

**GUAM COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monthly Meeting – Friday, September 19, 2025, 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 August 22, 2025

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
 - Wellness Center
 - Building B
 - Workforce Development Center
 - Culinary Arts & Baking Center
 - Building 2000 Generator
 - Solar Parking & Building D
 - Building 600

VII. NEW BUSINESS

1. President's Travel Request (October 2025-PPEC)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of August 22, 2025

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on August 22, 2025, was called to order at 12:20 p.m., due to technical difficulties, by Chairperson Carlo M. Leon Guerrero, in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Carlo Leon Guerrero, Chairman; Ms. Yolanda Padrones, Secretary; Ms. Gina Y. Ramos, Treasurer; Mr. Frank P. Arriola, member; Ms. Faith Velasco, Student Trustee. Ms. Rose P. Grino, Vice Chairperson (schedule conflict); Mr. Richard P. Sablan, Member (schedule conflict).

2. Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Ms. Clarissa Padua, Vice President, Finance and Administration; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Attorney Rawlen Mantanona.

3. 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 – July 18, 2025.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE BOARD HEREBY APPROVES THE MEETING MINUTES OF JULY 18, 2025, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 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:

FY2025: As of year-to-date, the College received \$ 18,613,696 and based on its allotment schedule, has collected 88% as billed: approximately \$12,302,000 in the General Fund to support general operations; \$5.7 million for the Manpower Development Fund; \$183,000 for the CIP fund; \$183,700 from the General Fund to support the WICHE scholarship program; and \$275,000 for the POST Commission. The fiscal year is nearing its end, with a couple of weeks remaining.

Capital Improvement Projects and other activities:

Other activities:

The President reported the following:

The semester has just begun, with current enrollment at 1,453 students. The College is still in the process of finalizing add and drop periods, and expects to have a final enrollment number by the next meeting. The enrollment is anticipated to remain relatively stable compared to fall 2024, with potential increases expected in October 2025 due to upcoming boot camps and additional courses. Apprenticeship classes scheduled to begin in October 2025 will contribute to the fall enrollment numbers.

During the summer, the College participated in a government procurement summit and submitted a funding request to expand procurement training, not just for the College but for the entire government of Guam; met with charter school representatives to explore potential partnerships. These discussions include collaborating on grant opportunities and developing articulation pathways, specifically focusing on creating connections between 9-12 grade charter schools into post-secondary education; completed the Governor's Summer Youth Employment Program, incorporating resume writing and service learning presentations as key components to support students' professional development, which is how we develop our program for all those that work on campus.

The CTE summer program had 102 participants, featuring an expo that showcased the Criminal Justice program and included job shadowing in Culinary Arts. Incoming ninth-grade students completed summer programs, taking college courses and earning a food service management certification. These students are developing micro-credentials as discussed during a previous summit; the "Hype-d" summer work experience program and a pre-collegiate program on campus, had 91 completers.

The Literacy Navigators, originally funded through higher education COVID funding, have been localized and expanded their services. They now work with the Guam public libraries, DYA resource centers, provide services to school-aged children in hospitals, and offer support to skilled nursing facilities, further expanding their literacy outreach.

The campus hosted several events including an open campus and block party, with a Christmas in July Bazaar. These events attracted community interest and provided an opportunity to showcase the campus to new visitors. A mini career fair hosted by the Tourism and Hospitality program also gave students job opportunities; administrators attended the 30% completion review of the A & E design for Building 600. The design will be presented to faculty, who are now back, to show the anticipated footprint for Building 600; most of the Public Health inspections have been completed, with a few remaining items to address. Facility and maintenance staff are working on these remaining details, due to new equipment and supplies that have recently arrived. They are continuing to work through the process with Public Health.

2. Monthly Activities Report.

Student Trustee: Trustee Velasco reported the following:

The Student Orientation was held on August 11, 2025, at the Multipurpose Auditorium in Building 300. The orientation aimed to welcome new students, introduce campus services and resources, and provide campus tours of buildings and classes. The goal was to help students feel comfortable and prepare them for a successful academic year and social experiences.

On September 5, 2025, the student organization induction ceremony will be held at the Multipurpose Auditorium in Building 300. The event will include training on student organizations, forms, and processes, followed by the first COPSA general membership meeting to discuss upcoming office activities.

Faculty Advisory Member: Ms. Francine Galao was introduced as the new Faculty Advisory representative and reported the following:

Ms. Galao reached out to faculty and reported that this school year started out without any issues.

Faculty are all excited to be back.

There haven't been any major changes to the schedule and is running smoothly, with adjustments made particularly for secondary programs.

The Faculty Senate is looking forward to hosting the Labor Day picnic.

Ms. Galao explained that this is her first board meeting and informed the Board to let her know should she need to make any adjustments.

Support Staff Advisory Member: Mr. Bautista reported the following:

Fall semester has started.

Staff are busy assisting students registering for classes and making any adjustments.

Staff also are helping new students with the system login procedures—assisting them in accessing their class schedules and emails.

Board of Trustees Community Outreach Report:

Trustee Padrones reported the SHRM conference just completed, with Dr. Okada participating in a workforce development panel. The conference reached a record high of 400 attendees, featuring talent from the mainland discussing leadership topics. The event was well-received and was a success.

