

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of May 5, 2010**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of May 5, 2010 was called to order at 6:10 p.m., by Chairperson Gina Y. Ramos. The meeting was held in the President's Conference Room located at the Student Services & Administration Building.

At this time, Chair Ramos administered the Oath of Office to newly elected student trustee, Ms. Paling April Cruz, to newly appointed board member, Mr. Edward G. Untalan, and to reappointed board member Mr. Frank P. Arriola. A Certificate of Election was also presented to student trustee Cruz.

**1. Roll Call**

**Trustees Present:** Ms. Gina Y. Ramos, Ms. Maria Dilanco Garcia, Ms. Deborah C. Belanger, Frank P. Arriola, Mr. Edward G. Untalan, Ms. Paling April Cruz.

**Not in attendance:** Mr. Eduardo R. Ilaos (off island for family emergency).

**Others in attendance:** Dr. Mary A.Y. Okada, President, Mr. Kenneth Bautista, Support Staff Advisory Member, Attorney Rawlen Mantanona, Legal Counsel, Dr. R. Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen K. Santos, Vice President, Business & Finance Division, Dr. Michelle Santos, Dean, School of Technology & Student Services, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Jayne Flores, Assistant Director, Communications & Promotions, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Bobbie Leon Guerrero, Program Specialist, GCC's Center for Student Involvement.

**Not in attendance:** Mr. Barry Mead, Faculty Advisory Member (off island)

**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**

**1. April 7, 2010 Meeting**

**MOTION**

**IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE EDWARD G. UNTALAN, THAT THE BOARD APPROVES THE MEETING MINUTES OF**

**APRIL 7, 2010, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 6 ayes, 0 nays)**

**III. COMMUNICATIONS - None.**

**IV. PUBLIC DISCUSSION - None.**

**V. REPORTS**

**1. President's Report:** President Okada reported on the following:

–Financial Status: President Okada reported that of the 61% the College has requested from Department of Administration to date, we've received 40%. The college continues to work with DOA in releasing additional funds.

–The negotiations on the Faculty Contract have been completed and is now being edited for finalization. Upon ratification by the faculty, the Contract will be forwarded to the Board for review and approval.

–The proposed Five-Year Academic Calendar is currently with the Faculty Senate and upon approval will be brought to the Board for ratification.

–Pacific Postsecondary Education Council (PPEC) Boardmanship Training: President Okada noted that PPEC highly encourages all board members to attend the upcoming Boardmanship Training scheduled for June 14-15, 2010 in Hawaii. An ethics training component will also be incorporated into the Training. President Okada noted that other activities of PPEC are being scheduled and aligned with other national activities.

–The Energy Audit has been awarded to the company Sodexo, who will be conducting the energy audit for the campus.

–The renovation of various classrooms to include the classrooms located in the Foundation Building is scheduled to commence in July 2010.

–The 2011 Capital Improvement Projects (CIP) list was recently signed off by President Okada and is now with the Faculty Senate for review, and upon approval by the Faculty Senate will be brought to the Board for funding approval.

–President Okada happily announced that GCC is now an official Microsoft IT Academy and is the first entity to be the Authorized Microsoft Testing & Training Center in Micronesia.

–For the Fall 2010 semester, GCC will now offer a Certificate in Computer Aided Design and Drafting, and an Associate of Science in Pre-Architectural Drafting.

–The 1<sup>st</sup> Cycle of the Construction Boot Camp has started and is funded by the Congressional Earmark Grant.

–President Okada noted that the College’s Management Team & Faculty Senate have met regarding the development of a Career & Technical Education Center to be located in the northern part of the island. The Center will be a separate operational facility for GCC. President Okada expressed that the project is supported by Delegate Bordallo and Speaker Wonpat.

–GCC defended its FY2011 Budget Request before the Guam Legislature on Saturday, May 1, 2010. President Okada noted that although it was not part of GCC’s initial budget request, she requested for a separate funding in the amount of \$150,000 to support GCC classrooms that are located at the Guam Department of Education sites. Senators present during the budget hearing were Speaker Judith Wonpat, Senator Ben Pangelinan, and Senator Tony Ada.

–New Grant Opportunities: GCC is working on submitting a grant application for a Master Communication System, which will include sirens, horns, voice messaging, etc.

–Police Officers Training: In support of the additional 600 police officers needed by the Guam Police Department, GCC received the approval to conduct a Police Officers Training Cycle to be funded by Public Health. A Fire Cycle is also being looked into.

