

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Thursday, September 4, 2014, 12:00 p.m.**  
**President’s Conference Room, Building 2000**

**AGENDA**

**I. CALL TO ORDER**

1. Swearing In and Administration of the Oath of Office of appointment of Ms. Maria S. Connelley
2. Roll Call
3. 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, 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.     BOT Policy 110 – Board Policy Development & Review
2.     High School Equivalency Diploma – Updated

**VIII.          EXECUTIVE SESSION**

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

**IX.            ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**

**OATH OF OFFICE**

*I, **MARIA S. CONNELLEY**, do solemnly swear in the presence of almighty God that I will well and faithfully support the Constitution of the United States, the laws of the United States applicable to Guam, and the laws of Guam, and that I will conscientiously and impartially discharge my duties as:*

**MEMBER, BOARD OF TRUSTEES**  
**Guam Community College**

*Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,  
Executed at Mangilao-Guam Community College on September 4, 2014.*



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Member (Signature)

*The Oath of Office was administered by the Chairperson, Board of Trustees.*



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Chairperson, Board of Trustees (Signature)

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of August 22, 2014**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees on August 22, 2014, was called to order at 12:04 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. Richard P. Sablan; Ms. Gina Ramos; Ms. Elmarie Anderson, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Mr. John Benito (off-island); Mr. Frank P. Arriola (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. Doris Perez, Assistant Director, Planning & Development.

**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 24, 2014.**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF JULY 24, 2014, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS -** There was none.

**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 August 22, 2014, the College received approximately \$10,200,000 from the General Fund; \$600,000 from the LPN/Vocational Guidance Fund; \$916,000 received from MDF; \$24,000 received from TAF and approximately \$400,000 from the TAF supplemental; \$90,000 for the Capital Improvement Fund; \$129,000 for the Competitive Wage Act funding for a total of \$12.4 Million. Based on the total appropriations for the fiscal year, this constitutes approximately 77% of all funds received to date.

FY2015 Budget is still being considered by the Guam Legislature. This includes the remaining funding for the complete implementation of the competitive wage.

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

- Finalized scope of work for directional signs for on campus for each building.
- Walkway solar powered lights were installed by the Learning Resource Center.
- The President is currently reviewing the FY2015 CIP projects.
- GCC maintenance crew is now certified by EPA to conduct preventative maintenance on GCC's water system for safe water measures.
- Issues with Building 200 construction relating to the transformer, which will be resolved.
- Parking lot stall painting in front of Building 200 is complete.
- The President will provide a status report at the next meeting concerning FY2014 CIP projects.
- There was a good turnout at the August 11, 2014 Convocation by faculty, administrators and staff.
- To date the following have completed their ACCJC Basics online course: 100% administrators, 99% for staff due to one employee on extended sick leave, faculty is improving and so are BOT members. The GCC midterm report to ACCJC is due March 2015 but the deadline to complete this course is December 2014.
- At this time, the BOT Chair asked for a completion status of the ACCJC online course at each BOT meeting.
- November 21, 2014, there will be a professional development for all employees and encouraging the BOT members to attend.
- The GCC Physical Master Plan needs updating and the College will be seeking board approval to review and update said plan.
- Have met with Core Tech representatives and asked GCC to provide service learning with its senior care housing project once it is completed.

## **2. Monthly Activities Report**

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

August 6, 2014: New Student Orientation and campus tour with 311 students signed in.

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September 5, 2014: Student Organization Officer & Advisor Induction Ceremony and Health Certificate Workshop, plus first COPSA General Membership meeting.

September 18, 2014: Fall Festival, 4-8pm at the Student Center Courtyard. Members were encouraged to attend.

**Faculty Advisory Member:** Trustee Frederick Tupaz reported as follows:

-August 8, 2014: All faculty reported back to work.

-Few issues with student registration and working with administration and Dr. Ray to resolve these.

-Upcoming activities with Criminal Justice, Project Aim, Supervision & Management and other programs:

-Senatorial and Gubernatorial forums-hosted in conjunction with Criminal Justice and Social Science classes. Some students will be volunteer registrars.

-November 8, 2014, John K. Lee 5K Run-currently working with First Hawaiian Bank.

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

-New academic year has begun with few issues.

-Attended Convocation August 11, 2014 at the MPA.

-Invited members to attend the Labor Day picnic on August 31, 2014 at Ypao.

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

August 11, 2014, Convocation at MPA: Attended by Trustee Ramos.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

-Building 200 (Renovation). The President reported that to date this construction is 85.77% complete.

-Building 100 and Forensic Lab Extension Loan. Latest update by USDA is final review of the loan packet will be sometime during this week.

**2. Western Interstate Commission for Higher Education (WICHE).** This relates to Guam Legislature Resolution No. 234-32 (COR) and as last reported this has been tabled for the November 2014 BOT meeting.

**VII. NEW BUSINESS.**

1. Resolution (Physical Master Plan – Update). The Board was presented with this resolution for consideration. The President explained that the last updated Physical Master Plan was for 2011-2015 and that College needs to update it for 2016-2020. The College is requesting for Board approval to transfer funds not to exceed \$55,000 from the Non - Appropriated Fund balance to the Capital Projects Funds to fund this update.

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE BOARD ADOPT THE RESOLUTION, “PHYSICAL MASTER PLAN – UPDATE,” WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

2. Resolution (Irrevocable Gift to GCC Foundation). The Board was presented with this resolution for consideration. This resolution will allow the BOT to transfer \$450,534.06 from the Non-Appropriated fund balance to the Capital Projects Fund. This will be “an irrevocable gift” to the Foundation to liquidate its outstanding receivable to allow for the offset of capital projects. The financial statement and analysis of the fund balance will be made a part of this resolution.

