

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of June 13, 2012**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of June 13, 2012 was called to order at 6:00 p.m., Ms. Gina 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; Deborah C. Belanger, Treasurer; Mr. Richard P. Sablan, Member; Ms. Ariane Nepomuceno, Student Trustee; Dr. Karen Sablan, Faculty Advisory Member.

**Not in attendance:** Mr. Frank P. Arriola (off-island); Ms. Maria Dilanco Garcia (submitted resignation June 5, 2012); Mr. Edward G. Untalan (schedule conflict); and Mr. Kenneth Bautista, Support Staff Advisory Member (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Mr. Reilly Ridgell, Dean, School of Trades & Professional Services; Ms. Joann W. Muna, HR Administrator; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Lolita Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Mr. Edwin Limtuatco, Controller, Business Office; Mr. Michael Chan, Associate Dean, Technology Student Services.

**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. May 3, 2012.**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE DEBORAH BELANGER THAT THE BOARD APPROVES THE MEETING MINUTES OF MAY 3, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS** -There was none reported.

**IV. PUBLIC DISCUSSION** – None.

## V. REPORTS

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

–Financial Status: The College has been doing well with its appropriation collections from the General Fund. So far 82% of its authorized appropriation has been received to date: This accounts for 78% for LPN and Vocational Guidance, 190% for the Manpower Development Fund (MDF), 100% for TAF, Power and Water at 67%, Life Insurance, Medical and Dental at 46%.

The President reported some activities at the College:

Work Keys Assessment. President Okada reported that the College initiated the WorkKeys training and testing for its staff. She stated that although this is not mandatory it is highly encouraged. Because WorkKeys is being offered at GCC, the President mentioned it made sense that employees utilize this. She further reported that some employees are experiencing some anxiety over this and whether they will lose their jobs. However, the President explained that WorkKeys is a job assessment based on a national testing and is not directly related or linked to an employee's job performance. The President mentioned she would like to recommend that the Board consider establishing WorkKeys sometime in the future.

Brigham Young University (BYU) Scholarship. President Okada reported she met with representatives from the Brigham Young University from Hawaii. BYU is interested in recruiting GCC students to offer complete scholarships, which are privately funded. There is no payback on the condition that students return to their islands once they complete the program. President Okada further reported that discussions are currently ongoing. A draft Articulation Agreement is being formalized by GCC and will be issued once complete.

An issue was brought up as to the scholarship amount. This amount has not been ascertained, however, the President is hopeful this will be awarded annually. Another issue brought up was whether this will be offered to other Micronesian islands. The President said she was unsure but noted she did inform BYU that the College has articulation agreements with PPEC members.

Other activities. President Okada reported the following:

\* GW, JFK and Simon Sanchez high schools are now on the WorkKeys program. During the May 18<sup>th</sup> GCC graduation, 348 students were certified to graduate, over 250 walked which included 72 apprenticeship graduates. Mr. John Cruickshank was the guest speaker for the GCC 2012 graduation. He offered grant writing to the College's STEM faculty and spent several hours with them on how to prepare grant proposals.

\* Mr. Victor Rodgers is currently working with the Guam Shipyard to start a new pool for the apprenticeship program. This will be for approximately 30-40 new students.

\* The College is moving forward with the Articulation Agreement with the University of Guam. To date, there have been 4 courses consisting of 2 each in the Math and English areas. These are just course-to-course articulation and the College is currently working on having a program-to-program



articulation.

\* The College will be offering TSA courses during Fall 2012 and being sponsored by TSA. The first course will be Intro to Homeland Security for Airport employees. Other related courses will also be offered during the following Spring and Fall semesters. Mr. Chuck Ada and Mr. Dennis Santo Tomas would probably be the instructors. In September 2012, Mr. Santo Tomas will be a GCC employee involved with the Peace Officer Standard Training (POST).

2012 Accreditation. The President reported that the Accreditation Team provided 4 recommendations to the College during its exit report in March 2012, and since then the College have been moving with these recommendations.

