

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Friday, September 24, 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 August 20, 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
  - Workforce Development Center

**VII. NEW BUSINESS**

**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 20, 2021**

**Minutes**

**I CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held on August 20, 2021, was called to order at 12:07 p.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. Richard P. Sablan, Treasurer; Deborah Belanger, Secretary; Mr. Eloy P. Hara; Ms. Rose P. Grino; Ms. Paris Blas, Student Trustee.

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Ms. Pilar Williams, Dean, TSS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Mr. Francisco Camacho, President's Office; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Attorney Rebecca Wrightson; Ms. Simone Bollinger, Faculty Advisory member.

**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 – July 7, 2021**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF JULY 7, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 7 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:

As of year-to-date for FY2021, the College received a total of \$17,030,703 for all funds, which is 91% based on all allotment releases requested. The College continues to receive its allotment on a weekly basis, which places it in a good financial position to support the operations of the College.

**Capital Improvement Projects and other activities:**

Ongoing CIP projects:

August 25, 2021 is the pre-bid opening for the replacement of the water tank for Building 400; repair of the awning for Building 900 is pending the permit and the award was issued to JJ Global.

Other activities:

The College has continuously completed several boot camps for the past months and most recently are the HVAC, Engineering Tech, and the CNA/Home Healthcare. A Medical Coding Billing will be scheduled soon plus another Ship Repair boot camp.

The remainder of the 19 boot camps are on schedule and on track through December 2021 and the College is working in identifying employer sponsors.

Vice President Gina Tudela is currently working on updating articulation agreements with Bellevue University, Chaminade University, First Asia Institute of Technology & Humanities, University of Makati Center for Linkages, Career Development and Placement, Pacific Islands University (PIU), and University of Guam.

Dr. Michael Chan, Dean for Technology & Student Services, has been working to continue to strengthen the 2+2 Computer Science Articulation Agreement with the University of Guam.

The College completed the Articulation of a Critical Thinking course with UOG, which is a requirement for UOG.

A preliminary report was received from the Governor's Office that the College will be receiving funding through the Literacy Navigator project in the amount of \$1.2 million. This project will provide student tutors in the community learning centers. The College will be able to hire 46 students from GCC and UOG to participate as tutors.

The Governor's Office informed the College it will be allotted \$3.6 million for the renovation and expansion of Building B. The design for this project is complete and will soon go out to bid once a final document is received. Building B will include a Student Success Center which will service students with longer hours.

Trustee Belanger inquired whether the College is also looking at additional property for expansion near the campus. The President informed the Board that the College is working with the Governor's Office with one particular property and will be presented to the Board when ready.

The BOT Chair recently met with the Foundation Board Chair regarding the sale/purchase of the Workforce Development Center in Barrigada as well as the Foundation to consider seeking other properties to purchase for program expansion.

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The Financial Feasibility Study is complete and has been submitted to the USDA for review for funding to support the maintenance and wellness facility.

The new semester has started and students have the opportunity to sign up for the laptop and MiFi loaner program. This is available on a first-come, first-served basis at the Bookstore. If needed, the College will purchase additional MiFis.

Enrollment is at 1,650, a decrease in comparison to the last Spring semester at 1,807. The Boot Camps will help supplement enrollment starting with the boot camp for Medical Billing and Coding for the Fall and Spring semesters.

Trustee Belanger inquired how the institution will continue to operate with the decrease in enrollment. The President informed the Board that based on the federal funds received to date, some funds were made available directly to the students. The College received a half a million dollars in the Spring of 2020 and another half a million dollars in Spring 2021. Most recently, \$2.8 million was received right after Spring 2021 for students, which will be allocated throughout the academic year.

Another sum of money was received beginning with another half a million dollars, \$2.8 million and another \$2.8 million, which amounted to about \$6 million. This second funding source is used to support transition from in-class learning to online learning, professional development, staff development, upgrades, air-conditioning and air purifying systems and other projects. Still have about \$5 million and there is a provision that allows GCC to capture lost revenue, which is carefully being monitored. With this funding and based on the students currently enrolled, the College is still able to meet its institutional obligations. In the event of revenue loss, the College can utilize this as an allowable cost.

Additional funding was recently received a few weeks ago beginning with \$4600, \$16,000 and increased totaling \$2.8 million to support an increase in staffing, technology and other expansions. The College anticipates using these funds to carry over to continue to offset student Technology fees, which were rebated to students; and upgrading generators on campus to include a request for the administration building, which are just some of the projects. However, these funds cannot be used for construction but can be used for computer lab and network upgrades. These funds will help support the institution on a longer term and will also allow the College to decrease costs for the next several years.

Trustee Belanger inquired what is the plan to sustain the institution once these federal funds are all utilized. The President explained that there are several initiatives that the College has in place such as the Reach for College division aimed to recruit students into post secondary and following through with the DCAPS program, which aligns with dual credits. This division has increased its staffing from 2 to 3 personnel. The Early Middle College is also part of this program. This supports a dual degree and is offered to high school students to receive post secondary credentials upon graduation. These programs are already being implemented.

