

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of November 4, 2009

Minutes

The monthly meeting of November 4, 2009 was called to order at 6:15 p.m., by Acting Chairperson Maria Dilanco Garcia. The meeting was held in the President's Conference Room located at the Student Services & Administration Building.

I. CALL TO ORDER

1. Roll Call

Trustees Present: Ms. Maria Dilanco Garcia, Ms. Deborah C. Belanger, Mr. Eduardo R. Ilaio, Mr. Frank P. Arriola, Mr. Mark A. Concepcion.

Not in attendance: Ms. Gina Y. Ramos (Off Island).

Others in attendance: Dr. Mary A.Y. Okada, President, Mr. Kenneth Bautista, Support Staff Advisory Member, Attorney Rawlen Mantanona, Legal Counsel, Dr. Ray Somera, Vice President, Academic Affairs Division, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Dr. Michelle Santos, Dean, School of Technology & Student Services, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Jayne Flores, Assistant Director, Communications & Promotions.

Not in attendance: Mr. Barry Mead, Faculty Advisory Member (Off Island)

2. Recital of Mission Statement

Board members recited the Mission Statement: The mission of the Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

II. APPROVAL OF MINUTES

1. October 7, 2009 Meeting

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE MARK A. CONCEPCION, THAT THE BOARD APPROVES THE MINUTES OF OCTOBER 7, 2009 MEETING, SUBJECT TO CORRECTIONS. MOTION CARRIES.
(Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS - None.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

1. President's Report: President Okada reported on the following:

--With regard to GCC's fiscal year 2009 closeout, the college is pending 1% of its appropriation to be released from the Department of Administration. President Okada explained that the 1% relates to the Manpower Development Fund. Through the U.S. Department of Interior, the Operations & Maintenance Improvement Program (OMIP) provided the college \$400,000 for construction tools and equipment. Therefore, as soon as the college spends all the grant money provided, the 1% and 25% matching money will be released to the college at the same time.

--With regard to Fiscal Year 2010, of the \$1.1 million requested for the month of October, the college to date has received \$588,000.

--With regard to the approved travel in December 2009 to attend the OVAE meeting in Washington, DC, President Okada apprized the Board of her decision to cancel her trip because of the following scheduled events to be held on island: November 4-6, 2009 (Forensic Science Symposium), November 12-13, 2009 (ACCJC Training), November 14, 2009 (Education Summit), November 19, 2009 (Public Administration Conference), November 30, 2009 (Workforce Investment Summit), and December 1-4, 2009 (Micronesia Chief Executives Summit). She did note however that GCC's Assistant Director of Planning & Development, Ms. Doris Perez, is still scheduled to attend the OVAE meeting.

--Delegate Bordallo is scheduled to be on island mid-December 2009. In coordination with Delegate Bordallo's office, a tour of GCC's new Allied Health Center is scheduled for 10:00am Saturday, December 12, 2009, followed by lunch. Board members invited and encouraged to attend.

--GCC still waiting for the approval of ARRA funding.

--GCC is moving forward with the temporary parking area that is to be located just outside the library retaining wall/fence along BPM Road, and the small piece of GCC property immediately across the campus along BPM

--Ongoing dialogue with the island's Kosrean community seeking GCC's support for students coming to Guam to participate in the military buildup employment opportunities. The Kosrean community is coordinating an event similar to a job fair scheduled to take place in March 2010. GCC will be participating at this event.

--GCC's Continuing Education office is currently working and assisting the One Stop Office in streamlining the Workforce Investment Act (WIA) application process to get students interested in applying.

--GCC's recruitment video is expected to be ready in time for the Spring 2010 semester. Jayne Flores

and Wes Gima aggressively working on getting this project done and ready to go.

–GCC’s Joint Strategic Planning Committee meeting, which includes the Faculty Senate leadership, is scheduled to be held this Friday, November 6, 2009. Discussions to center on the parameters for institutional priorities related to the Fiscal Year 2011 budget submission.

–GCC received a donation of lubricants from Tat Petroleum, under Tan Holdings, to support GCC’s automotive program/shops.

–Through GCC’s Office of Development & Alumni Relations, Guam Super Cookbooks are on sale for \$15.00 each. For every cookbook sold, GCC Foundation will receive \$5.00.

–Chinese Chamber of Commerce Members, Mr. Alfred Lam and Mr. George Lai, offered to make a donation to the college. Ms. Lolita Reyes will meet and present to the Chinese Chamber of Commerce the various programs GCC has to offer.

–In preparation for the upcoming visit by the Accrediting Commission within the next five semesters, various training, coordinated out of the Academic Vice President’s office, is being provided to members of the college community.

–At the invitation of DoDEA, three college representatives were afforded the opportunity to attend various professional development activities sponsored by DoDEA.

–GCC is still working on its Career Pathway System regarding secondary programs into postsecondary programs.

