Gmail

BENJAMIN CRUZ <speaker@senatorbjcruz.com>

MC Fwd: GCC Board Reporting Requirement - December 2017

BENJAMIN CRUZ <speaker@senatorbjcruz.com> Tue, Jan 2, 2018 at 11:23 AM
To: 34th Guam Legislature Clerks <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

01/02/18	01/02/18	Guam Community College	GCC Board Reporting Requirement - December 2017*	34-18-1364

---------- Forwarded message ---------
From: **Bertha Guerrero** <bertha.guerrero@guamcc.edu>
Date: Tue, Jan 2, 2018 at 11:17 AM
Subject: GCC Board Reporting Requirement - December 2017
To: speaker@senatorbjcruz.com
Cc: Edward Pocaigue <epocaigue@senatorbjcruz.com>

GL# 34-18-1364
Speaker Benjamin J.F. Cruz

JAN 02 2018
Time: 1123 [✓] AM [ ] PM File No.
Received By:

To: Office of Speaker Benjamin J.F. Cruz

Hafa Adai,

Attached is the official transmittal relative to the Guam Community College Board of Trustees reporting requirement for December 2017.

Please acknowledge receipt.

Si Yu'us ma'ase,

Bertha Guerrero, Administrative Secretary

Board of Trustees & Foundation Board of Governors

Guam Community College

Office: 671-735-5638 * Fax: 671-734-1003

P.O. Box 23069 GMF; Barrigada, Guam 96921

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Guam Community College 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.

Guiya i Kulehon Kumunidåt Guåhan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikåt na kinahulo' i manfåfache'cho' ya u na' guåguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananågui yan i fina'na'guen cho'cho' para Maikronesiha.

2018 JAN -2 AM 11:28 KC

E-mail administered by Guam Community College

OFFICE OF SPEAKER BENJAMIN J.F. CRUZ
Committee on Appropriations and Adjudication
I Mina'trentai Kuattro na Liheslaturan Guåhan
Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
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2 attachments

12.20.17.Speaker's letter re Reporting Requirements.pdf
24K

12.20.17.BOT mtg.signed.pdf
147K

1364

GUAMCOMMUNITYCOLLEGE

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

December 20, 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 – December 2017

Dear Speaker Cruz:

Transmitted herewith is the reporting requirements for Boards and Commissions pursuant to 5 GCA, Chapter 8, §8113.1 regarding the Guam Community College Board of Trustees meeting of December 20, 2017.

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

Senseramente,

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

Attachment

Doc. No. 34GL-18-1364.

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Wednesday, December 20, 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 November 16, 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. Approval of Institutional Self Evaluation Report (ISER)
2. BOT Election
3. President's Travel Request (February 2018)

VIII. **EXECUTIVE SESSION**

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

IX. **ADJOURNMENT**

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of November 16, 2017

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on November 16, 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; Mr. Richard P. Sablan, Vice Chairperson; Mr. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; Mr. Luke Fernandez, Student Trustee. **Other members:** Ms. Gina Ramos, Secretary (schedule conflict); Mr. John Benito (off-island).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Frederick Tupaz, Faculty Advisory Member represented by Mr. Carl Torres; Mr. Kenneth Bautista, Support Staff Advisory Member; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Dr. Gina Tudela, Dean, TPS; Mr. R. Gary Hartz, Associate Dean, TSS; Ms. Doris Perez, Assistant Director, Planning and Development; Attorney Rebecca Wrightson, Legal Counsel.

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 – October 19, 2017

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF OCTOBER 19, 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 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:

FY2018: The College has received $2.16 million year to date from the General Fund for regular operations, LPN and for the general fund component for the apprenticeship program. This equates to 62% of the requested amount based on the allotment schedule.

FY2017: There is no additional funding received yet for the College for FY2017 but will continue to track this with DOA.

