Speaker's Office <speaker@guamlegislature.org>

M&C Fwd: GCC Board Reporting Requirement - January 2020

1 message

Speaker's Office <speaker@guamlegislature.org> Thu, Jan 23, 2020 at 9:48 AM
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>
Bcc: Tina Muna Barnes <tinamunabarnes@gmail.com>

01-22-20	4:11 PM	01-10-20	Guam Community College Board of Trustees for the Boards and Commission reporting requirement for January 2020.*	Guam Community College	35GL-20-1432

Sinseru yan Minagâhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

35GL-20-1432
Speaker Tina Rose Muña Barnes

JAN 2 2 2020
Time 4:11 ( )AM (PM
Received By:

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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensiona pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespårcha. Yanggen lachi rinisibu-mu na este na mensåhi., put fabot agu' guatu gi I numa'huyong gi as **speaker@guamlegislature.org** yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

---------- Forwarded message ---------
From: **Bertha Guerrero** <bertha.guerrero@guamcc.edu>
Date: Wed, Jan 22, 2020 at 4:11 PM
Subject: GCC Board Reporting Requirement - January 2020
To: Speaker's Office <speaker@guamlegislature.org>

2020 JAN 23 AM 11:09

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 January 2020

.

Please acknowledge receipt.

Si Yu'us 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.

E-mail administered by Guam Community College

2 attachments

1.10.2020.Speaker's letter re Reporting Requirement.pdf
25K

1-10-2020 BOT mtg.signed.pdf
170K

1432

GUAMCOMMUNITYCOLLEGE

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

January 10, 2020

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 – January 2020

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 January 10, 2020.

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, January 10, 2020, 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 December 6, 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. Data Breach Response Policy (2nd Reading)
2. BOT Election
3. Construction Projects Updates
   - Building 100 and Forensic Lab
   - Building 300
   - Wellness Center
   - Building B

VII. NEW BUSINESS

1. President's Travel Request (February-March 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 December 6, 2019

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on December 6, 2019, was called to order at 12:10 p.m., by Chairperson Frank P. Arriola in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Frank Arriola, Chairperson; Ms. Deborah C. Belanger; Mr. Carlo Leon Guerrero; Ms. Rozene Pecson, Student Trustee. **Other members**: Mr. Richard P. Sablan, Vice Chairperson (off-island); Mr. Eloy P. Hara, Treasurer; 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. Frederick Topaz represented Mr. Carl Torres II, Faculty Advisory Member; Ms. Doris Perez, Assistant Director for Planning & Development; 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 – November 8, 2019

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, AND SECONDED BY TRUSTEE ROZENE PECSON, THAT THE BOARD APPROVE THE MEETING MINUTES OF NOVEMBER 8, 2019, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS. The College received a letter dated September 20, 2019 and a Certificate from the Association of Community College Trustees (ACCT) informing the GCC Board of Trustees that it is a "Member in Good Standing" which grants the College and its Trustees benefits under this organization for the period from July 1, 2019 through June 30, 2020.

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: To date for this fiscal year, the College received a total of $2.8 million for all funds. $2.654 million for the General Fund; $108,000 for the LPN; $27,500 for the General Fund Apprenticeship Program. This equates to 7% of the amount billed to include December. Funds are also being received on a weekly basis.

Capital Improvement Projects and other activities:

Ongoing CIP projects:

To date, the barrel vault walkway project is 73% complete as of November 2019 and the anticipated completion date is February 2, 2020. The concrete pouring for the columns and canopy were complete as of November 30, 2019.

Part of the CIP projects for FY2020 is air conditioner replacements and repairs. A bid went out and six companies obtained bid packets. A request to extend the bid opening is scheduled on December 11, 2019.

Another FY2020 CIP project is the fire alarm system. The system in Bldg. 200 does not have the same brand as the rest of the buildings. There are issues with the controls and anticipate line conditioners to help resolve this. In the past, bids were put out for line conditioners but there were no interests. This will be included as part of the College upgrades or continue to put line conditioners out for bid.

Other activities:

The application packet for the Bachelor of Science Degree (4-year) program will be scheduled with ACCJC for Spring 2020 and should it be approved, implementation will be during the Fall 2020 semester.

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 College plans are ongoing for a symposium on Friday, January 24, 2020, entitled "*Empowerment and Engagement: E2 Equals Diversity and Inclusion.*" This is in conjunction with John S. Cruickshank's visit to Guam in January 2020.

The College is continuing with its recruitment and registration efforts. The Office of Communications and Promotions have put together videos of student success stories on the GCC website and various social media sites, which were recently utilized to support faculty's recruitment efforts at the Agana Shopping Center and the Micronesia Mall.

The College will start preparations for classroom renovations in Building A.

The fiscal year 2021 Budget is being finalized and will be presented to the Board for consideration during the February 2020 Board meeting. This is due to the Guam Legislature on February 15,

2020.

2. Monthly Activities Report.

Student Trustee: Trustee Rozene Pecson reported the following:
Trustee Pecson participated with COPSA in the Adopt-a-Spot in November 15, 2019 around the campus which was part of the National Recycling Day coordinated by the GCC Sustainability Office. This will also be made an event during the next semester with other students.
The 2019 Fall semester is almost over. Mon., Dec. 9, 2019 is the last day of classes for this semester.
Jan. 2, 2020, 9:00 a.m., is the first Student Orientation for Spring 2020.
Trustee Pecson provided the Board with a copy of the Spring 2020 Student Activities calendar.