## **2. Monthly Activities Report**

Student Trustee: Newly elected Student Trustee Cruz said she has nothing to report at this time.

Faculty Advisory Member: No report. Mr. Mead is currently off island.

Support Staff Advisory Member: Mr. Bautista said he has nothing to report on at this time.

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

As part of the Board’s community outreach, Chair Ramos reported that she attended the Guam Businesswoman of the Year Gala held April 24, 2010 and extended congratulations to President Okada who was a nominee for the award. Additionally, Trustee Belanger reported that on behalf of the Board she participated in the 2010-2016 BOT-GFT Faculty Contract Negotiations held March 22-April 9, 2010.

# **VI. UNFINISHED BUSINESS**

## **1. Construction Project Updates**

Student Center - President Okada reported that the bids for the Student Center closed last week with only three (3) submissions, which are currently being reviewed and evaluated. Additionally, she

apprized the Board that the Groundbreaking Ceremony for the Student Center is scheduled for Wednesday, June 2, 2010 at 10:00 a.m.

Learning Resources Center - President Okada noted that the 2<sup>nd</sup> floor of the Learning Resource Center is underway, with project completion date still on target for September 2010. Additionally, she said that the Construction Management Services contract has been awarded to ChugachWorld Services, Inc. The projects to be overseen include the parking lot located across the shooting range, the generator for building D, the Student Center, the renovation of the Foundation Building, etc.

## **VII. NEW BUSINESS**

### **1. GCC's Fiscal Year 2011 Non-Appropriated Fund (NAF) Budget**

President Okada reported that the FY2011 NAF budget was reviewed and approved by the Faculty Senate and the College Governing Council and is now before the Board for approval. She noted that the budget is based on FY2011 projections, the number of students based on the fees charged, and keeping the tuition rate at the current rate. Additionally, President Okada noted that by December 2010, the final payment will be made on the Student Services & Administration Building. Brief discussion took place for clarification.

#### **MOTION**

**IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDWARD G. UNTALAN, THAT THE BOARD APPROVES THE NON-APPROPRIATED FUND (NAF) FOR FISCAL YEAR 2011, AS PRESENTED. MOTION CARRIES. (Voting: 6 ayes, 0 nays). (A copy of the budget is attached.)**

### **2. President's Travel Schedule: May - July 2010**

May 25-26, 2010 – Hita I Marianas, San Diego, California. (Funded by President's Promotional Account).

June 23, 2010 – First Annual Asian & Pacific Islander American Scholarship Fund Summit, Washington, DC. President Okada said she will participate at this event at no cost to the college.

July 12-13, 2010 – Pacific Postsecondary Education Council (PPEC), Kona, Hawaii (Funded by PPEC)

#### **MOTION**

**IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDWARD G. UNTALAN, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE. MOTION CARRIES (Voting: 6 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 7:35 p.m., the meeting reconvened to open session.

**MOTION**

**IT WAS MOVED BY TRUSTEE EDWARD G. UNTALAN, 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 extended:

- Appreciation to Trustee Belanger for her participation during the Board-Faculty Contract Negotiations, and to the other negotiating team participants.
- Congratulations to the College for being the official Microsoft IT Academy in Micronesia.
- Congratulations to President Okada and her team for a job well done in presenting and defending the College's FY2011 Budget before the Guam Legislature.


President Okada added that in the next three to four weeks, GCC would have encumbered half of the ARRA funding issued to GCC.

Chair Ramos reminded and encouraged board members to attend the Faculty Recognition Ceremony on Friday, May 7, 2010, 6:00-9:00pm at the Multipurpose Auditorium, and GCC's Commencement on Friday, May 21, 2010, 6:00pm at the University of Guam Fieldhouse.

President Okada announced that a Work Keys Presentation will be held next week, Wednesday, May 12, 2010 at 2:00pm and will be held at GCC's Multipurpose Auditorium. She noted that GCC has taken over the National Career Readiness Certificate (NCRC), and explained what NCRC does which is it evaluates the requirements, knowledge, skills and abilities necessary for certain profile occupational levels. Certificates earned are transferrable nationwide. Invitations were sent out to the Guam Legislature, the Guam Workforce Investment Board, the Guam Chamber of Commerce, the Department of Labor, etc.