Capital Improvement Projects and other activities: President Okada reported the following:
-Barricades have been set up for the walkway leading towards Building 500. This project is ongoing and access for this ramp is unavailable.
-Waiting for the bid evaluations for Phase 2 of the campus painting project for the Technology Center and Building 2000 (administration building). Four bidders submitted bids on October 30, 2017.
-A/C bids for repair are currently under evaluation and awaiting recommendations.
-Anticipate getting signage up especially directional signs before the Accreditation visit in March 2018.
-Working on replacing the dilapidated perimeter fence in front of the campus around the ponding basin, which has already been awarded. Replacing it right now until a permanent structure is built and communicating with the contractor to ensure this project is completed on time.
-The GCC maintenance staff will continue to assist with the water blasting around campus as part of the painting project, which will be done in phases.
-Working on fire suppression systems that was last replaced with ARRA funding in four facilities that now has to be replaced due to deterioration.
-The President also reported that although the Board approved the budget for the CIP projects, the Resource, Planning & Facilities Committee approved a list of projects and she will be reporting out on a monthly basis as they progress.

Other activities:

Accreditation Updates (with Data Extract): The President reported Data Extract #4 as follows:

This extract, "Community College Survey of Student Engagement" was the basis for the October 23, 2017 College Assembly.
-Results of the survey were discussed with faculty, staff and administrators.
-Feedback was gathered as to how to address some of the particular issues.

As an example, one of the questions on the survey was "how many hours do students spend in a typical 7-day week preparing for class."
-For GCC, there were 542 respondents and based on these results, students spent approximately 50% of their 7-day week only contributing 1-5 hours studying, reading, writing, rehearsing, doing homework.
-Further results for GCC were 30% contributed 6-10 hrs.; 11.9% contributed 11-20 hrs.; 4.2% contributed 21-30 hrs.; and 3.1% for more than 30 hours.
-This information extracted is compared to small colleges of similar size and is based on the total cohort done by the Center for Community College Student Engagement, which is a national organization that compiles this information.
-These are the areas that GCC is currently looking at and in comparing 1-5 hours, GCC is at 49.6%, the cohort at 39.5%, and small colleges at 39%.
-On the shaded area GCC is 19.3%; small colleges at 32.3% and the cohort at 28.7%.

Another question on the survey was the "coming to class without completing readings or assignments."
-Students' responses for GCC were never at 22.8%; sometimes at 58.5% (approximately over ½); often at 15%; and very often at 3.7%.
-GCC is looking at the 22.8% and to try and identify some strategies to support these findings.
-The shaded area has small colleges at 36.4% and the cohort at 34.1%.

The last question is "received prompt feedback (written or oral) from instructors on your performance."
-Some students indicated never received prompt feedback at 9.1%; sometimes at 37.5%; often at 35.7%; and very often at 17.7%.
-Shaded area is 46.6% for GCC and is the area GCC will try to address; small colleges at 37.5% and the cohort at 39.2%.

The President again explained these are student surveys that are done and have been extracted to identify areas of improvement as part of the College's transformation process.
-The information shared with the Board will also be provided during the accreditation visit.
-This is one of the ways the College uses data for continuous quality improvement for self-evaluations and utilizing data to make decisions.
-Based on strategies discussed during the College Assembly by staff, faculty and administrators, these will be extracted and results will be shared at the next College Assembly.

At this time, the President informed the Board that there is an articulation agreement with UH Manoa and waiting to receive the official document for this. This is a project that Dr. Ray and PPEC have been working on for three (3) years. The tuition component is with the WICHE program, which a student would have to apply for. Hawaii is a WICHE state.

-A lot of information is being requested regarding a middle/free college concept and in discussions with McREL in Honolulu, research on this is ongoing.

2. Monthly Activities Report.

Student Trustee: Trustee Luke Fernandez reported the following:
-November 17, 2017, 12pm, is the last COPSA General Membership meeting.
-December 13, 2017, 9:00 a.m., New Student Orientation for Spring 2018.
-GCC 40th Anniversary Gala was held on November 10, 2017 and on behalf of the COPSA Officers, Trustee Fernandez thanked GCC for the invite and said they enjoyed the event.

Faculty Advisory Member: Mr. Fred Tupaz was represented by Mr. Carl Torres and reported the following:
-October 17-18, 2017: Faculty had an "ON AIR" - On Art in Research presentation, which is part of the English Department's convocation, who combined efforts with Automotive Department this year, and reported this was a success. Efforts were also from the students and the community. Included was a workshop by Dr. Laura Souder on publishing and writing and a poetry workshop by Kie Susuico.
-November 12, 2017: The GCC/First Hawaiian Bank John K. Lee Jr. 2K/5K Run/Walk was held

at the Chamorro Village. There was a net amount of $7,400 raised and deposited into the JKLee Scholarship Fund.
-Nov. 17-18, 2017: The 1st annual Marianas Terrestrial Conservation Conference will be held at GCC in the MPA. There will be 83 participants and approximately 7 classes will be attending.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
-Staff attended the College Assembly, Oct. 23, 2017, and data extract was also explained, and received further information regarding Title IX, including what to do in certain situations and a mandatory online training regarding sexual harassment.
-Attended the GCC 40th Anniversary Gala event on Nov. 10, 2017.

