
Senator Dennis G. RODRIGUEZ, Jr.	✓				
Senator Michael F. Q.SAN NICOLAS	✓				
Speaker Judith T. WON PAT, Ed.D.	✓				
Senator Aline A. YAMASHITA, Ph.D.	✓				

TOTAL

15

Yea

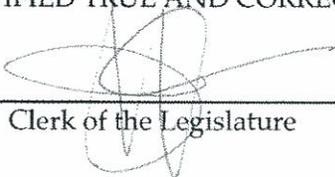
Nay

Not Voting/
Abstained

Out During
Roll Call

Absent

CERTIFIED TRUE AND CORRECT:


Clerk of the Legislature

I = Pass

Sustainability and Project Coordinator

NATURE OF WORK

This is a complex and responsible professional position that requires knowledge and skills in sustainability, environmental sciences or renewable resources. The Sustainability and Project Coordinator is responsible for providing coordination and oversight of campus projects and activities focusing on sustainability.

This position reports to the Assistant Director for Planning and Development.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Provides leadership and coordination to the sustainability efforts on campus.

Fosters a culture of sustainability among students, faculty, administrators and staff; identifies and prioritizes areas for institutional sustainability efforts; plans and develops long and short range programs; and engages with institutional leaders to foster sustainability broadly across campus units.

Develops a coherent, campus-wide sustainability program and projects by coordinating academic, research, operations, and student sustainability activities.

Coordinates with the academic community to integrate sustainability into the curriculum.

Plans, organizes, directs, and controls the activities of all sustainability activities on campus. Serves as a point-person for all sustainability activities on campus.

Develops and implements sustainability policies, programs, processes and procedures for the College.

Coordinate campus wide communications; provides updates and conducts training on sustainability programs and projects.

Ensures compliance with all federal and local regulations regarding sustainability programs and projects.

Prepares and submits all required institutional applications and reports for sustainability programs and projects

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of sustainability theory and practices.

Knowledge of the current trends in sustainability (i.e. energy issues and conservation).

Ability to administer and manage a sustainability program and projects for an institution of higher education.

Ability to develop and implement methods and procedures for improving, maintaining, and facilitating an effective sustainability program and projects.

Ability to establish policies and procedures relative to sustainability programs.

Ability to make decisions in accordance with appropriate guidelines.

Ability to build teams, encourage cooperation, and communicate vision and strategy.

Ability to work with and respect diverse population.

Ability to communicate effectively, orally and in writing.

Skill in developing and conducting information and orientation sessions.

Skill in project management.

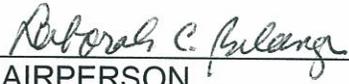
Skill in the use of technology.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Sustainability, Life, Physical or Social Sciences or related field; or
- B. Bachelor's degree in Sustainability, Life, Physical or Social Science or related field; or plus two (2) years of work experience in sustainability or related area, with at least one (1) year of supervisory experience.
- C. Any acceptable equivalent combination of both training and experience which provides the minimum knowledge, abilities and skills to perform the duties of the position.

Ratified: MAR 14 2014

DEBORAH C. BELANGER



CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade L