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GCC Board Reporting Requirement - June 2017

Edward Pocaigue <epocaigue@senatorbjcruz.com>
To: Guam Legislature Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

Wed, Jun 14, 2017 at 11:55 AM

6/14/2017	6/14/2017	Guam Community College	Guam Community College Board of Trustees reporting requirement for June 2017*	34-17-633

[Quoted text hidden]

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Gi Minagåhet,

GCH 34-17-633
Speaker Benjamin J.F. Cruz

JUN 14 2017
Time: 1155 AM / PM File No.
Received By

Ed Pocaigue

Asistånten Liheslatibu

epocaigue@senatorbjcruz.com

I Ufisinan I Etmas Ge'helo' Liheslatura
Si Sinadot Benjamin J.F. Cruz
Ge'helo' Kumiten Manapropiadå Yan Manapreba
I Mina'trentai Kuåttro Na Liheslaturan Guåhan
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2017 JUN 14 PM 12:10

Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' guatu gi I numa'huyong gi as epocaigue@senatorbjcruz.com yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

2 attachments

BOT Reporting Requirement to Speaker.June2017.pdf
22K

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6-1-17 BOT mtg.signed.pdf
231K

GUAMCOMMUNITYCOLLEGE

OFFICE OF THE PRESIDENT
Mary A.Y. Okada, Ed.D.

June 1, 2017

The Honorable Benjamin J.F. Cruz
Speaker, 34th Guam Legislature
155 Hesler Place
Hagåtña, Guam 96910
(via email: senator@senatorbjcruz.com)

Re: Boards & Commissions Reporting Requirements –June 2017

Dear Speaker Cruz:

Transmitted herewith is the reporting requirements for Boards and Commissions pursuant to Public Law 31-233 regarding the Guam Community College Board of Trustees meeting of June 1, 2017.

If there are any questions, please contact me at 735-5638.

Senseramente,

Mary A.Y. Okada, Ed.D.
President

Attachment

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Thursday, June 1, 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 May 5, 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. 5-Year Academic Calendar (AY2017-2022)

VIII. **EXECUTIVE SESSION**

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

IX. **ADJOURNMENT**

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of May 5, 2017

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on May 5, 2017, was called to order at 12:00 p.m., by Chairperson Frank Arriola, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Swearing In and Administration of the Oath of Office. The Board Chairperson, Frank Arriola, swore in the newly elected GCC Board of Trustees Student Member, Mr. Luke Fernandez.

2. Roll Call. Trustees Present: Mr. Frank P. Arriola, Chairperson; Mr. Richard P. Sablan, Vice Chairperson; Mr. Eloy P. Hara, Treasurer; Mr. Luke Fernandez, Student Trustee; **Other members**: Ms. Gina Ramos, Secretary (schedule conflict); Ms. Deborah C. Belanger (schedule conflict); Mr. John Benito (off-island).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member; Dr. R. Ray D. Somera, Vice President Academic Affairs Division; Dr. Michael Chan, Dean, TSS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Ms. Joann Muna, Human Resources Administrator; Attorney Rebecca Wrightson, Legal Counsel; COPSA Representatives: Kieth Nonato, Joshua Perez, Adrian Flores, Carl Torres II; CSI Representatives: Barbara Leon Guerrero, Latisha Leon Guerrero, Donnie Lizama; Kathryn Maloney; Troy Lizama; Adrian E. Davis, BOT Student Member 2016-2017.

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, 2017

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF MARCH 10, 2017, 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:

FY2017: The College has received year to date for FY2017, $5.428 million from all funding sources from the Government of Guam. This equates to approximately 39% the amount requested in the College budget appropriation for FY2017, which equates to the following: $4.9 million from the General Fund to support operations, approximately $200,000 from the General Fund that supports LPN and Vocational Guidance; $122,000 from the Apprenticeship Fund/General Fund; $182,000 for MDF; $24,000 from the Tourist Attraction Fund that supports LMP/ProStart for travel for the ProStart competition.

A remittance was received last week in the amount of approximately $1.2 million and anticipates to receive additional relief for FY2017 to "catch up." The President will be meeting with the DOA Director next week regarding this.

The Board was also informed of the GCC Budget hearing scheduled on June 2, 2017.

Capital Improvement Projects and other activities: President Okada reported the following:
-The final testing for the mass notification fire alarm system is scheduled for this weekend. The President has informed the vendor of the urgency in getting full clearance of this by the end of May 2017. The College is currently on a fire watch with the Guam Fire Department and is currently keeping a fire log as a requirement.

