

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Thursday, August 11, 2016, 12:00 p.m.**  
**President’s Conference Room, Building 2000**

**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 July 15, 2016

**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
  - Building 300
  - Wellness Center
  - GCC Annex

**VII. NEW BUSINESS**

1. BOT Resolution re Bldg. 300
2. President's Travel Request (August-September 2016)

**VIII. EXECUTIVE SESSION**

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

**IX. ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of July 15, 2016**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on July 15, 2016, was called to order at 12:05 p.m., by Chairperson Frank P. Arriola, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Mr. Frank P. Arriola, Chairperson; Ms. Gina Ramos, Secretary; Mr. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; Mr. Adrian Davis, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member was represented by Ms. Joni Kerr. Not in attendance: Mr. Richard P. Sablan, Vice Chairperson (off-island); Mr. John Benito (off-island).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Ms. Carmen Santos, Vice President, Finance and Administration; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, Dean, TPS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Attorney Rebecca Wrightson; 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 20, 2016**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF MAY 20, 2016, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED.**  
(Voting: 5 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:

FY2016: To date, the College collected \$7.2 Million of its appropriation, which equates to 42% of the amounts requested, or 35% of the total appropriation for the year. The College is still due approximately \$8.6 Million and is communicating with DOA to try to get some funding. DOA is behind in its funding releases to the College. The College will continue to communicate per the

allotment schedule with DOA.

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

-Several bids are currently being worked on.

-Signed off on one bid yesterday, 7/14/16, for facilities upgrade relating to renewable energy.

- o Upgrade made possible by the savings on power consumption.
- o The College is using these savings to reinvest back to the College such as changing out light fixtures and installing timers on switches for classrooms.
- o Classrooms upgraded will be in Buildings A, C and D.

-Additional classroom and laboratory upgrades are also being done by the Maintenance & Facilities and MIS Teams for Buildings A, C and D, including new furniture.

-Funding for these upgrades are being allocated from the tuition and fees, a provision students supported to use for classroom improvements.

-As part of the RIF Committee recommendation, the GCC Cosmetology program is currently going through a curriculum review for the next academic year. This program has also been vacated from the E. M. Chen Building in Barrigada.

-Based on the Sustainability Report:

- o For power, the College is averaging \$76,000 a month based on its power consumption for April and May 2016.
- o For renewable energy, the total CO2 emissions reduced or savings per pound is approximately 107,520. As a result, the total savings is approximately \$13,900, or an average of \$4,600 per month.
- o Recycling: The College continues to monitor the amount of its recyclables, including usage of the water bottle filling stations located on campus.

-Finalizing the fire alarm and mass notification system.

-A photovoltaic walkway is currently being worked on to go out for bid.

**Other activities:**

-Approximately 41 employees attended a transformational training and leadership academy for half days for 2 weeks. Anticipate all employees to be given an opportunity to attend. All operations on campus will be made a part of this transformational process.

-In partnership with GDOE for the last academic year for the six (6) high schools, the College has issued 185 Certificates of Mastery (completing 3 years of Career & Technical Education with GCC and 180 hours of work experience); 1,048 students were tested for a National Career Readiness Certification and 75% has received either a gold, silver or bronze certification.

-Approximately two weeks ago, representatives from the Philippines visited the campus and the College is currently communicating with the Philippines Embassy regarding their interest in the GCC Criminal Justice program.

-College Access Challenge Grant Programs (CACGP):

- o As part of the Summer Bridge Program, the Automotive Tech Camp was launched today, July 15, 2016.
- o Kids in College Kamp began last month as part of the Culinary program.
- o A STEEP sustainability program included an AutoCAD garden that was highly publicized in the media. Participants also had an opportunity to visit a tilapia farm.

-CACGP activities will expire August 13, 2016. Although the grant funding expires the College will utilize this program for student recruitment so that students may continue to have access to

post-secondary education.

-In June 2016, Building E (formerly Bldg. 200) was designated as a LEED Gold building. The new Assistant Secretary for the Department of Interior was present, which was also her first time on campus.

