

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Wednesday, July 7, 2021, 8:00 a.m.**  
**Rm. 112, Learning Resource Center (Library), Building 4000**

**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 May 7, 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
  - Board of Trustees Community Outreach Report

**VI. UNFINISHED BUSINESS**

1. Construction Projects Updates
  - Forensic Lab
  - Building 300
  - Wellness Center
  - Building B

**VII.           NEW BUSINESS**

1. BOT Resolution re Transfer of Funds to GCC Foundation
2. 2021 ACCT Conference
3. President's Travel Request (September 2021-October 2021)

**VIII.          EXECUTIVE SESSION**

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

**IX.            ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of May 7, 2021**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held on May 7, 2021, was called to order at 12:13 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

**1. Swearing In and Administration of the Oath of Office for newly appointed GCC Board of Trustees Member, Rose P. Grino.** The Board Chairperson, Frank Arriola, swore in the newly appointed GCC Board of Trustees Member, Ms. Rose P. Grino.

**2. Swearing In and Administration of the Oath of Office for elected GCC Trustee Student Member.** The Board Chairperson, Frank Arriola, swore in the newly elected GCC Board of Trustees Student Member, Ms. Paris Blas.

**3. Roll Call. Trustees Present:** Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Deborah Belanger, Secretary; Mr. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas. Schedule Conflict: Mr. Richard P. Sablan, Treasurer (off-island).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Ms. Pilar Williams, Dean, TSS; Mr. Francisco Camacho, Assistant to the President; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Mr. Gerald Cruz, CSI.

**4. 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 – March 26, 2021**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF MARCH 26, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

**III. COMMUNICATIONS.** No formal communication, however, the President informed the Board that the College lost one of its dearest employees, Ms. Latisha Leon Guerrero, who has worked with the Center for Student Involvement office and who has been very supportive with the students and student trainings for many years. At this time, the President wanted to recognize all of Latisha's contribution to the College also as a former Student Trustee and that she will be truly missed.

The Board of Trustees especially extended their condolences to Latisha's family and friends during this difficult time.

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 May 3, 2021, the College received a total of \$11,202,112 for all funds, which is 81% based on all allotment releases requested, as follows: \$9.274 million for the General Fund; \$419,820 for the LPN/Vocational Guidance; \$1.370 million from the MDF; \$22,960 for Lodging and Management to support the ProStart Program; and \$116,000 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:

Other activities:

Boot Camps. The truck driving boot camp has been successful to date with 2 students taking the C-License every Saturday. The first 2 students have been hired by CTSI and the 2 students that recently passed their testing have a choice between Black Construction or CTSI, which is good for competition.

The College is working with IT&E and Docomo for an IT Boot Camp and working with each respective industry for other boot camps based on hiring needs.

The Guam FBI conducted a training for GCC employees on Cyber Security and at the end of the training provided information for individuals that might be interested in joining the FBI.

A lot of training has been conducted for employees such as Title IX, Adult Education process, Human Resources employee evaluation information, and faculty training on different modes of learning/teaching. At the last College Assembly, employees had the opportunity to attend a "Distress or Destress" and "Coping with Anxiety" training especially with the current situation regarding the pandemic.

The Chairman inquired whether the Procurement training is still ongoing and the President confirmed it is.

An IDEA Student Ratings survey was sent out to students during the Spring semester to identify some areas of concerns from the students. Some concerns were internet stability at home and on campus, transition from face to face to online, the College had multiple platforms and are now

focusing on Moodle; electronic access to particular online textbook providers. The College is currently addressing these issues.

The College has been in contact with the Department of Labor regarding funding its Dislocated Workers. DOL was provided with all the different types of boot camps that will be held during the summer to help place these individuals in this program. Some of the boot camps are ship repair, construction, HVAC, IT, home healthcare, medical billing/coding, and safety.

