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GCC Board Reporting Requirement - March 2017

BENJAMIN CRUZ <speaker@senatorbjcruz.com> Mon, Mar 27, 2017 at 8:24 AM
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3/27/2017	3/27/2017	Guam Community College	Pursuant to P.L. 31-233; Guam Community College Board of Trustees reporting requirement for March 10, 2017 *E-mailed*	34-17-326

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OFFICE OF SPEAKER BENJAMIN J.F. CRUZ

Committee on Appropriations and Adjudication

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3 attachments

3-10-17 BOT Agenda (FINAL).pdf
30K

3-10-17 BOT Minutes.signed.pdf
107K

Information regarding additional FY2017 CIP from P&D.pdf
17K

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GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, March 10, 2017, 12:00 p.m.
President's Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. 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 February 3, 2017

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
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
   - Building 100 and Forensic Lab
   - Building 300
   - Wellness Center

VII. **NEW BUSINESS**

1. Additional FY2017 Capital Improvement Project
2. BOT/Faculty Agreement

VIII. **EXECUTIVE SESSION**

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

IX. **ADJOURNMENT**

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of February 3, 2017

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on February 3, 2017, was called to order at 12:05 p.m., by Chairperson Frank Arriola, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. **Trustees Present:** Mr. Frank P. Arriola, Chairperson; Ms. Gina Ramos, Secretary; Mr. Eloy P. Hara, Treasurer; Mr. Adrian Davis, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Mr. Richard P. Sablan, Vice Chairperson (schedule conflict); Ms. Deborah C. Belanger (schedule conflict); Mr. Kenneth Bautista, Support Staff Advisory Member (schedule conflict); Mr. John Benito (off-island).

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Carmen Santos, Vice President, Finance and Administration; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, Dean, TPS; Attorney Rebecca Wrightson, Legal Counsel; Ms. Haidee Eugenio from Pacific Daily News.

2. 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 – December 21, 2016

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF DECEMBER 21, 2016, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS– None.

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:

FY2016: As of Feb. 3, 2017, the College has received 80% of its FY2016 allotment. Since January 2017, the College has not received any funding for the prior year. The College continues to be in constant communication with DOA as to receiving the balance of approximately $3.7 million.

FY2017: As of January 1, 2017, the College has received $1.2 million for its FY2017 funding and

still receiving weekly releases from DOA for College operations from the General Fund.

None received for MDF. The President will issue a memo regarding the status of MDF indicating no release of funds other than support for the Apprentices in the program.

Capital Improvement Projects and other activities: President Okada reported the following:
-Anticipate bids to be issued in March 2017 for a campus wide painting project to be done during the summer to include colors from the new logo.
-Bids will also be issued for structural cracks. Will continue to seek advice from TRMA for some of the scope of work.
-The College received its solar compactor to compress trash using less volume in the trash bins and anticipate less trash pickups.
-The College is reviewing a request for timeline extensions for the Building 100 project due to permits issuance.

Other activities:
-Representatives from the Dong Seoul University from Korea have been on campus for the past several weeks including a visit from its College President yesterday. Students were engaged in an ESL program, plus sharing our culture and language. This is a result of a January 2017 visit to Korea by Dr. Somera and representative of the National Science Foundation in anticipation of further research programs and GCC articulation agreements.
-The College is preparing for the graduation ceremony on May 12, 2017 at 4:00 p.m. at the UOG Calvo Field House and anticipate a large turnout.
-The President met with Senator Joe San Agustin, Chairman of the Committee on Education and was given a status of the College including its financial status and said he will assist with this. He was also invited to the logo launch.

2. Monthly Activities Report.

Student Trustee: Trustee Adrian Davis reported the following:
-Feb. 10, 2017, Training Room 5108: The Student Organization Officer & Advisor Training will be held at 8:30am; 12pm will be the first COPSA General Membership meeting for this semester; and 3pm is the Student Organization Health Certificate Workshop.
-Feb. 16, 2017: Preparing and assisting for the GCC new logo launch. First 200 students participating will receive a t-shirt with the new logo, plus 5 "COPSA dollars." Student organizations will also set up fundraising booths and invited all members to attend.

The President also reported that Board members will be given t-shirts with the new logo.

Faculty Advisory Member: Mr. Fred Tupaz reported the following:
-Spring semester has started.
-Faculty asked for the Jan. 10, 2017 ratification meeting to be postponed for more time to review the BOT/Faculty Agreement. Request for extension by faculty is due today, Feb.3, 2017. Another agreement training for faculty is scheduled for Feb. 10, 2017 and Feb. 17, 2017.

Mr. Tupaz mentioned faculty members expressed they did not have time to review the agreement

and said part of it was due to a lot of members not attending the first training. An announcement was made and Mr. Tupaz mentioned there is no reason for faculty to say they did not have the opportunity to review. Mr. Tupaz further mentioned they anticipate ratification on Feb. 24, 2017 and will present this to the Board on March 3, 2017.

Support Staff Advisory Member: None reported at this time.

3. Board of Trustees Community Outreach Report.
-Trustees Arriola recently attended the Guam International Airport Authority golf tournament.
-Trustees Arriola and Hara attended the BOT policy review on January 27, 2017.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Building 100 and Forensic Lab Extension Loan.

-Bldg. 100. This building is currently under construction. There is request for an extension of the timelines due to the delay with the issuance of permits.

-Forensic Lab. This was put out for bid. A non-award was issued and now waiting for the appeal period should there be any appeals. If this goes forward, anticipate to issue another bid later in February 2017, or early in March 2017, as recommended by the architect.