The federal funding currently received also does not allow for direct recruitment, to hire or advertise. Trustee Belanger inquired whether there is a funding source that can be identified for this. Just want to ensure that when these federal funds are all spent, the College is able to move forward and continue to support what is already in place.

The President explained how the College will support the institution in moving forward: There is current federal legislation to support President Biden's initiative for a Free Community College that will benefit GCC. If this is passed, it will provide opportunities for GCC. GCC is closely monitoring this, however, it will continue with its recruitment efforts. The continuation of Boot Camps is another way the College is moving forward; the intent will be for cohorts to enter the Apprenticeship program.

There were further discussions and the Chair asked if the College can come up with a plan so that potential students do not go elsewhere such as increasing the Nursing program and Cosmetology, plans to "overcome roadblocks to enrollment." He is aware that a daycare program is being considered and currently being worked on.

The President informed the Board that there is a list of areas the College has for program expansion such as offering Cosmetology in high school; health occupations and ensuring faculty for this program are in place; a Criminal Justice introductory program in high school that when these students enroll at the College, they become POST certified which will support the law enforcement community. The President will provide a comprehensive list of all the different programs and how the College can expand them especially to support enrollment efforts.

Trustee Belanger recommended continuing with the workforce. In order to improve the community, training has to be available. Recommend looking at the population especially the indigenous population and individuals on government assistance and tie them into the training. There is a need to improve everyone and to get these individuals into programs and provide them with the workforce skills. One way is to collaborate with the different agencies such as GHURA and Public Health. There are already programs in place, however, just need to start and focus on bringing the entire island up with its own skilled workforce.

Trustee Sablan requested for the financial impact of enrollment this year in comparison to last year's enrollment. The President will research this and will provide information.

## **2. Monthly Activities Report.**

**Student Trustee:** Trustee Paris Blas submitted a hard copy of her report and also reported the following:

Had the opportunity to speak with students on campus on their first day back to school.  
Provided the Board with a copy of Fall 2021 Calendar of Events, which is subject to change especially if an Executive Order is issued.

July 20-22, 2021, Summer Leadership Training: introduced 2021-2022 COSPA Officers;

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discussed GCC Organizational Chart, Student Organization Structure; the 2021-2022 COSPA Calendar/Budget/Activities; was able to revise/update the Student Handbook for AY 2021-2022 which is posted on the GCC website; Introduction of AY 2021-2022 Advisors.

July 30-31, 2021, Summer Leadership Training: revised/updated the Student Organization Handbook for AY 2021-2022; and completed the Fall/Spring 2021-2022 Calendar of Events/Activities, which is also subject to change.

August 5-6, 2021, Summer Leadership Training: discussed Fall 2021 Student Orientation/Campus Tour; completed the AY 2021-2022 Plan of Action.

August 9, 2021, Student Orientation, number of students in attendance was 244 and 27 for the campus tour.

**Student concerns raised during orientation:**

- Wearing of Mask/Social Distance Guidelines for students returning to campus;
- Sports during AY 2021-2022, several questions came up during orientation as to what sports activities will be available;
- Financial Aid Concerns/Annual Transcripts (Dept. of Revenue & Taxation), is there a way to get the tax transcript transmitted directly to Financial Aid instead of students personally requesting it because it's not an easy process especially with the COVID situation. Some students opt not to register because of this;

There were discussions, Dr. Okada mentioned there was a Financial Aid training for students to be informed of the new provisions for applying. This training is on the GCC Facebook page for those who want to view this. Also, students should contact the Financial Aid office for further assistance especially those who were having problems. Students can also email the Financial Aid office and they will get a response. The President further mentioned that more financial aid outreach will be provided for the upcoming Spring semester.

- Student Programs for Veterans;
- Daycare Services for post secondary students, which the Student Trustee is aware is being worked on;
- When will the cafe in the Foundation Building open again? The President mentioned that a bid was issued with no response and the problem could be potential vendors are unable to cook onsite which limits sales. The College is working on the possibility of a food truck at a property near the campus.

**Feedback from students regarding first day of classes:** Trustee Blas reported that overall, the students are excited and happy to be back on campus face to face; some are having difficulty studying from home via online classes; the student Trustee had the opportunity to check the campus at night since she has classes during the evening and mentioned that the campus is well lit; and there is roaming security on campus at Buildings D and E, and Bldg. 1000.

Trustee Belanger mentioned at this time that she appreciates the hard copy report submitted by the Student Trustee Blas and thanked her for it as it is coming from a student's perspective.

Sept. 10, 2021, 12 p.m., is the next Executive & General Membership meeting.

**Faculty Advisory Member:** Ms. Simone Bollinger was welcomed by the Board as this is her first day as the new Faculty Advisory Member and said she was excited to attend today's meeting and reported the following:

Faculty is happy to be back but are still cautious due to the COVID situation but have learned with this situation there is flexibility and have been reaching out to admin and staff to work out issues. Especially thankful for the diligence of the admin as faculty return with a less restrictive but safe environment.