She presented a five-minute testimony before the Accreditation Commission during her California trip. Issues brought before the Commission included the following:

- Distance Education: That it is not the College's intent to provide specific courses in Micronesia, but that "the College is the hub."
- The Staff Senate Constitution and Bylaws were ratified and copies provided to the Commission.

There were specific questions asked after her testimony relating to the Board training. The Commission asked the type of training they received, how was it executed, including documentation of their attendance. The President informed the Commission that the Board has attended the ACCT training to include new trustees and the student trustee. She also included the PPEC training wherein speakers were familiar with the island's accreditation standards and the laws of the jurisdictions, plus policies vs. operations. The Commission also asked if the Board were more effective given the training the Board received. The President emphasized that the GCC Board members have been approached and informed they are probably serving on one of the best Boards and are the envy of other Government of Guam board members. She reported that the current Board works collaboratively with the GCC Foundation Board and the College.

The President further informed the Board that the Commission has already voted and the College should know the results at least by June 30, 2012 or the first week of July.

Accreditation Evaluation Chair. President Okada informed the Board she will be chairing an ACCJC Evaluation at a community college in Hawaii and will be accompanied by Dr. Ray Somera who will serve as her assistant. The Accreditation Standards are being presented for modification at a public hearing in Honolulu. This is our opportunity to make some recommendations for changes to the standards. The President and Dr. Somera will be testifying. Some suggested modifications include requesting for a 10 year accreditation instead of 6 years and the emphases of mid-term reports.

DOI Grant. The President reported she recently attended a planning session for a woman's conference in Palau sponsored by the Department of Interior. Also in attendance were designated representatives from the four states of Micronesia, Guam, CNMI and the Marshall Islands. She also visited the Palau Community College to outsource some of the grant activities, mainly to handle procurement at that end rather than on Guam. An agreement will be entered between the College and

the Palau Community College especially with reimbursement based on the grant. This conference is expected to be held August 1-3, 2012.

Guam Legislature Bill 437. President Okada reported that this is a GDOE Bill for the AARA funds and facilities upgrade that was presented to the Guam Legislature during its Session on June 1, 2012. The College submitted an amendment to the Bill. The amendment passed which provides the financing for Building 100, 200 and the Forensic Lab. Vice-President Carmen Santos testified on behalf of the College. The repayments source is a year-by-year appropriation by the Guam Legislature.

The College is also looking into other ways to fund the project in the event funding by the Guam Legislature does not go through. A pre-application loan has been submitted to USDA and will be meeting with them next.

The President reported that she will be meeting with DOI to request for another Technical Assistance grant for the A&E for Building 100.

Capital Improvement Projects. There are some bids that are in the process of being finalized this week. The bids are mainly for the energy audit and air-conditioning. As last reported for Building 500, notification for liquidating damages has been issued to the vendor. The project is for window replacements. The Purchase Order was issued September 16, 2011 for 120 calendar days to complete due on April 7, 2012. The vendor has not been in contact and the College will issue a letter to terminate. Since the Purchase Order is less than \$50,000.00, the President reported the College will obtain new price quotes to try and complete this project.

## **2. Monthly Activities Report**

Student Trustee: Trustee Ariane Nepomuceno reported that the training for the new BOT and new COPSA officers were held on May 14~16, 2012, and another on June 15, 2012.

Trustee Ariane also reported that last week Monday, COPSA was involved with the campus tour for about six students visiting from Taiwan.

The President also reported that the request for the campus visit was made through the Taiwan consulate, which included one faculty member. The students are English majors. Other than the tour, GCC students presented the visitors with marmars and provided a cultural presentation.

Faculty Advisory Member: Dr. Karen Sablan reported that faculty has been attending the 2<sup>nd</sup> Leadership Academy training this week.

Support Staff Advisory Member: Trustee Ken Bautista was not in attendance.

## **3. Board of Trustees Community Outreach Report.**

- May 18, 2012 was GCC's graduation and the following BOT members attended: Chairwoman Ramos, Deborah Belanger, Ed Untalan, Frank Arriola, Ariane Nepomuceno, Dr. Karen Sablan, and Ken Bautista.



