

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, May 7, 2021, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. **Swearing In and Administration of the Oath of Office for newly appointed GCC Board of Trustees Member, Rose P. Grino**
2. **Swearing In and Administration of the Oath of Office for elected GCC Trustee Student Member**
3. **Roll Call**
4. **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 26, 2021**

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**
 - **Forensic Lab**
 - **Building 300**
 - **Wellness Center**
 - **Building B**

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VII. NEW BUSINESS

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

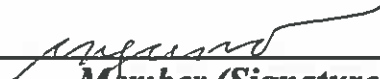
GUAM COMMUNITY COLLEGE
Board of Trustees

OATH OF OFFICE

I, ROSE P. GRINO, do solemnly swear in the presence of almighty God that I will well and faithfully support the Constitution of the United States, the laws of the United States applicable to Guam, and the laws of Guam, and that I will conscientiously and impartially discharge my duties as:

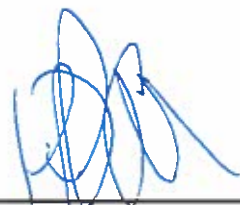
MEMBER, BOARD OF TRUSTEES
Guam Community College

***Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,
Executed at Mangilao-Guam Community College on May 7, 2021.***



Member (Signature)

The Oath of Office was administered by Frank P. Arriola, Chairperson, Board of Trustees.



Chairperson, Board of Trustees (Signature)

GUAM COMMUNITY COLLEGE
Board of Trustees

OATH OF OFFICE

I, PARIS JEAN M. BLAS, do solemnly swear in the presence of almighty God that I will well and faithfully support the Constitution of the United States, the laws of the United States applicable to Guam, and the laws of Guam, and that I will conscientiously and impartially discharge my duties as:

STUDENT MEMBER
of the
GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES

*Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,
Executed at Mangilao-Guam Community College on May 7, 2021.*



Member (Signature)

The Oath of Office was administered by Frank P. Arriola, Chairperson, Board of Trustees.



Chairperson, Board of Trustees (Signature)

CERTIFICATE OF

Election



Awarded to:

PARIS JEAN M. BLAS

Duly elected by the students of GCC and certified by the election committee, the above named individual is sworn in this 7th day of May 2021 as the student member of the Board of Trustees, to serve until April 2022.



Frank P. Arriola
Chairperson, Board of Trustees

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of March 26, 2021

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on March 26, 2021, was called to order at 12:19 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Mr. Richard P. Sablan, Treasurer; Mr. Eloy P. Hara.

Schedule Conflict: Ms. Deborah Belanger, Secretary; Ms. Krystal M. Ramos, Student Trustee.

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia C. Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Dr. Michael Chan, Dean, TSS; Mr. Kenneth Bautista, Staff Advisory Member; Mr. Francisco Camacho, Assistant to the President, President's Office; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Attorney Rebecca Wrightson.

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 – January 15, 2021 and February 5, 2021

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE CARLO M. LEON GUERRERO, THAT THE BOARD APPROVE THE MEETING MINUTES OF JANUARY 15, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE CARLO M. LEON GUERRERO, THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 5, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS. None.

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:

FY2021: As of year to date, the College received a total of \$8.7 million for all funds, which is 85% based on all allotment releases requested, as follows: \$7,419,216 for the General Fund; \$335,856 for the LPN/Vocational Guidance; \$824,399 from the MDF; \$22,960 for Lodging and Management to support the ProStart Program; and \$92,304 for the First-Generation Trust Fund Initiative. The College continues to receive its allotment on a weekly basis.

Capital Improvement Projects and other activities:

Ongoing CIP projects:

The photovoltaic barrel vault canopy project between Buildings C and D is 75% complete and ongoing.

Currently working on the replacement of the water tank and Scope of Work is already complete. With the Building 900 awning repair project, quotations were obtained for hazardous testing and have been awarded.

