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BENJAMIN CRUZ <speaker@senatorbjcruz.com>

MC Fwd: GCC Board Reporting Requirement - May 2018

1 message

BENJAMIN CRUZ <speaker@senatorbjcruz.com>
To: 34th Guam Legislature Clerks <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

Wed, Jun 27, 2018 at 3:35 PM

06/27/18	06/27/18	Guam Community College	Guam Community College Board of Trustees for the Boards and Commission reporting requirement for May 2018.*	34-18-2027

GUAM 34-KO-2027
Speaker Benjamin J.F. Cruz

JUN 27 2018
Time: 335 [ ] AM [ ] PM File No.
Received By

---------- Forwarded message ----------
From: **Bertha Guerrero** <bertha.guerrero@guamcc.edu>
Date: Wed, Jun 27, 2018 at 3:18 PM
Subject: GCC Board Reporting Requirement - May 2018
To: speaker@senatorbjcruz.com
Cc: Edward Pocaigue <epocaigue@senatorbjcruz.com>

To: Office of Speaker Benjamin J.F. Cruz

Hafa Adai,

Attached is the official transmittal relative to the Guam Community College Board of Trustees for the Boards and Commission reporting requirement for May 2018.

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

Email: bertha.guerrero@guamcc.edu

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' guågualha nu i manakhilo' yan mannaolek na tiningo'

ni i manmafananågui yan i fina'na'guen cho'cho' para Maikronesiha.

2018 JUN 28 AM 8:53

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

T: (671) 477-2520/1 | F: (671) 477-2522 | www.senatorbjcruz.com

2 attachments

May 2018 Reporting Requirements.to Speaker.pdf
26K

5.9.2018 BOT mtg.signed.pdf
235K

2027

GUAMCOMMUNITYCOLLEGE

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

May 9, 2018

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 – May 2018

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 May 9, 2018.

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 – Wednesday, May 9, 2018, 12:00 p.m.
President's Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Swearing In and Administration of the Oath of Office for elected GCC Trustee Student Member, May Ann "MJ" Aloit
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 12, 2018

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. Article XV-Financial Exigency/Reduction-in-Force/Licensed Practical Nursing Program – RIF Report
2. President's Travel Request (May-June 2018)

VIII. **EXECUTIVE SESSION**

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

IX. **ADJOURNMENT**

GUAM COMMUNITY COLLEGE
Board of Trustees

OATH OF OFFICE

I, MAY ANN "MJ" ALOIT, do solemnly swear in the presence of almighty God that I will well and faithfully support the Constitution of the United States, the laws of the United States applicable to Guam, and the laws of Guam, and that I will conscientiously and impartially discharge my duties as:

MEMBER, BOARD OF TRUSTEES
Guam Community College

Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct, Executed at Mangilao-Guam Community College on May 9, 2018.

Member (Signature)

The Oath of Office was administered by the Chairperson, Board of Trustees.

Chairperson, Board of Trustees (Signature)

CERTIFICATE OF

Election

GUAMCOMMUNITYCOLLEGE

MAY ANN "MJ" ALOIT

Duly elected by the students of GCC and certified by the election committee,
the above named individual is sworn in this 9th day of May 2018
as the student member of the Board of Trustees, to serve until April 2019.

Frank P. Arriola
Chairperson, Board of Trustees

ACCREDITED BY THE
ACCREDITING COMMISSION FOR COMMUNITY
AND JUNIOR COLLEGES (ACCJC)

Doc. No. 34GL-18-2027.*

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of April 12, 2018

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on April 12, 2018, 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. Roll Call. Trustees Present: Mr. Frank P. Arriola, Chairperson; Richard P. Sablan, Vice Chairperson; Mr. Eloy P. Hara, Treasurer; Ms. Gina Ramos, Secretary; and Mr. Carlo Leon Guerrero. **Other members**: Ms. Deborah C. Belanger (schedule conflict); Mr. Luke Fernandez, Student Trustee (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Dr. Michael Chan, Dean, TSS; Dr. Virginia Tudela, Dean, TPS; Ms. Joann Muna, Administrator, Human Resources; Ms. Dorothy Duenas, Administrator, Nursing & Allied Health; 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 – February 16, 2018

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 16, 2018, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS. None at this time.

