Speaker's Office <speaker@guamlegislature.org>

GCC Board Reporting Requirement - December 2019

1 message

Bertha Guerrero <bertha.guerrero@guamcc.edu>
Reply-To: bertha.guerrero@guamcc.edu
To: speaker@guamlegislature.org

Fri, Dec 20, 2019 at 1:16 PM

35GL-19-1344
Speaker Tina Rose Muña Barnes

DEC 2 0 2019
Time 1:16 ( )AM (X)PM
Received By:

To: ***The Honorable Tina Muña Barnes***

Speaker, 35th Guam Legislature

Hafa Adai,

Attached is the official transmittal relative to the Guam Community College Board of Trustees for the Boards and Commission reporting requirement for December 2019.

Please acknowledge receipt.

Si Yu'os ma'åse'

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' guåguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananågui yan i fina'na'guen cho'cho' para Maikronesiha.

GUAMCOMMUNITYCOLLEGE

1344

E-mail administered by Guam Community College

2 attachments

12.6.19.Letter to Speaker re Reporting Requirement.pdf
25K

12-6-19 BOT mtg. signed.pdf
375K

GUAM COMMUNITY COLLEGE

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

December 6, 2019

The Honorable Tina Muña Barnes
Speaker, 35th Guam Legislature
163 Chalan Santo Papa
Hagåtña, Guam 96910
(via email: speaker@guamlegislature.org)

Re: Boards & Commissions Reporting Requirements – December 2019

Dear Speaker Muña Barnes:

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 6, 2019**.

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

Senseramente,

Mary A.Y. Okada

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

Attachment

Doc. No. 35GL-19-1344.

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, December 6, 2019, 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 8, 2019

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. BOT Election
2. Data Breach Response Policy (1st Reading)
3. President's Travel Request (December 2019-January 2020)

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 8, 2019

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on November 8, 2019, was called to order at 12:12 p.m., by Vice Chairperson Richard P. Sablan in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

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

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Carmen K. Santos, Vice President, Finance and Administration; Mr. Carl Torres II, Faculty Advisory Member; Dr. Michael Chan, Dean, TSS; Dr. Virginia Tudela, Dean, TPS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; 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 – October 4, 2019

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE MEETING MINUTES OF OCTOBER 4, 2019, 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:

FY2020: For the first month into the fiscal year, the October 2019 monthly billing and inclusive of all funding sources total $1.643 million; and total collected as of October 2019 is $1,398,166.50

which amounts to 85%. The November 2019 billing has already been issued and anticipate receiving these funds soon.

Capital Improvement Projects and other activities:
Ongoing CIP projects:
The barrel vault walkway project is 65.24% complete as of October 2019. DPW inspected the concrete pouring for the columns for Phase I, which was accomplished at the end of October 2019.

Several CIP projects for FY2020 has been established to include air conditioner replacements and repairs. More details of projects for this fiscal year will be provided to the Board, which was recently approved this week by the RPF. CIP priorities will be health, safety and ADA projects.

Other activities:
The Institutional Priorities for Academic Year 2019-2025 has been established, consisting of two (2) categories, which are Organizational and Academic Priorities used as guides for professional development activities for the College including travel, such as conferences. These were approved through the participatory governance process with input from the faculty senate and faculty union.

The President informed the Board of a project under the GCC Foundation Board of Governors that will affect the College. An opportunity was provided to the GCC Foundation to purchase the property at the current Trades Academy building in Barrigada.
A Resolution to purchase this property was presented to the FBOG and was approved on October 21, 2019. The President provided a timeline for this purchase and anticipate closing on this property soon.
This is part of the plan for the College's expansion and the property could be used for transitioning due to ongoing construction on campus.
This project also falls in line with the investment conferences the FBOG attends with regards to diversifying its investment portfolio to include real estate.

The College launched the Degree Works program. This is a tool to help students monitor their academic progress toward degree and certificate completion. It allows them to see the courses they are currently taking and courses they would need in the event of a change in their major and keeps tracks of credits transferred.

