

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of March 6, 2008**

**Minutes**

The meeting of March 6, 2008 was called to order at 6:10 p.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. Maria D. Garcia, Vice Chair, Ms. Charlene K. Flores, Mr. Joseph B. Leon Guerrero, Mr. Eduardo R. Ilaos.

**Others in attendance:** Ms. Mary A.Y. Okada, President 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.

**Not in attendance:** Mr. Ken Bautista, Support Staff Advisory Member, Mr. Barry Mead, Faculty Advisory Member.

**II. APPROVAL OF MINUTES**

**1. February 15, 2008 Monthly Meeting**

**MOTION**

**IT WAS MOVED BY TRUSTEE JOSEPH B. LEON GUERRERO, SECONDED BY TRUSTEE EDUARDO R. ILAOS, THAT THE BOARD APPROVES THE MONTHLY MEETING MINUTES OF FEBRUARY 15, 2008, SUBJECT TO CORRECTIONS. MOTION CARRIES. (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 February 28, 2008, of the \$8.9 million requested by GCC, the college received about \$5.1 million and has expended about \$4.3 million, thereby giving us an excess of cash of about \$813,000.

FY08 Capital Projects Status Report, as of March 5, 2008: President Okada noted that based on the \$300,000 appropriated by the Board for capital improvement projects, below is the status of various projects currently on-going:

- Temporary Buildings/T' Sagata (\$29,000) – a purchase order has been issued for the demolition and disposal of the T-buildings.

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- Fire Alarm repairs & improvement (\$30,000) – to date a purchase order in the amount of \$6,452.78 has been issued to trouble shoot specific areas on campus.
- Repair base of columns of Building 900 (\$10,000) – Specifications are currently being developed to address the need to realign and reinforce deteriorated column bases.
- Non-skid GCC campus walkways (\$50,000) – The bid package is currently being prepared to address the cleaning, etching, and installation of non-skid coating.
- Main Entrance Doors for Buildings 1000 & 2000 (\$16,000) – Partial completion on improving the panic hardware and installation of automatic door openers.
- Installation of Roll-up doors of Building 300 (\$10,000) – Project has been completed in removing and replacing dilapidated sliding doors.
- GCC Satellite Building at JFK (\$11,000) – Specifications currently being developed to renovate the men and women's bathrooms.
- Improve parking for Safety and ADA compliance (\$4,000) – Assessment is currently underway to install signs, re-stripe, install traffic bumps, and mark fire lanes.
- Construct Loading Dock at Building 2000 (\$5,000) – Design and specifications are currently being developed to facilitate delivery of equipment of supplies.
- Roof Sealant, Building 2000 (\$100,000) – The bid package is currently being prepared to seal the roof to prevent damage to building and equipment.

President Okada said that there are other projects that the Board appropriated funds for, however, will be reported to the Board as soon as the projects get underway.

Status of Technology Building Generators: At this time, Chair Ramos inquired about the status of the generators for the Technology Building. She noted that she recalls there was an urgent need for the Board to review and approve funding for the generators because the Technology Building has so much expensive equipment that need to be protected in the event there is no power due to a storm, etc. President Okada noted that the specifications on the RFP needs to be reviewed again because the money that was approved by the Board 2-years ago is not enough to meet the required specifications now. Vice President Camacho added that we did not go through an RFP for refurbished generators, as recommended by the Board back then, due to the need to meet the required standards of EPA.

President Okada said that for the next board meeting, she will have a proposed resolution for board review and consideration to appropriate the funds needed to meet the specifications now and to meet the required standards of EPA. Additionally, President Okada noted that the Faculty Senate's Budget & Resource committee will be informed and provided documentation to substantiate the increase in amount that is needed to procure the generator based on the RFP that was issued previously to the Board.

Status of RFP for Coral Removal: President Okada reported that the RFP is still being developed by Tanaguchi, Ruth & Makio Architectural firm, however an actual survey still needs to be conducted to identify and document the specific points of where the removal of coral is to be done. Additionally, she clarified that the RFP will include that the the proposer will do the survey and that GCC will not pay for the removal. The intent of the RFP is to let the proposers know that GCC is not to pay for the removal of the coral, but rather GCC is to be paid for the removal of the coral.

