

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of July 7, 2010

Minutes

I. CALL TO ORDER

The monthly meeting of July 7, 2010 was called to order at 6:15p.m. Ms. Gina Y. Ramos, Board 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. Gina Y. Ramos, Ms. Maria Dilanco Garcia, Ms. Deborah C. Belanger, Mr. Frank P. Arriola, Ms. Paling April Cruz.

Not in attendance: Mr. Eduardo R. Ilaos (prior commitment), Mr. Edward G. Untalan (out sick).

Others in attendance: Dr. Mary A.Y. Okada, President, Mr. Barry Mead, Faculty Advisory Member, Attorney Sarah Strock, Legal Counsel, Dr. R. Ray Somera, Vice President, Academic Affairs Division, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Carmen K. Santos, Vice President, Business & Finance Division, Ms. Jayne Flores, Assistant Director, Communications & Promotions, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Doris U. Perez, Assistant Director, Planning & Development.

Not in attendance: 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. June 2, 2010 Meeting

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE MARIA DILANCO GARCIA, THAT THE BOARD APPROVES THE MEETING MINUTES OF JUNE 2, 2010, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS

1. From the Association of Community College Trustees

- **Member in Good Standing Certificate**
- **Standards of Good Practice Certificate**

Every year upon receipt of the college's annual dues payment, ACCT sends the Board a Certificate of Good Standing, along with a listing of sponsored ACCT events, e.g., workshops, conferences, etc., in support of community colleges.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

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

–Financial Status: As of July 7, 2010, the college has received \$8.766 million of its budget appropriations -- GenFund (53%), LPN (49%), MDF (60%), and TAF (30%).

–GCC bids currently out include, the renovation of classrooms in Buildings A&C, the awarding of Custodial Services Contract to Advance Management Services, and contract awarding to American Suppliers for heavy duty & safety entrance mats.

No bids were received for the Web Base Work Order System, however, GCC was able to identify two potential companies that may be able to provide proposals. The Web Base Work Order System is a system that will update the work order processing for GCC's facilities maintenance.

With regard to the Paint Booth, the bid was cancelled because it exceeded the budget. However, GCC will purchase the paint booth and instead contract out the installation portion of the project.

Additionally, the bid for the Voice Over Internet Protocol (VOIP) telephone system project is closed. The evaluation process has been completed and pending the President's approval to award.

The bid for the Redundant Network project has also been cancelled, because it exceeded the budget. A different approach is currently being considered to include the possibility of reprogramming the money, which is funded under ARRA.

The Construction Management Services Contract was awarded to Chugach Alaska Corporation. Chugach will oversee four projects on campus, to include the Student Center, the renovation of the Foundation Building, the Generator, and the Sprinkler System.

The Professional Energy Audit Contract was awarded to Sodexo.

Other bids that are pending include the Allied Health Lecture Hall equipment, the Learning Resources Center furniture and equipment, the Construction Trades workstation, the Allied Health Photovoltaic Project, and the Grounds Maintenance.

Yigo land identified for GCC's Career & Technical Education (CTE) Center: In a recent meeting with Speaker Wonpat, President Okada apprized the Board that property to potentially construct GCC's CTE Center in the northern part of the island has been identified. The property is approximately 80 acres and is located in the village of Yigo, closest to the Yigo Fire Station area.

GCC's legal counsel and the Governor's legal counsel are currently reviewing the 2004 Utilization Report from the Guam Department of Education primarily because there are water wells located in the area. Once legal counsel finds that we can pursue the land based on how the land was given back to the Government of Guam and the Governor's authority to transfer the land to GCC, the firm of Tanaguchi Ruth Makio is ready to work and provide GCC the A&E .

Based on discussions with Speaker Wonpat, President Okada emphasized that if the Government of Guam does not do something on the property, the property will be returned back to the Federal Government. Therefore, GCC is being given this property to move forward with its plans to construct a CTE Center. President Okada did emphasize that there is a restriction on the use of the property, which is the property can only be used for educational purposes.