2. Monthly Activities Report.

Student Trustee: Trustee Rozene Pecson reported the following:
Oct. 3, 2019, the Fall Festival and "Tour of the Pacific" was held in the Student Center courtyard with 22 student organizations participating by selling food and decorating their areas with recyclable materials. 611 students signed up and received COPSA dollars to utilize during the festival.
Oct. 18, 2019, the "Need to Lead" conference was held at the Dusit Thani Resort which was attended by 158 students. This was sponsored by COPSA, organized by the Center for Student Involvement (CSI) and by the Assessment and Counseling department. Workshops included

Stress Management, Goal Setting, Career & Decision Making, Team Work, Work Ethics, and Budgeting. Governor Leon Guerrero was a featured speaker during the conference and gave her insights on leadership at the beginning of the conference.
Oct. 24, 2019, "Degree Works Media Launch" was held at the Student Center Training Room 5108 had 3 student leaders present to demonstrate and help provide feedback.
Nov. 3,.2019, GCC College Fair held at the Micronesia Mall Center Court, had many students present and showcasing their organizations.
Nov. 15, 2019, the Student Trustee will be participating with COPSA to adopt an area on the GCC campus to clean as part of its beautification initiative. The area selected was Parking Lot K.

Faculty Advisory Member: Mr. Carl Torres II reported the following:
Oct. 19, 2019, "Life Teen" event was held at the Agana Shopping Center to showcase GCC's programs on a secondary level and to promote programs for the post-secondary level. Tables were set up and were not just displays but interactive as well.
Nov. 3, 2019, was the College Fair at the Micronesia Mall with similar activities as the Life Teen event with the introduction of post-secondary programs and recruitment of potential post-secondary students. Potential students were assisted in registering for the Spring Semester.

Support Staff Advisory Member: Mr. Kenneth Bautista was not in attendance and no report was provided.

Board of Trustees Community Outreach Report.
Trustee Hara recently attended two of the Public Utilities Commission Town Hall meetings regarding a new power plant for Guam, and also attended the Oct. 31, 2019 ceremonial signing of the contract.

VI. UNFINISHED BUSINESS

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

Bldg. 100. Anticipate final clearance with Guam Fire Department next week to obtain full occupancy. The College is also working with the contractor regarding a few remaining items that has to be resolved.

Forensic Lab/DNA Building. The barricades for the surrounding areas for this project has been constructed as well as the construction containers being onsite. A request has been issued through TRMA to obtain an archeological survey in order to complete the building permit process. Construction will be in full force once this is done. At this time the project is 2.32% complete.

Building 300. Work on this project is approximately 44% complete. This project is partially funded by FEMA and the College is currently working with Homeland Security to request an extension on the grant for this project, which expires December 2019.

Wellness Center. The College is waiting for the final architectural drawings and will then begin

the bid process for this project.

Building B. A meeting was held on November 7, 2019 for the final conceptual designs for this project. TRMA was then given authorization to develop the final plans for the A&E Design.

VII. NEW BUSINESS.

1. Environmental Health and Safety Officer Job Description (update). The Board was presented with an updated job description for the Environmental Health and Safety Officer for approval. Part of the update was the minimum experience and training requirements to include an Associate's Degree in related areas instead of a High School Diploma. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE UPDATED JOB DESCRIPTION FOR THE ENVIRONMENTAL HEALTH AND SAFETY OFFICER. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:35 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:05 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 ELOY HARA, SECONDED BY TRUSTEE ROZENE PECSON, 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 DEBORAH BELANGER, THAT THE MEETING OF NOVEMBER 8, 2019, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of November 8, 2019, adjourned at 1:05 p.m.

SUBMITTED BY:

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

GINA Y. RAMOS
Secretary

APPROVED BY:

FRANK P. ARRIOLA
Chairperson

ACCT
ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

The Voice of Community College Leaders

Guam Community College
President's Office
RECEIVED
Date: 10/10/19
Initials: SB

September 20, 2019

Dear ACCT Member Board:

Thank you for renewing your membership with the Association of Community College Trustees (ACCT). ACCT is *your* association, and we are delighted and excited that your college has decided to join over 6,500 member boards who work tirelessly on behalf of community colleges. Enclosed is your Member in Good Standing certificate for July 1, 2019 through June 30, 2020.

As an ACCT member board, you are now empowered with access to a wealth of resources designed to facilitate and enhance your board's effective governance and advocacy efforts. The ACCT website, www.acct.org, offers a wide array of information on board development, public-policy and advocacy updates, ACCT events, news, and other information related to community college governance. ACCT is your source for specialized expert guidance on trustee education, student success and completion, and executive leadership. Additionally, all trustees as well as the president and professional board staff at your college receive as a member benefit ACCT's award-winning magazine, *Trustee Quarterly*, the *Advisor* newsletter, ACCT's podcast *In the Know,* and the *ACCT Now* advocacy resource website.

