

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of April 19, 2011

Minutes

I. CALL TO ORDER

The monthly meeting of April 19, 2011 was called to order at 6:10 p.m. Ms. Maria Dilanco Garcia Board Vice Chairperson, presided over the meeting held in the President's Conference Room located at the Student Services & Administration Building.

1. Roll Call

Trustees Present: Ms. Maria Dilanco Garcia, Mr. Frank P. Arriola, Mr. Edward G. Untalan, Ms. Paling April Cruz.

Not in attendance: Ms. Gina Y. Ramos, Board Chair (schedule conflict), Ms. Deborah C. Belanger (out sick).

Others in attendance: Dr. Mary A.Y. Okada, President, Mr. Barry Mead, Faculty Advisory Member, Mr. Kenneth Bautista, Support Staff Advisory Member, Attorney Sarah Strock, Legal Counsel, Ms. Carmen K. Santos, Vice President for Finance & Administration, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Doris U. Perez, Assistant Director, Planning & Development.

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. March 10, 2011 Meeting

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDWARD G. UNTALAN, THAT THE BOARD APPROVES THE MEETING MINUTES OF MARCH 10, 2011, SUBJECT TO CORRECTIONS. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS - None to report.

IV. PUBLIC DISCUSSION - None to report.

V. REPORTS

1. President's Report:

–Financial Status: As of April 18, 2011, GCC has received 35% or \$4,224,219 of its requested budget with a balance of \$5,612,488. President Okada continues to work with the Department of Administration in getting as much funds released to the college. Additionally, the college has been receiving its reimbursements for its projects from ARRA, USDOJ and other federal grants.

–FY2011 Capital Improvement Projects (CIP): President Okada noted that construction work on the Student Center continues to progress with 22% already completed, that Orion Construction Company has been awarded the contract for the Foundation Building renovation project, that the building permit for the generator project for Building D has been received allowing the project to now move forward as scheduled, that the Allied Health Center photovoltaic parking lot lights project is at 60% complete, that Pacific Green Integrated Company has been awarded the contract for the Student Center's photovoltaic parking lot lights, pending however the receipt of the building permit, and that the college recently issued the Notice of Intent to Award for the sprinkler system project for buildings 500 & 600. Additionally, meetings have been held with the Guam Police Department and Tanaguchi Ruth Makio architects relative to the Forensic Lab. Funding for the A&E design for this project is from the Department of Interior.

–Peace Officers Standard & Training Commission: President Okada shared that just recently she received notification that the establishment of the POST Commission is now law allowing the GCC to serve as the State Agency for POST.

–A Memorandum of Agreement between GCC and the Guam Fire Department was recently completed to have GCC work on repairing ambulances that are down and not in service. A work order in the amount of \$120,000 to fund the parts needed for the repair of the down ambulances has been submitted.

–GCC Fiscal Year 2010 Budget (resubmitted): President Okada apprized the Board that the college's FY2010 Budget was resubmitted based on the new requirements that the Governor's Office submitted. The resubmitted budget basically reflects the update made to the staffing pattern which includes the removal of the Hay Study salary adjustments and adjusting the retirement rates.

2. Monthly Activities Report

Student Trustee: Student Trustee Cruz reported on the following:

- The Annual Students Leading Students Conference was held March 11, 2011 with approximately 171 students in attendance.
- The 2011 Spring Festival recently held allowed 416 students to cast their votes for Student Trustee and COPSA officers. Trustee Cruz happily announced that she was reelected to serve another term as Student Trustee for 2011-2012. Additionally, she noted that training will

be provided to the newly elected COPSA officers soon.

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

- The Faculty Job Specifications Committee continues to meet addressing the non/instructional faculty component first before addressing the other components of the Job Specifications.
- GCC's Faculty Union held its first general membership meeting last Friday that included faculty elections. Clare Camacho was elected president-elect for the Faculty Senate. Faculty Union incumbents were all reelected as well.
- The Lodging & Management Program Guam Team won 1st place at the LMP Competition recently held in Orlando, Florida.
- The Pro-Start Team is currently preparing for competition scheduled to be held next week Tuesday.

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

- Training on the Banner system upgrade and other modules continue to be held.
- GCC's Biggest Loser winner is Latisha Leon Guerrero, followed by Lolita Reyes, and John Jocson. Special recognition was extended to Dean Dr. Michelle Santos for organizing the competition and for being the college's health coach for a better, healthier lifestyle.

3. Board of Trustees Community Outreach Report

Trustee Garcia facilitated training at the Guam Society of Professional Engineers meeting recently held. Also, Trustee Arriola participated at Mount Carmel's Catholic School Golf Tournament.

4. GCC Audit Reports

- Letter to Board of Trustees, dated March 14, 2011
- Letter to President Okada, dated March 14, 2011
- Financial Statements, Additional Information and Independent Auditors' Report, *Years Ended September 30, 2010 AND 2009*
- Independent Auditors' Report on Compliance and on Internal Control, *Year Ended September 30, 2010*

President Okada happily reported that the Office of the Public Auditor applauds GCC for its clean audit for the 10th consecutive fiscal year. GCC also qualified as a "low risk" auditee. During a special luncheon held for the Business Office, Speaker Won Pat and Senator Muna Barnes presented a Certificate of Recognition to the Business Office employees for a job well done and for their continued hard work in keeping GCC a low risk auditee.

