

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, August 22, 2014, 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 July 24, 2014

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
2. Western Interstate Commission for Higher Education (WICHE)

VII. NEW BUSINESS

1. Resolution (Physical Master Plan – Update)
2. Resolution (Irrevocable Gift to GCC Foundation)
3. President’s Travel Request (October 2014)

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 24, 2014

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees on July 24, 2014, was called to order at 12:11 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. John Benito; Mr. Frank P. Arriola; Ms. Elmarie Anderson, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Mr. Richard P. Sablan (off-island); Ms. Gina Ramos (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 Matthew Kane, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Michael Chan, Associate Dean, TSS.

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 – June 6, 2014.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE MEETING MINUTES OF JUNE 6, 2014, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS- There was communications received.

1. From ACCT, GCC received a Certificate as a member of Good Standing.
2. From the United States President Barack Obama notifying President Mary Okada of her appointment as Vice Chair of the White House Advisory Commission on Asian Americans and Pacific Islanders.

3. From ACCJC, letter dated July 1, 2014 for President Mary Okada elected as the ACCJC Pacific Colleges Representative from July 2014 through June 30, 2017.

IV. PUBLIC DISCUSSION- There was none.

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:

FY2014: As of July 22, 2014, the College received approximately \$9,000,000 from the General Fund. \$476,000 for the LPN/Vocational Guidance Fund; \$518,000 received from MDF; \$24,000 received from TAF and \$317,000 from the TAF supplemental; \$90,000 for the Capital Improvement Fund; \$101,805 for the Competitive Wage Act funding. Based on the total appropriations for the fiscal year, this constitutes approximately 60% of all funds received to date. Will continue to follow up with Department of Administration for allotments. Will also monitor the Manpower Development Fund as number is far below what was appropriated.

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

CIP Projects:

- Completed speed humps project to deter speeding on campus.
- Ordered the replacements for LED lights in parking lot.
- Finished paving parking lot across from Victoria Mart, part of this was funded through a donation from Hawaiian Rock.
- Working on electrical upgrade to Building 600.
- ACCJC Commissioner training in September 2014, Dr. Ray Somera has been selected as a team member for a comprehensive visit.
- Requesting for the BOT members to complete the online course, ACCJC Basics. The BOT Chair has completed this. This will be part of the GCC midterm report to ACCJC due in March 2015. The BOT Chair requested the link resent to the BOT members and mentioned this as high priority.
- The College is now an institution member along with 1,700 other colleges and universities of the Servicemembers Opportunity Colleges (SOC) Consortium for Veterans.
- During President Okada's recent trip to Washington D.C., she visited the Department of Interior and was able to secure two (2) grants: \$337,000 for collateral equipment for Building 200 and \$380,000 for the Pacific Postsecondary Education Council. A part of this will include leadership training for Trustees, which the President will provide further information.

BOT - Meeting of July 24, 2014

Page 3 of 6

- The College has also submitted a grant with other partners for approximately \$3 Million to help support approximately 3,200 adult education students on Guam. The College is the lead applicant and should know the outcome by August 2014.
- Preparing for Convocation on August 11, 2014 at the MPA beginning 4:00 p.m. Theme is "Back to Basics." BOT members were encouraged to attend. More information will be emailed.
- When Building 200 construction is complete; Cosmetology and Criminal Justice would have to be temporarily moved out of Building 100, which is the next construction project.
- The GCC Foundation golf tournament is Saturday, October 4, 2014 and the Foundation Chairperson is soliciting BOT support.
- Preparing for upcoming Labor Day picnic Sunday, August 31, 2014 and board members are invited to attend. More info will be emailed to the Board.
- The College recently received \$500 each for scholarships from the Laguna Association of Guam and from the FEATI University.

2. Monthly Activities Report

Student Trustee: Student Trustee Elmarie Anderson reported as follows:

- COPSA finishing up retreats July 25 and August 1, 2014.
- August 6, 2014 is new student orientation.

Faculty Advisory Member: Trustee Frederick Tupaz reported as follows:

- Faculty preparing for fall semester.
- August 8, 2014 is first day back for faculty.