**IX. ADJOURNMENT** - There being no further discussions, the meeting of May 5, 2010 adjourned at 7:45 p.m.


SUBMITTED BY:

  
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LOURDES V. BAUTISTA  
Recording Secretary

ATTESTED BY:

  
\_\_\_\_\_  
DEBORAH C. BELANGER  
Treasurer JUN 02 2010

APPROVED BY:

  
\_\_\_\_\_  
GINA Y. RAMOS  
Chairperson JUN 02 2010

Attachment: GCC's Fiscal Year 2011 Non-Appropriated Fund (NAF) Budget

Guam Community College  
2011 BUDGET REQUEST - NAF SPECIAL PROJECTS

FISCAL YEAR 2010

PROJECTED REVENUES	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL as of 03/31/10	PROJECTED CARRY OVER	FY 2011 PROJECTION
<b>Special Projects</b>					
<b>CONTINUING EDUCATION (CE)</b>					
Manager's Certification	175,147	319,547	4,322		101,600
Health Certificate	134,995	279,395	44,025		134,995
SHRM Learning System	40,800	40,800	-502		13,500
Teacher's Recertification	50,000	50,000			
* Other Projects	1,121,056	1,137,911	20,470		405,668
Food Service Manager's Preparation Course	20,000	20,000			
* Gov't Guam/Private Industries Training Requests	106,758	114,774	9,182		
* Prometric/Pan/Ed2go Online Courses/HOST TESTING	89,631	89,631	10,199		89,631
OSHA					158,000
Room Rental					60,000
Computer Courses	17,550	17,550			17,550
<b>Total Continuing Education</b>	<b>1,755,937</b>	<b>2,069,608</b>	<b>87,696</b>		<b>980,944</b>
<b>TRADES &amp; PROFESSIONAL SERVICES (TPS)</b>					
Vocational Methods I	5,360	15,860	2,422		21,000
Vocational Methods II	5,360	15,860	3,500		21,000
ELL	13,500	13,500			10,500
CPR First Aid & Safety	10,000	10,000			
Education Methods		1,890			
Other Education Projects		24,850	10,540		
Teacher's Recertification					168,000
CTE Philosophy					21,000
DPHSS CCDF					500,000
Immunizations		35,000	35,000		
Early Childhood Dev.	440,000	547,500	152,500		
Project Approach (Reggio)	10,500	34,650	14,350		31,500
Reading Strategies	14,811	14,811			21,000
Creating Online Learning Communities	15,150	17,390			
Cultural Diversity					10,500
Photo & Video Basics for Educators	7,319	7,319			10,500
Medical Code & Billing					
Pharmacology					
Tour Guide	15,000	17,800	3,600		15,000
Hospitality Institute					
Criminal Justice Academy					509,625
GED		18,150	4,315		
Adult Basic Education			738		
Culinary Arts	148,700	227,900	70,285		138,700
* Other Projects					
<b>Total Trades &amp; Professional Services</b>	<b>685,700</b>	<b>1,002,480</b>	<b>297,250</b>		<b>1,478,325</b>
<b>TECHNOLOGY &amp; STUDENT SERVICES (TSS)</b>					
Fiber Optics	18,000	22,950	19,370		32,000
Networking Courses (CCNA)	45,500	91,100	32,800		48,000
Telecom Courses (Category 5)	13,000	13,820	2,600		24,000
Assessment & Counseling		10,000			20,000
Other Projects					
<b>Total Technology &amp; Student Services</b>	<b>76,500</b>	<b>137,870</b>	<b>54,770</b>		<b>124,000</b>
<b>TOTAL REVENUE</b>	<b>2,518,137</b>	<b>3,209,958</b>	<b>439,716</b>		<b>2,583,269</b>

