

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Friday, July 31, 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 appointment of Trustee Member **Eloy Hara**.
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 June 1, 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. Policy Review (325, 330, 190)
2. President's Travel Request (August-October 2015)

**VIII. EXECUTIVE SESSION**

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

**IX. ADJOURNMENT**

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

**OATH OF OFFICE**

***I, ELOY P. HARA, 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***

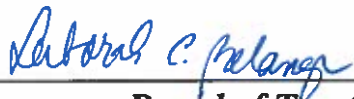
***Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,  
Executed at Mangilao-Guam Community College on July 31, 2015.***



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***Member (Signature)***

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



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***Chairperson, Board of Trustees (Signature)***

**GUAM COMMUNITY COLLEGE  
Board of Trustees  
Monthly Meeting of June 1, 2015**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on June 1, 2015, was called to order at 12:10 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. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory. **Not in attendance:** Mr. John Benito (schedule conflict); Ms. Gina Ramos (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Dr. Michael Chan, Dean, TSS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; 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 – May 1, 2015.**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE MEETING MINUTES OF MAY 1, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS.** GCC was awarded two certificates during an ESGR gala event approximately two weeks ago:

1. "Freedom Award" certificate from the Secretary of Defense in recognition of exemplary support of the National Guard and Reserve member employees.
2. "Above and Beyond Award" certificate from the Employer Support of the Guard and Reserve (ESGR) in recognition of its support of the men and women in the National Guard and Reserve.

**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 May 29, 2015, the College received approximately \$6.141 Million from the General Fund: \$260,800 from the LPN/Vocational Guidance Fund; \$377,600 from the General Fund for the apprenticeship program; \$494,000 for the MDF; \$24,000 for the TAF for a total of \$7.298 Million, which constitutes 56% of the total appropriation billed. The College will continue to work with the Department of Administration on its allotment releases.

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

**CIP Projects-updates:**

- Vendors initially were not responding to the College request for proposals to repair the three water pumps. JMI was the only reliable vendor to submit one for Buildings 400, 1000, and 2000. Project cost is \$44,000 and anticipate 18 weeks for completion.
- Renovations to Building A for the cosmetology program are on hold due to low enrollment. Academic classes for this program will be on campus, however, lab work will be relocated to a rental site off campus, which was previously a beauty salon. The lease agreement is currently being reviewed by legal counsel. Nine students are currently enrolled and will be notified of the change.
- The College will introduce a bill to the Guam Legislature to fund part of the GCC Wellness Center through the office of Speaker Won Pat. Renderings have been received from TRMA and anticipate the Architectural and Engineering designs to be completed soon. Once complete, the College will seek additional funding. This will be a LEED building and will cost approximately \$6 Million.
- The College submitted a grant last week in conjunction with the representatives from the Guam Coalition Human Trafficking Task Force and the OASIS Empowerment Center. This will cover the research with regards to human trafficking on Guam and within the region.

**Other activities:**

- After two postponements due to Typhoon Dolphin, the graduation was held on Tuesday, May 19, 2015.
- A Joint Leadership meeting was recently held consisting of representatives from the Management Team, Faculty Senate, and Staff Senate. The institutional priorities were finalized, and other initiatives were discussed that will be reviewed for modification and implementation for the next academic year.
- On May 14, 2015, administrators and board members attended a workshop with the graduation keynote speaker, Mr. Neil Horikoshi, President of APIASF. Discussed were ideas on how to engage in fundraising activities, AAPI scholarship program updates, and continued support to the College, including granting of additional funding.
- Mr. Don Muna was named the 2015 Distinguished Alumni.
- GCC students collected and donated nonperishable items and clothing to the Yigo Mayor's office to assist victims of Typhoon Dolphin.
- Several recent events on and off campus: the Non-Profit Congress; Project Aim awards

ceremony; GCC was represented at the GDOE Foundation Teacher of the Year gala, the UOG Commencement and the JFK National Technical Honor Society induction ceremony held last Friday with two GCC students receiving recognition for the CTE programs.

## **2. Monthly Activities Report**

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

- The GCC graduation luncheon was cancelled due to Typhoon Dolphin.
- COPSA officers has held two retreats to date with several more to be scheduled. Next retreat will be in July 2015.

