

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of September 7, 2011

Minutes

I. CALL TO ORDER

The monthly meeting of September 7, 2011 was called to order at 6:10 p.m., by Ms. Deborah C. Belanger, Treasurer. 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. Edward G. Untalan, Mr. Richard P. Sablan.

Not in attendance: Ms. Gina Y. Ramos, Chairperson (off island), Ms. Maria Dilanco Garcia (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President, Ms. Karen Sablan, Faculty Advisory Member, Attorney Catrina Campana, Legal Counsel, Dr. Michelle Santos, Dean, School of Technology & Student Services, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Jayne Flores, Assistant Director, Communications & Promotions, Ms. Doris U. Perez, Assistant Director, Planning & Development.

Not in attendance: Mr. Kenneth Bautista, Support Staff Advisory Member (schedule conflict)

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 - August 17, 2011 Meeting

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDWARD G. UNTALAN, THAT THE BOARD APPROVES THE MEETING MINUTES OF AUGUST 17, 2011, SUBJECT TO CORRECTIONS. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS - No communications to report.

IV. PUBLIC DISCUSSION - No request made for public discussion.

V. REPORTS

1. President's Report:

Financial Status: Based on the college's financial report as of September 5, 2011, President Okada reported the following: Of the total billing from the Gen-Fund of \$12.456 million, the college has collected \$7.266 million, leaving a balance of \$5.2 million that is still due. Of the total billing from the LPN Vocational Guidance of \$719,000, GCC has received \$539,000, leaving an uncollected balance of \$180,000. Of the total billing from the Manpower Development Fund of \$2.7 million, the college has received \$688,000, with a balance still due in the amount of \$2.65 million. With regard to the Tourist Attraction Fund, the college has received 100% of the funding.

President Okada emphasized that the college continues to work with the Department of Administration in getting GCC's funds released. She noted that though the college is still due \$2.65 million from the MDF, the college anticipates that it will only receive about \$400,000. She assured the Board that the college has been making the necessary adjustments to avoid spending over what we've actually collected.

FY2011 Capital Improvement Projects (CIP) – President Okada noted that as we approach the end of the fiscal year, there are just a few CIP projects that are pending requisitions to vendors. All of the college's construction projects, which are funded by ARRA, are on schedule to be encumbered by September 30, 2011.

U.S. Department of Interior Funding: President Okada reported that the college received an additional \$300,000 from the USDO I to support collateral equipment for the Foundation Building.

In addition, the college resubmitted two grants to USDO I for \$500,000 to support additional energy projects. However, the funds were diverted to the Guam Department of Energy and are now awaiting a MOA from the Guam Energy Office.

FY2012 CIP: President Okada noted that the CIP listing for FY2012 is currently being developed and will be presented to the Board at a later meeting for review and approval.

2. Monthly Activities Report

Student Trustee: Currently vacant.

Faculty Advisory Member: Ms. Karen Sablan reported on the following:

–Ms. Sablan's letter to the Board relative to receipt of Barry Mead's letter of resignation as President of GCC Faculty Union and as Faculty Advisory Member on the board effective September 2, 2011. Additionally, effective September 5, 2011, with the approval of the Executive Officers of the GCC Faculty Union, Ms. Karen Sablan has assumed the position of President, GCC Faculty Union and the position of Faculty Advisory Member, GCC Board of Trustees.

- The induction of various faculties who serve as advisors on various GCC student organizations.
- Participation of faculties and students at the Forensic Symposium which commences today, September 7, 2011.
- School Counselors Conference scheduled to be held next week.
- Several GCC faculties to participate at the Guam Education Fair scheduled to be held September 8-11, 2011.

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

3. Board of Trustees Community Outreach Report

Trustee Deborah Belanger attended the Dollar & Cents Seminar held recently at the Agana Shopping Center.

VI. UNFINISHED BUSINESS

1. Construction Project Updates

Student Center - Construction continues to progress at 78% completed and is still on track to be fully completed by October 2011 with December 2011 being the actual required date for completion

Northeast Parking Lot across GCC's Shooting Range: This project is at 21% completed.

Foundation Building Renovation: Renovation continues with 20% completed as of date. With regard to the structure of the Foundation Building, GCC received notice from the architects requiring a change order in the amount of \$242,000. The expected completion date for the renovation project is now anticipated to be done by May 2012.

Generator for Building D: As of date, the project is at 40% completed. The expected completion date is still set for October 1, 2011.

Building 200 Renovation: The architectural and engineering design and renderings are still being developed. Based on the availability of funds for this project, the request for bids will probably be put out early 2012.

VII. NEW BUSINESS

1. Annual Board Calendar: 2011 October - 2012 September

MOTION

IT WAS MOVED BY TRUSTEE EDWARD G. UNTALAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE 2011-2012 BOARD ANNUAL CALENDAR. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (A copy is attached.)

At this time, President Okada reminded board members about the September 17, 2011 Tri-Board meeting to be held at the University of Guam at 9:00am. A quorum from each board is required. Board members will be notified as to the exact location at UOG for the meeting.

