

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of May 5, 2011

Minutes

I. CALL TO ORDER

The monthly meeting of May 5, 2011 was called to order at 6:10 p.m., by Ms. Gina Y. Ramos, Board Chairperson. The meeting was held in the President's Conference Room located at the Student Services & Administration Building

1. Roll Call

Trustees Present: Ms. Gina Y. Ramos, Ms. Deborah C. Belanger, Mr. Frank P. Arriola, Ms. Paling April Cruz.

Not in attendance: Ms. Maria Dilanco Garcia (schedule conflict), Mr. Edward G. Untalan (off island).

Others in attendance: Dr. Mary A.Y. Okada, President, Mr. Kenneth Bautista, Support Staff Advisory Member, Attorney Sarah Strock, Legal Counsel, Dr. R. Ray Somera, Vice President for Academic Affairs Division, Ms. Carmen K. Santos, Vice President for Finance & Administration, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Dr. Michelle Santos, Dean, School of Technology & Student Services, Ms. Lolita C. Reyes, Assistant Director, Development & Alumni Relations.

Not in attendance: Mr. Barry Mead, Faculty Advisory Member.

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.*

At this time, relative to item #one under New Business, with the concurrence of Board members, the Oath of Office and presentation of Certificate of Election was administered to Ms. Paling April Cruz. Ms. Cruz was reelected to serve another term as Student Trustee for the period May 2011-April 2012. Board members extended congratulations to Ms. Cruz for a successful reelection.

II. APPROVAL OF MINUTES - April 19, 2011 Meeting

MOTION

IT WAS MOVED BY TRUSTEE PALING APRIL CRUZ, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE MEETING MINUTES OF APRIL 19, 2011, SUBJECT TO CORRECTIONS. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS

- 1. Letter from the Accrediting Commission for Community & Junior Colleges (ACCJC) (dated April 12, 2011)**

President Okada noted that the letter from ACCJC confirms the date of Monday, March 19-Thursday, March 22, 2012 for the College's next comprehensive evaluation visit.

IV. PUBLIC DISCUSSION - None to report.

V. REPORTS

- 1. President's Report:**

–Financial Status: Based on the College's appropriation request of \$8.3 million we have received 51% from the Gen-Fund or \$4,260,740. For the LPN, we received \$239,000 (50%), MDF \$459,000 (25%), and TAF \$21,738. To date, the overall total budget received is about 48%, based on the allotment schedule.

FY2011 Capital Improvement Projects (CIP) -- President Okada reported on the following:

- based on the Standardized Procurement process for the purchase of air conditions units on campus, bid specifications are currently being developed and will soon be published,
- an evaluation on the fencing for the ponding basin located at the front of the campus is currently ongoing.
- several restrooms' and wheelchair ramps on campus are scheduled for renovation.
- the water tank and pump house are to be upgraded.
- the photovoltaic system has already been awarded however is pending the building permit.
- the sprinkler system project, funded by ARRA and through the reprogramming of CIP funds, has been awarded Midong E&C Corporation.
- the installation of the paint booth is funded through the reprogramming of ARRA funds.
- bike racks are currently on order and is funded through CIP funds.

Campus Happenings:

–**May 14, 2011**: Leadership Dinner, 6:00PM, Multipurpose Auditorium. The invite list includes current donors, potential donors, and community stakeholders. The program for the evening includes an update presentation on the College's Institutional Strategic Master Plan and by the Foundation Board of Governors.

–**May 6, 2011**: Joint Leadership Meeting with President's Management Team and the Faculty Senate. Some items on the agenda include upcoming issues, budgetary issues, cost saving measures, etc.

–**May 6, 2011**: Feedback on Self Study draft is due. Chair Gina Ramos requested to provide input on Standard IV.

2. Monthly Activities Report

Student Trustee: Student Trustee Cruz reported on the following:

- April 29, 2011: End of the Year COPSA meeting was held.
- May 13, 2011: Training for new COPSA officers will be held from 8am-5pm.
- May 18, 2011: New COPSA officers to be sworn-in at 9:30am.

Faculty Advisory Member: Mr. Barry Mead was absent, therefore, no report was given.

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

- Mr. Bautista attended Project Aim's Awards Banquet held on Friday, April 29, 2011.

