

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of October 7, 2011

Minutes

At this time, Chair Ramos administered the Oath of Office and presented the "Certificate of Election" to Mr. Aaron Unpingco, newly elected Student Trustee. Board members welcomed and extended congratulations to Mr. Unpingco.

I. CALL TO ORDER

The monthly meeting of October 7, 2011 was called to order at 6:10 p.m., by Ms. Gina Y. Ramos, Chairperson. The meeting was held in the President's Conference Room located at the Student Services & Administration Building.

1. Roll Call

Trustees Present: Ms. Gina Y. Ramos, Ms. Maria Dilanco Garcia, Mr. Frank P. Arriola, Mr. Richard P. Sablan, Mr. Aaron M. Unpingco.

Not in attendance: Ms. Deborah C. Belanger, (schedule conflict), Mr. Edward G. Untalan (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President, Mr. Kenneth Bautista, Support Staff Advisory Member, Attorney Catrina Campana, Legal Counsel, Dr. Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen K. Santos, Vice President, Finance & Administration Division, Dr. Gina Tudela, Acting Dean, School of Technology & Student Services, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Doris U. Perez, Assistant Director, Planning & Development, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Joann Muna, Human Resources Administrator, Justine Camacho, Liz Duenas, Steven Ray Alvarez, Ariane Nepomaleno, Butga Diana Masga, Bobbie Leon Guerrero, Becky Toves, Pilar Pangelinan.

Not in attendance: Ms. Karen Sablan, Faculty Advisory Member (out sick)

2. Recital of Mission Statement

Board members recited the Mission Statement: *The mission of the Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES - September 7, 2011 Meeting

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD APPROVES THE MEETING MINUTES OF

SEPTEMBER 7, 2011, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS - No communications to report.

IV. PUBLIC DISCUSSION - No request made for public discussion.

V. REPORTS

1. President's Report:

Financial Status: Based on the college's financial report as of October 7, 2011, President Okada reported the following: Of the total billing from the Gen-Fund of \$12.456 million, the college has collected \$7.785 million, leaving \$4.671 million (37%) still due to the college. Of the total billing from the LPN Vocational Guidance program of \$719,900, the college has received \$539,000 with a balance of \$180,000. Of the total billing from the Manpower Development Fund of \$2.753 million, the college has received \$1.376 million (50%), leaving a balance of \$1.376 million (50%) still due. With regard to the Tourist Attraction Fund, the college has received 100% of the funding. The overall funding still due to the college for FY2011 is \$6.227 million.

In referring to the college's fiscal year 2012 appropriation, President Okada noted that the college has yet to receive any releases from all funds. Additionally, she apprized the board that the college has received notification from the Bureau of Budget Management & Research (BBMR) that the appropriation for the General Fund will be held back 15%, which is approximately \$2.5 million. Our budget now from the General Fund is 100% salaries only. President Okada said that this year, even with the appropriation from MDF, the only amounts the college can fund from MDF after the support of the apprenticeship program are the allocations from the contractual services, such as for telephones, trash, security, and custodial.

President Okada noted that she had already discussed this matter with the Governor's Chief of Staff, Mr. Frank Arriola, with hopes that the issue will be addressed soon. She emphasized and stressed that the 15% hold back on the General Fund will be a serious accreditation issue primarily because a director is issuing the "hold" on the board and the president, which somehow relates to managing the college. This needs to be addressed and resolved because it will have a significant government issue for accreditation. President Okada reiterated that even the Tri-Board had discussions on the issue of autonomy as it relates to financial and accreditation.

FY2011 Capital Improvement Projects (CIP) – President Okada emphasized that all campus construction projects identified and approved by the Board will continue. Additionally, identified buildings that need immediate repair and/or renovation will take place. The monies to support CIP projects and repairs will come from monies generated from tuition as stipulated when the increase in tuition came into effect.

Additionally, President Okada emphasized that the College will continue to support faculty and staff professional development, commencement, campus security, custodial services, and health & safety requirements.