At 6:34 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 7:12 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 4 ayes, 0 nays)


IX. ADJOURNMENT - There being no further discussions, the meeting of August 17, 2011 adjourned at 7:15 p.m.

SUBMITTED BY:



LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:



OCT 07 2011
FRANK P. ARRIOLA
Secretary

APPROVED BY:



OCT 07 2011
DEBORAH C. BELANGER
Treasurer

Attachment: Board Annual Calendar, 2011-2012

GUAM COMMUNITY COLLEGE
Board of Trustees
Annual Fiscal Year Calendar, October 2011 thru September 2012
Approved by the GCC Board of Trustees: SEP 07 2011

OCTOBER 2011	NOVEMBER 2011	DECEMBER 2011	JANUARY 2012
<p>5- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>6- <u>Wed</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>11-15- ACCT Annual Leadership Congress, Dallas, Texas</p> <p>22- <u>Sat</u>, BOT Retreat (tentative)</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u></p> <ul style="list-style-type: none"> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) <p><u>PRESIDENT:</u></p> <ul style="list-style-type: none"> For FY2012- Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. (pending FY2012 Public Law) Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2) 	<p>2 <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>12- <u>Sat</u>, BOT Retreat (tentative)</p> <p>_____ Board's Annual Meeting (Date, Time & Venue to be determined) (Per Board Bylaws, Article III, Section 1)</p> <p>Reports Due:</p> <p>None</p>	<p>7- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>17- <u>Sat</u>, BOT Retreat (tentative)</p> <p>28- <u>Wed</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>Reports Due:</p> <p><u>PRESIDENT:</u></p> <p>31- GCC's Annual Report to the Governor</p>	<p>4- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>14- <u>Sat</u>, BOT Retreat(tentative)</p> <p>_____ Mtg of the Joint Education Boards (P.L. 19-40, Chapter 16A) (Date, Time, Venue to be determined)</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u></p> <ul style="list-style-type: none"> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) <p><u>PRESIDENT:</u></p> <ul style="list-style-type: none"> For FY2012 - Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. (Pending FY2012 Public Law) Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)

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FEBRUARY 2012	MARCH 2012	APRIL 2012	MAY 2012
<p>1- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>11- <u>Sat</u>, Board Retreat (Tentative)</p> <p>13-16- ACCT National Legislative Summit, Washington, DC</p> <p>29- <u>Wed</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>____ - GCC Joint Boards Retreat "Connecting the Community" (Date, Time, Venue to be determined)</p> <p>Reports Due:</p> <p><u>BOARD:</u> No later than the 15th of February, submittal of GCC's annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature (Pending FY2013 Budget Call)</p>	<p>7- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>17- <u>Sat</u>, BOT Retreat (Tentative)</p> <p>Reports Due: None.</p>	<p>4- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>14- <u>Sat</u>, BOT Retreat (Tentative)</p> <p>25- <u>Wed</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u></p> <ul style="list-style-type: none"> • Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) <p><u>PRESIDENT:</u></p> <ul style="list-style-type: none"> • For FY2012 - Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. (Pending FY2012 Public Law) • Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2) 	<p>2- <u>Wed</u>, BOT monthly meeting (6pm)</p> <p>12- <u>Sat</u>, BOT Retreat (Tentative)</p> <p>18- <u>Fri</u>, GCC Commencement, 6:00pm. Venue to be announced later</p> <p>Reports Due: None.</p>

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JUNE 2012	JULY 2012	AUGUST 2012	SEPTEMBER 2012
6- <u>Wed</u> , BOT monthly meeting (6pm) 16- <u>Sat</u> , BOT Retreat (Tentative) 27- <u>Wed</u> , Foundation Board of Governors mtg, 12pm, GCC campus Reports Due: None.	11- <u>Wed</u> , BOT monthly meeting (6pm) 28- <u>Sat</u> , BOT Retreat (Tentative) Reports Due: <u>BOT CHAIR</u> <ul style="list-style-type: none"> • Quarterly BOT Attendance Report to Govenor (Per 5GCA §43107) <u>PRESIDENT:</u> <ul style="list-style-type: none"> • For FY2012 - Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. (Pending FY2012 Public Law) • Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2) 	1- <u>Wed</u> , BOT monthly meeting (6pm) 18- <u>Sat</u> , BOT Retreat Assessment work session (Tentative) 29- <u>Wed</u> , Foundation Board of Governors mtg, 12pm, GCC campus ____ - Faculty Convocation (Date, Time & venue to be announced later) Reports Due: None.	5- <u>Wed</u> , BOT monthly meeting (6pm) 22- <u>Sat</u> , BOT Retreat (Tentative) ____ - Meeting of the Joint Education Boards (P.L. 19-40, Chapter 16A)(Time & venue to be announced later) Reports Due: None. SPECIAL NOTE: October 10-13, 2011: ACCT Annual Leadership Congress, Boston, MA.

Adopted by the GCC Board of Trustees:

Gina Y. Ramos
Gina Y. Ramos, Chairperson

Date:

9/7/11