

**GUAM COMMUNITY COLLEGE  
Board of Trustees  
Monthly Meeting of September 9, 2022**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held September 9, 2022, was called to order at 12:09 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:** Mr. Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Rose P. Grino, Secretary; Mr. Eloy P. Hara; and Mr. Kenly Magwili, Student Trustee. Richard P. Sablan, Treasurer (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. Virginia C. Tudela, Vice President, Academic Affairs Division; Ms. Pilar Williams, Dean, TPS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Apolline San Nicolas, Chief Human Resources Officer; Ms. Simone Bollinger, Faculty Advisory Member; Ms. Mariesha Cruz-San Nicolas, Associate Dean, TPS; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Attorney Rebecca Wrightson.

**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 – August 12, 2022.**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVES THE MEETING MINUTES OF August 12, 2022, 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:

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FY2022: As of September 9, 2022, the College received a total of approximately \$18,361,035.00, as follows: \$14,238,744.00 for the General Fund; \$78,500.00 for establishment of the scholarship office under Financial Aid; \$3,597,440.00 for MDF; \$65,189.00 for the POST Commission; \$200,400.00 for the Capital Improvement Fund for the repayment for the USDA loan; and \$180,762.00 for the First-Generation Trust Fund Initiative. This equates to 91% of the amount requested per the allotment schedule.

**Capital Improvement Projects and other activities:** The following is a report from the President.

The refurbishment of the 30,000 water tank is 100% complete; a replacement of a 10 ton air conditioning unit was installed in Building 1000 with another 10 ton unit still pending; the emergency generator for Building 2000 is 30% complete, which was funded through the Higher Education Emergency Relief Fund (HEERF); Facilities and Maintenance is continuing with the underground water leak detection beginning with this weekend.

Other activities:

Trustee Grino, Dean Pilar and the President met with Governor Lou Leon Guerrero regarding assistance with GBNE for the GCC CNA students to ensure they complete their certification. Because there was a delay in testing, the students are at risk, if they do not complete their CNA licensure once the pandemic is over. As a result of this meeting, testing dates have been provided so students are able to take the exam.

The CNA and Childcare Bootcamps have been completed and many of the students have gained successful employment; Dr. Michael Chan and his team are working with the Port Authority for a data cable installation training; the College received a request from the CNMI regarding programs under NMTI and visited the campus especially for programs in automotive, culinary and cosmetology something they want to offer in CNMI; GCC employees were provided with a refresher training in procurement for individuals responsible for procuring goods and services for various departments at the College; the GCC College Fair on August 7, 2022, as mentioned during the last meeting was a success and the preliminary numbers for enrollment for this semester has exceeded the enrollment for last Fall, as numbers for last Fall was at 1,692; the FY2023 budget was passed by the 36th Guam Legislature pending the Governor's approval, which indicates an increase for GCC under the Manpower Development Fund; through the support of GRMC's qualifying certificate, GEDA has provided an additional \$100,000.00 to support the allied health programs which was received after the College submitted an application; the College will also be submitting an additional application to GEDA to support students that have completed an LPN program and to also receive an Associate's Degree in Nursing; during a recent new employee orientation, Cybersecurity Awareness was one of the topics presented; Chairman Arriola and Vice Chairman are assisting the College with the offer for a potential property purchase, which will provide program expansion for the College and will be obtaining an appraisal of the property; the College hired a new Instructional Designer to begin in October 2022 that will help expand

the Distance Education program; 3 additional electric vehicle charging stations were installed on campus in August 2022 and the College will be receiving 2 more electric vehicles at the end of September 2022.

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

**Student Trustee:** Trustee Kenly Magwili reported the following:

8/15/2022: Attended the Fall 2022 Student Orientation with two sessions, 9:00 a.m. and 12:00 p.m. in the MPA. A total of 148 students attended.

8/16/2022: Attended the CNA & Childcare Boot Camp Completion ceremony in the MPA. 16 completed the Childcare and 19 completed the CNA and it was also the 2020 Practical Nursing Cohort recognition with 19 completing the course and are now all officially licensed.

8/29/2022: Attended the Ship Repair Boot Camp VI Completion Ceremony in the MPA and there were 17 completers.