-ACCJC representatives will provide accreditation Standards training for the Board during the week of October 17, 2016. This will also include guidelines associated with writing an institutional self-evaluation report. This will be a day long training and further details will be provided to the Board.

-Chef Paul Kerner and his team recently competed in the Guam BBQ Block Party competition and placed in all categories.

## **2. Monthly Activities Report**

**Student Trustee:** Trustee Adrian Davis reported the following:

-Concluding training sessions for the new COPSA team, which Trustee Davis has been attending.

-New ideas and suggestions have been submitted for student activities and conferences, which are being considered.

-Preparing for the new Student Orientation on August 3, 2016.

**Faculty Advisory Member:** Ms. Joni Kerr had no report to submit at this time.

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

-Summer session will be ending soon and staff will be busy preparing for the Fall semester.

-Employees will be attending a Customer Service training July 28 or July 29, 2016, conducted by the GCC Human Resources Team.

-A mandatory Staff/Administrator Development Day is scheduled on Monday, July 25, 2016, 8:00 a.m. – 5:00 p.m., on campus.

At this time President Okada explained the following:

-An employee was recently hired as a Personnel Specialist who will use her expertise to conduct the Customer Service training in July 2016.

-The July 25, 2016 professional development training is related to transformation.

-Convocation is scheduled for August 15, 2016 in the MPA beginning at 4:00 p.m. The change in an earlier time was made to provide opportunity for all employees to attend.

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

-June 6, 2016, Tri-Board meeting at UOG: Trustees Arriola, Ramos, Davis and Hara attended.

-June 13, 2016, GCC Building E designation as LEED Gold Building: Trustees Arriola, Sablan and Davis attended.

-July 7, 2016, GCC Fiscal Year 2017 Budget hearing at the Guam Legislature: Trustees Arriola and Hara attended.

## **VI. UNFINISHED BUSINESS**

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

President Okada reported on the following:

-Building 100 and Forensic Lab Extension Loan.

Bldg. 100. The designated attorney is currently reviewing the finalization of the contract. The USDA State Director, Mr. Chris J. Kanazawa, will be visiting Guam in August 2016 and requesting for this groundbreaking. Anticipate groundbreaking to be scheduled after the Convocation. Construction completion is estimated for 450 calendar days.

Forensic Lab. The President met with the Guam Police Chief Joe Cruz this morning, July 15, 2016 to provide the status for this project. Bid should be out soon by the end of July 2016. The President recommended for Chief Cruz to have a GPD representative attend the construction meetings, including the bid process.

-Building 300. The College received from the Government of Guam a pre-award for a FEMA grant. The College has to first pay an indirect cost associated with the grant management by FEMA of approximately \$30,000 before it is awarded \$1 Million to proceed with construction for this project. The design is 50% complete but will be finalized once accounts are set up.

-Wellness Center. As previously reported the design is 100% complete for this project. The College will not begin construction on this project while construction for the Forensic Lab and Building 300 are ongoing. The Wellness Center will be monitored due to possible changes in the building code.

-GCC Annex. As previously reported, this project is on hold due to the construction timeline of other GCC projects.

## **VII. NEW BUSINESS.**

**1. BOT Policies –updates (Series 100 – continuation).** The Board was previously presented with BOT policies for continued review of Series 100 for consideration with recommended changes. As part of the accreditation recommendation to review all policies, those without changes were noted as reviewed with no changes.

The following policies were submitted, as follows:

**Policy 101**-Adoption of the Guam Community College Seal; **Policy 105**-Reaffirmation of Autonomy; **Policy 110**-Board Policy Development and Review; **Policy 113**-Access to Board Policies; **Policy 115**-Code of Trustee Ethics and Conduct; **Policy 120**-Orientation of New Board of Trustees Members; **Policy 125**-Professional Associations; **Policy 130**-Policy on Legislative Testimony; Guam Community College Organizational Chart (updated chart-referencing Policy 140); **Policy 160**-Affirmative Action; **Policy 165**-Compliance with the Americans with Disabilities Act; **Policy 172**-Pandemic Response Plan; **Policy 180**-Risk Crisis Management & Emergency Plans; **Policy 190**-Travel Policy; **Policy 195**-Selection and Appointment of Guam Community College Trustees; **Policy 197**-Online Policy; **Policy 198**-Granting of a Posthumous Degree at Guam Community College; **Policy 199**-Social Media Policy.

