

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – August 30, 2013, 11:00 a.m.**  
**President’s Conference Room, Building 2000**

**AGENDA**

**I.                   CALL TO ORDER**

1. Swearing In and Administration of the Oath of Office to newly confirmed GCC Member Mr. John Benito
2. Roll Call
3. Recital of Mission Statement

**II.                   APPROVAL OF MINUTES**

1.       Monthly Meeting of August 9, 2013

**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
  - Building 200 (Renovation), Building 100 and Forensic Lab

**VII.           NEW BUSINESS**

1.     GCC's Merit Bonus Policy
2.     BOT Educational Program Requirement

**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, **JOHN T. BENITO**, 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 August 30, 2013.*

  
\_\_\_\_\_  
Member (Signature)

*The Oath of Office was administered by the Chairperson, Board of Trustees.*

  
\_\_\_\_\_  
Chairperson, Board of Trustees (Signature)

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of August 9, 2013**

**Minutes**

**I. CALL TO ORDER**

1. The monthly meeting of the GCC Board of Trustees on July 12, 2013, was called to order at 12:05 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. Steven Alvarez, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Fred Tupaz, President, GCC Faculty Union.

**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; Attorney Catrina Campana, Legal Counsel; Dr. Gina Tudela, Dean, TSS; Dr. Juan Flores, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Jayne Flores, Assistant Director, Communications & Promotions.

**Recital of Mission Statement.** Board members recited the Mission Statement: *The mission of 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 – July 12, 2013.**

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF JULY 12, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS** – There was none.

**IV. PUBLIC DISCUSSION** – There were no requests made.

**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:

-Allotment releases. Based on its allotment schedule, the College received from the General fund approximately \$10.5 Million; approximately \$585,000 in support of the LPN/Vocational Guidance fund; \$956,789 in support of the Manpower Development Fund.

-The College is in contact with BBMR regarding release of the 15% reserve and anticipates the release of funding in the upcoming weeks. As for the Tourist Attraction Fund, BBMR has released an allotment of \$1 Million and is waiting for DOA to issue the check.

-To date, the College has received 90% of its appropriations.

-On July 29, 2013, the President testified on behalf of the College concerning its Fiscal Year 2014 Budget. Trustee Gina Ramos was present on behalf of the Board. Written testimony was also submitted.

***BOT - Meeting of August 9, 2013***  
***Page 2 of 5***

The testimony went well and senators present commended the College on several different things.

Other activities: President Okada reported the following:

Update to the Capital Improvement Projects on campus:

- The installation of typhoon shutters on campus is a work in progress. The windows are now being measured. The campus should be typhoon secured in the next couple of months.
- Other CIP projects are underway and no other issues have arisen concerning them.
- Building 200-still a work in progress.
- Foundation Building-the contractors, Orion, met the LEED requirement deadline and now waiting for the final report for certification.
- Student Registration update. Approximately 2,508 students have registered to date, in comparison to 2,578 who registered approximately the same time last year. Registration continues through next week.
- New student orientation was recently held, which included a tour of the campus.

Other updates:

- The Guam Legislature recently passed Public Law No. 32-031, introduced as Bill No. 65-32. This is an "Act to *add* a new §43116 to Article 1 of Chapter 43, Division 4 of Title 5, Guam Code Annotated, relative to providing for educational programs for members of Boards and Commissions."

As last reported, the Governor's Office requested that the College develop a curriculum presentation for all Board and Commissions that need to be trained. A CD was put together for distribution by the Governor's office. The CD covers basic board training, procurement, the Open Government Law and other board responsibilities. It would be the institution's responsibility to add its enabling law and other documents relative to its board's purview. The President pointed out that Board training is part of its assessment process. GCC Board training will be conducted soon including a PowerPoint presentation.

-Currently working on an NSF-ATE grant with McRel.

