

**GUAM COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monthly Meeting Friday, April 12, 2024, 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 March 15, 2024

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
2. Accreditation Updates

BOT - Meeting Agenda

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VII. NEW BUSINESS

1. Institutional Set Standards
2. Academic Calendar (updated)
3. GCC Multipurpose Auditorium Fees
4. President's Travel Request (May-June 2024)
5. Student Trustee Swearing In (AY2024-AY2025)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

**GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of March 15, 2024**

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on March 15, 2024, was called to order at 12:07 p.m., by Chairman Carlo 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. Gina Y. Ramos, Treasurer; Mr. Richard P. Sablan, Member; Mr. Kenly Magwili, Student Trustee. Ms. Yolanda Padrones, Secretary (schedule conflict); Mr. Frank P. Arriola, Member (schedule conflict).

2. Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Dr. Michael Chan, Dean, TSS; Ms. Pilar Williams, Dean, TPS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Apolline San Nicolas, Chief Human Resources Officer; Mr. Edwin Limtuatco, Controller, Finance & Administration; Ms. Denise Mendiola, Assistant Director, CEWD; Ms. Simone Bollinger, Faculty Advisory member; Mr. Kenneth Bautista, Support Staff Advisory member; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Attorney Rawlen 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 – February 13, 2024.

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD APPROVES THE MEETING MINUTES OF FEBRUARY 13, 2024, WITH CORRECTIONS AND WITH THE EDITS FROM TRUSTEE ROSE P. GRINO. 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:

FY2024: As of March 12, 2024, the College received \$9,484,763.00 for its appropriation. \$5,883,534.00 from the General Fund; \$2,868,040.00 from MDF; and \$38,248.00 to support the WICHE PSEP scholarship program; including \$694,941.00 additional MDF funding. The College continues to receive its appropriation on a regular basis from the Department of Administration.

Capital Improvement Projects and other activities:

Other activities:

There is some interest from Indo Pacific Com in previous discussions regarding cyber security at the College. Dr. Michael Chan and his team is working with their request to help develop and strengthen this program for secondary and post secondary offerings.

The College met with Pearl Harbor Shipyard representatives and UH Manoa Faculty, Dr. Young, regarding establishing a CTE program for ship repair in high schools. They are also currently looking for Mechanical Engineers. The College will have a pilot project that will begin this summer and anticipates Dr. Young to be on site to launch this program.

The PPEC/ACCT meeting recently held in Saipan established a collaboration between all the Boards, Trustees and Regents throughout the Micronesia region who are focused in supporting of each institution's goal ultimately with student success and the various roles.

The College signed off on an agreement with Grand Canyon University that allows for students that are pursuing an associate degree in PN or a medical assistant degree to concurrently enroll.

The President wanted to highlight the participation of Student Trustee Kenly Magwili during discussions at the ACCT GLI in Saipan, which will be included in academic advising during professional development. Trustee Magwili suggested as to why not use the students as the gauge as to whether or not they are receiving the academic advisement instead of the other way around in reaching out. The President further mentioned that Trustee Magwili's approach was a very forward approach in ensuring that students actually get the support that they need. That with this way, it would be letting the students be in front of the academic advising as opposed to waiting for it. The President further reported that this way well received by the other Regents and Trustees in attendance.

Spring semester enrollment for CTE students at the secondary school is 2,654, which are at the six public high schools.

The Meet the President sessions were held on February 13 and February 14, 2024. The College is working on several issues that students had concerns with.

The College will be launching the 2024 Summer and Fall semester schedules at the end of this month.

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As reported last month, the College started the campus tours, FAFSA conferences and college fairs that have been reoccurring now that students are getting closer to graduation. The President participated in the ACTE CTE Summit panel on February 16, 2024 at UOG with several of the faculty and administrators attending the additional sessions held on February 17, 2024, as part of CTE month

A USDA NIFA grant was submitted for the College which is to help fund a garden for first-year culinary students and to subsidize funding for books, uniforms, and tools for a three-year period.

Another grant was also submitted for the College which is the Youth Build grant that focuses on Adult Education in combination with construction training through classroom and learning labs. These are live learning labs that are worksites that also help build facilities for the homeless. The College received information from Youth Build that all the required documents have been received.

The grant team continues to submit for funding requests.

The GCC Fact Book has been finalized and printed plus posted on the website.

