

**GUAM COMMUNITY COLLEGE  
Board of Trustees  
Monthly Meeting of June 18, 2008**

**Minutes**

The meeting of June 18, 2008 was called to order at 6:05 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. Ilao.

**Others in attendance:** Ms. Mary A.Y. Okada, President, Mr. Keneth Bautista, Support Staff Advisory Member, Mr. Barry Mead, Faculty Advisory Member, Attorney Cenzone Duenas, Legal Counsel, Dr. Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen K. Santos, Vice President, Business & Finance Division, Mr. John Camacho, Vice President, Administrative Services Division, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Dr. Michelle Santos, Dean, School of Technology & Student Services, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Joann Muna, Personnel Administrator.

At this time, with the concurrence of the Board, the following motion was made to amend the agenda:

**MOTION**

**IT WAS MOVED BY TRUSTEE JOSEPH B. LEON GUERRERO, SECONDED BY TRUSTEE MARIA D. GARCIA, THAT THE AGENDA BE AMENDED TO ADD, UNDER UNFINISHED BUSINESS, GPSS CALENDAR, FOR DISCUSSION ONLY. MOTION CARRIES. (Voting: 5 ayes, 0 nays)**

**II. APPROVAL OF MINUTES**

1. **May 8, 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 MAY 8, 2008, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS - None.**

**IV. PUBLIC DISCUSSION - None.**

**V. REPORTS**

1. **President's Report:**



## GCC BOT - Minutes of June 18, 2008 Meeting

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Financial Status of the College: President Okada reported that GCC received about 81% of its requested FY08 budget, to date. Additionally, she noted that our cash flow is in a positive position which will allow us to secure additional money in TCD's to support the construction of the Allied Health building.

Other issues reported by President Okada include the following:

- GCC has made its first payment to the USDOE for the Student Services & Administration building without liquidating the TCD that was previously set aside.
- GCC is moving forward in securing the collateral equipment for the new Ukudo High School.
- GCC is following up with the Governor on the request to re-allocate Department of Interior CIP monies for our Allied Health building.
- CIP Projects status: The awarding of the Non-Skid project for the walkways, the generator for the Technology Center is underway, the Roof Sealant project has begun on the Student Services & Administration building, and the Campus Signage project is underway.
- GCC is currently conducting internal reviews on all campus issues in anticipation of a campus visit/inspection by the Attorney General or the GPSS Environmental Taskforce.
- Development of GCC's Strategic Plan (3-options plan) in preparation for the potential offering of double sessions @ the GW campus for JFK students (option 1), @ the Ukudo campus for JFK students (option 2), or in the event the opening of the school year is delayed (option 3).
- In preparation for the opening of the school year, President Okada noted that she's prepared a "draft" letter to the Acting Superintendent of Education. The letter proposes to assist and correct some of the deficiencies to the facilities that are being used to provide GCC programs at the Simon Sanchez High School in Yigo, and that upon completion of the repairs, GCC would like to request for an independent inspection by the Attorney General's office and the GPSS Environmental Health & Safety Task Force. Further, for long term planning purposes GCC will be submitting a proposal requesting for more permanent facilities on the Simon Sanchez campus. The letter is expected to be sent by the end of the week. Copies will also be sent to the GCC Board, Speaker Wonpat, Senator Calvo, & the Guam Education Policy Board
- GCC only received one bid relative to the RFP for the Independent Salary Study. The bid is currently being reviewed.
- The RFP for the removal of coral is closed. GCC received only two bids which are currently being reviewed.
- At the request of one of GCC's student organization, Mangilao Mayor Blas' office will place a bus transit bus shelter outside the campus' front gate. Trash bins will also be provided to minimize trash being strewn around the area.
- In celebration of GCC's 30<sup>th</sup> Year Anniversary, profits generated thus far amounts to \$31,751. Events still on-going include the I-Pledge Drive, the Harley Davidson Motorcycle Raffle Drawing scheduled for August 31, 2008, and the Par Excellence Golf Tournament scheduled for August 30, 2008 @ the Leo Palace Resort. Further, as a joint effort, GCC and UOG has partnered up in entering a candidate for the 2008 Little Miss Liberation. Miss Kimie Okada, daughter of Dave Okada and President Mary Okada is GCC-UOG's Little Miss Liberation candidate. President Okada noted the breakdown of where the proceeds generated from Kimie's raffle sales will go: 50% will go to the Liberation Day Committee, 25% will go to a non-profit organization of the candidate's choice, and the other 25% will go to the candidate. In support of GCC's and UOG's Endowments, Mr. & Mrs. Okada agreed that Kimie's 25% share and the other 25% for a non-profit organization will instead be donated to GCC's Endowment (25%) and UOG's Endowment (25%). Additionally, both GCC & UOG will be sponsoring a Liberation Day Float, which will be constructed by staff members from both institutions.



