

**GUAM COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monthly Meeting Friday, March 15, 2024, 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 13, 2024

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
 - Wellness Center
 - Building B
 - Workforce Development Center
 - Culinary Arts & Baking Center
 - Building 2000 Generator
2. Accreditation Updates

VII. NEW BUSINESS

1. President's Travel Request (April 2024)

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 13, 2024

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on February 13, 2024, was called to order at 12:10 p.m., by Chairman Carlo Leon Guerrero, in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Carlo Leon Guerrero, Chairman; Ms. Rose P. Grino, Vice Chairperson; Ms. Gina Y. Ramos, Treasurer; Ms. Yolanda Padrones, Secretary; Mr. Frank P. Arriola, Member. Mr. Richard P. Sablan (schedule conflict); Mr. Kenly Magwili, Student Trustee (schedule conflict).

2. Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Dr. Michael Chan, Dean, TSS; Ms. Pilar Williams, Dean, TPS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Mr. Edwin Limtuatco, Controller, Finance & Administration; Ms. Denise Mendiola, Assistant Director, CEWD; Ms. Simone Bollinger, Faculty Advisory member; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Attorney Rawlen Mantanona.

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 12, 2024.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, AND SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD APPROVES THE MEETING MINUTES OF JANUARY 12, 2024, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS. None received

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:

FY2024: As of year-to-date, the College received \$7,418,006.44 for its appropriation. \$4,546,369.00 from the General Fund; \$2,151,030.00 from MDF; and \$25,666.00 to support the WICHE PSEP scholarship program; including \$694,921.44 from the MDF collected for FY2022. This equates to approximately 89% collected based on the appropriation schedule. The College continues to receive its appropriation on a regular basis from the Department of Administration every week and has been steady.

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

Other activities:

There is a lot of effort right now with CEWD that are working very hard on an MOA for WorkKeys and Career Safe courses for the College of Micronesia, and continuing to support the Marshal Islands team on their WorkKeys initiative; the MOA for the next cohort for Paramedics have been finalized; there are several letters of support that the College received regarding the Associate Degree in Nursing Pathway and this project is moving forward; the youth apprenticeship program under the Hospitality Tourism Management Program have four hotels they are working with; Dean Pilar is also working with CNMI to offer ASL Certification; Reach for College has been hosting a lot of tours for students on campus with six schools for the past couple of weeks with a total of 237 students; the College has been continuing with the FAFSA outreach for Financial Aid; the President's and Dean's list has been published for FA 2023 and the President extended congratulations to the students who have done well academically.

One of the things the College is currently working on as a request is to expand general education courses by offering a music course, which Dr. Mike is handling to be implemented in Fall 2024; the College is continuing to do recruitment activities in the high schools; January 8, 2024 was the new student orientation along with campus tours and information sessions held regarding registration and how to navigate through the College.

The Institutional Self Evaluation Report has been posted on MyGCC with the timeline and all stakeholders are encouraged to participate in this process. The second draft is due this week; GCC now has a basketball team with seventeen employees that have signed up and will be sharing the game schedule; as new employees are hired as well as Adjuncts and Faculty, orientations and trainings are scheduled especially during the beginning of a new semester.

As a result of the AACC WDI conference that was recently attended, the College is looking for additional educational resources to support construction and automotive and will be shared with the community once formalized.

With regards to sustainable facilities, Pacific Solar is working to establish the network communication for Photovoltaics on Buildings A and C; and the project design for the PV system for Building 2000 is at 90% complete.

Ongoing CIP:

The replacement project for air-conditioners are continuing campus wide including as they break down or in need of repair; the mold in Building 5000 is being remediated and once complete the employees can move back into their offices; and the CCTV systems are being worked on and other ongoing projects will be reported out under the construction project updates on the Agenda.

2. Monthly Activities Report.

Student Trustee: Trustee Magwili had a scheduling conflict with classes and was unable to attend today's meeting.

Faculty Advisory Member: Ms. Simone Bollinger reported the following:

Classes are going well.

One of the things faculty have been discussing this semester is enrollment and ways to target enrollment by recruitment of new students as well as retention of current students in returning for the next semester.

Faculty have been completing a program review training which was introduced during the contract negotiations. This is an in-depth process that entails collecting a lot of information this first time around which will allow faculty to look at their programs and the students. To look at trends within demographics such as age group, ethnicity to see if there are specific groups that can be targeted to keep students staying at GCC. The last training was last Friday and in moving forward will see how that impacts our numbers and what we can do as faculty. Ms. Bollinger further reported that there's been a lot of discussions to include TSS meetings regarding what we are doing to bring students to GCC as the main topic.

Staff Advisory Member: Mr. Kenneth Bautista was not in attendance for today's meeting.