- May 5, 2012 Gala attendance: Chairwoman Ramos, Deborah Belanger, and Richard Sablan.
- The President and Chairwoman Ramos attended the last monthly Chamber of Commerce meeting.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates**

Foundation Building Renovation: President Okada reported that the renovation is now 72% complete as of June 6, 2012. There was another request for an extension and was denied. The previous extension granted was just for the photovoltaic and some work outside the building. As last reported the bid for the café has been awarded, however, work at the café also has to be completed such as the counters. Because of the delays there is the problem with the furniture storage that has already arrived. The College is anticipating the arrival of more furniture soon, which will be a problem for the College.

The ribbon cutting for the Foundation Building has been postponed until sometime in October or November. The Congresswoman and Assistant Secretary Tony Babauta will be invited once the new date is set.

Building 200 Renovation: The pre-application for the USDA loan has been submitted. The money is available nationally and USDA would have to commit funds by September 30, 2012. As reported from the last meeting, a Bill was to be submitted to the Guam Legislature relating to the leaseback agreement. UOG and GCC will be seeking separate loans with \$6 Million for the College and \$34 Million for UOG. The final application for the College will include another funding source (FEMA) to support the 1<sup>st</sup> floor renovation. The A&E for Building 200 is approximately 85% complete.

With this additional funding source, President Okada is hoping USDA will regard this as a higher priority, especially since funds have to be committed by September 30<sup>th</sup>.

Foundation Building & Student Center (PV lights): As last reported the photovoltaic lights are underway and invoices are being processed.

**2. Credit Hour Policy (3<sup>rd</sup> Reading).** The Board made a motion to approve the Credit Hour Policy as follows.

#### **MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE DEBORAH BELANGER TO APPROVE THE PROPOSED CREDIT HOUR POLICY. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

## **VII. NEW BUSINESS.**

1. Tuition Benefit Program (for Employees' Spouse and Dependents). The President reported that the College Governing Council met on May 6, 2012 and unanimously approved a Tuition

Benefit Program. An outline of the Program, including a copy of the application form was provided to the Board.

The President then explained that the GCC Tuition Benefit program provides 12 credits per fall or spring semester and up to 6 credits per summer semester per family. Other requirements include being a fulltime GCC employee for a minimum of 7 years and maintain a 2.5 GPA. The program covers only tuition and not CE courses, text books, lab and other fees. There is an employee payback provision and an account will be set up.

A few modifications to the form and a discussion on the grade point average and the length of time a family member can be in the benefit program were presented. The changes clarified the number of credits that will be afforded (up to 12 credits). The grade point average was determined based on research of other institutions. The length of time for participation is related to the GCC employee's term of service, as there are pay back provisions to participate in the program.

#### **MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE TUITION BENEFIT PROGRAM FOR EMPLOYEES' SPOUSE AND DEPENDENTS AS APPROVED BY THE COLLEGE GOVERNING COUNCIL. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

2. Salary Freeze for Faculty and Administrators (AY2013). The President informed the Board that the College Governing Council approved the salary increment freeze for faculty and administrators for academic year 2012-2013 only, which begins August 2012 and ends May 2013.

The President further informed the Board that currently all administrators are on a January adjustment, and all faculty are with the academic year. Chairwoman Ramos inquired if the faculty and administrators are aware of this. President Okada mentioned that the College Governing Council is the representative for both.

Trustee Deborah Belanger mentioned that it bothered her that the Board has to freeze salaries again when employees deserved the increments. She praised the employees for their willingness to do this. She also praised the College's management in operating "correctly" and cannot understand why it should be penalized and mentioned there should be a discussion with the Governor. The President explained that 98% of the College's general fund is for salaries.

Chairwoman Ramos mentioned that at this point and time the freeze is necessary and should funds become available, the Board can do the reverse. The President noted this was a contingency and that it was recognized as so by the Governing Council.

President Okada informed the Board of the budget hearing on June 28, 2012. Based on the budget submitted for the College by the Governor and in comparison to what the College presented, the



Governor's budget is not enough. Also, for the remainder of the fiscal year, the College will need its 15% reserve released by the end of July in order to certify payroll.

The College is also waiting for the results of the Governor's Spending Task Force. Implementation is expected to be July 1<sup>st</sup>.

