

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of August 14, 2008

Minutes

The meeting of August 14, 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 Dilanco Garcia, Vice Chair, Ms. Charlene K. Flores, Ms. Deborah C. Belanger, Mr. Eduardo R. Ilao.

Others in attendance: Ms. Mary A.Y. Okada, President, Mr. Barry Mead, Faculty Advisory Member, Attorney David Hopkins, Legal Counsel, 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, Ms. Cathy Gogue, Assistant Director, Communications & Promotions, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Karen Sablan, Counseling Department.

Not in attendance: Mr. Kenneth Bautista, Support Staff Advisory Member.

II. APPROVAL OF MINUTES

1. July 28, 2008 Meeting

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES THE MONTHLY MEETING MINUTES OF JULY 28, 2008, WITH CORRECTIONS MADE. MOTION CARRIES. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS - None.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

1. President's Report:

Financial Status of the College: Based on GCC's allotment schedule, President Okada reported that GCC received about 80% of its appropriations, and that the college's current year cash position remains in good standing. Additionally, she noted that the amount of \$80,604 was transferred from the College's appropriation to cover the FY07 retirees insurance costs, that GCC's supplemental budget request of \$200,000 was not funded therefore its budget was reduced by \$200,000, and of the \$674,714 (5%) that was set aside for GCC, we were able to secure \$400,000 to cover the collateral equipment for the new Ookodo school. With the amounts reported above, President Okada said that GCC's original budget request of \$13,774,851 was reduced to \$13,219,535. She assured the Board that all internal adjustments are currently

being done to reflect the reduction made to our budget.

Upcoming meetings reported by President Okada include the following:

- August 18-22, 2008: Meeting with Health & Human Services representatives. The time and location for the meeting still to be determined.
- August 20, 2008: Representatives from U.S. Department of Education scheduled to arrive island.
- August 20, 2008: GCC scheduled to meet with USDOL representatives from 9:00am-10:15am regarding the military build-up. Meeting to be held at the Department of Labor, 3rd floor.
- August 21, 2008: Subsequent meeting with representatives from USDOE, 9:30-11:30am @ UOG, Room 131, regarding Guam build-up and education.
- September 2, 2008: GCC will be co-sponsoring a reception at the Government House @ 6:00pm
- September 3, 2008: Site visit from the Administration for Native Americans.
- September 15-18, 2008: Meeting with HRSA representatives regarding Guam's health facilities and insurance. The time and location for the meeting still to be determined.

President Okada apprized the Board that GCC was invited to provide comments on Bill 352, which was introduced by Senators Cruz, Guthertz and Respecio. Bill 352 would waive tuition at Guam Community College and the University of Guam for the children (up to the age of 23 years old) or spouses, of active duty men & women who were killed or certified 100% disabled as a result of the attack on September 11. Additionally, President Okada noted that another bill was introduced (Bill number pending) relative to the creation of a Council of Postsecondary Institution Certification. Again, GCC was asked to provide comments.

2. Monthly Activities Report

Student Trustee: Trustee Charlene Flores reported on the following:

- August 13 was the first day of classes. Ms. Flores noted that she received comments from several students that they could not find their way on campus due to the lack of signage. Ms. Flores however said that she explained to the students that the installation of the signs is in progress and soon all signs will be posted. President Okada added that a copy of the campus map is provided to each student.

Additionally, Trustee Flores shared that students expressed concern about the long wait in line to see the school nurse. President Okada explained that unfortunately on that day one of the school nurses was out sick. Further, because all employees of the college are also required to have their TB shots updated, an alternate measure is being looked into to accommodate the employees prior to the opening of school.

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

- Appreciation was extended to President Okada for appointing members of management for the upcoming contract negotiations.
- Referring to his previous concern relative to the recognition of GPSS' calendar, Mr. Mead noted that up to this date, there is still no calendar for Okkodo school. Again, he emphasized that what needs to be recognized by GCC is not so much GPSS' calendar but rather the workload and number of days that GCC's secondary faculty work and put in. The Calendar Committee needs to address this issue.
- Referring to his letter to the Board Chairperson relative to salary increase for all GCC employees, Mr. Mead commented that he brings this issue up again because he strongly recommends that a

salary increase be given to all GCC employees to be retroactive to Fiscal Year 2008. GCC employees deserve the increase for getting the accolades as being the best financial agency within the Government of Guam. In reiterating what President Okada reported at the last board meeting regarding the completion of the salary study early January 2009 and that any adjustments needed will be taken into consideration in preparing the FY2010 budget, Mr. Mead strongly noted that FY2010 is not good enough and is a long wait for our employees to receive salary increases. He therefore requested the Board to approve a 10% salary increase across the board to be effective October 1, 2008.

