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BENJAMIN CRUZ <speaker@senatorbjcruz.com>

MC Fwd: GCC Board Reporting Requirement - August 2018

1 message

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

Tue, Aug 21, 2018 at 3:39 PM

08/21/18	08/21/18	Guam Community College	Boards and Commissions Reporting Requirements August 2018.*	34-18-2233

GLA# 34-18-2233
Speaker Benjamin J.F. Cruz

AUG 2 1 2018
Time: 339 [ ] AM [ ] PM File No. _____
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From: **Bertha Guerrero** <bertha.guerrero@guamcc.edu>
Date: Tue, Aug 21, 2018 at 3:30 PM
Subject: GCC Board Reporting Requirement - August 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 August 10. 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

2018 AUG 21 PM 3:43

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 teknikat 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.

GCC GUAMCOMMUNITYCOLLEGE

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 | F: (671) 477-2522 | www.senatorbjcruz.com

2233

2 attachments

August 2018 Reporting Requirements.to Speaker.pdf

GUAMCOMMUNITYCOLLEGE

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

August 10, 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 – August 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 August 10, 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 – Friday, August 10, 2018, 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 July 3, 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**

VIII. **EXECUTIVE SESSION**

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

IX. **ADJOURNMENT**

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of July 3, 2018

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on July 3, 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; Mr. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; Mr. Carlo Leon Guerrero; Ms. May Ann "MJ" Aloit. Student Trustee. **Other members**: Richard P. Sablan (schedule conflict), Ms. Gina Ramos (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; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, TPS.

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 – May 9, 2018

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF MAY 9, 2018, 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 year-to-date $11,029,558 as of July 2, 2018, which equates to 64% of the actual request based on the allotment schedule. Breakdown is $10,082,784 for the General Fund; $466,000 for the LPN; $456,500 for the General Fund Apprenticeship program; $24,154 for the Tourist Attraction Fund for the ProStart/LMP.

The President and Vice President Santos met with the DOA Director Mr. Edward Birn to discuss the allotment releases for the College. He was provided with an updated information because DOA made an adjustment due to the schedule that included the holdback of funds. Based on this adjustment, the College will be short $5 Million. The President and VP Santos requested that the College releases be accelerated so that the total allotment received by the end of this fiscal year will be in line with the other government agencies. If this is not done, the College will be short by 18%, which is not what was projected. Funding has been released on a weekly basis, although the College is still awaiting a response.

Capital Improvement Projects and other activities: President Okada reported the following:
-There are several ongoing projects during the summer such as water blasting, classroom upgrades, including painting and classroom keys.
-The bid is out for the barrel vault canopy system to provide a covered walkway between buildings. The pathway between Buildings 3000 to 5000 will be used as a pilot for this project. The bid was issued on June 30, 2018 and the pre-bid is scheduled for July 5, 2018. Anticipate bid submissions by July 10, 2018.
-The scope of work for the remainder of the facilities exterior painting has been identified but will be issued later during the fiscal year to avoid disrupting students while on campus.
-Still awaiting for the owner's manual for each of the specialized air-conditioners that were purchased to ensure the units purchased are what were installed.
-The bid for the LRC water chiller unit was issued. Bid opening is on July 17, 2018.
-The bathroom renovations for Building A and D is a work in progress with the bathrooms in Building A currently under renovation first.

Other activities:
The President reported the following:
- The Board were provided with copies of the 2017 audit report. As reported during the last meeting, the College received its 17th clean audit.
-The "Future Builders of Guam Construction Boot Camp" began July 2, 2018 on campus. There were 125 applicants but with 20 slots available, however, funding was identified to offer two cohorts of 20. Should funds become available, there are an additional 65 individuals interested and are on a waiting list.
-The College has begun the planning for the conference that focuses on the implementation of the building code. The conference is scheduled sometime this month.
-Representatives for the College have attended all of the school graduations during the past months. This year 186 Certificates of Mastery and 360 Certificates of Completion were awarded. Thirty-eight percent of the graduates were given the WorkKeys assessment and 45% received either the gold, silver or bronze certificate, including a couple of platinum certificates.
-Twenty-eight administrators and staff attended the 4th cohort of the Transformational Leadership Academy, which concluded on June 4, 2018.
-A telecom program will launch in August 2018, which is in line with the White House STEM conference in Washington, D.C. that the President attended along with Mr. Nate Taimanglo from DOCOMO and Ms. Michelle Santos from UOG. This program is also in collaboration with GDOE and other business partnerships. Anticipate the Board will be invited to this ribbon cutting.

2. Monthly Activities Report.

Student Trustee: Trustee MJ Aloit reported the following:
-Summer classes began on June 1, 2018 and will end next week.
-The COPSA/CSI summer Leadership trainings which began May 2018 will end July 2018.

Faculty Advisory Member: Mr. Fred Tupaz mentioned there was none to report at this time.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
-The summer semester is coming to an end and staff are now preparing for the fall session.
-Attended with several employees the Cohort #4 Transformational Leadership training during May-June 2018.

3. Board of Trustees Community Outreach Report.
-Trustees Arriola, Ramos, Leon Guerrero and Aloit attended the GCC Graduation Ceremony on May 11, 2018 at the Calvo-UOG Field House.
-Trustees Arriola, Belanger, and Hara attended the GCC Press Conference regarding accreditation on June 15, 2018, in the LRC.
-Trustees Arriola and Aloit attended the Guam Legislature Resolution presentation regarding accreditation this morning, July 3, 2018, in the LRC.
-Trustee Belanger reported her attendance at the American Association of Community Colleges (AACC) 2018 Annual Convention in Dallas, Texas, on April 28-May 1, 2018.