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

- Staff/Administrator Development Day was June 13, 2014. Information provided and training was good.
- A new MyGCC portal was recently launched.
- A new GCC Wi-Fi was recently completed.
- Staff preparing for the start of fall semester.

3. Board of Trustees Community Outreach Report.

- Trustee Arriola recently hosted youths as part of the GCC program in conjunction with the National Summer Transportation Institute (NSTI) with instructor Trustee Frederick Tupaz. He gave credit to Trustee Tupaz for his involvement with the teenagers.
- Trustee Arriola also attended the completion ceremony for the Keep Your Guard Up program on July 8, 2014 at the Guam Guard Readiness Center in Barrigada. He gave credit to President Okada, Ms. Jayne Flores and Mr. Victor Rodgers for a successful event.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

-Building 200 (Renovation). The President reported as informed by the contractor that progress on this construction is currently 75.52%, however, there are a few issues that would have to be addressed. September 18, 2014 is completion deadline.

-Building 100 and Forensic Lab Extension Loan. Building 100 funding has been secured for this renovation. As previously reported, will be moving programs out of this building for the construction and still awaiting word from USDA regarding the loan; a bid should be going out soon on this project.

2. Western Interstate Commission for Higher Education (WICHE). The Guam Legislature passed Resolution No. 234-32 (COR) and as previously discussed, the President will report the outcome of further discussions with the Governor on this matter. The President then reported that she recently met with Mr. Vince Leon Guerrero from the Governor's office who requested for discussions on this in November 2014. The Board tabled this matter and made the following motion:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE BOARD TABLE THE MATTER REGARDING THE WESTERN INTERSTATE COMMISSISON FOR HIGHER EDUCATION (WICHE) FOR THE NOVEMBER 2014 BOARD OF TRUSTEES MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. BOT Policy updates – Series 100. The Board was previously presented with BOT policies, Series 100 for consideration with recommended changes.

At this time, a motion was made with recommended changes herein.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE JOHN BENITO THAT THE BOARD ADOPT THE UPDATED BOARD OF TRUSTEES POLICIES, SERIES 100, EXCLUDING POLICY 110, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

VII. NEW BUSINESS.

1. President's Travel Request (September 2014).
- ACCJC New Commissioner Training, September 8-9, 2014, San Francisco, California.
- Council for Advancement and Support of Education (CASE) Conference, September 17-19, 2014 in Sacramento, California: President Okada and several members of the GCC Foundation Board of Governors will be attending and making a presentation during this conference.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE JOHN BENITO, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR SEPTEMBER 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At approximately 12:40 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:10 p.m., the meeting reconvened to open session.

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

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

IX. ADJOURNMENT

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

MOTION

IT WAS MOVED BY TRUSTEE JOHN BENITO, SECONDED BY TRUSTEE FRANK ARRIOLA THAT THE MEETING OF JULY 24, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of July 24, 2014, adjourned at approximately 1:12 p.m.

SUBMITTED BY:



BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

APPROVED BY:



DEBORAH C. BELANGER
Chairperson

**Guam Community College
Board of Trustees
Resolution 41-2014**

Physical Master Plan – Update

WHEREAS, the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges' eleven-member team visited Guam Community College on March 2012 and later reaffirmed GCC's accreditation through Spring 2018; and

WHEREAS, 2,727 students enrolled for Fall 2013 represents an 5.9 percent increase over Fall 2012 enrollment (2,576); and

WHEREAS, the objective of GCC's Physical Master Plan, updated in 2010 covers the period 2011-2015 and charts the campus facilities necessary to accommodate the college's anticipated needs through the next 15 years with an anticipated 15 percent growth; and

WHEREAS, a majority of the "phases" in the Physical Master Plan, such as key Leadership in Energy and Environmental Design (LEED) infrastructure projects (Learning Resource Center, 12/2010, Student Center 12/2011, Foundation Building 12/2012, and Building 200, anticipated 9/2014), have been completed; other projects, such as extending the Gregorio G. Perez Crime Lab (Forensic/DNA) building, hardening, renovating, and expanding Building 100, and constructing the Wellness Center/Maintenance Building all having LEED designs are expected to be completed in 2016; and

