

**GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of June 30, 2009**

Minutes

The monthly meeting of June 30, 2009 was called to order at 6:13 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. Deborah C. Belanger, Mr. Frank P. Arriola, Mr. Mark A. Concepcion.

Not in attendance: Mr. Eduardo R. Ilao (prior commitment), Mr. Felix C. Sablan (off island).

Others in attendance: Dr. Mary A.Y. Okada, President, Mr. Kenneth Bautista, Support Staff Advisory Member, Attorneys Rawlen Mantanona and David Hopkins, Legal Counsels, Dr. R.Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen K. Santos, Vice President, Business & Finance Division, Mr. Reilly Ridgell, Dean, School of Trades & Professional 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)

II. APPROVAL OF MINUTES

1. January 21, 2009 Special Meeting

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE PRESENTATION AND APPROVAL OF THE JANUARY 21, 2009 SPECIAL MEETING MINUTES BE TABLED UNTIL THE NEXT BOARD MEETING. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

2. May 27, 2009 Monthly Meeting

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE MARIA DILANCO GARCIA, THAT THE BOARD APPROVES THE MEETING MINUTES OF MAY 27, 2009, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS - None.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

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

Based on the allotment schedule, to date GCC has received 80% of its appropriation, which includes today's receipt of \$1 million.

Governor Camacho met with representatives from the U.S. Department of Education regarding the American Recovery Reinvestment Act (ARRA) funding. The Governor agreed to giving GCC \$9 million to support capital improvements.

The Youth Employment Summer (YES) program started and has 306 participants. From ARRA funding, \$1.3 million was appropriated for the program.

On July 13-14, 2009, a Boardmanship Training is scheduled to be held at the Lecture Hall of the Jesus Leon Guerrero Building located at the University of Guam. Participants include board members and chief executive officers from various Pacific region colleges. The training is being hosted by the Guam Community College, the University of Guam and the Guam Public School System.

The Pacific Educator's Conference (PEC) is scheduled to be held July 15-17, 2009 at the University of Guam. Over 200 sessions will be offered to approximately 1,000 participants from around the Pacific region. A session will be held specifically covering the federal and reporting requirements for the ARRA funds.

In conjunction with the Governor's office, the Speaker's office, the Guam Public School System, the University of Guam and Guam Community College, the Education Summit is scheduled to be held on August 15, 2009. The Summit's format and agenda will be geared toward creating the vision for education for the island for the next 5-years in anticipation of the military build-up, in conjunction with the Guam Chamber of Commerce and all stakeholders.

With regard to the Forensic Science Symposium, President Okada noted that she had some discussions with representatives from the U.S. Department of Interior on funding opportunities for the symposium. Also, she had a chance to meet with Messrs. Nick Pula and Tony Babauta.

The Accrediting Commission of Community & Junior Colleges approved GCC's Survey Technology program to be offered at GCC.

2. Monthly Activities Report

Student Trustee: Trustee Concepcion reported on the following:

- The Council on Postsecondary Student Association (COPSA) held a workshop for participants in the Youth Employment Summer program.
- The next monthly Student Leadership Retreat is scheduled for July 10, 2009. Participants include advisors and members from the Center for Student Involvement and COPSA, and officers of the various student organizations. Retreat topics include the development of a budget(s), a plan of action for the year, etc.

President Okada added that GCC's Medical Assisting student, Cindy Segal, captured the Silver medal during the National Skills USA Championship. GCC's culinary arts students from both the secondary and postsecondary level also finished at the top half of the Skills USA competition.

Faculty Advisory Member: No report. Mr. Barry Mead is off island accompanying GCC students at the Skills USA competition.

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

- Ongoing training with Banner's advancement system.
- His attendance, as a committee member, at the Salary Compensation Study meeting. He noted that the committee, to date, has finished the benchmark portion of the study. By November 2009, the committee will meet again to finish the non-benchmark positions.
- The next happy labor campus cleanup is scheduled for July 11, 2009. All invited to volunteer.

3. GCC Audits:

- **Auditor's letters (2) to the Board of Trustees, dated June 2, 2009**
- **Financial Statements and additional information and Independent Auditors' Report, Years ended September 30, 2008 and 2007**
- **Independent Auditors' Report on Compliance and on Internal Control, Year ended September 30, 2008**

Vice President of Finance Carmen Santos reported that for the 8th consecutive year, having no questionable costs and findings, the Guam Public Auditor recognized GCC as a low risk auditee. To view GCC's audits, the audits are posted on GCC's website at www.guamcc.edu as well as on the website of the Office of the Public Auditor. President Okada added that for all their hard work and efforts, the Guam Legislature gave special recognition to the Business Office staff and all departments under the Business & Finance Division with the presentation of Legislative Certificates by Senator Muna Barnes.

VI. UNFINISHED BUSINESS

1. Construction Project Updates

Allied Health Center - Progress on the construction is on schedule with 55% completed. President Okada happily reported that GCC received notice from the U.S. Department of Interior on the

approval of \$150,000 for collateral equipment for the science classrooms/component.