Approved by GCC BOS, May 5, 2010  
*[Signature]*

Guam Community College  
2011 BUDGET REQUEST - NAF SPECIAL PROJECTS

FISCAL YEAR 2010

PROJECTED EXPENDITURES	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL as of 03/31/10	PROJECTED CARRY OVER	FY 2011 PROJECTION
<b>Special Projects</b>					
<b>CONTINUING EDUCATION (CE)</b>					
Manager's Certification	80,059	91,800	2,312		81,990
Health Certificate	71,197	185,493	28,359		134,995
SHRM Learning System	26,320	4,675	507		13,500
Teacher's Recertification	24,500				
Computer Courses	7,020				7,020
Food Service Manager's Preparation Courses	39,350				
* Other Projects	1,155,427	181,630	75,901		405,668
Gov't Guam/Private Industries Training Requests	47,203	9,182	8,798		
Prometric/Pan/Ed2go Online Courses/HOST TESTIN	35,852	199	4,279		35,852
OSHA					93,571
Room Rental					24,000
Department Incentives					
<b>Total Continuing Education</b>	<b>1,486,929</b>	<b>472,979</b>	<b>120,155</b>		<b>796,596</b>
<b>TRADES &amp; PROFESSIONAL SERVICES (TPS)</b>					
Vocational Methods I	5,360	3,850	3,384		8,400
Vocational Methods II	5,360	3,500	1,820		8,400
Education Methods		1,890	1,403		
ELL	13,277				4,200
CPR First Aid & Safety	10,000				
Teacher's Recertification					145,242
CTE Philosophy					8,400
Immunizations		35,000	17,580		
Early Childhood Dev.	437,563	634,880	152,500		
DPHSS CCDF					500,000
Other Education Projects		26,040	9,303		
Project Approach (Reggio)	8,927	23,847	17,128		12,600
Reading Strategies	14,811				8,400
Creating Online Learning Communities	15,150	2,240			
Cultural Diversity					4,200
Photo & Video Basics for Educators	5,855				4,200
Medical Code & Billing					
Pharmacology					
Tour Guide	10,375	4,480	3,591		10,734
Hospitality Institute					
Criminal Justice Academy					456,020
GED		18,055	2,988		
Adult Basic Education					
Culinary Arts	131,180	68,488	38,404		118,805
* Other Projects		16,645	6,988		
Department Incentives					
<b>Total Trades &amp; Professional Services</b>	<b>657,858</b>	<b>838,915</b>	<b>255,090</b>		<b>1,289,601</b>
<b>TECHNOLOGY &amp; STUDENT SERVICES (TSS)</b>					
Fiber Optics	18,000	9,150	8,766		27,776
Networking Courses (CCNA)	45,500	51,275	34,100		47,909
Telecom Courses (Category 5)	13,000	6,820	2,443		23,942
Assessment & Counseling		10,000			19,914
Department Incentives					
<b>Total Technology &amp; Student Services</b>	<b>76,500</b>	<b>77,245</b>	<b>45,308</b>		<b>119,541</b>
<b>TOTAL EXPENDITURES</b>	<b>2,221,287</b>	<b>1,389,138</b>	<b>420,553</b>		<b>2,205,738</b>
<b>NET PROFIT/(LOSS)</b>	<b>296,850</b>	<b>1,820,820</b>	<b>19,163</b>		<b>377,531</b>

Notes: \* Other Projects budget is projected for projects not anticipated.

Approved by GCC BOT, May 5, 2010  
*[Signature]*



Guam Community College  
2011 BUDGET REQUEST - NAF

FISCAL YEAR 2010

PROJECTED REVENUES	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL as of 03/31/10	PROJECTED	
				CARRY OVER	FY 2011 PROJECTION
<b>Educational and General Operations Revenue</b>					
Tuition Net of Capital Improvement	1,714,000				2,023,000
4 Capital Improvement Fees (Resolution 4-99)	368,000				478,000
5 Technology Fee for Upgrades (Resolution 11-2000)	115,000				143,000
5 Technology Fee for Current Operations (Resolution 11-2000)	115,000				143,000
Student Activity Fee	45,000				55,000
Perm. Faculty Positions (Resolution 5-2006)	849,000				1,100,000
Perm. Staff/Admin Positions (Resolution 5-2006)	339,000				441,000
Other Fees Net of Tech and Stud Act Fees	339,000				425,000
<b>Total General Operations Subsidy</b>	<b>3,884,000</b>				<b>4,808,000</b>
<b>Auxiliaries Revenue</b>					
Bookstore Sales	750,000				750,000
Food Services	9,600				9,600
<b>Total Auxiliaries</b>	<b>759,600</b>				<b>759,600</b>
<b>Other Sources Revenue</b>					
Administrative Recoveries	50,000				50,000
Interest/Miscellaneous Income	20,000				20,000
Other					
<b>Total Other Sources</b>	<b>70,000</b>				<b>70,000</b>
<b>TOTAL PROJECTED REVENUE</b>	<b>4,713,600</b>				<b>5,637,600</b>