Faculty Advisory Member: Mr. Fred Tupaz was present and reported for Mr. Carl Torres II, as follows:
The College Assembly on Oct. 14, 2019, was well attended by faculty. Faculty were grateful for the opportunity to attend the Work Ethics professional development training, which included staff and administrators. In addition, two (2) four hour classes for Work Ethics was offered after the College Assembly.
There were two (2) events in November 2019 that provided the College an opportunity to showcase its programs, which were the College Fair at the Micronesia Mall and the DECA Leadership conference.
The Career Pathways is scheduled on Dec. 5-6, 2019, for selected secondary and post-secondary faculty, however, other faculty members would like the opportunity to participate.
Closing out the semester were service learning activities to include more than $5,000 in food and clothing donations to Catholic Social Services; and a Veteran's Club Drive for the Vets.
The Veteran's Club will help host a workshop in February 2020.
Faculty submitted their grades for the Fall semester and reported this was another good semester.
The issue faculty is looking at not as a concern but are the lack of students and want to figure better ways to recruit and retain students.

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

Board of Trustees Community Outreach Report.
Nov. 12-13, 2019, Dusit Thani, Guam, 2019 Guam Registered Apprenticeship Forum: Attended by Trustee Arriola.
Nov. 15, 2019, 11:00 a.m., LRC: 4 year degree presentation attended by Trustees Hara, Belanger and Pecson.
Nov. 15, 2019, 11:30 a.m., MPA: GCC Thanksgiving luncheon attended by Trustees Hara, Belanger and Pecson.
Nov. 17-22, 2019, 19th annual Asia Pacific Association for Fiduciary Studies (APAFS) conference in Manila, Philippines: Attended by Trustee Arriola, to include the Accredited Investment

Fiduciary (AIF®) Training.
Trustee Arriola recently attended a SIFA Learning Academy fundraiser.

VI. UNFINISHED BUSINESS

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

Bldg. 100. Faculty and staff have moved into their offices and a fire drill was recently conducted for this building, however, there are still some items to complete such as connecting the fire pump to the generator; and install the water heater, extinguisher cabinets, seismic gap covers and the exit/directional signs.

Forensic Lab/DNA Building. At this time the project is 4.5% complete. TRMA provided guidance to EPA regarding some issues with the soil grading, and erosion/sediment control that has to be resolved. TRMA also submitted the Archeological Research Design Report.

Building 300. Work on this project is 17.31% complete and an additional 28% for materials. The College submitted a request to FEMA for a "no-cost" extension and in turn requested information regarding the lead paint removal and abatement.

Wellness Center. To date and as last reported, the College is waiting for the final architectural drawings and will then begin the bid process for this project.

Building B. The final conceptual designs for this project has been approved and TRMA will then develop the final plans for the A&E Design.

VII. NEW BUSINESS.

1. BOT Election. After discussions, the Guam Community College Board of Trustees election of officers for a term of two (2) years for 2020-2021 was tabled for the next Board meeting and the following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD CARRYOVER AND TABLE THE 2020-2021 BOARD OF TRUSTEES ELECTION OF OFFICERS UNTIL THE NEXT BOARD MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. Data Breach Response Policy (1st Reading). The Board was provided with a proposed policy for first reading as the Data Breach Response Policy. This is a new policy approved by the College Governing Council consisting of representatives from the faculty, staff and student representatives. This new policy is concerning what the institution does in the event of a data breach.

A recommendation was made to revise the first paragraph to read, **"WHEREAS,** the College recognizes the need to govern the procedures regarding data breaches; and." After several discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD APPROVE TO MOVE THE DATA BREACH RESPONSE POLICY INTO SECOND READING, WITH REVISIONS HEREIN TO THE FIRST PARAGRAPH. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. President's Travel Request (December 2019-January 2020). The President informed the Board of the following travel request:

ACCJC CEO Interview, December 16, 2019, Los Angeles, California, 100% ACCJC paid.
ACCJC Commissioner Meeting, January 13-17, 2020, San Diego, California, 100% ACCJC paid.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE ROZENE PECSON, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL FOR DECEMBER 2019 THROUGH JANUARY 2020. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, a motion was made to move into Executive Session, as follows:

MOTION

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

At 12:47 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At this time, a motion was made to move into Open Session, as follows:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 1:20 p.m., the meeting reconvened to open session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING OF DECEMBER 6, 2019, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of December 6, 2019, adjourned at 1:20 p.m.

SUBMITTED BY:

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

GINA Y. RAMOS
Secretary

APPROVED BY:

FRANK P. ARRIOLA
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 1-2020

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 10th day of January 2020.

FRANK P. ARRIOLA
Chairperson

ATTESTED BY:

GINA Y. RAMOS
Secretary

(2nd 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
February-March 2020

Conference Title/Sponsor	Date	Location
WestCare Foundation Board Meeting (100% WestCare paid)	**February 18-22, 2020**	**Henderson, Nevada**
REL Pacific Governing Board Meeting (100% REL paid)	**March 23-27, 2020**	**Marshall Islands**