

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, August 20, 2021, 12:00 p.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 July 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. GCC Organizational Chart (updated)
2. BOT Fiscal Calendar (October 2021-September 2022)

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 7, 2021

Minutes

I CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on July 7, 2021, was called to order at 8:10 a.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

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

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Dr. Michael Chan, Dean, TPS; Ms. Pilar Williams, Dean, TSS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Attorney Rebecca Wrightson; Mr. Kenneth Bautista, Support Staff Advisory member; Ms. Jonita Kerr, Faculty Advisory representative.

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 7, 2021

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE MEETING MINUTES OF MAY 7, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 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:

FY2021: As of July 7, 2021, the College received a total of \$14,929,345 for all funds, which is 87% based on all allotment releases requested, as follows: \$ 12,056,226 for the General Fund; \$545,766 for the LPN/Vocational Guidance; \$ 1,980,325 from the MDF; \$22,960 for Lodging and Management to support the ProStart Program; \$ 174,074 for Capital Improvements and \$149,994

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:

The following are the projects: Barrel vault project between Building C and D is 100% completed; replacement water tank project was put out for bid and bid submission was higher than the anticipated costs and working on the scope of work to refurbish instead; Building 900 awning repair has been submitted to the vendor and notice of award has been issued.

Other activities:

Boot Camps.

There are several boot camps ongoing on campus and completed: May 2021 was the Truck Driving with 11 successfully completing with 9 passing the road test, 10 currently employed and waiting for the remaining student to accept employment.

The Construction boot camp was also completed in May 2021 with 21 students successfully completing a 4-month training with 17 currently employed. The employer sponsors are Black Construction, Smithbridge, JMSI, GWA and Docomo.

The HVAC boot camp has been launched. The employer sponsor is JMI with the possibility of GCC and UOG becoming sponsors.

Students are completing their Mastery for the summer CTE programs.

Met with Mr. Ernie Galito from Atkins Kroll regarding electric cars and will review the GCC curriculum and for AK to possibly provide Master Technicians skilled in electric cars to train students and faculty.

The Salvation Army is seeking support for clients with the Lighthouse Recovery Center and the Family Service Center to partner with GCC for the Adult Education/GED programs and the possibility of participation in boot camps.

There are some discussions in the media about a program to support the Professional Student Exchange Program that supports students who want to pursue several healthcare occupations, including medical MDs. A Bill was introduced in the Guam Legislature for the Guam Community College to set up a scholarship office at the College under the Western Interstate Commission for Higher Education (WICHE). This will allow students to receive stipends to pursue their medical degree in 10 different healthcare areas with the intent to return and practice on Guam, which will be a requirement.

Moodle training is being offered for Faculty with the GCC Instructional Designer, Mr. Al Garrido;

a Disability Sensitivity Training is being coordinated by the GCC Accommodative Office for GCC HR staff and for members of the Guam P.O.S.T. Commission.

Mrs. Dee Duenas is currently developing a boot camp bridge to CNA to help students complete their programs.

There is a submission by the College to the Governor's Office for literacy navigators that hires GCC and UOG students as tutors to support the Community Learning Centers on island, which are currently managed by GDOE.

The College recently received 2 grants from the Department of Interior. One is \$456,000 to support the Construction boot camps; and a 50/50 match for \$140,000 to purchase tools and equipment for facilities and maintenance to include 2 aerial lifts.

The College will be finalizing its response to EDA for a grant to renovate the Workforce Development Center in Barrigada. The College will continue to keep the Board informed of the status.

2. Monthly Activities Report.

Student Trustee: Trustee Paris Blas reported the following:

May 24, 2021: Student Trustee attended and completed the Student Membership Training.

The Ethics in Government Program per Public Law 28-76 Training for students will be scheduled.

June 8, 2021: Student Trustee attended the first COPSA Executive Committee meeting. COPSA is still in need of a Parliamentarian and is actively recruiting.

The Summer Leadership Trainings will commence on July 15, 2021 and will be held every Thursday and Friday throughout July 2021.

The Fall 2021 Event Calendar will be shared during the next Board meeting.

COPSA officers are discussing and planning on a GCC Food Pantry. More information will be forthcoming. Beneficiaries will be students. This will be discussed further at the next COPSA meeting.

July 15, 2021: Next COPSA Executive meeting.