Fiscal Year 2007 Audit: President Okada reported that the FY07 audit is currently on-going. Financial statements have been transmitted to our auditors, Deloitte & Touche.

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Banner Implementation Project: President Okada reported that online registration and payment are soon to be implemented. The start up cost to get the program to interface the credit card component operational is about \$30,000.

Fiscal Year 2009 Budget Hearing: President Okada reported that a date has yet to be scheduled. She reassured the Board that GCC's Budget Request was submitted on the due date of February 15, 2008, and all Supplemental Budget Requests were submitted on or before the due date of February 29, 2008.

## **2. Monthly Activities Report**

Student Trustee: Trustee Flores reported on the following:

- February 22, 2008: The Center for Student Involvement coordinated an island tour for about 60-70 students who have been on Island for less than two years. The tour was a success, which included visits to 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 was held at the Micronesia Mall from 11am-2:30pm. The event was a great success with the involvement of students in setting up of the area, passing out program schedules, etc.
- February 27, 2008: Ten Copsa students served as campus tour guides for about 200 GW high school students.
- February 29, 2008: The first meeting for graduating students was held to discuss their motto, who their Key Speaker will be, etc.
- March 6, 2008: A campus tour was held for about 60 GW high school seniors. Plans are underway for other high schools to tour GCC.
- March 14, 2008: An all day Students Leading Students Conference will be held at the Westin Hotel. Board members invited.

Faculty Advisory Member: No report given. Mr. Mead not in attendance.

Support Staff Advisory Member: No report given. Mr. Bautista not in attendance.

## **3. Board Assessment Status Reports (Matrix on Board Goals attached)**

### **• Student Trustee (Goal #1: Membership Education)**

Trustee Flores and the Board's secretary are still working on the development of a 3 or 5 year matrix and upon finalization will be presented to the Board for review and approval. President Okada recommended that along with the training and workshops offered by the Association of Community College Trustees (ACCT), and the Accrediting Commission for Community & Junior Colleges (ACCJC), training and workshops sponsored by the Association of Governing Boards (AGB) should also be included in the schedule. Members concurred.

### **• Board Chairperson (Goal #2: Board Assessment)**

Academic Vice President Dr. Somera reported to the Board that he just now received the Board of Trustees Third Annual Assessment Report from Dr. Virginia Tudela, Assistant Director, Office of Assessment & Institutional Effectiveness. A complete copy of the Board's Assessment Report, which includes the

Executive Summary, will be provided to board members, via electronic format. Hard copies of the report will be available as well, upon request.

- **Board Treasurer & BOT Foundation Member (Goal #3: Review of Board Policies)**

Meetings with Trustees Leon Guerrero & Ilaio and Vice Presidents Somera, Santos, & Camacho are still being held, as scheduled, to review the seven categories of board policies. Upon completion of the review process/meetings, a complete packet, containing all the policies, will be brought to the full board for final review and approval consideration.

## **VI. UNFINISHED BUSINESS**

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

President Okada sadly reported to the Board that the \$3 million that originally was identified from U.S. DOI's \$10 million budget for GCC's Allied Health building project is no longer available. However, she noted that she's had the opportunity to meet and discuss with the Governor's Chief of Staff regarding the possibility of GCC requesting the Governor to re-direct towards GCC's Allied Health Building project some money from the allocated FY09 CIP funds. The amount to be requested is \$943,000. The president said that she will know by next week if there might be some other additional funding from the U.S.DOI.

Additionally, President Okada explained that because the Board had previously appropriated the money for the construction of the Allied Health Building out from Fund Balance, she would like to issue out the RFP now because the cost for construction continues to escalate. She reiterated that back in May 2007, GCC received an estimated cost of \$3.1 million, which does not include the alternative bid for the parking area. The current estimated cost received has gone up to now be at \$4.1 million. President Okada said that she would like to proceed with the RFP, which will take about two months to implement, so that we can finalize the cost and issue out the contract award based on the authorized amount by the Board. Should there be additional costs needed, the President said she will come back to the Board to request for the additional funding needed, out of Fund Balance. Board members concurred.