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

- There was good support from faculty for attending the graduation.

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

- Staff is preparing for the summer classes.
- As last reported June 4, 2015, is the Staff/Administrator Professional Development day in the MPA and a GCC Employee's Association fundraiser is scheduled for June 5, 2015.

## **3. Board of Trustees Community Outreach Report.**

- Trustees Belanger and Arriola attended the workshop with graduation guest speaker Mr. Neil Horikoshi from APIASF on May 14, 2015; and the GCC Graduation on May 19, 2015.
- Trustee Arriola also attended a high school graduation in Palau and reported that some students anticipate registering for the GCC fall semester.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates.**

-**Building 100 and Forensic Lab Extension Loan.** As last reported, the College is awaiting final approval from USDA for Building 100 and anticipates this to happen soon.

-The President met with the Acting Chief of Police and provided the floor plan for the Forensic Lab, plus discussed the recruitment of an additional Criminalist in FY2017. Further discussions included the CJ Academy and the Guam Police Department in-house training.

## **VII. NEW BUSINESS. *None at this time.***

At approximately 12:30 p.m., the meeting went into Executive Session.

## **VIII. EXECUTIVE SESSION**

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

At 12:55 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 ELMARIE ANDERSON, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, Chairwoman Belanger extended the following:

1. Congratulations to GCC for a very successful graduation on Tuesday, May 19, 2015.
2. Appreciation to Mr. Neil Horikoshi from APIASF and Mr. Don Muna for being guest speakers during the GCC graduation ceremony.
3. Congratulations to GCC for being recognized by the Employer Support of the Guard and Reserve (ESGR).

**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 JUNE 1, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of June 1, 2015, adjourned at approximately 1:00 p.m.

**SUBMITTED BY:**

 **JUL 31 2015**  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

**JUL 31 2015**

**APPROVED BY:**

 **JUL 31 2015**  
**DEBORAH C. BELANGER**  
Chairperson

GUAM COMMUNITY COLLEGE  
Board of Trustees

~~GUAM'S VOCATIONAL-CAREER AND TECHNICAL EDUCATION SYSTEM (CCTE)~~

WHEREAS, the "Community College Act of 1977" (codified at 17 GCA §§30101, et seq ) identified Guam Community College as the State Agency for ~~Vocational-Career and~~ Technical Education (CTE), to serve as the Board of Control for vocational education for the purposes of the United States Vocational Education Act" on Guam; and

WHEREAS, the Carl D. Perkins ~~Vocational and Applied Technology Education Act, Career and Technical Education Improvement Act of 2006~~ (CTE), ~~as amended~~ requires each State (or territory) develop State Plans that reflect more fully the academic and ~~vocational-career and~~ technical (CTE) skills of secondary and postsecondary students who enroll in a ~~vocational-technical~~(CTE) programs by:

- a. Developing challenging academic and technical standards, and assisting students in meeting those standards (i.e. high-skill, high-wage or high demand occupations in current or emerging professions).
- b. Developing services and activities that integrate rigorous and challenging academic and ~~vocational-career and~~ technical (CTE) instruction that link secondary and postsecondary education for participating ~~vocational-career and~~ technical education (CTE) students.
- c. Providing services and activities designed to develop, implement, and improve ~~vocational-career and~~ technical education (CTE), including Tech Prep education,
- d. Conducting and disseminating national research and disseminating information on best practices that improve ~~Vocational-Career and~~ Technical Education (CTE) programs, services, and activities.
- e. Providing technical assistance that:
  1. Promotes leadership, initial preparation, and professional development at the State and ~~local~~ levels, and
  2. Improves the quality of ~~vocational-career and~~ technical education (CTE) for teachers, faculty administrators, and counselors.
- f. Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area ~~vocational-career and~~ technical education (CTE) schools, local workforce investment boards, business and industry, and intermediaries, and
- g. Providing individuals with opportunities to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

WHEREAS, the Perkins Act mandate States to establish an accountability system and maintain a database that identifies information that support core indicators of performance for secondary and postsecondary ~~Vocational-Technical Education~~(CTE) participants that are complete, accurate, valid and reliable; and

WHEREAS, through the State Agency Office, the Adult Education and ~~Vocational-Career and~~ Technical Education (CTE) Committee, will assist in developing and keeping within the nationally required measures for secondary and postsecondary ~~vocational-technical-education~~(CTE) students; and

WHEREAS, the purpose of core indicators of performance are to monitor outcomes at the local and State level to provide data for Federal reporting and to develop a system to enhance the improvement of ~~vocational-technical-education~~(CTE) programs on Guam.

