

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of April 17, 2009

Minutes

The monthly meeting of April 17, 2009 was called to order at 6:05 p.m., by Chairperson Gina Y. Ramos. The meeting was held in the President's Conference Room located at the Student Services & Administration Building.

I. ROLL CALL

Trustees Present: Ms. Gina Y. Ramos, Ms. Maria Dilanco Garcia, Ms. Charlene K. Flores, Ms. Deborah C. Belanger, Mr. Eduardo R. Ilaos, Mr. Frank P. Arriola.

Not in attendance: Mr. Felix C. Sablan (off island).

Others in attendance: Ms. Mary A.Y. Okada, President, Attorney David Hopkins, Legal Counsel, Ms. Carmen K. Santos, Vice President, Business & Finance Division, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Dr. Michelle Santos, Dean, School of Technology & Student Services, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Joann Muna, Human Resources Administrator.

Not in attendance: Mr. Barry Mead, Faculty Advisory Member (off island), Mr. Kenneth Bautista, Support Staff Advisory Member (prior commitment).

II. APPROVAL OF MINUTES - March 11, 2009 Meeting

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAOS, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE MEETING MINUTES OF MARCH 11, 2009, SUBJECT TO CORRECTIONS. MOTION CARRIES UNANIMOUSLY. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS -

President Okada noted that her office received a letter from Senator Guthertz acknowledging and commending Mr. Barry Mead, the Culinary Faculty & Staff, and most especially the students in organizing a very successful Leadership Dinner held March 28th. Board members were provided, via email, a copy of the letter.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

1. President's Report:

Financial Status of the College: Based on the allotment schedule, 57% of GCC's appropriation has been received as of today. Yesterday, the college received about \$553,000 and another \$300,000 earlier in the week. Based on the expenditure pattern the college is currently at a cash deficit of \$2.2 million. Therefore, the operation of the college is being funded by the collection of tuition and fees.

Recovery Stimulus Funding Package: President Okada noted that Delegate Bordallo's office has had several discussions regarding the Recovery Stimulus money. Though there are 30 different pockets of funding under the stimulus package, the report out of Delegate Bordallo's office is only on one pocket, specifically that of the State Stabilization Fund. Out of this one pocket of funding, Guam is expected to receive only about \$90 million. Per the recommendation to the Governor, it is requested that GCC be given about 8%, which is about \$7-9 million, UOG about 10%, and the rest to GPSS. The rules, regulations, and requirements regarding the disposition of the funding are yet to be determined.

President Okada spoke briefly on the section of the stimulus package relative to funding construction. She explained that in the law it identifies what the funding may be used for such as repairs, renovations or modernization of buildings. However, on another area it allows for funding to be used for any allowable costs under the Elementary & Secondary Education Act 1965 (ESEA). Further, she pointed out that there is a discrepancy on the interpretation of this section because Title VIII of the ESEA is "titled" construction. At the moment, this "loophole" under the construction section of the stimulus package is currently being researched. A copy of GCC's Stimulus Package was provided to USDOE for their review as well.

In addition, President Okada noted that she has been reviewing various brochures that have been put out relative to another \$47 billion grant that is set aside for technology. GCC is considering applying for a portion of this grant as well as several other grants available.

In light of the many grants available and in the event the college is able to identify more funding sources for modernization of classrooms, President Okada said she met with the department chairs with a request to identify a project they are interested in and develop the scope for that project. And, should their project get funded then they will carry that project through, as the department chair.

Guam's Department of Labor Stimulus Fund: The college is working on a Memorandum of Agreement (MOA) with the Guam Department of Labor on a \$1.1 million for the Youth Employment Summer (YES) Program. Currently, Dean Santos is working on setting up the structure for the program with the hopes to employ over 450 students for an eight-week period. The program format will be: Monday through Thursday, the student(s) will be at their respective job sites, then on Friday we will provide workshops on employability skills, such as resume writing, etc.

Earmark Congressional Grant Project: The grant will provide training to individuals as skilled craft workers in the construction and electrical careers. This project is slated for the summer. Each successful participant will receive a Certificate of Completion and qualify as a Construction Skilled Helper in Guam's Workforce.