VI. UNFINISHED BUSINESS

1. ARTICLE XV-FINANCIAL EXIGENCY/REDUCTION-IN-FORCE/LICENSED PRACTICAL NURSING PROGRAM - RIF REPORT. The President explained that during the last Board of Trustees meeting, the Board approved to extend the review of the Reduction-In-Force (RIF) Committee Report for the Guam Community College Licensed Practical Nursing Program and that comments be sent directly to President Okada via email for an electronic vote by the Board. For record purposes, all the Board of Trustees approved the RIF Committee Report as presented.

Mr. Fred Tupaz asked for an update as to the status of the RIF Report. The President reported that the updated curriculum was submitted to the Guam Board of Nurse Examiners (GBNE) and GBNE requested for additional information to be submitted as part of the College's annual report by the end of June. GBNE's next meeting is scheduled July 5, 2018 and the President will follow up regarding her request to place GCC on their agenda, as well as expediting GBNE's review process so that the Nursing Program can move forward this academic year.

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

-Bldg. 100. Currently 80% complete as of July 3, 2018 and the bid is out for the furniture. The College is finalizing a Change Order #2 and anticipate a Change Order #3 for an extension. Anticipate completion date on October 2018.

-Forensic Lab. There were 6 potential bidders and 3-4 purchased a bid packet. The bid opening was on June 12, 2018 and this project is now pending the evaluation and review.

-Building 300. As previously reported, the groundbreaking was scheduled on April 25, 2018, and construction has started on this project with a completion timeline of 450 days.

-Wellness Center. The Board was given a timeline for this project during the last meeting and this project is ready to go out to bid and will be awarded before the end of this calendar year.

-There is no design for the parking garage to date.
-The Building B renovation has already been awarded to TRMA and the College is currently working with the staff to plan for a temporary relocation during the construction of this project. This will be a two-story building with the success center on the second floor and operations on the first floor.

VII. NEW BUSINESS.

1. PROPOSED FY2019 CAPITAL IMPROVEMENT PROJECTS. The Board was provided with a proposed list of capital improvement projects for Fiscal Year 2019 for consideration with a budget of $618,000 that was previously approved by the Board. This proposed list has been approved by the Resource Planning and Facilities Committee.

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE PROPOSED LIST OF CAPITAL IMPROVEMENT PROJECTS AS PRESENTED FOR FISCAL YEAR 2019. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. 5-YEAR ACADEMIC CALENDAR (AY2018-2023). The Board was provided with an updated 5-year academic calendar for consideration. The President explained this calendar reflects the changes in the fall and spring terms and also reflective of the 2017-2023 Faculty Union/Board of Trustees Agreement. She further explained that there is an item pending which the College is working on regarding the passage of a new public law. This law changes the instructional days to hours and the College would have to address this because the calendar presented before the Board today reflects days.

Mr. Fred Tupaz explained that the passage of this new law, Public Law No. 34-105, was after the updated 5-year academic calendar was submitted and requests the Board's consideration that the calendar is subject to change pending review of this new public law and discussions.

For clarification, the President explained that Public Law No. 34-105 only affects the secondary faculty, although the calendar affects both the secondary and postsecondary faculty. That faculty are currently on summer break and to wait for their feedback upon their return from break.

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE UPDATED 5-YEAR ACADEMIC CALENDAR FOR ACADEMIC YEAR 2018-2023 WITH THE STIPULATION THAT UPON IDENTIFICATION OF THE IMPACT OF GUAM PUBLIC LAW NO. 34-105, AND THAT THE NECESSARY CHANGES BE DONE THEREAFTER. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. PRESIDENT'S TRAVEL REQUEST (August-October 2018). The President informed the Board of the following travel request:

-ACCJC Team Chair Training, August 2, 2018, Los Angeles, California, 100% funded by ACCJC.
-PREL Board Meeting August 6, 2018 Honolulu, Hawaii, 100% funded by PREL.
-ACCJC Team Training September 5-6, 2018, Los Angeles, California, 100% funded by ACCJC.
-Federation of Asia-Pacific Women's Association (FAWA) Manila, September 26-30, 2018, Manila, Philippines, all accommodations but travel funded by FAWA.
-Hawaii Community College Accreditation Site Visit October 15-19, 2018, Hawaii, 100% funded by ACCJC.

At this time the Board recommended that Trustee Carlo Leon Guerrero attend the 2018 ACCT New Trustee Governance Leadership Institute Conference on August 6-8, 2018 in Washington, D.C. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR AUGUST THROUGH OCTOBER 2018, INCLUDING TRAVEL FOR TRUSTEE CARLO LEON GUERRERO TO ATTEND THE ACCT NEW TRUSTEE GOVERNANCE LEADERSHIP CONFERENCE ON AUGUST 6-8, 2018 IN WASHINGTON, D.C. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:37 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 DEBORAH BELANGER, SECONDED BY TRUSTEE ELOY HARA THAT THE PRESIDENT'S REPORT BE ACCEPTED. 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 CARLO LEON GUERRERO, THAT THE MEETING OF JULY 3, 2018, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of July 3, 2018, adjourned at approximately 1:15 p.m.

SUBMITTED BY:

Bertha M. Guerrero AUG 10 2018
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

for E Ramos AUG 10 2018
GINA Y. RAMOS
Secretary

APPROVED BY:

AUG 10 2018
FRANK P. ARRIOLA
Chairperson