

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Friday, May 1, 2015, 12:00 p.m.**  
**President’s Conference Room, Building 2000**

**AGENDA**

**I. CALL TO ORDER**

1. Swearing In and Administration of the Oath of Office for re-elected GCC Trustee Student Member **Elmarie Anderson**
2. Roll Call
3. 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 April 9, 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**

1.        Resolution for Building 300 renovation

**VIII.                  EXECUTIVE SESSION**

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

**IX.                    ADJOURNMENT**

# *Certificate of Election*



GUAM COMMUNITY COLLEGE

*Kulehon Kurnuridát Guáhan*

Accredited by the  
Western Association of  
Schools and Colleges

*Awarded to:*

**ELMARIE ANDERSON**

*Duly elected by the students of GCC and certified by the election committee, the above named individual is sworn in this 1st day of May 2015 as the student member of the Board of Trustees, to serve until April 2016.*

*Robert C. Wilcox*

Chairperson  
Board of Trustees

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**

**OATH OF OFFICE**

*I, **ELMARIE ANDERSON**, do solemnly swear in the presence of almighty God that I will well and faithfully support the Constitution of the United States, the laws of the United States applicable to Guam, and the laws of Guam, and that I will conscientiously and impartially discharge my duties as:*

**MEMBER, BOARD OF TRUSTEES**  
**Guam Community College**

*Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,  
Executed at Mangilao-Guam Community College on May 1, 2015.*



Member (Signature)

*The Oath of Office was administered by the Chairperson, Board of Trustees.*



Chairperson, Board of Trustees (Signature)

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of April 9, 2015**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on April 9, 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. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos; 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).

**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; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Ms. Debra B. Lefing attended on behalf of Attorney Matthew Kane.

**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 – March 5, 2015.**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE MEETING MINUTES OF MARCH 5, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 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: To date, the College received approximately \$4.1 Million from the General Fund; \$195,000 from the LPN/Vocational Guidance Fund; \$283,000 from the General Fund for the apprenticeship program; \$82,000 for the MDF; \$24,000 for the TAF. This constitutes 24% of the total appropriation or 41% based on the allotment schedule.

Copies of the FY2014 audit report from Deloitte & Touche were provided to the Board. Ms. Carmen Santos, Vice President of Finance and Administration explained the highlights of the audit report. As previously reported by the President, Ms. Santos explained that some highlights in the report are decrease in some expenditures, increase in net assets, infrastructure and capital improvements. Ms. Santos also reported that in the Public Auditor's financial highlight report for FY2014, GCC received a low-risk audit for the 14<sup>th</sup> consecutive fiscal year and was noted as the only Government of Guam agency to maintain this status.

Ms. Santos also informed the Board of a new reporting requirement beginning FY2015. The unfunded liability will be required to be recorded for all government agencies.

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

**CIP Projects-updates:**

-Regular meetings are held with G4S regarding the mass notification system project; all generators are back on line and fully operational; Building A-renovation will begin soon to reposition the cosmetology program out of Building 100, which will also be under renovation. The move for cosmetology will be a permanent relocation.

**Other activities:**

- The College will be working with the District Attorney, Alicia Limitiaco, who is hosting a conference in June 2015.
- The Governor has appointed Mr. Eloy Hara as a new BOT member but awaiting confirmation from the Guam Legislature. Will inform the BOT once confirmation date is scheduled.
- President and Dr. Underwood met with the Governor regarding WICHE to express their concerns. WICHE has been in contact with the Governor. The Governor will provide a draft response for review before final submission. The President will keep the BOT informed on this issue.
- PPEC recently sponsored a CFO training in Honolulu and attended by Pacific colleges in the region.
- Culinary students provide a buffet luncheon every Wednesday at the MPA with different menus each time. Emails will be sent to the Board who were encouraged to participate.
- College will be involved with several activities during Earth month involving sustainability.
- Other than the Guam Tropical Energy Code conference hosted by the College in March 2015, the College will also participate in the UOG Center for Island Sustainability Conference.