A ProStart Tiyan High School Senior, Alexandra De Chavez, entered the National Restaurant Association's "Give Us Your Best Pitch" contest and won 2nd place. She received a \$500 gift card and \$3,000 to support the Tiyan ProStart program.

Two faculty members, Natsumi Kuranami and Phillip Callos received a Rachael Ray Foundation ProStart Grant for \$5,000 for their respective schools, Tiyan High School and Simon Sanchez High School.

The College's first Distance education program to support the International Hotel Management program was approved by ACCJC and can now be offered. The President commended Vice President Dr. Tudela and Department Chair Eric Ji for spearheading this project and all who supported and worked on this application.

The procurement for an electric vehicle is complete and will be the first for the College as part of sustainability on campus.

## **2. Monthly Activities Report.**

**Student Trustee:** Trustee Paris Blas reported there is not much to report other than students are preparing for graduation.

The semester ended on May 2, 2021, and students are waiting for their grades.

The President mentioned approximately 150 graduates will participate during the GCC 2021 Motorcade Graduation ceremony on Friday, May 14, 2021 at 9:00 a.m. Graduates who registered will receive their actual diplomas the same day.

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

**Support Staff Advisory Member:** Mr. Kenneth Bautista was not in attendance to provide a report.

**Board of Trustees Community Outreach Report:** No report at this time.

## **VI. UNFINISHED BUSINESS**

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

Forensic Lab/DNA Building. This project is 49.57% complete to date. The College is continually working with the Guam Police Department on the collateral equipment for GPD. Timeline for completion is estimated on September 5, 2021.

Building 300. This project is 82% complete and progress is continuously being closely monitored every 2 days. The College was unofficially informed that FEMA will not extend funding but the College will continue to request for reimbursement. Should the College receive a final denial then the President will request for an appeal.

Wellness Center. The purchase order for the financial feasibility study for this has already been submitted and the College should receive the study by the end of May 2021 and put it out to bid shortly thereafter. This project is estimated at \$7-\$8 million.

The President at this time informed the Board it is working on obtaining additional property for the College. The College received a request from Land Management regarding a government requirement for agencies to report its real property assets and any requests for property needed. The College submitted its report and attached the transmittal letter when it transferred the 314 acres back to the Government of Guam. The President requested for additional property for the College expansion and will follow up on this request.

Building B. As last reported, the design for this project was 60%-70% complete. The College met with TRMA, the Architect, who will be finalizing the design.

**VII. NEW BUSINESS.** None.

At 12:38 p.m., the meeting convened into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 1:07 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 ROSE P. GRINO, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

At this time, the President informed the Board that the Budget Hearing for the College is tentatively scheduled on May 14, 2021, 2:30 p.m. at the Guam Legislature. Once this date is

confirmed, the Board will be notified.

The Board Chair once again thanked Dr. Okada and the entire GCC Team for their continued operation of the College especially during this situation with the pandemic.

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

**MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING OF MAY 7, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

There being no further discussion, the meeting of May 7, 2021, adjourned at 1:08 p.m.

**SUBMITTED BY:**

  
\_\_\_\_\_  
**BERTHA M. GUERRERO**  
Recording Secretary

JUL 07 2021

**ATTESTED BY:**

  
\_\_\_\_\_  
**DEBORAH C. BELANGER**  
Secretary

JUL 07 2021

**APPROVED BY:**

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Chairperson

JUL 07 2021

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Resolution 12-2021**

**TRANSFER FUNDS TO THE GUAM COMMUNITY COLLEGE FOUNDATION AND  
PURCHASE THE WORKFORCE DEVELOPMENT CENTER**

**WHEREAS**, the Guam Community College (“GCC” or “College”) is a leader in career and technical workforce development, providing the highest quality student-centered education and job training for Micronesia; and

