Speaker's Office <speaker@guamlegislature.org>

GCC Board Reporting Requirement - October 2018

Speaker's Office <speaker@guamlegislature.org> Fri, Oct 26, 2018 at 4
To: Cari Sanchez <clerks@guamlegislature.org>, Rennae Meno <rennae@guamlegislature.org>

Via Email

Date Received	Time Received	Date of Document	Description of Document	Department/Agency	Document Number
10-26-18	**16:40**	**10-12-18**	Guam Community College- Board of Trustees Monthly Meeting Agenda for Friday, October 12, 2018 *Emailed	Guam Community College	34GL-18-2490

[Quoted text hidden]
--
--

OFFICE OF ACTING SPEAKER THERESE M. TERLAJE
I Mina'trentai Kuåtro na Liheslaturan Guåhan
Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 472-3586 | F: 472- 3589
speaker@guamlegislature.org

Vice Speaker Therese M. Terlaje
34GL-18-2490
OCT 26 2018
Time: 16:15
Received by:

2 attachments

10.12.18 BOT Mtg.signed.pdf
186K

October 2018.BOT Reporting Requirement.to Speaker.pdf
22K

2018 OCT 26 PM 4:58

2490

GUAMCOMMUNITYCOLLEGE

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

October 12, 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 – October 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 October 12, 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, October 12, 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 September 21, 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. BOT Fiscal Calendar (2018-2019)

VIII. **EXECUTIVE SESSION**

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

IX. **ADJOURNMENT**

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of September 21, 2018

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on September 21, 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; Mr. Carlo Leon Guerrero; Ms. May Ann "MJ" Aloit, Student Trustee. **Other members**: Richard P. Sablan, Vice Chairperson (off-island); Ms. Deborah C. Belanger (schedule conflict); Ms. Gina Ramos, Secretary (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. Doris Perez, Assistant Director, Planning & Development; Attorney Rebecca Wrightson.

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 – August 10, 2018

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE MEETING MINUTES OF AUGUST 10, 2018, 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:

FY2018: As of September 21, 2018, the College received $20,641,444. Breakdown is $12,020,889 for the General Fund; $528,787 for the LPN/Vocational Guidance; $517,880 for the General Fund Apprenticeship program; $24,154 for the Tourist Attraction Fund for the

ProStart/LMP, which equates to 63% the total budget appropriation for the year.

Vice President Carmen Santos is continuously in contact with the Department of Administration Director with the appropriation releases for the College.

Capital Improvement Projects and other activities: President Okada reported the following:
-Ongoing projects are as follows: A pre-construction meeting was held for the replacement of the LRC's water chiller unit; A/C campus wide replacement will begin with Building 2000, which changes temperature constantly; the notice of intent to award has been issued for the barrel vault photovoltaic canopy walkway as a pilot project first between Buildings 3000 (Allied Health) and 5000 (Student Center); quotations received for generators for Buildings 3000 and A were significantly higher than what was budgeted and will not be awarded. This will be put out to bid later, or towards another project on campus; Buildings A and D bathroom projects are both complete.
-The College is looking into the feasibility of expanding its campus in Mangilao, or an alternative satellite. This will be discussed with the Foundation Board and will be seeking its support.

Other activities:
-2,125 students were enrolled into Postsecondary for the fall semester which has begun. This is a slight decrease of 5% in enrollment but will increase with upcoming special projects and the tuition assistance grant.
-In response to the GBNE reporting requirement for the LPN program, Dr. Teofila Cruz has been recently hired to assist with the responses to these reports. The College will then move forward with the creation of a curriculum for an Associate's Degree Practical Nursing program instead of a LPN program.
-The cultural exchange program with BaekSoek University was a success. The College will be looking at ways to expand this program.
-The FY2019 budget law is currently being reviewed and will be finalizing the allocations for the various programs and departments. These will be addressed today during a meeting with the Resource, Planning and Finance Committee and to identify any restrictions to the current budget law.
-The College met with Senator San Agustin regarding a proposal to provide the College with some relief with the current budget. We will be submitting the language for this proposal.
-The College is preparing for the CTE Regional Summit in February 22-23, 2019 on campus and will be collaborating with USDA focusing on workforce development.
-The College will continue to explore funding resources such as grant opportunities to support the current administration's initiative with workforce development.