NOW, THEREFORE, BE IT RESOLVED, that through the State Agency Office, the Adult Education and ~~Vocational-Career and~~ Technical Education (CTE) Committee shall assist in the development of the State Plan and core indicators of performance that measure secondary and postsecondary ~~Vocational-Career and~~ Technical Education (CTE) program participants' attainment of program completion and challenging academic and skill proficiencies.

BE IT FURTHER RESOLVED, that the President of the Guam Community College is recognized as the State Director for ~~Vocational-Career and~~ Technical Education (CTE) and is authorized to submit the State Plan and supporting documents to the United States Department of Education.

~~Amended & Adopted:~~ 7/31 2015  
~~Resolution 11-2015~~

Amended & Adopted: November 17, 2008  
Resolution 62-2008

Adopted: April 6, 1994  
Resolution 26-94



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**GUAM'S CAREER AND TECHNICAL EDUCATION SYSTEM**

**WHEREAS**, the "Community College Act of 1977" (codified at 17 GCA §§30101, et seq.) identified Guam Community College as the State Agency for Career and Technical Education (CTE), to serve as the Board of Control for vocational education for the purposes of the United States Vocational Education Act" on Guam; and

**WHEREAS**, the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (CTE), requires each State (or territory) develop State Plans that reflect more fully the academic and career and technical (CTE) skills of secondary and postsecondary students who enroll in CTE programs by:

- a. Developing challenging academic and technical standards, and assisting students in meeting those standards (i.e. high-skill, high-wage or high demand occupations in current or emerging professions).
- b. Developing services and activities that integrate rigorous and challenging academic and career and technical (CTE) instruction that link secondary and postsecondary education for participating career and technical education (CTE) students.
- c. Providing services and activities designed to develop, implement, and improve career and technical education (CTE), including Tech Prep education.
- d. Conducting and disseminating national research and disseminating information on best practices that improve Career and Technical Education (CTE) programs, services, and activities.
- e. Providing technical assistance that:
  1. Promotes leadership, initial preparation, and professional development at the State and local levels, and
  2. Improves the quality of career and technical education (CTE) for teachers, faculty administrators, and counselors.
- f. Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education (CTE) schools, local workforce investment boards, business and industry, and intermediaries, and
- g. Providing individuals with opportunities to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

**WHEREAS**, the Perkins Act mandate States to establish an accountability system and maintain a database that identifies information that support core indicators of performance for secondary and postsecondary CTE participants that are complete, accurate, valid and reliable; and

**WHEREAS**, through the State Agency Office, the Adult Education and Career and Technical Education Committee, will assist in developing and keeping within the nationally required measures for secondary and postsecondary CTE students; and

**WHEREAS**, the purpose of core indicators of performance are to monitor outcomes at the local and State level to provide data for Federal reporting and to develop a system to enhance the improvement of CTE programs on Guam.

**NOW, THEREFORE, BE IT RESOLVED**, that through the State Agency Office, the Adult Education and Career and Technical Education (CTE) Committee shall assist in the development of the State Plan and core indicators of performance that measure secondary and postsecondary Career and Technical Education (CTE) program participants' attainment of program completion and challenging academic and skill proficiencies.

**BE IT FURTHER RESOLVED**, that the President of the Guam Community College is recognized as the State Director for Career and Technical Education (CTE) and is authorized to submit the State Plan and supporting documents to the United States Department of Education.

