

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of March 11, 2009

Minutes

The monthly meeting of March 11, 2009 was called to order at 6:17 p.m., by Chairperson 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. Gina Y. Ramos, Ms. Charlene K. Flores, Ms. Deborah C. Belanger, Mr. Eduardo R. Ilao, Mr. Frank P. Arriola.

Not in attendance: Ms. Maria Dilanco Garcia (prior commitment), Mr. Felix C. Sablan (off island)

Others in attendance: Ms. Mary A.Y. Okada, President, Mr. Kenneth Bautista, Support Staff Advisory Member, Mr. Barry Mead, Faculty Advisory Member, Attorney David Hopkins, Legal Counsel, Dr. Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen K. Santos, Vice President, Business & Finance Division, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Dr. Michelle Santos, Dean, School of Technology & Student Services, Mr. Norman Aguilar, GCC Tourism & Hospitality, Ms. Phyllis Yurko, GCC Tourism & Hospitality.

II. APPROVAL OF MINUTES - February 5, 2009 Meeting

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE MEETING MINUTES OF FEBRUARY 5, 2009, SUBJECT TO CORRECTIONS. MOTION CARRIES UNANIMOUSLY. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS - None.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

1. President's Report:

Financial Status of the College: As of March 9, 2009, of the \$6.9 million requested by GCC for FY09, GCC has received \$3.6 million or 52%. Based on the actual amount expended, of the \$3.6 million received, GCC has spent \$5.5 million thereby bringing GCC into a deficit of \$1.9 million. GCC continues to follow up with the Department of Administration and the Bureau of Budget Management Research on its cash releases. President Okada noted that she will be meeting with the

Governor's Chief of Staff this Friday, March 13 to further discuss the financial impact faced by GCC.

At this time, Mr. Mead asked if GCC's Midterm Report to the Accrediting Commission contains the financial situation the Government of Guam and GCC is faced with, because the last report did make note of it which raised a concern to the ACCJC thereby generating a letter to the Governor recommending that monies be released to the college as soon as possible. In response, Dr. Somera said that the current Midterm Report is very specific to the ACCJC's recommendations and does not include the financial aspect of the college. It is a progress report to ACCJC and is very specific to ACCJC's recommendations. President Okada emphasized that the financial aspect will be disclosed to ACCJC through GCC's audited financial statements.

Shovel Ready Projects: Referring to the Recovery Act, President Okada reported that GCC submitted to the Governor's office ten (10) shovel ready projects totaling \$9 million. These projects include additional parking around campus, paint booths, additional backup generators for the college's servers, full funding for the Student Center, etc. Additionally, she noted that based on recent information received, the Governors of the Territories submitted a request to the U.S. President to authorize the funding to go through the U.S. Department of Interior for Education as opposed to going through the U.S. Department of Education. Further, President Okada noted that in her meeting with the Governor's Chief of Staff, she will have some discussion on federal highway monies that are to be allocated for training.

Capital Improvement Project Update: President Okada reiterated that based on the findings by Public Health during their inspection several weeks ago, GCC continues to work on having water fountains installed around the campus. Public Health's inspection was at GCC's request.

GCC's Fiscal Year 2010 Budget Request was submitted on time with hard and electronic copies provided to the Governor's Office and the Speaker of the Guam Legislature. As soon as a date for GCC's Budget hearing is determined, Board members will be notified immediately.

2. Monthly Activities Report

Student Trustee: Trustee Flores reported on the following:

- February 20, 2009: An island tour funded by the Pacific Island Endowment Fund was provided to students new to our island. Areas visited included Gef Pago and various government agencies.
- March 6, 2009: Students Leading Students Conference was held with the participation of about 107 students. Appreciation was extended to President Okada, Dean Santos, and Associated Dean Yanger for their support and activity participation .
- March 27, 2009: A campus tour will be provided to John F. Kennedy High School seniors showcasing the various programs offered by GCC.

Faculty Advisory Member: Mr. Barry Mead reported on the following:

- Commended the Board on action taken at the last meeting relative to the pay adjustment for faculty. Sincere appreciation extended from the faculty.
- Recent events/competitions held: the Marketing DECA High School Program, the Lodging Management Program, and the ProStart Program
- GCC to request the Guam Visitors Bureau to have a GCC representative on their Cultural Heritage Committee.
- In November 2009, GCC will work and participate in the planning for the upcoming “Key Ingredients” display, which Guam will host in January 2010. The event will be sponsored by the Smithsonian Institute. GCC will host the last display and demonstration in the GCC Multipurpose Auditorium.