President Okada responded and clarified that the purpose she reported it that way is because of the timing of the study, which does not have any impact on what the College will do in FY2009. She explained that the FY2009 budget will be addressed once the report is completed. Further, upon the completion of the Study, she will make several recommendations to the Board for implementation, possibly as early as 2009, and possibly with an option that it be retroactive back to October 2009.

Mr. Mead again requested the Board to approve a 10% salary increase across the board to be effective October 1, 2008. He further requested board members to speak to the senators and to the Governor to support the college and to approve its budget.

Support Staff Advisory Member: Mr. Ken Bautista not in attendance.

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

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT THE BOARD AMEND THE AGENDA TO MOVE ITEM #2 UNDER NEW BUSINESS TO UNFINISHED BUSINESS AS ITEM #4. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

VI. UNFINISHED BUSINESS

1. New Allied Health Building (Update)

President Okada reported that the Ground Breaking Ceremony for the new Allied Health Center is scheduled for August 29, 2008 @ 11:00am. In recognition of the financial commitment by the Governor's office, a request was made to his office to provide us the information that is to be placed on the billboard identifying the project, the funding source(s), etc. Board members were invited and encouraged to attend the Ground Breaking Ceremony.

2. New Student Center (Update) - No new updates to report on.

3. BOARD ASSESSMENT:

- Goal 3 -- Review of Board Policies (1st Reading) – To be reviewed by the Board during their Retreat on August 16, 2008. 9:00am, President's conference room.

4. **Legal Counsel's Travel: ACCT Leadership Congress, Oct 29-Nov 1, 2008, New York**

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT THE TABLED MOTION BE BROUGHT BACK TO THE TABLE FOR DISCUSSION. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

Below is the motion brought back to the table:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE MARIA DILANCO GARCIA, THAT THE BOARD EXTEND AN INVITATION TO LEGAL COUNSEL TO ATTEND THE UPCOMING ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT) LEADERSHIP CONGRESS IN NEW YORK.

Discussion:

Attorney Hopkins noted that at the last meeting a concern raised by the Board was on the expiration of the existing legal contract. He explained that his firm accepted the the college's proposal to extend the date to the existing legal contract to October 18, 2008. Additionally, he provided to the board information he extracted from ACCT's website. Of potential interest to the Board and legal counsel, he referred to the sessions on Asian, Pacific Islander and Native American Trustees and to a Roundtable for Community College Lawyers.

In response to President's Okada's concern relative to cost, Attorney Hopkins noted that if GCC is to cover the cost for travel, lodging, and food, his firm will not charge the College the fee per hour @ \$165. He expressed that he is interested in attending the conference for enrichment purposes, both professionally and to better provide legal services to the board and to the college.

At this time, Attorney Hopkins stepped out of the meeting.

President Okada noted that the contract for legal services started in the year 2000 and for every year thereafter a proposal to extend the contract was provided by the college and accepted by the legal firm of Attorney Cabot. Additionally, the existing contract is to expire on October 18, 2008, and an RFP for legal services will be prepared and scheduled for publication. Further, President Okada noted that upon her discussion with the Office of the Public Auditor, they pointed out that though the legal services contract is with the Law Offices of Cesar Cabot, Attorney Cabot is GCC's official legal attorney, with other associates that can represent his firm. President Okada further noted that she also contacted an auditor for the college and was apprized that back in November 2002 GMH sent their legal counsel to training. However, GMH's Board took the heat from the media for about one week. President Okada stressed that the above issues are for the Board's use to consider. Legal counsel's contract is currently being paid out of Fund 1 however stressed that there is no travel paid out of Fund 1. If the Board decides to allow legal counsel to attend the conference, the Board can appropriate funding from their fund to cover legal counsel's travel.

Board members expressed that GCC needs to first address the RFP for legal services before further discussion on this issue. In referring to the issue on the possibility of obtaining tribal funds, it was noted

that this is an issue where it will be helpful to have legal counsel present to go through the phases. Chair Ramos added that ACCT's Legislative Summit, annually scheduled in February, might be better for legal counsel to attend.

Board members suggested that the RFP include in the scope of work language relative to professional development and training needed or required by GCC. President Okada noted if needed the Board may want to have some discussion on the possibility of hiring an in-house counsel or contracting legal services even on a part time basis.

