

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of February 15, 2008**

**Minutes**

The meeting of February 15, 2008 was called to order at 9:00 a.m., by Chairperson Ms. Gina Y. Ramos. The meeting was held in the President's Conference Room located at the Student Services & Administration Building.

**I. ROLL CALL**

**Trustees Present:** Ms. Charlene K. Flores, Mr. Joseph B. Leon Guerrero, Mr. Eduardo R. Ilaio.

**Trustees not in attendance:** Ms. Maria D. Garcia (Maternity Leave).

**Others in attendance:** Ms. Mary A. Y. Okada, President, Mr. Ken Bautista, Support Staff Advisory Member, Mr. Barry Mead, Faculty Advisory Member, Attorney Dave Hopkins, Legal Counsel, Dr. Ray Somera, Vice President, Academic Affairs Division, Ms. Cathy Gogue, Assistant Director, Communications & Promotions, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations.

**Approval of Meeting Agenda:**

**MOTION**

**IT WAS MOVED BY TRUSTEE JOSEPH B. LEON GUERRERO, SECONDED BY TRUSTEE EDUARDO R. ILAO THAT FOR TODAY'S MEETING THE BOARD ADOPTS THE AGENDA PREVIOUSLY DATED FEBRUARY 5, 2008. MOTION CARRIES. (Voting: 4 ayes, 0 nays)**

**II. APPROVAL OF MINUTES**

**1. January 3, 2008 Monthly Meeting**

**MOTION**

**IT WAS MOVED BY TRUSTEE CHARLENE K. FLORES, SECONDED BY TRUSTEE JOSEPH B. LEON GUERRERO, THAT THE BOARD APPROVES THE MONTHLY MEETING MINUTES OF JANUARY 3, 2008, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS**

**1. Guam Election Commission Resolution No. 001: Relative to Commending and Congratulating the *Guam Community College* in assisting with the 2008 Special Election (dated January 18, 2008)**

The Resolution from the Guam Election Commission extends appreciation to GCC for providing the usage of its facilities during the 2008 Special Election, and to GCC's dedicated staff for their hard work and dedication. Certified copies of the same resolution were also transmitted to GCC Vice President John Camacho, Mr. Frankie L. Duenas, Mr. Joseph R. Quichocho, Mr. Rudy M. Santos, and Mr. Christopher Camacho.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

1. President's Report:

Financial Status of the College:

As of January 31, 2008, the college received about \$4.3 million, with a remaining balance of about \$2.8 million. Based on the current level of expenditures, President Okada said that GCC has actually received more money than it has actually spent. She noted that GCC has been meeting all of its reporting requirements with the latest being the submission of its FY2009 Budget, which is due today.

Additionally, President Okada reported that the college is currently working on the demolition of the T-buildings, the relocation of one of the T-buildings to be used as a temporary office during the construction of the new Science & Forensic Laboratory, the development of the Request for Proposal to have coral removed from GCC's property located on Route 15, the funding for the new Student Center by GCC's Foundation Board of Governors, the pending approval of the the grant document for the vocational education equipment from the Department of Interior, and the pending receipt of \$400,000 specifically for GCC's Apprenticeship program, which was approved by the House of Representatives through the efforts of Congresswoman Bordallo's office.

2. Monthly Activities Report: Student Trustee

Trustee Flores reported on the following:

- January 9, 2008: New Student Orientation was held with about 170 students in attendance.
- February 8, 2008: Community Partnership Mini Conference with GTA Teleguam with over 100 students in attendance.
- February 22, 2008: The Center for Student Involvement is coordinating an island tour for students who have been on island for less than two years. The tour will include visiting various historical island sites and places where students can obtain police clearance, their driver's license, etc.
- February 23, 2008: In partnership with the Guam Hotel & Restaurant Association, GCC's Career & Technical Education Job Fair to be held at the Micronesia Mall from 11am-2:30pm. All invited to come.

At this time, Mr. Mead requested the consideration of the Board to allow the Faculty & Staff advisory members to be included on the agenda for future board meetings to give a report on the activities of the faculty and staff.

**MOTION**

**IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT REPORTS FROM THE FACULTY ADVISORY MEMBER AND THE SUPPORT STAFF ADVISORY MEMBER BE ADDED TO THE AGENDA UNDER ITEM V. OF REPORTS. MOTION CARRIES. (Voting: 4 ayes, 0 nays).**



**VI. UNFINISHED BUSINESS**

**1. New Science & Allied Health Building (Update)**

President Okada noted that the RFP for the Science & Allied Health Building is currently being finalized, and that the funding of \$3 million for the project, through USDOJ's budget, is still awaiting the approval of U.S. President Bush..