ARRA Funded Academies:

- GPD Police Academy: A supplemental Police Academy is currently on-going on campus. Of the 31 cadets, 30 are funded by ARRA.
- GFD Fire Academy: A supplemental Fire Academy is pending approval to be held on campus. Thirty potential candidates will be provided the opportunity to participate in this academy.
- MicroSoft IT Academy: A supplemental MicroSoft IT Academy is currently also being held on campus.

Congressional Earmark Grant: On June 11, 2010, Certificates of Completion were awarded to students who participated in the Electrical and Construction Boot Camps, Cycles I & II. Additionally, President Okada noted that a requirement under the Congressional Earmark Grant is an Internship Program. Therefore, immediately after receiving their Certificate of Completion some students were placed at job sites by participating employers.

Crane Operator Training: In support of the Guam Port Authority's request to provide and offer a Crane Operator Training, President Okada said that GCC is working on identifying the space to conduct the training. As part of the simulation laboratory portion of the training, GCC has gotten the support of shipping companies to assist.

2. Monthly Activities Report

Student Trustee: Trustee Cruz reported that there are no student activities currently on-going due to the Summer season. However, COPSA continues to hold its monthly retreats with its advisors, mapping out its plan of action for the upcoming school year. Additionally, COPSA's officers also attended the Student Center's ground breaking ceremony recently held.

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

- Faculty Evaluation Committee met yesterday and will continue to meet for the next four days.
- Skills USA competition went very well. Our GCC contestants did a good job and placed high in their respective segment of the competition. Appreciation extended to all the students who competed and to Ms. Bobbie Leon Guerrero for her assistance.

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

3. Board of Trustees Community Outreach Report

Trustees Ramos, Belanger, Arriola, Cruz, and Support Staff Advisory member Bautista recently attended the Boardmanship Training sponsored by the Pacific Postsecondary Education Council in Hawaii, June 14-15, 2010. Board members expressed that the training also provided great opportunity to meet and network with other regional trustees.

VI. UNFINISHED BUSINESS

1. Construction Project Updates

Student Center - President Okada noted that for the last five weeks, GCC's Student Center contract is still with the Attorney General's office pending review. Assistance from the Governor's office to expedite the review has been requested.

Learning Resources Center - The LRC is still scheduled to be completed by the first week of November 2010. The Ribbon Cutting Ceremony is being planned between December 6 and December 24, 2010. The President reiterated that the bid for the LRC's furniture and equipment will soon be out.

2. Proposed Board Policy (2nd Reading) - Distance Education Policy

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD ADOPTS THE PROPOSED BOARD POLICY ENTITLED "DISTANCE EDUCATION POLICY". MOTION CARRIES. (Voting: 5 ayes, 0 nays). (A copy of the policy is attached.)

Nomination for 2010 Association of Community College Trustees (ACCT) Regional Equity Award: At this time, President Okada apprized the Board that her office submitted to the Association of Community College (ACCT) a packet nominating the Guam Community College for the 2010 Regional Equity Award. The deadline to submit was Friday, July 2, 2010.

Additionally, at the 2010 ACCT Annual Leadership Congress in Toronto, Canada, President Okada reiterated that GCC's CEO and Board Chair will facilitate a round-table discussion and concurrent session on GCC's Career Pathways Project. Ms. Jayne Flores and Ms. Doris Perez will put together the power point show for this presentation.

VII. NEW BUSINESS

1. Proposed Board Resolution: Physical Master Plan Update

President Okada requested the Board's consideration to approve the funding request for \$55,000 to update the College's Physical Master Plan currently dated 2005-2010. She emphasized that the update to the Plan is needed to move forward with future campus projects and plans. The appendices to the Plan will also be updated. The expected completion time for the Physical Master Plan update is December 2010. As part of the existing contract with the architectural firm of Tanaguchi Ruth Makio & Associates, TRMA will conduct the update to the Plan, via a change order.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE PALING APRIL CRUZ, THAT THE BOARD APPROVES BOARD RESOLUTION ENTITLED "PHYSICAL MASTER PLAN UPDATE". MOTION CARRIES. (Voting: 5 ayes, 0 nays) (A copy of the resolution is attached.)

2. Fall 2010 National Conference on Student Leadership, November 4-7, 2010, Orlando, Florida (Student Trustee Paling April Cruz)

Student Trustee Cruz requested Board consideration to allow her to attend the upcoming Fall 2010 National Conference on Student Leadership to be held in Florida. In addition, she expressed her interest in attending the Certified Student Leader Program to become a Certified Student Leader for GCC and for COPSA.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE REQUEST OF STUDENT TRUSTEE PALING APRIL CRUZ TO ATTEND THE 2010 NATIONAL CONFERENCE ON STUDENT LEADERSHIP SCHEDULED FOR NOVEMBER 4-7, 2010 IN ORLANDO, FLORIDA. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

3. President's Travel Schedule: August 2010

- **August 4-5, 2010: Adult Education State Directors Meeting, Washington, DC (Funded by State Director's Account)**

- **August 24-26, 2010: Pacific Resources Education Laboratory (PREL) Board of Directors Meeting, Honolulu, Hawaii (Funded by PREL)**

With regard to the Adult Education State Directors Meeting, President Okada noted that she was requested by Sarah Newcomb, Program Liaison for Adult Education, to represent the viewpoints and concerns and to speak for the outlying areas' interests and challenges as the states discuss revisions to be made in the National Reporting System (NRS).

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE TO ATTEND THE ADULT EDUCATION STATE DIRECTORS MEETING AUGUST 4-5, 2010, AND THE PACIFIC RESOURCES EDUCATION LABORATORY BOARD OF DIRECTORS MEETING AUGUST 24-26,2010. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

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

VIII. EXECUTIVE SESSION

- 1. Personnel Matters**
 - President's Annual Performance Evaluation (June 2009-June 2010)
- 2. Labor Management Relations**
- 3. Legal Matters**

At 9:00 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

At this time, Chair Ramos, on behalf of the Board extended the following:

- Congratulations to President Okada and to Vice President Santos for ensuring that the College's finances and cash flows are good.
- Recognition on the accomplishments of our students who participated at this year's Skills USA competition event recently held.
- Appreciation to the President, Ms. Jayne Flores, and all those who in one way or another contributed to the nomination packet submitted to ACCT for the 2010 Regional Equity Award.
- For the record, Faculty Advisor Mr. Barry Mead recognized Trustee Belanger for her efforts

- and participation during the Faculty Agreement negotiation meetings held.
- Congratulations to GCC students for being awarded the Na La'Bonita Award for their beautification efforts of our island.


IX. ADJOURNMENT - There being no further discussions, the meeting of July 7, 2010 adjourned at 9:05 p.m.

SUBMITTED BY:




LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:



FRANK P. ARRIOLA
Secretary
AUG 02 2010

APPROVED BY:



GINA Y. RAMOS
Chairperson
AUG 02 2010

Attachments:

1. Board Policy 340, Board Resolution 7-2010: Distance Education Policy
2. Board Resolution 8-2010: Physical Master Plan Update

**Guam Community College
Board of Trustees**

Distance Education Policy

WHEREAS, distance education (hereinafter referred to as DE) refers to the practice of offering educational services – either instruction or support services – to students who are not physically co-located with the individuals providing the service. DE includes the use of computer and Internet-based educational services as well as video and audio services. Institutions use Internet technologies to bring students educational programming in either synchronous (students and the service provider are interacting on line at the same time) or asynchronous modes (students and the service provider not interacting on line at the same time). Educational interactions delivered through these means may occur on campus as well as off campus, and

WHEREAS, DE can be a convenient, flexible, and effective means of providing education. Nearly half of all the college students in the country are of the age group once thought of as nontraditional. They are working adults or adults seeking first educational credentials or retraining. Many working adult students with multiple demands on their time find DE to meet their needs better than campus-based education, and

WHEREAS, DE is also an opportunity for the College and the students to contribute to environmentally friendly practices. Courses that run through DE reduce the use of paper and copying, as resources are available digitally. In addition, students commute to campus less frequently than traditional courses, lessening the use of gas and related emissions into the environment, and

WHEREAS, in addition to working adults, the traditional-aged college students come to campus with extensive experience using digital technologies in their personal and school lives. For these students, DE that involves the use of Internet, web casts, text messaging, and other digital media is comfortable and familiar. As technology continues to expand world-wide, participation in DE assists students in preparing for the workforce.

