

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of September 1, 2010

Minutes

I. CALL TO ORDER

The monthly meeting of September 1, 2010 was called to order at 6:10p.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, Mr. Eduardo R. Ilaio, Mr. Edward G. Untalan, Ms. Paling April Cruz.

Others in attendance: Dr. Mary A.Y. Okada, President, Mr. Barry Mead, Faculty Advisory Member, Mr. Kenneth Bautista, Support Staff Advisory Member, Attorney Sarah Strock, Legal Counsel, Ms. Carmen Santos, Vice President, Finance & Administration Division, Dr. Michelle Santos, Dean, School of Technology & Student Services, Ms. Jayne Flores, Assistant Director, Communications & Promotions, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Doris U. Perez, Assistant Director, Planning & Development, Ms. Karen Sablan, Professor, Assessment & Counseling.

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. August 2, 2010 Meeting

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE EDWARD G. UNTALAN, THAT THE BOARD APPROVES THE MEETING MINUTES OF AUGUST 2, 2010, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 7 ayes, 0 nays)

III. COMMUNICATIONS - None.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

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

–Report to Citizens: President Okada provided the members a copy of the GCC's Report to Our Citizens. The report provides basic financial information about the college over the past year, and includes enrollment figures and a brief synopsis of what our institution is all about. As required by law, the report is provided to the Speaker, the Guam Legislature, and the Guam Public Auditor. The report is posted on our website.

–Financial Status: As of September 1, 2010, the college has received \$10.9 million (67%) of its \$16.469 million budget for FY2010 -- GenFund (65%), LPN (81%), MDF (75%), and TAF (75%).

The Fiscal Year 2011 Budget was passed by the Guam Legislature and is now currently with the Governor for his review and approval.

President Okada noted that the FY2011 budget law includes a provision to fund the Hay Study. The Department of Administration (DOA), however, is currently working on the implementation component.

–Capital Improvement Projects (CIP): President Okada noted that most projects budgeted in 2010 have been completed with the exception of some projects held back or delayed due to other big projects on various areas on campus, such as classrooms and bathrooms renovations, the repair of the drop ceiling located in the Rotunda of the Student Services & Administration Building, etc.

–ARRA Projects are still ongoing. Recently, the GCC Foundation Board approved the funding for the A/E design for the Foundation Building renovation. President Okada reiterated that there are five sources of funding for the new Learning Resources Center: GCC Foundation Board, the U.S. Department of Education, the U.S. Department of Agriculture, the U.S. Department of Interior, and the U.S. Department of Energy.

–Increase in Enrollment: President Okada happily reported that enrollment for the Fall 2010 semester is up by 7.69%. Thanks to our GCC PIO, the college has been getting a lot of media coverage, 3-4 times a week.

2. **Monthly Activities Report**

Student Trustee: Trustee Cruz reported on the following:

- New Student Orientation was held August 17, 2010 with approximately 327 students in attendance.
- Students expressed that they are pleased and happy with the President for taking the time to meet with them to report the financial status of the college and other important matters.
- Fall 2010 Festival is scheduled for the month of September.

Note: *At 6:45pm, Trustee Cruz excused herself from the meeting.*

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

- GCC faculty, at Convocation 2010 held August 16, 2010, voted to not be a member of the Guam Federation of Teachers (GFT). Currently, the AFT is reviewing the application that was submitted with regard to granting GCC its own charter that potentially may be called the GCC Employees Federation.
- Department Chairs recently attended a two-day training session on Strategic Planning, which was facilitated by Ms. Karen Sablan, the Vice Chair for GCC's Faculty Union.

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

- GCC staff members assisted in the preparation for the startup of the Fall 2010 semester, and assisted in the installation of new benches on campus.

3. Board of Trustees Community Outreach Report

Trustee Arriola noted that he was invited to be the key speaker at the Guam National Youth Golf Federation event recently held. Trustees Ilao, a member of the Guam Red Cross, recently attended a Red Cross meeting, and Trustee Belanger recently attended the Professional Engineers & Land Surveyors meeting.

VI. UNFINISHED BUSINESS

1. Construction Project Updates

Student Center - President Okada noted that the college recently got back its Student Center contract, after its submission to the Attorney General's office 2-1/2 months ago. Along with the contract, the Attorney General provided the college a 120-item checklist, which is currently being reviewed by the President and Legal Counsel, and upon review will be submitted back by Friday for the AG's final approval.

Learning Resources Center - The project is at 53% complete. The ribbon cutting ceremony is scheduled to be held on Friday, December 10, 2010, 10:00am. Board members were asked to block off this date in their calendar.

VII. NEW BUSINESS

1. Reorganization of GCC

President Okada requested the Board's consideration to approve and adopt the proposed reorganization of the Guam Community College. A copy of the proposed organizational chart, outlining the administrative structure and operational structure, was provided. Upon legal counsel review, President Okada noted that the proposed Reorganization does not require legislative review and approval.

The proposed changes include the following:

- The deletion of the Office of Vice President, Administrative Services Division
- The renaming of the Business & Finance Division to now be Finance and Administration, Office of the Vice President
- The Management Information Systems (MIS) and the Environmental Health & Safety components will now be under the Finance and Administration Division.
- The Planning & Development component will now be under the Office of the President.
- The Facilities component will now be under the Planning & Development Office.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES AND ADOPTS THE REORGANIZATION OF THE GUAM COMMUNITY COLLEGE AS PRESENTED. MOTION CARRIES. (Voting: 6 ayes, 0 nays) (A copy of the GCC Organizational Chart is attached.)

