

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of April 4, 2012

Minutes

I. CALL TO ORDER

The monthly meeting of April 4, 2012 was called to order at 6:16 p.m., Ms. Gina Y. Ramos, Board Chairperson, presided over the meeting held in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call

Trustees Present: Ms. Gina Y. Ramos, Chairperson; Mr. Frank P. Arriola, Secretary; Mr. Richard P. Sablan; Mr. Aaron M. Unpingco, Student Trustee; Dr. Karen Sablan, Faculty Advisory Member; and Mr. Kenneth Bautista, Support Staff Advisory Member.

Not in attendance: Ms. Maria Dilanco Garcia; Mr. Edward G. Untalan (schedule conflict); and Ms. Deborah C. Belanger (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Mr. Reilly Ridgell, Dean, School of Trades & Professional Services; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Lolita Reyes, Assistant Director for Development and Alumni Relations; Attorney Catrina Campana; Mr. Edwin Lintuatco, Controller; Dr. Gina Tudela, Dean, Technology Student Services; and Mr. Ellis White, GCC Student.

2. Recital of Mission Statement

Board members recited the Mission Statement: *The mission of the Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES

1. February 27, 2012.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE AARON UNPINGCO, THAT THE BOARD APPROVES THE MEETING MINUTES OF FEBRUARY 27, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIES.

(Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS

President Okada reported that a letter was received from Supreme Court Justice Sonia Sotomayer

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thanking the College for hosting the “Conversatorio” at the University of Guam and our efforts in participating in the coordination. She was impressed by the students’ questions and visions for the future. Finally, she thanked us for the gift (Guam seal pendant) that she received from the College.

IV. PUBLIC DISCUSSION

Mr. Ellis White presented to the Board of Trustees a written statement regarding changing the College buildings and courtyards to reflect Chamorro names. He explained that a petition was signed by a total of 1,643 people, which constitutes 55% of the students currently attending GCC. There were no name proposals submitted but Mr. Ellis asked that the BOT consider this by assigning a Board Member to start the process.

V. REPORTS

1. President’s Report: President Okada reported on the following:

–Financial Status: As last reported from the last meeting, all appropriations for FY2011 were received to date and the first check received for FY2012 was \$702,756.43. Based on our FY 2012 current budget of \$15.7 Million, the College is concerned that without the 15% set aside, the college will run out of budget authorizations by July or August of this year. The college continues to identify other sources of funding for operational uses.

–Dr. Chip Chapdelaine, Accreditation Team Chair and Accreditation Team Visit: Dr. Chapdelaine was here on Guam for the Accreditation Team Visit March 19-22, 2012 with ten (10) other members of the team. On the last day, there was a verbal report made by the Accreditation Chair to the College at the MPA building. Some BOT and Foundation Board members attended. There were several commendations and 4 recommendations. The College immediately started addressing the recommendations by the Accreditation Team. The College has not received the draft report to correct for “factual error”, but one should be received shortly. The final written report should be received by July 2012.

Graduation: President Okada reported this year will be the largest graduating group for GCC.

Off-island Conference: President Okada reported that she attended the 2012 Sungard Summit in Las Vegas, Nevada in March 2012.

Tri-Board: The Joint Educational Board (GCC, UOG and DOE) will be presenting a Resolution to the Governor regarding “Career and Technical Education Programs of Study” and the College will be hosting a summit in May 2012.

–FY2011 Capital Improvement Projects (CIP): President Okada reported that the College made its final drawdown for its ARRA funding and is one of the GovGuam agencies to finish all its ARRA funds.

–Excess Government Property: President Okada submitted the Quitclaim Deed that has been prepared and would need to be signed, transferring the 314 acres of GCC property to the Guam Ancestral Land Commission. The college continues to work with The Department of Land

Management in identifying additional property for the college. GCC students currently enrolled in the Surveying courses may be able to assist in the surveying.

2. Monthly Activities Report

Student Trustee: Trustee Unpingco requested to present his report in Executive Session.

Faculty Advisory Member: Dr. Sablan reported as follows:

Faculty has participated in number of events such as the Spring Festival, the 2nd culinary competition, the 2nd DECA Awards Banquet, the start up of a new organization - Computer and Technology Organization (CATO), and the Adult Education conference for students.

Support Staff Advisory Member: Mr. Bautista reported as follows: There have been meetings with support staff to update their Position Descriptions. He also reported that he attended the Joint Board Retreat for the BOT and the FBOG.

3. Board of Trustees Community Outreach Report. Trustees Ramos, Garcia, Sablan, Arriola, and Unpingco attended the Legislative Summit held in Washington, D.C. Trustees Sablan and Unpingco attended the New Trustee Workshop held in Washington, D.C. Several members attended the accreditation “meet and greet” session, various meetings, and the final close out meeting. Members attended the Joint Board Retreat for the BOT and the BOG. Finally, members attended the Tri-Board working session.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

Foundation Building Renovation: Renovation continues for the Foundation Building and the target date of completion is still May 31, 2012. It is now 52% complete.