Your membership also grants you discounts on ACCT events, including the Annual ACCT Leadership Congress, the Community College National Legislative Summit, and Governance Leadership Institutes. We strongly encourage you to register soon for the 2019 ACCT Leadership Congress this October 16-19 in San Francisco, California at which you will have the opportunity to engage in a multitude of educational sessions instructed by renowned experts, as well as 1,500 of your peers from throughout the United States and beyond with whom you can share ideas, experiences, and information. We hope you will also plan to attend the 2020 Community College National Legislative Summit next February 9-12 at the Marriott Marquis in Washington, D.C.

Additionally, ACCT membership entitles you access to ACCT's executive searches (acctsearches.org) and retreat services (acct.org/page/board-retreats-workshops).

Please feel free to contact ACCT's membership services by phone at (866) 895-2228 or by e-mail at membershipupdates@acct.org if you have any questions or if we can help you in any way. We look forward to serving you throughout the year.

Connie Hornbeck
Trustee, Iowa Western CC
2018-2019 ACCT Board Chair

J. Noah Brown
President and CEO
Association of Community College Trustees

cc: Board Chair

Doc No. 35GL-19-1344

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

Member in Good Standing

Presented to

Guam Community College

for

July 1, 2019 – June 30, 2020

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES • INCORPORATED 1972 ILLINOIS

Connie Hornbeck, ACCT Chair

J. Noah Brown, ACCT President and CEO

Doc. No. 35GL-19-1344.

Association of Community College Trustees

Standards of Good Practice

In support of effective community college governance, the Board[1] believes:

- That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- That it must clearly define and articulate its role;
- That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
- That it always strives to differentiate between external and internal processes in the exercise of its authority;
- That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
- That its trustee members vote their conscience and support the decision or policy made;
- That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
- That it endeavors to remain always accountable to the community;
- That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

[1] *The term "board" refers to a community college board of trustees or appropriate governing authority*

Doc. No. 35GL-19-1344.

(1st Reading)
Policy _____

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution ____-20___

DATA BREACH RESPONSE POLICY

WHEREAS, the College recognizes the need to govern the procedures regarding data breaches; and

WHEREAS, the Guam Community College Incidence Response Procedures for Data Breaches (GCCIRPDB) document has been created to respond to actual or suspected data breaches; and

WHEREAS, the Core Management Team, as identified in the GCCIRPDB, has the review and oversight of all significant breaches of information and cybersecurity incidents; and

WHEREAS, the Core Management Team is responsible in making all determinations regarding breach notifications and responses; and

WHEREAS, such response procedures for data breaches will provide established instructions within which all parties must operate.

NOW, THEREFORE, BE IT RESOLVED, that in the case of any and all significant data breaches and cybersecurity incidents, it is the Core Management Team's responsibility to uphold and follow instructions as outlined in the Guam Community College Incidence Response Procedures for Data Breaches document, and to promote such practices on the campus.

BE IT FURTHER RESOLVED, the Board of Trustees adopts the Guam Community College Incidence Response Procedures for Data Breaches as developed through the College's governance process, updated as deemed necessary and appropriate.

ADOPTED the _____ day of _____ 20___.

_____
FRANK P. ARRIOLA
Chairperson

ATTESTED BY:

_____
GINA Y. RAMOS
Secretary

PRESIDENT'S TRAVEL SCHEDULE
December 2019 – January 2020

Conference Title/Sponsor	Date	Location
ACCJC CEO Interview (100% ACCJC Paid)	December 16, 2019	Los Angeles, CA
ACCJC Commissioner Meeting (100% ACCJC Paid)	January 13-17, 2020	San Diego, CA

FOLLOW GCC

GUAMCC

Council on Postsecondary Student Affairs (COPSA)