There are a lot of adjustments but overall people are happy to be back and looking forward to working together.

At this time, Trustee Belanger mentioned that she is happy that Ms. Bollinger is attending the meeting today and she anticipates everyone working together because everyone is in this together especially with the COVID situation.

**Support Staff Advisory Member:** Mr. Kenneth Bautista was not in attendance.

**Board of Trustees Community Outreach Report:**

Trustee Rose Grino mentioned that as President of the Guam Nurses Association and on behalf of GNA, they are happy and excited with GCC's cohort with the Medical Home Health Aide (Caregiver) and CNA programs and the expansion of the Allied Health programs. The GNA Board and nursing leaders in the community are available to provide any information that GCC might need regarding these programs. That from a nurse's perspective they are aware of the challenges. Trustee Grino is available to provide input.

Aug. 9, 2021: Trustees Hara and Grino attended the GCC Boot Camp Graduation for Caregivers and CNA in the MPA.

Aug. 13, 2021: Trustee Arriola attended the GCC HVAC and Engineering Technician Boot Camps Completion Ceremony in the MPA.

Aug. 14, 2021: Trustee Grino attended the Make-A-Wish Foundation gala at the Hyatt.

**VI. UNFINISHED BUSINESS**

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

**Forensic Lab/DNA Building.** This project is 69.11% complete to date. The structure is already done and the contractor is now working on the interior. This is on track to be completed as scheduled for November 2021. The furniture and equipment for the classrooms have been ordered and GPD is working on outfitting their collateral equipment at their end, which was obtained separately by GPD with federal grants. Legal counsel is currently working on the joint lease agreement for this facility.



Building 300. As last reported and to date, this project is still 85% complete. The College submitted an additional request to FEMA for consideration for loss of funds due to the project not being complete. The College met with FEMA representatives on August 19, 2021, to submit information. Additional information will be provided today for their reconsideration. Liquidated damages were filed on August 1, 2021.

Wellness Center. To date, the College is still waiting on the final design plans from the architect. Once received this project will go out for bid. The final feasibility study has been submitted to USDA for their initial cursory review.

Building B. As previously reported, \$3.6 million has been allocated for this project from the Governor's Office. Anticipate the design for this project to be 100% complete and submitted by the architect on September 15, 2021.

Building 100. This project is finally 100% complete. The fire pump and the generator were tested and passed GFD inspection on August 6, 2021, as part of the last punch list.

Workforce Development Center (Barrigada Property): This project is going through SHPO review. This is a \$1.2 million renovation project. The College anticipates being awarded a grant from EDA.

## **VII. NEW BUSINESS.**

**1. GCC Organizational Chart (updated).** The Board was presented with an updated Guam Community College Organizational Chart and a copy of the last GCC organizational chart, which was approved in 2017. There have been some changes to the operational structure reflected on the draft chart for the Board's consideration.

The first difference is the School of Career & College Success has been removed. The other changes were made to provide a better balance for the Assistant Directors. The Admissions & Registration will be under Assessment, Institutional Effectiveness & Research (AIER); the Academic Technology is removed from the Finance & Administration Division and will be placed under the School of Technology & Student Services; and the Development & Alumni Relations will be placed under Communications & Promotions.

There was a question regarding the Guam P.O.S.T. Commission as to why it is placed in the organization chart. The President informed the Board that this is due to an amendment in the public law that designates the Guam Community College as the State Agency for POST, which is under the President's Office.

## **MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE UPDATED GUAM COMMUNITY**

**COLLEGE ORGANIZATIONAL CHART. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

**2. BOT Fiscal Calendar (October 2021-September 2022).** The Board was presented with the Board of Trustees Fiscal Year Calendar. This is an annual calendar for the next academic year, Fiscal Year 2021-2022, which is subject to change. The dates included upcoming BOT monthly meetings, reporting requirements, a schedule of the continuation of policy reviews, special events and training opportunities. Any anticipated changes would be due to any additional requirements under the FY2022 Budget Act currently being reviewed by the Guam Legislature. The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES ANNUAL FISCAL CALENDAR FOR OCTOBER 2021 THROUGH SEPTEMBER 2022. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

At this time the Board Chair thanked everyone for their attendance and at 1:11 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 follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

At 1:50 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 RICHARD P. SABLAN, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

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

**MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE MEETING OF AUGUST 20, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

There being no further discussion, the meeting of August 20, 2021, adjourned at 1:51p.m.

**SUBMITTED BY:**

  
SEP 24 2021  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
SEP 24 2021  
**DEBORAH C. BELANGER**  
Secretary

**APPROVED BY:**

**FRANK P. ARRIOLA**  
Chairperson ON BEHALF OF CHAIRMAN  
**CARLO LEON GUERRERO**, SEP 24 2021  


