

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of September 19, 2012

Minutes

I. CALL TO ORDER

1. The monthly meeting of September 19, 2012 was called to order at 4:10 p.m., by Chairwoman Debbie Belanger, held 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. Edward G. Untalan; Mr. Richard P. Sablan; Ms. Gina Y. Ramos; Mr. Kenneth Bautista, Support Staff Advisory Member; Ms. Ariane Nepomuceno, Student Trustee.

Not in attendance: Mr. Frank P. Arriola (schedule conflict); Dr. Karen M.S. Sablan, Faculty Advisory Member (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; Ms. Lolita Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Michael Chan, Associate Dean, Technology Student Services; Ms. Doris Perez, Assistant Director, Planning & Development; Gary Hartz (*representing Dr. Karen Sablan*).

3. **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 – August 22, 2012.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN THAT THE BOARD APPROVES THE MEETING MINUTES OF AUGUST 22, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – The College received a letter from the Office of the U.S. Vice-President via Mrs. Biden identifying different proposals of the Obama Administration. President Obama is in support of the community colleges to career fund amounting to \$8 Million and hopes Congress will approve this funding for job training, middle skill workers, etc. Mrs. Biden is also interested in college-business partnerships. A response letter will be sent with a copy of the College's Factbook, Annual Report and Impact report of ARRA funding for GCC.

IV. PUBLIC DISCUSSION – None.

V. REPORTS

1. **President's Report:** President Okada reported on the following:

–**Financial Status:** As last reported DOA has offsetted the overpayment of the Manpower Development Fund from previous years and the College will not collect approximately \$600,000 from the MDF. FY13

Budget would have to be revisited for operations. President Okada has communicated with the Governor's office for the remainder of the 7% to be released.

Capital Improvement Projects: President Okada reported that several projects for FY12 have been signed off to include:

- Building 500 and 600 roofing projects due to leaks. Notice of Intent to Award and Notice of Award issued to contractors.
- Elastomeric coating for Building1000 (Tech Center) due to several leaks.
- Wheelchair ramps
- Air-conditioning Units – to be upgraded with energy efficient units.

Other activities: President Okada reported the following:

- The College submitted 16 nominations for the Government of Guam MagPro Awards for the different programs, including customer service. This is a Government of Guam employee's excellence award that will include the college's participation in fundraising committees. The Board was encouraged to participate.
- The College recently hired retired Lt. Col. Dennis Santo Tomas as the Executive Director for the Peace Officers Standards Training (POST) Commission that encompasses updating the standards for all types of law enforcements in hiring qualifications.
- Recently received a \$5,000.00 grant from the National Rifle Association (NRA) for lead mitigation for the College shooting range.
- The College received a \$45,000.00 DOI grant in support of the Council for Native Hawaiian Advancement convention in Honolulu during October 2012. This supports the non-profits from the different islands in our region to include Guam, Palau, Saipan, American Samoa, etc.
- The committees for the Institutional Strategic Master Plan have been meeting to review the different goals.
- PDS will be the new basic telephone service provider for the College.

2. Monthly Activities Report

Student Trustee: Since the last meeting Student Trustee Ariane Nepomuceno resigned. Election for a new Student Trustee is scheduled for September 20, 2012. Mr. James Pangelinan and Ms. Paling April Cruz are the two candidates. Election results should be provided at the next BOT meeting.

Trustee Ramos brought up a concern from a previous Student Trustee regarding Student Trustee elections. The President explained that this is a new academic year and COPSA has submitted a proposal to the President and the Dean. The President suggested that all recommendations will first go through the process as students. The President wanted to ensure the students were involved with the dialogue of these changes before final submission to the Board.

Faculty Advisory Member: Due to a schedule conflict, Dr. Karen Sablan was unable to attend the meeting, however, Dr. Gary Hartz, the Vice-President of the GCC Faculty Staff Union, reported as follows:

- The faculty is moving forward in a positive way and doing the best they can for the students and the College.
- The Board was also invited to the Fall Festival, which is scheduled for September 20, 2012 at the Center Court.

Support Staff Advisory Member: At this time, Trustee Ken Bautista did not provide a report.

3. **Board of Trustees Community Outreach Report.** Trustees Gina Ramos and Richard Sablan attended the GCC Labor Day on September 2, 2012.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

- Foundation Building (Renovation) - Ribbon cutting is scheduled for Monday, November 5, 2012 at 10:00 a.m. Furniture is still being moved into the building and finalizing the computer network. There are a few modifications with the café. A final walk through with the architect and contractor will be done tomorrow, September 20th. The President extended an invitation to the Board to participate in the walk through at 9:00 a.m. USDA has already done a walk through with the President.
- Building 200 (Renovation), Building 100 and Forensic Lab – The President reported that there will be a meeting with TRMA regarding Building 200 with final modification to the plans. The College should be receiving these modifications in a couple of weeks and groundbreaking should follow soon thereafter. As last reported, other meetings with TRMA will be scheduled regarding Building 100 and the Forensic Lab.

