

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – August 9, 2013, 12:00 p.m.
President’s Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of July 12, 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. BOT Travel
2. Travel Request (October~November 2013)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

**GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of July 12, 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 12:30 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. Richard P. Sablan; Ms. Gina Ramos; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Steven Alvarez, Student Trustee; Mr. R. Gary Hartz, Vice-President, GCC Faculty Union (*representing Mr. Fred Tupaz*).

Not in attendance: Mr. Frank P. Arriola (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; Attorney Catrina Campana, Legal Counsel; Dr. Gina Tudela, Dean, TSS; Dr. Juan Flores, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development.

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 – June 12, 2013.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF JUNE 12, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 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 \$9.3 Million, inclusive of the LPN/Vocational Guidance fund of approximately \$529,000; and \$837,000 from the Manpower Development Fund. These equates to 80% of allotments received to date.

-The College anticipates it will receive word sometime in August 2013 as to what will be released for the remaining two months of this fiscal year.

-The College also has officially drawn down the USDA funds of approximately \$3.4 Million. There is still a balance yet to be received due to a pending issue required by August 1, 2013. However, loan payments are up to date.

BOT - Meeting of July 12, 2013

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-FEMA has released via Congresswoman Bordallo's office \$1.95 Million to the College in support of Building 200 and \$277,750 DOI grant funding was received for the A&E design for Building 100.

-The President had an opportunity during her trip to meet with the Department of Interior and was able to submit two additional grants for training in sustainability.

- Funding was available under the Maintenance Assistance Program (MAP) and a grant was submitted for approximately \$70,000 to train Government of Guam employees, including GCC's maintenance personnel in PBI, PBII and renewable energy.
- Submitted for six solar compact bellies-trash compactors for recycling efforts on campus to reduce trash space and amount of trash pick-ups.

Other activities: President Okada reported the following:

Update to the Capital Improvement Projects on campus:

-Finalizing the campus wide fire alarm system. As last reported, quotes would have to be obtained due to bids that not submitted. Two quotes were received on June 28, 2013.

-Have been purchasing and replacing energy efficient air-conditioning units.

-Demolished the old nursing office that was located between Building A and the Allied Health Center.

-T-6 building will be completely demolished and removed from the campus, including removal of the tree, which has been tearing up the parking lot nearby.

-Request for Proposals for the A&E project for Building 100, supported by the Board, will be released within the next two months.

-Plans for groundbreaking ceremony for Building 200 are underway, which will be held on Friday, July 19, 2013 at 11:30 a.m. Invitations were extended to the Governor, Lt. Governor, Congresswoman Bordallo's office, and others.

-Typhoons shutters will be installed for Buildings 1000, 2000, 3000, 4000, and 400.

-As an update, fences around the ponding basin and a perimeter fence around the firing range were identified as part of the CIP projects.

-As to the assessment and clean up of the firing range, NRA paid for the assessment and GEPA awarded \$25,000 for the clean up. Once GEPA reviews the environmental assessment, the College will apply for additional funding for the clean up. Funding for the fence is a priority due to safety issues and will be determined once the FY2014 CIP projects have been identified and finalized.

-Restroom renovation by the MPA in Building 400 is a work in progress.

-Guam Energy retrofits for light fixture projects are almost complete and will be closing out this grant. The 2nd phase of this project will begin within the week with FY2013 CIP funding.

Other updates:

-There is an increase of apprentices that have been developing standards with the College. CE provided a list of companies that were added to the apprenticeship program as follows: G4S Security Systems, Atkins Kroll, Avis Car Care, Zephyr Cooling Technologies, Hawaiian Rock, GTA, Gulf Copper, Rosendin Electric, Nippo Corp., Western Partitions, Barrett Plumbing, FACS Incorporated, Lam Lam Tours and Pacific Unlimited. There are 460 apprentices enrolled to date.

-The College just completed the National Summer Transportation Institute (NSTI) program. One parallel track was funded by the Office of Highway Safety and another track by the College Access Grant.

