

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, August 11, 2017, 12:00 p.m.
President’s Conference Room, Building 2000

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 June 1, 2017

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President’s Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
 - Accreditation Update (with Data Extract)
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 100 and Forensic Lab
 - Building 300
 - Wellness Center

VII. NEW BUSINESS

1. BOT Policy Review (continuation)
2. Above Step Recruitment for the Nursing & Allied Health Administrator
3. 5-Year Strategic Resource Plan
4. President's Travel Request (October 2017)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

June 16, 2017

Dr. Mary A.Y. Okada
President/CEO
Guam Community College
P. O. Box 23069
Guam, M.I. 96921

Dear President/CEO Okada:

In response to your request of June 7, 2017 to reschedule the date of the team visit, this will confirm that the date of the External Evaluation Visit to Guam Community College is now scheduled for the week of Tuesday, March 6, 2018 through Friday, March 9, 2018. The visit will begin on Tuesday, March 6, 2018 to accommodate Guams national holiday on Monday, March 5, 2018.

If you have questions feel free to call me.

Sincerely,



Dr. Stephanie Droker,
Vice President

SD/tl

cc: Dr. Ray D. Somera, Accreditation Liaison Officer

Guam Community College
JUL 06 2017
6921

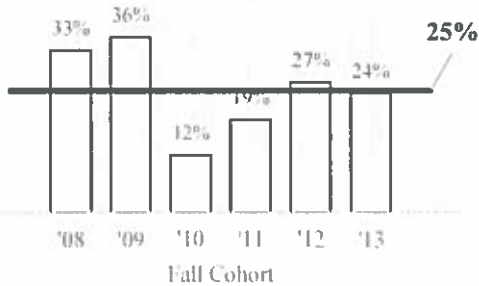
DATA EXTRACT #2
(Meaningful Data for the GCC Board)

Institution Set Standards¹

Graduation Rate² for college-level students

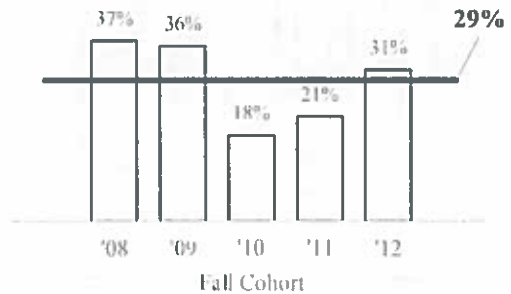
**Earned Degree/Certificate within
150% of normal time**

The standard is 25% of Fall cohort (first-time, full-time, degree-seeking) students graduate within 150% of normal time.



**Earned Degree/Certificate within
200% of normal time**

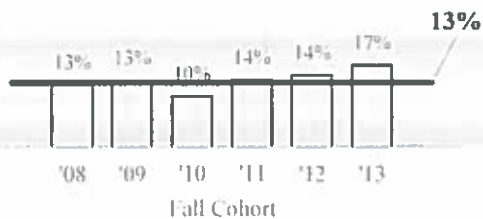
The standard is 29% of Fall cohort (first-time, full-time, degree-seeking) students graduate within 200% of normal time.



Graduation Rate² including pre-collegiate students

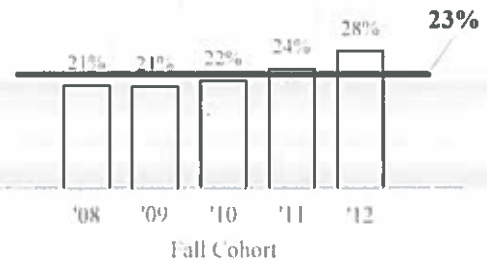
**Earned Degree/Certificate within
150% of normal time**

The standard is 13% of Fall cohort (first-time, full-time, degree-seeking, including developmental) students graduate within 150% of normal time.



**Earned Degree/Certificate within
200% of normal time**

The standard is 23% of Fall cohort (first-time, full-time, degree-seeking, including developmental) students graduate within 200% of normal time.



¹ The benchmark for each institution-set standard is represented as a horizontal black line. Currently, benchmarks are reported as suggested minimum target measurements. The optimum benchmark for each standard will be further explored, recommended to the College Governing Council and Board of Trustees, then updated in Fact Book Volume 12.