2. Monthly Activities Report.

Student Trustee: Trustee MJ Aloit reported the following:
-Sept. 27, 2018, 4pm-8pm: Fall Festival and "Tour of the Pacific" on campus in the Student Center Courtyard.
-Oct. 5, 2018, 8am-4pm: "Need to Lead" conference at Dusit Thani.

Faculty Advisory Member: Mr. Fred Tupaz reported the following.
-Thanked administration for its support for a successful Labor Day as well as its support with various student organizations such as the "Need to Lead" conference, Cardboard Challenge, department convocations, including supporting all other upcoming activities by the different departments.
-Oct. 4-5, 2018 in the MPA: Gubernatorial Forum and voter registration.
-Oct. 24-25, 2018 in the MPA: Senatorial Forum and voter registration.
-GAIN outreach ongoing to help the animal shelters, which are all student driven.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
-Attended Early Middle College presentation today, September 21, 2018.
-Has seen the renovated bathrooms in Buildings A and D and mentioned the urinals might need dividers for privacy.

Board of Trustees Community Outreach Report.
-August 13, 2018, Trustee Arriola attended the Fall Convocation.

VI. UNFINISHED BUSINESS

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

-Bldg. 100. Currently 89.6% complete. Anticipate another request for extension from contractor pass the October 2018 anticipated completion date, to include additional work on this project. Requisitions for furniture and equipment are done and IT for this project has been awarded. New anticipated completion is December 2018-January 2019.

-Forensic Lab. A notice of intent to award has been issued. Waiting on final documents from the contractor and the final special review by legal 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. There are issues with the lead based paint for this project. A separate vendor will be conducting an assessment for the proper disposal of the paint whether on or off-island, which could be costly.

-Wellness Center. This project is still on hold.

VII. NEW BUSINESS.

1. President's Travel Request (November 2018). The President reported the impact of the FY2019 budget law regarding travel that does not completely prohibit travel but allows for attendances and meetings at conferences in which the institution is a member of. The President then informed the Board of the following travel request:
-18th Annual Pacific Regional Investment Conference, November 28-30, 2018, Makati, PI, APAFS reimbursement up to $700.

At this time, a motion was made to convene into executive session, as follows:

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE ELOY HARA THAT THE MEETING CONVENE TO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 12:30 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 MAY ANN ALOIT THAT THE MEETING RECONVENE TO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 1:00 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 CARLO LEON GUERRERO, SECONDED BY TRUSTEE ELOY HARA THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, the Chairman thanked everyone for the great job in getting the College operational right after Typhoon Mangkhut without further delays.

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 SEPTEMBER 21, 2018, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of September 21, 2018, adjourned at approximately 1:00 p.m.

SUBMITTED BY:

OCT 12 2018

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

OCT 12 2018

GINA Y. RAMOS
Secretary

APPROVED BY:

OCT 12 2018

FRANK P. ARRIOLA
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees
Annual Fiscal Year Calendar, October 2018 thru September 2019
Approved by GCC Board of Trustees: OCT 12 2018

OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018	JANUARY 2019
12- Fri., BOT monthly meeting (12pm) campus 24- Wed., Foundation Board of Governors mtg., 12pm, GCC campus **-ACCT Leadership Congress, New York, New York, October 24-27, 2018** **TBA - BOT Retreats/Trainings** **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2) **TBA-POLICY REVIEWS**	**03- Sat., Joint Educational Board (Tri-Board), GDOE Tiyan** 06- Tues., **FALL COLLEGE ASSEMBLY, MPA** *(8am-12pm only)* 09- Thurs., BOT monthly meeting (12pm) **10- Sat., Annual 2K/5K Run (John K. Lee re scholarships)** 14- Wed., Foundation Board of Governors mtg., 12pm, GCC campus **TBA- Sat., -Board of Trustees / Foundation Board Annual Meeting (Joint Boards Retreat Per Board Bylaws, Article III, Section 1)** **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 **Reminder: BOT Elections December 2019** **-AACC Workforce Development Institute, San Diego, CA: January 30 – February 2, 2019** **TBA-POLICY REVIEWS**	06- **Thurs.,** BOT monthly meeting (12pm) 20- Wed., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: 31- GCC's Annual Report to the Governor (*update BOT training) *Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(d): Continuing Education for Board and Commission Members. Each year, the members of each board and commission *shall*, as a form of continuing education, complete the applicable educational program for the board or commission on which they serve. **Reminder: BOT Elections 2019** **TBA-POLICY REVIEWS**	04- Fri., BOT monthly meeting (12pm) 16- Wed., Foundation Board of Governors mtg., 12pm, GCC campus TBA- Mtg. of the Joint Educational Board (P.L. #19-40, 17 GCA, Chapter 16A) NOTE: (*update BOT training) BOARDS & COMMISSION EDUCATIONAL REQUIREMENT **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7120.2) **TBA-POLICY REVIEWS**