-An extension for the College Access Grant was received which allowed the College to use grant funding of \$1.5 Million through FY2014.

-Recently passed into law was Bill No. 118-32, which is now Public Law No. 32-51. This is relative to alcohol beverage control and known as the "Responsible Alcohol Sales and Service Act," which allows the College to develop a curriculum for a bartender course. This law also includes those who sell liquor.

-Summer Campus Activities: Ongoing are the Project Aim summer programs and College Access

BOT - Meeting of July 12, 2013

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summer programs. The Citibank's Post Secondary Education Accessibility Initiative began June 7, 2013 with 16 participants.

-Summer enrollment is 521, compared to 551 last semester. There are fewer students enrolled but there are more seat count and courses taken.

-The College is working with the Governor's Office who has requested the College to develop a curriculum presentation for all Board and Commissions to be trained. There is a timeline and CE is working on this. This involves an educational requirement for Board members.

-Introduced as Bill No. 84-32 and now Public Law No. 32-061, originally requested a \$2 Million appropriation to assist with the GCC apprenticeship program. The Bill lapsed into law but final amount negotiated is \$1.5 Million. Funding will be from the Tourist Attraction Fund.

-The GCC budget hearing is scheduled for Monday, July 29, 2013, at 2:00 p.m. for the FY2014 Budget. Board members were encouraged to attend.

-Dr. Ray reported that as a result of Ms. Dee Manglona's and Dr. Juan Flores' meeting with the Guam Board of Nursing Examiners (GBNE), the College has been granted full approval for its Practical Nursing Program after eight (8) years of waiting for official recognition of quality instruction.

2. Monthly Activities Report

Student Trustee: Student Trustee Steven Alvarez reported as follows:

-Has now completed all the training with COPSA officers.

-COPSA has been assisting with the tours for summer camps on campus and field trips from the middle schools.

-Waiting for new school year to begin and will be assisting with orientations.

Faculty Advisory Member: None to report at this time, however, Mr. Gary Hartz mentioned that Mr. Fred Tupaz apologized for not attending today's meeting due to work related commitments.

Support Staff Advisory Member: Trustee Kenneth Bautista mentioned none to report at this time.

3. Board of Trustees Community Outreach Report. There was none to report at this time.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

-Building 200 (Renovation)-As previously reported by the President groundbreaking is scheduled for July 19, 2013 at 11:30 a.m.

-Building 100-This project is now funded by the Department of Interior and is ready for construction.

-Forensic Lab-The architectural design is complete and will be moving forward depending on USDA's approval of the \$6 Million loan.

VII. NEW BUSINESS.

1. Travel Request (July~September 2013). The President will be attending a meeting with the Dusit Thani College and Le Cordon Bleu Dusit Culinary School in Bangkok, Thailand July 25-28, 2013; and will be attending a Pacific Post Secondary Council (PPEC) fall meeting September 5-6, 2013 in Pohnpei. Fifty percent of this trip will be funded by PPEC. An electronic vote was previously conducted and received full Board approval. For the record, the following motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE STEVEN

ALVAREZ, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL SCHEDULE FOR JULY THROUGH SEPTEMBER 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At approximately 12:55 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:15 p.m., the meeting reconvened to open session.

At this time, Chairwoman Belanger, on behalf of the Board, extended congratulations/recognition for the following:

-Congratulations to Ms. Rose Levin for receiving her Master's Degree in Nursing; and
-Commending the College for receiving recognition for its LPN program from the Guam Board of Nursing Examiners (GBNE).

-Also, at this time, the Board will place on the next meeting Agenda under New Business, the request for travel by Student Trustee Steven Alvarez to attend the upcoming NCSL Conference and other BOT travel.

MOTION

IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)


IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE MEETING OF JULY 12, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

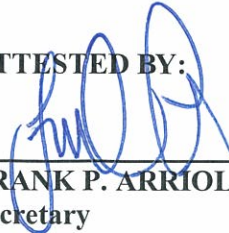
There being no further discussions, the meeting of July 12, 2013, adjourned at approximately 1:17 p.m.