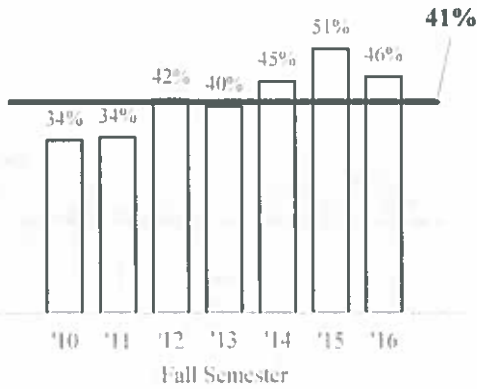
² The benchmarks for Graduation Rate are based on a five-year average of full-time, new and first-time, degree-seeking students per Fall Cohort year who graduated within 150% and 200% of time. Students enrolled in developmental courses are not included for college-level students, and are included for pre-collegiate students.

DATA EXTRACT #2 (Meaningful Data for the GCC Board)

Student Progression¹

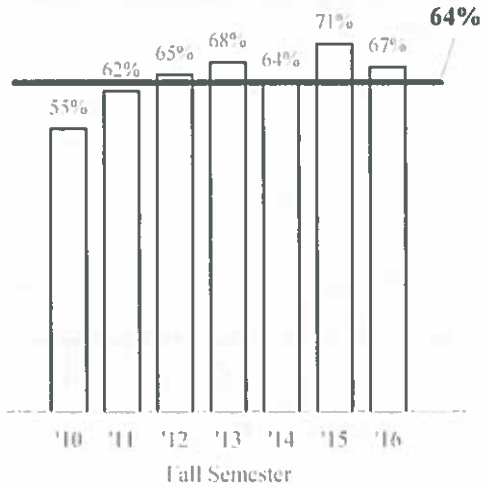
Developmental English

The standard is 41% of Fall cohort students pass developmental English.



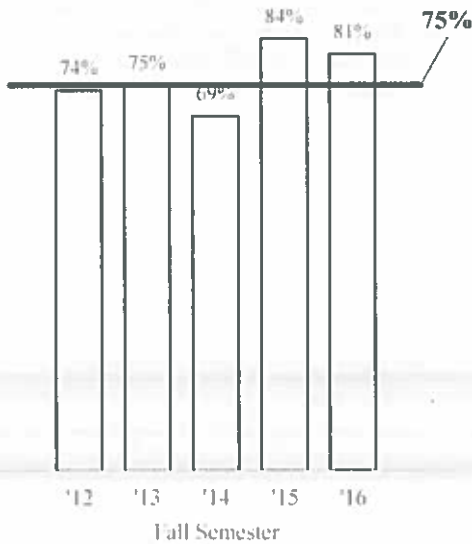
Developmental Math

The standard is 64% of Fall cohort students pass developmental Math.



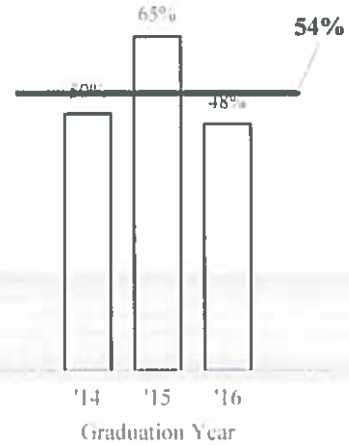
Course Completion⁴

The standard is 75% of Fall cohort students successfully complete courses.



Job Placement Rate⁵

The standard is 54% of students are employed or remain employed (up to two years) after graduation.



¹ The benchmarks for Student Progression for Developmental Math and English courses are based on a five-year average of Fall-enrolled students who passed and did not pass between Fall 2008 and Fall 2012.

⁴ The benchmark for Course Completion is based on a five-year average of all Fall-enrolled (including developmental courses) students who successfully completed a course – either through earned credit or no credit – between Fall 2008 and Fall 2012.

⁵ The job placement rate includes students from programs where at least 10 students graduated in the designated year.

