

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Thursday, March 5, 2015, 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 February 6, 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

VII. NEW BUSINESS

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of February 6, 2015

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on February 6, 2015, was called to order at 12:05 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. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Mr. John Benito (off-island); 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; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Gina Tudela, Dean, TPS; Dr. Michael Chan, Dean, TSS; Mr. R. Gary Hartz, Associate Dean, TSS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Joann Muna, Human Resources Administrator; Ms. Toni Chamberlain, President, Staff Senate; Mr. Anthony Roberto, Faculty Senate; Ms. Rosanna Martinez, President, COPSA; Mr. R. Gregory Sablan, Assistant Director, Development & Alumni Relations; 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 – January 13, 2015.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF JANUARY 13, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS – None at this time.

IV. PUBLIC DISCUSSION – None at this time.

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: As of February 2, 2015, the College received approximately \$2.729 Million from the General Fund; \$130,428 from the LPN/Vocational Guidance Fund; \$188,000 from the General Fund for the apprenticeship program. However, no significant funding received from Dept. of Administration since January 2, 2015 but has continuously been working with DOA for release of funds.

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

CIP Projects.

FY2015:

- G4S has been awarded approximately \$400,000 for the fire alarm and mass notification system.
- Continue to work with SOWs for various CIP projects approved by the Board for FY2015.
- Currently working on a new project for the renovation of a one-storey facility for Building 300. Will seek funding with the GCC Foundation Board for the Architectural and Engineering design, however, will apply for federal grants as an additional funding source for the majority of this project.

Other projects:

- The College has been informed by the National Council for Marketing & Public Relations (NCMPR) that it will be awarded a "Government Public Relations Award" for the Keep Your Guard Up program. Ms. Jayne Flores, GCC PIO submitted an application for this recognition and will be representing the College during an upcoming NCMPR Conference.
- The College is in its final stage working with GPA regarding its sustainability solar rooftop project. Mr. Francisco Palacios, Sustainability Coordinator, is the GCC point of contact for this project assisting with reviewing of bids. There is currently a draft MOA in progress.
- Approximately \$42,000 in Asian & Pacific Islander American Scholarship Fund (APIASF) scholarships were recently awarded to 14 students, 3 receiving \$5,000 and the remainder receiving \$2,500 each.
- Will be setting up a workshop for the BOT and FBOG to attend with this year's commencement speaker, Mr. Neil Horikoshi, President & Executive Director of APIASF.
- Mr. Ralph Gregory Sablan was recently hired on February 2, 2015, as the Assistant Director for the Development and Alumni Relations office.
- The President recently met with the UOG President and DOE Superintendent and has scheduled a Tri-Board meeting for February 28, 2015 in Tiyan.
- There are approximately 35 participants signed up for the FEMA L0363 Multi-Hazard Emergency Planning for Higher Education class on campus March 24-26, 2015. In attendance will be representatives from Palau Community College, Northern Marianas College, UOG,

Homeland Security and various government agencies associated with higher education.
-The FY2014 audit should be completed soon. The College received the draft financials with no issues to date.

2. Monthly Activities Report

Student Trustee: Student Trustee Elmarie Anderson reported as follows:

- Feb. 6, 2015: This morning, Trustee Anderson attended the GCC Student Organization Officer and Advisor Training workshop. This afternoon, there will be a COPSA General Membership meeting. Over 60 students signed up for the health certificate workshop that is also scheduled this afternoon.
- Feb. 18, 2015: COPSA movie night at 6:00 p.m. showing “Guardians of the Galaxy” at the student center. BOT members were invited to attend.
- Feb. 20, 2015: COPSA second general membership meeting.
- Feb. 24-25, 2015: “Meet the President” meetings.
- March 6, 2015: “Students Leading Students” conference at the Westin in Tumon.

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

- Faculty met on Feb. 2, 2015 to ratify the faculty evaluation rubrics. More information will be reported by Dr. Ray Somera regarding this ratification for Board approval
- Feb. 5-6, 2015: Lodging Management Program competition in the GCC Multipurpose Auditorium.
- A non-profit organization management certification program is in the process and will be initially led by Dr. Ray Somera and Mr. Pete Roberto through the Human Services program.
- GCC English Department teamed up with Mr. Don Muna and Mr. Kel Muna and invited GCC students to attend a showing on campus of their documentary, “Talent Town.” This documentary highlights Guam’s local talent and culture in art, music and writing, which were incorporated as part of the students’ curriculum.
- Mr. Dan Ho, Visual Marketing Instructor, in charge of the “Micronesia Challenge” program, which airs on Guam, has useful training modules.

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

- February 2, 2015, GCC College Assembly: Part two of the Professional Development presentation by Mr. Terry Sumerlin was held at the MPA.

3. Board of Trustees Community Outreach Report.

- Jan. 5, 2015: Governor’s Inauguration Reception: attended by Trustee Sablan.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

-Building 100. This project is pending USDA approval before proceeding with the construction, plus a legal counsel review.