Building D Generator Project: President Okada reported this project has been completed.

Building 200 Renovation: President Okada reported that TRMA submitted the 35% A & E designs and discussions are ongoing with faculty and administrators.

Foundation Building: A change order was issued to Orion for the installation of photovoltaic lights.

Student Center construction project is complete, however, the notice of intent to award was issued for the photovoltaic panels to Pacific Green.

2. Proposed Board Policy 114: GCC Naming Opportunities (3rd reading). At the last meeting, this document was updated to reflect the Board of Trustees as the final approving authority. There were no other changes, and the following motion was then made.

MOTION

IT WAS MOVED BY TRUSTEE AARON UNPINGCO AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD ADOPT THE PROPOSED BOARD POLICY ENTITLED "GCC NAMING OPPORTUNITIES." NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

VII. NEW BUSINESS

1. Credit Hour Policy. The Board was provided with copies of the proposed Credit Hour Policy as approved by the College Governing Council. This process has undergone approximately two (2) years of discussions before the final process was completed.

MOTION

IT WAS MOVED BY TRUSTEE AARON UNPINGCO AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD MOVE THE PROPOSED CREDIT HOUR INTO FIRST READING. NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

2. Culinary Fees Increase. Two public hearings were held concerning this increase on February 6-7, 2012. Students who provided testimony indicated that they did not oppose the increase of lab fees as long as it is used for its intended purpose. A motion was then made.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD ACCEPT THE PROPOSED INCREASE OF THE LAB FEES FOR CULINARY ARTS. NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

3. FY2011 Audit Report. The Board was provided with a copy of the Audit Report from Deloitte & Touche and that the College is in compliant with all Federal requirements.

4. FY2013 NAF Special Projects Budget. The Board reviewed the 2013 NAF Special Projects Budget that provides the anticipated revenues and expenditures.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD ACCEPT AND APPROVE THE COLLEGE'S 2013 NAF Special Projects BUDGET REQUEST. NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

5. Ancestral Lands Commission – Quitclaim Deed. A copy of the Quitclaim Deed issued to the Guam Ancestral Lands Commission regarding a portion of Andersen Air Force Base Communications Annex was presented to Chairwoman Ramos for signature.

6. Marketing Plan. The College Governing Council met and approved the GCC Updated Marketing Plan that was prepared by the Assistant Director for Communications and Promotions. This is part of the Institutional Strategic Master Plan.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE AARON UNPINGCO, THAT THE BOARD ADOPT THE COLLEGE'S MARKETING PLAN. NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

7. Information Technology Strategic Plan/Enterprise Architecture (ITSP/EA). The President provided the update to the Information Technology Strategic Plan and Enterprise Architecture. This was done to ensure any future development to the network is supported. Recommendations and changes were made and presented to the College Governing Council. A motion was then made.

MOTION

IT WAS MOVED BY TRUSTEE AARON UNPINGCO AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD ACCEPTS THE COLLEGE'S UPDATED INFORMATION TECHNOLOGY STRATEGIC PLAN AND ENTERPRISE ARCHITECTURE (ITSP/EA). NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

8. President's Travel Schedule (April-July 2012). The Board was provided with a list of the President's upcoming travel for April through July 2012.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE AARON UNPINGCO, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR APRIL THROUGH JULY 2012. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

At 7:35 p.m., the meeting went into Executive Session.

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

At 8:00 p.m., the meeting reconvened to open session.

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MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIES. (Voting: 4 ayes, 0 nays)

At this time, on behalf of the Board, Chairwoman Ramos extended congratulations for the following:

1. For its eleventh (11) year of clean audit, setting an example for fiscal responsibility.
2. For completion of ARRA funding, being one of the Government of Guam agencies to complete this.
3. On the Accreditation Team visit for receiving more commendations than recommendations. The Chair also gave appreciation on behalf of the other BOT members in preparing the Board for this visit.
4. For the College and EcoWarriors for their efforts in the College placement on the President's Higher Education Community Service Honor Roll for the third consecutive year.
5. For LMP students for placing 2nd in the National competition.

Trustee Richard Sablan on behalf of the Board also thanked Trustee Aaron Unpingco for his dedication and contribution as a BOT Student Member. This will be the last meeting Trustee Aaron Unpingco will be attending as a BOT Student Member.


IX. ADJOURNMENT

MOTION

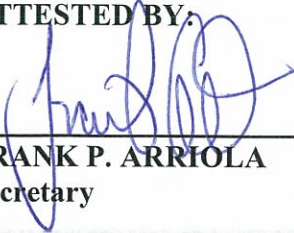
IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE MEETING OF APRIL 4, 2012 BE ADJOURNED. MOTION CARRIES. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of April 4, 2012 adjourned at 8:05 p.m.


SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


GINA Y. RAMOS
Chairperson

JUN 11 2012