

**GUAM COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Monthly Meeting – Friday, July 18, 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 June 16, 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. Policy 455 (updated)
2. Presidential Search
3. BOT Travel (APAFS Nov. 2025)
4. President's Travel Request (APAFS Nov. 2025)

**VIII.          EXECUTIVE SESSION**

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

**IX.            ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of June 16, 2025**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held on June 16, 2025, was called to order at 12:07 p.m., by Chairperson 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; Mr. Richard P. Sablan, Member; Ms. Faith Velasco, Student Trustee. Frank P. Arriola, member (schedule conflict); Ms. Gina Y. Ramos, Treasurer (schedule conflict).

**2. Others in attendance:** Dr. Mary A.Y. Okada, President; Ms. Clarissa Padua, Vice President, Finance and Administration; Ms. Pilar Williams, Dean, TPS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; 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 – April 25, 2025.**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE BOARD HEREBY APPROVES THE MEETING MINUTES OF APRIL 25, 2025, 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 year-to-date, the College received \$13,208,866, and based on its allotment schedule is 76%, as follows: approximately \$9.9 million in the General Fund to support general operations; \$2.9 million for the Manpower Development Fund; \$117,000 for the CIP fund; \$104,000 from the General Fund to support the WICHE scholarship program; and \$225,000 for the POST Commission. The College recently requested additional funding from the Director of Administration for MDF due to its funding being behind.

**Capital Improvement Projects and other activities:**

Other activities:

The President reported the following:

The College held a press conference to introduce the Associate Degree in Nursing (ADN) program, with partners from GRMC, GMH, FHP, HSP, AMC, and Dr. Shieh's clinic in attendance. The Foundation Board of Governors awarded full scholarships to cover the tuition to all 20 students in the cohort, which is expected to complete the program by December 2025.

The College submitted a request to the U.S. Department of Education through a regular process to include the ADN program that would allow students to receive Pell Grants. However, the request has not yet been approved, which is why the College is seeking additional support.

The College hosted the Prison Education Program (PEP) Summit with representatives from the CNMI, Palau, and FSM to establish partnerships for prison education programs funded through financial aid. Currently, prisoners are ineligible for financial aid, but this new program offers an opportunity to change that. The aim to complete the application process and potentially conduct joint site visits across jurisdictions to share accreditation costs. There is regional interest in implementing these programs at different entities.

The College held a work experience recognition program for high school students, with over 60 students participating alongside their employer sponsors; this year, the College awarded 418 certificates of mastery and completion through its high school programs, which were presented during the graduation ceremonies; the College graduated 328 students this academic year, which is slightly fewer than last year, but there was a strong turnout with at least 300 attendees at the ceremony; also in May, the College completed the LPN pinning ceremony with 27 students receiving their pins and participating in the Commencement.

The campus painting project is nearly complete based on the insurance proceeds as the main funding source; Public Health conducted a pre-inspection about three weeks ago with some minor items to address and are awaiting the draft report, which is expected to receive this

week; the Multipurpose Auditorium (MPA) is currently in the commissioning phase for sustainable facilities, which will determine its LEED certification level. The contract requires at least a basic certification. Anticipate to complete this process in the next month.

CIP: Will be reported under Old Business.

**2. Monthly Activities Report.**

**Student Trustee:** A report was not submitted at this time.

**Faculty Advisory Member:** Ms. Simone was not in attendance for today's Board meeting.

**Support Staff Advisory Member:** Mr. Kenneth Bautista was not in attendance for today's Board meeting.

**Board of Trustees Community Outreach Report:**

May 16, 2025, GCC Graduation Ceremony: Attended by Trustees Leon Guerrero, Grino, Padrones, Arriola, Velasco.

**VI. UNFINISHED BUSINESS**

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

**Wellness Center.**

The College is just pending Region 9 comments. Everything has been submitted to USDA and now waiting for their feedback on our loan application.

**Building B.**

This project is nearly finished at 96.4% completion. There is an extension until June 23, 2025, primarily due to the water line connection.

**Workforce Development Center (Barrigada property).**

This project's percentage of completion was recalculated to 78.5%, based on materials received. The main switchboard, ordered in October 2024, will not arrive until September 2025, causing a significant delay and will be closely monitored.

**Culinary Arts & Baking Center.** installation of conduits and receptacle outlets. This project is progressing well.

**Generator for Building 2000.**

This project is currently at 93.79% complete, with one scope of work pending for the fire



alarm system. The installation of equipment that is already on site has started as well as the This project is 99% complete. The College anticipated this project to be done by now, however, there were issues with the electrical wiring after an inspection by the electrician, which was resolved. This is pending another inspection this week.

**Solar Parking & Building D.**

As last reported, the College is still waiting on DOI for the notice to proceed.