**2. Monthly Activities Report**

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

- April 9, 2015, 4pm-8pm: Spring Festival at GCC Student Center. All are encouraged to attend. Activities include an Icon contest and various entertainments.
- April 10 and April 24, 2015, 12pm, Student Center: COPSA general membership meeting.
- May 14, 2015, 12pm: Luncheon for graduates before GCC graduation on May 15, 2015.

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

- Faculty is busy with end of semester projects.
- Culinary students host a lunch buffet every Wednesday at the MPA.
- Criminal Justice and Social Science classes will be presenting a film on the Marshal Islands highlighting the challenges they are currently experiencing.
- April 17, 2015, Accounting Conference.
- Assisting GAIN with a pet supply drive.
- Planning a Foster Families Association Zero-K to kick off "Foster Families" month on May 1, 2015.
- Education department will be planning an end of the year activities.
- The student recruitment program held on March 26, 2015 has assisted students with pre-enrollment.

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

- March 30, 2015: Early registration for the summer and fall started.
- March 27, 2015: Mes Chamorro luncheon celebration.
- April 12, 2015, 9am-2pm, Agana Heights Gym: GCC Employee Association car wash for \$5.
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**3. Board of Trustees Community Outreach Report.** None reported at this time.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

-**Building 100 and Forensic Lab Extension Loan.** The College has received a draft of the lease-leaseback agreement from the attorneys. Will provide updates once review is complete for BOT consideration before presenting to FBOG.

-USDA will be on-island next week and anticipate meeting with its engineer, Brian Daily. AIA forms have been requested to ensure requirements are met. Once designs are approved, this will go out to bid.

-Other projects in progress are the GCC Annex; Wellness Center & Maintenance Building; Building 300 to be presented at the next meeting.

**VII. NEW BUSINESS**

**1. 5-year Academic calendar-updated.** The Board was presented with an updated 5-year Academic calendar for AY2015-2016 through AY2019-2020. It was noted that the makeup dates are not associated with the holidays. The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE UPDATED 5-YEAR ACADEMIC CALENDAR, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**2. President's Travel Request (June-August 2015).**

-ACCJC Commission Meeting, June 3-5, 2015, Oakland, California.

-APIASF Education Summit, June 23-24, 2015, Washington D.C.

-CCID's Asia Pacific Forum and PPEC Regional Assessment & Accreditation Workshop, July 10-14, 2015, Honolulu, Hawaii.

-PREL Board of Directors Meeting, July 27, 2015, Marshall Islands.

-PPEC Meeting, August 5-6, 2015, Palau.

It was noted that White House Initiative on Asian American and Pacific Islanders Commission are having a meeting in May, however, due to the GCC graduation, the President has declined to attend.

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR JUNE 2015 THROUGH AUGUST 2015. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At approximately 12:39 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 1:05 p.m., the meeting reconvened to open session.

At this time, the Board made the following motion:

**MOTION**



**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD AMEND PRESIDENT MARY A.Y. OKADA'S EMPLOYMENT CONTRACT BY EXTENDING FOR AN ADDITIONAL THREE (3) YEARS WITH TWO (2) OPTIONS FOR THREE (3) YEARS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, Chairwoman Belanger extended the following:

1. Kudos to GCC and the National Guard for the medic recruitment.
2. Kudos to GCC and CACG STEM summit for middle and high school students.
3. Kudos to GCC for its 14<sup>th</sup> consecutive clean audit by the independent auditor Deloitte & Touche.
4. Thanking the Haligi Company for their presentation of digital drawing pads to students in the Haligi Cultural Animation Art Program.
5. Congratulations to George Washington High School for winning the Math and Science Academic Challenge.
6. Kudos to GCC for engaging students in a drug free webinar sponsored by the Economic Modeling Specialists International (EMSI).

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

**MOTION**


**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING OF APRIL 9, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of April 9, 2015, adjourned at approximately 1:07 p.m.

