

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Thursday, May 30, 2013, 12:00pm
President’s Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Swearing In and Administration of the Oath of Office to newly elected GCC Trustee Student Member Mr. Steven Alvarez
2. Roll Call
3. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of April 17, 2013

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

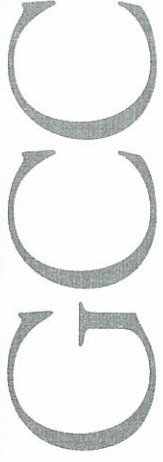
1. BOT Assessment
2. Policy 175-update
3. Active Shooter on Campus Plan
4. 5-year academic calendar
5. Travel Schedule (July-October 2013)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

Certificate of Election



GUAM COMMUNITY COLLEGE

Kulehon Kumuniddát Guáhan

Accredited by the
Western Association of
Schools and Colleges

Awarded to:

STEVEN ALVAREZ

Duly elected by the students of GCC and certified by the election committee, the above named individual is sworn in this 30th day of May 2013 as the student member of the Board of Trustees, to serve until April 2014.

Abraham C. Pedraza

Chairperson
Board of Trustees

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of April 17, 2013

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on April 17, 2013 was called to order at 12:07 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. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Ronald Gary Hartz, Faculty Advisory Member. (Not in attendance: Mr. James Pangelinan, Student Trustee-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; Attorney Catrina Campana, Legal Counsel; Mr. Reilly Ridgell, Dean, TPS; Ms. Joann W. Muna, Human Resources Administrator; Dr. Karen Sablan; Dr. Gina Tudela.

Recital of Mission Statement. Board members recited the Mission Statement: *The mission of 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 – March 8, 2013.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF MARCH 8, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS – There was none.

IV. PUBLIC DISCUSSION – No request was made.

V. REPORTS

1. **President's Report:** President Okada reported on the following:

–**Financial Status:** The President provided the Board with the current financial status of the College as follows:

-Allotment releases. As of April 17, 2013, the College has received a total of \$6,124,000 from the General Fund. From this approximately \$300,000 is the LPN /Vocational Guidance fund; \$239,000 from the Manpower Development Fund; and \$22,946 from the Tourist Attraction Fund for Prostart travel. Current allotment releases to date are on track at 50% of its appropriation.

- Senator Ben Pangelinan and Senator Tina Muna Barnes introduced Bill No. 84-32, "An act to add a new subsection (f) to Section 2, Part III, Chapter II of Public Law 31-233, relative to the appropriation to the Guam Community College Apprenticeship Program." This will provide GCC with \$2,000,000 from the Tourist Attraction Fund to support the college for FY2013. The college will submit written and oral testimonies to support this bill.

BOT - Meeting of April 17, 2013

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-The President recently met with the Governor's Chief of Staff to discuss issues such as addressing the 314 acres that was taken back from the government. The college will be working with the Department of Land Management to identify property to be given back which are possibly in the northern or southern portion of the island; potential BOT applicants; and release of the 15% set aside (reserve on General Fund) for the college.

Other activities: President Okada reported the following:

-As part of the Capital Improvement Projects on campus: There is \$89,000 in Guam Energy grant money still available. The college requested an extension and was granted and awaiting on the scope of work for this project.

-The pre-bid is out for an alarm system to include fire and other campus emergency system. System maintenance will be included as part of the specs.

-Safety issues/upgrades. Working on changing out the old air-conditioning units on campus, including typhoon shutters, bathroom upgrades and fencing around the ponding basin, that has to be replaced. The shooting range would also need to be upgraded to prevent individuals from walking into the firing range. Off-island threats are another safety issue that has to be addressed such as developing a plan for both the public and college community. Part of the plan is to include active shooter on campus, chemical threats and other disasters.

-FEMA representatives will be visiting the campus for FEMA training. This could be a funding source for the college for assistance with its emergency plans.

-As part of the accreditation requirement, an online training will be available on the ACCJC website for the Board and Board assessment will be conducted during the next BOT meeting.

-Discussions with DFS are ongoing involving accepting interns for next fall on different areas such as actually operating a cash register and converting yen, to include Japanese language.

- GCC was awarded a grant from the Citi Foundation as part of its Post-Secondary Education Accessibility Initiative (PSEAI) for this summer.

- The U.S. Department of Transportation's Federal Highway Administration (FHWA) has awarded the college a \$20,000 grant for middle school students to be introduced into a career with transportation. This will involve visits with the Guam Airport, Port Authority and DPW.

2. Monthly Activities Report

Student Trustee: Due to schedule conflict, Student trustee James Pangelinan was not in attendance, however, President Okada reported that students held a COPSA election during its Spring Fest. Mr. Steven Alvarez will be sworn in as the new student BOT representative during the next BOT meeting in May. The term is for one academic year.

