

**GUAM COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monthly Meeting – Thursday, May 11, 2023, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000**

AGENDA

I. CALL TO ORDER

1. **Swearing In and Administration of the Oath of Office for the re-elected GCC Board of Trustees Student Member, Kenly Magwili, for 2023-2024.**
2. Roll Call
3. 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 April 14, 2023

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
 - Board of Trustees Community Outreach Report

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Forensic Lab
 - Building 300
 - Wellness Center
 - Building B
 - Workforce Development Center
 - Student Center Concrete Canopy
 - Culinary Arts & Baking Center

VII. NEW BUSINESS

1. BOT/Faculty Union Agreement 2023-2029
2. BOT Resolution re campus wide upgrades
3. President's Travel Request (June 2023)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of April 14, 2023

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held April 14, 2023, was called to order at 12:04 p.m., by Secretary Rose P. Grino in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Swearing In and Administration of the Oath of Office for the reappointment of GCC Board of Trustees Member, Carlo M. Leon Guerrero. Mr. Carlo Leon Guerrero was reconfirmed by the 37th Guam Legislature and sworn in today by Secretary Rose P. Grino for his second term as a member of Guam Community College Board of Trustees.

2. Roll Call. Trustees Present: Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Rose P. Grino, Secretary; Richard P. Sablan, Treasurer; Ms. Gina Y. Ramos; Mr. Kenly Magwili, Student Trustee. Mr. Frank P. Arriola, Chairperson (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academics Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Dr. Michael Chan, Dean, TSS; Ms. Pilar Williams, Dean, TPS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Trina San Agustin, Program Coordinator, Communications and Promotions; Attorney Rawlen Mantanona.

3. 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 – March 10, 2023.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD APPROVES THE MEETING MINUTES OF MARCH 10, 2023, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS. A copy of a letter was received on March 30, 2023 from the Speaker of the Guam Legislature to the Governor of Guam regarding the confirmation of the reappointment of Mr. Carlo Leon Guerrero as a member of the GCC Board of Trustees.

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:

FY2023: As of April 6, 2023, for FY2023, the College has received a total of \$11,795,235.00. \$8,309,925.00 for the General Fund; \$3,228,120.00 for MDF; \$51,444.00 for the POST Commission; \$100,200.00 for the Capital Improvements Fund; and \$105,546.00 for the First-Generation Trust Fund Initiative. Based on the amount billed per the allotment schedule, this amounts to 92% of the total requested.

Capital Improvement Projects and other activities: The following is a report from the President.

Ongoing CIP Projects:

The College completed its 2022 project for the second bid for air-conditioning replacement as of March 31, 2023; another bid will go out for air-conditioning replacement. The College will continue with the process in upgrading the older units in anticipation that some might break down and the length of time it will take for the bid, as well as the six to eight months for the units to arrive on island.

Other activities:

Participants of the GCC Medical Assisting program supported the McDonald's 5K/2K to benefit Guam Crime Stoppers on March 25, 2023 in Hagatna. The College also contributed through sponsorship.

There are ongoing discussions with GMH and the Dept. of Public Health & Social Services regarding medical interpreting.

The Career & Technical Education (CTE) team has garnered a seat on a work group that identifies opportunity gap analysis for CTE. This is to identify how all students can access CTE. This project is also ongoing.

As last reported, the College applied for a Technical Assistance grant to support SNAP through the Association of Community College Trustees (ACCT) and was awarded \$7,500. In moving forward, the College will help identify individuals on campus that may be eligible for financial aid or other services related to SNAP.

The updated GCC Budget for FY2024, which has gone through the governance process and approved by the Board has been submitted to Senator San Agustin and the 37th Guam Legislature.

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The Development & Alumni Relations office are working on several scholarships, one of which was made on behalf of the late Associate Dean, Gary Hartz. Other scholarship opportunities are Andrea Ilaio, from Foundation Board member Ed Ilaio's family; Jerald Bagain; and Kurt S. Moylan that are new scholarships recently received. Another that is currently being processed is supported by the Foundation is a scholarship for accelerated learning for DEAL for college and math for high school students.

The College submitted 2 grants to the Department of Interior focusing on more boot camp training and building institutional capacity for our College programs.

The office of Planning & Development and the Sustainability Office completed updates to the Institutional Strategic Master Plan (ISMP), which was presented during the April 10, 2023 College Assembly.

There are additional trainings ongoing such as the advance leave request training. The College is moving forward on this as payroll is already on an electronic format.

The College will be recruiting for employment positions that are vacant. These positions are for employees leaving the College as well as for internal promotions, as follows: Supply Expediter, Institutional Researcher, Program Specialist for CEWD, Program Coordinator I, and a Computer Systems Analyst.

As a highlight, the President reported a team effort in assisting with the George Washington High School campus clean-up, which will continue tomorrow, April 15, 2023. Debris disposed were at the back of the campus. Bins were provided for metal, mixed trash and wood. The clean-up was also for the renovation of 2 classrooms to support the GCC Nursing program at the GW school campus.