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 year-to-date $7,248,946, which equates to 60% of the actual request based on the allotment schedule. $6,543,843 for the General Fund; $344,002 for the LPN; $336,927 for the General Fund Apprenticeship program; $24,154 for the Tourist Attraction Fund

for the ProStart/LMP.

The President further reported that the College has been receiving monthly releases on a regular basis with a slight reduction based on the Governor's fiscal realignment plan.

Capital Improvement Projects and other activities: President Okada reported the following:
-The following are a series of projects already completed:

- facilities/maintenance relocation and storage;
- seven (7) GCC directional signs on Guam's main highways (campus directional signs will be next);
- perimeter fence by the ponding basin;
- fire suppression system.

-Contracts were released for the restroom renovations in Buildings A and D and construction should start in May 2018. Anticipate completion for both bathrooms by August 2018.

Other activities:
The President reported the following:
-Completed some upgrades to construction and office technology curriculums as part of the program review process: Social media will be incorporated into the office technology curriculum; and with the resignation of the Construction Trades department chair, this curriculum will be revamped to ensure students currently enrolled are able to complete this program.
-The meet the President spring sessions were held and issues were brought up by students for the College to resolve.
-An announcement was also made regarding the Link Up job fair for students, which was held on April 11, 2018.
-There is a Bill introduced at the Guam Legislature to increase the Manpower Development Fund, which the President provided testimony.
-Ms. Christine Sison has been identified as the voter registrar for GCC. This is required by law and she is currently in training with the Guam Election Commission.

2. Monthly Activities Report.

Student Trustee: *Trustee Luke Fernandez was not in attendance.*

Faculty Advisory Member: Mr. Fred Tupaz reported the following:
-Faculty has been busy this spring semester to include the GCC Math Kangaroo/Math Fest on campus, March 16, 2018; and the "Link Up" reverse job fair for students on April 11, 2018, which were both successful.
-March 16, 2018, at the Pacific Star was the Annual GCC Accounting for the Future conference sponsored by the Guam Society of Certified Public Accountants and the Guam Association of Government Accountants, was well attended.
-The College Assembly on March 19, 2018, was well attended by faculty to include an active shooter exercise, plus breakout sessions were appreciated by faculty.
-GCC Supervision & Management program collaborating with the Guam Foster Families Association to host the 4th annual "Zero-K" carnival on Friday, May 4, 2018, 4:00 p.m.-7:00 p.m., in the GCC Student Center Courtyard.

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

-As previously mentioned, the College had a successful accreditation and will be preparing for the next seven (7) years.
-The College Assembly on March 19, 2018, had activities appreciated by the staff especially the active shooter exercises.

3. Board of Trustees Community Outreach Report.
-Trustees Arriola, Belanger, Fernandez, Hara, Ramos and Sablan attended the FBOG/BOT Retreat on March 5, 2018, in Training Room 5108.
-Trustee Arriola attended the Guam Industry Forum on March 7-8, 2018.
-Trustees Fernandez, Belanger, Hara, Leon Guerrero, Ramos and Sablan attended the Open Forum invite by the Accreditation Team on March 8, 2018, in the MPA.
-Trustee Hara attended the proclamation signing for Sexual Assault and Child Abuse Awareness month on April 3, 2018, in the MPA.
-Trustee Leon Guerrero attended the Link Up event in the MPA on April 11, 2018.

VI. UNFINISHED BUSINESS

1. New Policy – Digital Resources Policy (2nd Reading). The Board was presented with a proposed Digital Resources Policy for a first reading during the Board meeting on February 16, 2018. This policy is a requirement for accreditation and was also provided to the Accreditation visiting team in March 2018, and informed of its status for second reading.

As previously mentioned, this is a new policy approved by the College Governing Council consisting of representatives from the faculty, staff and student representatives. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ADOPT AND APPROVE THE RESOLUTION, "DIGITAL RESOURCES POLICY." NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

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

-Bldg. 100. Currently 75% complete as of March 31, 2018.