SUBMITTED BY:



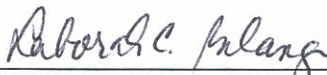
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

APPROVED BY:



DEBORAH C. BELANGER
Chairperson

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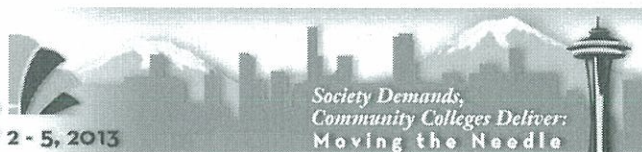
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2013 ACCT Leadership Congress - October 2-5

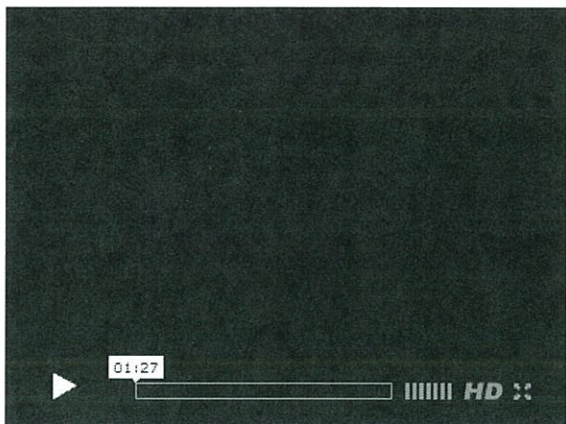
Wednesday, October 2, 2013 12:30 pm to Saturday, October 5, 2013 12:30 pm
ACCT
Seattle Washington
United States

**ACCT 44th ANNUAL
LEADERSHIP
CONGRESS 13**
SEATTLE OCTOBER 2 - 5, 2013



*Society Demands,
Community Colleges Deliver:
Moving the Needle*

Join over 1,500 community college trustees, presidents, and other leaders and advocates in Seattle, Washington from October 2 - 5, 2013. The theme of this year's Congress is "*Society Demands, Community Colleges Deliver: Moving the Needle*"



REGISTRATION FOR THE 2013 LEADERSHIP CONGRESS IS NOW OPEN!

Due to the unprecedented amount of interest in the 2013 ACCT Congress, the association must continue to enforce its longstanding policy that only registered conference participants may attend ACCT Congress meetings and sessions.

For Online Registration [CLICK HERE \(http://registration.experientevent.com/showACT132/\)](http://registration.experientevent.com/showACT132/)

To Download a Registration Form [CLICK HERE \(http://www.acct.org/files/Events/2013%20Congress/ACCT%20Registration%20Form.pdf\)](http://www.acct.org/files/Events/2013%20Congress/ACCT%20Registration%20Form.pdf)

Hotel Accommodations

ACCT has secured a limited amount of sleeping rooms for registered attendees of the 2013 Annual Leadership Congress at the Sheraton Seattle Hotel and at the Grand Hyatt Seattle. Only registered attendees will be eligible for the special conference rates being offered. Both hotels are located in the heart of the city's thriving retail and theater district adjacent to the Washington State Convention Center.

Special ACCT Congress Attendee Room Rates:

- Sheraton Seattle Hotel: \$229.00 single/double occupancy
- Grand Hyatt Seattle: \$239.00 single/double occupancy

Deadline: Reservations must be made by **September 9, 2013**

Deposit: A deposit equal to one night's stay (guest room and tax) is required to hold each individual's reservation.

Please note: Book your sleeping room early. Sleeping rooms and special rates are available on a first-come first-serve basis and may sell out prior to the deadline.

