

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of July 20, 2012

Minutes

I. CALL TO ORDER

1. The monthly meeting of July 20, 2012 was called to order at 4:10 p.m., by Ms. Gina Y. Ramos, held in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam. Ms. Debbie Belanger, the newly elected Board Chairperson, presided over the meeting after being sworn in as the next Board Chairwoman,

2. **Swearing In and Administration of the Oath of Office.** Former Board Chairwoman Ramos swore in the newly elected GCC Board of Trustees members, as follows: Ms. Debbie Belanger, Chairperson; Mr. Edward G. Untalan, Vice Chairperson; Mr. Frank P. Arriola, Secretary; Mr. Richard P. Sablan, Treasurer.

3. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Edward G. Untalan; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Y. Ramos; Dr. Karen M.S. Sablan, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member.

Not in attendance: Ms. Ariane Nepomuceno, 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; Mr. Barry Mead Acting Dean, School of Trades & Professional Services; Ms. Lolita Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Gina Tudela, Dean, Technology Student Services.

4. **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. **June 13, 2012.**

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN THAT THE BOARD APPROVES THE MEETING MINUTES OF JUNE 13, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS –The following communications were submitted:

1. For information purposes and which did not require Board action, a new credit and fee structure for cosmetology beginning Spring 2013 was submitted that reflected a reduction in fees. It included changing from a GCC Certificate program to an Industry Certification program.

2. Official letter dated July 2, 2012 from Dr. Barbara A. Beno, the President of the Accrediting Commission for Community and Junior Colleges (ACCJC) reaffirming GCC's accreditation. A copy

of the full report is available on the College's website.

3. Letter dated June 14, 2012 from Dr. Rod A. Risley, Executive Director for Phi Theta Kappa Honor Society, giving commending GCC's Phi Theta Kappa, the Beta Beta Xi Chapter as a "Five Star Chapter."
4. Joint Board (BOT/FBOG) Sub-Committee Assignments listing the different subcommittees.

IV. PUBLIC DISCUSSION – None.

V. REPORTS

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

–Financial Status: President Okada reported that as a result of a meeting with the Governor's Chief of staff, 5% of the College's appropriation from the 15% reserve was released. As to the 10% balance, the President mentioned she anticipates this will be released in increments of 5% before the end of this fiscal year.

–Foundation Term of Existence Request for Extension: President Okada also reported that she discussed with the Governor's Chief of Staff extending the term of existence of the GCC Foundation. The Foundation's term is currently for 50 years, however, it has been in existence for approximately 30 years. Due to a 40 year USDA loan the Foundation is applying for, an extension is needed, which requires the Governor's approval. An official request was submitted to the Governor, which is currently under the review of the Governor's Legal Counsel.

–DOI CIP \$2.8 Million funding: President Okada reported that due to other commitments, this funding is still pending approval as to whether the College will be included for this fiscal year. The President also mentioned that there is still an opportunity for the College to submit another request to the Governor for the next CIP.

The President reported some activities at the College:

- On June 21 and 22, 2012, GCC staff and administrators attended a mandatory "Shooter on Campus" training conducted by the Superior Court Marshals. Another will be conducted later for those who did not attend the initial training, including one for faculty on August 10, 2012. The College also submitted a request to the Marshal's Office to conduct presentations during new student orientations.
- As a result of the "Shooter on Campus" training, an agreement was recently signed with PDN. The agreement allows for students to sign up during student orientation to receive news alert of any emergency notifications specific to the College.
- Student registration is currently ongoing and express registration will be conducted in a couple of weeks.
- A new College website, www.guamcc.edu was recently launched with new features. An e-catalog is also included with complete descriptions of SLOs and prerequisites.
- Dr. Somera and President Okada will be guests during the "Higher Degree" television show hosted by Ms. Jayne Flores, that will air on Sunday, July 22, 2012 at 3:30 p.m. Discussions will involve issues relating to the importance of accreditation.

Other activities. President Okada reported the following:

- Foundation Donors. The President reported she attended meetings with Ms. Lolita Reyes and with all previous Foundation donors. Once the Foundation building is complete, there will be a rededication of rooms, instead of a wall for the existing donors. Donor room signs will also be updated either refurbished or replaced. The current donors are as follows: Bank Pacific (formerly 1st Savings & Loan), Hawaiian Rock, First Hawaiian Bank, Nikko Hotel, Pedro Perez. Presentation were also made to potential donors.
- Governor's Education Task Force. President Okada reported the College's Management Team participated in this outreach program to be aware of the Governor's education initiative.
- Submission to DOI. The President reported the College submitted a request to the Department of Interior for the architectural and engineering design for Building 100.

2. Monthly Activities Report

Student Trustee: Trustee Ariane Nepomuceno was not in attendance.

Faculty Advisory Member: Dr. Karen Sablan reported that most of the faculty are still out for the summer, however, some have assisted with registration and attended the "Shooter on Campus" training.

Support Staff Advisory Member: Trustee Ken Bautista reported that staff attended the mandatory "Shooter on Campus" training and staff comments have been positive. Staff are also preparing for the new semester.

3. Board of Trustees Community Outreach Report.

- Trustee Ramos reported she attended the SHRM (Society of Human Resource Management) in her capacity as a BOT member, including a meeting with the American College of Healthcare Executives in June, and the Budget Hearing on June 28, 2012. Trustee Richard Sablan also attended the Budget Hearing.
- Chairwoman Belanger, Trustee Ed Untalan and Trustee Frank Arriola attended the meeting in June at the Governor's office regarding the budget.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

Foundation Building Renovation: President Okada reported that this renovation is now 84% complete and as last reported ribbon cutting initially scheduled for July 19th was postponed. Also, as last reported the contractor requested for some time extensions such as window installations, the photovoltaic lights and completion of the café. The photovoltaic lights are now complete. A preliminary walk through should have been done with the initial occupancy permit but, to date, the President reported she has not received an official report.

Building 200 Renovation: The President reported that all documents have been submitted for a USDA loan application by the Foundation. A change in the applicant requires the Foundation to apply for its EIN, DUNS and CCR numbers, separate from the College. This is currently being processed and needed especially since the Foundation is a non-profit organization.

Foundation Building & Student Center (PV lights): The Foundation PV lights are complete, however, the Student Center PV lights expected completion date is August 7, 2012.

VII. NEW BUSINESS.

1. President's Travel Schedule (September 2012). The following is an amended travel list of the President's upcoming travel schedule for September 2012: PREL Board member workshop and ACCJC events in conjunction with the PPEC meetings both in Hawaii.

MOTION

IT WAS MOVED BY TRUSTEE EDWARD UNTALAN AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR SEPTEMBER 2012. MOTION CARRIED UNANIMOUSLY. (Voting: 5 ayes, 0 nays)

At approximately 4:50 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 5:02 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Chairwoman Debbie Belanger, on behalf of the Board expressed the following:

- Congratulations to the College for ACCJC reaffirming accreditation until 2018.
- Congratulations to the newly elected BOT officers who were sworn into office today.
- Congratulations to the College's Beta Beta Xi Chapter of Phi Theta Kappa Honor Society for receiving special commendation as a "Five Star Chapter" rating.
- Appreciation to the College's faculty for assisting with registration.
- Appreciation to Trustee Gina Ramos for her outstanding leadership as the Board Chair.


IX. ADJOURNMENT

MOTION


IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING OF JULY 20, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of July 20, 2012 adjourned at 5:15 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


DEBORAH C. BELANGER
Chairperson