**WHEREAS**, the governance of the College is vested in the Board of Trustees; and

**WHEREAS**, the Guam Community College Foundation (“GCC Foundation”) is a non-profit corporation whose primary purpose is to provide a vehicle for the contributions of funds that support activities, goals, plans, projects and programs at GCC that are not funded or inadequately funded by the government or traditional resources, and to provide a public community relations program for GCC; and

**WHEREAS**, the GCC Foundation provides oversight of its investments through its Investment Committee, with the corresponding experience necessary to manage funds guided by its Investment Policy Statement; and

**WHEREAS**, GCC has initiated several capital improvement projects requiring the construction, renovation, modernization, and Leadership in Energy and Engineering Design (LEED) buildings throughout the campus and satellite locations; and

**WHEREAS**, GCC is in the process of updating its 2015-2020 Physical Master Plan;  
and

**WHEREAS**, GCC has \$2.1 million in a cash account with BG Investments, wherein very minimal interest is currently being earned; and

**WHEREAS**, GCC’s President, together with members of GCC’s Board of Trustees (BOT) and GCC Foundation, have reviewed and recommend that the BOT approve the withdrawal of funds from the BG Investments account and transfer the entire balance to the GCC Foundation as a restricted transfer and appropriately invested, and GCC requests that the BOT approve and authorize such transfer; and

**WHEREAS**, for one of its capital improvement projects, GCC will be renovating the Workforce Development Center (“WDC”) and is applying for a grant from the U.S. Economic Development Administration (“EDA”) for the renovation; and

**WHEREAS**, the EDA requires that grant recipients own the land on which improvements will be made and the WDC is currently owned by the GCC Foundation, therefore it is in the best interest of the College to purchase the WDC from the GCC Foundation to receive the EDA grant for renovating the WDC; and



**Page 2: GCC Board of Trustees Resolution 12-2021 – Transfer Funds to the Guam Community College Foundation and Purchase the Workforce Development Center**

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees approves and authorizes the withdrawal of funds from the College’s BG Investments account and transfer of the entire balance to the Guam Community College Foundation as a restricted transfer and appropriately invested; and

**BE IT FURTHER RESOLVED**, that the funds herein mentioned may be drawn down and used specifically for Guam Community College capital projects, such as for architecture and engineer services, construction, renovation, modernization, and LEED design of campus buildings and facilities program expansion approved by the Board of Trustees; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees approves and authorizes GCC purchasing the Workforce Development Center from the GCC Foundation and directs GCC’s President to begin the process for such purchase.

**ADOPTED the 7th day of July 2021.**



**FRANK P. ARRIOLA**  
**Chairperson**

**ATTESTED BY:**



**DEBORAH BELANGER**  
**Secretary**



July 2, 2021

Mr. J. Noah Brown  
ACCT President and CEO  
Association of Community College Trustees  
1101 17<sup>th</sup> Street, NW Suite 300  
Washington, D.C. 20036

Re: Letter of Support for ACCT Presentation

Dear Mr. Brown,

The Guam Community College Board of Trustees members are planning to attend the 2021 ACCT Leadership Congress conference, "Advancing Diversity, Equity, & Inclusion," October 13-16, 2021 in San Diego, California.

We are looking forward to once again meeting "in-person" and network with other colleges across the nation.

As part of our attendance, the Guam Community College Trustees will be submitting a presentation proposal for the Partnerships and Collaborations Track.

This Board fully supports the Guam Community College in their selection of topic and we are confident they will deliver an informative and successful presentation.

Thank you for allowing the Guam Community College this opportunity. We are looking forward to sharing this presentation as well as what this conference has to offer.

Sincerely,

Frank P. Arriola  
Chairman  
Guam Community College Board of Trustees

**PRESIDENT'S TRAVEL SCHEDULE**  
September – October 2021

Conference Title/Sponsor	Date	Location
University Facilities	September 20-21, 2021	Austin, TX
2021 ACCT Leadership Congress	October 13-16, 2021	San Diego, CA

*Funding Source(s): President's Promo Fund*