-Building 300. The design for this project is complete. The College is now waiting for final documents from FEMA to issue funding. The College will then go forward with the bid.

-Wellness Center. This project is still on hold but will review this with the other construction project timelines. In the meantime, GCC students have formed a men's college basketball team and a women's college volleyball team and looking forward to a GCC wellness facility.

VII. NEW BUSINESS.

1. FY2018 Budget Request. The Board was presented with the proposed Fiscal Year 2017 budget for the College to include the 2018 NAF Budget Request and NAF Special Projects Budget Request. The Board was given the opportunity to review the budget prior to today's Board meeting.

This budget request shows a significant decrease in water from approximately $96,000 to $21,000 due to locating water leaks on campus and rain water catchment systems in two buildings.

Trustee Hara mentioned a possible retro of four (4) months to recover any funds due to water leaks. The College will look into this. After several discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PROPOSED GUAM COMMUNITY COLLEGE FISCAL YEAR 2018 BUDGET, NAF BUDGET REQUEST AND NAF SPECIAL PROJECTS BUDGET REQUEST, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, Chairman Arriola extended appreciation to everyone for their team effort in putting together the FY2018 budget request.

2. BOT Policy Review. A Policy review work session was recently held. Trustees Hara and Arriola were also in attendance. Policy reviews are part of the accreditation recommendation for a periodic process of updating Board policies.

The Board was then presented with BOT policies, for consideration with recommended changes, as follows:

Policy 171-Violence Prevention in the Workplace; Policy 204-Audits; Policy 208-Authorized Signatories for Bank Transactions; Policy 209- Authorized Signatories for Bank Transactions (Wire Payment Transactions); Policy 212-Non-Appropriated Funds Account; Policy 214-The Pricing of Contracts for Services; Policy 216-Promotional and Development Account; Policy 220-Capital Projects Fund; Policy 224-Student Activity Funds; Policy 228-Procurement Policy; Policy 232-Contractual Agreements; Policy 236-Tuition and Fees; Policy 240-Student Financial Aid; Policy 244-Vehicle Usage; Policy 256-Claims Officer; Policy 264-College Housing; Policy 276-Union Officials Payment; Policy 284-Community Use of Physical Facilities; Policy 292-Annual Fund Raising of the Board of Trustees; and Policy 460-Academic Freedom.

At this time, Chairman Arriola extended appreciation to the Academic Vice President, Finance & Administration, the Deans and President Okada for their team effort in reviewing the Board policies. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ADOPTS THE UPDATED BOARD OF TRUSTEES POLICIES 171, 204, 208, 209, 212, 214, 216, 220, 224, 228, 232, 236, 240, 244, 256, 264, 276, 284, 292, AND POLICY 460, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. ACCT Governance Leadership Institute, Honolulu, Hawaii (March 29-April 1, 2017). This was travel recently presented to the Board as part of Board training. Trustees Arriola, Sablan, Hara and Belanger are interested in attending. Funding associated with this is partially covered by a Department of Interior grant that was given to PPEC. Depending on the total amount of trustees and member institutions participating for the whole region, there will be a percentage allocated. At this time the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES' TRAVEL TO ATTEND THE ACCT GOVERNANCE LEADERSHIP INSTITUTE IN HONOLULU, HAWAII, MARCH 29-APRIL 1, 2017. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

4. President's Travel Request (Feb.-March 2017). At this time, the President informed the Board of the following travel request:

-ACCJC Commission Meeting, February 9, 2017, Oakland, California, 100% ACCJC reimbursable.
-ACCJC Commission Development, March 14-18, 2017, Honolulu, Hawaii, 100% ACCJC reimbursable.
-PPEC Spring Meeting/Governance Leadership Institute, March 28-April 1, 2017, Hawaii, 50% PPEC reimbursable.
-ACCJC 2017 Conference, April 4-7, 2017, Irvine, California, 100% Promo Fund.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR FEBRUARY-MARCH 2017. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At approximately 12:50 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:18 p.m., the meeting reconvened to open session.

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

IX. ADJOURNMENT. At this time, a motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE ADRIAN DAVIS, THAT THE MEETING OF FEBRUARY 3, 2017, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of February 3, 2017, adjourned at approximately 1:19 p.m.

SUBMITTED BY:

MAR 10 2017
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

MAR 10 2017
by
GINA Y. RAMOS
Secretary

APPROVED BY:

MAR 10 2017
FRANK P. ARRIOLA
Chairperson

On November 2015, a CIP project, to address the steep walkway between buildings 1000 and 500, was identified and approved by BOT members. Recognizing the necessity for students to safely negotiate to and from buildings, BOT members approved (November 2016) to advance this ADA covered walkway/ramp project. In the absence of the Facility Engineer Administrator, TRMA will develop the project's schematic design for an ADA covered walkway/ramp from building 1000 to 500. TRMA's schematic design incudes the architectural drawings and specifications for the purpose of a Design-Build bid.

The College also seeks to absorb the cost of the extension made by Royal Orchid Guam Hotel to the courtyard café (fronting building 300) for $65,000 along with the As Built Drawings.

Public Law 29-113, established GCC's Tobacco Series B Endowment fund for $66,847. The available balance of $141,273 (December 2016) may be expended "exclusively for the enhancement of learning resources and technology, and for the purpose of funding capital improvement projects expenditures at GCC including capital improvement projects".

Accordingly, GCC recommends for the Tobacco Series B Endowment fund in the amount of $141,273 is initially used to support the cost of the ADA covered walkway/ramp Capital Improvement Project followed by GCC's CIP project.