Student Center - The architectural and engineering design is 100% completed. Because funding from the ARRA is not allowed for this project, GCC is currently working on a USDA grant application for the facilities. The submission of this grant, however, will be transmitted when the Learning Resource Project is done.

Learning Resources Center - The architectural and engineering design is 100% completed. At the Foundation Board of Governors meeting held June 24, 2009, the Board of Governors approved the bridge financing for the project. The Request for Proposals (RFP) is currently being finalized and upon completion will be put out and announced.

Additionally, President Okada reported that she met with representatives from the U.S. Department of Agriculture last Friday regarding the USDA application for the LRC project.

**2. Board Representative for GCC BOT/GFT Faculty Contract Negotiations
(tabled at the May 27, 2009 meeting)**

President Okada recommended that this item remain tabled until an appointment has been made to replace Trustee Sablan. Board members concurred that this issue remains tabled.

The schedules for negotiations are as follows:

- March 22 & 23, 2009 – Interest Based Bargaining Training
- March 24, 25, 26, 27 - Actual Negotiations
- March 29, 30, April 1, 2, 3 - Actual Negotiations

VII. NEW BUSINESS

1. Board of Trustees reconfirmation of Gina Y. Ramos as Chairperson, Board of Trustees

In light of Trustee Ramos' re-appointment to the Board of Trustees recently by the Governor, it was highly recommended that the Board needs to reconfirm her as the Board's Chairperson. Therefore, the following action was taken:

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD RECONFIRMS GINA Y. RAMOS AS CHAIRPERSON FOR THE GCC BOARD OF TRUSTEES, TERM ENDING DECEMBER 2009. MOTION CARRIES. (Voting: 4 ayes, 0 nays).

Congratulations were extended to Chair Ramos as she continues to carry out the duties of Chairperson.

2. Election of Secretary, vice Charlene K. Flores (term: June - December 2009)

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT MARK A. CONCEPCION IS NOMINATED AS SECRETARY. BEING NO OTHER NOMINATIONS, THE MOTION CARRIES. TRUSTEE MARK A. CONCEPCION ELECTED TO SERVE AS SECRETARY. (Voting: 4-ayes, 0-nays)

Congratulations were extended to Trustee Concepcion as he carries out the duties of Secretary.

3. Salary Adjustment for Administrators

President Okada noted that consultant Alan Searle presented to the Board market percentiles at 2%, 4%, 6%, 8% and 10%. However, she recommended that the Board consider adopting the same market percentile as that of the faculty, which is at the ten percentile market. What is requested this evening is for the Board to identify the percentile by which the college will work toward in developing the administrator evaluation tool. President Okada stressed that no implementation will take place on any salary adjustment. She explained that before any implementation can take place, the evaluation tool(s) first needs to be presented and adopted by the Board. How the evaluation tool is developed will determine how it will support the incremental percentages. President Okada reiterated that the methodology of the proposed salary scale is "pay for performance."

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD ACCEPTS THE ACADEMIC ADMINISTRATORS COMPENSATION REVIEW AND ADOPTS THE 10% MARKET PERCENTILE. MOTION CARRIES. (Voting: 5 ayes, 0 nays).

At 7:00 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

- 1. Personnel Matters**
 1. President's Annual Performance Evaluation Report
- 2. Labor Management Relations**
- 3. Legal Matters**

At 8:50 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVE BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE MARK A. CONCEPCION, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE MAXIMUM PERCENTAGE INCREASE OF FOUR PERCENT (4%), BASED ON PRESIDENT OKADA'S OUTSTANDING PERFORMANCE EVALUATION REVIEW. MOTION CARRIES. (Voting: 5 ayes, 0 nays)


Congratulations were extended to President Okada for a job well done.

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

- GCC student Cindy Segal for garnering the silver medal at the National Skills USA competition.
- GCC's culinary art students for finishing at the top garnering top half of the Skills USA competition.
- All volunteers who helped during GCC's Happy Labor campus cleanup held recently.
- Business Office team and the entire college under President Okada's leadership for again being accorded the "low risk auditee" status by the Public Auditor's office.
- The Guam Legislature for recognizing and presenting a legislative certificate to the Business & Finance Division.
- To GCC for being awarded \$1.3 million for coordinating and facilitating the Youth Employment Summer program.

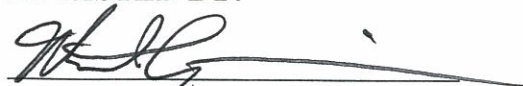
IX. ADJOURNMENT - There being no further discussions, the meeting of June 30, 2009 adjourned at 8:52 p.m.

Submitted By:



LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:



MARK A. CONCEPCION
Secretary

JUL 30 2009

APPROVED BY:

 JUL 30 2009

GINA Y. RAMOS
Chairperson