- A Statement of Intent was signed on a recent trip with Dr. Ray, Mr. Norman Aguilar, and the President with representatives from the Dusit College and Dusit International. This is an inter-institutional cooperation statement for educational exchange and articulation. They have identified different areas for a project such as a 2+2 or a 3+1 articulation for culinary students. Dusit International will be setting up sometime on Guam and were invited to consider recruiting GCC students. A copy of the Statement of Intent will be provided to the Board.

-The dean's have been busy with new faculty on board and today, August 9, 2013 was the new employee orientation, including updating of the faculty and student handbook.

-Monday, August 12, 2013 is the Convocation at Leo Palace. Theme for this year is "Innovation and its Broader Impacts." All are encouraged to attend and to provide input. A "State-Of-The College Address" will be presented by the President.

-Labor Day Picnic is September 1, 2013 at the Ypao Beach Park and all are invited.

-September 14, 2013 is the GCC Foundation Board of Governors' golf tournament. More details will be provided.

-The MagPro Awards is coming up and the President is a member of the nominating and judging committee.

-The College is currently working on a "Veterans & Military Families Outreach Services" page to be included on its website.

-In lieu of the GCC gala dinner on October 26, 2013, it will be a leadership dinner as an update for the Institutional Strategic Master Plan and anticipate the gala dinner to be held in early 2014.

-There is a new board member awaiting confirmation from the Guam Legislature.

**2. Monthly Activities Report**

**Student Trustee:** Student Trustee Steven Alvarez reported as follows:

- Student orientation was held on Wednesday, August 7, 2013, and approximately 350 attended, including the Management Team. A campus tour was part of the orientation. Comments were positive.
- Trustee Alvarez provided a CSI event calendar to the Board.

**Faculty Advisory Member:** Mr. Fred Tupaz reported as follows:

- Today, August 9, 2013, is the first day back for the faculty.
- Looking forward to this year's Convocation on Monday, August 12, 2013.
- The Union on behalf of the faculty will be submitting testimony in support of the College's Fiscal Year 2014 Budget request and will be requesting to ensure that the College receives its full appropriation, including being exempted from the 15% reserve.

**Support Staff Advisory Member:** Trustee Kenneth Bautista reported as follows:

- Recognizing support staff for their assistance with the new school year.

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

The following Board member attendance was noted:

- Confirmation hearing was held on July 25, 2013 for Mr. John Benito as GCC BOT member was attended by Trustees Sablan and Belanger.
- Trustee Ramos attended the FY2014 budget hearing on Monday, July 29, 2013.
- Building 200 groundbreaking ceremony on July 19, 2013, was attended by Trustees Arriola and Sablan.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

- Building 200 (Renovation)-The President reported that the groundbreaking was held on Friday, July 19, 2013 at 11:30 a.m., which was well attended. An issue concerning the student's walkway was brought up and has now been resolved. A covered walkway was provided to accommodate students when it rains.
- Building 100/Forensic Lab -Waiting for a support letter from the Governor's Office for the use of the TEF fund for this project. The liquid fuel tax that was previously requested to pay the USDA loan has been redirected. A Bill to be introduced by Speaker Won Pat is in support of funding for this USDA loan.

**VII. NEW BUSINESS.**

**1. BOT Travel.**

**ACCT Travel:** The Board was provided with hard copies regarding the 2013 ACCT Leadership Congress conference October 2-5, 2013, in Seattle, Washington. As previously discussed, there was interest from some Board members to attend. The President will be attending a meeting in California with Sanguard and a separate meeting with a former BOT member, Mr. Felix Sablan, concerning projects with the College. As part of the entertainment during the Leadership dinner and further discussions with projects with Mr. Sablan's organization, Trustee Frank Arriola will also attend this meeting. He will attend the meeting on his route to the ACCT conference. A motion was then made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE GCC BOARD OF TRUSTEES TRAVEL FOR TRUSTEES FRANK ARRIOLA, GINA RAMOS AND STEVEN ALVAREZ TO ATTEND THE 2013 ACCT LEADERSHIP CONGRESS CONFERENCE IN SEATTLE, WASHINGTON ON OCTOBER 2-5, 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

National Center for Student Leadership (NCSL) Conference: Student Trustee Steven Alvarez previously submitted a request to attend this conference on November 21-24, 2013 in New Orleans, Louisiana. Trustee Alvarez explained that it is an annual conference to train campus leaders from around the world. Certification is also issued should the student pass the test. Prior COPSA officers have attended. Individuals provided their tickets, COPSA paid for the room and board, plus registration.

