GCC Board Reporting Requirement - December 2018

Speaker's Office <speaker@guamlegislature.org>
To: Carl Sanchez <clerks@guamlegislature.org>, Rennae Meno <rennae@guamlegislature.org>

Mon, Dec 31, 2018 at 5

12-31-18	16:35	12-31-18	Board & Commissions Reporting Requirements- December 2018	Guam Community College	34GL-18-2735

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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

2 attachments

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Office of Speaker Therese M. Terlaje
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GUAMCOMMUNITYCOLLEGE

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

December 14, 2018

The Honorable Therese M. Terlaje
Acting Speaker, 34th Guam Legislature
163 Chalan Santo Papa
Hagåtña, Guam 96910
(via email: speaker@guamlegislature.org)

Re: Boards & Commissions Reporting Requirements – December 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 December 14, 2018.

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

Senseramente,

Mary A.Y. Okada

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

Attachment

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, December 14, 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 November 9, 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
   - Building B

VII. **NEW BUSINESS**

1. Resolution re Bldg. 100/Gregorio G. Perez DNA Expansion Project Additional Funding
2. Position update: Assistant to the President for Special Projects
3. Fee Increase

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 9, 2018

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on November 9, 2018 was called to order at 12:00 p.m., by Chairperson Frank Arriola in Room 112 located at the GCC Learning Resource Center in Mangilao, Guam.

1. **Roll Call.** **Trustees Present:** Mr. Frank P. Arriola, Chairperson; Richard P. Sablan, Vice Chairperson; Mr. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; Mr. Carlo Leon Guerrero; Ms. May Ann "MJ" Aloit, Student Trustee. **Other members:** Ms. Gina Ramos, Secretary (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Frederick Tupaz, Faculty Advisory Member; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Ms. Jayne Flores, Assistant Director, Office of Communications and Promotions; Ms. Joann Muna, Chief Human Resources Officer.

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 12, 2018

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF OCTOBER 12, 2018, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 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: No additional collections received for FY2018.

FY2019: As of November 9, 2018, the College received $1,211,249.54 for the current fiscal year. Breakdown is $1,143,949.12 for the General Fund; $54,060.42 for the LPN/Vocational Guidance; $13,240 for the General Fund Apprenticeship program. This equates to 8% of the total appropriations collected.

Capital Improvement Projects and other activities: President Okada reported the following:
Ongoing projects are as follows:
Work is continuing for replacement of the LRC's water chiller unit and is 4.37% complete.
Phase II of campus painting for Bldgs. 1000 and 2000 status is meeting will be held next week with vendor to close out the billing and address issues with faded paint.
The college will be issuing a notice of intent to award to a local vendor for the barrel vault photovoltaic canopy project for the Allied Health walkway connecting to the Student Center.
The replacement of the solar PVs in the parking lot near Building E and the Forensic Lab has been completed.
The evaluations for the Phase IV painting bid are complete, which will be done during the Christmas break.

2. Monthly Activities Report.

Student Trustee: Trustee MJ Aloit reported the following:
-Nov. 8, 2018: Student Convocation ("StuCon") 2018 was held at the MPA with various student organizations showcasing the different talents from GCC Marketing and Visual Communications programs.
-The day before the General Election, GCC students who are registered voters were encouraged to vote.

Faculty Advisory Member: Mr. Fred Tupaz reported the following.
-Students from the GCC Accounting and Supervision & Management programs also participated with the StuCon.
-A "Life Teen Expo" is scheduled on November 10, 2018, 10am-4pm, at the Guam Museum. Faculty was involved in an outreach for prospective students.
-The GAIN drive for supplies is ongoing.
-In lieu of the senatorial forums which were postponed due to Typhoon Yutu, the Supervision & Management students are coordinating a campus wide donation drive for CNMI.
-A GCC "Employees Helping Employees" typhoon relief drive was also being coordinated by GCC employees whose immediate families were affected by Typhoon Yutu.
-Mr. Tupaz thanked the administration for a successful Fall College Assembly held on November 6, 2018.