Further, President Okada explained that to address the issue of collateral equipment, she recommends that we seek the GCC Foundation Board's assistance to fund this project. Also, we can seek money from federal grants that are available.

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

President Okada reported that she received from the Ethics Committee confirmation of approval and acceptance on the recommended revision made by the Board on page 2.

## **MOTION**

**IT WAS MOVED BY TRUSTEE EDUARDO R. ILAIO, SECONDED BY TRUSTEE JOSEPH B. LEON GUERRERO, THAT THE BOARD APPROVES THE GUAM COMMUNITY COLLEGE CODE OF ETHICS POLICY. MOTION CARRIES. (Voting 5 ayes, 0 nays) (Copy attached).**

**VII. NEW BUSINESS**

**1. Proposed Board Resolution: ANA Grant**

**MOTION**

**IT WAS MOVED BY TRUSTEE JOSEPH B. LEON GUERRERO, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT THE BOARD APPROVES BOARD RESOLUTION "ANA GRANT." MOTION CARRIES. (Voting: 5 ayes, 0-nays) (Copy attached)**

**2. President's Travel Schedule (April 2008)**

- **April 4-5, 2008: Institute for New Community College Presidents, Philadelphia, PA. Sponsored by AACC)**
- **April 29-30, 2008: State Scholars Initiative National Summit, Boston, Massachusetts. Sponsored by Western Interstate Commission for Higher Education (WICHE)**

With regard to the April 29-30 conference, President Okada reported that the list of recommended attendees from Guam include, 1) the Governor, 2) a representative from the Guam Chamber of Commerce, 3) Senator Wonpat, 4) a counselor from the secondary level, 5) a counselor from the postsecondary level, and 6) the President of GCC. Referring to a representative from the Guam Chamber of Commerce, President Okada said that her recommendation of Ms. Lorraine Okada, who is the Chamber's representative on the Guam Educational Policy Board, is a member of GCC's Foundation Board, and is a member of the Guam Workforce Investment Board, will be made to Ms. Reina Leddy, President of the Chamber. With regard to the use of funds out of the State Perkins Grant, President Okada explained that the members selected must be a part of our CTE task force or be in other committees related with GCC.

**MOTION**

**IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE AS PRESENTED.**

**MOTION CARRIES. (Voting: 5 ayes, 0 nays).**

At 7:10 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 8:05 p.m., the meeting reconvened to open session.

President Okada's Report:

**MOTION**

**IT WAS MOVED BY TRUSTEE JOSEPH B. GUERRERO, SECONDED BY TRUSTEE MARIA D. GARCIA, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 5 ayes, 0 nays)**

At this time, Board members extended congratulations to President Okada, GCC staff and students for the successful outcome of all events recently held, (e.g. February 13, 2008 Gala Dinner at the SandCastle, February 23, 2008 event at the Micronesia Mall). Additionally, great appreciation was also extended to Hawthorne company for their generous donation of the generator for the college's diesel mechanic's program.

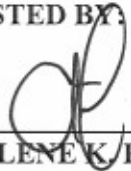
**IX. ADJOURNMENT**

There being no further discussions, the meeting of March 6, 2008 adjourned at 8:10 p.m.