Former Student Trustee Paling Cruz attended this conference as a BOT member; however, funding is still an issue, as this was not budgeted. Another recommendation was to share the costs for the room and board, plus registration with the BOT and COPSA.

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN, THE BOARD APPROVE THE TRAVEL FOR TRUSTEE STEVEN ALVAREZ TO ATTEND THE NATIONAL CENTER FOR STUDENT LEADERSHIP (NCSL) CONFERENCE IN NEW ORLEANS, LOUISIANA ON NOVEMBER 21-24, 2013, SUBJECT TO AVAILABILITY OF FUNDS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**2. Travel Request (October~November 2013).** The President will be attending the 2013 National Career Pathways Network Conference in San Antonio, Texas October 13-15, 2013. This is federally funded by the State Funds for Workforce Investment Act and Perkins Act; and will be attending the 13<sup>th</sup> Annual Pacific Region Investment Conference November 7-8, 2013 in Manila as a board member of the Asia Pacific Association for Fiduciary Studies (APAFS), which is providing funding for this trip.

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL SCHEDULE FOR JULY THROUGH SEPTEMBER 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At approximately 12:35 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 12:55 p.m., the meeting reconvened to open session.

At this time, Chairwoman Belanger, on behalf of the Board, extended a back to school welcome to the College's faculty, staff and administration.

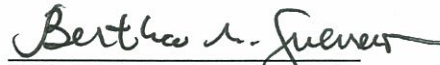
**IX. ADJOURNMENT**

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING OF AUGUST 9, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of August 9, 2013, adjourned at approximately 12:57 p.m.

**SUBMITTED BY:**



**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**



**FRANK P. ARRIOLA**

Secretary

**APPROVED BY:**



**DEBORAH C. BELANGER**  
Chairperson

SEP 06 2013



**Guam Community College  
Board of Trustees  
Resolution 8-2013**

**GCC'S MERIT BONUS POLICY**

**WHEREAS**, the Board of Trustees wishes to acknowledge the entitlement, in accordance with and pursuant to any other applicable legal authority, of qualifying employees to be awarded merit bonus payments pursuant to 4 GCA §6203, and wishes to memorialize GCC's intent to award merit bonuses in accordance with that statute.

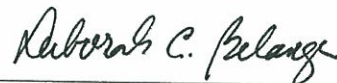
**NOW, THEREFORE, IT IS RESOLVED** that pursuant to 4 GCA §6203, merit bonuses shall be rewarded to qualifying employees by a lump sum bonus payment for up to three prior years.

**IT IS FURTHER RESOLVED** that the Board of Trustees acknowledges that the College may seek an appropriation to fund the payment of merit bonuses to eligible employees.

**IT IS FURTHER RESOLVED** that GCC recognizes the statutory limitations imposed by the applicable law limits the eligibility of qualifying employees to receive merit bonuses beyond this three year period recognized by GCC.

**IT IS FURTHER RESOLVED** that GCC may, upon the Board of Trustee's approval, promulgate additional rules and regulations to ensure the payment of merit bonuses to eligible employees.