In referring to GCC's Integrated Data Base, a recommendation made in the audit report is for the college to consider conducting a network penetrating test to avoid potential hackers to our system. Other recommendations made were on the issue of the college's fixed assets tagging and inventory, and on the issue of having a centralized filing area for all financial records.

VI. UNFINISHED BUSINESS

1. Construction Project Updates

Student Center - Construction continues to progress at 22% completed as of date. Work is on track and is expected to be fully completed by October 2011 with December 2011 being the actual required date for completion

Foundation Building Renovation: The award for the renovation project has been issued to Orion Construction Company. The expected completion date for the project is February 2012.

Generator for Building D: The building permit for the generator has been received therefore the project will now move forward as scheduled.

VII. NEW BUSINESS

1. Proposed Board Resolution: Request to fund A&E Design for Building 200

President Okada reiterated that the college submitted a grant proposal to fund the hardening of the first floor of building 200. However, because more detailed information on the A&E was needed, the grant proposal was not accepted. Tanaguchi Ruth Makio architects are currently working on the additional information needed for the A&E and should have the complete report to President Okada by May or June 2011. Additionally, President Okada noted that funding for the hardening of the second floor of Building 200 has already been identified through the bond that is tagged on with the University of Guam.

Therefore, the proposed board resolution is to seek the Board's approval to appropriate the amount of \$440,000 to support and fund the renovation and LEED design of Building 200. Upon approval, the grant proposal will be resubmitted.

MOTION

IT WAS MOVED BY TRUSTEE EDWARD G. UNTALAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES BOARD RESOLUTION ENTITLED "APPROPRIATION TO FUND THE ARCHITECTURAL & ENGINEERING DESIGN FOR BUILDING 200 RENOVATION." MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (A copy of the resolution is attached.)

2. President's Travel Schedule, June-July 2011

June 25-30, 2011: 2011 Asian & Pacific Islander American Scholarship Fund (APIASF) Higher Education Summit, Washington, DC (funded by President's Promotional Fund)

July 17-23, 2011: Pacific Resources for Education & Learning (PREL) / Pacific Postsecondary Education Council (PPEC) Meeting, Pohnpei (100% to be reimbursed by PREL)

MOTION

IT WAS MOVED BY TRUSTEE EDWARD G. UNTALAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL TO ATTEND THE 2011 ASIAN & PACIFIC ISLANDER AMERICAN SCHOLARSHIP FUND (APIASF) HIGHER EDUCATION SUMMIT IN WASHINGTON, DC ON JUNE 25-30, 2011, AND TO ATTEND THE PACIFIC RESOURCES FOR EDUCATION & LEARNING (PREL) / PACIFIC POSTSECONDARY EDUCATION COUNCIL (PPEC) MEETING IN POHNPEI ON JULY 17-23, 2011. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

At 6:35 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 6:50 p.m., the meeting reconvened to open session.

MOTION

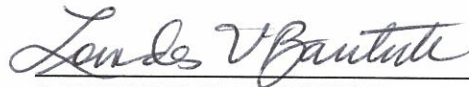
IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDWARD G. UNTALAN, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

At this time, Vice Chair Garcia extended:

- Congratulations to Paling April Cruz for being reelected as Student Trustee for 2011-2012
- Congratulations to GCC for another clean audit and for qualifying as a "low risk" auditee
- Congratulations to our LMP champions!
- Congratulations to the newly elected officers for the GCC Faculty Union.
- Congratulations to all those who participated in this year's Biggest Loser Competition
- Appreciation to Dean Michelle Santos for all her efforts in organizing the Biggest Loser program and taking on the roll as health coach for the employees.
- Appreciation to the Bank of Guam and to TakeCare for their \$100,000 donation each in support of GCC's Nursing and Allied Health programs.
- Best of Luck to our Pro-Start team who will be competing next week.


IX. ADJOURNMENT - There being no further discussions, the meeting of April 19, 2011 adjourned at 8:37 p.m.

SUBMITTED BY:



LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:



MAY 05 2011
FRANK P. ARRIOLA
Secretary

APPROVED BY:



MAY 05 2011
MARIA DILANCO GARCIA
Vice Chairperson

Attachment:

- Board Resolution 7-2011: Request to fund A&E Design for Building 200

**Guam Community College
Board of Trustees**

**APPROPRIATION TO FUND
THE ARCHITECTURAL & ENGINEERING
BUILDING 200 RENOVATION**

WHEREAS, the draft Facilities Master Plan identifies that the renovation of Building 200 is one of the priorities of the College; and

WHEREAS, the renovation and LEED design of Building 200 will include hardening and renovation of one of the oldest buildings on campus, in addition to accommodating the needs of the Education Department; and

WHEREAS, the college has an opportunity to submit a grant application for funding once the design has been completed; and

WHEREAS, through careful planning and financial efficiency there are sufficient amounts in Fund Balance to perform the architectural & engineering services.

NOW THEREFORE BE IT RESOLVED, that the Guam Community College Board of Trustees appropriates up to the amount of \$440,000.00 to support the renovation and LEED design of Building 200.

**Adopted: April 19, 2011
Resolution 7-2011**