Support Staff Advisory Member: Mr. Kenneth Bautista was not available.

Board of Trustees Community Outreach Report. None to report at this time.

VI. UNFINISHED BUSINESS

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

Bldg. 100. As of October 31, 2018, this project is 92.5% complete. The college has processed an invoice as the vendor's 23rd application for payment. A change order #3 for a time extension is pending and now waiting on a cost proposal for a water tank. As last reported, this water tank will serve Buildings 100 and 200, which has to be fixed due to a leak.
The President also reported that today's Board meeting venue change to the LRC was due to a scheduled power outage "in-house" for this project. Half of the campus is off-line today due to an electrical power transfer.
January 31, 2019 is the anticipated completion date and the anticipated transition into the building is Spring break in March 2019.

Forensic Lab. Working with USDA to obtain additional funding for bonding requirements.

Building 300. This project is currently 17% complete as of October 31, 2018. This is a work in progress and still in demolition stage.

Wellness Center. This project would have to go out to bid due to the expiration of the building codes. Funding would have to be secured in order to move forward on this.

There was a meeting held with the architects regarding Building B, which is anticipated to be a second story facility. This is another construction project to include an updated elevator. The Board will be provided an update at the next Board meeting

VII. NEW BUSINESS.

1. AACC Workforce Development Institute (January 30 – February 2, 2019). The Board were provided with information regarding this conference January 30-February 2, 2019, in San Diego, California. Several board members were considering attending, including a potential trip to Washington D.C. to meet government officials. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE BOARD APPROVE TRUSTEES TO ATTEND THE AMERICAN ASSOCIATION OF COMMUNITY COLLEGES (AACC) WORKFORCE DEVELOPMENT INSTITUTE, JANUARY 30-FEBRUARY 2, 2019, IN SAN DEIGO, CALIFORNIA; AND TO COINCIDE WITH A TRIP TO WASHINGTON, D.C. TO MEET U.S. GOVERNMENT OFFICIALS. NONE OPPOSED, MOTION CARRIED.

(Voting: 6 ayes, 0 nays)

2. Position Description Updates. The Board was presented with updated position descriptions for a Chief Information Technology Officer, Chief Human Resources Officer and an Environmental Health & Safety Officer. After discussions and review the following motion was made:

a. Chief Information Technology Officer.

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD APPROVE THE POSITION DESCRIPTION UPDATE FOR A CHIEF INFORMATION TECHNOLOGY OFFICER. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

b. Chief Human Resources Officer.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY HARA THAT THE BOARD APPROVE THE POSITION DESCRIPTION UPDATE FOR A CHIEF HUMAN RESOURCES OFFICER. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

c. Environmental Health & Safety Officer.

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE MAY ANN "MJ" ALOIT THAT THE BOARD APPROVE THE POSITION DESCRIPTION UPDATE FOR AN ENVIRONMENTAL HEALTH & SAFETY OFFICER. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

3. President's Travel Request (December 2018-February 2019). The President informed the Board of the following travel request:
-PREL Meeting/University of Hilo Meeting, December 5, 2018, Honolulu, Hawaii, 100% funded by PREL and promo account.
-AACC WDI Conference, San Diego, California; January 30-February 2, 2019, funded by promo account.
-Washington, D.C. Meeting, February 4-5, 2019, funded by promo account.

-Westcare Foundation Board of Directors Meeting, Las Vegas, Nevada, February 6-8, 2019, 100% funded by Westcare.
-Graduate School – Executive Leadership Development, Yap, February 9-16, 2019, funded 100% by Graduate School.

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 2018 THROUGH FEBRUARY 2019. NONE OPPOSED, MOTION CARRIED. (Voting: 6 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 CARLO LEON GUERRERO THAT THE MEETING RECONVENE TO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

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 CARLO LEON GUERRERO, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 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 NOVEMBER 9, 2018, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussions, the meeting of November 9, 2018, adjourned at approximately 1:30 p.m.