3. Board of Trustees Community Outreach Report.
-"ON AIR" October 2017 for the English Department attended by Trustee Fernandez.
-College Assembly on Monday, Oct. 23, 2017, 8am-4pm, in the GCC MPA was attended by Trustees Belanger and Luke Fernandez.
-Trustee Belanger has also been attending ongoing Standard IV and the Accreditation Steering Committee (ASC) team meetings at the College.
-November 3, 2017, COPSA General Membership meeting attended by Trustee Fernandez.
-November 8, 2017, 12:00 Noon in the GCC MPA, GCC Culinary 4 course sit-down luncheon, were attended by Trustees Hara, Belanger and Fernandez. This included a meet and greet with the Accreditation Team from the American Culinary Federation Education Foundation with Chefs Jeremy Abbey, John Piazza and Steve Mannion.
-GCC 40th Anniversary Gala on Friday, November 10, 2017, 6pm-10pm, at the Dusit Thani was attended by Trustees Arriola, Hara, Sablan, and Fernandez. Trustee Sablan is a member of the band that was part of the music entertainment.
-November 2017, Trustee Fernandez participated with VisCom students in the set-up of trains and holiday decorating at the Guam Hilton.

VI. UNFINISHED BUSINESS

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

-Bldg. 100. This project is progressing and as of October 31, 2017, is 52% complete. Awaiting a change order, which is currently being evaluated by the architect due to relocation of Cosmetology and upgrade of old electrical lines.

-Forensic Lab. This project is on a procurement stay pending the results of the protest already on file with OPA.

-Building 300. This project is currently under evaluation with the architect and three bids were submitted on November 1, 2017.

-Wellness Center. As previously reported during the last meeting, the College is waiting for P3 discussions with USDA. The President will also follow up for a timeline with USDA.

VII. NEW BUSINESS.

1. BOT BY-LAWS (update). The Board was presented with the Guam Community College Board of Trustees First Amended By-Laws for amendments and updates. The President explained that this is being done due to changes through the years and also as addressed by Trustee Belanger's participation in the GCC Standard IV Accreditation Committee.

Updates were basically language changes per the Guam Code Annotated in the enabling law for Guam Community College. Proposed changes were provided in a draft copy showing the track changes along with a copy of the final draft. Trustee Belanger was thanked for her participation. After discussions and review, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE LUKE FERNANDEZ, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES FIRST AMENDED BY-LAWS, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. PRESIDENT'S TRAVEL REQUEST (December 2017-January 2018). The President informed the Board of the following travel request:

-Changed REL to Pacific Resources for Education and Learning (PREL) Board Meeting, December 11-14, 2017, Honolulu, Hawaii, 100% PREL funded.
-ACCJC Commissioner Meeting, January 9-13, 2018, Novato, California, 100% ACCJC funded.
-Visit to Ming Chuan University, January 23-26, 2018, Taiwan, 100%

After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR DECEMBER 2017-JANUARY 2018, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 12:42 p.m., the meeting went into Executive Session.

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

At 1:15 p.m., the meeting reconvened to open session.

At this time, a motion was made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE PRESIDENT'S REPORT BE ACCEPTED, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

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

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY HARA, THAT THE MEETING OF NOVEMBER 16, 2017, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of November 16, 2017, adjourned at approximately 1:16 p.m.

SUBMITTED BY:

Bertha M. Guerrero DEC 2 0 2017

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

DEC 2 0 2017

GINA Y. RAMOS
Secretary

APPROVED BY:

DEC 2 0 2017

FRANK P. ARRIOLA
Chairperson

PRESIDENT'S TRAVEL SCHEDULE
February 2018

Conference Title/Sponsor	Date	Location
Westcare Foundation Board of Directors Retreat	**February 8-11, 2018**	**Henderson, NV**

Funding Source in order of travel: Westcare Foundation (100% funded)

Doc. No. 34GL-18-1364.