**Amended & Adopted: July 31, 2015  
Resolution 11-2015**

**Amended & Adopted: November 17, 2008  
Resolution 62-2008**

**Adopted: April 6, 1994  
Resolution 26-94**

**GUAM COMMUNITY COLLEGE**  
Board of Trustees

**GUAM'S ADULT EDUCATIONAL SYSTEM**

**WHEREAS**, the "Community College Act of 1977" (codified at 17 GCA §§30101, et seq.) recognizes Guam Community College as the State Agency for Adult Education, "to act as administrator for the Federal Adult Basic Education Program;" and

**WHEREAS**, the purpose of the Adult Education and Family Literacy Act (Title II of the Workforce Investment Act), is to develop a State Plan and create a partnership among the Federal Government, States and localities to provide, on a voluntary basis, adult education and literacy services or instruction below the postsecondary level in order to:

1. Assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency, and
2. Assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children, and
3. Assist adults in the completion of a secondary school education.

**WHEREAS**, under the Workforce Investment Act, Title II – Adult Education and Family Literacy, adults are defined as individuals,

1. who have attained 16 years of age, and
2. who are not enrolled or required to be enrolled in secondary school under State law, and
3. who –
  - (i) lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society,
  - (ii) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education, or
  - (iii) are unable to speak, read, or write the English language.

**WHEREAS**, the Adult Education and Family Literacy Act mandate States and Territories to establish an accountability system and maintain a database that identifies information that support core indicators of performance for adult education participants, that are complete, accurate, valid, and reliable;" and

**WHEREAS**, through the State Agency Office, the Adult Education and ~~Vocational-Career and~~ Technical Education (CTE) Committee, will assist in developing and keeping within the nationally required measures for adult education participants;" and

**WHEREAS**, the purpose of the core indicators of performance are to monitor outcomes at the local and State level, to provide data for Federal reporting, and to develop a system to enhance the improvement of adult education programs on Guam.

**NOW, THEREFORE, BE IT RESOLVED**, that through the State Agency Office, the Adult Education and ~~Vocational-Career and~~ Technical Education (CTE) Committee will assist in the development of the State Plan and the core indicators of performance that measure the adult education participants' educational learning gains or completion of their adult education program.

**BE IT FURTHER RESOLVED**, that the President of the Guam Community College is recognized as the State Director for Adult Education and is authorized to submit the State Plan and supporting documents to the United States Department of Education.

**Amended & Adopted:** 7/31, 2014; Resolution 12-2014  
**Amended & Adopted:** November 17, 2008; Resolution 63-2008  
**Adopted:** April 6, 1994; Resolution 27-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**GUAM'S ADULT EDUCATIONAL SYSTEM**

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**WHEREAS**, the purpose of the core indicators of performance are to monitor outcomes at the local and State level, to provide data for Federal reporting, and to develop a system to enhance the improvement of adult education programs on Guam.

**NOW, THEREFORE, BE IT RESOLVED**, that through the State Agency Office, the Adult Education and Career and Technical Education (CTE) Committee will assist in the development of the State Plan and the core indicators of performance that measure the adult education participants' educational learning gains or completion of their adult education program.

**BE IT FURTHER RESOLVED**, that the President of the Guam Community College is recognized as the State Director for Adult Education and is authorized to submit the State Plan and supporting documents to the United States Department of Education.

**Amended & Adopted: July 31, 2015; Resolution 12-2015**  
**Amended & Adopted: November 17, 2008; Resolution 63-2008**  
**Adopted: April 6, 1994; Resolution 27-94**

**PRESIDENT'S TRAVEL SCHEDULE**  
**August - October 2015**

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
2015 National Meeting for Adult Education State Directors	August 25-28, 2015	Alexandria, VA	U.S. Department of Education
iCount Symposium	September 14-17, 2015	Washington, DC	White House Initiative on AAPIs
President's Advisory Commission	September 21-25, 2015	Maui, Honolulu, and Pacific Islands	White House Initiative on AAPIs
WestCare Foundation Meeting	September 26, 2015	Las Vegas, NV	WestCare Foundation
Future of CTE Summit	October 6-8, 2015	Orlando, FL	NASDCTE

*Funding Source in order of travel: 100% ABE Federal Funds;  
100% WHIAAPI reimbursable; 100% Westcare Foundation; 100% CTE Federal Funds*