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

- February 16, 2009: A successful GCC Professional Development Day was held in the Multipurpose Auditorium with the offering of a variety of workshops.
- February 25, 2009: Sponsored by Sungard Higher Education, a Unified Digital Campus day was held at the GCC Multipurpose Auditorium. Representatives from the University of Guam, the Guam Public School System, and GCC participated at this event.
- Work currently on-going on the Alumni module as it relates to GCC’s Banner System.

VI. UNFINISHED BUSINESS

1. New Allied Health Center (Update)

President Okada reported that the second floor of the Allied Health Center is just about completed with the concrete roof to be poured soon. Board members encouraged to visit GCC’s website to view updated photos on the construction progress. GCC continues to follow up with USDOJ on the approved grant document for the additional funding of \$943,000 so that GCC can draw down the funds. Of the five scheduled payments to the contractor, three payments have been made to date.

2. New Student Center (Update)

President Okada reiterated that the funding request for the Student Center is part of the Shovel Ready Project that was submitted to the Governor’s office.

3. Re-examination of GCC Mission Statement - Board Policy 100

- **Letter from Dr. Ray D. Somera (dated March 5, 2009)**
- **Proposed Board Resolution: GCC Mission Statement**

President Okada introduced Mr. Norman Aguilar, Standard 1 Self-Study Chairman, and Ms. Phyllis Yurko, committee member. In his brief overview, Mr. Aguilar noted that his committee was amazed on the feedback received from faculty and staff on the crafting of the new statement. What is before the Board this evening is a concise and practical mission statement that is easy to recite and remember. Additionally, it is stipulated in Policy 100 that the mission is achieved by accomplishing

the goals that are consistent with the language of the Institutional Strategic Master Plan. These goals include Pioneering, Educational Excellence, Community Interaction, and Dedicated Planning.

In response to Chair Ramos' inquiry on how do we measure if we've met our goals as outlined, President Okada noted that the initiatives are identified and included in our budget. Dr. Somera added that the initiatives will be aligned with the assessment goals that will be chosen by each program that will be inputted into TracDat. There will now be alignment between the institutional level and program level and will be reflected in the assessment activities of the college.

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT THE BOARD REMOVE FROM THE TABLE FOR DISCUSSION THE RE-EXAMINATION OF GCC MISSION STATEMENT, BOARD POLICY 100. MOTION CARRIES. (Voting: 5 ayes, 0 nays).

Attorney Hopkins, at this time, recommended the following changes to the proposed policy:

1. Under the first WHEREAS, change the symbol "@" to "at."
2. Under the first WHEREAS, italicize the et seq.
3. For purposes of consistency with the language of the previous Mission Statement, under the NOW, THEREFORE, BE IT RESOLVED, add the verbiage after Board, subject to annual review at the Board of Trustees' January meeting.

After discussions, the following action was taken by the Board:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD ADOPTS, WITH THE THREE CHANGES RECOMMENDED BY LEGAL COUNSEL, THE PROPOSED RESOLUTION ENTITLED "MISSION STATEMENT." MOTION CARRIES. (Voting: 5 ayes, 0 nays) (A copy of the new Mission Statement is attached.)

VII. NEW BUSINESS

1. **GCC Midterm Report to the Accrediting Commission for Community & Junior Colleges, Western Association of Schools & Colleges (March 2009)**

For the Board's review and approval consideration, a copy of the Midterm Report was provided electronically to the Board with the tracked changes. The Report is due to ACCJC no later than March 15, 2009.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES THE MIDTERM REPORT TO THE ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES. MOTION CARRIES. (Voting: 5 ayes, 0 nays).

- 2. Board Assessment: Goal 1 -- Membership Education**
 - 1. Board Training Schedule (2009-2015) (Approval Request)**

President Okada noted that in addressing the Board's assessment goal #1, relating to membership education, provided before the Board this evening is a 5-year training schedule for Board approval. President Okada said that there are some opportunities for some of the training listed to be presented as part of federal funds.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD ADOPTS THE 5-YEAR BOARD TRAINING SCHEDULE 2009-2015. MOTION CARRIES. (Voting: 5 ayes, 0 nays) (Copy attached.)