Trustee Deborah Belanger reiterated that she believes if an agency is running smoothly and properly and can afford to give raises then it should do so and be an example for the rest of the agencies. That if an agency is especially in alignment with its funding and if they want to increase its wages then it should be allowed to do so after re-evaluation of its funding source.

President Okada mentioned this could be made part of the College's presentation for testimony on behalf of the Board during the College's budget hearing on June 28<sup>th</sup>.

For the record, Dr. Karen wanted to mention to the Board that the faculty is giving up a lot, especially since faculty is doing work performance base and results have been favorable for the past two years. Despite this and of what is happening in the Government, she said faculty is still willing to give up their increment. Dr. Karen further mentioned that the Guam Legislature should be informed of this.

Chairwoman Ramos agreed that advocacy efforts should start with the budget hearing. She mentioned that as a Board, it should find out what else can be done in the future to ensure salary freezes does not happen every year.

There were further discussions that although the increments are warranted, the College still needs to remain open. Trustee Belanger mentioned that there has to be a plan to augment the budget especially during this period from July until September. That this is a repeat of last year and to maybe find another funding source, for example, in Washington D.C. A motion was then made as follows:

#### **MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ARIANE NEPOMUCENO, THAT THE BOARD APPROVE THE FREEZE FOR THE GUAM COMMUNITY COLLEGE SALARY INCREMENTS FOR FACULTY AND ADMINISTRATORS FOR ACADEMIC YEAR 2012 THROUGH 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

3. Nursing and Allied Health Administrator~Position Description. The President mentioned that there is a requirement in order to proceed with the College's LPN program through the Guam Board of Nurse Examiners. The person in charge of the program should be an administrator and not necessarily be faculty. This new position will serve as the Director of Nursing and as department chair. The duties will include the supervision/evaluation of faculty and management of the program referencing the public law requirement. There was a question of the duties and responsibilities whether it met with the minimum requirements. HR confirmed that it is aligned with the minimum requirements. A copy of the new position description is attached.

The President informed the Board that Dr. Karen Sablan and Dr. Ray Somera met and has reached an agreement to amend Article VI of the Faculty Union Contract. Board authorization is needed in order to amend the agreement, including approval of this new administrative position. This agreed process will be for a period of one (1) year and revisited after the one year period.

**MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE AMENDMENT TO ARTICLE VI OF THE GCC FACULTY UNION CONTRACT, INCLUDING APPROVING THE NEW POSITION DESCRIPTION FOR A NURSING AND ALLIED HEALTH ADMINISTRATOR . MOTION CARRIED UNANIMOUSLY. (Voting: 4 ayes, 0 nays)**

4. President's Travel Schedule (September~October 2012). The following is a list of the President's upcoming travel schedule: Accreditation Evaluation training in California and Evaluation visit in Hawaii. All trips herein will be all paid by the ACCJC.

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR SEPTEMBER~OCTOBER 2012. MOTION CARRIED UNANIMOUSLY. (Voting: 4 ayes, 0 nays)**

At approximately 7:00 p.m., the meeting went into Executive Session.

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

At 7:08 p.m., the meeting reconvened to open session.

**MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, 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 Ramos, on behalf of the Board thanked Trustee Maria Garcia for approximately 5-6 years of service as a member of the Board. Trustee Garcia resigned as of June 5, 2012. Due to this vacancy, the Board was asked to email a list of names they would like to recommend to the Governor for consideration as a GCC BOT member.



There will be upcoming conferences for Board training and the Board will be provided information via email to survey interest and possible attendance from the Board.

The next BOT meeting will be scheduled the week of July 16-20, 2012.


**IX. ADJOURNMENT**

**MOTION**

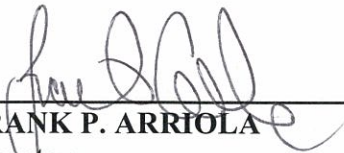
**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE MEETING OF JUNE 13, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of June 13, 2012 adjourned at 7:15 p.m.

**SUBMITTED BY:**

  
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**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

  
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**DEBORAH C. BELANGER**  
Chairperson