**ADOPTED** the 30th day of August 2013.



**DEBORAH C. BELANGER**  
Chairperson

**ATTESTED BY:**



**FRANK P. ARRIOLA**  
Secretary

EDDIE BAZA CALVO  
Governor



RAY TENORIO  
Lieutenant Governor

*Office of the Governor of Guam*

MAY 10 2013

Honorable Judith T. Won Pat, Ed.D.  
Speaker  
*I Mina'trentai Dos na Liheslaturan Guåhan*  
155 Hesler Street  
Hagåtña, Guam 96910

32-13-401  
Office of the Speaker  
Judith T. Won Pat, Ed.D.  
Date 5/10/13  
Time 4:24 PM  
Received by [Signature]

Dear Madame Speaker:

Transmitted herewith is Bill No. 65-32 (COR) "AN ACT TO ADD A NEW §43116 TO ARTICLE 1 OF CHAPTER 43, DIVISION 4 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PROVIDING FOR EDUCATIONAL PROGRAMS FOR MEMBERS OF BOARDS AND COMMISSIONS" which I signed into law on May 10, 2013 as Public Law 32-031.

*Senseramente,*

  
EDDIE BAZA CALVO

Attachment: copy of Bill

2013 MAY 13 AM 8:10

401

Ricardo J. Bordallo Governor's Complex • Adelup, Guam 96910  
Tel: (671) 472-8931 • Fax: (671) 477-4826 • [www.governor.guam.gov](http://www.governor.guam.gov) • [calendar.guam.gov](http://calendar.guam.gov)



Eddie Baza Calvo

*I MINA 'TRENTAI DOS NA LIHESLATURAN GUÅHAN*  
2013 (FIRST) Regular Session

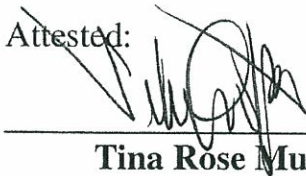
**CERTIFICATION OF PASSAGE OF AN ACT TO I MAGA'LAHEN GUÅHAN**

This is to certify that **Bill No. 65-32 (COR)**, "AN ACT TO ADD A NEW §43116 TO ARTICLE 1 OF CHAPTER 43, DIVISION 4 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PROVIDING FOR EDUCATIONAL PROGRAMS FOR MEMBERS OF BOARDS AND COMMISSIONS", was on the 30<sup>th</sup> day of April, 2013, duly and regularly passed.



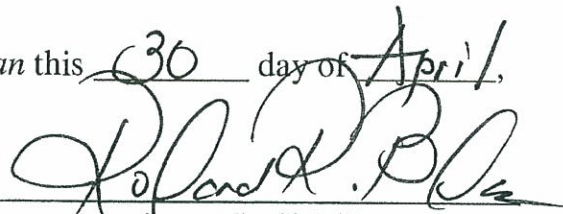
Judith T. Won Pat, Ed.D.  
Speaker

Attested:




Tina Rose Muña Barnes  
Legislative Secretary

This Act was received by *I Maga'lahaen Guåhan* this 30 day of April,  
2013, at 2:00 o'clock P.M.



Assistant Staff Officer  
*Maga'lahaen's Office*

APPROVED:

  
EDWARD J.B. CALVO  
*I Maga'lahaen Guåhan*

Date: MAY 10 2013

Public Law No. 32-031

***I MINA TRENTAI DOS NA LIHESLATURAN GUÅHAN***  
**2013 (FIRST) Regular Session**

**Bill No. 65-32 (COR)**

As amended by the Committee  
on General Government Operations and  
Cultural Affairs.

Introduced by:

Michael F. Q. San Nicolas

T. C. Ada

V. Anthony Ada

Frank B. Aguon, Jr.

B. J.F. Cruz

Chris M. Dueñas

Michael T. Limtiaco

Brant T. McCreadie

Tommy Morrison

T. R. Muña Barnes

Vicente (ben) C. Pangelinan

R. J. Respicio

Dennis G. Rodriguez, Jr.

Aline A. Yamashita, Ph.D.

Judith T. Won Pat, Ed.D.