For clarification purposes, it was reiterated that the main motion is that the Board extends an invitation to legal counsel to attend the Leadership Congress.

After discussions, the following amendment was made to the main motion:

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT THE MAIN MOTION BE AMENDED TO INCLUDE THAT THE COLLEGE WILL NOT PAY FOR THIS ENDEAVOR. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

After discussion, the MOTION to invite Legal Counsel to attend ACCT's Leadership Congress in New York CARRIES. (Voting: 5 ayes, 0 nays)

At this time, Attorney Hopkins returned for the remainder of the meeting and Chair Ramos explained to him the Board's decision on the issue.

VII. NEW BUSINESS

1. Proposed Board Resolution: Request to increase funding for the Allied Health Center

President Okada explained that the request for the increase in funding is that the original appropriation is only for \$2.5 million and since that time the cost for the construction has increased to \$3.7 million. She emphasized that though a request to the Governor's office to reprogram \$943,000 is still in motion, the resolution before the Board this evening has a provision that any additional funds received by the College to support the Allied Health Center project shall be returned to Fund Balance.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES THE PROPOSED BOARD RESOLUTION "ADDITIONAL APPROPRIATION TO FUND THE CONSTRUCTION OF THE ALLIED HEALTH BUILDING." MOTION CARRIES. (Voting: 5 ayes, 0 nays). Copy attached.

2. President's Travel Schedule (September & October 2008)

- ACCJC Training: September 10, 2008, Oakland, CA
- ACCJC Team Meeting: October 20, 2008, Santa Clarita, CA

President Okada reiterated that she was invited to be a member on the Evaluation Team that is to visit the College of the Canyons in Santa Clarita, California. All expenses will be paid by ACCJC.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR SEPTEMBER 10, 2008 TO OAKLAND, CALIFORNIA, AND OCTOBER 20, 2008 TO SANTA CLARITA, CALIFORNIA. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

At 7:30 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 8:15 p.m., the meeting reconvened to open session.

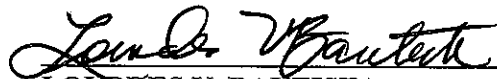
MOTION

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


IX. ADJOURNMENT

There being no further discussions, the meeting of August 14, 2008 adjourned at 8:16 p.m.

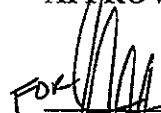
SUBMITTED BY:


LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:

 SEP - 5 2008
CHARLENE K. FLORES
Secretary

APPROVED BY:

 SEP - 5 2008
GINA V. RAMOS
Chairperson

Attachments: Board Resolution 11-2008: Additional Appropriation to fund the Construction of the Allied Health Building.

GUAM COMMUNITY COLLEGE
Board of Trustees

**ADDITIONAL APPROPRIATION TO FUND THE CONSTRUCTION OF THE
ALLIED HEALTH BUILDING**

WHEREAS, the Guam Community College Board of Trustees approved the sum of \$2,584,000 to construct a new Allied Health Building on the GCC campus (Resolution 8-2006, Adopted May 2, 2006), and

WHEREAS, the college has determined a need to begin the construction of the Allied Health & Science Building in order to take advantage of the construction availability and avoid future increases in construction costs, and

WHEREAS, it has been determined that the Allied Health & Science Building will provide the necessary facilities to attract more allied health, nursing, and science professionals in anticipation of the military buildup on Guam, and

WHEREAS, the college is in need of upgraded facilities and additional classroom space to support our Licensed Practical Nursing, Allied Health, and Science Programs, and

WHEREAS, a request is being sent to the Governor Office to reprogram \$943,000 in Department of Interior Capital Improvement Projects funds for the college in FY 2009 to support the construction of the Allied Health & Science Building, and

WHEREAS, the College received grant funds of \$260,000 from the Governor Office from Department of Interior Capital Improvement Funds to support the Architectural & Engineering Design work for the Allied Health Building, and

WHEREAS, the total cost of the construction is estimated to be \$3,778,550, and

WHEREAS, sufficient funds exist in Fund Balance to cover the remaining funds needed for this project.

NOW, THEREFORE BE IT RESOLVED, that the Guam Community College Board of Trustees authorizes an appropriation from fund balance the additional sum of up to \$1,194,550 as a contingency measure in order to secure the construction of the Allied Health & Science Building Project

BE IT FURTHER RESOLVED, that any additional funds that are received to support this project shall relieve the obligation of the Non-appropriated fund and return said funds to fund balance.

Adopted: August 14, 2008
Resolution 11-2008