**2. Board Assessment - Approval of Policy Review Tool**

President Okada reiterated that the Policy Review Tool before the Board this evening was discussed during the initial policy review meeting held with Trustees Leon Guerrero & Ila. Upon review and approval by the Board, the Policy Review Tool will be used by the College to evaluate existing policies for recommendation to either delete, change, update, or add. Attorney Hopkins recommended that for consistency purposes, the Board needs to determine which term they want to use on the document, "existing policy or current policy." Board members concurred to use the term "existing."

**MOTION**

**IT WAS MOVED BY TRUSTEE CHARLENE K. FLORES, SECONDED BY TRUSTEE JOSEPH B. LEON GUERRERO, THAT THE BOARD APPROVES THE POLICY REVIEW TOOL WITH THE RECOMMENDED CHANGE MADE. MOTION CARRIES. (Voting: 4 ayes, 0 nays) (Copy attached)**

**3. Proposed Board Policy: GCC Ethics Policy (2<sup>nd</sup> Reading)**

President Okada noted that the proposed Ethics Policy remains at second reading pending the review and acceptance by the Faculty Senate on the Board's recommended change on page 2.

**MOTION**

**IT WAS MOVED BY TRUSTEE JOSEPH B. LEON GUERRERO, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT THE BOARD TABLE THE ISSUE. MOTION CARRIES. (Voting 4 ayes, 0 nays)**

**VII. NEW BUSINESS**

**1. GCC's FY2009 Budget Request**

President Okada at this time apprized the Board that GCC requested Senator Wonpat to have GPSS remove or withdraw from GPSS' budget any request for collateral equipment for GCC's use at the new Ukudo School. President Okada said that GCC does not want GPSS to identify what GCC needs and wants to prevent GPSS from having any involvement in the procurement of the required equipment for our programs.

Referring to GCC's FY2009 Budget Request, President Okada reported that the budget has gone through the Faculty Senate. She briefly went over the approximate additional increases to GCC's Budget.



## GCC BOT - Minutes of February 15, 2008 Meeting

Page 4

Approximate increases includes:



With regard to the appraisal services, President Okada noted that it is in line with the insurance requirements, and that GCC has decreased its cost in the area of Capital Outlay from FY2008 to FY2009. Referring to accreditation, she happily shared that Dr. Somera was asked by ACCJC to host a Self-Study training on Guam with the participation of other colleges in the region. The training is being scheduled for March 2008.

President Okada stated that based on historical data of the college kept by the Governor's office, the Governors's budget request for GCC is \$13 million. She noted that GCC is not required to submit its budget request to the Governor for his approval because the Governor does not negotiate our budget. On the other hand, GCC's actual Budget Request for FY2009 is \$16 million. By February 15, 2008, GCC is mandated by law to submit its budget request to the Speaker's Office. President Okada emphasized that GCC directly negotiates its budget with the Legislature. At this time, she requested the Board's consideration for approval.

In response to a question raised, President Okada clarified that from FY2007 to FY2008 it reflects an incorrect statement that the salaries and benefits went down. She stressed that this is not the case, but rather the costs for salaries and benefits for the vacant positions were sitting in the miscellaneous category. The necessary adjustments will be made to GCC's FY2008 Authorized Budget Appropriation template.

### MOTION

**IT WAS MOVED BY TRUSTEE JOSEPH B. LEON GUERRERO, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES GCC'S FISCAL YEAR 2009 BUDGET REQUEST AS PRESENTED. FURTHER, ADJUSTMENTS WILL BE MADE TO GCC'S FISCAL YEAR 2008 AUTHORIZED BUDGET APPROPRIATION TEMPLATE. MOTION CARRIES. (Voting: 4 ayes, 0 nays) (Copy of GCC's Fiscal Year 2009 Agency Budget Digest attached.)**

At this time, Trustee Leon Guerrero extended appreciation and congratulations to Ms. Lolita Reyes and committee members for a job well done in organizing a very successful Gala Dinner held February 13, 2008 in celebration of GCC's 30<sup>th</sup> Year Anniversary.

At 9:45 a.m., the Board meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 11:10 a.m., the Board meeting reconvened to open Session.

President Okada's Report:

**MOTION**

**IT WAS MOVED BY TRUSTEE CHARLENE K. FLORES, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 4 ayes, 0 nays)**

**IX. ADJOURNMENT**


There being no further discussions, the meeting of February 15, 2008 adjourned at 11:15 a.m..