- 3. Proposed Board Resolution: Request to provide funding for the Learning Resource Center – \$2,682,637**

President Okada noted that the proposed resolution is to seek the Board's approval to request the Foundation Board of Governors to fund the balance of the construction estimates for the Learning Resources Center in the amount of \$2,682,637. She explained that the Challenge Grant currently exists as a restricted asset of the Foundation, however, when the financial statements are released in April 2009 the financial statements will then reflect that the assets are now unrestricted. With the Board adopting the resolution, GCC can footnote on its financial statements that the funding is specifically reserved for this project. She emphasized that this is not an absolute commitment by the Foundation, but it establishes the necessary authorization to allow GCC to identify what the restricted assets are to be used for.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD ADOPTS THE PROPOSED RESOLUTION ENTITLED "REQUEST TO PROVIDE FUNDING FOR THE LEARNING RESOURCE CENTER," WHICH REQUESTS THE GCC FOUNDATION BOARD OF GOVERNORS TO FUND THE BALANCE OF THE CONSTRUCTION FOR THE LEARNING RESOURCES CENTER IN THE AMOUNT OF \$2,682,637. MOTION CARRIES. (Voting: 5 ayes, 0 nays) (Copy attached)

4. Board Representative for GCC BOT/GFT Faculty Contract Negotiations

President Okada noted that Interest Based Bargaining training is scheduled for December 2009 and the actual contract negotiations are scheduled to commence either in January, February, or March 2010. Additionally, members of the Negotiating Teams, will be sequestered, the entire duration of the negotiations. Board members requested more time to consider the issue.

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THIS ITEM BE TABLED. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

5. President's Travel Schedule (April - May 2009)

President Okada noted that the requested travels will be funded by:

- the Pacific Postsecondary Education Council (PPEC),
- the Office of Vocational and Adult Education (OVAE) Update,
- the Community College Leadership Initiatives Foundation Board of Directors (CCLIFBD)

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE AS PRESENTED. MOTION CARRIES. (Voting: 5 ayes, 0 nays) (Copy attached)

President Okada apprized the Board that in collaboration with the University of Hawaii Community Colleges and the Pacific Postsecondary Education Council, CCLDI is offering its first Hawaii Leadership Development Academy from July 6-10, 2009. Additionally, the Pacific Postsecondary Education Council will fund up to a team of four (4) people to include 1-each, administrator, staff, faculty, and board member.

At 7:45 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 8:50 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVE BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

At this time, Chair Ramos, on behalf of the Board, extended appreciation to:

- Esther Muna, President Okada's secretary, for a job well done in the organization and presentation of GCC's Shovel Ready Project packet submitted to the Governor's office.
- GCC for a successful Professional Development Day held on February 16, 2009.
- President Okada and GCC employees for a successful village outreach program held at the Chalan Pago/Ordot Mayor's office, and the CTE Fair held at the Micronesia Mall
- GCC for a job well done in putting together the Midterm Report to ACCJC
- President Okada for her participation at the Community College Leadership Development Initiatives Conference.
- President Okada and the entire campus community in maintaining financial viability during these very trying times.

IX. ADJOURNMENT

There being no further discussions, the meeting of March 11, 2009 adjourned at 8:55 p.m.

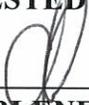
Submitted By:



LOURDES V. BAUTISTA

Recording Secretary

ATTESTED BY:



APR 17 2009

CHARLENE K. FLORES
Secretary

APPROVED BY:



APR 17 2009

GINA Y. RAMOS
Chairperson

Attachments:

1. Board Policy 100, Resolution 17-2009: GCC's New Mission Statement
2. Board 5-Year Training Schedule, 2009-2015
3. Board Resolution 18-2009: Request to provide funding for the Learning Resource Center, \$2,682,637
4. President's Travel Schedule, April-May 2009

**Guam Community College
Board of Trustees**

Mission Statement

WHEREAS, Guam Community College was created by the Community College Act of 1977 (codified at 17 GCA §§ 30101, *et seq.*) to provide secondary, postsecondary and adult educational programs and career-technical training that is premised on lifelong learning. It is also guided by the College's Vision Statement as follows:

"GCC will continue to pioneer labor force development within the Western Pacific, best understanding and meeting the educational, career and technical training needs of the economy. It will be Guam's premier career and technical institution and finest secondary and post secondary basic educational institution serving the island's adult community. Its excellence will continue to be recognized because of its service to employers, employees and the community at large."

