

**GUAM COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monthly Meeting Friday, February 7, 2025, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000**

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 January 9, 2025

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
 - Board of Trustees Community Outreach Report

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Wellness Center
 - Building B
 - Workforce Development Center
 - Culinary Arts & Baking Center
 - Building 2000 Generator
 - Solar Parking & Building D

VII. NEW BUSINESS

1. FY2026 Budget Request
2. Resolution No. GCC 2-2025 (Assignment of Security Roles)
3. BOT Policy Updates (Series 100: 145~199 & 465)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of January 9, 2025

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on January 9, 2025, was called to order at 12:07 p.m., by Chairman Carlo M. Leon Guerrero, in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Carlo Leon Guerrero, Chairman; Ms. Rose P. Grino, Vice Chairperson; Ms. Yolanda Padrones, Secretary; Ms. Gina Y Ramos, Treasurer Member; Mr. Richard P. Sablan, Member. Frank P. Arriola (schedule conflict); Ms. Ayda V. Bautista, Student Trustee (schedule conflict).

2. Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Ms. Clarissa Padua, Vice President, Finance and Administration; Ms. Pilar P. Williams, Dean, TPS; Dr. Michael Chan, Dean, TSS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Ms. Simone Bollinger, Faculty Advisory Representative; Mr. Kenneth Bautista, Support Staff Advisory Representative; Attorney Edward Park representing Atty. Mantanona.

3. 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 – December 5, 2024.

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, AND SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD HEREBY APPROVES THE MEETING MINUTES OF DECEMBER 5, 2024, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS. None received

IV. PUBLIC DISCUSSION. No request.

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:

FY2025: As of fiscal year-to-date, the College received \$3,616,000 constituting about \$3.5 million from the General Fund to support the general operation; \$64,000 from the General Fund to support the WICHE scholarship program; and \$75,000 for the POST Commission. No funding has been received from the Capital Improvement Fund or MDF. Funding for capital improvements comes in after property taxes are paid in February and April. This is used for the debt service for the Forensic Lab and Building 100. This constitutes about 62% of what the College has billed on a monthly basis per the allotment schedule.

Capital Improvement Projects and other activities:

CIP:

A resolution will be presented today for the Board's consideration and the status of construction projects will be reported under Old Business.

Other activities:

The President reported the following:

Spring semester started yesterday, January 28, 2025 and happy to see students back on campus. Registration was extended and there is some increase in enrollment, similar with last Spring and stabilizing; the Young Pacific Leaders Academy for Women Entrepreneurs was launched, and the College is receiving applications. This project was funded by a U.S. Dept. of State grant and the conference will be held on campus in April 2025.

At the start of the academic year and fiscal year, there is usually an increase in demand for procurement training. The College has received a lot of inquiries about this training and information about the program has been made available. Procurement training is an ongoing, high-demand program and the College continues to offer Modules I through V.

In December 2024, the paramedic students completed their third live session on campus, which took place from December 9-18, 2024. Similar to the first cohort, the College is in the planning stages for the paramedic students' capstone training, which is scheduled for March 2025. This capstone training involves the paramedic participants traveling to Tyler, Texas, to complete their "ride-alongs." There are 31 paramedics in this second cohort.

There were 14-15 students for the first cohort who completed the paramedic program. As the College is running the second cohort, it is also setting up the pathway to become an

accredited paramedic training institution. The College will continue offering the paramedic program, using the completers from the first cohorts as instructors.

With partnerships, Dr. Mike has been working on and receiving a lot of inquiries about cybersecurity training. There is a request for CompTIA Security and Network training, which is being coordinated with NCTS Guam Base Communications and CTS. The point of contact is the former GCC Student Trustee, Ms. Paris Blas; the College is waiting on the finalization of the Criminal Justice 2+2 program with the University of Guam and is just pending the final signatures; the President attended the Admiral's holiday party, and anticipate getting some support for the Nursing program as the Admiral's wife is a nurse. She will be reaching out to the College to be a co-lecturer; During the Christmas break and in partnership with the Guam Department of Labor, the College hosted a two-week training for students on campus. The students received customer service certification in conjunction with a school youth program funded by Department of Labor; As a follow up with AACC, we met with Marty Lessman from the Workforce Strategy Group, and we will be doing a follow up meeting with him. Their focus is on instructional design and online programs. The College will be connecting him with our Instructional Designer and Workforce Development team for further discussions. They create a lot of learning platforms and pre-apprenticeship for high school students to encourage them into post secondary, but all in the online platform. This is a follow up to last year's AACC and will be in contact in the next couple of weeks.

All the evaluations for the Administrators for 2024 are complete and are now in the process of developing their key performance indicators aligning with the new accreditation standards for this calendar year. The Institutional Strategic Master Plan is currently being updated for 2026 and when it is finalized, the evals will be updated for 2026.

2. Monthly Activities Report.

Student Trustee: Trustee Bautista was not in attendance due to her class schedule conflicting with today's Board meeting.

Faculty Advisory Member: Ms. Simone Bollinger reported the following:

The spring semester started yesterday, and today is the second day of classes. The faculty have been working closely with the deans to manage workloads and class sizes. They are adjusting and accommodating students' needs for certain classes, determining which classes can run and where those students are at; happy to hear that enrollment is the same as last Spring and hope to increase it even further. That while the enrollment numbers are similar, the College has more students who are closer to finishing their studies, as well as more students who are just starting. This requires adjustments to the class schedules and always having to figure out which classes are working to accommodate students. It's a hectic time at the start of the semester as they work to settle everything but everything is working out.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Staff is preparing for the Spring semester such as preparing the campus for the students; cleaning up our areas including surveying equipment no longer needed; just slowly cleaning up to ensure the campus passes the Guam Dept. of Public Health inspection; happy to see students back on campus.

Board of Trustees Community Outreach Report:

None to report at this time.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Wellness Center.

The College submitted the interim financial statements for 2024, which was one of the USDA requirements. The only item pending now is the feedback from the U.S. Fish and Wildlife and once this is done, the College will submit its application with the local USDA for this construction project.

Building B.

This project is currently 90.93% complete and are finalizing the aluminum railings, water closets, the booster pump, the water heaters, the air conditioning, and the fire alarm system and is progressing. Anticipate this project to be completed within the next couple of months.

Workforce Development Center (Barrigada property).

This project is currently 69% complete. A time extension was given and it was taken into consideration the amount of time it took to obtain the building permits. The new completion date is May 31, 2025. Work is currently being done with the partition walls, floor and wall tiles, and the rough ends.

Culinary Arts & Baking Center.

This project is 82.79% complete. The roof has arrived on Guam. In order to install it, a portion of the parking area connecting in front of the Administration Building and the parking near Culinary Arts were blocked off. Work is progressing and are finishing up the fabrication and installation of exterior ducts, the kitchen hoods and the ducting in the electrical panels. The expected completion date is April 24, 2025.

Generator for Building 2000.

This project is 99% complete. The contractor received the part and were able to pull the cables, however, it was short and still need to finish the 1% to complete this project.

Solar Parking & Building D:

The College received three out of the six required clearances which are from the Guam International Airport, the Bureau of Statistics and Plans, and the Dept. of Land Management. The clearances are a NEPA and Section 106 requirement necessary in order to move forward on this project. This project is being closely monitored.

VII. NEW BUSINESS.

1. Board Resolution for A&E, Building 600. The Board was presented with Resolution No. 1-2025, "Appropriation to Fund the Architectural & Engineering, Building 600 Renovation," for their consideration. The College received preliminary cost estimates and is now ready to move forward with this project.

Building 600 is planned to be another LEED-certified building with environmental, sustainability and energy-efficient features. It will accommodate the Construction Trades Department, which is an area of high demand for skilled workers. Once the Architectural and Engineering design is complete, the College can then pursue additional funding for its renovation. Building 600 is currently a one-story facility. The intent is to expand it to a two-story building, which will allow for viewing into the activities of the adjacent Automotive Department, similar to setups seen at other institutions. It is one of the three remaining butler buildings on campus. The College is requesting the Board of Trustees to appropriate the amount of \$475,346.00 from the Manpower Development Fund for the Architectural & Engineering design in support of this renovation. A motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD OF TRUSTEES HEREBY ADOPTS RESOLUTION NO. 1-2025, "APPROPRIATION TO FUND THE ARCHITECTURAL & ENGINEERING, BUILDING 600 RENOVATION." NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. President's Travel Request (January 2025). The following is the President's travel request:

AACC WDI Conference, January 28-February 1, 2025, Coronado, California, 100% funding by promotional account.

At this time a motion was made, as follow:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE PRESIDENT'S TRAVEL FOR JANUARY 2025, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time a motion was also made, as follow:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:29 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At this time a motion was made, as follow:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:59 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's Report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE YOLANDA M. PADRONES, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time the President informed the Board that the next BOT meeting is scheduled for February 7, 2025 and the GCC FY2026 Budget Request will be on the Agenda.

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

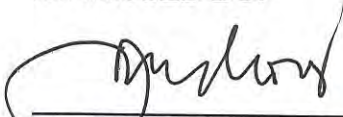
IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE MEETING OF JANUARY 9, 2025, IS HEREBY ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of January 9, 2025, adjourned at 1:01 p.m.


SUBMITTED BY:


BERTHA M. GUERRERO FEB 07 2025
Recording Secretary

ATTESTED BY:


YOLANDA M. PADRONES FEB 07 2025
Secretary

APPROVED BY:


CARLO M. LEON GUERRERO FEB 07 2025
Chairperson