VII. NEW BUSINESS.

1. **Facilities Engineer Administrator.** The College is in need of a Facilities Engineer Administrator to help facilitate with the current construction on campus and future construction projects, including assisting with the facilities department with construction and project management, plus assisting with the layout and architectural designs. A copy of the proposed position description was provided to the Board for consideration and approval. This is an academic position under the board's purview. This person will report to Ms. Doris Perez, who is the Assistant Director for Planning and Development who oversees the College facilities. With a few modifications, the following motion was then made.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN, TO APPROVE THE TITLE AND PAY GRADE OF THE FACILITIES ENGINEER ADMINISTRATOR AS PROPOSED TO THE BOARD. MOTION CARRIED UNANIMOUSLY. (Voting: 5 ayes, 0 nays)

At approximately 4:55 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 5:35 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE EDWARD UNTALAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE MEETING OF AUGUST 22, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

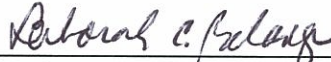
There being no further discussions, the meeting of September 19, 2012 adjourned at 5:40 p.m.

SUBMITTED BY:




BERTHA M. GUERRERO
Recording Secretary

APPROVED BY:



DEBORAH C. BELANGER
Chairperson

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

Facilities Engineer Administrator

NATURE OF WORK

This is a highly complex and responsible professional work in architectural and engineering, project management and facilities management. The Facilities Engineer Administrator plans, coordinates, and directs activities in architecture and engineering for the College. Plans, directs, and coordinate all activities concerned with the construction and maintenance of structures, facilities, and systems. Participates in the conceptual development of capital improvement, construction, LEED, and HVAC projects, etc. and oversee its organization, scheduling, budgeting, and implementation. Directs, supervises and leads the personnel in the Facilities and Maintenance division.

This position reports to the Assistant Director for Planning and Development.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Plan, schedule, coordinate, manage and direct all activities on assigned capital improvement projects, construction projects, LEED projects, HVAC projects, etc.; monitors work for compliance to applicable codes, accepted engineering practices, and College standards.

Research availability and suitability options for new projects.

Prepares plans, specifications, feasibility studies and cost estimates on proposed projects.

Confer with supervisory personnel, contractors, or design professionals to discuss and resolve matters, such as work procedures, complaints, or problems.

Interpret and explain plans and contract terms to supervisory personnel and constituents. Actively participates in meetings regarding projects in line with the College's facility master plan objectives.

Consult with program administrators and applicable personnel to obtain first hand information on program and operational needs on facility type and design. Incorporate such needs into the plans and specification to the extent possible.

Assist in the planning in the best allocation and utilization of space and resources for new buildings, or re-organization of current premises.

Prepares specifications for request for proposals, contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, suppliers and/or contractors.

Directly responsible for developing, implementing and maintaining a preventive maintenance program within the confines of an annual budget. This includes air conditioning, maintenance and repair of buildings, and equipment. Prepares estimates on time, material and labor cost.

Directs, manages, and supervises the work of the facilities and maintenance personnel.

Develops a system for dealing with emergency repair problems with efficiency. Takes action to deal with the results of delays, bad weather, or emergencies at a construction site or maintenance project.

Maintains records of all plant and facilities coming within the administrative jurisdiction of the Guam Community College.

Prepare and submit budget estimates, progress reports, and/or cost tracking reports.

Certifies on compliance with plans and specifications and recommends (or not recommend) acceptance of projects or buildings for occupancy.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of the general engineering fields applied in pertinent capital improvement projects and construction projects.

Knowledge of authoritative reference works in the general fields of engineering.

Knowledge of local and federal laws and regulations related to engineering.

Knowledge of environmental, health and safety practices and regulations.

Knowledge of risk assessment.

Ability to administer, coordinate and direct the work of contractors and subordinate staff.

Ability to interpret and apply pertinent program guidelines; evaluate operational effectiveness and recommend/implement changes in organization policies and procedures to improve effectiveness.

Ability to make decisions in accordance with appropriate guidelines.

Ability to work effectively with the public, vendors, faculty, administrators and staff.

Ability to communicate effectively, orally and in writing.

Skill in contract negotiation.

Skill in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures.

Skill in the use of personal protective equipment and other safety devices.

Skill in developing and conducting information and orientations sessions.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Engineering or related field with two (2) years of professional engineering work experience.
- B. Bachelor's degree in Engineering or related field with four (4) years of professional engineering work experience, with at least two (2) years of supervisory experience.
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Ratified: _____

CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade N