

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, April 8, 2016, 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 March 11, 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. BOT Policies – Series 100 - updates
2. President's Travel Request (May 2016)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of March 11, 2016

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on March 11, 2016, was called to order at 11:35 a.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Mr. Eloy P. Hara; Ms. Gina Ramos. Not in attendance: Mr. John Benito (schedule conflict); Mr. Adrian Davis, Student Trustee (schedule conflict-attending conference); Mr. Kenneth Bautista, Support Staff Advisory Member (on sick leave); Mr. Frederick Tupaz, Faculty Advisory (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Carmen Santos, Vice President, Finance and Administration; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Joann Muna, Human Resources Administrator; Attorney Rebecca Wrightson, Legal Counsel.

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 – February 9, 2016

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 9, 2016, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS– Letter dated February 22, 2016, from Acting Speaker Benjamin J.F. Cruz from the Guam Legislature to Governor Edward J.B. Calvo, consenting to the nominations of Mr. Frank P. Arriola and Ms. Gina Y. Ramos to serve as members of the Guam Community College Board of Trustees by Legislative action on February 18, 2016.

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: 100% of the appropriations for this calendar year were received.

FY2016: No allotments has been received for this fiscal year. The College is currently communicating with DOA with a schedule of projected cash for a month-to-month total projection for the remainder of this calendar year. As projected, the College anticipates receiving approximately \$3 Million in March 2016 and will still have outstanding receivables of approximately \$5 Million by September 30, 2016, the end of this fiscal year.

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

-There was a call for capital improvement projects for on campus projects. The call out period has expired and the office of Planning and Development will compile this and provide a proposal to the Board.

-As part of the technology upgrade, several labs will receive new computers. A total of approximately 105 new computers will be installed during the summer.

Other activities:

-On February 26, 2016, the President signed three (3) promotions, which will be effective October 2016. Ms. Simone Bollinger, Ms. Tressa Dela Cruz and J. Peter Roberto were recommended by the promotions committee.

-As part of the 2016 GCC Mes Chamorro activities, the faculty, staff and administrators have put together a luncheon for this afternoon, March 11, 2016, in the MPA. BOT members are invited to attend.

-A "Students Leading Students" conference is also taking place today, March 11, 2016 at the Westin, which the Student Trustee is currently attending.

-A new GCC logo will be launched in conjunction with a new GCC website before the beginning of the next academic year and anticipate this will happen during the summer.

-The Reduction in Force (RIF) Committee for the Cosmetology program have submitted a report and plan of action for the Board's consideration for today's meeting. Anticipate this will be a template for future RIF committees.

-As a result of the completion of the RIF Committee's report, recruitment for personnel for vacant positions will resume. Recruitment was on hold during the RIF Committee's review.

2. Monthly Activities Report

Student Trustee: Trustee Adrian Davis is currently attending the Student Leading Students conference today, March 11, 2016.

Faculty Advisory Member: Mr. Frederick Tupaz was absent.

Support Staff Advisory Member: Mr. Kenneth Bautista is on sick leave.

3. Board of Trustees Community Outreach Report.

-GCC Management Team Negotiation weekly meetings at the College: Trustee Deborah Belanger continues to attend these meetings.

-Trustee Gina Ramos attended a meeting last week with Mr. Ron Rhinehart from the U.S. Office of Personnel Management.

-March 5, 2016, E.M.C. Cancer Foundation event: Trustee Frank Arriola, Trustee Deborah Belanger attended.

-March 5, 2016, Marianas Yigo Association retirement tournament: Trustee Frank Arriola attended, which involved off-island participants, including a Sensei from Tokai University and a team from Palau.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Building 100 and Forensic Lab Extension Loan.

- o Bldg. 100. Bid opening was held on March 10, 2016 attended by four (4) bidders and bid submissions are currently being reviewed.

-The College will be requesting from the Guam Attorney General the extension of the delegated authority for legal counsel's review for this project, plus all of GCC projects over \$500,000.

- o Forensic Lab. As last reported, the College anticipates the bid for the Forensic Lab to go out sometime towards the end of 2016.

-Building 300. The College has met with the architects to provide them with an initial idea of the designs for this project. The intent for this entire building is for a single-story multipurpose auditorium for an approximate seating of 500 with tables, and approximately 700 without tables. Restrooms will also be included in this building. Design for this project should be finalized within sixty (60) days.

-Wellness Center. This is status quo as far as the design for this project is 100% complete, however, the College is still seeking funding for this construction.

-GCC Annex. This project is currently on hold.

VII. NEW BUSINESS.

1. Board of Trustees Election. The Guam Community College Board of Trustees nominated and elected new officers for a term of two (2) years for 2016-2017. A motion was then made, as follow:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE GINA RAMOS THAT THE FOLLOWING TRUSTEES BE NOMINATED TO BE VOTED AS THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES OFFICERS FOR A TWO-YEAR TERM FOR 2016 THROUGH 2017:

TRUSTEE RICHARD SABLAN NOMINATED FRANK ARRIOLA AS THE CHAIRPERSON; TRUSTEE GINA RAMOS NOMINATED TRUSTEE RICHARD SABLAN AS THE VICE CHAIRPERSON; TRUSTEE RICHARD SABLAN NOMINATED TRUSTEE ELOY HARA AS TREASURER; TRUSTEE FRANK ARRIOLA NOMINATED TRUSTEE GINA RAMOS AS SECRETARY.