2. President's Travel Schedule (October-December 2010)

- October 19-24, 2010: ACCT 41st Annual Leadership Congress, Toronto, Canada *(funded by State Director's CTE Account)*
- November 11-14, 2010: Pacific Postsecondary Education Council (PPEC) meeting, American Samoa *(funded by PPEC, 50% reimbursable)*
- December 12-17, 2010: Board of Directors Meeting, Pacific Resources for Education & Learning (PREL), Honolulu, Hawaii *(funded by PREL)*

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE AS PRESENTED. MOTION CARRIES. (Voting: 6 ayes, 0 nays).

At 7:05 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 8:10 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 6 ayes, 0 nays)

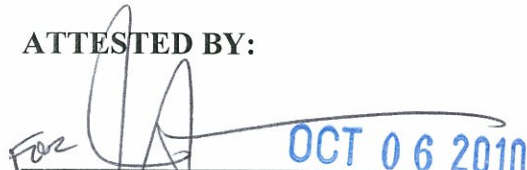
IX. ADJOURNMENT - There being no further discussions, the meeting of September 1, 2010 adjourned at 810 p.m.

SUBMITTED BY:




LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

APPROVED BY:

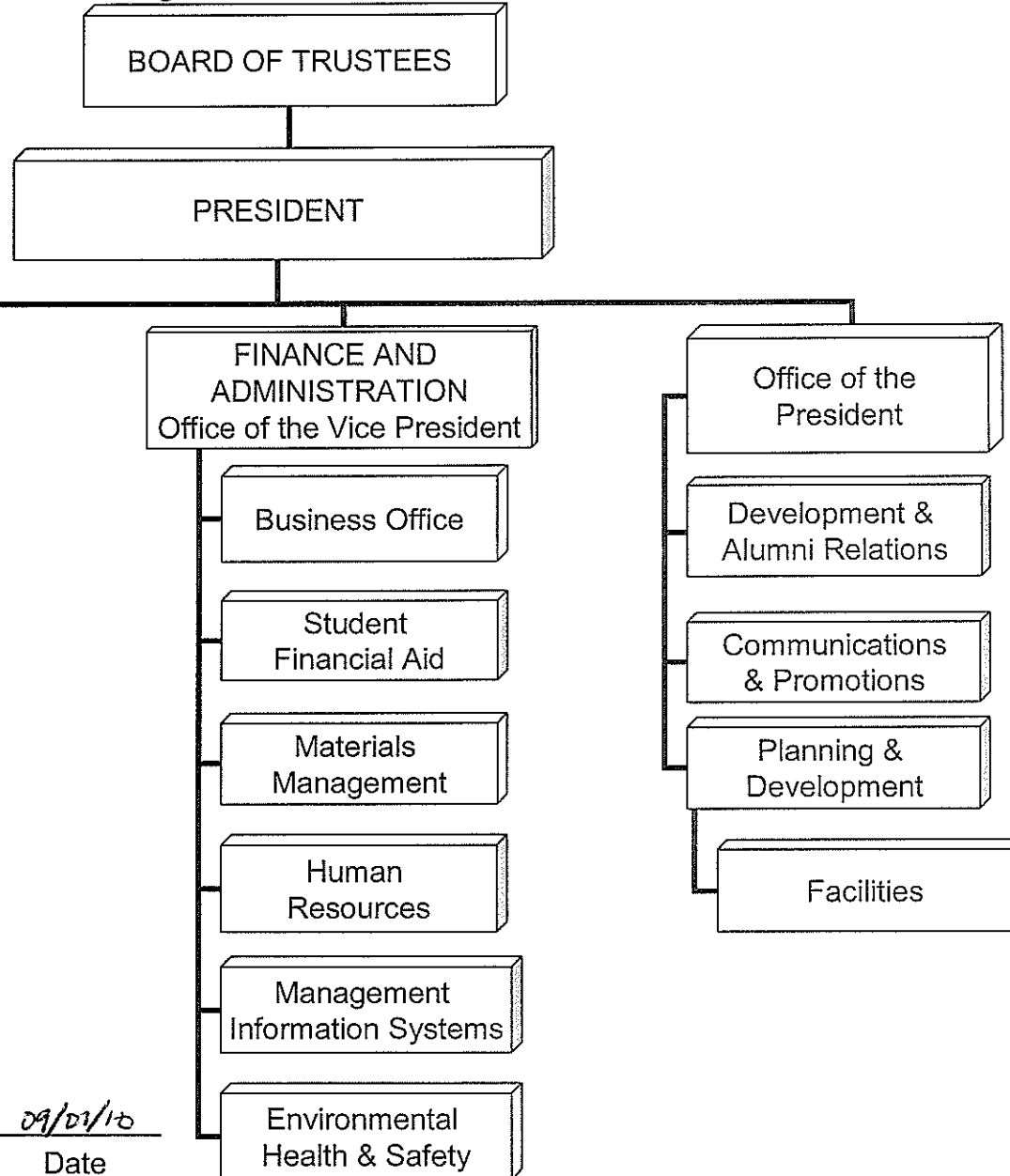


GINA Y. RAMOS
Chairperson

Attachments:


- 1. Guam Community College Organizational Chart**

Guam Community College Organizational Chart



Administrative Structure

Operational Structures


Gina Y. Ramos, Chairperson

09/02/10
Date