2 Easy Ways to Book Your Hotel Book: Online or Call

Sheraton Seattle Hotel

Click Here: <https://www.starwoodmeeting.com/Book/acct2013> (<https://www.starwoodmeeting.com/Book/acct2013>)

888-627-7056 (toll-free) Sheraton

Grand Hyatt Seattle

Click Here: <https://resweb.passkey.com/go/acct13> (<https://resweb.passkey.com/go/acct13>)

402-935-5352 Hyatt

Keep coming back for updates, or e-mail congress@acct.org (<mailto:congress@acct.org>) with any questions about the 2013 Congress.

If you experience any problems making room reservations please contact Anne Campbell at 202-499-5550 or Jeremy Lightner at 202-775-6484 at ACCT and they will gladly assist you.



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Schedule of Events

DRAFT PRELIMINARY SCHEDULE OF EVENTS
GRAND HYATT SEATTLE AND
WASHINGTON STATE CONVENTION CENTER
September 30 - October 5, 2013

Monday, September 30

4:00 p.m. – 6:00 p.m. MEETING: ACCT Board of Directors Executive Committee – Grand Hyatt Seattle

Tuesday, October 1

8:00 a.m. – 9:30 a.m. MEETING: ACCT Finance and Audit Committee – Grand Hyatt Seattle

8:00 a.m. – 9:30 p.m. MEETING: ACCT Public Policy Committee – Grand Hyatt Seattle

8:00 a.m. – 9:30 a.m. MEETING: ACCT Member Communications and Education Committee– Grand Hyatt Seattle

9:30 a.m. – 11:00 a.m. MEETING: ACCT Diversity Committee – Grand Hyatt Seattle

10:00 a.m. – 11:30 a.m. MEETING: ACCT Governance and Bylaws Committee – Grand Hyatt Seattle

11:30 a.m. – 1:00 p.m. OPENING LUNCHEON: Symposium (By Invitation Only) – Grand Hyatt Seattle

1:00 p.m. – 4:30 p.m. Symposium (By Invitation Only) – Grand Hyatt Seattle

5:00 p.m. – 6:00 p.m. MEETING: ACCT TRUST FUND BOARD – Grand Hyatt Seattle

5:30 p.m. – 6:30 p.m. RECEPTION: Symposium (By Invitation Only) – Grand Hyatt Seattle

Wednesday, October 2

7:30 a.m. – 5:00 p.m. ACCT REGISTRATION – Washington State Convention Center

7:30 a.m. – 5:00 p.m. VOTING DELEGATE DESK– Washington State Convention Center

8:00 a.m. – 11:30 p.m. Symposium (By Invitation Only) – Grand Hyatt Seattle

10:30 a.m. – 4:00 p.m. PRE-CONGRESS ACADEMY: THE CHAIR'S ACADEMY: THE LEADERSHIP TEAM OF THE BOARD – Washington State Convention Center

11:00 a.m. – 4:00 p.m. PRE-CONGRESS ACADEMY: Effective Board Governance: Policy Governance to Traditional Models – Washington State Convention Center

11:00 a.m. – 4:00 p.m. PRE-CONGRESS ACADEMY: THE BOARD'S GUIDE TO PRESIDENTIAL CONTRACTS – Washington State Convention Center

11:00 a.m. – 4:00 p.m. POLICY AND GUIDELINES FOR FISCAL HEALTH & MANAGEMENT – Washington State Convention Center

11:30 a.m. – 12:45 p.m. CLOSING LUNCHEON: Symposium(By Invitation Only) – Grand Hyatt Seattle

1:15 p.m. – 3:30 p.m. MEETING: ACCT Board of Directors – Grand Hyatt Seattle

3:30 p.m. – 5:00 p.m. MEETING: ACCT State, Province and Territory Coordinators Network – Washington Convention Center

4:00 p.m. – 5:30 p.m. TASTE OF SEATTLE MARKETPLACE Hosted by the Washington State Community Colleges – Washington State Convention Center

5:30 p.m. – 7:30 p.m. OPENING GENERAL SESSION – Washington State Convention Center

Keynote Speaker: Bill Gates, Co-Chair and Trustee, Bill & Melinda Gates Foundation