The GCC HR coordinated an employee health and benefits fair for all GCC employees providing information on health services that are available including retirement information. Several GCC administrative staff have been promoted to Program Coordinators and those positions would now have to be filled which will occur during the next couple of weeks.

The College also completed the Drug and Alcohol Abuse Prevention Program procedures which is an employee assistance program and will be made available. This is a requirement for GCC and will be part of the ISER. The President thanked the DAAPP committee for their work on this.

The furniture for Building B has already been awarded.

2. Monthly Activities Report.

Student Trustee: Trustee Magwili reported the following:

Trustee Magwili assisted Reach for College with the following campus tours:

- Wednesday, January 17, 2024 - Korean Exchange students
- Tuesday, January 23, 2024 - Tiyan High School
- Wednesday, January 24, 2024 - John F. Kennedy High School and Okkodo High School
- Thursday, January 25, 2024 - Southern High School and JP Torres Success Academy
- Thursday, February 8, 2024 - Guahan Academy Charter School
- Thursday, February 15, 2024 - George Washington High School
- Tuesday, March 5, 2024 - Notre Dame
- Wednesday, March 13, 2024 - John F. Kennedy Prostart Program

Friday, January 26, 2024, COPSA hosted a Student Organization Refresher Training for new and returning officers to get familiarized with forms and procedures.

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Friday, January 19, 2024, 12:00 p.m., the COPSA general membership meeting was held at the Student Center in Training Room 5108.

Friday, February 9, 2024, from 10:00 a.-12:00 p.m., in the MPA, Trustee Magwili attended the Federal Resume Writing and Job Application Training, which was conducted by the Department of the Navy with the following subjects: writing a resume and applying for employment with the federal government and military; navigate through USAJOBS; and tips for resume writing

Tuesday, February 13, and Wednesday, February 14, 2024, 4:00 p.m., in the MPA was the Meet the President.

Wednesday, February 28 to Saturday, March 2, 2024, in Saipan, Trustee Magwili attended the Pacific Island College Boards (PICB) convening and the 2024 Pacific Islands ACCT Governance Leadership Institute (GLI).

Friday, March 8, 2024, 8:30 a.m. to 12:00 p.m., in the MPA, COPSA and CSI hosted the EDGE Conference, which consisted of workshops such as: Job Seeker's Guide; Wellness for the Workforce; and the Art of Interviewing.

Thursday, March 14, 2024, 11:00 a.m.-12:30 p.m., in Building 6000 (Foundation Building), Veterans Lounge, was the Veterans Club lunch sale.

Friday, March 15, 2024, 12:00 p.m., the COPSA general membership meeting was held at the Student Center in Training Room 5108.

The Student Leaders Applications are now open for Academic Year 2024-2025 and elections will take place from 10:00 a.m., Monday, April 8, 2024, to 8:00 p.m., Wednesday, April 10, 2024.

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

Spring semester is where recruitment activities pick up.

GCC hosted a "College & Career Night, "Family Road Map" on Wednesday, February 28, 2024 in the MPA. Students were provided information and there was a showcase of the different programs by faculty.

As mentioned by Trustee Magwili earlier, "The Edge" conference was held in the MPA on March 8, 2024.

Ms. Bollinger has been working with Dr. Gina Tudela and have had meetings with AIER to discuss program review, working on ways to make it meaningful and want to finds ways to improve the programs by looking at it in a way it has not been done before. Have met with the Faculty Senate President and with AIER to discuss ways in moving forward also with suggestions from Dr. Tudela, which discussions were productive.

As part of recruitment, Simon Sanchez High School will be hosting "Shark's Day" by the Marketing program at the Micronesia Mall and faculty has been invited to participate. Faculty will have a table for prospective students to sign in.

A "Math Kangaroo" event will be held on campus on Fri., March 22, 2024, something that has not been held since COVID with about 200 students expected to participate in a carnival type of event.

A "Young Authors" event by the Education department will be held on Sat., April 6, 2024

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in the MPA. This event is about books created by students, which will be on display. The “On Art In Research (ON AIR)” is a student showcase scheduled on April 15 and 16, 2024 by the English department. This year a recruitment and advising piece will be included in this event.

The PDIC professional development for faculty is another upcoming event and will be held soon during Spring break regarding ideas on advisement.

Today is the CHamoru Challenge Bowl and GCC has a team which are mostly students with the CHamoru Language immersion program and with Ms. Bollinger participating.