**VII. NEW BUSINESS.**

**1. President's Travel Request (July-September 2025).** The following is the President's Travel Request:

Executive Leadership Development Program (ELDP), July 29-August 6, 2025, in Palau, 100% funded by ELDP.

Kapio'lani Community College ACCJC Accreditation site visit, September 25-26, 2025, Honolulu, Hawaii, 100% funded by ACCJC.

At this time a motion was made, as follow:

**MOTION**

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

At this time, the following motion was made:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD P. SABLON, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING CONVEENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 12:20 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, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE MEETING RECONVENE INTO 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 RICHARD P. SABLAN, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time the Chairman informed the Board that Dr. Okada has notified the Board of her intent to retire and that the Board will be putting forth a renewal agreement for her last contract. A motion was then made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT DR. MARY OKADA'S RENEWAL CONTRACT IS HEREBY ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

The Chairman also noted that a search committee for a new President for the College will need to be formed. The Board plans to discuss and work on this over the next couple of weeks. No formal motion was required at this point, just a notice of the upcoming search process.

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

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE YOLANDA M. PADRONES, THAT THE MEETING OF JUNE 16, 2025, IS HEREBY ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussion, the meeting of June 16, 2025, adjourned at 12:53 p.m.


**SUBMITTED BY:**

 **BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

 **YOLANDA M. PADRONES**  
Secretary

**APPROVED BY:**

 **ROSE P. GRINO**  
Vice Chairperson



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**SELECTION OF PRESIDENT**

**WHEREAS**, while the authority and responsibility of the Guam Community College Board of Trustees (BOT) is clear (17 GCA, Chapter 31, §31109 and §31110), participation in the review and selection process by a wide variety of constituents has been the practice of the Guam Community College ("College"); and

**WHEREAS**, the BOT is committed to maintaining the highest standards of quality and effective governance in fulfilling its responsibilities to the community; and

**WHEREAS**, the BOT is responsible for the selection of the President of the College whose performance is of vital importance to ensuring the highest standards which will enhance the educational opportunities provided to the residents of the community; and

**WHEREAS**, while the BOT views the selection of the President as one of its major responsibilities, it also recognizes that participation by others in the screening of candidates for the Presidency is both desirable and educationally sound.

**NOW, THEREFORE, BE IT RESOLVED**, that when a vacancy in the Presidency occurs, the BOT shall appoint a Screening Committee and/or a professional search firm, whose responsibility shall be to advertise the position; accept, screen, and interview applicants; and recommend to the BOT at least two, but preferably three applicants, who best meet the criteria; and

**BE IT FURTHER RESOLVED**, that the Screening Committee shall consist of one member of the BOT who is not the Chairperson, the student member of the BOT, the two advisory members to the BOT or their designee, and three members of the general community chosen by the BOT, with five members constituting a quorum. Each shall have a vote within the Committee. The Committee shall elect the Chairperson for the Committee. The Screening Committee support is to be provided by the Chief Human Resources Officer; and

**BE IT FURTHER RESOLVED**, that the Presidential searches are not usually hurried. It is a process that should be open to public scrutiny, inclusive, dignified, careful, and methodical. While the process is open to public scrutiny, names and applications of applicants will remain confidential until the final recommendation report is forwarded to the BOT. A minimum amount of time for accepting applications is three (3) months. The procedure and timeline for the Presidential Search shall be as follows:

## **Page 2: GCC Board of Trustees Policy 455 – Selection of President**

### **Step 1**

Screening Committee is notified and meets to review requirements stated in BOT Policy 455, including the search timeline and job description. The Screening Committee and the BOT shall be guided in the presidential search by these minimum qualifications for applicants:

### **MINIMUM EDUCATION AND EXPERIENCE:**

- a) Earned doctoral degree in education administration or closely related area from an accredited college or university; plus four (4) years of teaching and three (3) years of administrative experience at a post-secondary institution; or any combination thereof equaling seven (7) years of experience in an educational institution.
- b) Earned Master's Degree from an accredited college or university in education administration or closely related area or in a discipline offered at the College; plus five (5) years teaching experience and four (4) years of administrative experience in an educational institution; or any combination thereof equaling nine (9) years of experience in an educational institution.

Preferred Experience: Experience at a Pacific Island community college or university.

### **MINIMUM PROFESSIONAL QUALIFICATIONS:**

A strong commitment to the community college mission, values, and open-access philosophy, with a dedication to promoting high academic standards and student success.

Demonstrated, innovative leadership in key areas such as budgeting, educational partnerships, strategic planning, and organizational management.

Proven ability to communicate and collaborate effectively with diverse constituencies, including faculty, students, staff, the Board of Trustees, alumni, and community stakeholders.