9/9/2022: Attended the new student organization officer and advisor induction ceremony at 12:00 p.m. today.

9/9/2022: The first COPSA general membership meeting will be at 2:00 p.m. today.

The registration for the “Need to Lead” Conference to be held on September 30, 2022, is now open and has been posted on the Center for Student Involvement (CSI) website, MyGCC and in various social media platforms.

Trustee Magwili also provided the Board with copies of the CSI calendar for Fall 2022 consisting of student general membership meetings, trainings, holidays and other events.

### **Faculty Advisory Member:**

Ms. Simone Bollinger reported the following:

The new semester began and Convocation was held at the beginning of the semester.

The campus feels much more as it did before the pandemic.

The flu has been going around and some medical issues prevent her students to meet face to face but after the pandemic are better equipped to deal with this and have allowed students to attend via Google Meet, which is working out.

Attended the Active Threat training this morning, September 9, 2022, conducted by the Guam Airport Police.

Spring schedule is due to the Registrar by September 30, 2022 and departments are actively working on preparing for this.

The “Cardboard Challenge” is anticipated to be held in October 2022 by the Education department in the MPA. This event involves students making different types of games out of cardboards and children will be invited for hands-on fun activities.

**Staff Advisory Member:** Mr. Kenneth Bautista was not in attendance for today’s meeting.

### **Board of Trustees Community Outreach Report:**

7/28/2022: Trustee Hara attended the Building B groundbreaking ceremony on campus.

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8/15/2022: Trustee Magwili attended the Fall 2022 Student Orientation with two sessions, 9:00 a.m. and 12:00 p.m., held in the MPA. A total of 148 students attended.

8/15/2022: Trustee Leon Guerrero attended Convocation held in the MPA and also provided the Welcoming Remarks on behalf of the Board. At this time Trustee Leon Guerrero congratulated the GCC Team for the 2nd place award for the Labor Day picnic decorating contest, which he was able to see pictures of online.

8/16/2022: Trustee Magwili attended the CNA & Childcare Boot Camp Completion ceremony in the MPA.

8/24/2022: Trustees Leon Guerrero, Hara and Magwili attended the Student Center Canopy groundbreaking ceremony on campus.

8/29/2022: Trustees Hara and Magwili attended the Ship Repair Boot Camp VI Completion Ceremony in the MPA.

8/30/2022: Trustee Sablan attended the Board of Trustees policy review for Policies 340, 345 and 350; and Series 400.

9/4/2022, Sunday: Trustee Hara attended the Labor Day picnic at Ypao and mentioned it was a huge event and was a success.

9/9/2022: Trustee Magwili attended the new student organization officer and advisor induction ceremony at 12:00 p.m. today.

Trustee Grino reported that the College is part of the alliance to end TB on Guam and that Ms. Dorothy “Dee” Duenas from GCC presented during this conference in August 2022 along with a Dept. of Public Health & Social Services nurse regarding testing and evaluation. GCC students also attended, which is a good opportunity for LPN students who are interested in community health nursing. Trustee Grino further reported that this public private partnership and with GCC’s involvement will continue in moving forward with these initiatives.

**VI. UNFINISHED BUSINESS**

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

Forensic Lab/DNA Building.

To date, this project remains at 99.39% complete. The contractor is still working on the installation of fire alarm devices; testing and balancing and with additional smoke detectors and fire alarm devices. Anticipate this facility to be completed soon, however, there is a different timeline for the generator, which is expected to arrive October 3, 2022.

The President confirmed that the generator is for the building. The Chairman explained that a conditional occupancy could be allowed if needed but would have to ensure certain things are in place such as a fire watch with security or maybe a backup water tank truck. The Chairman informed the President that if there are further delays with the occupancy, to let him know whether he can be of assistance.

Building 300.

This project completion rate is at 98.10% and anticipate will be done soon. Have completed the fire alarm system and working with G4S to finalize; and is now pending the wet tapping for the water supply.

Wellness Center.

A resolution will be submitted regarding this project authorizing the College to enter into an agreement with the Foundation for a USDA loan of up to \$7 million for the GCC Wellness & Maintenance Center. A pre-application has been submitted to USDA due to some recent changes in the requirements. This is on today's agenda for the Board's consideration.