Thursday, October 3

7:00 a.m. – 5:00 p.m. ACCT REGISTRATION – Washington State Convention Center

7:00 a.m. – 5:00 p.m. VOTING DELEGATE DESK – Washington State Convention Center

8:00 a.m. – 9:00 a.m. MEETING: ACCT Corporate Council Roundtable – Washington State Convention Center

8:00 a.m. – 9:00 a.m. CONCURRENT SESSIONS – Washington State Convention Center

9:15 a.m. – 10:15 a.m. CONCURRENT SESSIONS – Washington State Convention Center

10:30 a.m. – 11:30 a.m.	CONCURRENT SESSIONS – Washington State Convention Center
11:45 a.m. – 1:30 p.m.	GENERAL SESSION LUNCHEON– Washington State Convention Center Keynote Speaker: Jamie Merisotis, President and CEO, Lumina Foundation
1:45 p.m. – 3:15 p.m.	ACCT REGIONAL CAUCUSES AND MEETINGS — Washington State Convention Center
1:45 p.m. – 4:45 p.m.	SPECIAL SESSION: Professional Board/Staff Network (PBSN) Workshop SESSIONS – Washington State Convention Center
2:00 p.m. – 3:00 p.m.	CONCURRENT SESSIONS – Washington State Convention Center
2:00 p.m. – 4:00 p.m.	MEETING: Community College Lawyers Roundtable –Washington State Convention Center
3:15 p.m. – 4:15 p. m.	CONCURRENT SESSIONS – Washington State Convention Center
2:00 p.m. – 3:30 p.m.	MEETING: ACCT Advisory Committee of Presidents
3:15 p.m. – 4:15 p.m.	MEETING: ACCT Chair's Advisory Committee
3:30 p.m. – 5:00 p.m.	MEETING: AACC Presidents Academy Executive Committee
TBD	MEETING: Association of Latino Community College Trustees – Washington State Convention Center
4:30 p.m. – 5:30 p.m.	SPECIAL SESSIONS
5:30 p.m. – 7:00 p.m.	WELCOME RECEPTION – Washington State Convention Center
<u>Friday, October 4</u>	
-	
7:30 a.m. – 10:00 a.m.	MEETING: National Council of State Association Chief Executives – Washington State Convention Center
-	
8:00 a.m. – 4:00 p.m.	ACCT REGISTRATION – Washington State Convention Center
8:00 a.m. – 9:00 a.m.	CONCURRENT SESSIONS – Washington State Convention Center
8:30 a.m. – 10:30 a.m.	ACCT SENATE MEETING – Washington State Convention Center
9:15 a.m. – 10:15 a.m.	CONCURRENT SESSIONS – Washington State Convention Center

- 10:30 a.m. – 11:30 a.m. CONCURRENT SESSIONS– Washington State Convention Center
- 10:30 a.m. – 11:45 a.m. MEETING: African American Trustees – Washington State Convention Center
- 12:00 p.m. – 2:00 p.m. GENERAL SESSION LUNCHEON – Washington State Convention Center
- 2:15 p.m. – 3:30 p.m. MEETING: Asian, Pacific Islander and Native American Trustees
-
- 2:30 p.m. – 3:30 p.m. CONCURRENT SESSIONS – Washington State Convention Center
- 3:00 p.m. – 4:15 p.m. MEETING: ACCT Board of Directors – Washington State Convention Center
- 3:45 p.m. – 4:45 p.m. CONCURRENT SESSIONS – Washington State Convention Center
- 7:00 p.m. – 10:00 p.m. ANNUAL AWARDS GALA– Washington State Convention Center