FY2012 Capital Improvement Projects – The CIP listing has been reviewed by the President and will now be forwarded to the Resource, Planning & Facilities Committee (RPFC) for review and approval before presentation to the board for review and approval.

Joint Sessions - President Okada reported that she met with staff and administrators this afternoon providing update information relative to the FY2012 budget and its impact. Similar sessions will also be held with the leadership of the various student organizations, the leadership of the Faculty Senate, and with management to discuss revenue generating and cost containment ideas.

2. Monthly Activities Report

Student Trustee: Mr. Unpingco reported on the following:

–Friday, October 14, 2011: Building a Stronger Workforce Conference, sponsored by COPSA, will be held from 8:30am-4:30pm at the Marriott Resort in Tumon.

–His attendance at several general membership meetings of COPSA.

Faculty Advisory Member: Ms. Karen Sablan was not in attendance.

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

–Over summer 2011, completed training for Cognos, a reporting tool and enterprise data warehouse, and completed hardware upgrade for GCC's Banner system servers using new virtualization technology.

–Staff members are pleased that management is taking the position that the Government of Guam should fund the operations college and not use the college's Non-Appropriated Fund.

At this time, President Okada noted that SunGard representatives will be on campus at the end of the month and plans to meet with them to discuss the components of Distance Learning and the Student Tracking System.

3. Board of Trustees Community Outreach Report

Trustees Deborah Belanger and Edward Untalan, along with the President and other GCC members, attended this year's Red Ball event. Trustee Frank Arriola shared that he participated at GCC's Annual Par Excellence Golf Tournament held September 24, 2011 at the Leo Palace Resort.

VI. UNFINISHED BUSINESS

1. Construction Project Updates

Student Center - Construction continues to progress at 90% completed and is still on track to be fully completed by the end of October 2011.

Foundation Building Renovation: Renovation continues with 23% completed as of date. The expected completion date for the renovation project is May 2012.

Generator for Building D: As of date, the project is still at 40% completed. President Okada apprized the Board that GCC has issued a notice of liquidation damages even though it is 100% federally funded. The contractor for the generator project is Kinden and the contractor for the sprinkler system is Midong. The expected completion date was supposed to be October 1, 2011.

VII. NEW BUSINESS

1. Amendment to GCC Faculty Union Contract - *Article XVI and Appendix A-1*

President Okada noted that the amendment specifically relates to the non-instructional faculty. The team that reviewed and agreed to the amendments presented this evening include faculty members and management members. It was noted that all the parties, including the non-instructional faculty whom these job specifications directly affected, agreed that these Job Specifications will be used at the beginning of the academic year for the purpose of evaluation.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE AARON M. UNPINGCO, THAT THE BOARD APPROVES THE AMENDMENT TO THE GCC FACULTY UNION CONTRACT, ARTICLE XVI AND APPENDIX A-1. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

2. GCC's Voting Delegate at the Association of Community College Trustees Annual Leadership Congress, Dallas, Texas – October 12-15, 2011

Board members concurred to designate Trustee Belanger as GCC's voting delegate at ACCT's Leadership Congress this October 2011 with Trustee Arriola as alternate.

3. President's Travel Request - November 2011

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL REQUEST FOR NOVEMBER 11-15, 2011, TO ATTEND THE AMERICAN HOTEL &

**LODGING ASSOCIATION FALL CONFERENCE IN NEW YORK, NEW YORK.
MOTION CARRIES. (Voting: 5 ayes, 0 nays)**

At 6:50 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 7:10 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

On behalf of the Board, Chair Ramos again extended congratulations to newly elected Student Trustee Aaron Unpingco. The Board looks forward to working with you.

IX. ADJOURNMENT - There being no further discussions, the meeting of October 7, 2011 adjourned at 7:15 p.m.

SUBMITTED BY:




LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

NOV 03 2011

APPROVED BY:


GINA Y. RAMOS
Chairperson

NOV 03 2011