Faculty Advisory Member: Mr. Gary Hartz reported as follows:

-Mr. Hartz explained that one of the union agreements that the Board provides is the governance structure, which provides the mechanism for the ability to create new committees. Once these committees are created, an appendix will be added to the agreement and provided to the Board.

-Students were invited to learn about transitioning into college on April 26, 2013 at the MPA with College Access and career counselors. It is estimated that 200 public school students will attend. At this time, there was a request from a BOT member if consideration will be given to invite private school students. Mr. Hartz mentioned he would address this to the committee.

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

-Administrator and Staff Development Day were held on March 26, 2013. Activities included an Active Shooter tabletop.

-Mr. Bautista attended the GCC/Guam EPA MOU.

3. **Board of Trustees Community Outreach Report.** Along with President Okada, Trustees Richard Sablan and Frank Arriola attended a meeting with the Governor's Chief of Staff, April 15, 2013.
 - Chairwoman Deborah Belanger and Trustee Frank Arriola attended the ACCT Governance Leadership Institute in San Antonio, Texas, March 21-23, 2013.
 - Trustee Frank Arriola attended the meeting to review Perkins applications.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

- Building 200 (Renovation). The President reported that a notice of intent to award was provided to the vendor. There was a request to extend submission of remaining documents, which was granted until April 22, 2013. Legal counsel will be given an opportunity to review before official award is granted, which will be during the early part of May 2013. A resolution regarding this will be presented to the Board. Groundbreaking has not been confirmed but is hopeful it will be within three to four weeks prior to this year's graduation.
- Building 100. The President informed the Board that there was an initial meeting of stakeholders for the design renovation of Building 100. The President received a schematic design that has to be adjusted to accommodate certain programs per the college's current ISMP, especially concerning Cosmetology. Discussions are ongoing with the architect.
- Forensic Lab. The design for this is done and the President will be meeting with the Lt. Governor before moving forward on this.

VII. NEW BUSINESS.

1. **FY14 NAF Budget.** The Board was presented with the FY14 NAF Budget for approval that will assist with the general operations of the college. After review and discussions of the proposed budget, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVES THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2014 NAF BUDGET REQUEST, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays).

2. **Building 200 Resolution.** The Board was presented with a proposed resolution, "Request to Transfer Funds to the Capital Projects Fund and Provide Funding for Building 200 Renovation & Hardening Project." After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE RESOLUTION, "REQUEST TO TRANSFER FUNDS TO THE CAPITAL PROJECTS FUND AND PROVIDE FUNDING FOR BUILDING 200 RENOVATION & HARDENING PROJECT." NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays).

At approximately 1:05 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

1. Personnel Matters

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

At 1:20 p.m., the meeting reconvened to open session.

MOTION

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

At this time, Chairwoman Belanger, on behalf of the Board, extended congratulations/recognition for the following:

- Congratulations to Ms. Floregine delaCruz for being the second recipient of the First Hawaiian Bank John K. Lee Jr. scholarship.
- To recognize the Bello family for their donation to the GCC Foundation during a Naming Opportunity on April 1, 2013 of one of the GED Classrooms in the Foundation Building.
- Congratulations to GCC for receiving \$5,000 from the American Rifle Association to fund the environmental assessment of the firing range and for its MOU with Guam EPA in receiving \$25,000 for the clean-up efforts of its firing range.
- Congratulations to GCC for its truck driving simulator to support the apprenticeship and subsequent truck driving certification. The President then informed the Board that there were representatives from Black Construction, DPW, Port Authority of Guam, and Kwik Space who attended the truck driving simulator demonstration today.
- Also, at this time, Board Trustee Richard Sablan wanted to congratulate GCC, on behalf of all trucking and shipping industries for GCC acquiring the truck driving simulator.

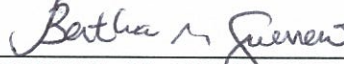
IX. ADJOURNMENT

MOTION


IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA THAT THE MEETING OF APRIL 17, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of April 17, 2013 adjourned at approximately 1:25 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

MAY 30 2013

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

MAY 30 2013

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**GCC AS A TOBACCO PRODUCT, ELECTRONIC CIGARETTE
AND BETELNUT-FREE CAMPUS**

WHEREAS, tobacco is a legally available consumer product which kills people when used entirely as intended; and

WHEREAS, second-hand smoke contains poisonous chemicals such as arsenic, hydrogen cyanide, ammonia, and carbon monoxide; and

WHEREAS, the Environmental Protection Agency has classified secondhand smoke as a Group A carcinogen, a substance known to cause cancer in humans, and the EPA does not recognize a safe level of exposure to Group A carcinogens; and