**AN ACT TO ADD A NEW §43116 TO ARTICLE 1 OF  
CHAPTER 43, DIVISION 4 OF TITLE 5, GUAM CODE  
ANNOTATED, RELATIVE TO PROVIDING FOR  
EDUCATIONAL PROGRAMS FOR MEMBERS OF  
BOARDS AND COMMISSIONS.**

1        **BE IT ENACTED BY THE PEOPLE OF GUAM:**

2        **Section 1. Short Title.** This Act *shall* be cited as the “Responsible Boards  
3 and Commissions Education Act.”

4        **Section 2. Legislative Findings and Intent.** *I Liheslaturan Guåhan* finds  
5 that Public Law 24-191 established a single educational program at the University

1 of Guam to train members of boards and commissions. This educational program  
2 was repealed by Public Law 28-76.

3 *I Liheslaturan Guåhan* further finds that, although the existence of training  
4 for board members is beneficial to the operations of boards and commissions, each  
5 board and commission generally has its own specific statutes and rules and  
6 regulations which it must follow. Such a program should be optimized to deal with  
7 matters most relevant for each board and commission.

8 Additionally, *I Liheslatura* finds that errors by the members of boards and  
9 commissions can result in procurement delays, as well as litigations, which have  
10 historically cost the government significant sums.

11 Therefore, it is the intent of *I Liheslaturan Guåhan* to establish training and  
12 curriculum to educate members of boards and commissions on the various statutes,  
13 rules and regulations which they must follow, and of which they must be aware to  
14 accomplish the purposes for which each board or commission is established, by  
15 adding a new §43116 to Title 5 GCA.

16 **Section 3. Boards and Commissions Educational Programs.** A new  
17 §43116 is hereby *added* to Article 1 of Chapter 43, Division 4 of Title 5, Guam  
18 Code Annotated, to read:

19 **“§ 43116. Boards and Commissions Educational Programs.**

20 (a) Development of Training and Curriculum. Each board or  
21 commission *shall* have an educational program established to prepare  
22 its members for the duties of the board or commission to which they  
23 are appointed. Such educational program *shall* cover procurement  
24 laws, as applicable, applicable statutes, executive orders, and rules  
25 and regulations which govern the board or commission and their  
26 respective areas of purview. Each educational program *shall* be  
27 established, within ninety (90) days of the enactment of this Section,

1 by the Director of the agency with which the board or commission is  
2 associated, or his designee; or, if there is no such agency, then *I*  
3 *Maga'lahi* (the Governor), or his designee. Each educational program  
4 *shall* be updated, as needed, *no less than* annually, to reflect any  
5 changes to procurement laws, applicable statutes, and rules and  
6 regulations. The Director of each agency *shall* report to *I Maga'lahi*  
7 (the Governor) within thirty (30) days when member(s) of an  
8 associated board or commission complete the applicable educational  
9 program. The Director, or his designee, *shall* conduct the training  
10 sessions at a time and location to be determined by the Director, in  
11 compliance with the Americans with Disabilities Act and other  
12 relevant statutes.

13 (b) Education of Current Board and Commission Members.  
14 Each current member of a board or commission *shall* complete the  
15 applicable educational program within thirty (30) days of the  
16 establishment of the program.

17 (c) Education of New Board and Commission Members.  
18 Each new member of a board or commission *shall* complete the  
19 applicable educational program within thirty (30) days of his election  
20 and qualification, or his confirmation by *I Liheslatura* to the board or  
21 commission.

22 (d) Continuing Education for Board and Commission  
23 Members. Each year, the members of each board and commission  
24 *shall*, as a form of continuing education, complete the applicable  
25 educational program for the board or commission on which they  
26 serve.

1                   (e) Failure to Complete an Educational Program. Failure to  
2 complete an educational program within one hundred eighty (180)  
3 days of a board or commission member's appointment *shall* result in  
4 the member's removal and the appointment of a new member to fill  
5 the vacancy, pursuant to §2101 of Chapter 2, Title 4, Guam Code  
6 Annotated. Actions of a board or commission *shall not* be invalidated  
7 by the failure of a member to complete the applicable educational  
8 program.”