WHEREAS, the College serves the diverse island communities and strives to be a premier regional career and technical educational focal point for Micronesia.

WHEREAS, the College is a student-centered institution committed to promoting individual inquiry and service, civic and social responsibility, leadership, and career growth.

WHEREAS, the College is learning-centered, fostering intellectual flexibility, knowledge, and skills through integrated teaching and program assessments promoting continuous improvement in support to the college community.

WHEREAS, the College must continue its history of high academic standards and integrity, management practices and fiscal responsibility.

WHEREAS, to remain a responsive and an excellent educational institution, the College community has reviewed and scrutinized the present Mission Statement and recommends a new statement.

NOW THEREFORE, BE IT RESOLVED, that the following Mission Statement be endorsed and adopted by the Board, subject to annual review at the Board of Trustees' January meeting.

Guam Community College Mission Statement

The mission of 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.

The mission is achieved by accomplishing the following goals:

1. **Pioneering:** This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employers' needs assessment in order to improve the skill levels and productivity of the island's workforce.

2. **Educational Excellence:** This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
3. **Community Interaction:** This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
4. **Dedicated Planning:** This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.

Adopted: March 11, 2009
Resolution 17-2009

Amended & Adopted: September 5, 2008
Resolution: 12-2008
Adopted: February 9, 2005
Resolution 3-2005
Re-examined & Adopted: January 25, 2007
Resolution 1-2007

**Guam Community College - Board of Trustees
Schedule of Training - 2009-2015**

2009

Sponsor	Title of Training	Date & Location of Training
Association of Community College Trustees	National Legislative Summit	February 9-11; Washington, DC
Association of Governing Boards	Webinar--Orientation of New Trustees	March 5, 2009
Association of Governing Boards	National Conference on Trusteeship	April 18-21, 2009; San Diego, California
Association of Community College Trustees	Governance Leadership Institute for Trustees & CEOs	April 26-28, 2009; Biloxi, Mississippi
Association of Governing Boards	Institute for Board Chairs & Presidents of Independent Colleges & Universities	June 9-11, 2009; Aspen, Colorado
Association of Community College Trustees	Governance Leadership Institute for New Trustees	June 12-14, 2009; Washington, DC
GCC Assessment & Institutional Effectiveness Office	Board Assessment Work Session – Development of the Board’s Assessment Plan (Goals & Objectives))	August 15, 2009 (Saturday) Guam Community College
Association of Community College Trustees	Annual Leadership Congress	October 7-10, 2009; San Francisco, California
University of Guam	Ethics in Government Program (PL28-76)	Date, time & location to be announced later

2010

Sponsor	Title of Training	Date & Location of Training
GCC Development & Alumni Relations Ofc.	GCC Joint Boards Retreat - Connecting the Community	January (date, time & venue to be determined)
Association of Community College Trustees	National Legislative Summit	February 8-10, 2010; Washington, DC
University of Guam	Ethics in Government Program (PL28-76)	February (date, time & venue to be announced later)
Association of Community College Trustees	Annual Leadership Congress	October 20-23, 2010; Toronto, Ontario

2011

Sponsor	Title of Training	Date & Location of Training
GCC Development & Alumni Relations Ofc.	GCC Joint Boards Retreat - Connecting the Community	January (date, time & venue to be determined)
Association of Community College Trustees	National Legislative Summit	February 13-16, 2011; Washington, DC
University of Guam	Ethics in Government Program (PL28-76)	February (date, time & venue to be announced later)
GCC Assessment & Institutional Effectiveness Office	Board Assessment Work Session – Development of the Board’s Assessment Plan (Goals & Objectives))	August 20 , 2011 (Saturday) Guam Community College
Association of Community College Trustees	Annual Leadership Congress	October 12-15, 2011; Dallas, Texas