WHEREAS, indisputable scientific evidence exists that links tobacco use and exposure to second-hand tobacco smoke to pulmonary and cardiovascular diseases and cancer; and

WHEREAS, over 60 percent of all Guam cancer deaths are tobacco related; and

WHEREAS, the percentage of Guam's people who smoke is one of the highest of all U.S. states and territories; and

WHEREAS, smoking rates among Guam adults continue to increase despite the fact that over half of the current smokers have recently attempted to quit; and

WHEREAS, 23.3% of middle school students and 31.6% of high school students in Guam are current smokers, according to the 2003 Youth Risk Behavior Survey, and

WHEREAS, Guam Public Law 21-139, Guam's Clean Indoor Air Act of 1992, prohibits smoking in all enclosed public places and requires restaurants to designate at least 50% of their restaurant seating as non-smoking; and

WHEREAS, Guam Public Law 28-20, the Natasha Perez Protection Act of 2005, prohibits smoking in Guam restaurants, except for restaurants that turn into bars late at night; and

WHEREAS, Guam Community College is committed to promoting the health, wellness and social well-being of its students, staff, faculty and the people of Guam and the Western Pacific; and

WHEREAS, Betelnut and tobacco products, when chewed and expectorated, represent a significant health hazard by increasing the opportunity for exposure to various communicable diseases through saliva and air borne contaminants; and

WHEREAS, the use of any electronic cigarette (e-cigs) devices are prohibited on campus; and

WHEREAS, GCC desires to set a good public example as a responsible, health conscious public institution; and

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees approves the ban of Tobacco products , electronic cigarette (e-cigs) devices, and the use of betelnut on the GCC campus.

**Amended & Adopted: May 30, 2013
Resolution No: 6-2013**

**Amended & Adopted: September 5, 2008
Resolution No: 31-2008**

**Adopted: March 9, 2006
Resolution 3-2006**

**Guam Community College
Board of Trustees**

ACTIVE SHOOTER ON CAMPUS PLAN

WHEREAS, the Guam Community College is committed to providing a safe environment for students and its employees; and

WHEREAS, GCC can best carry out its mission when Faculty, Students, Staff, and visitors share a climate that supports a safe learning environment; and

WHEREAS, the Board of Trustees supports the College in ensuring the safety and welfare of Guam Community College Students, Faculty, and Staff; and

WHEREAS, it is the intent of the Board of Trustees to ensure that the College upholds and implements the GCC Emergency Plan and Procedures; and

WHEREAS, planning, education, and the communication of information are important to ensuring that the College is prepared for an Active Shooter Emergency; and

WHEREAS, the College has in place an Emergency Management Command Group consisting of the President, VP Academic Affairs Division, VP Finance & Administration, Deans, Environmental Health & Safety, SSS Associate Dean, Facilities Engineer; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby supports the administration's efforts to prepare, publish, and distribute a plan for responding to "Active Shooter" on campus; and

BE IT FURTHER RESOLVED, that the plan will include required emergency drills and Active Shooter Awareness workshop that will be scheduled and conducted at a minimum on an annual basis; and

BE IT FURTHER RESOLVED, that the plan will be periodically reviewed and updated by the GCC Emergency Management Command Group.

