

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Tuesday, May 7, 2019, 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 elected GCC Trustee Student Member.**
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 11, 2019

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President’s Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
 - Data Extract #10
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
 - Building B

VII. NEW BUSINESS

1. Assistant Director for Communications and Promotions Job Description (update)
2. President's Travel Request (May 2019)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

CERTIFICATE OF

Election



Awarded to:

ROZENE PECSON

Duly elected by the students of GCC and certified by the election committee, the above-named individual is sworn in this 7th day of May 2019 as the student member of the Board of Trustees, to serve until April 2020.

A handwritten signature in blue ink, appearing to read 'Frank P. Arriola'.

Frank P. Arriola

Chairperson, Board of Trustees

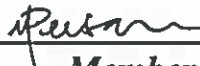
GUAM COMMUNITY COLLEGE
Board of Trustees

OATH OF OFFICE

I, ROZENE PECSON, 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:

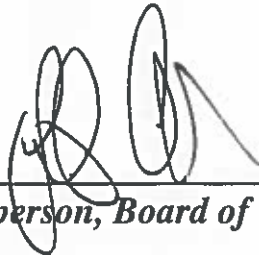
MEMBER, BOARD OF TRUSTEES
Guam Community College

***Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,
Executed at Mangilao-Guam Community College on May 7, 2019.***



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 11, 2019

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on April 11, 2019, was called to order at 12:02 p.m., by the Vice Chairperson Richard Sablan in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. **Roll Call. Trustees Present:** Mr. Richard P. Sablan, Vice Chairperson; Mr. Eloy P. Hara, Treasurer; Ms. Gina Ramos, Secretary; Ms. May Ann "MJ" Aloit, Student Trustee; Mr. Carlo Leon Guerrero; Ms. Deborah C. Belanger (arrived 12:10 p.m.). **Other members:** Mr. Frank P. Arriola, Chairperson (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President for Academic Affairs Division; Kenneth Bautista, Support Staff Advisory Member; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Ms. Doris Perez, Assistant Director, Planning & Development; Mr. Frederick Tupaz, Faculty Advisory Member; Attorney Rebecca Wrightson.

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 – February 8, 2019

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 8, 2019, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS – None.

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:

FY2018: The College was able to receive the remaining balance of \$2.5 million dollars from Fiscal Year 2018, which brings the College in line with the rest of the Government of Guam agencies in receiving 85% of its appropriations for said fiscal year. The first half was received in February 2019 and the remainder in March 2019.

FY2019: As of April 8, 2019, the College received \$6,041,352 from the General Fund for the current fiscal year. Breakdown is \$285,501 for the LPN/Vocational Guidance; \$69,922 for the General Fund Apprenticeship program; \$330,000 for MDF; and \$24,000 for TAF; \$100,000 from the First Generation Trust Initiative. Based on the allotment schedule, the College received 63% of its allotments which has significantly improved compared to the cash flow in the past.

Based on discussions with Governor Leon Guerrero, one of the issues that is being resolved is closing the gap in receiving funding as appropriated. This has helped especially with FY2018 as a significant improvement for the College.

Capital Improvement Projects and other activities: President Okada reported the following: The College has completed in updating its Institutional Strategic Master Plan for 2020-2026 and will be presented to the Board once finalized.

Received initial approval from GBNE to offer an Associate's Degree for the Nursing Program beginning Fall 2019.

Working with IT businesses to provide additional training in computer security support and will soon be launching this program.

Preparing for the Ship Repair Transportation Boot Camp and other boot camps which have been requested and which the College will be addressing.

Continuing to communicate on the Building Code conference tentatively scheduled for November 2019, which will affect contractors and developers who would have to be trained with the new building codes.

A Career and Technical Education (CTE) proposal was successfully submitted to GDOE for \$673,190, which is the same funding amount that was available for CTE directly to the College through the Perkins Grant but is now being consolidated with GDOE. Details are being worked on.

