

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of June 2, 2010**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of June 2, 2010 was called to order at 6:10 p.m., by Board member and Treasurer Deborah C. Belanger. The meeting was held in the President's Conference Room located at the Student Services & Administration Building.

**1. Roll Call**

**Trustees Present:** Ms. Deborah C. Belanger, Mr. Frank P. Arriola, Mr. Eduardo R. Ilao, Mr. Edward G. Untalan

**Not in attendance:** Ms. Gina Y. Ramos, Chairperson (schedule conflict), Ms. Maria Dilanco Garcia (Vce Chairperson) (schedule conflict), Ms. Paling April Cruz (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President, Attorney Sarah Strock, Legal Counsel, Dr. R. Ray Somera, Vice President, Academic Affairs Division, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Jayne Flores, Assistant Director, Communications & Promotions, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations.

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

**II. APPROVAL OF MINUTES**

**1. May 5, 2010 Meeting**

**MOTION**

**IT WAS MOVED BY TRUSTEE EDWARD G. UNTALAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE MEETING MINUTES OF MAY 5, 2010, SUBJECT TO CORRECTIONS. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS - None.**

**IV. PUBLIC DISCUSSION - None.**

## V. REPORTS

### 1. **President's Report:** President Okada reported on the following:

–Financial Status: Of the college's FY2010 budget allotment, \$7.5 million has been received with a balance of \$5.2 million still due with hopes to be received within the next couple of months. Thus far, the college's cash flow is okay allowing payroll to be met.

–Capital Improvement Projects: Several CIP reported by President Okada include the following:

- The college was granted a 44-day extension for the completion date for the Learning Resource Center. The extension was due to the additional time it took to obtain the building permit. The tentative completion date is now the 1<sup>st</sup> week of November 2010.
- Several bids have recently been put out for the typhoon shutters and for the air condition units for the Student Services & Administration Building, and for the renovation of classrooms in the A&C buildings and in the Foundation Building.

–Student Center Ground Breaking: President Okada happily shared that the ceremony was a success with the attendance of Congresswoman Bordallo, Acting Governor Cruz, Senators Aguon, Calvo and Palacios, Mr. David Cohen, and representatives from Asanuma Corporation.

### 2. **GCC Audit Reports**

- **Letters to the Board of Trustees and President Okada from Deloitte & Touche (dated April 30, 2010)**
- **Financial Statements, Additional Information and Independent Auditors' Report for years ended September 30, 2009 and 2008**
- **Independent Auditors' Report on Compliance and on Internal Control for the year ended September 30, 2009**

Copies of the reports were provided in the meeting packet. President Okada happily emphasized that this is the 9<sup>th</sup> consecutive year the College has had a "clean audit." She extended congratulations and appreciation to the Vice President of Finance, the accounting staff and procurement staff for safe guarding the assets and funds of the college, and for a job well done overall.

### 3. **Monthly Activities Report**

Student Trustee: No report. Trustee Cruz was not in attendance.

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

In the absence of Mr. Mead, President Okada noted that the 2010-2016 Faculty Agreement was ratified by the faculty.

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

**4. Board of Trustees Community Outreach Report**

As part of the Board's community outreach, Board members attended the college's 2010 Commencement held May 21, 2010, and Trustee Debbie Belanger attended the U.S. Department of Labor's Prevailing Wages Conference that was recently held.

**VI. UNFINISHED BUSINESS**

**1. Construction Project Updates**

Student Center - Ground breaking ceremony that was held today was a success.

Learning Resources Center - Ribbon Cutting Ceremony is being planned between December 6 and December 24. The completion date for the project has been extended another 44 days due to the additional time it took to obtain the building permit.

**VII. NEW BUSINESS**

**1. Election: Office of Secretary**

**MOTION**

**IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE EDWARD G. UNTALAN, THAT TRUSTEE FRANK P. ARRIOLA BE NOMINATED AS SECRETARY FOR THE BOARD. THERE BEING NO OTHER NOMINATIONS, THE MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)**

**Trustee Frank P. Arriola elected Secretary for the Board.**

**2. Proposed Board Policy: Distance Education Policy (1<sup>st</sup> Reading)**

Academic Vice President Dr. Somera noted that the proposed policy stems from the Accrediting Commission for Community & Junior Colleges' (ACCJC) long standing policy on the offering of online courses. The policy lays out the process of planning for the course, implementing the course and eventually offering the course in the class schedule. Additionally, Distance Education courses would allow the College to extend its method of course delivery and expand its reach to students who do not have access to traditional forms of education. The proposed policy was a year- long project of the Faculty Senate that was created by the Curriculum Committee (a subcommittee of the Faculty Senate), with input of the Academic Vice President, the Deans and faculty. The proposed policy mirrors that of ACCJC's policy. Further, Dr. Somera emphasized that the college needs to have the policy in place and that all online courses to be proposed through the substantive change process require ACCJC's approval.

## **MOTION**

**IT WAS MOVED BY TRUSTEE EDWARD G. UNTALAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA, TO MOVE THE PROPOSED BOARD POLICY ENTITLED “DISTANCE EDUCATION POLICY” TO SECOND READING. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays).**

**3. Association of Community College Trustees (ACCT) 41<sup>st</sup> Annual Leadership Congress, October 20-23, 2010, Toronto, Canada**

Because the deadline for registration and housing is August 19, 2010, President Okada highly encouraged board members to notify the President’s Office of their interest to attend the event so that appropriate travel authorizations, registration & housing forms can be processed in a timely manner.

Additionally, President Okada notified the Board that the Association of Community College Trustees (ACCT) approved the Board’s proposal to conduct a presentation at the upcoming ACCT Leadership Congress. She emphasized that ACCT not only approved the request, but asked that we do two presentations via a roundtable discussion and a concurrent session.

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 7:15 p.m., the meeting reconvened to open session.

## **MOTION**

**IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD ACCEPTS PRESIDENT OKADA’S PROGRESS REPORT. MOTION CARRIES. (Voting: 4 ayes, 0 nays)**

At this time, Trustee Belanger extended:

- Appreciation to Ms. Lolita Reyes and to all those who helped in one way or another to make this year’s Commencement a huge success.
- Appreciation and Congratulations to President Okada and the campus community for a successful Ground Breaking for the new Student Center.
- Congratulations to GCC faculty who were recognized during the Faculty Recognition Ceremony.
- Appreciation to Victor Rodgers, GCC’s Chair for Relay for Life 2010, and to all who

volunteered and participated with Team GCC during the Relay for Life event held on May 28-29, 2010.

- Congratulations to Dr. Somera for his selection to participate in the Chief Academic Officers (CAO) Institute sponsored by the American Council on Education (ACE).
- Congratulations to the newly sworn in officers of the Council on Postsecondary Student Affairs.

**IX. ADJOURNMENT** - There being no further discussions, the meeting of June 2, 2010 adjourned at 7:45 p.m.

**SUBMITTED BY:**



**LOURDES V. BAUTISTA**  
Recording Secretary

**ATTESTED BY:**


  

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**FRANK P. ARRIOLA**  
Secretary

JUL 07 2010

**APPROVED BY:**

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**GINA Y. RAMOS**  
Chairperson

JUL 07 2010