Other activities:
-A scope of work for additional water filling stations is being prepared to decrease recycling of plastic water bottles on campus.
-A pre-bid for air-conditioning units to be replacement throughout the campus was held on April 13, 2017, and bid proposals will be reviewed on May 9, 2017.
-The Chairman mentioned there are new air-conditioning and energy efficient units in the market that the College can look into. The President said she will pass this information to GCC procurement.
-A Campus Safety and Security Plan Task Force has been formed. The President mentioned that a video regarding campus security was viewed during an ACCT presentation. The President also showed this to the GCC Administrators as a recommendation on how to improve the GCC campus security plan in case of emergencies. This will eventually be viewed by all administrators and staff.
-Mr. Franklin Arriola, a new employee under the Facilities and Maintenance department will be in charge of the CIP upgrades and developing the scope of work for these projects.
-A major project at the College is the campus wide painting. Pre-bid was attended by 9 prospective bidders with site visits conducted on May 1-2, 2017. Bid evaluations should be completed shortly. Due to limited funding, multiple vendors will be considered for this project and painting should begin in August 2017. The color scheme will include the new logo colors. GCC Maintenance will also assist in the preparation work.
-The GCC Commencement is Friday, May 12, 2017, at 4:00 p.m., at the UOG Calvo Field House. There will be 525 Associate Degrees and Certificates awarded, which is the highest number conferred so far for GCC. Mr. Anthony Victor Reyes will be awarded the Most Distinguished

Graduate, also graduating with a dual degree; and Mr. Robin Daniel B. Alex will be awarded the Distinguished Graduate.
-Command Sgt. Maj. Agnes Quintanilla Diaz, first woman to rise to her rank in the Guam Army National Guard, will be the 2017 commencement speaker. She is a 1983 graduate from Voc-Tech High; a 1988 Retail & Marketing Associate Degree graduate; and a former GCC Marketing Instructor.
-The Guam Department of Education's Deputy Superintendent, Ms. Erika Sotto Cruz, will be the 2017 Distinguished Alumnus. Ms. Cruz is a 1985 graduate from Voc-Tech High and has been employed with DOE for 20 years.
-The 2017 GCC Graduation will be the first year to restrict its number of guests due to last year's over capacity at the Field House and the Guam Fire Department's policy.
-The Honorable Senator Louise Borja Muna, a former GCC graduate will be singing the National Anthem and Guam Hymn during GCC's graduation on May 12, 2017.
-The Board was informed that members of the Board of Trustees and the Foundation Board of Governors were provided information of the upcoming Fiduciary Essentials (FE) conference on Guam on July 12, 2017, hosted by the Asia Pacific Association for Fiduciary Studies (APAFS). As part of their fiduciary responsibility, both Boards were highly encouraged to attend this one (1) day conference.
-A new program was recently launched and named in honor of GCC's Registrar, the late Patrick Clymer, called **CLYMER** - Classroom **L**earning **Y**ields **M**ath & **E**nglish **R**eadiness. This allows high school students who recently graduated to be placed into a college level math and English courses without taking a placement test, as long as the graduates did well in these two courses.
-Another program recently launched is the Chalani 365, which is a year-round registration. It allows GCC students to register for classes at one time for an entire academic year. This will teach students to plan ahead in anticipation of completing a two-year college degree as planned. This also allows the College to plan and ensure students have the courses they need to graduate and are offered.
-The College will be applying for a Department of Interior grant to be considered for a solar canopy and solar parking stalls thereby increasing its solar capacity.
-The audits for the Board of Trustees and Foundation Board of Governors are complete and going on its 16 years of a clean audit. The College would have to continue and focus more on its program review due to a request to reassess the courses offered in the high schools so that industry needs are supported leading to employment such as IT. Will be working with GDOE's Superintendent and providing him with updates.

2. Monthly Activities Report.

Student Trustee: Trustee Luke Fernandez reported the following:
-May 8, 2017, last day for Monday/Wednesday classes.
-April 7, 2017, last COPSA general membership meeting for Spring.
-May 15, 2017, beginning of the Student Leadership Training for 2017-2018.

Faculty Advisory Member: Mr. Fred Tupaz reported the following:
-Faculty have been busy and just hosted the Math Kangaroo in March 2017.
-Education department held a pinning ceremony.
-Elections were recently held for 2 departments.

-Recently held a Zero-K on campus and raised $7,100 for the Guam Foster Families Association, which was attended by approximately more than 300 people.
-Faculty held a retreat during Easter break and out of 99 fulltime faculty members, approximately 50 participated. 35 faculty took a course on developing faculty ethics.
-The faculty had positive feedback regarding the College Assembly with the integrated approach in terms of having staff, faculty and administrator together in discussions. There seemed to be a common theme among the employees.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
-Semester is winding down and everyone is getting ready for the graduation on May 12, 2017.
-Classrooms are being prepared for the Summer semester, which begins June 3, 2017.