NOW, THEREFORE, BE IT RESOLVED, that this document serves as a policy for the College to support the policy on distance education and correspondence education of the Western Association of Schools and Colleges (WASC), Accrediting Commission for Community and Junior Colleges (ACCJC) (Revised January 2010).

BE IT FURTHER RESOLVED, that a manual will be developed based on this policy. The manual will include specific forms, and other detailed processes that are necessary to ensure the policy is implemented.

Adopted: July 7, 2010

Resolution No: 7-2010

Definitions

- An Online course is defined as one in which all regularly scheduled classroom time is replaced by required activities completed at a distance and managed online. Online courses allow students to take courses from geographically remote locations, without any need to come to campus (for instance, while deployed in the military).
- Hybrid online courses are taught using two instructional formats: on campus and online, combining traditional face-to-face classroom instruction with computer-based DE (e.g., 50% of the course work is electronically delivered). In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom seat-time is reduced.
- Web-Enhanced courses are traditional face-to-face classes that are augmented with course web sites. However, unlike hybrid courses, web-enhanced classes continue to hold all of their meetings on-campus. Web-enhanced courses are NOT distance education courses.

Requirements

- The College will adhere to all ACCJC policies regarding DE.
- All credited courses and programs that include or will include components of DE (online or hybrid online) must be approved through the Curriculum Approval Substantive Change Process. These will include courses offered through the regular semester cycle, special projects, or Continuing Education cycle, for as long as they include DE components.
- As per the WASC Distance Learning Policy, the College is expected to give the ACCJC advance notice of intent to offer a program in which 50% or more of the courses are electronically-delivered, through the Substantive Change process. Any request for ACCJC's approval of a DE program, must be coursed through the Office of the Academic Vice President.
- All courses and programs delivered through electronic means must have clearly defined and appropriate program/course student learning outcomes (SLOs).
- Students are responsible for accessing resources to complete all course requirements and resolving any technical difficulties outside of Guam Community College.
- All DE courses must be clearly identified as either online or hybrid online courses in the annually-published college catalog and in the class schedule published every semester.
- All online courses can only be taught during academic years where traditional courses are also offered as an alternative course, with the exception of continuing education courses. All DE courses must be electronically delivered by the course management system agreed upon by the College (in order to ensure consistency and uniformity in course delivery and eventual assessment of these courses.¹
- Prior to teaching a DE course, individual faculty members are responsible for acquiring sufficient skills by completing at a minimum a 3-credit course (must be

¹ The platform the College currently utilizes is the Moodle Course Management System.

- verified through official college transcripts) on building an online course, minor troubleshooting, and features of a course management system.
- Faculty must be able to provide minimal technical assistance to students (e.g., course enrollment into course management systems, access to online course materials, access to online examinations, etc.). The College will identify an individual person or department to provide further assistance for students and faculty.
 - As per the WASC Distance Learning Policy, the College must ensure that the student enrolling in course is the same student who completes the course. Therefore, students enrolling in DE courses must present photo identification during the orientation procedure. Only those enrolled students should receive the enrollment key or password to enter the course. Students enrolled must agree, in writing, to be solely responsible for the completion of the course.
 - Faculty and staff involved in DE courses will be provided with training opportunities specific to online learning.

Resources

- *Copyright.* Faculty and students must refrain from using copyrighted materials illegally and seek permission from the respective author or publisher to use copyrighted material. For more information on the U.S. Copyright Law, visit the U.S. Copyright Office's web site.

Privacy/Security

- In accordance with the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), the College is committed to protecting the privacy of all faculty and students enrolled in DE courses. The information collected will only be visible to the instructor, system managers, technical support team and other pertinent personnel. In order to ensure privacy, posting personal information such as phone numbers and addresses are discouraged and should be kept confidential. Sole access to DE courses should be limited to the registered student to maintain integrity of privacy and academic integrity as well.