2012

Sponsor	Title of Training	Date & Location of Training
GCC Development & Alumni Relations Ofc.	GCC Joint Boards Retreat - Connecting the Community	January (date, time & venue to be determined)
Association of Community College Trustees	National Legislative Summit	February 12-15, 2012; Washington, DC
University of Guam	Ethics in Government Program (PL28-76)	February (date, time, & venue to be announced later)
Association of Community College Trustees	Annual Leadership Congress	October 10-13, 2012; Boston, Massachusetts

2013

Sponsor	Title of Training	Date & Location of Training
GCC Development & Alumni Relations Ofc.	GCC Joint Boards Retreat - Connecting the Community	January (date, time & venue to be determined)
Association of Community College Trustees	National Legislative Summit	February 10-13, 2013; Washington, DC
University of Guam	Ethics in Government Program (PL28-76)	February (date, time, & venue to be announced later)
GCC Assessment & Institutional Effectiveness Office	Board Assessment Work Session – Development of the Board’s Assessment Plan (Goals & Objectives))	August 17, 2013 (Saturday) Guam Community College
Association of Community College Trustees	Annual Leadership Congress	October 2-5, 2013; Seattle, Washington

2014

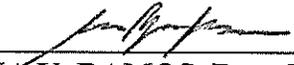
Sponsor	Title of Training	Date & Location of Training
GCC Development & Alumni Relations Ofc.	GCC Joint Boards Retreat - Connecting the Community	January (date, time & venue to be determined)
Association of Community College Trustees	National Legislative Summit	February 9-12, 2014; Washington, DC
University of Guam	Ethics in Government Program (PL28-76)	February (date, time, & venue to be announced later)
Association of Community College Trustees	Annual Leadership Congress	October 15-18, 2014; Chicago, Illinois

2015

Sponsor	Title of Training	Date & Location of Training
GCC Development & Alumni Relations Ofc.	GCC Joint Boards Retreat - Connecting the Community	January (date, time & venue to be determined)
Association of Community College Trustees	National Legislative Summit	Date to be determined; Washington, DC
University of Guam	Ethics in Government Program (PL28-76)	February (date, time, & venue to be announced later)
GCC Assessment & Institutional Effectiveness Office	Board Assessment Work Session – Development of the Board’s Assessment Plan (Goals & Objectives))	August 15, 2015 (Saturday) Guam Community College
Association of Community College Trustees	Annual Leadership Congress	October 14-17, 2015; San Diego, California

Note: Upon receipt of information from other organizations not listed above, Board members will be notified immediately (i.e., PPEC, WASC, ACCJC, etc).

Adopted by the Board of Trustees:



GINA Y. RAMOS, Board Chairperson

March 11, 2009

Date:

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**REQUEST TO PROVIDE FUNDING
FOR THE LEARNING RESOURCES CENTER**

WHEREAS, the College has embarked on the construction of a new Learning Resources Center consistent with its Facility Master Plan; and

WHEREAS, the total estimate for construction, has been estimated by our Architectural and Engineering Consultants, is \$5,244,265; and

WHEREAS, the Guam Community College Foundation has funded the Architectural and Engineering Design of the proposed Learning Resources Center in the amount of \$343,000; and

WHEREAS, a grant from the Asian American and Native American Pacific Islander Serving Institutions Grant Program has provided the amount of \$2,218,628 towards construction costs; and

WHEREAS, the sum of \$2,682,637 is required to fund the balance of the construction estimates developed for the Learning Resources Center.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees requests that the Guam Community College Foundation fund the balance of the construction estimates for the Learning Resources Center in the amount \$2,682,637.

Adopted: March 11, 2009

Resolution No: 18-2009

PRESIDENT'S TRAVEL SCHEDULE
April - May 2009

Conference Title	Date	Location	Sponsored by:
Pacific Postsecondary Education Council April Meeting*	April 4 -5	Honolulu, HI	PPEC
2009 Island Business Opportunities	April 6 - 8	Honolulu, HI	U.S. Department of the Interior
The Office of Vocational and Adult Education (OVAE) Update**	April 10	Washington, DC	U.S. Department of Education
Community College Leadership Initiatives Foundation Board of Directors*** (tentative)	May 8	San Diego, CA	CCLDIF

*Funding Source(s): Pacific Post Secondary Education Council**
*President's Promo Account to be reimbursed by OVAE***
*President's Promotional Account to be reimbursed by CCLDIF****

Adopted/Approved by BOT: March 11, 2009