-Forensic Lab. This project is still pending based on the appeal with OPA, they asked the College to re-evaluate the bids, which has been done. The College will issue its final findings on April 13, 2018.

-Building 300. The groundbreaking for this project is Wednesday, April 25, 2018 at 10:00 a.m. Board members were invited to attend. This project will be the new multipurpose auditorium but still connected to the current MPA.

-Wellness Center. The timeline for this project will be presented to the Board at the next Board meeting.

VII. NEW BUSINESS.

1. PROPOSED FEE ADJUSTMENTS RESOLUTION (TRANSCRIPT & EVOC). The Board was presented with a proposed resolution, "GCC New Course and Transcript Adjustment Fees" for consideration. As a requirement, public hearings were held on January 29-30, 2018. The adjustments are to the current transcript fees and a proposed $75 lab fee for the CJ132 Emergency Vehicle Operator's (EVOC) course. This will cover the cost of fuel, oil, and preventative measures needed to maintain the EVOC and all-terrain vehicles used for the CJ Academy.

As for changes to the transcript fees: the replacement of same-day service is now rush service; price for a copy decreased to a $5 transcript fee, no longer $15 for first copy and $1 for additional copies; and rush transcripts are $15 and no longer $29 for first copy and $1 for additional copies. After several discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ADOPT AND APPROVE THE RESOLUTION, "GCC NEW COURSE AND TRANSCRIPT ADJUSTMENT FEES." NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. PROPOSED RESOLUTION RE BUILDING B. The Board was presented with a resolution for its consideration to authorize the President to proceed with the Renovation of Building B by requesting that the GCC Foundation Board of Governors fund the architectural and engineering design for this project. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE LEON GUERRERO, THAT THE BOARD ADOPT AND APPROVE THE RESOLUTION, "REQUEST TO PROVIDE FUNDING FOR THE ARCHITECTURAL AND ENGINEERING FOR THE RENOVATION OF BUILDING B." NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. PROPOSED ADJUNCT ASSOCIATE DEAN POSITION. The Board was presented with a proposed updated position description for Adjunct Associate Dean. This is a position that can be extended as part of succession planning to a faculty member interested in being an administrator with a limited term, or specified time or as an administrator assigned as an associate dean. This is a current position that has been updated. Some updates include terminology change such as from Voc-Tech to the College, the accreditation standards were included, and specific responsibilities for an Associate Dean. 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 UPDATES OF THE POSITION DESCRIPTION FOR AN ASSOCIATE DEAN (ADJUNCT APPOINTMENT). NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

4. ARTICLE XV-FINANCIAL EXIGENCY/REDUCTION-IN-FORCE/LICENSED PRACTICAL NURSING PROGRAM. The President provided a copy of Page 62 of the Agreement Between the GCC Faculty Union & GCC Board of Trustees 2017-2023 and referred to the following paragraph under Article XV – Financial Exigency/Reduction-in-Force, which states under Paragraph A. INTENT:

"If the College President, with the concurrence of the Board, determines that circumstances exist which could ultimately require laying off faculty, the College President shall initially convene a Financial Exigency Committee or the faculty Reduction-in-Force Committee in the case of other circumstances as defined below (Article XV.B.4) The College President is responsible for administering the financial exigency or reduction-in-force procedures."

The President then referred to Paragraph B. DEFINITIONS, under Item 4. "Other circumstances - instances involving program deletions or cutbacks due to prolonged diminished enrollment or prolonged inability to hire sufficient faculty members in a program, program deletions or cutbacks as a result of well documented changing island needs, and/or the reorganization of degree or curricular offerings or requirements resulting from a change in the Mission, academic requirements of the College, or technological changes. Instances such as these involve changes occurring over the course of more than one (1) academic year."

The President mentioned that in previous discussions with the Guam Board of Nurse Examiners (GBNE) they were aware that the Practical Nursing Program will not be offered for the current semester so that the curriculum may be updated and then presented to GBNE for approval by August 2018.