Board of Trustees Community Outreach Report:

Trustee Grino reported she attended the Filipino Nurses' Global Summit and 14th International Nursing Conference in Iloilo, Philippines, January 2024, which is a gathering of nursing professionals, educators and researchers around the globe. The discussion was about the future of nursing, the economic impact and initiatives in reshaping the education of nursing something that GCC is already practicing by being creative and active outside the box such as the cohorts for the Nursing Program, LPN/CNA, EMTs and other healthcare professionals to include the expanded role of Registered Nurses and Advanced Practitioners. Also met with Attorney Juliet K. Choi from Washington D.C. who is the President and CEO

of the Asian and Pacific Islander American Health Forum who has an interest about the disparity of when it comes to funding for Asians or Pacific Islanders and how to help out with the minorities. That Attorney Choi reached out to the Guam delegates at the Summit and is looking at Guam in leading to increase the health care workforce in Micronesia. Attending this Summit, Trustee Grino explained that with what the other countries are doing and the States, Guam is going in the right direction. One of biggest discussions was the introduction of artificial intelligence (AI). As mentioned during the last meeting the need in keeping an eye on how this is going to impact the future of the College in educating our students, the future of AI as part of the health care and that the next five years nursing needs will be more complexed than what we are dealing with today.

Chairman Leon Guerrero and Dr. Okada attended the meeting with Snap-On Tools in Kenosha, Wisconsin to include the Snap-On Tools headquarters and also attended the American Association of Community Colleges Workforce Development Institute (AACC WDI) in New Orleans in January 2024. Dr. Okada reported there will be follow up discussions with Snap-On Tools.

Trustee Padrones also attended the AACC WDI in New Orleans and reported this was her first conference as a Board member and that this was a great learning opportunity as well as the opportunity to network. That one of the sessions she attended dealt with working with the community to understand what their needs are such as conducting assessments with the different sectors so that we can be prepared with either boot camps or instructions. Also met with representatives from Metallica for a potential endowment.

Trustees Grino and Ramos attended the working session for the Compensation Review updates for Academic Administrators last week, February 6, 2024 via Zoom.

VI. UNFINISHED BUSINESS

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

Wellness Center.

The President reported the financial feasibility study should be completed soon so that the College can move forward with its USDA application.

Building B.

To date, this project is about 63% complete. The contractor is starting to prepare the installation of forms at Level 2, forms and the scaffolding for beams in preparation for rebar inspection that should have occurred yesterday, February 12, 2024. The time extension for this building is June 5, 2024; plus, the bid is out for the furniture and equipment.

Workforce Development Center (Barrigada property).

The notice of intent to award was issued on February 8, 2024 and is going through a legal review with the Attorney General's office.

Culinary Arts & Baking Center.

This project is almost 18% complete. The College is still waiting for the additional change order regarding the roof. The contractor is working on the disposal of the generator; backfilling compaction; and removal of the kitchen accessories.

Generator for Building 2000.

The housing for this generator is currently at 88% complete. A timeline extension was granted until March 8, 2024.

The President further reported that all these projects are ongoing and are continually being monitored.

2. Accreditation Updates. The President provided the following accreditation update: As previously reported, the timeline for the Institutional Self Evaluation Report (ISER) has been posted on MyGCC. The second draft of the ISER is due February 15, 2024 for all the individual Standard Committees I-IV to submit to Dr. Gina Tudela, the Accreditation Liaison Officer (ALO) and Dean Pilar Williams, the Assistant ALO.

VII. NEW BUSINESS.

1. Compensation Review Update for Academic Administrators. The Board was presented with the compensation review updates for the Academic Administrators as provided by Mr. Alan Searle. The President explained that a working session was held last week and the market percentiles that are being provided to the Board are the 10th, 15th and 20th percentiles using the 2022 market data. A copy of the regression analysis was also provided for the Board that actually shows where the Administrators' compensation is at in terms of the market based as of 2022. The Administrators are at the 15th percentile and the recommendation from Mr. Searle is to move up to the 20th percentile and there is budget to cover moving up to this percentile.

The President also reported that the Faculty Compensation Study will be set up with Mr. Searle and Faculty, and will also be presented to the Board. Should the Board approve the recommendation for Faculty, this will be effective as early as the first pay period in August 2024. As for the Administrators, it will be effective the next pay period after the Board's approval. None are authorized to be retroactive and is just in moving forward. There were some discussions. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE YOLANDA M. PADRONES, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD HEREBY ADOPTS AND APPROVES THE UPDATE FOR THE COMPENSATION FOR ACADEMIC ADMINISTRATORS WITH THE RECOMMENDATION TO MOVE TO THE 20TH PERCENTILE MARKET, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. Vice President for Finance & Administration Division Position Description, Update. The Board was presented with an updated position description for the Vice President for Finance and Administration Division for their consideration. The President reported that a job announcement for the Vice President for Finance & Administration Division with the current position description was issued with two applicants but both did not qualify.

The updated job announcement is not as restrictive as the previous one. The previous announcement had a provision that included a specific requirement such as having worked in a higher educational institution, or having audited a higher educational institution. Further requirements were listed in the updated position description presented to the Board.