There was a question regarding summer enrollment. Dr. Ray reported that based on Chalani 365 there are approximately 350+ enrolled. He further reported that there is usually 500 enrolled during the peak season, however, this enrollment is the advanced registration. Last year was lower at approximately 218 enrolled. The President also informed the Board there are two Criminal Justice cycles this year.

3. Board of Trustees Community Outreach Report.
-Businesswoman of the Year, attended by Trustees Arriola.
-Bank of Guam Economic forum, attended by Trustee Arriola.
-March 29-April 1, 2017, Trustees Arriola, Hara and Belanger attended the ACCT Governance Leadership Institute in Honolulu, Hawaii.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Bldg. 100. Construction is ongoing and we can now see the second floor.

-Forensic Lab. There are no issues on the protest and this project is now ready to go out for bid by the end of May 2017. Bid will be repackaged to include alternates and award to be based on funding availability.

-Building 300. This should have already been awarded by FEMA. Unsure why there has been delayed over a year now. As soon as this is ready to proceed, bid packets will be finalized by TRMA and the bid issued.

-Wellness Center. This project is still on hold but will review this with the other construction project timelines. Designs are complete and will wait for the completion of Building 100, approximately by January 2018. Do not want ribbon cutting to coincide with the Accreditation visit.

The President reported that due to the military issuing out contracts, bonding for contractors are

on hold with these projects, which in turn does not allow these companies to submit their bid proposals. The Chairperson mentioned that big companies that strictly rely on foreign labor should invest and collaborate with the College to really develop a local program for its workforce.

VII. NEW BUSINESS.

1. Updated Positions:

a. Coordinator of Admissions & Registration
b. Nursing and Allied Health Administrator

Copies of the updated position description for a Coordinator of Admissions & Registration; and for a Nursing and Allied Health Administrator were presented for the Board's consideration.

After several discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE LUKE FERNANDEZ, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE UPDATED POSITIONS FOR THE COORDINATOR OF ADMISSIONS & REGISTRATION; AND THE NURSING AND ALLIED HEALTH ADMINISTRATOR, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. President's Travel Request (June-July 2017). At this time, the President informed the Board of the following travel request:

-ACCJC Commission Meeting, June 7-10, 2017, correction not in Oakland but in San Jose, California, 100% ACCJC reimbursement.
-ACCJC Presidential Search Final Interviews, June 28-29, 2017, in Novato, California, 100% ACCJC reimbursement.
-PPEC Summer Meeting, July 15, 2017, in Palau, 50% PPEC reimbursement.
-30th Pacific Education Conference, July 16-18, 2017, in Palau, 100% PREL reimbursement.

After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE LUKE FERNANDEZ, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR JUNE-JULY 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At approximately 12:45 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:14 p.m., the meeting reconvened to open session.

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 RICHARD SABLAN, THAT THE MEETING OF MAY 5, 2017, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of May 5, 2017, adjourned at approximately 1:15 p.m.

SUBMITTED BY:

JUN 0 1 2017

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

JUN 0 1 2017

GINA Y. RAMOS
Secretary

APPROVED BY:

JUN 0 1 2017

FRANK P. ARRIOLA
Chairperson

Guam Community College
FIVE-YEAR ACADEMIC CALENDAR
AY2017-2018 – AY 2021-AY2022

	2017	2018	2019	2020	2021
Faculty Start Date	8/14/2017	8/13/2018	8/12/2019	8/10/2020	8/9/2021
First Day of Monday-Wednesday Classes	8/16/2017	8/15/2018	8/14/2019	8/12/2020	8//112021
First Day of Tuesday-Thursday Classes	8/17/2017	8/16/2018	8/15/2019	8/13/2020	8/12/2021
First Day of Friday	8/18/2017	8/17/2018	8/16/2019	8/14/2020	8/13/2021
First Day of Saturday Classes	8/19/2017	8/18/2018	8/17/2019	8/15/2020	8/14/2021
Labor Day Holiday (Observed)	9/4/2017	9/3/2018	9/2/2019	9/7/2020	9/6/2021
All Soul's Day Holiday (Observed)	11/2/2017	11/2/2018	11/1/2019	11/2/2020	11/2/2021
Veteran's Day Holiday (Observed)	11/10/2017	11/12/2018	11/11/2019	11/11/2020	11/11/2021
Thanksgiving Break	11/23/17-11/26/17	11/22/18-11/25/18	11/28/19-12/01/19	11/26/20-11-29/20	11/25/21-11/28/21
Our Lady of Camarin Day (Observed)	12/8/2017	12/7/2018	12/9/2019	12/8/2020	12/8/2021
Last Day of Monday-Wednesday Classes	11/29/2017	12/3/2018	12/2/2019	12/2/2020	12/1/2021
Last Day of Tuesday-Thursday Classes	12/5/2017	11/29/2018	11/26/2019	11/24/2020	12/2/2021
Last Day of Friday Classes	12/15/2017	12/14/2018	12/6/2019	11/20/2020	12/3/2021
Last Day of Saturday Classes	12/9/2017	12/8/2018	12/7/2019	11/21/2020	12/4/2021
Grades Due	12/20/2017	12/19/2018	12/12/2019	12/7/2020	12/9/2021
Potential Make-up Days	11/03,11/17,12/1	11/09,11/16,11/30	11/15,11/22,12/6	11/13,11/20,12/4	11/12,11/19, 12/03
SPRING TERM	**2018**	**2019**	**2020**	**2021**	**2022**
Faculty Start Date	1/8/2018	1/7/2019	1/13/2020	1/11/2021	1/10/2022
First Day of Monday-Wednesday Classes	1/10/2018	1/9/2019	1/15/2020	1/13/2021	1/12/2022
First Day of Tuesday-Thursday Classes	1/11/2018	1/10/2019	1/16/2020	1/14/2021	1/13/2022
First Day of Friday Classes	1/12/2018	1/11/2019	1/17/2020	1/15/2021	1/14/2022
First Day of Saturday Classes	1/13/2018	1/12/2019	1/18/2020	1/16/2021	1/15/2022
Martin Luther King Jr. (Observed)	1/15/2018	1/21/2019	1/20/2020	1/18/2021	1/17/2022
Guam History & Chamorro Heritage Day - (Observed)	3/5/2018	3/4/2019	3/2/2020	3/1/2021	3/7/2022
Spring Break	03/26/18-04/01/18	04/15/19-04/21/19	04/06/20-04/12/20	03/29/21-04/04/21	4/11/22-4/17/22
Potential Make-up Days	04/13,04/20,04/27	04/05,04/19,04/26	04/03,04/17,04/24	04/02,04/16,04/23	4/8, 4/18, 4/22
Last Day of Friday Classes	4/27/2018	4/26/2019	5/1/2020	4/30/2021	4/29/2022
Last Day of Saturday Classes	4/28/2018	4/27/2019	5/2/2020	5/1/2021	4/30/2022
Last Day of Tuesday-Thursday Classes	5/1/2018	4/30/2019	5/5/2020	5/4/2021	5/5/2022
Last Day of Monday-Wednesday Classes	5/7/2018	5/6/2019	5/11/2020	5/10/2021	5/4/2022
Grades Due	5/10/2018	5/9/2019	5/14/2020	5/13/2021	5/12/2022
Commencement Exercise	5/11/2018	5/10/2019	5/15/2020	5/14/2021	5/13/2022
Memorial Day Holiday (Observed)	5/28/2018	5/27/2019	5/25/2020	5/31/2021	5/30/2022
SUMMER TERM	**2018**	2019	2020	2021	**2022**
Faculty Start Date / 1st Day of Classes	6/1/2018	5/31/2019	5/29/2020	5/28/2021	5/27/2022
Potential Make-up Days	06/29,07/06,07/13	06/28,07/05,07/12	06/26,07/03,07/10	06/25,07/02,07/09	6/24, 07/01,07/09
Independence Day Holiday (Observed)	7/4/2018	7/4/2019	7/3/2020	7/5/2021	7/4/2022
Last Day of Classes	7/13/2018	7/12/2019	7/10/2020	7/9/2021	7/8/2022
Grades Due (except Saturday classes)	7/18/2018	7/17/2019	7/15/2020	7/14/2021	7/13/2022
Liberation Day Holiday (Observed)	7/20/2018	7/22/2019	7/21/2020	7/21/2021	7/21/2022

NOTES:

1) Satellite Program and cross-enrolled classes will follow the official Department of Education schedule for their respective schools.
2) Summer Term courses with more than 60 contact hours require additional class sessions.
3) Summer Saturday-only classes start the Saturday before the first day of weekday classes.
4) This schedule is subject to change.

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. (Board of Trustees Policy 100)

Approved: _____
Frank P. Arriola, Chairperson
Board of Trustees

Date: 6/1/2017

Doc. No. 34GL-17-0633.*

PRESIDENT'S TRAVEL SCHEDULE
June - 2017

Conference Title/Sponsor	Date	Location
Westcare	**June 23-24, 2017**	**Henderson, NV**

Funding Source in order of travel: 100% Westcare reimbursement

Doc. No. 34GL-17-0633.*