Saturday, October 5

- 8:00 a.m. – 9:30 a.m. WELCOME SESSION: New ACCT Board Members – Washington State Convention Center
- 9:00 a.m. – 10:00 a.m. BRIEFING: ACCT Regional Nominating Committees – Washington State Convention Center
- 10:15 a.m. – 12:00 p.m. CLOSING GENERAL SESSION BRUNCH– Washington State Convention Center
- Keynote Speakers: The "View" on Accreditation
- Barbara A. Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges**
- Barbara Brittingham, Pd.D., Director of the Commission, New England Association of Schools and Colleges Commission on Institutions of Higher Education**
- Sandra E. Elman, Ph.D., President, Northwest Commission on Colleges and Universities**
- Sylvia Manning, Ph.D., President, The Higher Learning Commission for the North Central Association of Colleges and Schools**
- Belle S. Wheelan, Ph.D., President, Southern Association of Colleges and Schools Commission on Colleges**



CONFERENCE

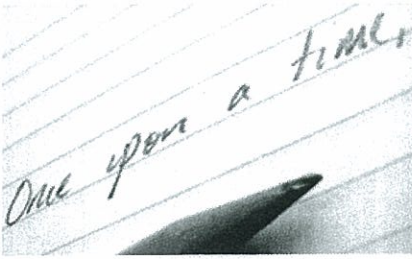
CERTIFIED STUDENT LEADER COURSE

TRAINING PRODUCTS

SHOPPING CART

COURSE LOGIN

MY ACCOUNT



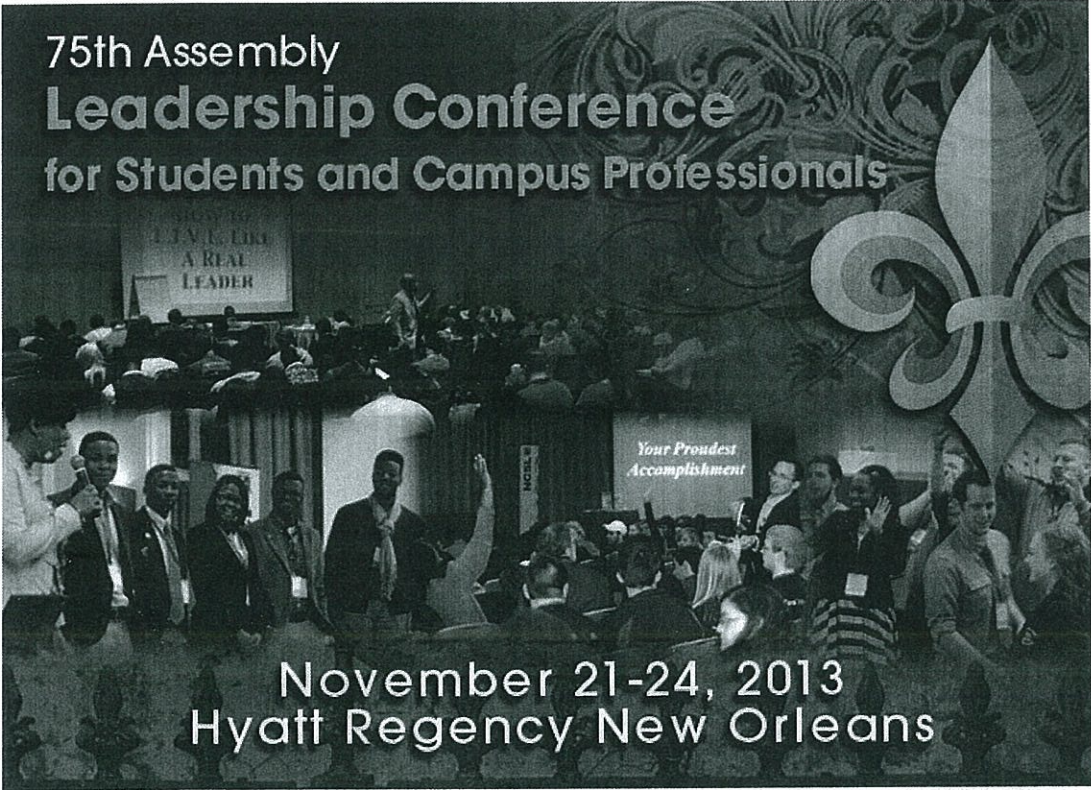
Student Workshop

The Art of Storytelling in Leadership

Dawn Fraser, Humorist, Storyteller and Speaker

A personal narrative inspires action, engages audiences, and creates lasting social change.