A track record of successfully recruiting, developing, and supporting highly qualified individuals in leadership and administrative roles.

Enthusiasm, energy, and resilience to thrive in a dynamic student-centered environment, with the capacity to lead initiatives in fundraising, facility planning, and institutional advancement.

Personal and professional integrity, with the character and presence to earn the respect and confidence of internal and external stakeholders.



### **Page 3: GCC Board of Trustees Policy 455 – Selection of President**

#### **Step 2**

The Committee will establish advertising parameters (local and/or U.S. mainland, as needed). After the first public advertising of the job announcement, the Committee will prepare interview questions and submit them to the EEO representative for review.

#### **Step 3**

The second public advertising of the job announcement will occur. Applications are reviewed as they arrive, communication with applicants begin (acknowledgment of application, verification and follow-up of supporting documents, and response to inquiries). The Chief Human Resources Officer and the Vice President for Academic Affairs (or their designee) will review all qualified applicants (in accordance with Policy 455, Job Announcement and Method of Evaluation). If there are ten (10) or fewer qualified applicants, all will be reviewed by the Screening Committee. If there are more than ten (10) qualified applicants, the Committee will determine if the list, as established by the Committee or the Chief Human Resources Officer and the Vice President for Academic Affairs, will be limited to ten (10) applicants.

#### **Step 4**

The Committee will review applications and establish a list of qualified candidates to be interviewed.

#### **Step 5**

The Screening Committee will conduct the interviews as follows:

If the applicant is on-island, an in-person interview will be conducted.

If the applicant is off-island, an electronic conference interview will be conducted.

The Chief Human Resources Officer will coordinate all logistics for the interviews.

Off-island interviews may be arranged as directed by the Committee.

#### **Step 6**

The Screening Committee will forward its recommendations, along with application packets, to the BOT. The BOT, upon receipt of the recommendations of the Screening Committee, shall interview the candidates using a standard set of questions prepared by the BOT in advance.

#### **Step 7**

The Chief Human Resources Officer will conduct a background and reference check for the applicant being considered after the conditional offer for employment (background and reference check takes a minimum of one week to complete).

**BE IT FURTHER RESOLVED**, that the Board of Trustees shall either appoint one of the candidates advanced by the Screening Committee or reject all such candidates and ask the Screening Committee to submit additional names meeting the qualifications. The BOT, upon receipt of any or all additional names, may interview the remaining applicants.



## **Page 4: GCC Board of Trustees Policy 455 – Selection of President**

### **Steps to the Presidential Search Process**

While somewhat open to interpretation, the steps are intended to be rigorous, and generally are as follows:

#### **Acceptance of the current President's intent to vacate the position**

##### **1. Presidential Search timelines**

(See below Presidential Search timeline)

- Collection, acknowledgment, and safeguarding of application materials
- Acknowledgment should be swift, cordial, and reinforce timelines
- Assessment of qualified candidates
- Notification to candidates who are no longer being considered
- Review of qualified candidate's application
- Scheduling of in-person or electronic interviews
- Review and discussion of each viable candidate attributes
- Conditional offer to selected candidate
- Background and reference checks
- Negotiation of salary and start-date
- Formal written offer to selected candidate (including contract)
- Notification to candidates not selected

##### **2. Development/update of job description**

Minimum Education and Experience  
Minimum Professional Qualifications  
Description of Duties  
Methods of Evaluation  
Range of compensation  
Required documents

##### **3. Development of a detailed ad for publication**

Description of the Institution  
Institutional philosophy  
Job description  
Instructions for the application process  
Closing date and anticipated decision date  
Methods of notification

##### **4. Where to advertise**

GCC Website and other recruitment websites (i.e., Indeed, HigherEd Jobs, and Chronicle for Higher Education)  
Local or National/Social/ Print Media (i.e., PDN, the Guam Daily Post, LinkedIn)  
Circulation of Job Announcement (referrals, nominations, etc.)

##### **5. Development/update of rating instruments and criteria**

**Page 5: GCC Board of Trustees Policy 455 – Selection of President**

**6. Development of a transition plan**

The Presidential Search Process is the beginning of the transition plan. The Board, the current President and the new President shall develop a transition plan to ensure the College is able to continue to operate successfully.

**7. Designation of an Interim President**

Needed until the new President is able to begin his/her tenure.

**Amended & Adopted: July 18, 2025  
Resolution 20-2025**

**Amended & Adopted: February 16, 2018  
Resolution 2-2018**

**Amended & Adopted: January 8, 2009  
Resolution 8-2009**

**Adopted: December 6, 1995  
Resolution 1-96**

**Revised/Adopted: April 5, 2000  
Resolution 6-2000**

**Revised/Adopted: September 5, 2006  
Resolution 14-2006**