Adopted: May 30, 2013

Resolution No.: 7-2013

**Guam Community College
Five-Year Academic Calendar
AY2013-2014 – AY2017-2018**

FALL TERM	2013	2014	2015	2016	2017
Faculty Start Date	8/9/2013	8/8/2014	8/14/2015	8/12/2016	8/11/2017
First Day of Monday-Wednesday Classes	8/14/2013	8/13/2014	8/19/2015	8/17/2016	8/16/2017
First Day of Tuesday-Thursday Classes	8/15/2013	8/14/2014	8/20/2015	8/18/2016	8/17/2017
First Day of Friday	8/16/2013	8/15/2014	8/21/2015	8/19/2016	8/18/2017
First Day of Saturday Classes	8/17/2013	8/16/2014	8/22/2015	8/20/2016	8/19/2017
Labor Day Holiday (Obs erved)	9/2/2013	9/1/2014	9/7/2015	9/5/2016	9/1/2017
All Soul's Day Holiday (Observed)	11/1/2013	11/3/2014	11/2/2015	11/2/2016	11/2/2017
Veteran's Day Holiday (Obs erved)	11/11/2013	11/11/2014	11/11/2015	11/11/2016	11/10/2017
Thanksgiving Break	11/28/13- 11/30/13	11/27/14- 11/29/14	11/27/15- 11/29/15	11/25/16- 11/27/16	11/23/17- 11/25/17
Our Lady of Camarin Day (Observed)	12/9/2013	12/8/2014	12/8/2015	12/8/2016	12/8/2017
Last Day of Monday-Wednesday Classes	12/2/2013	12/1/2014	12/7/2015	12/5/2016	12/4/2017
Last Day of Tuesday-Thursday Classes	11/26/2013	11/25/2014	12/1/2015	11/29/2016	11/28/2017
Last Day of Friday Classes	12/6/2013	12/5/2014	12/11/2015	12/9/2016	12/8/2017
Last Day of Saturday Classes	12/7/2013	12/6/2014	12/12/2015	12/10/2016	12/9/2017
Grades Due	12/12/2013	12/11/2014	12/17/2015	12/15/2016	12/14/2017
Potential Make-up Days	11/22,11/29,12/6	11/21,11/28,12/5	11/21,11/28,12/4	11/19,11/26,12/2	11/16,11/24,12/3
SPRING TERM	2014	2015	2016	2017	2018
Faculty Start Date	1/10/2014	1/9/2015	1/8/2016	1/6/2017	1/5/2018
First Day of Monday-Wednesday Classes	1/15/2014	1/14/2015	1/13/2016	1/11/2017	1/10/2018
First Day of Tuesday-Thursday Classes	1/16/2014	1/15/2015	1/14/2016	1/12/2017	1/11/2018
First Day of Friday Classes	1/17/2014	1/16/2015	1/15/2016	1/13/2017	1/12/2018
First Day of Saturday Classes	1/18/2014	1/17/2015	1/16/2016	1/14/2017	1/13/2018
Martin Luther King Jr. (Observed)	1/20/2014	1/19/2015	1/18/2016	1/16/2017	1/15/2018
Spring Break	04/14/14- 04/20/14	03/30/15- 04/05/15	03/21/16- 03/27/16	04/10/17- 04/16/17	03/26/18- 04/01/18
Last Day of Monday-Wednesday Classes	5/7/2014	5/6/2015	5/4/2016	5/3/2017	5/2/2018
Last Day of Tuesday-Thursday Classes	5/6/2014	5/5/2015	5/3/2016	5/2/2017	5/1/2018
Last Day of Friday Classes	5/2/2014	5/1/2015	4/29/2016	4/28/2017	4/27/2018
Last Day of Saturday Classes	5/3/2014	5/2/2015	4/30/2016	4/29/2017	4/28/2018
Grades Due	5/12/2014	5/11/2015	5/9/2016	5/8/2017	5/7/2018
Commencement Exercise	5/16/2014	5/15/2015	5/13/2016	5/12/2017	5/11/2018
Memorial Day Holiday (Obs erved)	5/26/2014	5/25/2015	5/30/2016	5/29/2017	5/28/2018
Potential Make-up Days	04/18,04/25,05/02	04/17,04/24,05/01	04/15,04/22,04/29	04/14,04/21,04/28	04/13,04/20,04/27
SUMMER TERM	2014	2015	2016	2017	2018
Faculty Start Date / 1st Day of Classes	6/6/2014	6/5/2015	6/3/2016	6/2/2017	6/1/2018
Independence Day Holiday (Obs erved)	7/4/2014	7/3/2015	7/4/2016	7/4/2017	7/4/2018
Last Day of Classes	7/18/2014	7/17/2015	7/15/2016	7/14/2017	7/13/2018
Liberation Day Holiday (Obs erved)	7/21/2014	7/21/2015	7/21/2016	7/21/2017	7/20/2018
Grades Due (except Saturday classes)	7/24/2014	7/23/2015	7/20/2016	7/19/2017	7/18/2018
Potential Make-up Days	07/22,07/23,07/24	07/22,07/23,07/24	07/18,07/19,07/20	07/18,07/19,07/20	07/18,07/19,07/20

NOTE:

- 1) Secondary Program and CTE cross-enrolled classes will follow Department of Education established schedule for that particular High School.
- 2) Summer Term 60 hour class meeting once a week requires additional class sessions.
- 3) Summer Saturday classes start the Saturday before the first day of weekday classes.
- 4) This schedule is subject to change.

GCC Mission Statement

The mission of 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.

Approved: _____

Deborah C. Belanger
Deborah C. Belanger, Chairperson
Board of Trustees

Date: _____

5/30/13

PRESIDENT'S TRAVEL SCHEDULE
July - October 2013

Conference Title	Date	Location	Sponsor:
PREL Board Meeting*	July 14, 2013	Saipan	Pacific Resources for Education and Learning
PPEC Summer Meeting**	July 15-17, 2013	Saipan	Pacific Postsecondary Education Council
2013 ACCCT Annual Conference***	October 1-5, 2013	Seattle, WA	Association for Community College Trustees

Funding Source:
100% PREL, **50% PPEC, *100% President's Promo Account*