GUAMCOMMUNITYCOLLEGE

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

September 21, 2018

The Honorable Therese M. Terlaje
Acting Speaker, 34th Guam Legislature
155 Hesler Place
Hagåtña, Guam 96910
(via email: speaker@guamlegislature.org)

Re: Boards & Commissions Reporting Requirements – September 2018

Dear Speaker Terlaje:

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 September 21, 2018.

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

Senseramente,

Mary A.Y. Okada

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

2018 OCT -2 AM 11:10

Attachment

Vice Speaker Therese M. Terlaje
34GL-18-2368
OCT 01 2018
Time: 16:06
Received by: JM

2368

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, September 21, 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 August 10, 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. Travel Request (November 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 August 10, 2018

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on August 10, 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; Mr. Carlo Leon Guerrero; Ms. May Ann "MJ" Aloit. Student Trustee. **Other members**: Ms. Deborah C. Belanger (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; R. Gary Hartz, Associate Dean, TSS; Ms. Jayne Flores, Assistant Director, Office of Communications and Promotions.

The President mentioned that although Attorney Rebecca Wrightson was not present, the attorney was available via teleconference if required.

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 – July 3, 2018

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF JULY 3, 2018, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS. On August 8, 2018, the College received a Certificate of Good Standing for its membership for 2018-2019 from ACCT with an updated list of the ACCT annual activities.

On August 8, 2018, the College received a memo from the Chair of the Guam Board of Nurse Examiners based on the College's submission of the Nursing Program curriculum update. This grants GCC a probational and conditional approval and that the College has to provide additional information to the Nursing Board for final approval in September 2018. The College will be responding to this request.

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 60% of its total budget appropriation for the year, which equates to 65% of the actual request based on the allotment schedule. Breakdown is $11,333,000 for the General Fund; $528,800 for the LPN; $517,008 for the General Fund Apprenticeship program; $24,154 for the Tourist Attraction Fund for the ProStart/LMP.

The President provided additional information to the DOA Director indicating that in the current weekly release that the College is receiving, the College anticipates receiving only $2.4 Million by the end of this fiscal year. If no other releases are made to the College, it would be receiving a 26.75% cut from its total appropriation for 2018. A follow up request will be sent to the DOA Director explaining that this amount is in excess in comparison to the holdback of funds with the other government agencies.

The President explained that the current budget law does allow for continuing appropriation if the College does not receive the additional $2.5 Million before September 30, 2018. Anticipate receiving this during the first quarter of FY2019.

Capital Improvement Projects and other activities: President Okada reported the following:
-Ongoing projects are as follows: A notice of intent award will be issued for the LRC air-conditioners; Building A bathrooms have been completed and Building D bathroom renovations are next; the bid for the barrel vault photovoltaic walkway is progressing as a pilot project first for Buildings 3000 and 5000.
-The College is working on its accounting for the closing of its fiscal year and there are no new bids/projects at this time.

Other activities:
The President reported the following:
-Last month, the 16th Criminal Justice Supplemental Academy has completed its cycle with twenty-six (26) cadets, which is in line for recruitments by the Guam Police Department. The job announcement for this were sent to all completers of this academy.
-The College is a recipient of a Department of Interior grant that was obtained by the Office of the Lt. Governor to provide free educational opportunities for AY2018 high school graduates. The areas of focus will be in culinary, or tourism and hotel management programs. The program is currently being developed to provide a two (2) semester training for occupational areas in demand by private industries. The goal is to create a pathway to these programs in anticipation towards an apprenticeship program towards a journey workers certificate, which is funded through the Manpower Development Fund.
-The early Middle College concept is in the works with the college team and will be collaborating with campus stakeholders, and eventually including with the Board and others within the

community.
-The President has been meeting with the Department of Corrections Director to identify some ways to strengthen the supervision and processes associated with the DOC educational program. Anticipate modifications to the current MOA with this program.
-The College is in continued communication with the GDOE Superintendent regarding the Carl Perkins funding for the current fiscal year that was awarded to the College on July 1, 2018, and has been consolidated with GDOE.

Currently working with the Superintendent to identify a transition period and transition funding to continue the projects/initiatives that have already been awarded. There are four (4) areas that will be affected should the College not receive funding: 1) One (1) College staff will be affected; 2) Early Middle College 2nd year (1st year was already funded); 3) Construction Boot Camp; and 4) Silicon village project to start this year in Tiyan. The amount the College anticipates receiving is a total of $673,000. The final decision will be made by GDOE.

2. Monthly Activities Report.

Student Trustee: Trustee MJ Aloit reported the following:
-August 9, 2018, COPSA Officers were sworn in by President Okada.
-August 14, 2018, Student Orientation and campus tour.
-August 15, 2018, fall semester begins.

Faculty Advisory Member: Mr. Fred Tupaz reported the following.
-August 12, 2018, is official start date for secondary and August 13, 2018, for postsecondary and looking forward to another productive year.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
-Staff are preparing for the fall semester.
-August 13, 2018, Mon., is the Convocation at 4:00 p.m., in the MPA.

Board of Trustees Community Outreach Report.
-August 2, 2018, Trustee Hara attended Congresswoman Madeleine Bordallo's address.

VI. UNFINISHED BUSINESS

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

-Bldg. 100. Currently 87.22% complete. There is an extension for October 2018 and anticipate another change order, which is pending.

-Forensic Lab. The evaluation of the bids has been received and is currently being reviewed by the procurement office before the notice of intent to award is issued. The contract should be out soon for special review by counsel and the office of the attorney general as part of the procurement process for projects over $500,000.

-Building 300. This project is currently 10% complete and the contractor was able to obtain their

building permit last week.

-Wellness Center. This project is currently on hold.

VII. NEW BUSINESS. *None at this time.*

At 12:22 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

A motion was made to reconvene into open session, as follows:

MOTION

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

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

At this time, the Chairman mentioned the good job everyone has done during the summer and encouraged the Board to attend the Convocation on Monday, August 13, 2018, 4:00 p.m. in the MPA.

For the record, Trustee Leon Guerrero mentioned that at the last Board of Trustees meeting he was approved to attend the ACCT Governance Leadership Institute (GLI) conference but he had to cancel at the last minute due to a family emergency. His airline ticket is open for one year from the date it was ticketed and has an opportunity to attend the next ACCT GLI conference in spring 2019, which has been credited to his account.

IX. ADJOURNMENT. 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 AUGUST 10, 2018, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of August 10, 2018, adjourned at approximately 1:15 p.m.

SUBMITTED BY:

Bertha M. Guerrero SEP 2 1 2018
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

SEP 2 1 2018
GINA Y. RAMOS
Secretary

APPROVED BY:

SEP 2 1 2018
FRANK P. ARRIOLA
Chairperson

PRESIDENT'S TRAVEL SCHEDULE
November 2018

Conference Title/Sponsor	Date	Location
18th Annual Pacific Regional Investment Conference	November 28-30, 2018	Makati, PI

Funding Source in order of travel: APAFS reimbursement up to $700

Doc. No. 34GL-18-2368.*