2. Monthly Activities Report.

Student Trustee: Trustee Kenly Magwili reported the following:

Thurs., March 23, 2023, 4:00 p.m. - 8:00 p.m., in Parking Lot H (behind LRC) was the Spring Festival and "Tour of the Pacific" event. It was a success with more entertainment and participants.

March 24, 2023, 1:00 p.m., Student Center Training Room 5108, a COPSA General Membership meeting is scheduled.

Wed., March 29, 2023, at 3:00 p.m., applications for the 2023-2024 GCC Student Leader election has been issued and was collected.

Mon.-Fri., April 3-April 7, 2023, 9:00 a.m.-3:00 p.m., Room E117-E118: COPSA officers and Trustee Magwili attended the Transformation Training presented by Dr. Laura Souder and Dr. Sammy Betances.

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Today, Fri., April 14, 2023, at 1:00 p.m., in the Student Center Training Room 5108, a COPSA General Membership meeting is scheduled.

Wed., April 19, 2023, at 4:00 p.m. - 7:00 p.m., in the Student Center Training Room 5108: COPSA “Game Night” event to include board, card and video games.

Faculty Advisory Member: Ms. Simone Bollinger was not in attendance for today’s meeting.

Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Staff are busy preparing for the Summer semester as well as for the GCC commencement ceremony on May 19, 2023.
Attended the College Assembly on April 10, 2023 with focus on the upcoming accreditation with the new standards in which faculty, staff and administrators were provided an opportunity for input.
Anticipate the 22% raise will go through.

Board of Trustees Community Outreach Report:

March 2023: Trustee Magwili ran for another term as the Student Trustee for 2023-2024.
March 10, 2023 and March 24, 2023: Trustee Magwili attended both COPSA membership meetings.
March 23, 2023: Trustee Magwili attended the Spring Festival and “Tour of the Pacific” event.
March 29, 2023, policy review attended by Trustees Arriola and Sablan.
April 2, 2023, Autism Community Together (ACT) 2K/4K Sunset Run/Walk for Autism awareness was attended by Trustee Grino.
April 3-April 7, 2023, 9:00 a.m.-3:00 p.m., was the Transformation training: attended by Trustee Magwili.
April 9, 2023, during Easter Sunday Mass, Trustee Grino was around to assist as a nurse.

At this time, Trustee Grino mentioned that the Medical Interpreting program with GCC is a big deal for both the hospitals and the clinics, which is a requirement as far as meeting best practices and compliance. That this is a need for health care facilities.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Forensic Lab/DNA Building.

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This project remains at 99.9% complete. As last reported, there are a few items still pending before the final occupancy. At this point, the College is working with DPW to demonstrate that based on the Scope of Work according to the bid for the contractor, has been done and should not hold up occupancy. Although, what is pending is important, still need to work this out with DPW, TRMA and the contractor.

Building 300.

To date, this project is 99.75% complete and as last reported, is near completion. Some items under the punch list are ongoing such as the architectural at 78%, structural at 95%, electrical at 97%, miscellaneous at 65%, and the permits at 37%. The permits have a lower rate for completion and would have to focus on this.

Wellness Center.

Dr. Julie met with representatives from USDA. The College is required to submit a certified letter from a loaning institution stating that the GCC Foundation is unable to finance this project; a complete environmental report; and clarification as to the intent of how the facility will be utilized. To design this as a wellness and instructional facility as opposed to a recreational facility.

Building B.

To date, this project is 33.7% complete. This project is ongoing such as the column and wall footings; and installation of the forms and rebars for the columns and walls. Monthly meetings are still ongoing.

Workforce Development Center (Barrigada property).

As last reported, SAC documents had to be updated and reviewed by the legal counsel and the President, which was done.

The final bid specifications for approval by the U.S. Economic Development Authority (EDA) is still pending. Once finalized, it will be uploaded for EDA review and approval. Anticipate EDA officials to be on island within two weeks. The President will then have an opportunity to speak with them regarding this project.

Student Center Concrete Canopy.

This project is now at 98% complete and is progressing well. The painting is done; the light fixtures and solar panels would have to be installed; and working on the hydroseeding and the lawn. Anticipate completion soon before the students leave after graduation.

Culinary Arts & Baking Center.

As last reported, the Culinary Arts & Baking Center for Building 400 is the current Culinary Kitchen and MPA. The final documents were submitted to U.S. DOE for approval to utilize the remaining \$1.9 million the College currently has in CARES funding with the Higher

Education Emergency Relief Fund (HEERF). The President reported that the College received approval for this funding to renovate Building 400. The RFP is out and the bid opening will be scheduled soon. The RFP list of culinary equipment has also been released to ensure that when renovation is done, the equipment is already set to be installed.