**SUBMITTED BY:**

  
BERTHA M. GUERRERO MAY 01 2015  
Recording Secretary

**ATTESTED BY:**

  
FRANK P. ARRIOLA  
Secretary

MAY 01 2015

**APPROVED BY:**

  
DEBORAH C. BELANGER MAY 01 2015  
Chairperson



**Project AIM**

April 28, 2015

To: Chairwoman Deborah Belanger  
& Honorary Board Members  
Board of Trustees  
Guam Community College  
Sesame Street  
Mangilao, GU 96913

Håfa Adai Chairwoman Belanger & Honorary Board Members:

You are cordially invited to attend Project AIM, TRiO's 21st Annual Awards Banquet Ceremony. This event will be held on Friday, May 8, 2015 at the GCC Multi-Purpose Auditorium, 6 P.M. Please RSVP by Friday, May 7. We would be honored to have your presence as we highlight the milestones of our participants and to be graduates.

Sincerely,

A handwritten signature in black ink, appearing to read "Huan Hosei".

Huan Hosei  
Project Director  
Project AIM, SSS, TRiO

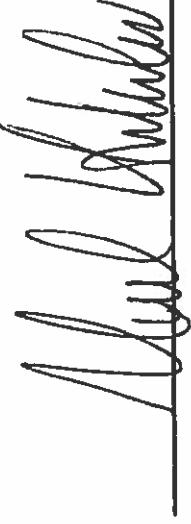
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# *Certificate of Appreciation*

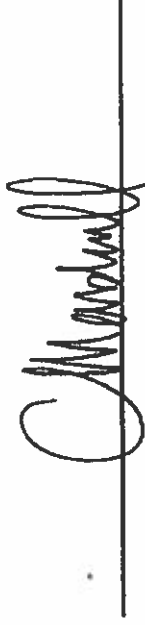
This certificate is presented to

*Guam Community College*

for your significant contribution of time and effort recruiting team members to serve as Volunteer Readers for the 2015-2016 APIASF Scholarship Program. Your spirit of volunteerism helped us select a new cohort of APIASF Scholars and future community leaders!



Neil Horikoshi  
President & Executive Director



Cecilia Marshall  
Director, APIASF Scholarship Program

**APIASF**<sup>®</sup> Today's Minds,  
Tomorrow's Future  
Asian & Pacific Islander American Scholarship Fund

**Guam Community College  
Board of Trustees  
Resolution 10-2015**

**REQUEST TO PROCEED WITH THE OPPORTUNITY  
TO RENOVATE BUILDING 300**

**WHEREAS**, the GCC Board of Trustees authorized the update of the Physical Master Plan; and

**WHEREAS**, the Guam Community College ("GCC") will continue to address the physical needs of the campus; and

**WHEREAS**, GCC recognizes the need to expand its facilities in response to increased enrollment, retention, and program; and

**WHEREAS**, GCC has the opportunity to renovate existing metal wall and roof panel buildings built in the 1960's; and

**WHEREAS**, there is a need to renovate building 300 to house Hotel Operations & Management, Marketing, Tourism & Travel Management and Visual Communication programs; and

**WHEREAS**, program expansion will require additional classroom, laboratory, and office space; and

**WHEREAS**, the Board of Trustees continues to support the College's endeavors for capital improvement projects and construction projects; and

**WHEREAS**, the purpose of the GCC Foundation is to support the College's activities, goals, plans, projects, and programs, to include funding for capital improvement projects.

**NOW, THEREFORE, BE IT RESOLVED**, that the GCC Board of Trustees authorizes the President to proceed with this opportunity, seek required legislation for this project, and request that the GCC Foundation Board of Governors fund the conceptual design for the project in the amount of \$272,502.

**ADOPTED** the 1st day of May 2015.

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

**ATTESTED BY:**

  
\_\_\_\_\_  
**FRANK F. ARRIOLA**  
Secretary