WHEREAS, the Physical Master Plan must be made current to reflect the existence of new buildings and anticipated enrollment and program growth as GCC carries out its mission as *"a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia"* and moreover, as Guam prepares for the impending military buildup; and

WHEREAS, the architectural firm of Taniguchi Ruth Makio Architects has submitted a proposal to update the Physical Master Plan; and

WHEREAS, the Board of Trustees has expressed an interest to commit funding to update the Physical Master Plan not to exceed Fifty-Five thousand dollars (\$55,000); and

WHEREAS, the Board of Trustees has established through Policy 220, that the fund balance available in the Non-Appropriated Fund is reserved for capital projects and can be transferred to the Capital Projects Fund when authorized by the Treasurer; and

WHEREAS, the College has identified the need to use these funds for the update of the Physical Master Plan; and

NOW, THEREFORE, BE IT RESOLVED, that the College requests that Board of Trustees authorize the transfer of up to \$55,000 from the Non-Appropriated fund balance to the Capital Projects Fund and shall authorize the President to execute a contract for professional services to bring up to date GCC's Physical Master Plan; and

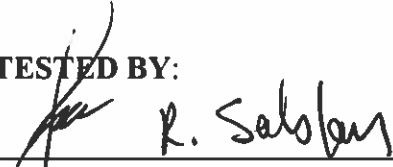
BE IT FURTHER RESOLVED, that the Board of Trustees authorizes appropriating the sum not to exceed \$55,000 from the Capital Projects Fund to fund the updating of the Physical Master Plan.

ADOPTED the 22nd day of August 2014.



DEBORAH C. BELANGER
Chairperson

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

FOR

**Guam Community College
Board of Trustees
Resolution 42-2014**

IRREVOCABLE GIFT TO GCC FOUNDATION

WHEREAS, the College has continued to implement various phases of the renovation and construction of buildings as indicated in the 2011-2015 Physical Master Plan; and

WHEREAS, the Foundation's purpose is to support the College activities, goals, plans, projects, and programs, to include funding for capital improvement projects; and

WHEREAS, as of September 30, 2013, the GCC Foundation had an accounts payable to GCC for \$614,292 for 2012 and 2013 expenditures of which \$450,534.06 relate to the construction of the Foundation Building and other capital projects; and

WHEREAS, in order for the GCC Foundation to repay these amounts, it would require a liquidation of its investments; and

WHEREAS, the Board of Trustees has established through Policy 220, that the fund balance available in the Non-Appropriated Fund is reserved for capital projects and can be transferred to the Capital Projects Fund when authorized by the Treasurer; and


WHEREAS, the College has sufficient funds and reserves to cover these capital costs and is willing to make an irrevocable gift to the Foundation; and

NOW, THEREFORE, BE IT RESOLVED, that the College requests that Board of Trustees authorize the transfer of up to \$450,534.06 from the Non-Appropriated fund balance to the Capital Projects Fund; and

BE IT FURTHER RESOLVED, that the Board of Trustees approves an irrevocable gift of \$450,534.06 to the Foundation to liquidate its outstanding receivable and that the Board of Trustees appropriates up to \$450,534.06 from the Capital Projects Fund to allow for the offset of these capital projects.

ADOPTED the 22nd day of August 2014.

ATTESTED BY:

for  FRANK P. ARRIOLA
Secretary


DEBORAH C. BELANGER
Chairperson

PRESIDENT'S TRAVEL SCHEDULE
October 2014

Conference Title	Date	Location	Sponsor:
13 th Annual Native Hawaiian Convention	September 29-October 2, 2014	Honolulu, HI	Council for Native Hawaiian Advancement/WHIAP PI
President's Advisory Commission on Asian American & Pacific Islanders	October 6-8, 2014	Hartford, CT	WHIAPPI

Funding Source:

**100% WHIAPPI*