Pacific Vocational Education Improvement Grant (PVEIP): This grant focuses on strengthening vocational education programs at the secondary level and the postsecondary level. The grant will

fund the Construction Boot Camp and the Electronics Boot Camp and is slated for this summer. Each successful participant in the Construction Boot Camp will receive a Certificate of Completion to become a Construction Skilled Helper. Under the Electronics Boot Camp, each successful participant will receive a Certificate of Completion and be skilled in Basic Networking.

GCC Registration at the Micronesia Mall: President Okada announced that GCC will provide and hold an actual live registration process for GCC classes at the Micronesia Mall on August 8, 2009. GTA has offered to assist us with this project by providing us complimentary internet connection for about 30 computers.

Island Leadership Dinner: President Okada happily shared the success of the Island Leadership Dinner held on March 28, 2009 at the Multipurpose Auditorium. She extended appreciation to the culinary students for an excellent job, shared that the College's Institutional Strategic Master Plan (ISMP) was presented to those in attendance, and that Jane Flores featured the event in the editorials of the Pacific Daily News. Additionally, Foundation Board Chairperson Lorraine Okada did ask for money from potential donors in attendance. Appreciation was also extended to all those who helped in one way or another in making the event a huge success.

Kangaroo Math Competition: GCC's math department sponsored the first Kangaroo Math competition held on campus March 20, 2009. We had 94 students from grades 2-12 on campus that day with 39 of them who participated in the competition.

Guam Contractors' Association Rodeo: GCC's Southern High School carpentry students garnered 1st and 2nd place during Guam Contractors' Association's Rodeo competition.

GCC's Lodging & Management Program, ProStart, and Skills USA: Our LMP students are currently at the off island competition, with our ProStart and Skills USA students scheduled to depart island next week.

In referring to the Financial Exigency Committee (FEC), President Okada noted that she received a memo from the Faculty Union Chair relative to the FEC. She requested however that the matter be first presented to the Resource Budget Committee (RBC) and then to the College's Governing Council (CGC). Upon attending the meeting of the RBC, President Okada said that she was not fully convinced that the committee really wanted to move forward with the issue. The issues discussed in the RBC were not conveyed to the CGC correctly. Therefore, at this time, President Okada stressed that she is not going to make any recommendation(s) to the Board, because during the CGC's meeting she specifically told the members that if the FEC is convened the only task that the FEC will have is to identify who goes and in what "pecking or bumping" order. Again, President Okada emphasized that she is not fully convinced that this is what the RBC wants to do.

2. Monthly Activities Report

Student Trustee: Trustee Flores reported on the following:

- Spring Festival was held on April 2, 2009.
- Student Elections were recently held having about 433 students that came out to vote. This is the highest number of students that came out to vote compared to previous elections.

At this time Trustee Flores announced that her term as Student Trustee has expired, therefore, tonight

will be her last meeting. She thanked fellow board members for all the hard work they do all in the best interest of our students, and for affording her the experience in working with them. Board members also thanked Trustee Flores for her time and service on the Board.

Faculty Advisory Member: Mr. Barry Mead currently off island.

Support Staff Advisory Member: Mr. Kenneth Bautista not in attendance.

President Okada shared that GCC's faculty organized and coordinated, through the Planning & Development office, the first educational conference held on March 28, 30, 31. The topic of the conference was *Reaching Diverse Learners*. GCC faculty and faculty and administrators from GPSS and DoDEA attended this conference.

Additionally, President Okada noted that GCC's Vice President of Finance and GCC's Human Resources Administrator recently attended Sungard's Higher Education Summit held in Philadelphia. They will be networking with other community colleges in seeking their assistance in the implementation process.

VI. UNFINISHED BUSINESS

1. New Allied Health Center (Update)

President Okada reported that the grant award documents from USDOJ relative to the additional funding of \$943,000 has been received. Construction payments will be applied towards this grant. Additionally, she noted that the Governor's office submitted another request for \$150,000 to the USDOJ for the science collateral equipment for the Allied Health Center.

2. New Student Center (Update)

President Okada reiterated that the funding request for the Student Center is part of the Shovel Ready Project that was submitted to the Governor's office.

