

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Thursday, September 3, 2015, 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 31, 2015

**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 100 and Forensic Lab
  - Building 300
  - Wellness Center
  - GCC Annex

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of July 31, 2015**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on July 31, 2015, was called to order at 12:15 p.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Swearing In and Administration of the Oath of Office for appointment of Trustee Member Eloy Hara.** Board Chairwoman Deborah Belanger swore in Mr. Eloy P. Hara, a newly appointed GCC Board of Trustees Member.

**2. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Ms. Gina Ramos; Mr. Eloy P. Hara; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory. Not in attendance: Mr. John Benito (schedule conflict); Mr. Richard P. Sablan (schedule conflict); Mr. Kenneth Bautista, Support Staff Advisory Member (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Joann Muna, Human Resources Administrator; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Attorney Matthew Kane, Legal Counsel.

**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 – June 1, 2015.**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE MEETING MINUTES OF JUNE 1, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS.**

**1.** The College received the standard notification from the ACCT that it is a member of good standing and consistently been active and have paid its membership dues.

**IV. PUBLIC DISCUSSION – None at this time.**

**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:

FY2015: Currently, the College received a total of approximately \$9.345 Million from the different funds in the budget appropriation, as follows: \$8.188 Million from the General Fund; \$260,000 from the LPN/Vocational Guidance Fund; \$377,000 from the General Fund for the apprenticeship program; \$494,000 for the MDF; \$24,000 for the TAF to support the ProStart travel. The last allotment received was on June 24, 2015. The College will continue to work with the Department of Administration on its allotment releases.

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

-Congresswoman Bordallo recently released a notification of grant award for the College to receive approximately \$1.1 Million in FEMA funding. The total grant is \$1.6 Million of which, \$500,000 is 25% for matching, which is a FEMA grant requirement. This grant is for the strengthening and hardening and renovation of Building 300. This accelerates the process of temporarily relocating culinary and maintenance, which are currently housed in this building.

The A&E design for this has been awarded and will be followed up with the architect. The renovated building will consist of classrooms to support the ProStart and Tourism & Hospitality programs.

-Due to the move of some George Washington High School students to Tiyan High, there is space now to move programs such as VisCom, Marketing, LMP and Electronics this academic year back to GW, creating space at the College. Next academic year, the next move will be the Secondary Education program.

-Due to a compliance with Guam Public Law 32-181, the College reported to the Legislature its first Post Graduate Employment Report for 2014. This report entailed tracking students to ask what degree they received; whether they are employed in the area they received their degree and their salary. The College had to submit this by June 30, 2015.

-The College recently attending its budget hearing for FY2016, which the President reported was a success. Trustee Arriola attended this and also mentioned it was a success. The budget request was for approximately \$20 Million. The College anticipates receiving the full budget request.

-The President and Dr. Ray attended a CCID conference relating to internationalization and curriculum with representatives from Japan, Korea, India and Indonesia. President Okada and Dr. Tellei from Palau Community College gave a presentation on behalf of the Pacific Postsecondary Education Council (PPEC). As a result, this presentation received many positive feedback and interests for the Pacific region. Dr. Ray and President Okada recently received requests for collaboration from Korea and Japan.

-The President and Dr. Ray recently attended and presented at an ACCJC regional conference on assessment. This received positive feedback, too, and as a result Dr. Ray will be providing technical assistance and assessment training to the College of Micronesia in the FSM and the Palau Community College regarding paraprofessionals in the health area, including SLOs and TracDat training for accreditation purposes.

-Dr. Ray explained that the Palau Community College and CNMI will be the first two colleges in

the Pacific that will have the new accreditation standards.

President Okada explained to Trustee Hara what are the ACCJC and PPEC, including the College's role in providing training for paraprofessionals in the region with grant funding.

**Other activities:**

- During the summer, other activities included the -National Summer Transportation Institute (NSTI) program, plus a robotics class, which was very popular.
- As part of promoting GCC, the College is a sponsor of the Guam Women's Masters Basketball Association relating to the wellness facility currently being planned for GCC. There will be commercials and public service announcements as part of this sponsorship. There will be a game tonight at the Father Duenas Phoenix Center with GCC Criminal Justice students participating.
- The new GCC logo will be unveiled in 2016 and launched in 2017 for GCC's 40<sup>th</sup> anniversary. The Board as well as students will be provided an opportunity to review/vote what was submitted to the logo committee.

**2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

- COPSA members have been attending leadership trainings with two more scheduled on August 4 and August 6, 2015.
- August 12, 2015, 9am and 1pm: New student orientation.
- August 17, 2015, 6pm: COPSA informed by CSI to attend Convocation on campus.

**Faculty Advisory Member:** Mr. Frederick Tupaz reported as follows:

- National Summer Transportation Institute (NSTI) programs: A total of 22 initially signed up but 20 students completed. Even with the two that dropped out, it still had a 100% completion rate for the grant.
- Pedestrian walkway project: This project is the walkway in front of the Victoria Mart and GCC Foundation exit parking lot. Students designed and developed and executed this project.