VII. NEW BUSINESS.

1. BOT Policy Review (Series 500, Policy 711, Policies 208 & 209). The President reported that a working session was held to review recommended changes for each of the policies presented to the Board. The Board was provided with the version with the track changes as well as the clean copies of the updated versions. Administrators participated as well as Ms. Simone Bollinger, the Faculty Advisory member. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SALBAN, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES POLICY REVIEW FOR THE FOLLOWING POLICIES: POLICY 500-GUAM COMMUNITY COLLEGE STUDENT HANDBOOK; POLICY 505-STUDENT CO-CURRICULAR ACTIVITIES; POLICY 510-ADMISSION AND ATTENDANCE OF INCARCERATED STUDENTS; POLICY 515-PACIFIC ISLANDS STUDENT ENDOWMENT FUND; POLICY 520-“ENRICHMENT STUDENT” CATEGORY; POLICY 711-GCC APPRENTICESHIP TRAINING PROGRAM; POLICY 208-AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS; AND POLICY 209-AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS (WIRE & CREDIT CARD PAYMENT TRANSACTIONS), WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. Five-Year Academic Calendar AY 2023-2028. The Board is annually presented with an updated Academic Year Calendar. This updated calendar has gone through the required governance process. First, through the Calendar Committee then to the Faculty Senate for further review. Feedback from the Faculty Senate was taken into consideration. This year the Board was provided with an updated Five-Year Academic Calendar for AY2023-2024 through AY2027-2028. There were minor typographical errors and was corrected. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE KENLY MAGWILL, THAT THE BOARD APPROVE THE FIVE-YEAR

ACADEMIC CALENDAR FOR AY2023-2024 THROUGH AY2027-2028, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE CARLO M. LEON GUERRERO, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING CONVEENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:33 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 12:55 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's Report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, the President informed the Board that an event sponsored by the Math and Science department will be held at the Micronesia Mall tomorrow, April 15, 2023, 12:00 p.m. to 5:00 p.m., to support a GCC Medical Assisting graduate, Ms. Ageline Sahagun Salas. Ms. Salas will soon complete her medical degree and pursue her 5-year residency as a Pediatrician. She will be at the Mall to conduct a "Teddy Bear" clinic for young children by using a teddy bear as a way of helping them reduce their fear when visiting a doctor, or other medical personnel. This is Ms. Salas' way of giving back to the College. The President anticipates this event will expand in the future with more support from GCC's Nursing students.

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING OF APRIL 14, 2023, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of April 14, 2023, adjourned at 12:57 p.m.

SUBMITTED BY:

/s/

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

/s/

ROSE P. GRINO
Secretary

APPROVED BY:

/s/

FRANK P. ARRIOLA
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 9-2023

FUNDING REQUEST TO SUPPORT CAMPUS UPGRADE PROJECTS

WHEREAS, the Guam Community College (“GCC” or “the College”) supports increased student enrollment, retention, and program graduation rates by improving academic quality and student learning outcomes by expanding the quality of learning resource materials and facilities; 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

WHEREAS, there are ongoing project upgrades on campus that would require additional funding; and

WHEREAS, the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges visited Guam Community College in March 2018 and later reaffirmed GCC’s accreditation through Spring 2025; and

WHEREAS, the campus upgrades have been planned to be completed prior to the next ACCJC visit scheduled for March 2025; and

WHEREAS, the College has identified the need to use these funds for the following campus upgrades: campus-wide painting, increased accessibility for persons with disabilities, and elevator upgrades such as to replace the current existing obsolete control boards and telephone; and

WHEREAS, sufficient funding is available in the GCC Capital Projects Fund to support this request; and

WHEREAS, the College requests that the GCC Board of Trustees appropriates up to \$500,000 from the Non-Appropriated Fund balance.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes appropriating the sum not to exceed \$500,000 from the Capital Projects Fund to fund the campus-wide painting, ADA compliance requirements, and the elevator upgrades and shall authorize the President to execute any and all contracts necessary for said campus upgrades; and

Page 2: GCC Board of Trustees Resolution 9-2023 - Funding Request To Support Campus Upgrade Projects

BE IT FURTHER RESOLVED, that the GCC Board of Trustees appropriates **\$500,000** from the GCC Capital Projects Fund to support the campus upgrade projects in anticipation of the 2025 visit by the Accrediting Commission for Community and Junior Colleges (ACCJC).

ADOPTED the 11th day of May 2023.



FRANK P. ARRIOLA
Chairperson

ATTESTED BY:



ROSE P. GRINO
Secretary

PRESIDENT'S TRAVEL SCHEDULE
June 2023

Conference Title/Sponsor	Date	Location
Region 18/19 Comprehensive Center Advisory Board Meeting*	June 20-21, 2023	Honolulu, HI
PPEC	June 22, 2023	Honolulu, HI
ACCJC Implementation of New Standards	June 23, 2023	Honolulu, HI

*Funding Source(s): *100% funded by PREL/PPEC*