THERE BEING NO FURTHER NOMINATIONS THE FOLLOWING WERE VOTED AS THE NEWLY ELECTED OFFICERS OF THE GCC BOARD OF TRUSTEES:

**-FRANK ARRIOLA, CHAIRPERSON
-RICHARD SABLAN, VICE CHAIRPERSON
-GINA RAMOS, SECRETARY
-ELOY HARA, TREASURER.**

NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. RIF Committee Review and Plan. President Okada explained that on January 2016, the Board approved for the Reduction in Force (RIF) Committee to convene for the GCC Cosmetology Program. The RIF Committee comprised of Dr. Ray Somera as the Chair; Mr. Fred Tupaz, Co-Chair; and other members, Dr. Virginia Tudela, Dr. Michael Chan, and Joann Muna represented Management; Ms. Donna Cruz, Mr. Robin Roberson and Ms. Imelda Arce represented Faculty. The RIF Committee held several meetings within the required period of forty-five (45) days.

The RIF Committee provided its findings with a Report and Plan of Action. Appendices are attached to the Report. The Faculty Senate and the College Governing Council were given an opportunity to provide comments, which are also attached for the Board's consideration.

The RIF Committee provided three (3) options in its report such as 1) Continue the Cosmetology Program; 2) Offer Cosmetology courses in partnership with a private entity; and 3) although this was an option, it is not recommended to discontinue the cosmetology program.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE FOLLOWING, WITH CORRECTIONS: TWO (2) RECOMMENDATIONS BY THE REDUCTION IN FORCE (RIF) COMMITTEE'S PLAN OF ACTION FOR THE GCC COSMETOLOGY PROGRAM TO CONTINUE; THAT ALL GCC PROGRAMS WILL CONTINUE TO RECEIVE PROGRAM REVIEWS; AND THAT THE BOARD FURTHER APPROVE THE RIF'S RECOMMENDATION TO INCORPORATE THE COMMENTS BY THE COLLEGE GOVERNING COUNCIL AND THE FACULTY SENATE, ATTACHED AS APPENDICES, TO BE IMPLEMENTED AT THE DISCRETION OF THE DEAN. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. **BOT Policy 185 – update.** An updated copy of BOT Policy 185 was presented to the Board for consideration. The President explained that included in the review process of Policy 185 were volunteers from faculty, administrators and staff, including a student. As to the procedure portion, there is currently a working group reviewing this and said procedures will be updated as well. When this update is complete, it will be provided as a reference to the Board.

There was a question on Page 2 of the updated Policy 185 that required a legal counsel review concerning the “standard of preponderance of evidence.” The legal counsel conducted a research and advised that the standard of preponderance of evidence is recommended by the U.S. DOE and should be adopted as part of the policy.

Ms. Joann Muna, HR Administrator, asked legal counsel to provide the working group a “clear definition of preponderance” to assist them in their review. The BOT Chair suggested including “beyond a reasonable doubt” should also be given a “clear definition” for the working group in moving forward with updating the procedures for this policy.

A question was brought up regarding employee training concerning sexual harassment. The President informed the Board that training is currently conducted during new employee orientations and at each mandatory professional development. A mandatory online training was recently implemented. It was recommended that the Board should be included in the online training. The GCC Human Resource office will set this up.

After further discussions, a motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE UPDATED GCC BOARD OF TRUSTEES POLICY 185, “SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION PREVENTION,” WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

4. **27th Pay Period.** The President explained to the Board there is an additional pay period for this fiscal year due to 2016 being a leap year. The pay period shifts during a leap year. This shift added one (1) more pay period making a 27th pay period for 2016.

In order for the College to pay out the increment from the last academic year, it requires the Board’s action when it previously approved to freeze increments.

Referencing a letter from the Faculty Union dated October 2015, it identifies and outlines what the College is now requesting for Board’s approval. AY2014-2015 is what is being proposed to pay out this 27th pay period in a lump sum in July 2016. Faculty held a meeting regarding this and 70 members attended representing 66% of the faculty. Votes were cast representing 62.8% of the faculty. Funding is available and the payout will be a total of approximately \$300,000 for

faculty currently employed with the College for increments for AY2014-2015. This payment is not cumulative and is a one-time lump sum payment from the FY2016 budget. After some discussions, a motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE APPROPRIATION FOR THE 27TH PAY PERIOD. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 12:20 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 12:47 p.m., the meeting reconvened to open session.

At this time, the Board made the following motions:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Chairwoman Belanger extended the following:

1. Congratulations to the newly elected Board of Trustees officers, Frank Arriola, Richard Sablan, Eloy Hara and Gina Ramos.
2. Congratulations to Ms. Simone Bollinger, Ms. Tressa Dela Cruz and Mr. J. Peter Roberto on their promotions.

The BOT members also extended their appreciation to Chairwoman Belanger for her leadership and a job well done as the BOT Chair for the last couple of years.

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 FRANK ARRIOLA, THAT THE MEETING OF MARCH 11, 2016, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of March 11, 2016, adjourned at approximately 12:50 p.m.


SUBMITTED BY:


APR 08 2016
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


APR 08 2016
GINA Y. RAMOS
Secretary

APPROVED BY:


APR 08 2016
FRANK P. ARRIOLA
Chairperson

PRESIDENT'S TRAVEL SCHEDULE
May 2016

Conference Title	Date	Location	Sponsor:
May 2016 Commission Meeting	May 3-4, 2016	Washington, DC	WHIAAPI

Funding Source in order of travel: 100% reimbursed by the White House Initiative on Asian Americans & Pacific Islanders