3. Board of Trustees Community Outreach Report

Trustee Arriola participated as a member on the CTE Project Review panel, and Trustee Belanger attended a several meetings with Allied Health staff regarding EMT.

VI. UNFINISHED BUSINESS

1. Construction Project Updates

Student Center - Construction continues to progress at 25% 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. An environmental impact assessment was conducted, as required by ARRA. President Okada said that the college will look into obtaining an environmental impact assessment certification for the entire campus as opposed to conducting the assessment project by project. The expected completion date for the renovation project is February 2012.

Generator for Building D: The project has been awarded to Kinden Construction Company with the completion deadline of October 1, 2011.

Building 200 Renovation: At the last Board of Trustees meeting, the Board approved the funding for the architectural & engineering design for this project. Discussions with the architects continue.

VII. NEW BUSINESS

- 2. GCC Non-Appropriated Fund (NAF) Fiscal Year 2012 Budget Request (for Board review & approval)**

President Okada reiterated that this budget is a special component / revenue generation auxillary component of the NAF budget.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVE THE FISCAL YEAR 2012 NAF SPECIAL PROJECTS BUDGET REQUEST, AS PRESENTED. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (A copy of the Budget is attached.)

- 3. Amendment to Board Policy 100: "GCC Mission Statement" (inclusion of translation of the Mission Statement in Chamorro)**

President Okada reported that the College's Governing Council met on April 28, 2011 and unanimously approved the Chamorro translation of the GCC Mission Statement and requests that the translation be included at all time the English version of the GCC Mission Statement is printed.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES AND AMENDS BOARD POLICY 100 ENTITLED "GCC MISSION STATEMENT" WITH THE INCLUSION OF THE CHAMORRO TRANSLATION OF THE MISSION STATEMENT. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (A copy of Board Policy 100 is attached.)

- 4. Proposed Board Policy 101: "Guam Community College Seal" (formal adoption) (1st reading)**

President Okada explained that on July 13, 1978, the GCC Board of Trustees, through a motion, adopted the Guam Community College Seal. However, the purpose of its presentation this evening is to request the Board to reaffirm the adoption of the GCC Seal through formal adoption via Board Policy. Further, that the Chamorro translation of the college's motto "I Isla i Faneyåkan-måmi" be adopted as an integral part of the seal to reflect the unique cultural identity of the people of Guam.

After some discussion on including the Chamorro translation of the college's motto to the Seal, Board members concurred to table this item until the next board meeting.

MOTION

IT WAS MOVED BY TRUSTEE PALING APRIL CRUZ, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD TABLE THIS ITEM UNTIL THE NEXT MEETING. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

At 6:40 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 7:25 p.m., the meeting reconvened to open session.


MOTION

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

At this time, Chair Ramos extended appreciation to Attorney Sarah Strock for her professional legal service to the College.


IX. ADJOURNMENT - There being no further discussions, the meeting of April 19, 2011 adjourned at 7:28 p.m.

SUBMITTED BY:



LOURDES V. BAUTISTA
Recording Secretary


ATTESTED BY:



FRANK P. ARRIOLA
Secretary

JUN 02 2011

APPROVED BY:



GINA Y. RAMOS
Chairperson

JUN 02 2011

Attachments:

- Board Policy 100, Resolution 5-2011: GCC Mission Statement with Chamorro translation
- Fiscal Year 2012 NAF Special Projects Budget Request