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of June 1, 2017

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on June 1, 2017, was called to order at 12:00 p.m., by Chairperson Frank Arriola, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Frank P. Arriola, Chairperson; Mr. Eloy P. Hara, Treasurer; Ms. Gina Ramos, Secretary; Ms. Deborah C. Belanger; Mr. Luke Fernandez, Student Trustee. **Other members:** Mr. Richard P. Sablan, Vice Chairperson (schedule conflict); Mr. John Benito (off-island).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Dr. Gina Tudela, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development; Attorney Rebecca Wrightson, Legal Counsel.

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 – May 5, 2017

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF MAY 5, 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 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:

FY2017: As of May 31, 2017, the College received 40% of its total amount requested, which equates to 30% of the total budget for the year. Based on the allotment schedule, the College is working with DOA and anticipate increasing its collections. A meeting was scheduled earlier with the DOA Director but is currently off-island, however, a telephone conference is scheduled next week.

The College has received year to date for FY2017, as follows: \$5,735,682 from the General Fund

to support operations, approximately \$200,000 from the General Fund that supports LPN and Vocational Guidance; \$122,500 from the Apprenticeship Fund/General Fund; \$182,000 for MDF; \$24,000 from the Tourist Attraction Fund.

At this time, the President brought to the Board's attention that GCC met with GDOE regarding Title V funding. During this meeting a document was signed by the acting superintendent at the time, the Federal Programs Officer and the third party custodian identifying that GCC was going to continue up to \$200,000 of additional services to cover the month of January 2017, until such time that a contract is in place based on the RFQ that went out to bid. On April 27, 2017, a letter was received informing the College that the third party custodian retracted this authorization.

The College spent approximately \$80,000 associated with this signed document. Since January 2017, services has been provided, including equipment and supplies have been purchased to support the secondary schools.

It is not acceptable for the College to not receive funding after the authorization was signed but will try to work out a solution for this matter by alternate means, including additional discussions with the Superintendent.

-The GCC budget hearing has been rescheduled to Monday, June 5, 2017 at 3:30 p.m.

ACCT and accreditation updates. Several months ago, the Board was informed that the new school that the College developed identifying developmental education will be called the School of Career and College Readiness (CCR).

Through the transformation process and after discussions with Dr. Laura Souder, faculty members, and Associate Dean, Dr. Liz Diego, the faculty felt that it would have a more positive effect to change it from CCR to Career and College Success (CCS). The CCR is included in the GCC Organizational Chart per Policy 140, which was recently updated.

To change CCR to CCS does not require Board approval due to this being below the level of the President's Office. This will be changed accordingly to CCS and will be acknowledged by the Board Chairperson.

Based on the ACCT conference recently attended by the Board members, a recommendation was made to all attendees that the Board should be more informed of its college data, which exists for policies and decision making. The President and the AVP will be providing regular accreditation updates utilizing the College's data such as from the GCC Fact Book.

As part of today's update, the third draft of the Institutional Self Evaluation Report is open for institutional community comments and available for the Board's comments before it is finalized. Trustee Belanger is currently involved with reviewing Standard IV relating to Governance with the Board of Trustees.

Trustee Ramos mentioned since accreditation updates will be reported regularly then maybe it should be a standing item on the Board Agenda. The President will add this as part of her report

that will currently focus on data. After the Accreditation visit in 2018, it can be changed to College Data. Data are currently on the website, however, during board meetings an explanation of said data will be part of the reporting.

-ACCUPLACER is the new placement testing program for the College because the old program will no longer be supported.

-As part of placement testing, several students have signed up for the CLYMER program. Student have to submit their high school transcript to be considered. If qualified, students would not have to take the placement test based on their high school grades.

-As part of the new program to increase recruitment, retention and completion, Chalani 365 is now in place for students. This will assist students in planning their academic path to completion and also will help the College ensure the courses are offered to support this. This program is considered an intrusive intervention to ensure students are enrolling in the required courses to meet their goal of completion at least within 2 years.

The College completed the transformation training for Cohort III. This process identifies areas of underperformance in the College and changing the way things are done to lead to 100% student success.

