

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Thursday, January 14, 2016, 12:00 p.m.**  
**President’s Conference Room, Building 2000**

**AGENDA**

**I. CALL TO ORDER**

1. Roll Call
2. Recital of Mission Statement  
*Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.*

**II. APPROVAL OF MINUTES**

1. Monthly Meeting of November 10, 2015

**III. COMMUNICATIONS**

**IV. PUBLIC DISCUSSION**

**V. REPORTS**

1. *President’s Report:*
  - Financial Status of the College
  - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
  - Student Trustee
  - Faculty Advisory Member
  - Support Staff Advisory Member
3. *Board of Trustees Community Outreach Report*

**VI. UNFINISHED BUSINESS**

1. Construction Projects Updates
  - Building 100 and Forensic Lab
  - Building 300
  - Wellness Center
  - GCC Annex

**VII.                    NEW BUSINESS**

1. President's Travel Request (January-March 2016)

**VIII.                   EXECUTIVE SESSION**

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

**IX.                     ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of November 10, 2015**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on November 10, 2015, was called to order at 12:07 p.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Richard P. Sablan; Mr. Eloy P. Hara; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Mr. John Benito (schedule conflict); Mr. Frank P. Arriola (schedule conflict); Ms. Gina Ramos (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Joann W. Muna, Human Resources Administrator; Attorney Matthew Kane, Legal Counsel.

**2. Recital of Mission Statement.** Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

**II. APPROVAL OF MINUTES – October 1, 2015.**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE MEETING MINUTES OF OCTOBER 1, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS – None.**

**IV. PUBLIC DISCUSSION – None.**

**V. REPORTS**

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

**Financial Status:** The President provided the Board with a current financial status of the College as follows:

FY2015: The College currently has approximately \$5,377,194 outstanding in receivables for FY2015. The Vice President and President met with the DOA Director who assured GCC this will be set up as a payable and payments will be made on a regular basis. Last payment received was approximately \$700,000 on November 9, 2015.

FY2016: Have exhausted one month into the fiscal year and only received \$21,738 to date. Allotment schedule to date should be \$3.2 Million. The GCC finance office is managing, including meeting payroll. GCC will continue to follow up with DOA.

**Capital Improvement Projects and other activities:** President Okada reported the following:

-The Board was provided with a preliminary list of Capital Improvement Projects proposed for FY2016, including funding amounts for each. Projects include installation of sustainable window blinds; retrofit of Bldgs. 500-600 to relocate maintenance; restoration of water pump system; generators for Bldgs. 3000 and A; structural wall cracks; ADA walkways; classroom collaterals such as desks, chairs, whiteboards, etc.; and air conditioners for a total budget of \$703,000. A list of contingency projects was also listed such as a directory information kiosk, painting, generator sets, etc.

**Other activities:**

- The College is currently in the process of engaging with Dr. Laura Souder and Dr. Samuel Betances in taking the lead with the College's transformation process in setting up of the groundwork and infrastructure. Invitations will be sent to certain individuals to participate in discussions to begin this process. Through this process, it will show how the College will do things internally in support of its mission and student success, plus other initiatives. The transformation will involve everyone, including the Board.
- Attended a conference which had a session on "Registration 365" that shows students how to plan an academic portfolio to assist in obtaining a degree or certificate. Something to look into.
- The President and Dr. Ray Somera met with the DOE Superintendent, however, no MOA has been signed to date. Awaiting DOE's legal counsel review.
- The Micronesian Chefs Association presented \$1,500 each in scholarships to two GCC Culinary students, plus received some culinary equipment.
- GCC will be submitting a grant application with the U.S. Economic Development Administration to build a commercial kitchen to support the Culinary Arts profession, to include the infrastructure plus some equipment.
- Student forum was held on Oct. 20 and Oct. 21, 2015, with 339 students participating. Results to be compiled by CSI and submitted to the President.
- Finalizing accounting of the golf tournament.

## **2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

- November 6, 2015, COPSA general membership meeting. Associate Dean Gary Hartz also attended to discuss the Student Handbook and the importance of reviewing the policies in the handbook.
- November 13, 2015, COPSA to host a tour and other activities relating to student leadership for approximately 144 JFK Tourism students.
- November 20, 2015, last COPSA general membership meeting for the year.

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- November 21, 2015, COPSA to make a presentation to College Access Challenge Grant Program students regarding the importance of being in this program.
- December 11, 2015, Fall Leadership Retreat. One high school student marketing class will be attending.

**Faculty Advisory Member:** Mr. Frederick Tupaz reported as follows:

Faculty has been busy with the following:

- Faculty held the “Cardboard Challenge,” which is bigger and better this year. Board members were invited to attend.
- Last week, faculty held an event with the American Mathematical Association of two year colleges.
- There is an ongoing book drive by the English department.
- There is currently a VA review ongoing and headed by the English department in discussions with student Veterans and their experiences.
- Nov. 20-22, 2015 is a VA art exhibit headed by students and faculty.
- A food and clothing drive is ongoing to donate 100 “survival” bags for distribution to Kamalen Karidat before Thanksgiving.
- The First Hawaiian Bank John K. Lee/GCC Foundation 2K/5K Walk/Run was held on Nov. 7, 2015 at the Chamorro village. Anticipate netting \$10,000 in scholarship for students.
- A Promethean Board software integration was introduced to faculty on October 30, 2015, and was well received.

**Support Staff Advisory Member:** Mr. Kenneth Bautista reported as follows:

- October 26, 2015 is early registration.
- Employees attended the town meeting hosted by the President which informed every one of the College’s financial status.
- Nov. 20, 2015: Thanksgiving potluck.
- December 5, 2015: GCC Employee Association Christmas party.