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD ADOPT THE RESOLUTION, “IRREVOCABLE GIFT TO GCC FOUNDATION,” WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

3. The following is the President’s travel request for October 2014:  
-13<sup>th</sup> Annual Native Hawaiian Convention, September 29-October 2, 2014, Honolulu, Hawaii sponsored by the Council for Native Hawaiian Advancement/WHIAPPI.  
-President’s Advisory Commission on Asian American & Pacific Islanders, October 6-8, 2014, in Hartford, CT, sponsored by WHIAPPI.

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE PRESIDENT’S TRAVEL**

**REQUEST FOR OCTOBER 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, President Okada mentioned to the board that there is a PPEC boardmanship training on September 26-27, 2014, at the community college in Honolulu, Hawaii, plus an ACCT Leadership Congress conference October 22-25, 2014 in Chicago, Illinois. New board members are encouraged to attend as part of their professional development.

#### **MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE BOARD OF TRUSTEES APPROVE TRAVEL TO ATTEND A PPEC BOARDMANSHIP TRAINING SEPTEMBER 26-27, 2014 IN HAWAII, AND AN ACCT LEADERSHIP CONGRESS CONFERENCE OCTOBER 22-25, 2014 IN CHICAGO, ILLINOIS. 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 1:20 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 RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, Chairwoman Belanger welcomed everyone back to another academic year.

#### **IX. ADJOURNMENT**



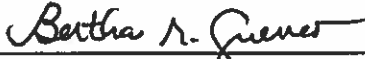
At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**


**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE MEETING OF AUGUST 22, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of August 22, 2014, adjourned at approximately 1:15 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**

**BOARD POLICY DEVELOPMENT AND REVIEW**

**WHEREAS**, the Board of Trustees is vested with the powers to adopt policies and regulations necessary to the sound operation of the College; and

**WHEREAS**, the sound operation of the College requires that policies and regulations be current and relevant.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees will develop broad institutional policies to encourage and maintain good educational practices throughout the institution; and

**BE IT FURTHER RESOLVED**, that members of the Board of Trustees may submit proposals for policy development or revision to the Chairperson. Proposals originating elsewhere shall be routed to the President for review and recommendation to the Board; and

**BE IT FURTHER RESOLVED**, that any policy change or amendment to existing policy shall have a first reading at one meeting and be voted upon at a subsequent meeting; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees will conduct a periodic review of policies and regulations to maintain currency on a two (2) year basis.

**Amended & Adopted: September 5, 2008  
Resolution 14-2008**

**Adopted: July 20, 1994  
Resolution 50-94**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**

**BOARD POLICY DEVELOPMENT AND REVIEW**

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**WHEREAS**, the sound operation of the College requires that policies ~~and regulations~~ be current and relevant.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees will develop broad institutional policies to encourage and maintain good educational practices throughout the institution; and

**BE IT FURTHER RESOLVED**, that members of the Board of Trustees may submit proposals for policy development or revision to the Chairperson. Proposals originating elsewhere shall be routed to the President for review and recommendation to the Board; and

**BE IT FURTHER RESOLVED**, that any new policy change or amendment to existing policy shall have a first reading at one meeting and be voted upon at a subsequent meeting; and policy changes or amendments to existing policy shall go through the policy review process prior to board approval.

**BE IT FURTHER RESOLVED**, that the Board of Trustees will conduct a ~~periodic~~ review of policies and ~~regulations to maintain currency on a two (2)-year basis~~ regular basis as deemed necessary and appropriate.

Amended & Adopted: \_\_\_\_\_, 2014

Resolution No: \_\_\_\_\_-2014

**Amended & Adopted: September 5, 2008**  
**Resolution 14-2008**

**Adopted: July 20, 1994**  
**Resolution 50-94**

**Guam Community College  
Board of Trustees  
Resolution 43-2014**

**High School Equivalency Diploma - Updated**

**WHEREAS**, pursuant to Title 17 of the Guam Code Annotated, Division 4, Chapter 30, of the Community College Act of 1977, and as amended by Public Law 31-99, Guam Community College is Guam's State Agency having the sole responsibility to provide adult education programs; and

**WHEREAS**, Guam Community College recognizes that over 18,000 individuals age 18 years and over do not have a high school diploma or its recognized equivalency; and

**WHEREAS**, Guam Community College provides adult learners, at least 16 years old without a high school diploma, the opportunity to obtain a high school equivalency diploma so as to become self-sufficient and to pursue their educational and job training goal by attending postsecondary, continuing education, or the apprenticeship program; and

**WHEREAS**, Guam Community College is Guam's primary testing center to administer high school equivalency tests; and

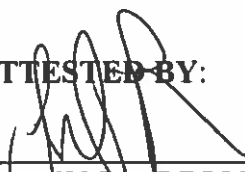
**WHEREAS**, Guam Community College will provide adult learners with options to obtain a high school equivalency diploma; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees shall authorize the President to seek options for the 18,000 adult learners to obtain a high school equivalency diploma; and

**BE IT FURTHER RESOLVED**, that Guam Community College will institutionalize and make available these options for adult learners seeking a high school equivalency diploma.

**ADOPTED** the 4th day of September 2014.

  
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**DEBORAH C. BELANGER**  
Chairperson

**ATTESTED BY:**  
  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Secretary