SUBMITTED BY:

DEC 14 2018
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

DEC 14 2018
GINA Y. RAMOS
Secretary

APPROVED BY:

DEC 14 2018
FRANK P. ARRIOLA
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution No. 7-2018

REQUEST TO PROVIDE ADDITIONAL FUNDING FOR BUILDING 100 RENOVATION AND EXPANSION PROJECT AND FORENSIC DNA LAB EXTENSION

WHEREAS, the College has embarked on the renovation, hardening, and expansion design of Building 100 consistent with its 2015-2020 Physical Master Plan; and

WHEREAS, the Board of Trustees authorized the transfer of up to $3,296,036 from the Non-Appropriated fund balance to the Capital Project Fund through BOT Resolution 23-2014; and

WHEREAS, the sum of $150,000.00 of contingency funds is requested for the construction for Building 100 renovation and expansion project of which $39,645.53 is current change order costs; and

WHEREAS, the GCC Foundation has received a $5,000,000 USDA Rural Development Community Facilities Direct Loan of which $2,000,000 will fund the renovation and extension of Building 100 and $3,000,000 will fund the Forensic DNA Lab Extension; and

WHEREAS, the GCC Foundation has applied for an estimated additional $1,554,000 USDA Rural Development Community Facilities Direct Loan to supplement Forensic DNA Lab Extension cost; and

WHEREAS, an additional sum of $999,665.50 is required for the construction award of $3,999,665.50 of the Forensic DNA Laboratory Project; and

WHEREAS, the sum of $550,000.00 is required to fund Alternate Bid #1 (Emergency Generator and Structure) and Alternate Bid #2 (Photovoltaic System and Roof Access), and

WHEREAS, the College has identified that the sum of $1,699,665.50 is required to continue the construction of Building 100 renovation and expansion project and Forensic DNA Laboratory Project and Alternate Bids (1-2); and

WHEREAS, the College continues to work with USDA Rural Development Office to secure the supplemental $1,554,000 loan application; and

NOW, THEREFORE, BE IT RESOLVED, that the College requests that the Board of Trustees authorize the Transfer of up to $1,699,665.50 from the Non-Appropriated fund balance to the Capital Projects Fund; and

BE IT FURTHER RESOLVED, that the Board of Trustees appropriates up to $1,699,665.50 from the Capital Projects Fund for the Building 100 renovation and expansion project, Forensic DNA Laboratory Project, and Alternate Bids (#1-#2); and

BE IT FURTHER RESOLVED, that if the USDA supplemental loan of $1,554,000 is approved, any receipt of these funds will be returned to the Capital Projects Fund.

ADOPTED the 14th day of December 2018.

for

FRANK ARRIOLA
Chairperson

ATTESTED BY:

GINA Y. RAMOS
Secretary

RECEIVED
DEC 1 ' 2018
Guam Community College
Human Resources

Assistant to the President for Special Projects (Transition Position)

NATURE OF THE POSITION

The position of Assistant to the President for Special Projects is a transition position for the College to address the impending retirement of a key personnel.

The Assistant to the President for Special Projects will be assigned to specials projects or programs that will utilize his/her institutional knowledge and expertise to benefit the College. In addition, the Assistant to the President is to provide critical training and guidance to his/her replacement for the key position that he/she is retiring from, when needed.

TERMS AND CONDITIONS

Appointment to the position of Assistant to the President for Special Projects will be accomplished through **TRANSFER/RECLASSIFICATION.** The salary will be an annual amount calculated on the next pay grade that the employee will be vacating. The exact amount to be allocated will be determined by applicable pay guidelines.

The term of the appointment will be for one full year from the date of appointment. A consecutive second appointment may be made at the discretion of the President. However, there shall be no third consecutive appointment.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples may not include all the duties which may be assigned; and the position may not include all the duties listed.)

Assist the President in planning, developing and implementing special projects or programs.