Trustee Padrones reported that some Board members attended the Block Party on Saturday, July 26, 2025; and as reported by the Chairman, several Trustees attended the Convocation either online or in person on Friday, August 8, 2025.

Trustees Arriola and Velasco attended the meeting with Ms. Jennifer Worth, the Senior Vice President of Academic & Workforce Development for the American Association of Community Colleges (AACC) on August 15, 2025, on campus in the MPA.

VI. UNFINISHED BUSINESS

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

Wellness Center.

The President met with USDA representatives and discussed the challenges of building the Wellness Center in its current location due to the presence of butterflies and snails. To avoid costly and complicated mitigation efforts, the College proposed relocating the Wellness Center to the existing parking lot near the Tech Center, which is already a disturbed area. The goal is to work around their habitat for additional parking instead of relocating them. The architect will explore this alternative location to salvage the project.

Building B.

This project is nearly finished at 98.8%. Pending is the SHPO clearance, a requirement in order to dig and connect the water and anticipate receiving this clearance today. Pending also are the EPA and CAHA clearances. The building is finished and equipment has been staged but awaiting the occupancy permit. When this permit is obtained, the contractor will install equipment.

Workforce Development Center (Barrigada property).

This is 91.5% complete, with the project continuing. If the contractor has not received the main switchboard, they should soon and are working on the electrical and lighting system touch-ups.

Culinary Arts & Baking Center.

This project is at 96.64% complete. The culinary building requires additional work, including testing and balancing of the air conditioning units, addressing fire alarm system issues, and potential duct work. Anticipate obtaining conditional occupancy with permits still pending from EPA, CAHA, and Public Health.

Generator for Building 2000.

The Building 2000 generator project has been at 99% completion for an extended period. The master electrician reviewed the final as-built drawings on August 19, 2025, and will conduct level three testing after August 22, 2025, carefully timing the work to avoid interrupting the registration and the adjustments to student schedules because the building would be taken offline.

Solar Parking & Building D.

The Recommendation for Environmental Consideration for the solar parking project was signed and submitted on August 18, 2025. The U.S Army Corps of Engineers reviewed the document, and the Department of Interior (DOI) has provided authorization to proceed. The project will begin soon.

The campus-wide painting project is complete as of August 20, 2025, with final contract payments currently being processed.

VII. NEW BUSINESS.

1. Above Step Recruitment. The College is requesting an above-step recruitment for a nurse faculty position where an individual previously left GCC for another job but is now interested in returning. The job has been repeatedly advertised, and the current policy allows to step seven (7).

The recommendation from the Chief Human Resource Officer is to approve an above-step placement at step nine (9) for the nurse faculty position. This request is based on the difficulty of recruitment, supported by a documented history of continuous job postings for a nursing faculty over several years. While other options for above-step recruitment exist, such as exceptional qualifications, this request specifically mentions ongoing challenges in hiring nursing faculty. This request will just be adjusting the base salary to this above step recruitment at step nine (9). A motion was then made, as follow:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, AND SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD HEREBY APPROVE THE AUTHORIZATION OF ADJUSTING THE BASE SALARY FOR A NURSE FACULTY POSITION TO RECRUIT FROM A STEP SEVEN (7) TO AN ABOVE-STEP RECRUITMENT AT STEP NINE (9). NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. President's Travel Request (October 2025). The following is the President's Travel Request:

Meetings in Washington, D.C., October 23-24, 2025, 100% funded by promotional account. Dr. Okada requested the Board Chairman to accompany her to several meetings in Washington, D.C. in order to explore current funding opportunities. To date, the planned meetings will include officials from the Department of Education, Department of Labor, and a nonprofit organization focused on workforce development initiatives.

As a member of the Guam Education Board, the President will attend the NASBE conference in Austin, Texas, October 27-29, 2025, combining this trip with the Washington, D.C. meetings.

At this time a motion was made, as follow:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE PRESIDENT'S TRAVEL REQUEST FOR OCTOBER 2025, AND TO INCLUDE THE CHAIRMAN'S TRAVEL OCTOBER 23-24, 2025, ARE HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:45 p.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 follow:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 1:26 p.m., 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 YOLANDA M. PADRONES, AND SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

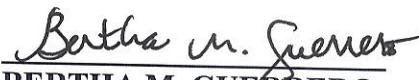
IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE MEETING OF AUGUST 22, 2025, IS HEREBY ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

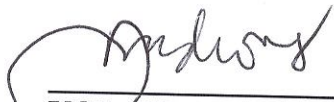
There being no further discussion, the meeting of August 22, 2025, adjourned at 1:27 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

SEP 19 2025

ATTESTED BY:


YOLANDA M. PADRONES
Secretary

SEP 19 2025

APPROVED BY:


CARLO M. LEON GUERRERO
Chairperson

SEP 19 2025

PRESIDENT'S TRAVEL SCHEDULE
October 2025

Conference Title/Sponsor	Date	Location
PPEC Fall Meeting	October 8-9, 2025	Koror, Palau

*Funding Source(s): *100% reimbursed by PPEC account*