-Forensic Lab Extension Loan. The College is communicating with Dr. John Peterson from UOG to assist in an archaeological dig for the location of the expansion for the forensic lab. This archaeological clearance is a requirement by the Department of Parks and Recreation.

2. **Western Interstate Commission for Higher Education (WICHE)**. This relates to Guam Legislature Resolution No. 234-32 (COR) that was previously presented to the BOT for consideration. The President reported that a representative from WICHE made a presentation before the Pacific Post Secondary Education Council (PPEC) last month in Hawaii. There were no additional responses from other pacific colleges in support of WICHE. CNMI is currently seeking Guam's assistance in the \$120,000 annual fee to participate. After discussions, a decision was made that GCC will continue to seek articulation agreements with other colleges and that it would not benefit GCC to join WICHE at this time.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE GUAM COMMUNITY COLLEGE (GCC) WILL CONTINUE TO CONSIDER ARTICULATION AGREEMENTS WITH OTHER INSTITUTIONS AND WILL DISSOLVE THE WESTERN INTERSTATE COMMISSION FOR HIGHER EDUCATION (WICHE) FROM THE GCC BOARD OF TRUSTEES AGENDA UNDER UNFINISHED BUSINESS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

VII. NEW BUSINESS.

1. **FY2016 Budget Request**. The Board was presented with the proposed Fiscal Year 2016 budget for the College. After several discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE PROPOSED GUAM COMMUNITY COLLEGE FISCAL YEAR 2016 BUDGET, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. **Midterm Report Certification for ACCJC**. The Board was presented for its consideration with the final draft of the Guam Community College Midterm Report for submission to the Accrediting Commission for Community and Junior Colleges (ACCJC). The BOT Chairperson will certify on behalf of the Board. Representatives from the Faculty Senate,

Staff Senate, and the COPSA President were also present in support of this report, which is due March 2015. The final Midterm Report will be submitted next week to the ACCJC.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SALBAN, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE MIDTERM REPORT FOR SUBMISSION TO THE ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (ACCJC), WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. **Sustainability Policy.** The Board was presented with a resolution for consideration in support of sustainability efforts on campus. A draft Sustainability Policy was also referenced. After discussions, there was recommendation to add the verbiage, "is a policy" to the fourth paragraph. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD ADOPT THE RESOLUTION "*I TANO', I HANOM, YANI AIRE*, SUSTAINABILITY RESOLUTION" REFERENCING THE SUSTAINABILITY POLICY, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

4. **Proposed Fee Structure.** The President explained that as required by law, the College held a public hearing regarding establishing and updating fees for GCC's Prior Learning Assessment, Continuing Education, and High School Equivalency programs. The public hearings were held on campus January 20-21, 2015. A copy of the proposed fee structure approved by the Resource Planning and Finance Committee and the College Governing Council was provided to the Board for consideration. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE PROPOSED FEE STRUCTURE FOR THE GUAM COMMUNITY COLLEGE PRIOR LEARNING ASSESSMENT, CONTINUING EDUCATION AND HIGH SCHOOL EQUIVALENCY PROGRAMS, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

5. **Approval of Faculty Ratification of Updated Evaluation Tool.** Dr. Ray Somera explained that approximately a year ago, a team was set up to revisit the current faculty

evaluation rubrics. Five administrators and five faculty members met regularly and have completed faculty evaluation tool negotiations. The updated faculty evaluation rubrics were ratified on February 2, 2015 and as a result, 63%, or 42 of 67 total dues-paying members present voted to ratify the revised rubrics. Mr. Fred Tupaz, President of the GCC Faculty Union explained that faculty was given several opportunities to provide input. The evaluation tools reflect the GCC Mission Statement, the Institutional Strategic Master Plan goals and accreditation standards. The BOT Chairperson requested for a copy of the Rubrics Evaluation Tool to be attached to the memo from the Faculty Union dated February 4, 2015, that was presented to the Board herein. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE UPDATED FACULTY EVALUATION RUBRICS FROM THE GUAM COMMUNITY COLLEGE FACULTY UNION RATIFIED ON FEBRUARY 2, 2015. 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 1:34 p.m., the meeting reconvened to open session.

At this time, Chairwoman Belanger extended the following:

1. Appreciation to Ms. Maria S. Connelley for serving as a GCC BOT member, who recently resigned, and congratulating Ms. Connelley on her new job at the Department of Labor.
2. Kudos to GCC's English department for incorporating elements of the "Talent Town" documentary during this semester's studies and inspiring students in developing their talents.
3. Kudos to the Visual Communications department and Instructor Dan Ho for the college challenge project with GCC.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

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 FRANK ARRIOLA, THAT THE MEETING OF FEBRUARY 6, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of February 6, 2015, adjourned at approximately 1:36 p.m.

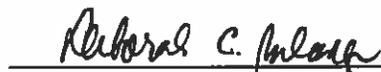
SUBMITTED BY:


BERTHA M. GUERRERO MAR 05 2015
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA MAR 05 2015
Secretary

APPROVED BY:


DEBORAH C. BELANGER MAR 05 2015
Chairperson