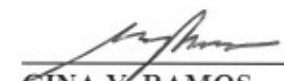
**SUBMITTED BY:**

  
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**LOURDES V. BAUTISTA**  
Recording Secretary

**ATTESTED BY:**

  
\_\_\_\_\_  
**CHARLENE K. FLORES**  
Secretary

**APPROVED BY:**

  
\_\_\_\_\_  
**GINA Y. RAMOS**  
Chairperson

Attachments:

1. Board Resolution 5-2008: ANA Grant
2. Board Policy 470, Resolution 6-2008: The Guam Community College Code of Ethics



*Kulehon Kumunidát Guáhan*

Accredited by the Western Association of Schools and Colleges

## BOARD OF TRUSTEES

Resolution No. 5-2008

**AUTHORIZING THE APPLICATION TO THE U.S. DEPARTMENT OF HEALTH, ADMINISTRATION FOR CHILDREN & FAMILIES, ADMINISTRATION FOR NATIVE AMERICANS (ANA) TO SUPPORT GUAM COMMUNITY COLLEGE'S GO'TI YAN ADAHI I FINO'TA CHAMORRO GRANT PROPOSAL**

**WHEREAS**, Guam Community College was established in 1977 by Public Law 14-77 and whose primary mission is to provide vocational-technical and adult education; and

**WHEREAS**, Guam Community College prepares individuals for Guam's workforce by providing vocational-technical postsecondary, secondary, and continuing education; and

**WHEREAS**, preserving the heritage and language of the island's people requires continuing education; and

**WHEREAS**, to this goal Guam Community College has enlisted the participation of the community through the Department of Chamorro Affairs, Guam Public School System, Guma Palu Lië, Hurão Inc., Guam Preservation Trust, Haya Cultural Preservation Development Foundation, U.S. Fish & Wildlife, Historic Inalahan Foundation, and Department of Parks & Recreation, as part of the project implementation process; and

**WHEREAS**, a project called *Go'ti Yan Adahi I Fino'ta Chamorro*, will be developed to assure the survival and continuing vitality of the Chamorro language; and

**WHEREAS**, the majority of the Guam Community College's Board of Trustees members are representative of the community through 1) a current or past member of the community to be served and 2) have a cultural relationship with the community to be served; and

**WHEREAS**, Guam Community College will assure that the salaries and fees identified in the *Go'ti Yan Adahi I Fino'ta Chamorro* proposal are in compliance with the Government of Guam wage and retirement compensation structure and local fair market values.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees supports the *Go'ti Yan Adahi I Fino'ta Chamorro* proposal and authorizes the submission of an ANA grant application and designates Mary A.Y. Okada, President of Guam Community College to sign all application documents and negotiate on behalf of the institution; and

**BE IT FINALLY RESOLVED**, that the *Go'ti Yan Adahi I Fino'ta Chamorro* grant proposal is for a period of three years whereby the matching funds (cash or in-kind) is waived under Public Law 98-454, Title VI, Section 601(b) for local matching funds under \$200,000.

ADOPTED this 6<sup>th</sup> day of March 2008 with a quorum present vote of 5 FOR AND 0 AGAINST.

ATTESTED BY:

  
Gina Y. Ramos, Chairperson, BOT

  
Charlene Flores, Secretary, BOT

**THE GUAM COMMUNITY COLLEGE  
CODE OF ETHICS**

**WHEREAS**, in support of the College's mission, the College sets forth the ideals of scholarship, life long learning, service to others, enrichment through diversity, commitment to excellence, collegiality, mutual respect, and professional integrity; and

**WHEREAS**, the College is guided by the belief that a sense of true community is achieved when these ideals and values are reflected in the behavior of its members toward one another; and

**WHEREAS**, as we develop close ties with government and private sector representatives it is our responsibility as members of the College to act in such a way that maintains the credibility and respect for the College; and

**WHEREAS**, all employees of the Guam Community College be guided by the general principles; commit to a high standard of ethical behavior; have the responsibility to conduct themselves with integrity; act in a fair, consistent, and an equitable manner; recognize the need for accountability in what they say or do; engage people without prejudice; take personal responsibility for one's actions and decisions; and be committed to excellence in all that they do.

**NOW, THEREFORE, BE IT RESOLVED**, that in the performance of each College member's responsibility to commit to the general standards and promote its general principles, the Board of Trustees adopts the *Guam Community College Code of Ethics* as developed through the College's governance process.

**Adopted: March 6, 2008**

**Resolution 6-2008**