The President is requesting to convene the Reduction-in-Force (RIF) committee for the Practical Nursing Program so that it can present its recommendations. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD APPROVE THE AUTHORIZATION FOR THE PRESIDENT TO CONVENE THE REDUCTION-IN-FORCE (RIF) COMMITTEE FOR THE GUAM COMMUNITY COLLEGE LICENSED PRACTICAL NURSING PROGRAM. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

5. PROPOSED RESOLUTION RE FISCAL PLANNING. The Board was presented with a resolution, "Resolution on Fiscal Planning" for consideration.

The President explained that this resolution is necessary so that the College can provide information to the Governor and to the office of BBMR based on all the efforts being done within the government of Guam in terms of furloughs, layoffs and reduced hours. This does not initiate any action right now but clearly identifies the GCC process for GCC classified employees, faculty and administrators in the event it is necessary to move forward.

The intent of the resolution is "that the Guam Community College Board of Trustees authorizes the GCC President to research and work with the Executive Branch Administration in seeking alternatives before any Reduction in Force or Furloughs take place; that the Board of Trustees recommends that if further cost reduction measures are required that those reductions be shared among all employee classifications; and that the Board of Trustees authorizes the College President to convene a Financial Exigency Committee, if required." After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD ADOPT AND APPROVE THE RESOLUTION, "RESOLUTION ON FISCAL PLANNING" NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

6. PRESIDENT'S TRAVEL REQUEST (May-June 2018). The President informed the Board that the ACCJC CEO Evaluation trip for May 4-7, 2018, in Novato, California, has been cancelled but requesting to attend the following travel:
-Baekseok University, April 29-May 1, 2018, in Seoul, Korea, 100% funded by the promo account.
-The ACCJC Commission meeting June 4-10, 2018, in San Francisco, California, 100% ACCJC funded.

After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR MAY THROUGH JUNE 2018, WITH A TRIP ON APRIL 2018, AS REQUESTED HEREIN. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

7. BOARD TRAVEL - PROPOSED. There is an opportunity for Trustee Gina Ramos to utilize an unused airline ticket due to a trip the Trustee was unable to attend in 2017. This ticket has to be used before it expires on September 2018. This proposed trip is for the annual 98th convention of the American Association of Community Colleges (AACC), April 28-May 1, 2018, in Dallas, Texas. Part of this convention will focus on workforce development. Other Board members were encouraged to attend. A GCC Administrator will also be attending. 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 BOARD TRAVEL FOR THE AMERICAN ASSOCIATION OF COMMUNITY COLLEGES (AACC), APRIL 28-MAY 1, 2018, IN DALLAS, TEXAS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 1:05 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:30 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 GINA RAMOS, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

A motion was also made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE MEETING RECONVENE TO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, the following was mentioned:

1. The GCC Graduation ceremony is on Friday, May 11, 2018, 4:00 p.m., at the UOG Calvo Field House.
2. The GCC Wine Tasting fundraiser is on Friday, April 27, 2018, 5:30 p.m., at the LRC.

At this time, a motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE PRESIDENT EXERCISE HER THREE (3) YEAR OPTION TO EXTEND HER EMPLOYMENT CONTRACT WITH THE GUAM COMMUNITY COLLEGE TO BEGIN IN 2020 UNTIL 2022. NONE OPPOSED, MOTION

CARRIED. (Voting: 5 ayes, 0 nays)

IX. ADJOURNMENT. 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 APRIL 12, 2018, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of April 12, 2018, adjourned at approximately 1:32 p.m.

SUBMITTED BY:

MAY 09 2018

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

MAY 09 2018

GINA Y. RAMOS
Secretary

APPROVED BY:

MAY 09 2018

FRANK P. ARRIOLA
Chairperson

PRESIDENT'S TRAVEL SCHEDULE
May – June 2018

Conference Title/Sponsor	Date	Location
Guam Workforce Development Board Strategic Board Training	**May 21-23, 2018**	**Honolulu, HI**
White House Summit on State-Federal STEM Education	**June 25-26, 2018**	**Washington, DC**

Funding Source in order of travel: Federal State funds (100%);
Funding provided by the White House through the National Science Foundation (100%).