The College is exploring ways to diversify revenue sources by providing initial investments and initiatives such as the security training courses and looking at other revenue generating initiatives. Received a notice from Senator Shelton's office that Trustee Deborah Belanger's confirmation hearing is scheduled for Friday, April 12, 2019, at 2:00 p.m. at the Guam Congress Building. Although there will be remarks from the Board Chair, all are encouraged to provide testimony to support Trustee Belanger's re-appointment.

The College received a request from the Community College Daily, which is an electronic newsletter regarding the GCC CLYMER program. The CLYMER program was highlighted as offering an alternative to placement testing. By eliminating the requirement for placement testing and considering the students' grades in high school as an alternative to determine whether to automatically place students into college courses. Students in this program are being tracked and provided support services.

Dr. Ray Somera mentioned this places GCC in the national map in terms of innovative strategies to increase enrollment and retention.

Dr. Somera is encouraging Dr. Michael Chan to submit this in a peer review journal and will be considered.

The President reported that the GCC audit is done and will be another clean audit for the 18th

consecutive year.

Data Extract #9. The Board was presented with data regarding the College. The President explained that this data deals with graduation rates based on Fall cohorts with comparative analysis from like institutions and regional colleges from the Marshall Islands, GCC, Kapiolani, Northern Marianas, Palau and Windward Community Colleges and based from information from 2010 through 2014 showing an increase.

Table 1 shows an increase in enrollment with 2010 down 8.3% and gradually increased through 2014.

This shows 150% completion time meaning a student starts a 2-year program and finishes in 2 years, which is how this is graded as it appears on the IPEDS.

The Median column shows the rates between men and women and as for GCC for the men it's 9.5% and 17.4% for women and the Sparkline column indicating the red dots is basically the highs and the lows year-to-year progress.

Across the region, including Honolulu, the Colleges are seeing the decrease in enrollment and all are working on initiatives to keep enrollment steady.

GCC is doing the same to bolster enrollment offering courses with students' needs especially those who are trying to balance work and education.

2. Monthly Activities Report.

Student Trustee: Trustee MJ Aloit reported the following:

April 10, 2019: GCC "Link-Up" a job fair for students was held in the MPA which gave students an opportunity to showcase their work and talent. Different companies attended and were impressed with the students.

April 14, 2019: New Student Leadership Training.

April is "Earth Month" and COPSA, including Trustee Aloit will be participating during the "Clean Our House" Day on campus.

Faculty Advisory Member: Mr. Frederick Tupaz reported the following:

Thanked Dr. Somera for the opportunity for faculty to attend the GCC CTE Summit and reported a lot of information was provided.

Faculty has been busy with the Faculty convocations and "Link-Up" including upcoming student convocations.

In April 2019, will be coordinating the "Zero K" carnival to be held on campus.

Faculty is preparing to close out the Spring semester.

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

During Spring Break a computer lab will be operating out of the Allied Health Center.

The Computer Labs in the LRC and other areas are being upgraded.

Preparing to move the student information system into the Cloud.

A new GCC Website will be launched on April 19, 2019.

Anticipate a new GCC mobile app to be launched towards the end of FY2019.

Board of Trustees Community Outreach Report.

Trustees Arriola and Sablan attended the welcoming ceremony during the GCC CTE Summit on Friday, March 1, 2019.

Trustees Arriola, Hara, and Leon Guerrero attended the GCC Wine Tasting on March 15, 2019. Trustee Leon Guerrero attended the "Link-Up" on April 10, 2019 and was very impressed with the students' marketing skills and said students' presentations were phenomenal.

VI. UNFINISHED BUSINESS

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

Bldg. 100. This project is 99.095% complete as of April 4, 2019. The College recently approved a change order to reroute an 8" main water line and providing the housing for the fire system.

Forensic Lab. The contractor was unable to secure a bid bond for this project. The Notice of Intent to Award was then rescinded and will be issuing Notice of Non-Award. A Notice of Intent to Award will be sent to the next qualified bidder pending securing the bid price and additional funding is approved.