Faculty Advisory Member: Ms. Jonita Kerr, Acting President for the GCC Faculty Union, represented faculty and reported the following:

April 30, 2021: Faculty Union election was held and the following results were certified: Ms. Simone Bollinger, President; Ms. Jonita Kerr, Vice President; Ms. Juanita Tenorio, Secretary; and Ms. Pilar Pangelinan, Treasurer.

Faculty are preparing for job specs and negotiations.

Ms. Kerr also reported the following for May and June 2021 for faculty.

May 2021: Ms. Kerr and another faculty member coordinated a National Partnership for Environmental Technology Education (NPETE) OSHA training involving an OSHA 10-hour and a 15-hour Disaster Site Worker training with 20 participants from the region. Participants were 4

from GCC combined staff/students; 6 from private contractors; and 10 from Guam Waterworks.
June 2021:

Attended the Marianas Terrestrial Conservation Conference held June 8, 9, 10, 15, 16 and 17, 2021. This conference was previously held at GCC in 2017 and 2018 but this year it had to go virtual. The new logo for this year's conference was designed by a GCC student, Ms. Reggie Santos.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
MIS has been handling the summer classes by supporting students and the staff.
Staff has been working on Saturdays to support enrollment especially for students who do not utilize online registration.
Everyone is preparing for the Fall semester.

Board of Trustees Community Outreach Report:
Trustee Carlo Leon Guerrero attended the Guam Contractors Association Small Business monthly meeting recently. Dr. Okada also presented to the small business community about the GCC boot camps with a Q & A session regarding opportunities for both students and employers at Guam Community College.

VI. UNFINISHED BUSINESS

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

Forensic Lab/DNA Building. This project is 56.75% complete to date, however, the structural work is 100% complete.

Building 300. To date, this project is 85% complete and as last reported progress is continuously being closely monitored every 2 days.

Wellness Center. The final financial feasibility study should be received by the end of this week and then submitted to USDA for their initial review. Once this is done, the Foundation will submit its application for construction of this project.

Building B. Anticipate the design for this project to be 100% completed soon by TRMA, the Architect. The College will then present this to the Board to request funding. The College is also working on another funding source to partially fund this project.

VII. NEW BUSINESS.

1. BOT Resolution re Transfer of Funds to GCC Foundation. The Board was provided with a copy of Resolution GCC12-2021, "Transfer Funds to the Guam Community College Foundation and Purchase the Workforce Development Center."

Resolution GCC12-2021 will authorize the withdrawal of funds from the College's BG Investments account in the amount of \$2.1 million and transfer all funds from this account to the

GCC Foundation as a restricted transfer specifically for capital improvement projects and investment purposes.

Resolution GCC12-2021 will also authorize the purchase of the Workforce Development Center (WDC) facility in Barrigada from the GCC Foundation. Having ownership of the WDC is a requirement that will allow the College to receive EDA grant funding for renovations to this property.

There were further discussions and a motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE ELOY P. HARA, THAT RESOLUTION 12-2021, "TRANSFER FUNDS TO THE GUAM COMMUNITY COLLEGE FOUNDATION AND PURCHASE THE WORKFORCE DEVELOPMENT CENTER" IS HEREBY ADOPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. 2021 ACCT Conference. The Board of Trustees are members of the Association of Community College Trustees (ACCT) and some members are interested in attending the 2021 ACCT Leadership Congress which will be held on October 13-16, 2021 in San Diego, California. The Board also submitted a proposal to ACCT for the Board Chair and the President to present during the conference. There were discussions and the following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES TRAVEL TO ATTEND THE 2021 ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT) LEADERSHIP CONGRESS ON OCTOBER 13-16, 2021 IN SAN DIEGO, CALIFORNIA. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. President's Travel Request (September 2021-October 2021). The President informed the Board of the following travel request:
University Facilities Conference, September 20-21, 2021, Austin, Texas, 100% Promo funds.
2021 ACCT Leadership Congress, October 13-16, 2021, San Diego, California, 100% Promo funds.

At 8:39 a.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 9:18 am., 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 CARLO LEON GUERRERO, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)


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

MOTION

IT WAS MOVED BY TRUSTEE PARIS M. BLAS, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING OF JULY 7, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of July 7, 2021, adjourned at 9:19 a.m.


SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

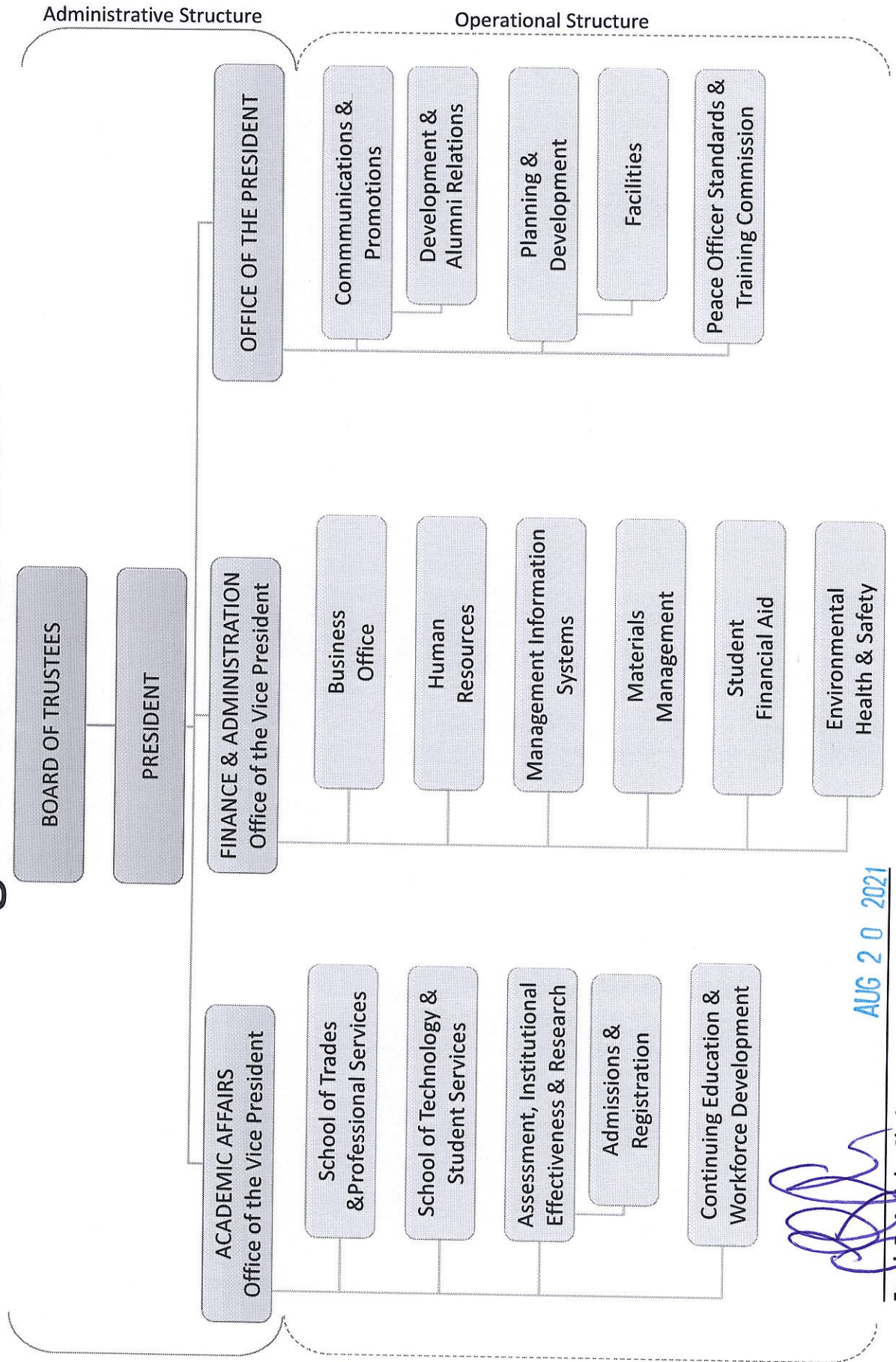
ATTESTED BY:


DEBORAH C. BELANGER
Secretary

APPROVED BY:

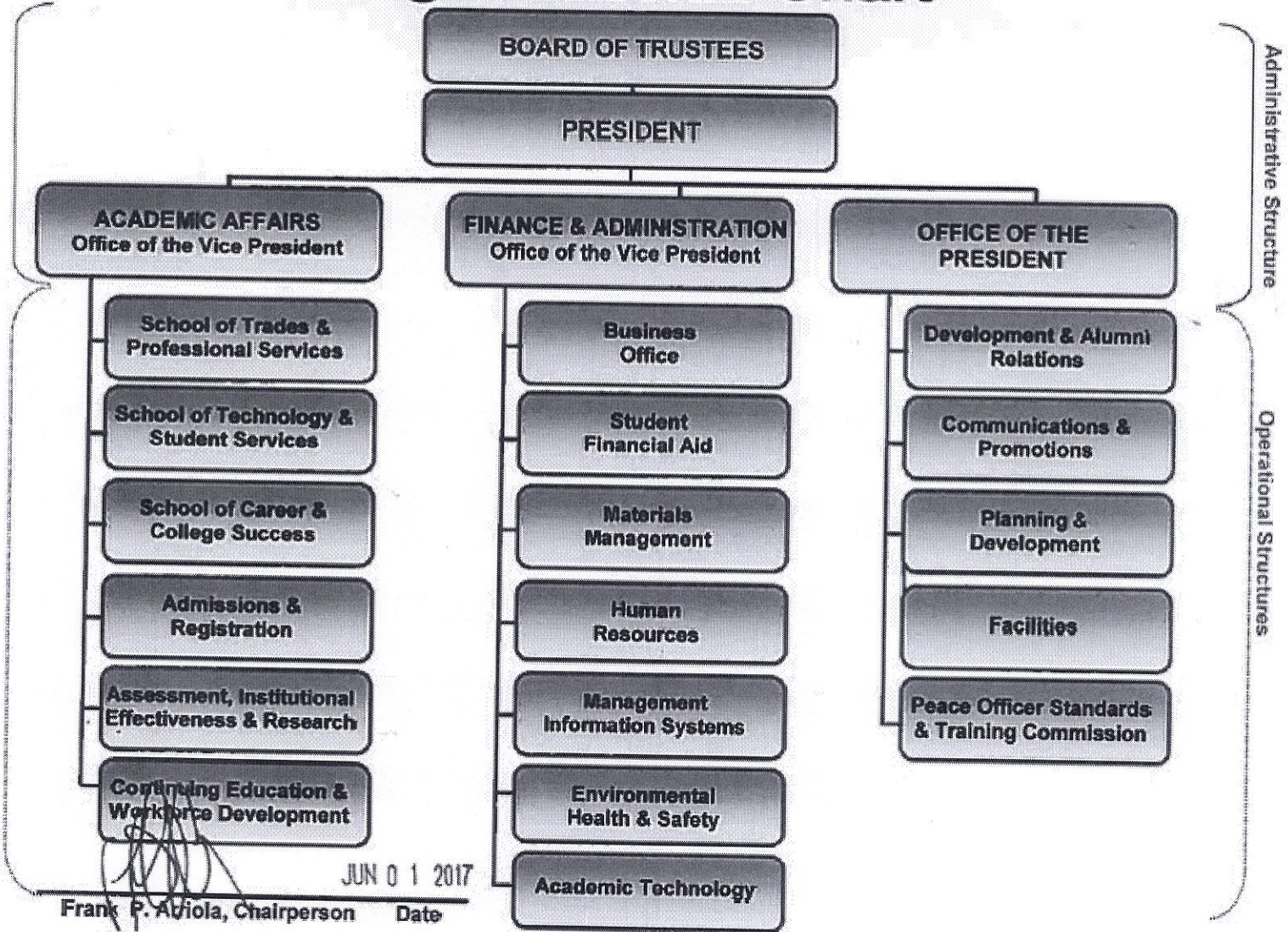

FRANK P. ARRIOLA
Chairperson


Guam Community College Organizational Chart



[Signature]
AUG 20 2021
 Date
Frank P. Arriola, Chairperson

Guam Community College Organizational Chart




 JUN 01 2017
 Frank P. Abiola, Chairperson Date

GUAM COMMUNITY COLLEGE
Board of Trustees

Annual Fiscal Year Calendar, October 2021 thru September 2022
AUG 20 2021

Approved by GCC Board of Trustees:

OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021	JANUARY 2022
<p>08- Fri., BOT monthly meeting (12pm) campus</p> <p>22- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due:</p> <p>BOT CHAIR Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107</p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, Apprenticeship Advisory Council (AA), Legislature, 22 GCA, Chapter 7, §7120.2</p> <p>RESUME BOT POLICY REVIEW, SERIES 200.</p>	<p>05- Fri., BOT monthly meeting (12pm)</p> <p>19- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>TBA- Board of Trustees / Foundation Board Annual Meeting (Joint Boards Retreat Per Board Bylaws, Article III, Section 1)</p> <p>Reports Due:</p> <p>BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p>	<p>03- **Fri., BOT monthly meeting (12pm)</p> <p>17- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due:</p> <p>BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>PRESIDENT: 31- GCC's Annual Report to the Governor</p> <p>*Update BOT training: Boards and Commissions Educational Programs, 5GCA, §43116 (d): Continuing Education for Board and Commission Members. Each year, the members of each board and commission shall, as a form of continuing education, complete the applicable educational program for the board or commission on which they serve.</p> <p>**Reminder: 2021 BOT ELECTION</p>	<p>07- Fri., BOT monthly meeting (12pm)</p> <p>21- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>NOTE: (*update BOT training)</p> <p>BOARDS & COMMISSION EDUCATIONAL REQUIREMENT, 5GCA, §43116</p> <p>Reports Due:</p> <p>BOT CHAIR Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107</p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, AA Council, Legislature, 22 GCA, Chapter 7, §7120.2</p> <p>BOT POLICY REVIEW, SERIES 300.</p> <p>Public Law 28-76 Ethics in Government Training every 4 years due 2025 (4 GCA, Article 4, Chapter 15, §15409)</p>

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.

GUAM COMMUNITY COLLEGE

Board of Trustees

Annual Fiscal Year Calendar, October 2021 thru September 2022

AUG 20 2021

Approved by GCC Board of Trustees: _____

FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022
<p>04- Fri., BOT monthly meeting (12pm) 18- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due: <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §§113.1</p> <p>BOARD: No later than the 15th of February, submittal of GCCs annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature</p>	<p>04- Fri., BOT monthly meeting (12pm) 18- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due: <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §§113.1</p> <p>BOT POLICY REVIEW, SERIES 400.</p>	<p>01- Fri., BOT monthly meeting (12pm) 22- Fri., Foundation Board of Governors mtg., 12pm, GCC campus New Student Trustee elected</p> <p>Reports Due: <u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107 BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §§113.1</p> <p>PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, AA Council, Legislature, 22 GCA, Chapter 7, §7120.2</p>	<p>06- Fri., BOT monthly meeting (12pm) (New Student Trustee sworn in) 13- <u>Fri., GCC COMMENCEMENT, (Time TBA)</u> 20- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due: <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §§113.1</p>

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.

GUAM COMMUNITY COLLEGE
Board of Trustees

Annual Fiscal Year Calendar, October 2021 thru September 2022

AUG 20 2021

Approved by GCC Board of Trustees:

JUNE 2022	JULY 2022	AUGUST 2022	SEPTEMBER 2022
<p>03- Fri., BOT monthly meeting (12pm) 17- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due: <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p><u>PRESIDENT:</u> June 30th - Graduate Employment Report</p> <p>BOT POLICY REVIEW, SERIES 500-700.</p>	<p>01- Fri., BOT monthly meeting (12pm) 22- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due: <u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor, 5GCA, Chapter 43, §43107</p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, Apprenticeship Advisory Council, Legislature, 22 GCA, Chapter 7, §7120.2</p>	<p>05- Fri., BOT monthly meeting 19- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>TBA- Convocation</p> <p>Reports Due: <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>BOT Annual Educational Requirements, 5 GCA, Chapter 43, §43116</p> <p>REMINDEES: TBA - 2022 ACCT Leadership Congress TBA - GCC PAR Excellence Golf Tournament (Scheduled in Sept. or Oct. 2022)</p>	<p>09- Fri., BOT monthly meeting (12pm) 23- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due: <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>REMINDEES: TBA - 2022 ACCT Leadership Congress TBA - GCC PAR EXCELLENCE GOLF TOURNAMENT (Scheduled in Sept. or Oct. 2022)</p>

Adopted by the GCC Board of Trustees:

Date:

AUG 20 2021


FRANK P. ARRIOLA, Chairperson

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.