-A Cohort IV transformation training will be launched in the fall and will probably be the last training for a while and anticipate more faculty members attending.

-The President further reported that approximately a year ago, the College began engaging in this transformation process. There were discussions in the past that if the funding models change and things required the College to change, or to pivot and change the College's direction, the College needed to know how to do so.

-At this point, things have changed and the Federal government resources are decreasing and being allocated elsewhere.

-This transformation process has given the College the tools to re-examine, re-access and shift its thinking of how the College can do things economically, thus securing the College operation for at least the next 50 years.

-Due to space availability, the DYA director, deputy director with a few staff for a total of 6 participants, were invited to the Cohort III transformation training.

Capital Improvement Projects and other activities: President Okada reported the following:

-G4S conducted training on how to use and activate the panels for the mass notification system to specific individuals assigned to health & safety and emergency personnel. As part of the safety plan, refresher trainings will be conducted to be familiarized with this operation.

-Several bids have gone out such as the painting project with 11 potential bidders.

-The rebid for the construction of a new building for the Forensic Lab will go out this week.

-As part of the painting projects, structural cracks in buildings will be included in the bid, as far as interior painting, this will be handled by the GCC Maintenance crew.

-Two (2) additional water filling stations will be placed on campus. One will be installed in Bldg. 2000 and another in the Allied Health Bldg., both on the 1st floor.

-The following is a report of the recycling efforts on campus:

- 12 oz. plastic bottles eliminated using the stations:
Oct.-Dec. 2016 at 2,692; and from Jan.-March 2017 at 3,514.
- Energy generated from the PV systems equals an average savings of \$4,000/month.

- Energy costs from Oct-Dec. 2016 = \$75,000; Jan.-March 2017 = \$73,000.
- Waste diversion (recycling): Aluminum = 478 lbs.; mixed paper = 668 lbs.; food waste = 517 lbs., green waste = 217 lbs.

Other activities:

Simon Sanchez High School presentation regarding charter school. GCC presented an alternative opportunity on how Simon Sanchez could potentially be rebuilt. The President conducted a presentation relating to a middle college concept, as follows:

-A student would attend high school and upon graduation would have a certificate or an associate degree.

-This model has already been done and was successful in the mainland.

-A framework is being developed to offer middle college on Guam.

-This does not require legislation because GCC currently offers programs in the high schools.

-This is also an opportunity for GCC to expand its secondary programs under its enabling law with its current Board and existing facilities.

-The concept is a free community college for students who are able to graduate in high school with a college certificate or degree.

-Anticipate the GCC campus as the pilot for the middle college with an opportunity for expansion at another area.

-There is a potential for a transfer of 20 acres of land to GCC in the northern part of Guam that is being worked in collaboration with Senator San Agustin.

-This is a good concept that will assist in the areas of recruitment, retention, graduation and also addressing areas of demand in the workforce.

-The whole program will be career & technical education driven and GCC currently has some of the resources available for this program.

-Additionally, GCC has an adult high school program that provides the math, English, history, etc.

-Programs that are already on campus will be developed and synchronized for this program.

-Dr. Somera is currently working on the details in developing the structure for the academic requirement.

-This program falls in line with the DEAL and DECAPS program.

-As an example, the President informed the Board that there is a student graduating from high school who enrolled in the 3-year automotive program in high school, earned a certificate of mastery, completed the work experience and will get 15 automotive credits, took DEAL and will graduate 18 college credits. This student will be enrolled at GCC as an advanced postsecondary student.

-The middle college program will be mentioned to the senators during GCC's budget hearing.

-This will not have an impact on the postsecondary teachers, however, it will be an expansion due to the additional secondary programs.

-When the pilot program begins on campus, the College anticipates starting with 120 students.

-The secondary programs will remain as is because this concept is not for all students and involves those who can handle both high school and college at the same time.

-One option for class scheduling is extend class duration but start time would be between 10:00 a.m. to 12:00 Noon.

-President Okada explained that during her presentation at Simon Sanchez, she mentioned that this program would need their community's support and if it is not supported, GCC will find a community that will be supportive.