Building 300. As of March 31, 2019, this project is 45% complete. A fee proposal for disposal of the construction debris of lead-based paint is \$22,500, a decrease from \$170,000. TRMA is currently reviewing the proposal and will forward its recommendation to the College. There are some change orders being considered.

Wellness Center. The College anticipates this project to receive final documents from TRMA on the project manual, bid specifications and drawings on the building plans by April 12, 2019. Once received, the College will conduct its review of the bid specs and anticipate this will go out to bid sometime in mid-April 2019 but would still need board approval for funding and again need to begin this project before the new building code is in effect.

Building B. TRMA provided the College with three scenarios for this project as far as designs. The College identified the design appropriate for this project and anticipate the proposed design to be completed in a few months. The generator and structure to support Buildings A, B and 3000 will be included as an alternate to this project. This includes replacing a new elevator but keeping it in the exterior of the building. Also, included will be the counseling offices, placement testing center, faculty lounge, student support services, computers, and the student success center.

VII. NEW BUSINESS.

1. BOT Resolution re Additional Funding for Forensic DNA Lab Extension. The Board was presented with a resolution for consideration, a request to provide additional funding for the Forensic DNA Lab extension. The request for additional funding for this project is due to the increase in price for construction, Alternate Bid #2 for the PV system and access to the roof as a

requirement for LEED Certification. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD APPROVE THE RESOLUTION, "REQUEST TO PROVIDE ADDITIONAL FUNDING FOR FORENSIC DNA LAB EXTENSION," AS THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES RESOLUTION 1-2019. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

2. **5-Year Academic Calendar – (AY2019-2020).** The Board was provided with an updated 5-year academic calendar for consideration for Academic Year 2019-2020. The President explained this calendar has been revised to provide enough time between the end of spring semester when grades are due and before commencement.

The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE UPDATED 5-YEAR ACADEMIC CALENDAR FOR ACADEMIC YEAR 2019-2020. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

3. **President's Travel Request (April-June 2019).** The President informed the Board of the following travel request:

ACCJC Budget Committee Meeting, April 15-19, 2019, San Diego, California, 100% funded by ACCJC. This request was previously approved electronically by the Board.

ACCJC Commission Meeting, June 4-7, 2019, Newport Beach, California, 100% funded by ACCJC.

Graduate School, June 10-14, 2019, Honolulu, Hawaii, 100% Sponsor funded.

The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR APRIL-JUNE 2019. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 12:40 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:08 p.m., the meeting reconvened to open session.

At this time, a motion was made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE GINA RAMOS THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)


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

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELOY HARA THAT THE MEETING OF APRIL 11, 2019, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussions, the meeting of April 11, 2019, adjourned at 1:08 p.m.

SUBMITTED BY:



BERTHA M. GUERRERO
Recording Secretary

MAY 07 2019


ATTESTED BY:



67 **GINA Y. RAMOS**
Secretary

MAY 07 2019

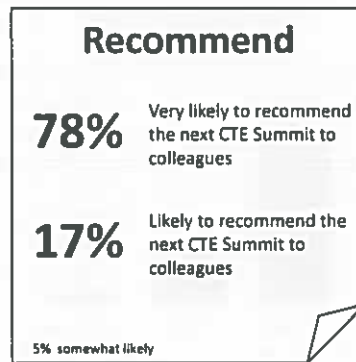
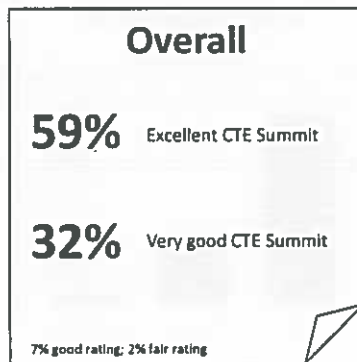
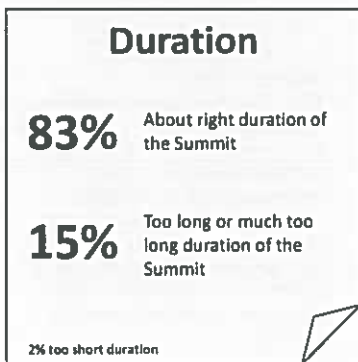
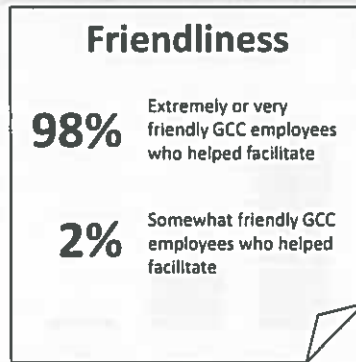
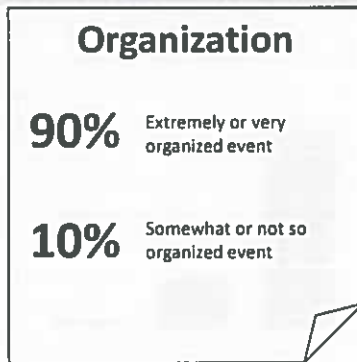
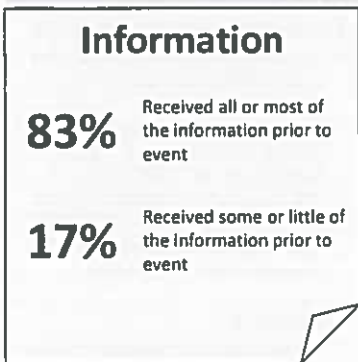
APPROVED BY:



FRANK P. ARRIOLA
Chairperson

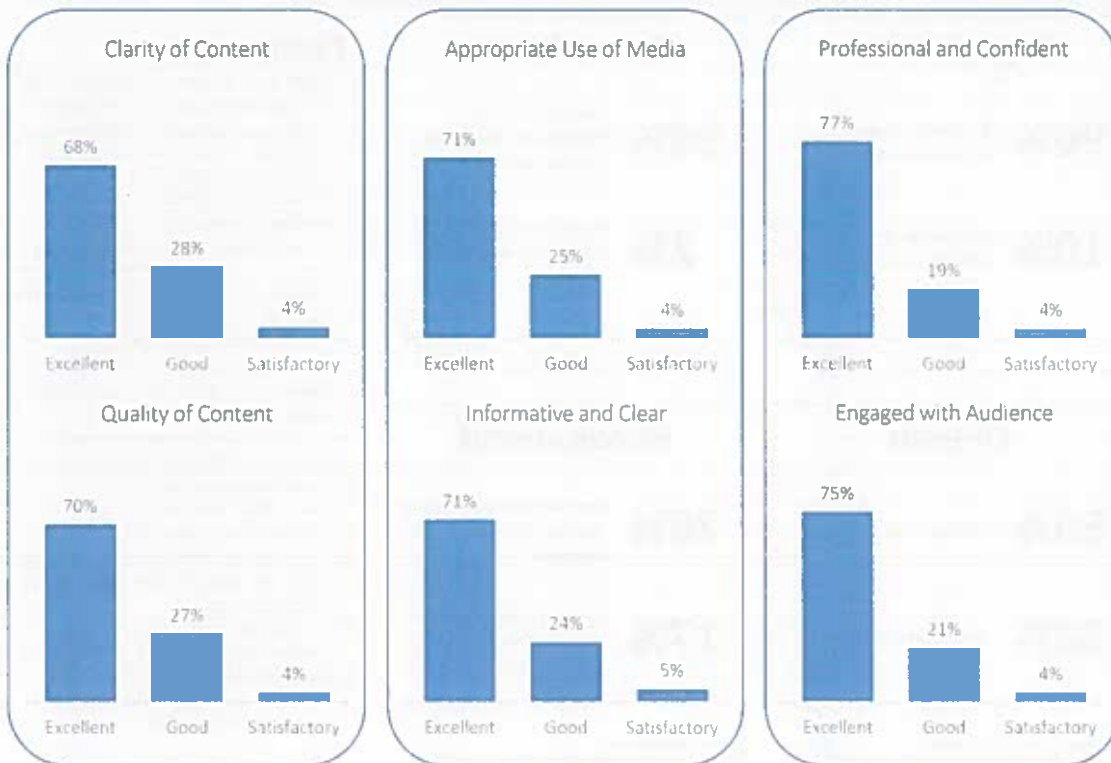
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DATA EXTRACT #10
(Meaningful Data for the GCC Board)
2019 Career Technical Education Summit Assessment