## **GCC BOT - Minutes of June 18, 2008 Meeting**

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- Guam's Skills USA Team is scheduled to depart for Kansas City on Sunday, June 22, 2008.
- GCC's FY2007 Audit Reports have been released by Guam's Public Auditor with a report that GCC once again is considered at a low-risk grantee status with no audit findings or question costs.

## **2. Monthly Activities Report**

**Student Trustee:** Trustee Charlene Flores reported on the following:

- Of GCC's 343 graduates this year, only 100 plus graduates walked during GCC's May 23, 2008 Commencement.
- On behalf of the graduates, Trustee Flores extended appreciation to GCC for providing each graduate a 76 Station Gas Discount Card.
- 2008 Relay for Life event was also held on May 23 and was a big success. Appreciation was extended to all those who in one or another participated and supported GCC's Relay for Life Team.

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

- Good show and participation of GCC faculty at this year's Commencement held on May 23, 2008.

In response to the potential reason for the low show of graduates at this year's Commencement, President Okada noted that to encourage participation of our graduating students, GCC provided/loaned graduation gowns and caps to those who were not able to purchase their own. President Okada emphasized that we will be more aggressive in encouraging our students to be involved and to participate at their own graduation.

Additionally, for the first time, Ms. Lolita Reyes, Assistant Director of Development & Alumni Relations, administered the Alumni Pledge during Commencement. Ms. Reyes explained that the purpose of the Alumni Pledge is to capture the interest and motivation of our graduates to give back to the college in many forms, such as to continue their education with GCC, to mentor other GCC students, to be a participatory in various advisory councils of GCC, etc. Compliments were well received on the administering of the Alumni Pledge.

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

- Recognition of new employees @ GCC: Joel Ridgell (MIS department), Ana Atoigue (Electronics department), Tara Pascua (Continuing Education department), Vedalema Valencia (Materials Management department).
- The success on the upgrade to Banner.

## **VI. UNFINISHED BUSINESS**

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

President Okada reported that GCC received several good bids in response to the RFP for the Science & Allied Health Building. She noted that the base bid that came in was @ \$3.7 million.

### **2. New Student Center (Update)**



President Okada reported that GCC received preliminary drawings however potential changes are still being considered and addressed. She reiterated that the Foundation Board approved the funding for the architectural design.

3. **BOARD ASSESSMENT: Goal 3 -- Review of Board Policies (Trustees Leon Guerrero & Ila)**
  - **General Policies, Financial Policies, Curriculum Policies, Employee Policies, Student Policies, Foundation Policies, & Apprenticeship Policies**

Board Chairpersons for Assessment Goal #3, Trustees Leon Guerrero & Ila, were pleased to report that the review of board policies at the committee level was a tremendous task with a successful end result. Meetings were held with vice presidents Somera, Santos and Camacho during the months of January through April 2008 discussing each policy one by one. The review process also included the input of the deans and other college administrators & staff, and the use of the Policy Review Tool that was approved by the Board several meetings ago.

Academic Vice President Dr. Somera emphasized that this is the very first review of board policies since the Board's Policy Manual was developed approximately 14 years ago. This also addresses a concern raised by the Accrediting Commission in their last Accreditation Evaluation Report.

At this time, Chair Ramos highly encouraged members to review the policies presented to them this evening and suggested that the Board hold a retreat specifically to discuss each policy. Legal Counsel, referencing Board Policy 110, also agreed with Chair Ramos that the Board should review each policy thoroughly to ensure mandates are adhered to. Board members concurred to hold a retreat sometime in August. Lou Bautista to notify members on the date, time, and venue for the retreat.

President Okada apprized the Board that the Travel Policy is not provided this evening because it is still being reviewed by the Vice President for Finance. A revision to the policy will include travel requirements for our students. Upon completion, the policy, with recommended revisions, will be presented to the Board for consideration.

#### **MOTION**

**IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE JOSEPH B. LEON GUERRERO, THAT THE BOARD POLICIES CURRENTLY PROVIDED BE MOVED TO FIRST READING. MOTION CARRIES. (Voting: 5 ayes, 0 nays)**

4. **Added: GPSS Calendar (for discussion only)**

Chair Ramos reiterated that this issue was tabled at the Board's meeting of May 8 pending consultation with legal counsel. She however noted that consultation with legal counsel has not yet taken place. Mr. Mead requested that it be done soon because of GPSS' dilemma on the opening of the school year and the impact it will have on GCC's secondary faculty, specifically on paying them should the schools not open as scheduled.

He, therefore, requested clarification as to what is GCC's plan in addressing the issue of payment to GCC's secondary faculty who are on a 21-pay period schedule. He emphasized that when speaking with our



secondary faculty we need to ensure they understand exactly how they are to be paid based on the recognition of GPSS' calendar.