**SUBMITTED BY:**



**LOURDES V. BAUTISTA**  
Recording Secretary

**ATTESTED BY:**



MAR - 6 2008

**CHARLENE K. FLORES**  
Secretary

**APPROVED BY:**



**GINA Y. RAMOS**  
Chairperson

MAR - 6 2008

Attachment:

1. Board Policy Review Tool
2. GCC's Fiscal Year 2009 Budget Request



POLICY REVIEW TOOL  
Criteria for BOT Policy Review  
Academic Year 2007-2008

Policy No. \_\_\_\_\_  
Title of Policy \_\_\_\_\_  
Category \_\_\_\_\_  
Date of Policy \_\_\_\_\_  
Age of policy (in years) \_\_\_\_\_

REVIEW CRITERIA

1. **Currency or Timeliness**

- a. Does the existing policy use references to current practice in the field? \_\_\_yes  
\_\_\_no
- b. Does the existing policy as written reflect verbiage that is consistent with current usage? \_\_\_yes  
\_\_\_no

2. **Institutional Need and Direction**

- a. Does the existing policy reflect the needs and direction of the institution as it now enters its 30<sup>th</sup> year of existence? \_\_\_yes  
\_\_\_no
- b. Does the existing policy take the current structure of the college's programs and services into account? \_\_\_yes  
\_\_\_no

3. **Changing Institutional and Societal Context**

- a. Does the existing policy reflect the changing context of industry needs on the island? \_\_\_yes  
\_\_\_no
- b. Does the existing policy reflect the way GCC has changed to accommodate the demands of the community through the years? \_\_\_yes  
\_\_\_no

**Total YES** \_\_\_\_\_  
**Total NO** \_\_\_\_\_

RECOMMENDATION: ( ) Revise/update ( ) Delete ( ) Remain

REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Dept/School)

**GCC BOT APPROVAL: February 15, 2008**

Government of Guam  
Fiscal Year 2009 Budget  
Agency Budget Digest

Function: Education and Culture  
Agency: Guam Community College

Budget Account Code	Appropriation Classification	Governor's Request					
		A	B	C	D	E	F
		FY2007 Actual Appropriation	FY2008 Authorized Appropriated	FY2009 General Fund	FY2009 Federal Fund(s)	FY2009 Other/ Manpower Dev Fund(s)	FY2009 Total Req. (C+D+E)
<b>PERSONNEL SERVICES</b>							
110	Regular Salaries	\$8,833,672	\$9,031,393	\$9,540,124		\$181,071	\$9,721,195
111	Part Time Salaries						0
120	Benefits-Full Time	2,527,095	2,703,572	2,958,621		48,803	3,007,424
121	Benefits-Part Time						0
	Faculty/Admin Salary Adjustments			1,006,394			1,006,394
	Faculty/Admin Benefits Adjustments			301,918			301,918
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$11,360,767</b>	<b>\$11,734,965</b>	<b>\$13,807,057</b>	<b>\$0</b>	<b>\$229,874</b>	<b>\$14,036,931</b>
<b>OPERATIONS</b>							
220	Travel: Local Mileage	\$4,611	\$6,945	\$8,372			\$8,372
230	Contractual Services	1,272,051	1,316,899	1,662,847		1,000	1,663,847
240	Supplies & Materials	364,418	392,112	437,974		104,000	541,974
250	Equipment	440,066	409,253	649,696		91,000	740,696
290	Miscellaneous Expense	824,174	755,958	60,554		779,000	839,554
	<b>TOTAL OPERATIONS</b>	<b>\$2,905,320</b>	<b>\$2,881,167</b>	<b>\$2,819,443</b>	<b>\$0</b>	<b>\$975,000</b>	<b>\$3,794,443</b>
<b>UTILITIES</b>							
361	Power	\$600,000	\$544,000	\$755,000			\$755,000
362	Water/Sewer	22,000	22,000	24,640			24,640
363	Telephone/Toll	120,037	132,000	168,000			168,000
	<b>TOTAL UTILITIES</b>	<b>\$742,037</b>	<b>\$698,000</b>	<b>\$947,640</b>	<b>\$0</b>	<b>\$0</b>	<b>\$947,640</b>
<b>CAPITAL OUTLAY</b>							
450	Capital Outlay	\$46,431	\$149,815	\$70,250		\$25,000	\$95,250
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$46,431</b>	<b>\$149,815</b>	<b>\$70,250</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$95,250</b>
	<b>TOTAL APPROPRIATION</b>	<b>\$15,054,555</b>	<b>\$15,463,947</b>	<b>\$17,644,390</b>	<b>\$0</b>	<b>\$1,229,874</b>	<b>\$18,874,264</b>
<b>FULL TIME EQUIVALENCIES (FTES)</b>							
	Unclassified	2	2	2			2
	Classified	196	207	218			218
	<b>TOTAL Ftes</b>	<b>198</b>	<b>209</b>	<b>220</b>	<b>0</b>	<b>0</b>	<b>220</b>
<b>AGENCY DECISION ITEMS</b>							
	<b>TOTAL AGENCY DECISION ITEM</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GOVERNOR'S RECOMMENDED ITEMS</b>							
	<b>TOTAL GOVERNOR'S RECOMMENDE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>