

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of January 8, 2009

Minutes

The monthly meeting of January 8, 2009 was called to order at 6:15 p.m., by Acting Chairperson Maria Dilanco Garcia. 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, Ms. Deborah C. Belanger, Ms. Charlene K. Flores, Mr. Eduardo R. Ilao, Mr. Felix C. Sablan.

Not in attendance: Ms. Gina Y. Ramos (prior commitment), Mr. Frank P. Arriola (off island)

Others in attendance: Ms. Mary A.Y. Okada, President, Mr. Barry Mead, Faculty Advisory Member, Mr. Kenneth Bautista, Support Staff Advisory Member, Attorney David Hopkins, Legal Counsel, Dr. Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen K. Santos, Vice President, Business & Finance Division, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Joann Muna, Personnel Services Administrator.

II. APPROVAL OF MINUTES

1. December 4, 2008 Meeting

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES THE MEETING MINUTES OF DECEMBER 4, 2008, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS - None.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

1. President's Report:

Financial Status of the College:

- **FY2009 Appropriations:** President Okada reported the unfortunate news regarding GCC's budget request and release of appropriations. For the first three months of FY2009 (Oct-Dec 2008), GCC only received \$1.3 million out of the \$4.8 million it requested for FY2009. She emphasized that due to GCC being able to secure some federal draw downs as well as liquidate some of its Time Certificates of Deposits (TCD), GCC was able to meet its December payroll.

Further, President Okada reported that due to the College's current financial status, management was required to do the following:

- No hiring of vacated positions since October 1, 2008.
- Re-alignment of vacant positions under federal programs, i.e., moving a college employee previously funded by local funds to carry out the activities of various federal grants to prevent losing the grant(s). She emphasized that the re-alignment of employees has caused some strain on the other locally funded employees of the college because they now have to pick up the load of the transferred employee.

President Okada assured the Board that the college continues to work and follow up with the Department of Administration and the Bureau of Budget Management Research on GCC's releases. She requested the Board's help and support to work with the Governor's administration in the release of GCC's money.

- FY2008 status: President Okada reiterated that GCC was able to reconcile its books with the Department of Administration resulting in the amount of \$331,000 due to GCC. This amount is expected to be released to GCC.

Capital Improvement Projects on Campus, FY2009:

- At the request of GCC, the Guam Fire Department (GFD) conducted an inspection of the campus early this month. In the report from GFD, President Okada noted that the one concern cited by GFD was that GCC is operating without a Fire Alarm System. She assured the Board that the college is working on addressing the issue and a re-inspection by GFD will be conducted. Additionally, a request was also made to Public Health to conduct an inspection. The date is yet to be scheduled.

National Council of State Directors of Adult Education (NCSDAE): President Okada happily shared that information from NCSDAE is that Guam & GCC were highlighted in the Transition Team's report regarding the economic recovery packages relating to health, education, training and employment. In the report it cited that GCC be looked at based on how the institution and its adult education programs tie into postsecondary & career technical education.

Additionally, she shared that GCC's Continuing Education office continues to work with Anderson Air Force Base relative to military staff employee training to be held sometime in February or March of this year.

Bill 390 relative to the establishment of the Postsecondary Council has been passed by the Guam Legislature and is now with the Governor for approval.

2. Monthly Activities Report

Student Trustee: Ms. Charlene Flores reported on the following:

- Over the Winter break, aluminum cans and plastic recycling bins were placed around campus by GCC's various student organizations.
- January 6-9, 2009: GCC's Express Registration held from 8:00 a.m. - 5:00 p.m., in the GCC Multipurpose Auditorium.
- January 7, 2009 a new Student Orientation was held with over 100 students in attendance.

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

- In referring to President Okada's financial status report on the college, Mr. Mead reiterated the severity of the financial issue. He emphasized that along with the report of payroll potentially not

being met it also prevents us from paying our vendors which in effect hampers our programs i.e., not able to purchase supplies needed in the classrooms, potential internet disconnection, etc.

At this time, President Okada briefly noted that a strategic planning session was held with the Faculty Senate on December 5. Based on the financial situation the college is currently faced with, some of the options discussed and identified include not to offer Summer session this year, to hold back on the increase of tuition, and to develop a GCC Land Use Plan (314 acres).

With regard to the development of a GCC Land Use Plan, she emphasized that the Obama Presidential Transition Team has identified that economic stimulus is best suited when partnered or positioned through higher education. Therefore, colleges & universities across the United States will be used as a vehicle to stimulate the economy. It is expected that the amount of money that will be made available to community colleges will significantly be increased.

Support Staff Advisory Member: Ken Bautista reported on the following:

- Registration for Spring 2009 currently ongoing.

VI. UNFINISHED BUSINESS

1. New Allied Health Building (Update)

President Okada reiterated that several months ago, GCC had asked the Governor to request from the Department of Interior to consider re-programming funds to the Allied Health Center. Therefore, GCC received official notification that the amount of \$943,000 has been authorized and will be re-directed to fund GCC's Allied Health Center. Board members are welcomed to view photos of the construction of the Allied Health Center on GCC's website @ www.guamcc.edu.