Building B.

As previously reported the groundbreaking was held July 28, 2022, at 10:00 a.m. onsite. This project is now 4.32% complete. This project is pending the Dept. of Public Works to release the permits and the mobilization of construction materials and equipment are ongoing.

Workforce Development Center (Barrigada property).

Funding for this project will be with the U.S. Economic Development Authority (EDA). The College is in continued communication with EDA regarding the College to submit a series of documents required to obtain prior approval before the bid is issued. Documents pending are the Certificate of Title from Land Management; the appraisal; and bid specifications by Materials Management for EDA's approval. Meeting with EDA Engineers are held on a bi-weekly basis.

**VII. NEW BUSINESS.**

**1. GCC Maintenance & Wellness Center.** The Board was presented with a resolution for consideration regarding this project, namely, "Request to Enter into a Loan for the Construction of the Guam Community College Wellness & Maintenance Center." The President explained that this resolution authorizes the College to enter into a formal application for a loan with USDA to support the GCC Wellness & Maintenance Center. The construction is based on an estimate of a little over \$9 million. The loan request will be with the GCC Foundation Board for \$7 million with a lease/leaseback agreement with the College with a rate of 3.5% per year. This loan is similar with the funding for Building 200, which has since been paid. A resolution will also be presented to the GCC Foundation Board. After consideration, the Board made a motion, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVE THE RESOLUTION, "REQUEST TO ENTER INTO A LOAN FOR THE CONSTRUCTION OF THE GUAM COMMUNITY COLLEGE WELLNESS & MAINTENANCE CENTER." NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

2. **BOT Policy Updates (Policies 340, 345 & 350; and Series 400).** The President informed the Board that a Board of Trustees policy review was held on August 30, 2022 in which Trustee Sablan also attended. Those reviewed were the Board of Trustees Policies 340, 345, 350; and the whole Series of Policies 400. As part of the accreditation requirement, board policy reviews are required for updates and should be noted on the resolution that although there were no changes, that it was reviewed. The recommended updates with track changes and finalized versions were presented to the Board. After consideration, a motion was made, as follow:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD OF TRUSTEES POLICIES ARE HEREBY APPROVED, AS FOLLOWS: POLICY 340, “DISTANCE EDUCATION”; “GUAM COMMUNITY COLLEGE GUIDELINES TO DISTANCE EDUCATION POLICY 340”; POLICY 345, “CREDIT HOUR POLICY”; POLICY 350, “PRIOR LEARNING ASSESSMENT”; POLICY 410, “STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL”; POLICY 420, “RECRUITMENT ABOVE THE MINIMUM STEP”; POLICY 425, “PAY ADJUSTMENT ON PROMOTION OR DEMOTIONS”; POLICY 430, “VOLUNTEER POLICY, FOR INSTRUCTIONAL/NON-INSTRUCTIONAL SERVICES”; POLICY 440, “APPEALS TO THE CIVIL SERVICE COMMISSION”; POLICY 460, “ACADEMIC FREEDOM”; POLICY 470, “CODE OF ETHICS”; POLICY 475, “GCC’S MERIT BONUS POLICY”; AND THAT POLICY 415, “APPEAL HEARINGS” IS HEREBY DELETED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 12:40 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 to reconvene into open session:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 12:58 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 ROSE GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

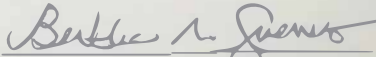
**IX. ADJOURNMENT.** A motion was made to adjourn the meeting, as follows:

**MOTION**

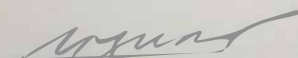
**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF SEPTEMBER 9, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussion, the meeting of September 9, 2022, adjourned at 1:02 p.m.

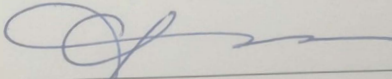
**SUBMITTED BY:**

  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**ROSE P. GRINO**  
Secretary

**APPROVED BY:**

  
**FRANK P. ARRIOLA**  
Chairperson  
*for*