Other activities:

Boot Camps. 18 students completed the Ship Repair Boot Camp on February 19, 2021 and are employed with Cabras Marine; will prepare for an IT Boot Camp for this summer in collaboration with IT&E; the Construction Boot Camp and the Truck Driving Boot Camp are ongoing and in partnership with Black Construction with the intent to have completers employed with Black Construction, which is capped at 25 students.

Articulation Agreements. The College is working on articulation agreements with the University of Guam to further articulation agreements for students that graduate from GCC into different business related programs, such as marketing, supervision and management. Dr. Tudela is currently working on articulation agreements with UOG for General Education.

“Meet the President” sessions were recently held via Zoom for this semester to support students’ concerns. Certain issues brought up were the availability of laptops with the student computer loaner program, summer courses, fall semester, registration, tutoring and the CARES Act funding.

The second batch of CARES Act funding was issued with \$600 for all full-time students and \$300 for part-time students; students were also issued refunds for technology fees for the 2020 fall semester and the 2021 spring semester.

Counselors hosted a virtual session to recruit students for George Washington High school students. A college fair was recently hosted last week for department chairs offering information to all prospective students and explaining dual credit program once they graduate including all the different programs GCC has to offer.

The College received the designation of low risk auditee for the past 20 consecutive years and mentioned this involved the efforts from the Finance and Administration team as well staff, faculty, and administrators who deal with procurement and congratulated everyone for maintaining this status.

The President reported meeting with 14 senators and presented GCC's Fiscal Year 2022 budget and mentioned they were all in support of our budget. The College anticipates the FY2022 budget hearing sometime in May 2021.

The College is in partnership with GPD to assist in procuring the collateral equipment plus the generator for the DNA laboratory.

The RPF Committee submitted and approved the Fiscal Year 2020 Budget that was approved by the Board in February 2021. The RPF Committee also made modifications to the tuition benefit program, including supporting the College's first distance education program to ACCJC to support the International Hotel Management program, which will be presented during today's Board meeting.

The ISMP has been updated, the Facility Master Plan will be launched in August 2021 with TRMA. The framework has already been established for the Information Technology Strategic Master Plan, the Distance Education Plan, and the Distance Education Operation Procedures, and the Enterprise Architectural Infrastructure.

2. Monthly Activities Report.

Student Trustee: Trustee Krystal Ramos was attending a student conference and unable to attend today's Board meeting.

Faculty Advisory Member: A representative was not present to provide a report.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Staff are continuing to support the mission of the College as well as the student's online and face to face.
Congratulating the College for its 20th year of clean audit.

3. Board of Trustees Community Outreach Report.

Trustees Leon Guerrero and Hara attended Ms. Rose Grino's confirmation hearing on March 2, 2021.

Trustees Arriola, Leon Guerrero, Belanger and Hara attended the Ethics in Government Training on March 13, 2021.

Trustee Hara attended the Ship Repair Transportation Boot Camp Completion Ceremony on February 19, 2021.

VI. UNFINISHED BUSINESS

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

Forensic Lab/DNA Building. This project is 43.5% complete to date. Timeline for completion is September 2021.

Building 300. This project is 72% and the progress is closely being monitored every 2 days to support the College's request to extend the grant. Progress has been slow due to lack of workers and the current conditions.

Wellness Center. The College is working on putting out the award for the financial feasibility study.

Building B. The College was provided an update by TRMA. TRMA would have to meet with the end users for this facility before moving forward. The design is about 60%-70% complete.

VII. NEW BUSINESS.

1. Adjudication of Fees – Bachelor of Science in Career & Technical Education (BSCTE). The College did adjudicate the lab fees to support the Bachelor of Science in Career & Technical Education program. A list of the fees was provided for the Board's consideration. As required, the college held public hearings on February 18-19, 2021. The proposed new courses, course numbers and fees are as follows: CTE Methods of Teaching I: Planning and Preparation, CTE310, \$67.00; CTE Methods of Teaching II: Instructional Delivery, CTE340, \$67.00; CTE Methods of Teaching III: 21st Century Teaching Methodology, CTE410, \$67.00; and Educational Technology, CTE330, \$35.00.