**3. Board of Trustees Community Outreach Report.**

- Trustees Deborah Belanger, Frank Arriola, Eloy Hara and Elmarie Anderson attended the ACCT Annual Leadership Congress in San Diego, California, October 14-17, 2015.
- Trustee Deborah Belanger has been attending the GCC Management Team Negotiation meetings.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates**

**-Building 100 and Forensic Lab Extension Loan.** The documents are currently being reviewed by the Foundation legal counsel.

**-Building 300 and Wellness Center.** As last reported this is still pending the finalization of the A&E designs, which should be completed soon. Once a funding source is identified, the College will move forward on this.

-GCC Annex. As last reported, the College has requested for bids to solicit other landowners in the area that might be interested in this expansion project. The College will communicate with its legal counsel to move forward with this procurement process.

## **VII. NEW BUSINESS.**

1. BOT Fiscal Calendar (2015-2016). The Board was presented with its annual calendar. Other than dates for upcoming BOT monthly meetings and reporting requirements, this calendar also includes policy review dates. The following motion was then made:

### **MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES ANNUAL CALENDAR FOR OCTOBER 2015 THROUGH SEPTEMBER 2016, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

2. BOT Assessment Plan (2015-2017). The Board was presented with an updated assessment plan for consideration and approval. Three assessments goals were proposed for 2015-2017 and are a continuation from the prior academic year, as follows: Policy Review, Assessment and Governance Evaluation. After discussions the following motion was then made:

### **MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE GOALS FOR THE BOARD OF TRUSTEES ASSESSMENT PLAN FOR ACADEMIC YEAR 2015-2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

3. Article XV-Reduction in Force/Cosmetology Program. The President referred to Article XV of the BOT/Union contract and requested the Board's consideration to approve a Reduction in Force (RIF) Committee to convene. This relates only to the cosmetology program, which has had a decrease in student enrollment through the years. This is not to delete the classes but to identify alternate options by reviewing the program. When assessment is complete, recommendations will be provided to the Board of Trustees for consideration.

### **MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE COLLEGE'S REQUEST TO CONVENE THE REDUCTION IN FORCE (RIF) COMMITTEE FOR THE COSMETOLOGY PROGRAM. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

4. President's Travel Request (December 2015-January 2016)

At this time, the President informed the Board of the following travel requests:

- PREL Board of Directors meeting, December 8-9, 2015, sponsored by the Pacific Resource for Education and Learning (PREL) in Honolulu, Hawaii.
- 2016 Commission meeting for ACCJC, January 6-8, 2016, sponsored by the Accreditation Commission for Community College and Junior Colleges (ACCJC) in Sacramento, California.

Both travel are 100% reimbursable by the sponsors.

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At approximately 12:52 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 1:15 p.m., the meeting reconvened to open session.

At this time, the Board made the following motions:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, Chairwoman Belanger extended the following:

1. Kudos to GCC for hosting the GCC/First Hawaiian Bank John K. Lee scholarship fund Run/Walk.
2. Congratulations to all the divisional winners of the John K. Lee Run/Walk and thanking the community for its support of this scholarship fundraiser.
3. Kudos to GCC for coordinating the GCC summer work program for high school students.
4. Congratulations to the GCC Culinary Arts students, Chelsea Atoigue and Chandler Aguon for being recipients of the Micronesian Chefs Association scholarship on October 6, 2015.
5. Congratulations to Dr. Ricardo Terlaje and his son Eduardo for being 1<sup>st</sup> place winners during the GCC Foundation Par Excellence Golf Tournament at the Leo Palace Resort on October 3, 2015.

**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE MEETING OF NOVEMBER 10, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

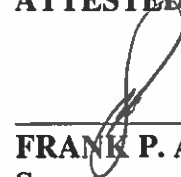
There being no further discussions, the meeting of November 10, 2015, adjourned at approximately 1:20 p.m.

**SUBMITTED BY:**

  
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**BERTHA M. GUERRERO**  
Recording Secretary

JAN 14 2016

**ATTESTED BY:**

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Secretary

JAN 14 2016

**APPROVED BY:**

  
\_\_\_\_\_  
**DEBORAH C. BELANGER**  
Chairperson

JAN 14 2016





ACHIEVING MAGNIFICENCE. SERVING PROFESSIONALLY.

# Award of Excellence

## Strength and Honor Bestowed upon

### Guam Community College

in recognition of your Distinguished Achievement  
and Performance in Fiscal Year 2015 for  
DEPARTMENT OF THE YEAR

and hereby presented on November 20, 2015

  
EDDIE BAZA CALVO  
Governor

  
RAY TENORIO  
Lieutenant Governor



# ACCT

Certificate of Appreciation

## GINA RAMOS

### GUAM COMMUNITY COLLEGE, GU

2015 ACCT State, Province, Territory Coordinators Network

For Service and Dedication to the Mission of Community Colleges



Robin M. Smith, Chair  
ACCT Board of Directors



J. Noah Brown  
President & CEO

Association of Community College Trustees

**PRESIDENT'S TRAVEL SCHEDULE**  
**January – March 2016**

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
WestCare Tri Annual Board of Directors Meeting	January 21-24, 2016	Henderson, NV	WestCare
2016 Commission Development Workshop	March 15-20, 2016	Sacramento, CA	Accreditation Commission for Community College and Junior Colleges (ACCJC)

*Funding Source in order of travel: 100% WestCare reimbursement; 100% ACCJC reimbursement*