2. Monthly Activities Report

Student Trustee: Trustee Concepcion reported on the following:

- A good turn out of students attended the October 20 & 21, 2009 “Meet the President” held in the Multipurpose Auditorium.
- COPSA will be conducting its 3rd island tour on November 6, 2009 for students. The tour, to name a few, includes visits to Two Lovers Point and the Department of Revenue & Taxation’s Motor Vehicle, I.D. and Passport sections.
- COPSA’s last general meeting will be held on November 13, 2009.

Faculty Advisory Member: No report. Mr. Barry Mead is currently off island.

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

- As a member of DOA’s Salary Compensation Committee, the committee has completed its review of the Hay Study has been completed. The final document, with the committee’s recommendations, is due to the Guam Legislature November-December 2009.

3. Board of Trustees Community Outreach Report

Trustee Ilaio shared that as a member of the Red Cross Board, the Annual Red Ball recently held generated \$220,000 plus. Additionally, he was asked by the Ayuda Foundation to chair a Golf Tournament on November 14, 2009. The proceeds of the event to be donated to the victims of the recent floods in the Philippines. Sponsorship and golf players are being sought for this event.

Trustee Belanger added that both she and President Okada recently attended the WIA Board meeting. One of the issues discussed at the meeting is to start the development of a template for the Workforce Development State Plan update(s). President Okada noted that this may potentially be under the Guam Workforce Investment Board (GWIB) Planning Committee. She explained that because of all the different plans currently being developed, there is no overarching plan to tie everything together, e.g., the Education Summit, the Workforce Development Summit, the Economic Summit. She emphasized that if all these different summits and plans do not feed into a bigger Master Plan, then Guam has failed. At the moment, all the summits mentioned are currently on a "stand alone" basis.

VI. UNFINISHED BUSINESS

1. Construction Project Updates

Allied Health Center - President Okada reported that the college has the occupancy permit for the Allied Health Center. Last Saturday, a walk through of the center was held with several board members in attendance. During the walk through, Trustee Ilaio made some recommendations relative to the fire suppression located in the electrical room, and on the issue of radon mitigation. President Okada noted the possibility of having GCC students conduct radon testing on the entire campus as part of their course.

With regard to the Ribbon Cutting Ceremony, President Okada confirmed the date of December 16, 2009, 10:00am. Assistant Secretary of Insular Affairs, Mr. Tony Babauta will be on island for this special event.

Student Center - President Okada noted that both she and Vice President of Finance Carmen Santos are currently putting together a proposal for the Foundation Board of Governors to consider "bridge financing" for the Student Center until ARRA funds are received. This is to expedite the bid process for the Student Center project. At the last Foundation Board of Governors meeting, members recommended that the president present to them a proposal. As soon as the proposal is completed, a special meeting may be called by the Foundation Board to address the matter.

Learning Resources Center - President Okada happily reported that the Ground Breaking ceremony for the Learning Resources Center was held last week and was a huge success. A very good number of island community leaders as well as GCC students, faculty, staff, and administrators attended the event.

2. Proposed Land Use Permit License Agreement between the Guam Community College and the Guam Community College Foundation

President Okada noted that at the last Foundation Board of Governors meeting held October 28, 2009, the Board approved the proposed Land Use Permit License Agreement, with some recommendations to be incorporated. All changes made by the Foundation Board have been incorporated and is now before the Board of Trustees this evening. Changes incorporated are reflected in sections 1.4 and 2.4.

After brief discussion for additional clarification, the following action was taken:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES THE LAND USE PERMIT LICENSE AGREEMENT BETWEEN THE GUAM COMMUNITY COLLEGE AND THE GUAM COMMUNITY COLLEGE FOUNDATION AS PRESENTED. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

3. Board Representative for GCC BOT/GFT Faculty Contract Negotiations (tabled at the September 3, 2009 meeting)

President Okada recommended that this item remain tabled until an appointment has been made to replace Trustee Sablan. Board members concurred that this issue remains tabled.

President Okada noted that upon speaking to Ms. Joyce Crisostomo from CarsPlus, Ms. Crisostomo expressed interest in becoming a board member for GCC. The Governor is ready to officially appoint Ms. Crisostomo, however, at the Governor's request President Okada to reconfirm Ms. Crisostomo's interest.

VII. NEW BUSINESS

1. Update to Board Policies 208 and 209: Authorized Signatories for Bank Transactions and Wire Transfers

President Okada explained that with the recent retirement of the Administrative Services Vice President, Policies 208 and 209 need to be updated for bank transactions and wire transfers. Upon Board approval, a copy of each policy will be furnished to all banks holding GCC accounts.

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE UPDATES MADE TO BOARD POLICY 208 ENTITLED “AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS” AND TO BOARD POLICY 209 ENTITLED “AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS (WIRE PAYMENT TRANSACTIONS). MOTION CARRIES. (Voting: 5 ayes, 0 nays) (A copy of Board Policy 208 & 209 attached.)