- ### Comments
- "Sad to have missed the lobster lunch because I still had classes on Friday..."
 - "...Q & A panel sessions took a very long time... A bit of interaction or breaks would really help."
 - "Thank you for all the hard work behind the scenes."
 - "... event could've been consolidated into just one day... As a teacher, I wanted to... [know] how to implement talks of career in my lessons..."
 - "Food on Friday was excellent."
 - "... The infusion of culturally relevant elements to the conference was also very meaningful..."
 - "I would love to be able to attend some of the demonstrations and the presentation sessions..."
 - "We need to be doing this on a regular basis to share ideas..."
 - "... more administrations and other key decision makers to attend the student presentations..."
 - "... GCC folks were very friendly, hospitable, helpful and knowledgeable about CTE"
 - "...invite private companies to have their exhibition show."

Presentation Evaluation Summary (n=161)



Understanding the Charts

- A total of 161 survey responses were collected on forums and pre-summit sessions.
- Each of the presentation criteria were rated as either "excellent," "good," "satisfactory," or "undecided"
- The percentage represents the total number of responses for each rating divided by the total number of responses collected (n=161).

Summary

- The delivery of the presentation was rated similarly in regard to appropriate use of media and the share of useful information. Nearly 3 of every 4 participants rated presentation delivery "excellent."
- The session presenters received the highest ratings of "excellent" in regard to his/her professional demeanor, confident presentation and engagement with the audience.
- The presentation content was rated lowest in terms of clarity and quality. Off-island presenters were unable to attend the Summit, and most forum sessions may have been familiar to participants.

Assistant Director, Communications and Promotions

NATURE OF WORK

This is complex specialized work in planning, developing, initiating and directing a comprehensive internal and external program of public relations and marketing for the College.

An employee in this class serves as the central source of information about the College and its activities and events to the various news media, including developing written reports, news releases and feature stories to facilitate print and broadcast opportunities for the College.

The Assistant Director develops, implements, and oversees the campus marketing plans including carrying out various marketing activities, projects, and other efforts to identify and develop new government, commercial, and/or academic customers for the College's programs and/or services.

The Assistant Director, Communications and Promotions reports to the President and works closely with senior management.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Works collaboratively with the President and the Management Team to ensure that all marketing functions are aligned with the College's mission, vision and strategic priorities.

Serves as the College's public spokesperson, develops, manages, and curates content for promotions and marketing of the College through all the communications channels: website, digital marketing, social media, press releases, print, and digital publications such as newsletters and magazines. Recommends public relations courses of action in routine and in crisis situations and serves as the central source of information about the College.

Oversees the use of the College's name, brand, and logo. Develops policies and standards to build diversity and inclusion and to enhance the image of the College.

Initiates, plans, and reviews key publication information pieces that inform community constituencies of the offerings and activities of the College, and the College's annual report.

Researches, develops strategies and directs plans which identify marketing opportunities and new project development. Develops, implements, and oversees the campus marketing plan, and helps identify new markets for academic programs.

Develops and manages budget for communications, marketing and publications purposes.

Represents the College at various community and/or business meetings.

Coordinates ceremonies, press conferences, and other events or special projects.

Supervises the Development and Alumni Relations' administrator and staff.

Perform other duties as requested by the College President.

PRESIDENT'S TRAVEL SCHEDULE

May – June 2019

Conference Title/Sponsor	Date	Location
Good Jobs for All Americans Solutions Summit (100% National Governors Association)	May 20-23	Whitefish, Montana
APIA Scholars Summit (100% Sponsor Paid)	June 19-20	Washington, DC