At this time, a motion was made with recommended changes herein.

**MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE ADRIAN DAVIS, THAT THE BOARD ADOPT THE FOLLOWING UPDATED BOARD OF TRUSTEES POLICIES, SERIES 100, AS PRESENTED: POLICY 101, POLICY 105, POLICY 110, POLICY 113, POLICY 115, POLICY 120, POLICY 125, POLICY 130, POLICY 160, POLICY 165, POLICY 172, POLICY 180, POLICY 190, POLICY 195, POLICY 197, POLICY 198, POLICY 199, INCLUDING AN UPDATED GUAM COMMUNITY COLLEGE ORGANIZATIONAL CHART (REFERENCE TO POLICY 140), WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**2. President's Travel Request (July 2016).** At this time, the President informed the Board of the following travel request:

-Meeting with McREL regarding Pre-K to College and Careers: Aligning Education Systems to Ensure Student Success in the Pacific, July 26-27, 2016, in Honolulu, Hawaii, sponsored and 100% reimbursable by McREL.

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL FOR JULY 2016. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At approximately 12:51 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 1:20 p.m., the meeting reconvened to open session.

At this time, the Board made the following motion:

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**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 ELOY HARA, THAT THE MEETING OF JULY 15, 2016, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of July 15, 2016, adjourned at approximately 1:21 p.m.


**SUBMITTED BY:**

  
AUG 11 2016  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
AUG 11 2016  
**GINA Y. RAMOS**  
Secretary

**APPROVED BY:**

  
AUG 11 2016  
**FRANK P. ARRIOLA**  
Chairperson



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Resolution 11-2016**

**REQUEST TO TRANSFER FUNDS TO THE CAPITAL PROJECTS FUND  
AND PROVIDE FUNDING FOR BUILDING 300 RENOVATION &  
HARDENING PROJECT**

**WHEREAS**, the College has embarked on the renovation, hardening, and LEED design of Building 300 consistent with its 2015-2020 Physical Master Plan; and

**WHEREAS**, the Guam Community College Board of Trustees by Resolution 10-2015 on May 1, 2015, funded the Architectural and Engineering Design of the Building 300 renovation in the amount of \$272,502; and

**WHEREAS**, a Federal Emergency Management Agency (FEMA) grant has been submitted and GCC has been pre-awarded an initial amount of \$1,190,322; and


**WHEREAS**, the Board of Trustees has established through Policy 220, that the fund balance available in the Non-Appropriated Fund is reserved for capital projects and can be transferred to the Capital Projects Fund when authorized by the Treasurer; and

**WHEREAS**, the College has identified the need to use these funds for the construction estimates developed for Building 300 renovation and hardening project; and

**NOW, THEREFORE, BE IT RESOLVED**, that the College requests that Board of Trustees authorize the transfer of up to \$3,500,000 from the Non-Appropriated fund balance to the Capital Projects Fund; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees appropriates up to \$3,500,000 from the Capital Projects Fund for the construction of Building 300 renovation and hardening project.

**ADOPTED the 11th day of August 2016.**

  
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**FRANK P. ARRIOLA**  
Chairperson

**ATTESTED BY:**

  
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**GINA Y. RAMOS**  
Secretary

**PRESIDENT'S TRAVEL SCHEDULE**  
**August-September 2016**

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
<b>2016 National Meeting for Adult Education State Directors</b>	<b>August 30 – September 1, 2016</b>	<b>Alexandria, VA</b>	<b>U.S. Dept of Education</b>
<b>2016 CNMI Business and Finance Conference</b>	<b>September 15, 2016</b>	<b>Saipan</b>	<b>WHIAAPI</b>

*Funding Source in order of travel: 100% state funds; 100% WHIAAPI funds*