With regard to the Learning Resource Center, President Okada reported that the architectural & engineering design is at 60% completion.

3. Board Representative for GCC BOT/GFT Faculty Contract Negotiations

President Okada noted that the Interest Based Bargaining training is scheduled for December 2009 and the actual contract negotiations are scheduled to commence in April 2010. A recommendation was made to request Trustee Felix Sablan to consider being the Board's representative. President Okada to communicate with Trustee Sablan, via email. Board members concurred that this issue remains tabled.

VII. NEW BUSINESS

1. Proposed Board Resolution titled “To Suspend scheduled Tuition and Fee Increases”

President Okada reported that as part of the “Meet the President” series that is held on campus, students requested consideration be given to suspend the increase of tuition and fee for the Fall 2009 semester, because of the current economic state of our island and across the United States. Additionally, the Faculty Senate leadership and the Management Team met to discuss this matter and the recommendation that was put forth is not to delete the tuition increase schedule currently in place, but instead to postpone it until a later date. Trustee Flores added that students do recognize the financial constraints the college is faced with, however expressed that if tuition is increased in Fall 2009 they will not be able to afford it.

Additionally, President Okada briefly noted that there is a section in the State Stabilization Fund, through the Recovery Act, that speaks about keeping teachers employed that we would have laid off and keeping the cost of tuition down. How this will work is still to be determined.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE RESOLUTION ENTITLED “RESOLUTION TO SUSPEND SCHEDULED TUITION AND FEE INCREASES.” MOTION CARRIES. (Voting: 6 ayes, 0 nays) (Copy attached.)

2. Request for approval of position: Assistant Director for Continuing Education and Workforce Development

President Okada reported that for several years the position for Continuing Education has been an Associate Dean. In ensuring that GCC’s Continuing Education continues to be one of the revenue generating resources for the college and in keeping in line with the Institutional Strategic Master Plan (ISMP) recently approved in January, there is a huge focus in workforce development. In discussions with the college’s vice presidents, it was agreed that the position description include workforce development. The President noted that currently this position is vacant and funding for the position is available.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES THE PROPOSED POSITION DESCRIPTION OF ASSISTANT DIRECTOR FOR CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT. MOTION CARRIES UNANIMOUSLY. (Voting: 6 ayes, 0 nays). (Copy attached.)

At 6:45 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 7:05 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVE BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 6 ayes, 0 nays)

At this time, Chair Ramos, on behalf of the Board, extended appreciation to:

- President Okada, GCC's management team and Board members who attended the meeting with the Governor recently regarding GCC's financial releases.
- To Mr. John K. Lee for his time and service on the GCC Foundation Board of Governors for over 20 years. The Board looks forward to working with the new Foundation Board Chair Ms. Lorraine Okada.
- To Trustee Flores for her time, efforts, contribution and service on the GCC Board.
- To the college for organizing the upcoming August 8 real-time registration to be held at Micronesia Mall.
- To all those who organized and supported the Island Leadership Dinner held March 28, 2009.

At this time, Chair Ramos reminded and encouraged board members to attend the upcoming Commencement scheduled for Friday, May 22, 2009, 6:00pm at the University of Guam Field House.

IX. ADJOURNMENT

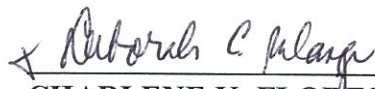
There being no further discussions, the meeting of April 17, 2009 adjourned at 7:07 p.m.

Submitted By:




LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:



CHARLENE K. FLORES
Secretary MAY 27 2009

APPROVED BY:



GINA Y. RAMOS
Chairperson MAY 27 2009

Attachment:

1. Board Resolution 19-2009: To Suspend Scheduled Tuition and Fee Increases
2. Position Description: Assistant Director for Continuing Education and Workforce Development

Guam Community College
Board of Trustees

RESOLUTION TO SUSPEND SCHEDULED TUITION AND FEE INCREASES

WHEREAS, Guam Community College has increased student tuition and fees for the past two years in line with the BOT resolution 4-99, and

WHEREAS, Guam's economy is on the decline and students are having a hard time making ends meet, and

WHEREAS, Students have requested assistance from the College in decreasing the costs to attend school at Guam Community College.