President Okada noted that GCC will need to review how many secondary faculty we have that are on a 21-pay period schedule and make a recommendation, with the support of the Union, that our secondary faculty be encouraged to voluntarily enter into a 26-pay period schedule instead. She noted that if GCC's secondary faculty does not voluntarily choose to enter into a 26-pay period schedule because of a law that exists, then we may have to go to the Legislature to get an amendment to the law. President Okada emphasized that a meeting will be held with the faculty representative to discuss and come up with a resolution on the matter.

**VII. NEW BUSINESS**

**1. GCC's Advisory Committees: Meeting Minutes (Fall 2007 & Spring 2008)**

President Okada noted that this is provided to the Board for their information. Academic Vice President Dr. Somera emphasized that the information provided by the various advisory committees plays an important role in the development of GCC's Annual Assessment Report, which is currently being written by the Office of Assessment & Institutional Effectiveness.

Dean Reilly explained that the information provided by the advisory committees is used towards the development and/or improvement of our curriculum for the various programs we offer. President Okada added that individuals who express interests in any of our programs are extended an invitation to be a member of that particular advisory committee.

**2. President's Travel Schedule:**

- June 25-27, 2008: 7<sup>th</sup> Annual Council for Resource Development Presidents Fundraising Workshop, Cambridge, MA (funded by GCC Foundation Board)
- October 29-November 1, 2008: ACCT Leadership Congress, New York City, NY

**MOTION**

**IT WAS MOVED BY TRUSTEE JOSEPH B. LEON GUERRERO, SECONDED BY TRUSTEE MARIA D. GARCIA, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE AS PRESENTED. MOTION CARRIES. (Voting: 5 ayes, 0 nays)**

**At this time, the following action was taken by the Board to amend the agenda:**

**MOTION**

**IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD AMEND THE AGENDA TO ADD UNDER UNFINISHED BUSINESS AS ITEM #5 THE PROPOSED RESTRUCTURING OF THE FACULTY GOVERNANCE STRUCTURE (MEMO DATED MAY 30, 2008). MOTION CARRIES. (Voting: 5 ayes, 0 nays)**

Chair Ramos said that this issue will be addressed before the Board adjourns its meeting. Members concurred.

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 8:30 p.m., the meeting reconvened to open session.

For the record, Trustee Maria Garcia was not present after Executive Session.

President Okada's Report:

**MOTION**

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

**VI. UNFINISHED BUSINESS**

- 5. Added: Proposed Restructuring of the Faculty Governance Structure (Memo dated May 30, 2008)**

Copies of the memo from Dr. Somera and Mr. Mead were provided to members of the Board. The memo serves as a status report of the college's course of action in addressing the ACCJC advisory from Dr. Barbara Beno on May 2, 2008.

**MOTION**

**IT WAS MOVED BY TRUSTEE CHARLENE K. FLORES, SECONDED BY TRUSTEE JOSEPH B. LEON GUERRERO, THAT THE BOARD ACCEPTS THE PERIODIC UPDATE REGARDING THE PROPOSED RESTRUCTURING OF THE FACULTY GOVERNANCE STRUCTURE. MOTION CARRIES. (Voting: 4 ayes, 0 nays)**

President's Annual Performance Evaluation Report:

**MOTION**

**IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE JOSEPH B. LEON GUERRERO THAT THE BOARD ADDRESS THE PERFORMANCE EVALUATION**



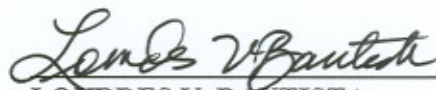
**PROCESS FOR THE PRESIDENT TO DEFER THE APPLICATION OF THE SURVEY BY STUDENTS, FACULTY, AND ADMINISTRATORS TO THE FOLLOWING YEAR EVALUATION. MOTION CARRIES. (Voting: 4 ayes, 0 nays)**

At this time, Board members extended congratulations to GCC for its successful OPA audits and for being categorized as a "low risk auditee", to GCC faculty for winning the Beef BarBQ category @ the Mango Festival recently held, to the college for being recognize by the Guam Army National Guard (GANG), to college administrators, staff, and students for a very successful Commencement held on May 23, to faculty for their great show of support @ the Commencement ceremony, and to the staff for a very successful upgrade to GCC's Banner system.


**IX. ADJOURNMENT**

There being no further discussions, the meeting of June 18, 2008 adjourned at 8:40 p.m.

SUBMITTED BY:

  
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LOURDES V. BAUTISTA  
Recording Secretary

ATTESTED BY:

  
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JUL 28 2008  
CHARLENE K. FLORES  
Secretary

APPROVED BY:

  
\_\_\_\_\_  
JUL 28 2008  
GINA Y. RAMOS  
Chairperson