**Support Staff Advisory Member:** Not in attendance, no report submitted.

**3. Board of Trustees Community Outreach Report.**

- Trustee Arriola attended the budget hearing for FY16 for the College

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

- Building 100 and Forensic Lab Extension Loan. As last reported, the College is awaiting final approval from USDA for Building 100. A right of way document from USDA has to be executed but still working on the details with the Board of Trustees and the Foundation Board.
- Two GCC expansion projects should be going out to bid soon.

During the next meeting the construction updates for Building 300, GCC Annex, and GCC Wellness Center will be included as part of the construction updates.

## **VII. NEW BUSINESS.**

### **1. Policy Updates (325, 330 and 190).**

**-Policy 325, GUAM'S CAREER AND TECHNICAL EDUCATION SYSTEM:** This is an update of the terminology previously used and the proposal will reflect Guam's Career and Technical Education to be consistent with the Guam Code Annotated.

**-Policy 330, GUAM'S ADULT EDUCATIONAL SYSTEM:** This policy was also updated to change the terminology to reflect Career and Technical Education (CTE).

**-Policy 190:** This policy was previously updated, which also removed the administrative procedures from the policy itself. The procedures are a stand alone document and are now separated from the policy.

**Travel Procedures:** The updated Travel Procedures was revised and updated as of April 30, 2015. This updated version has been reviewed by the Resource Planning & Facilities Committee and the College Governing Council through the participatory governance process. Ms. Carmen Santos signed as the Chair; Mr. Anthony Roberto as the Co-chair; and Ms. Toni Chamberlain also as the Co-Chair. The recommended updated version was then forwarded to the President.

The Board was informed that with the updated procedure, the Federal GSA per diem rate has been adopted for lodging and meals. Actual hotel per diem was also adopted. These updated procedures will be in place beginning Academic Year 2015-2016 and also posted on the Board of Trustees website.

## **MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE UPDATED GCC BOARD OF TRUSTEES (BOT) POLICY 325 AND POLICY 330, WITH RECOGNITION OF THE UPDATED ADMINISTRATIVE PROCEDURES FOR THE BOT TRAVEL POLICY 190, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

### **2. President's Travel Request (August-October 2015)**

**-2015 National Meeting for Adult Education State Directors, August 25-28, 2015, Alexandria, Virginia, sponsored by the United States Department of Education.**

- iCount Symposium, September 14-17, 2015 in Washington, D.C., sponsored by the White House Initiative on AAPIs.
- President's Advisory Commission, September 21-25, 2015, in Honolulu, sponsored by the White House Initiative on AAPIs, 100% funded by the White House.
- WestCare Foundation Meeting, September 26, 2015, Las Vegas, NV, sponsored and funded by the WestCare Foundation.
- Future of CTE Summit, October 6-8, 2015, in Orlando, Florida, sponsored by the NASDCTE.

Trustee Arriola mentioned the ACCT Leadership Congress conference in San Diego, California on October 14-17, 2015. Part of the discussion during this conference is the free community college tuition for everyone for two years. The February 2015 ACCT trip is not recommended due to weather conditions during that time. Trustees Belanger, Arriola, Hara and Anderson were interested in attending. The travel request will include this travel.

#### **MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR AUGUST 2015 THROUGH OCTOBER 2015, AND AS AMENDED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At approximately 12:50 p.m., the meeting went into Executive Session.

#### **VIII. EXECUTIVE SESSION**

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

At 1:30 p.m., the meeting reconvened to open session.

At this time, the Board made the following motion:

#### **MOTION**

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

At this time, Chairwoman Belanger extended the following:

1. Welcome to the newest BOT member, Mr. Eloy Hara. A GCC Board of Trustee new membership packet will be provided to Mr. Hara to include the CD regarding the educational training requirement and Board of Trustees policies that govern the BOT.

2. Kudos to the College for the completion of the Department of Transportation grant.
3. Kudos to the College on a successful budget hearing for FY2016.
4. Congratulations to President Mary A.Y. Okada on her contract amendment.


**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**


**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELOY HARA, THAT THE MEETING OF JULY 31, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of July 31, 2015, adjourned at approximately 1:35 p.m.

**SUBMITTED BY:**

 **SEP 03 2015**  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**SEP 03 2015**  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

 **SEP 03 2015**  
**DEBORAH C. BELANGER**  
Chairperson

**PRESIDENT'S TRAVEL SCHEDULE**  
November-December 2015

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
Supporting Student Success at Minority Serving Community Colleges Conference and PPEC Fall Meeting	November 16-18, 2015	Washington, DC	U.S. Department of Office of Career, Technical, and Adult Education/ Post Secondary Education Council (PPEC)
15 <sup>th</sup> Annual APAFS Board meeting & Pacific Region Investment Conference	December 2-4, 2015	Manila, Philippines	Asia Pacific Association for Fiduciary Studies

*Funding Source in order of travel: 50% PPEC Grant Funds; 100% Promo Fund*