*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "…complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.

Ver.1

OCT 12 2018

GUAM COMMUNITY COLLEGE
Board of Trustees
Annual Fiscal Year Calendar, October 2018 thru September 2019
Approved by GCC Board of Trustees: ~~OCT 12 2018~~

FEBRUARY 2019	MARCH 2019	APRIL 2019	MAY 2019
01- Fri., BOT monthly meeting (12pm) 20- Wed., Foundation Board of Governors mtg., 12pm, GCC campus **22-23- Fri. & Sat., CTE Regional Summit, 8am-5pm, GCC Campus** **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 BOARD: No later than the 15th of February, submittal of GCC's annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature **TBA-POLICY REVIEWS**	01- Fri., BOT monthly meeting (12pm) 18- Mon., **SPRING COLLEGE ASSEMBLY,** MPA, 8am-5pm 20- Wed., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 **TBA-POLICY REVIEWS**	05- Fri., BOT monthly meeting (12pm) 17- Wed., Foundation Board of Governors mtg., 12pm, GCC campus *New Student Trustee elected **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: For FY2018 - Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7120.2)	03- Fri., BOT monthly meeting (12pm) (New Student Trustee sworn in) **10- Fri., GCC COMMENCEMENT, 4:00pm.** 22- Wed., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233

*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "…complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.

Ver.1

OCT 12 2018

GUAM COMMUNITY COLLEGE
Board of Trustees
Annual Fiscal Year Calendar, October 2018 thru September 2019
Approved by GCC Board of Trustees: OCT 12 2018

JUNE 2019	JULY 2019	AUGUST 2019	SEPTEMBER 2019
07- Fri., BOT monthly meeting (12pm) 19- Wed., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: **June 30th - Graduate Employment Report due re Public Law 32-181**	05- Fri., BOT monthly meeting (12pm) 17- Wed., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor (Per 5GCA, Chapter 43, §43107) BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7120.2) **-2019 ACCT Leadership Congress**	02- Fri., BOT monthly meeting (6pm) **TBA- Convocation** **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 BOT Annual Educational Requirements, Public Law #32-031 **REMINDERS:** **BOT Elections December 2019** The officers of the Board of Trustees shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer. Officers are elected at the December meeting in odd numbered years and shall serve two (2) year terms. **-2019 ACCT Leadership Congress** **TBA - GCC PAR Excellence Golf Tournament (Leo Palace scheduled in Sept. or Oct. 2019)**	13- Fri., BOT monthly meeting (12pm) 18- Wed., Foundation Board of Governors mtg., 12pm, GCC campus TBA- Meeting of the Joint Education Boards (P.L. 19-40, Chapter 16A) **-2019 ACCT Leadership Congress** **TBA - GCC PAR EXCELLENCE GOLF TOURNAMENT (Leo Palace, Sept. or Oct. 2019** **REMINDERS: BOT ELECTIONS DEC. 2019** **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 **College Assembly AY2019-2020:** **Fall Assembly, 10/14/2019** **Spring Assembly, 03/16/2020** **TBA-POLICY REVIEWS**

Adopted by the GCC Board of Trustees: **Date:** OCT 12 2018

FRANK P. ARRIOLA, Chairperson

*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "…complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.

Ver.1