2. New Student Center (Update)

President Okada reported that she had a meeting with Mr. Joe Diego from the U.S. Department of Agriculture regarding potential funding opportunities for the Student Center. Discussions centered on three options: 1) Potential financing of just the Student Center, 2) Financing of the additional money needed for the extension of GCC's Learning Resource Center (LRC), and 3) Potential financing for both the Student Center and the Learning Resource Center extension project. Upon receipt of the matrix from Mr. Diego, President Okada will make a presentation to the Foundation Board of Governors at their next meeting for consideration.

3. Board Assessment – Goal 3: Review of Board Policies

- Approval of Employee Policies (Series 400)
- Approval of Student Policies (Series 500)

MOTION

IT WAS MOVED BY TRUSTEE FELIX C. SABLAN, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT THE BOARD APPROVES THE EMPLOYEE POLICIES (SERIES 400) AND THE STUDENT POLICIES (SERIES 500), AS PRESENTED.

For the record, referring to Board Policy 465 "Emeriti at Guam Community College," Mr. Mead reiterated that as discussed at the Board's last work session on the review of policies, he is to present the policy to faculty for feedback, and upon presentation of faculty feedback to the Board, the Board will be asked to consider amending Policy 465.

Additionally, Attorney Hopkins again recommended that all board policies referencing Public 14-77 and other public laws be replaced with the appropriate language, i.e., codification of laws (Guam Code Annotated). Members concurred.

MOTION CARRIES. (Voting: 5 ayes, 0 nays) (A copy of the listing of policies is attached)

VII. NEW BUSINESS

1. Election of Treasurer (vice Mr. Joseph B. Leon Guerrero)

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE FELIX C. SABLAN, THAT TRUSTEE DEBORAH C. BELANGER BE NOMINATED AS TREASURER. THERE BEING NO OTHER NOMINATIONS, THE MOTION CARRIES. TRUSTEE DEBORAH C. BELANGER ELECTED TO SERVE AS TREASURER. (Voting: 5 ayes, 0 nays)

2. GCC Mission Statement (re-examination of)

President Okada noted that because the Mission Statement is currently with GCC's Accreditation Standard Committee, she requested the Board to table this item until the February meeting.

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE FELIX C. SABLAN, THAT THE RE-EXAMINATION OF THE GCC MISSION STATEMENT BE TABLED UNTIL THE FEBRUARY MEETING. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

3. Upcoming Board Travel: Association of Community College Trustees (ACCT) Legislative Summit, Washington, DC, February 8-11, 2009

At this time, President Okada noted that there is a possibility that the travel cost for Board members who are scheduled to attend the ACCT Summit may potentially be federally funded by the Pacific Postsecondary Education Council (PPEC). She said because several other colleges requested for their board's to attend

the ACCT Summit, she also included GCC's Board. President Okada's travel to the Summit is covered by PPEC.

4. President's Travel Schedule: January & February 2009

- January 28-31, 2009: Workforce Development Institute, 2009; Newport Beach, CA. Sponsored by the American Association of Community Colleges (funded by the State Director's Account)
- February 9-11, 2009: Association of Community College Trustees (ACCT) Legislative Summit; Washington, DC (funded by the Pacific Postsecondary Education Council)

MOTION

IT WAS MOVED TRUSTEE FELIX C. SABLAN, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR JANUARY & FEBRUARY 2009, AS PRESENTED. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

At 7:00 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 8:20 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT THE BOARD ACKNOWLEDGES RECEIPT OF THE ADVERSE ACTION APPEAL OF MS. JULIA D. STEIN. ALTHOUGH THE ADVERSE ACTION APPEAL REQUEST THAT THE MATTER BE SET FOR HEARING, PAGE 2 LINE 6, IT DOES NOT STATE WHETHER THE APPELLANT DESIRES A FORMAL OR INFORMAL HEARING AS REQUIRED BY STEP FIVE OF THE GRIEVANCE PROCEDURES STATED ON PAGE 8 OF 99 OF THE GCC-GFT CONTRACT. THE BOARD RESERVES THE RIGHT SUMMARILY TO REJECT ANY FUTURE ADVERSE ACTION APPEAL BECAUSE IT FAILED TO COMPLY WITH THE CONTRACTUAL REQUIREMENTS. FOR THIS ADVERSE ACTION APPEAL, THE BOARD WILL SCHEDULE AND CONDUCT AN INFORMAL HEARING ON JANUARY 21, 2009 AT 6:00 P.M., AT THE GCC LIBRARY SEMINAR ROOM. EACH SIDE WILL HAVE THIRTY(30) MINUTES TOTAL TO ARGUE THEIR CASE. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

MOTION

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


At this time, Acting Chair Garcia on behalf of the Board extended:

- Appreciation to President Okada on her appearance on the K-57 Talk Show
- Recognize and Thanked former Lt. Governor Frank Blas, Sr and Senator Frank Blas, Jr. for the \$25,000 donation made to GCC.

IX. ADJOURNMENT

There being no further discussions, the meeting of January 8, 2009 adjourned at 8:25 p.m.

SUBMITTED BY:



LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:



CHARLENE K. FLORES
Secretary **FEB - 5 2009**

APPROVED BY:



MARIA DILANCO GARCIA
Acting Chairperson **FEB - 5 2009**

Attachments:

1. Listing of Approved Board Policies
 - Employee Policies (Series 400)
 - Student Policies (Series 500)