PROJECTED EXPENDITURES	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL as of 03/31/10	PROJECTED	
				CARRY OVER	FY 2011 PROJECTION
<b>Educational and General Expenditures</b>					
GovGuam Supplement - Other	925,130	925,130	409,749		925,130
GovGuam Supplement - Adjunct/Substitutes	934,034	1,032,735	523,036		1,027,437
GovGuam Supplement - PT Salaries					
9 Perm. Faculty Positions (Resolution 5-2006)	849,933	133,012	70,790		1,103,517
9 Perm. Staff/Admin Positions (Resolution 5-2006)	339,973	201,556	65,179		441,407
5 Technology Fee for Current Operations	115,000	115,000	23,759		143,000
5 Technology Fee for Upgrades (Resolution 11-2000)	115,000	115,000	23,759		143,000
<b>Total E &amp; G Expenditures</b>	<b>3,279,070</b>	<b>2,522,433</b>	<b>1,116,272</b>		<b>3,783,491</b>
<b>Other Educational and General Expenditures</b>					
Promotion and Development	100,000	100,000	28,111		100,000
Professional Development - Faculty	75,000	75,000	44,217		75,000
Professional Development - Staff/Administrator	50,000	50,000	7,716		50,000
6 Student Activity Fee - Dean Accts.	9,000	9,000	109		11,000
Pacific Island Student Transition	6,475	6,475	3,087		6,475
Graduation	10,000	10,000			10,000
Miscellaneous Expenditures	20,000	20,000	9,038		36,500
Board of Trustees Travel	25,000	25,000	11,883		25,000
Faculty Senate	5,000	5,000	833		5,000
WP Secretary II (Salaries & Benefits)	21,944	21,944	8,438		22,000
USDOE Loan Repayment (due 12/1/10)	70,000	70,000	28,297		9,170
Skills USA	25,000	25,000	1,775		25,000
Cosmetology	10,000	10,000	9,434		10,000
Early Childhood Education	10,000	10,000	6,147		20,000
10 Campus-Wide Painting					250,000
Accreditation - AVP Office					12,000
Open Campus Day					12,000
<b>Total Other E &amp; G Expenditures</b>	<b>437,419</b>	<b>437,419</b>	<b>159,084</b>		<b>679,145</b>
<b>Total E &amp; G Expenditures</b>	<b>3,716,489</b>	<b>2,959,852</b>	<b>1,275,356</b>		<b>4,462,636</b>
<b>Auxiliaries Expenditures</b>					
Bookstore	637,500	637,500	471,879		637,500
<b>Total Auxiliaries</b>	<b>637,500</b>	<b>637,500</b>	<b>471,879</b>		<b>637,500</b>
<b>TOTAL CURRENT EXPENDITURES</b>	<b>4,353,989</b>	<b>3,597,352</b>	<b>1,747,234</b>		<b>5,100,136</b>
<b>TRANSFER</b>					
Transfer from Foundation - Pacific Island Endowment	-6,475	-6,475			6,475
Transfer from Foundation - Other					
Transfer to Foundation					
7 Transfer to Capital Improvement Fees	368,000	368,000			478,000
Transfer to Student Activity Fees	36,000	36,000			44,000
<b>Total Transfer</b>	<b>397,525</b>	<b>397,525</b>	<b>36,000</b>		<b>515,525</b>
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>4,751,514</b>	<b>3,994,877</b>	<b>1,783,234</b>		<b>5,615,661</b>
<b>INCREASE (USE) OF RESERVE</b>	<b>-37,914</b>	<b>-3,994,877</b>	<b>-1,783,234</b>		<b>21,939</b>

Notes: 1) The FY2009 Original Budget Amount reflects the Initial budget request.

2) The FY2009 Actual Amount is based on the Banner Expense and Revenue reports as of 5/31/09.

3) Tuition & Fees projection is based on SP09, SUCB, & FA0B enrollment figures inclusive of a 5% budgeted increase..

4) Not Separately budgeted.

5) Of the \$87.00 Technology fee, \$33.50 is reserved for the Upgrades and \$33.50 is for Computer Operations.

6) Student Activity Fee - Dean's Act is based on 20% of Student Activity Fee projected.

7) The revenue for Capital Improvement Fees is included in the revenue for Tuition and Fees.

8) Projected Carry Overs may increase or decrease at the end of the Fiscal Year.

9) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 50% and 20%, respectively.

10) Last campus painting completed end of 2006 for \$179,400

Approved by Gac Bot, May 5, 2010