NOW, THEREFORE, BE IT RESOLVED, that the scheduled increase in tuition and fees for Fall 2009 be suspended, and

BE IT FURTHER RESOLVED, that the tuition and fee increase scheduled for Fall 2009 will be reinstated in Fall 2010, and subsequent increases to continue as scheduled.

Adopted: April 17, 2009

Resolution 19-2009

Assistant Director for Continuing Education and Workforce Development

NATURE OF WORK IN THIS CLASS:

This is complex specialized work in planning, developing, implementing and directing the continuing education program and career and workforce development initiatives for the College.

This position is responsible for conceptualizing, developing, and managing institutional and program initiatives that impact on lifelong learning opportunities for both internal and external constituencies of the college, in alignment with the goals of the Institutional Strategic Master Plan (ISMP).

This position is responsible for leading and implementing an array of entrepreneurial programs to meet industry and community training needs in support of the College's mission.

This position reports to the Vice President for Academic Affairs and works closely with senior management.

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

Plans, develops and implements a variety of career and workforce development initiatives to meet current and emerging industry and community needs.

Plans, develops and implements the cyclical activities of the continuing education office.

Conducts regular outreach with both the private and public sectors to gauge employer and employee needs vis-à-vis training and professional development.

Directs and manages all continuing education programs including: leading program development, managing program coordination vis-a-vis facilities, registration, and budget, scheduling of classes, recruiting instructors and students, developing and distributing marketing and promotional materials for all programs and administering special projects, as necessary and appropriate.

Represents and articulates the mission of the college to various sectors of the community, such as educational institutions, governmental entities, private sectors, as well as funding agencies.

Conducts research and studies related to Workforce Investment Act policies and practices that will help the College leverage funding opportunities.

Coordinates and assists College departments with their course offerings.

Develops and reviews curriculum as it relates to Continuing Education course offerings.

Develops and manages various Memorandum of Agreement with online partners and other agencies and companies to provide courses through Continuing Education.

Coordinates with the Human Resources Office and the Business Office to ensure employment contracts are developed, revenue is generated, and instructors are paid for all courses run through Continuing Education.

Assists in developing and overseeing assigned grants to ensure courses are offered and funds are spent.

Provides community outreach to generate awareness of the College's program and course offerings and to gather input to develop courses for lifelong learning within the community.

Supervises and directs the work of staff members engaged in the daily operations and activities of the Continuing Education program and career and workforce development initiatives.

Prepares regular progress reports.

Prepares and manages program budgets.

Participates in Academic Affairs Division Management Team meetings.

Participates as a member of the President's management team.

Serves on a variety of College Committees as assigned.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the purpose, objectives and goals of the College as prescribed by Title 17 GCA (Public Law 14-77) and subsequent legislation.

Knowledge of policies and practices that relate to federal laws related to vocational training and workforce development (e.g. Workforce Investment Act , Vocational Education Act , etc.).

Knowledge of current trends and practices in continuing education.

Knowledge of post-secondary institutions and special populations (e.g. dislocated worker, out-of-school youth, single mother, etc.) that attend community colleges.

Knowledge of and ability to administer entrepreneurial activities with educational components.

Ability to establish policies and procedures relative to employer-employee training programs, as well as continuing education activities.

Ability to work with sponsors and other clientele from diverse cultural and educational backgrounds.

Ability to project, track and manage a budget.

Ability to work effectively with the public and private sectors, as well as college employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Master's degree in Education, Human Resource Management, Public Administration, Business Administration, or closely related field with two (2) years of experience in continuing education activities or career and workforce development experience; or
- B. Bachelor's degree in Education, Human Resource Management, Public Administration, Business Administration, or closely related field with four (4) years of experience in continuing education activities or career and workforce development experience; or
- C. Any acceptable equivalent combination of both training and experience which provides the minimum knowledge, abilities and skills to perform the duties of the position.

Ratified: APR 17 2009

 04/21/09
**CHAIRPERSON
BOARD OF TRUSTEES**