- This would be a GCC program and currently collaborating with the GDOE Superintendent.
- Interscholastic programs can be worked out by entering into an agreement with another school and bussing will be provided.
- Later discussions could be a charter middle school program that may get support with the new Secretary of Education.

Five (5) GCC employees completed the Title IX investigators training and were certified, which is a sexual assault and family violence prevention program, which was paid by a Guam Coalition grant.

- Seven (7) administrators participated in the basic Title IX training program to include the President. This is an overview relating to institutional requirements for improvements in policies and procedures relating to Title IX.

2. Monthly Activities Report.

Student Trustee: Trustee Luke Fernandez reported the following:

- July 2017: Officers for this academic school year are in training and are also planning activities for this academic year.
- June 2, 2017: Summer classes begin.
- July 19, 2017: New student orientation.

Faculty Advisory Member: Mr. Fred Tupaz was unavailable.

Support Staff Advisory Member: Mr. Kenneth Bautista was unavailable.

3. Board of Trustees Community Outreach Report.

- May 12, 2017, GCC Graduation, attended by Trustees Arriola, Belanger, Hara, Ramos and Fernandez.
- May 19, 2017, Wine Tasting, attended by Trustees Frank Arriola, Richard Sablan, Eloy Hara.

The President mentioned she received positive feedback regarding the wine tasting and reported further, as follows:

- This was the first time a wine tasting was held at the LRC.
 - All appetizers were prepared by the GCC Culinary students who did an excellent job.
 - All of the wine were donated and some will be used for the 40th Anniversary Dinner.
 - Participants will be invited to the Leadership Dinner on June 17, 2017, and will be provided with an expanded overview of the GCC Capital Improvement Projects.
 - The GCC Board of Governors, Lorraine Okada, Josephine Mariano, James Martinez, Ed Ilaio, and Narlin Manalo were in attendance.
- Businesswoman of the Year, attended by Trustees Deborah Belanger and Frank Arriola.
 - Presentation at Simon Sanchez regarding middle collage, attended by Trustee Deborah Belanger.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Bldg. 100. Construction is still ongoing for Bldg. 100. GCC was notified that the contractor lost 20 of its construction workers and will be submitting a request for an extension. The contractor will also provide an updated project completion timeline.

-Forensic Lab. Anticipate this project to be ready to go out for a rebid tomorrow, June 2, 2017.

-Building 300. Final document required by FEMA has been submitted. The grant award should be issued by tomorrow, June 2, 2017 and scheduled to go out for bid during the first part of July 2017.

-Wellness Center. Although the designs are complete, this project is still on hold.

Due to construction timelines, the President reported there will be three (3) construction projects ongoing at the same time.

VII. NEW BUSINESS.

1. 5-Year Academic Calendar (AY2017-2022). The Board was provided with an updated 5-year academic calendar, which is revised annually.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE UPDATED 5-YEAR ACADEMIC CALENDAR FOR ACADEMIC YEAR 2017-2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. President's additional travel. At this time, an additional item regarding the President's travel for June 2017 was added to the Agenda as part of the June 2017 travel request. The President then informed the Board of the following travel request:

-Westcare, June 23-24, 2017, Henderson, Nevada, 100% Westcare reimbursement.

After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, AND SECONDED BY TRUSTEE LUKE FERNANDEZ, THAT THE BOARD APPROVE THE ADDITIONAL ITEM ON THE AGENDA TO INCLUDE AN ADDITIONAL TRAVEL FOR THE

PRESIDENT'S TRAVEL REQUEST FOR JUNE 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 12:45 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:13 p.m., the meeting reconvened to open session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE LUKE FERNANDEZ, SECONDED BY TRUSTEE ELOY HARA, THAT THE PRESIDENT'S REPORT BE ACCEPTED, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

IX. ADJOURNMENT. At this time, a motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE GINA RAMOS, THAT THE MEETING OF JUNE 1, 2017, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of June 1, 2017, adjourned at approximately 1:14 p.m.

SUBMITTED BY:


AUG 11 2017
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

for

AUG 11 2017
GINA Y. RAMOS
Secretary

APPROVED BY:


AUG 11 2017
FRANK P. ARRIOLA
Chairperson