Guam Community College
2012 BUDGET REQUEST - NAF SPECIAL PROJECTS

PROJECTED REVENUES	FISCAL YEAR 2011		
	ORIGINAL BUDGET	REVISED BUDGET	FY 2012 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Manager's Certification	175,147	319,547	
Health Certificate	134,995	279,395	134,995
SHRM Learning System	40,800	40,800	13,500
Teacher's Recertification	50,000	50,000	
* Other Projects	1,121,056	1,137,911	305,804
Room Rental	20,000	20,000	60,000
* Industries Certification Prep Courses	106,758	114,774	101,600
* Prometric/Pan/Ed2go Online Courses/HOST TESTING	89,631	89,631	89,631
OSHA			158,000
Computer Courses	17,550	17,550	117,414
Total Continuing Education	1,755,937	2,069,608	980,944
TRADES & PROFESSIONAL SERVICES (TPS)			
CTE I	5,360	15,860	21,000
CTE II	5,360	15,860	21,000
Education Methods	13,500	13,500	21,000
Other Education Projects	10,000	10,000	21,000
Public Health CCDF Grant		35,000	515,500
Early Childhood Educ(ECE) Cohort	440,000	547,500	250,000
Project Approach (Reggio)	10,500	34,650	21,000
Reading Strategies	14,811	14,811	
Distance Education Courses	15,150	13,500	21,000
Photo & Video Basics for Educators	7,310	13,600	
Tour Guide	15,000	17,800	15,000
Hospitality Institute			
Criminal Justice Academy			90,000
GED		18,150	15,000
Culinary Arts	148,700		138,700
* Other Projects			
Total Trades & Professional Services	685,700	750,131	1,150,200
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	18,000	22,950	16,000
Networking Courses (CCNA)	45,500	91,100	112,000
Telecom Courses (Category 5)	13,000	13,820	30,000
Assessment & Counseling			
Other Projects			
Total Technology & Student Services	76,500	127,870	158,000
TOTAL REVENUE	2,518,137	2,947,609	2,289,144

Approved by GGC Board, May 5, 2011

Guam Community College
2012 BUDGET REQUEST - NAF SPECIAL PROJECTS

FISCAL YEAR 2011			
PROJECTED EXPENDITURES	ORIGINAL BUDGET	REVISED BUDGET	FY 2012 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Manager's Certification	80,059	91,800	
Health Certificate	71,197	185,493	93,897
SHRM Learning System	26,320	4,675	15,400
Teacher's Recertification	24,500		
Computer Courses	7,020		174,966
Room Rental	39,350		60,000
* Other Projects	1,155,427	67,569	339,582
Industries Certification Prep Courses	47,203	9,182	81,990
Prometric/Pan/Ed2go Online Courses/HOST TESTIN	35,852	199	35,852
OSHA			93,571
Department Incentives			
Total Continuing Education	1,486,929	358,918	895,259
TRADES & PROFESSIONAL SERVICES (TPS)			
CTE I	5,360	4,506	21,000
CTE II	5,360	3,648	21,000
Education Methods		1,890	21,000
ELL	13,277		
CPR First Aid & Safety	10,000		
Public Health CCDF Grant		35,000	515,500
Early Childhood Educ (ECE) Cohort	437,563	627,133	250,000
Other Education Projects		27,420	21,000
Project Approach (Reggio)	0,927	23,017	21,000
Reading Strategies	14,811		
Distance Education Courses	15,150	4,480	21,000
Photo & Video Basics for Educators	5,855		
Tour Guide	10,375	7,164	10,683
Hospitality Institute			
Criminal Justice Academy		1,029	87,609
GED		18,055	15,000
Culinary Arts	131,180	92,511	118,697
* Other Projects		19,208	
Department Incentives			
Total Trades & Professional Services	657,858	865,892	1,123,489
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	18,000	9,150	16,000
Networking Courses (CCNA)	45,500	96,103	112,000
Telecom Courses (Category 5)	13,000	6,820	30,000
Assessment & Counseling		10,000	
Department Incentives			
Total Technology & Student Services	76,500	122,073	158,000
TOTAL EXPENDITURES	2,221,287	1,346,883	2,176,748
NET PROFIT/(LOSS)	296,850	1,600,726	112,396

Notes: * Other Projects budget is projected for projects not anticipated.

Approved by GCE Board, May 5, 2011

**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.

Snangan Misión

I misión i Kulehon Kumunkidat Guahan, guiya i ge'chilo' i fina'che'cho' siha yan i kinahulo' i mamfafa'che'cho' ya u na'guaguaha nu i manakhilo' yan manmaolekna finingo' yan fina'naguén cho'cho' siha giya Malakronisiha

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.

Amended & Adopted: May 5, 2011 (Chamorro translation)

Re-examined & Adopted: February 9, 2011; Resolution 5-2011

Adopted: March 11, 2009; Resolution 17-2009

Amended & Adopted: September 5, 2008; Resolution: 12-2008

Re-examined & Adopted: January 25, 2007; Resolution 1-2007

Adopted: February 9, 2005; Resolution 3-2005