The updated position description was also reviewed by Trustee Padrones who provided a recommendation via email to revise page 2 under Administration. Revisions is to delete under the third bullet point “examples such as photocopying, etc.” after the word services; and include additional verbiage after that bullet point, as follows:

- Responsible for the efficient delivery of support services.
- Provide leadership and management of human resources to ensure effective management, development, and retention of staff. Ensure effective processes are in place to monitor, maintain and enhance quality and standards of human resources for the College.

The President informed the Board that this compensation will line up with the updated compensation that was just approved. If this updated position description is approved today, a job announcement is anticipated to be issued tomorrow. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE YOLANDA M. PADRONES, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE UPDATED POSITION DESCRIPTION FOR THE VICE PRESIDENT FOR FINANCE &

ADMINISTRATION DIVISION IS HEREBY ADOPTED AND APPROVED, WITH THE REVISIONS HEREIN. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. Resolution re Building B Equipment. The Board was presented with a Resolution, "Request to Provide Funding for Furniture and Equipment for Building B" for their consideration. The President explained that Building B is currently under construction. This Resolution is for the College to request that the Board of Trustees authorize the transfer of up to \$100,000.00 from the Non-Appropriated Fund balance to the Capital Projects Fund for the College to purchase furniture and equipment for Building B. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES RESOLUTION, "REQUEST TO PROVIDE FUNDING FOR FURNITURE AND EQUIPMENT FOR BUILDING B," IS HEREBY ADOPTED AND APPROVED, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

4. Resolution re Workforce Development Center, Additional Funding. The Board was presented with a Resolution, "Request to Provide Additional Funding for the Workforce Development Center" for their consideration. The President explained this project went out to bid and was significantly higher than the amount available through the U.S. Economic Development Administration (EDA) grant. The College reached out to EDA to check if they had additional funds and was informed they did not. The grant amount from EDA is \$1,220,410.00. The College is requesting for the Board to authorize the transfer of \$2,197,000.00 from the Manpower Development Fund (MDF) balance to the Capital Projects Fund for additional funding needed for this project. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES RESOLUTION, "REQUEST TO PROVIDE ADDITIONAL FUNDING FOR THE WORKFORCE DEVELOPMENT CENTER," IS HEREBY ADOPTED AND APPROVED, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

5. Resolution re Wellness Center. The Board was presented with a Resolution, "Request to Provide Additional Funding for the Wellness & Maintenance Center," for their consideration. The President explained that the costs estimate for this project is \$9,242,671

and that the GCC Foundation Board will be applying for a USDA loan for \$7,000,000.00. This Resolution is for the College to request that the Board of Trustees authorizes the transfer of up to \$2,242,671.00 from the Non-Appropriated fund balance to the Capital Projects Fund as leveraged funding for this project. There is still an opportunity to identify funding for this authorization amount and will be returned if awarded, however, this transfer is to get the project started. Once the Financial Feasibility Study is complete, the College anticipates the bid to be issued in March 2024. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES RESOLUTION, "REQUEST TO PROVIDE ADDITIONAL FUNDING FOR THE WELLNESS & MAINTENANCE CENTER," IS HEREBY ADOPTED AND APPROVED, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

6. FY2025 Budget Request. The Board was presented with the GCC budget request for FY2025, which the President explained is exactly the same amount for FY2024. This budget request has been reviewed by the College Governing Council and the College Resource & Facilities Committee. After discussions, a motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE GUAM COMMUNITY COLLEGE BUDGET REQUEST FOR FISCAL YEAR 2025 TO INCLUDE THE NON-APPROPRIATED FUND AND SPECIAL PROJECTS BUDGET IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

7. BOT Travel-2024 ACCT Pacific GLI. The Board was provided information regarding travel to Saipan for the 2024 Association of Community College Trustees (ACCT) Governance Leadership Institute (GLI) on February 28-March 1, 2024. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD OF TRUSTEES' TRAVEL FOR THE 2024 ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT) PACIFIC GOVERNANCE LEADERSHIP INSTITUTE (GLI) IN SAIPAN, FEBRUARY-

MARCH 2024, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED.
(Voting: 5 ayes, 0 nays)

At this time a motion was made as follow:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 1:06 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At this time, a motion was made for the following:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE MEETING RECONVENE TO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 1:18 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 FRANK P. ARRIOLA, SECONDED BY TRUSTEE ROSE P. GRINO THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

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

MOTION


IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING OF FEBRUARY 13, 2024, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of February 13, 2024, adjourned at 1:19 p.m.

SUBMITTED BY:


MAR 15 2024
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

GINA Y. RAMOS
for 
MAR 15 2024
YOLANDA M. PADRONES
Secretary

APPROVED BY:


MAR 15 2024
CARLO M. LEON GUERRERO
Chairperson

PRESIDENT'S TRAVEL SCHEDULE
April 2024

Conference Title/Sponsor	Date	Location
Ellucian Live 2024*	April 7-10, 2024	San Antonio, TX

*Funding Source(s): *Promo Fund*