There was no opposition to the proposed fees which will be effective beginning the 2021 fall semester. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ELOY P. HARA THAT THE PROPOSED BACHELOR OF SCIENCE IN CAREER & TECHNICAL EDUCATION (BSCTE), AS PRESENTED, BE APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. BOT Policy Updates (Series 100: 140-199 & Policy 208). The Board members were previously provided copies of the updated General Board Policies (Series 100), including Policy

208. These BOT policies were reviewed during a Board Policy Review via Zoom on February 24, 2021. The President pointed out the recommended changes and presented the following policies to the Board for consideration: Policy 145-Identity System Manual (Visual Identity); Policy 150-Media Relations; Policy 155-GCC Protocol Guide; Policy 160 -Affirmative Action; Policy 165-Compliance with the Americans with Disabilities Act (ADA); Policy 170 -Campus Crime & Security; Policy 171-Violence Prevention in the Workplace; Policy 172-Pandemic Response Plan; Policy 175-GCC as a Tobacco Product, Electronic Cigarette & Betelnut-Free Campus; Policy 180-Risk Crisis Management & Emergency Protocol; Policy 185-Sexual Harassment & Sexual Discrimination Prevention; Policy 190-Travel Policy; Policy 191-Data Breach Response Policy; Policy 192-Recruitment Policy; Policy 195-Selection and Appointment of Guam Community College Trustees; Policy 196-Digital Resources Policy; Policy 197-Online Policy; Policy 198-Granting of Posthumous Degree at Guam Community College; Policy 199-Social Media Policy.

As for Policy 208, "Authorized Signatories For Bank Transactions," this was updated to include establishing a bank account for the Tiyan High School Marketing Laboratory. A motion was then made to approve the policy updates, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. SABLAN, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD APPROVE THE UPDATED GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES, AS PRESENTED, FOR POLICIES 145, 150, 155, 160, 165, 170, 171, 172, 175, 180, 185, 190, 191, 192, 195, 196, 197, 198, 199 AND 208. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. **Five Year Academic Calendar, AY2021 to AY2026 (Updated).** The Board was provided with an updated Five-Year Calendar for AY2021 to AY2026 for consideration. The President explained this calendar is updated annually and adjustments are made for each academic year moving forward, which will be Academic Year 2021-2022 through Academic Year 2025-2026. After discussions and review the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD APPROVE THE UPDATED FIVE YEAR ACADEMIC CALENDAR FOR ACADEMIC YEAR 2021-2026. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

4. **Distance Education Program Approval: International Hotel Management.** The President explained that the Distance Education Program presented to the Board today is for the Associate of Science International Hotel Management. The Resource Planning Facilities Committee met last week to discuss the College's proposal for distance education for this program. This committee is a GCC governance process that consists of faculty, staff, administrators and students which supports moving forward on this. This is a program currently

offered by GCC and converting it as an online distance education program. If approved by the Board, this application will be submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) for their approval for five years. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE CARLO M. LEON GUERRERO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE PROPOSAL FOR DISTANCE EDUCATION PROGRAM FOR INTERNATIONAL HOTEL MANAGEMENT IS APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time the following motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE CARLO M. LEON GUERRERO, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 1:00 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 as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE CARLO M. LEON GUERRERO, THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 1:37 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 ELOY P. HARA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, the College was commended for receiving 20 years of clean audit.

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

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING OF MARCH 26, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of March 26, 2021, adjourned at 1:40 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO MAY 07 2021
Recording Secretary

ATTESTED BY:


DEBORAH C. BELANGER MAY 07 2021
Secretary

APPROVED BY:


FRANK P. ARRIOLA MAY 07 2021
Chairperson