Able to research, compile and analyze information requested by the President on a wide range of topics.

Assist the President in planning, developing, and implementing a transition plan for his/her replacement.

Mentor, train and provide guidance to his/her replacement.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of program planning and implementation.

Knowledge of college and program policies, procedures and regulations.

Knowledge of leadership development, staff development and mentoring.

Ability to gather, assemble, correlate and analyze facts.

Ability to prepare clear and concise reports.

Ability to develop and implement special projects and programs.

Ability to develop and mentor leaders.

Must be detail-oriented and accurate; ability to prioritize effectively, multitask, and quickly respond to shifting priorities and make sound decision under pressure.

Must have strong research skills including the ability to collect, compile and analyze information, draw conclusions, and recommend solutions

Skill in establishing and maintaining effective working relationships.

Skill in effective verbal and written communication.

Skill in public speaking.

Candidate must demonstrate a high level of professional discretion and confidentiality.

Ratified: DEC 14 2018

CHAIRPERSON
BOARD OF TRUSTEES

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution No. 8 -2018

GCC HIGH SCHOOL EQUIVALENCY AND CULINARY ARTS PROGRAM INCREASES IN EXISTING FEES

WHEREAS, Guam Community College (GCC) is the agency responsible for administering and providing adult learners the opportunity to obtain a high school equivalency diploma through the GED® and HiSET® and, career and technical education programs including the Culinary Arts program; and

WHEREAS, GCC received notification from HiSET® that there will be an increase in fees for computer-based tests (CBT) and paper-based tests (PBT) effective January 1, 2019 as follows; and

Increase in Existing Computer-Base and Paper-Based Subtest Fees:		**New Fees (1/1/2019)**	
HiSET® Description	**HiSET® (CBT or PBT)**	**HiSET® (CBT)**	**HiSET® (PBT)**
Battery Exam (includes 5 subtest + corresponding lab(s) and annual fees**	$85.00	$88.75	$110.00
Subtests			
Language Arts – Reading	$10.00	$10.75	$15.00
Language Arts – Writing	$10.00	$10.75	$15.00
Mathematics	$10.00	$10.75	$15.00
Science	$10.00	$10.75	$15.00
Social Studies	$10.00	$10.75	$15.00
Additional Fees			
Annual Fee (12 calendar months)	$10.00		
Lab fee per subtest	$5.00		

**** Two (2) free retakes when the battery exam fee ($85, $88.75 or $110) is paid.**

WHEREAS, the Culinary Arts program proposed an increase to existing culinary lab fees, for CUL140, 160, 180, 200, 220, 240 and 280, due to the steady surge in the price of commodities and food products as follows; and

Course Number	Course Name	Existing Fee	Proposed Fee
CUL140	Culinary Foundation I	$200.00	$250.00
CUL160	Culinary Foundation II	$200.00	$250.00
CUL200	Basic Baking I: Breads and Baking	$200.00	$250.00
CUL220	Basic Baking II: Patisserie	$200.00	$250.00
CUL180	Garde Manger	$200.00	$250.00
CUL240	Pacific Asian Cuisine	$200.00	$250.00
CUL280	Culinary Capstone	$200.00	$250.00

WHEREAS, GCC conducted public hearings on fee adjustments for HiSET® and the Culinary Arts program from 5pm-7pm on December 4 and 5, 2018 at the GCC Student Center Training Room (5108) for the purpose of gathering testimonies regarding the anticipated fee increase for HiSET® and Culinary Arts; and

WHEREAS, there was only one testimony during the two-day public hearing sessions related to the Culinary Arts proposed fee increases; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees will authorize Guam Community College to increase CBT and PBT fees for HiSET® effective January 1, 2019 and for Culinary Arts lab fees (CUL140, 160, 180, 200, 220, 240 and 280) to be effective fall 2019 semester.

ADOPTED the 14th day of December 2018.

FRANK ARRIOLA
Chairperson

ATTESTED BY:

GINA Y. RAMOS
Secretary