2. Proposed Board Policy 197: The Guam Community College Online Policy and Procedures (1st Reading)

President Okada presented to the Board, at first reading, the proposed Board Policy statement relative to GCC’s Online Policy and Procedures regarding the use of internet for employees and students. The proposed Procedures, upon board approval, is subject to be updated as needed. She noted that the proposed Online Policy and Procedures have gone through the college’s governance processes, via the College’s Technology Committee, the Faculty Senate, and the College’s Governing Council. Additionally, the proposed policy was adapted by the College Technology Committee of Guam Community College from Lane Community College Online Procedures and Policies. What is requested this evening is Board approval to move the proposed policy to second reading.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD MOVE PROPOSED BOARD POLICY 197 ENTITLED “THE GUAM COMMUNITY COLLEGE ONLINE POLICY AND PROCEDURES” TO SECOND READING. MOTION CARRIES. (Voting: 5 ayes, 0 nays).

At 7:00 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 7:20 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE MARK A. CONCEPCION, THAT THE BOARD APPROVES THE PRESIDENT’S TRAVEL TO

ATTEND OHWA CHRISTIAN VOCATIONAL HIGH SCHOOL GRADUATION CEREMONY ON DECEMBER 12-15, 2009 AS THE COMMENCEMENT SPEAKER. MOTION CARRIES. (Voting: 5 ayes, 0 nays).

MOTION


IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

On behalf of the Board of Trustees, Acting Chair Garcia extended appreciation to:

- Tat Petroleum Guam for their donation of \$613 worth of lubricants to support GCC's automotive program/shops.
- Mr. John Armstrong for allowing his class to participate at the Learning Resources Center ground breaking ceremony recently held and also for providing support to the Guam Homeless.
- GCC's Management and staff for a successful ground breaking ceremony of the Learning Resources Center, and continued and successful marketing and recruitment campaigns.

IX. ADJOURNMENT - There being no further discussions, the meeting of November 4, 2009 adjourned at 7:30 p.m.

SUBMITTED BY:



LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:



MARK A. CONCEPCION
Secretary

APPROVED BY:



MARIA DILANCO GARCIA
Acting Chairperson

Attachments:

1. Board Policy 208: Authorized Signatories for Bank Transactions
2. Board Policy 209: Authorized Signatories for Bank Transactions (Wire Transfers)

**GUAM COMMUNITY COLLEGE
Board of Trustees**

AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS

WHEREAS, the Board of Trustees approves resolutions to establish new bank accounts or effectuate changes to existing bank accounts; and

WHEREAS, the College has the following bank accounts

First Hawaiian Bank

-General Fund Checking

-Payroll Fund Checking

-Federal Funds Checking

-Maximizer Savings Account

-Time Certificate of Deposits

-Marketing Laboratory at:

George Washington High School Checking

Simon Sanchez High School Checking

Southern High School Checking

John F. Kennedy High School Checking

Okkodo High School Checking

Bank of Guam

-Capital Project Funds Checking Account

-Time Certificate of Deposits

-Payroll Checking Account

Bank of Hawaii

-Student Activity Fund Checking Account

WHEREAS, banks require that the Board Treasurer/Secretary approve the authorized signatories for all accounts; and

WHEREAS, the College requires two signatures on all bank transactions.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes, with the approval of the Board Treasurer/Secretary, the individuals who hold the position titles listed below to endorse bank transactions at the above listed banking institutions:

TITLES

President

Vice President, Academic Affairs

Vice President, Business & Finance

Amended & Adopted: November 4, 2009

Resolution: 2-2010

Amended & Adopted: November 17, 2008

Resolution: 39-2008

Adopted: December 11, 2007

Resolution 2-2008

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS
(Wire Payment Transactions)**

WHEREAS, the Board of Trustees approves resolutions to establish new bank accounts or effectuate changes to existing bank accounts; and

WHEREAS, in order to save time the College has the need to periodically make wire transfers to vendor accounts at off-island banks in payment of College obligations; and

WHEREAS, the College has a General Fund checking account with First Hawaiian Bank in Guam and a Payroll checking account with Bank of Guam; and

WHEREAS, banks require that the Board Treasurer/Secretary approve authorized signatories for all such transactions; and

WHEREAS, the College requires two signatures on all bank transactions including requests for payment or transfer made by facsimile transfer.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the individuals who hold the position titles listed below to request wire payment transactions from the College's General Funds Checking Account at First Hawaiian Bank and the Payroll Checking Account at Bank of Guam.

TITLE

President

Vice President, Academic Affairs

Vice President, Business & Finance

BE IT FURTHER RESOLVED, that two actual signatures will be required for each such transaction, and an upper limit of \$25,000.00 will be placed on any single transaction request and, if such a transaction is initiated by facsimile transfer, written confirmation will be sent to the bank.

Amended & Adopted: November 4, 2009

Resolution: 3-2010

Amended & Adopted: November 17, 2008

Resolution 40-2008

Adopted: December 11, 2007

Resolution 3-2008