Staff Advisory Member: Mr. Kenneth Bautista reported the following:

Staff is preparing for the Spring semester including graduation.

A Staff Senate membership meeting will be held to revisit the Staff Senate By Laws which was developed years ago.

It is Mes CHamoru month and a fiesta luncheon will be held on Fri., March 22, 2024, in the MPA.

HR coordinated a GCC Employee health and benefits fair on Fri., February 23, 2024 in the MPA, which Mr. Bautista attended. Mr. Bautista also mentioned that it helped having the different organizations in one place.

Everyone was wished a “Happy Easter!”

Board of Trustees Community Outreach Report:

Trustee Ramos reported she attended the Guam Association for Career & Technical Education (ACTE) Summit on February 16 and 17, 2024, and as a member, Trustee Ramos thanked the President, Trustee Padrones and GCC personnel who also attended.

Trustees Arriola, Grino, Leon Guerrero, Magwili and Sablan, along with Dr. Mary Okada attended the 2024 ACCT Pacific Islands Governance Leadership Institute in Saipan on February-March 2024. The Chairman mentioned this was a meeting of the Pacific Island College Boards, which was just formed as a new organization of Board of Trustees within our region. The Chairman was elected as the Secretary. He further explained that certain issues were discussed specific to our region and that this formation will become one voice for the region. ACCT were able to hear issues that affected our region instead of abroad in the U.S.

Trustee Grino also reported that this is was an opportunity for networking and with the Pacific Island College Boards, agrees this is an opportunity to be heard specific to our region and having a collective voice unlike when attending a national conference. Trustee Grino also thanked Trustee Magwili for his participation in the discussions. That this conference personally enhanced her knowledge of how to become an effective board.

There is a possibility of Guam hosting an event similar to this.

Trustee Sablan mentioned that the Trustees within our region hold GCC in high regard and look to GCC for guidance with their specific issues especially in collaboration with GCC and working with Dr. Mary Okada.

VI. UNFINISHED BUSINESS

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

Wellness Center.

The President reported the Archeological verification was scheduled on March 13, 2024 with SHPO. There are only two items that are pending which is the financial feasibility study and that the President has already contacted the consultant regarding this. The other is meetings are scheduled next week with some banks for the financial requirement for this project.

Building B.

To date, this project is about 65% complete. As mentioned earlier, the equipment for this project has already been awarded. This project is moving along and we are able to see the formation of the second floor.

Workforce Development Center (Barrigada property).

EDA has approved the notice to proceed and the procurement documents are currently being reviewed with the Attorney General's office. The President did have a discussion with the AG and anticipate the documentation to be signed off soon. GCC has completed 98% of the required documents for submission. When the process is complete a ground-breaking ceremony will be scheduled.

Culinary Arts & Baking Center.

This project is at 18.77% complete. The College is waiting on the final drawings for the roof. This project is still ongoing such as with demolition, installing copper pipes for the water line and proceeding with what has to be done.

Generator for Building 2000.

The housing for this generator is currently at 90% complete. A timeline extension was granted until the end of March 2024. Additional work is being done with the fire suppression system and the MIS fiber optics.

2. Accreditation Updates. The President provided the following accreditation update: The second draft of the Institutional Self Evaluation Report (ISER) is being reviewed by Dr. Gina Tudela, the Accreditation Liaison Officer (ALO) and Dean Pilar Williams, the Assistant ALO.

The President also reported that the Board will be presented with the Institutional Set

Standards for their approval.

VII. NEW BUSINESS.

1. President's Travel Request (April 2024)

Ellucian Live 2024, April 7-10, 2024, San Antonio, Texas, funded by promotional funds.

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE PRESIDENT'S TRAVEL FOR APRIL 2024 IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time a motion was made as follow:

MOTION

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

At 12:37 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 for the following:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE KENLY MAGWILL, THAT THE MEETING RECONVENE TO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:51 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 ROSE P. GRINO, SECONDED BY TRUSTEE GINA Y. RAMOS THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, the Board were invited to a Mes CHamoru luncheon in the MPA on March 22, 2024 at 11:30 a.m.

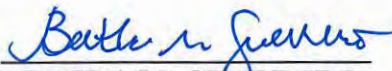
IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION


IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING OF MARCH 15, 2024, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of March 15, 2024, adjourned at 12:52 p.m.


SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


YOLANDA M. PADRONES
Secretary

APPROVED BY:


CARLO M. LEON GUERRERO
Chairperson