Support

- *Basic Student Support Services.* Each student enrolled in a DE course shall have access to all the academic support services, instructional equipment, and campus events and other non-academic activities provided to other students. Support services may include, but are not limited to, academic advising, counseling, library services, computer access, tutoring services and financial aid.
- *Library Support.* The Library shall provide equivalent, effective and appropriate support for DE courses. Library support may include, but is not limited to, access to over 7,000 different periodicals (majority of which are available full-text) and online public access of the library catalog (through the GCC Library web page) and other strategies that emphasize access to these resources.

- *Technology Support.* In order to maximize instruction in DE courses, appropriate training and support is needed in the use of DE tools, applications and systems, the design and delivery of DE courses, the development and production of online materials, and ongoing collaboration with instructional technology staff.
- *Pedagogy Support.* In order to provide appropriate instruction in DE courses, faculty should have ongoing access to pedagogy support from other faculty, staff, administrators and instructional technology personnel. Periodic training opportunities will be offered to develop and improve teaching skills and methods for DE courses.

Assessment Strategies for Distance Learning

- The Office of Assessment and Institutional Effectiveness shall provide a report on the effectiveness of DE courses to ensure comparability to campus-based courses. Distance education must also be evaluated through an institutionally standardized evaluation procedure which includes faculty self-evaluation, evaluation of online instruction by students, student retention, student satisfaction and evaluation of faculty member by the appropriate supervisor and when appropriate, determine comparability to campus-based programs. This process shall also be used to assure the conformity of DE courses and programs to prevailing quality standards in the field of DE. DE courses and programs shall be consistent with the educational missions and strategic plans of the Department and College. DE courses will follow the regular assessment cycles and will conform to established assessment groupings.
- DE courses must be of the same quality and rigor as those presented face-to face. The course syllabi should demonstrate this equity of quality. All course syllabi must be submitted to the respective Dean of each school, as stipulated in the Guam Federation of Teachers and Guam Community College Board of Trustees Agreement. DE faculty members must deliver accurate and current information. Faculty shall not include in the content or delivery of a course any information which he or she knows to constitute libel, invasion of privacy, infringement of copyright or other literary rights, or otherwise violate the legal rights of others (See the TEACH Act). Instructors must demonstrate how student work is monitored to assure integrity.

**Guam Community College
Board of Trustees**

Physical Master Plan – Update

WHEREAS, Guam Community College (GCC), accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges through Spring 2012, upholds the quality of its educational programs and enrollment; and

WHEREAS, 2,179 students enrolled for Fall 2009 represents an 18.75 percent increase over Fall 2008 enrollment – the highest in the college’s history; and

WHEREAS, the objective of GCC’s Physical Master Plan, developed March 2005 to map the campus facilities necessary to accommodate the college’s anticipated needs over the next 15 years with an anticipated 15 percent growth and increased building area by approximately 75 percent, is to build from the existing campus; and

WHEREAS, a majority of the “phases” in the Physical Master Plan, such as key infrastructure projects (Multi-Purpose Auditorium, Technology Center, Mini Café, and Anthony A. Leon Guerrero Allied Health Center), have been completed; other projects, such as constructing the Learning Resource Center and Student Center whose design and construction will achieve Leadership in Energy and Environmental Design (LEED) certification level, reconfiguring the parking lots, and renovating buildings and classrooms (e.g., Foundation Building and classrooms located in Building A and C), are expected to be completed in 2010 and 2011; and

WHEREAS, the Physical Master Plan must be made current to reflect the existence of new buildings and anticipated enrollment and program growth as GCC’s carries out its mission to “be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia” and moreover, as Guam prepares for the impending military buildup; and

WHEREAS, the architectural firm of Taniguchi Ruth Makio Architects has submitted a proposal to update the Physical Master Plan; and

WHEREAS, the Board of Trustees has expressed an interest to commit funding to update the Physical Master Plan not to exceed Fifty-Five thousand dollars (\$55,000).

NOW, THEREFORE, IT BE RESOLVED, that the Board of Trustees shall authorize the President to execute a contract for professional services to bring up to date GCC’s Physical Master Plan; and

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes appropriating the sum not to exceed \$55,000 to fund the updating of the Physical Master Plan.

Adopted: July 7, 2010

Resolution Number: 8-2010