FOLLOW COPSA

COPSA.GUAMCC

SPRING 2020 STUDENT ACTIVITIES

*IMPORTANT DATES & ACTIVITIES **for** STUDENTS*

JANUARY	Time	Activity	Location
Thurs., Jan. 2nd	9:00am	Student Orientation	MPA, Building 400
Fri., Jan. 3rd		Last Day to Register AND Make Payments for Spring 2020 Courses	
Wed., Jan. 8th		First Day of Monday—Wednesday Classes	
Thurs., Jan. 9th		First Day of Tuesday—Thursday Classes	
Fri., Jan. 10th		First Day of Friday Classes	
Sat., Jan. 11th		First Day of Saturday Classes	
Mon., Jan. 20th		HOLIDAY – Martin Luther King Jr. Day (Observed)	
Wed., Jan. 22nd	2:00pm – 5:00pm	Student Organization Health Certificate Workshop	MPA, Building 400
Thurs., Jan. 23rd	2:00pm – 5:00pm	Student Organization Health Certificate Workshop	MPA, Building 400
Fri., Jan. 24th	12:00 noon	COPSA General Membership Meeting	Student Center, Training Rm. 5108
Fri., Jan. 31st	10:00am	Student Organization Officer & Advisor Training	Student Center, Training Rm. 5108
FEBRUARY	**Time**	**Activity**	**Location**
Fri., Feb. 7th	12:00 noon	COPSA General Membership Meeting	Student Center, Training Rm. 5108
Thurs., Feb. 13th		COPSA Valentine's Day Activity	MPA, Building 400
Fri., Feb. 14th		Deadline to Apply for Graduation	Admissions & Registration, Bldg. 2000
Wed., Feb. 19th	4:00pm	Meet the President	MPA, Building 400
Thurs., Feb. 20th	4:00pm	Meet the President	MPA, Building 400
Fri., Feb. 21st	12:00 noon	COPSA General Membership Meeting	Student Center, Training Rm. 5108
MARCH	**Time**	**Activity**	**Location**
Mon., Mar. 2nd		HOLIDAY – Guam History & Chamorro Heritage Day (Observed)	
Fri., Mar. 6th	8:30am – 3:00pm	"The EDGE" Student Conference	Dusit Thani Guam Resort
Fri., Mar. 13th	12:00 noon	COPSA General Membership Meeting	Student Center, Training Rm. 5108
Fri., Mar. 13th	3:00pm	Deadline to Submit Applications for the 2020-2021 GCC Student Leaders Election (COPSA Officers & GCC Board of Trustees Student Member)	Center for Student Involvement, Student Center, Rm. 5101
Mon., Mar. 16th	8:00am – 4:00pm	College Assembly - NO CLASSES *(8:00am – 4:00pm)*	
Fri., Mar. 20th		Last Day to Withdraw (Standard Term Courses)	Admissions & Registration, Bldg. 2000
Mar. 23rd – 26th	Voting Ends at 8:00pm on Thurs., Mar. 26th	2020-2021 GCC Student Leaders Election	
Thurs., Mar. 26th	4:00pm – 8:00pm	Spring Festival & "Tour of the Pacific"	Student Center Courtyard
Fri., Mar. 27th	12:00 noon	COPSA General Membership Meeting	Student Center, Training Rm. 5108
APRIL	**Time**	**Activity**	**Location**
Apr. 6th – 12th		SPRING BREAK	
Fri., Apr. 17th	12:00 noon	COPSA General Membership Meeting	Student Center, Training Rm. 5108
Fri., Apr. 24th		Last Day of Friday Classes	
Sat., Apr. 25th		Last Day of Saturday Classes	
Tue., Apr. 28th		Last Day of Tuesday – Thursday Classes	
Thurs., Apr. 30th	3:00pm	Last Day to Submit Student Organization Fund Vouchers (COPSA Account #2252)	Center for Student Involvement, Student Center, Rm. 5101
MAY	**Time**	**Activity**	**Location**
Fri., May 1st	12:00 noon	COPSA General Membership Meeting	Student Center, Training Rm. 5108
Mon., May 4th		Last Day of Monday – Wednesday Classes	
Thurs., May 7th		Grades Due	
Thurs., May 14th	12:00 noon	Graduate Luncheon, Sponsored by COPSA	UOG Calvo Field House
Thurs., May 14th	1:00pm	Graduation Rehearsal	UOG Calvo Field House
Fri., May 15th	3:00pm	GCC Commencement (Graduation)	UOG Calvo Field House

Activities, dates, times, and locations are subject to change. For the most up to date Student Activities Calendar, please visit www.guamcc.edu/csi As of November 20, 2019

For more information, contact the Center for Student Involvement (CSI)

Location: Room 5101, Bldg. 5000, Student Center Tel. (671) 735-5518/5519 Email: csi@guamcc.edu

Doc. No. 35GL-19-1344