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"Students and advisors should attend an NCSL conference because not only will it help them in their college life and careers but in their personal life too." - Sarah McGuigon, SGA Member, Lehigh Carbon Community College

PRESIDENT'S TRAVEL SCHEDULE
October - November 2013

Conference Title	Date	Location	Sponsor:
2013 National Career Pathways Network Conference**	October 13-15, 2013	San Antonio, TX	National Career Pathways Network (NCPN)
13 th Annual Pacific Region Investment Conference***	November 7-8, 2013	Manila, PI	Asia Pacific Association for Fiduciary Studies (APAFS)

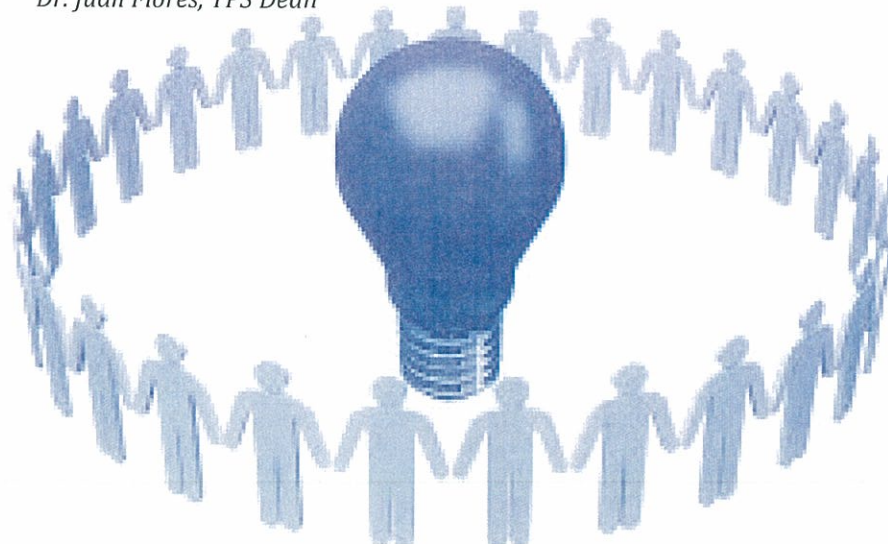
Funding Source:
 50%/50% WIA/Perkins Grant, *100% APAFES

2013 GCC Fall Convocation
 Monday, August 12, 2013
 Zefiro Ballroom, Leo Palace Resort

Convocation Theme: Innovation and its Broader Impacts

Approximate time

6:00 pm	Introduction & Presentation of Officers: Participatory Governance Bodies <i>Faculty Senate, Staff Senate, COPSA</i>	8:40	New Academic Year Greetings <ul style="list-style-type: none"> • <i>Robin Roberson</i> Faculty Senate President • <i>Elizabeth Duenas</i> Staff Senate President • <i>Jennifer Esteves</i> COPSA President
6:10	Board of Trustees/ Foundation Board of Governors	8:50	Message to Faculty <i>Fred Tupaz</i> Faculty Union Chair
6:15	STATE-OF-THE-COLLEGE-ADDRESS <i>Dr. Mary A. Y. Okada</i> President	9:00 pm	7th Annual Assessment Awards Committee on College Assessment (CCA) <ul style="list-style-type: none"> • Best Instructional Effort • Best Student Services Effort • Best Administrative Unit Effort • Most Improved Assessment Effort • Best Assessment Model • Commitment to Assessment
6:45	CONVOCATION ADDRESS <i>Dr. R. Ray D. Somera</i> Vice President for Academic Affairs		
7:15	DINNER BUFFET		
8:15- 8:30	Recognition and Celebration of School Milestones <i>Dr. Virginia Tudela, TSS Dean</i> <i>Dr. Juan Flores, TPS Dean</i>		



Emcee: **Jayne T. Flores**, Asst. Director, Communications and Promotions