Speaker's Office <speaker@guamlegislature.org>

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

1 message

Speaker's Office <speaker@guamlegislature.org>
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>
Bcc: Tina Muna Barnes <tinamunabarnes@gmail.com>

Tue, Feb 25, 2020 at 12:20 PM

02-24-20	8:25 AM	02-07-20	Boards & Commissions Reporting Requirements- February 2020.*	Guam Community College	35GL-20-1586

Sinseru yan Minagåhet,

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-20-1586
Speaker Tina Rose Muña Barnes

FEB 2 4 2020
Time 8:25 (X)AM ( )PM
Received By: Math

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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' 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: Mon, Feb 24, 2020 at 8:25 AM
Subject: GCC Board Reporting Requirement - February 2020
To: Speaker's Office <speaker@guamlegislature.org>

2020 FEB 25 PM 12:28

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 February 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.

GUAMCOMMUNITYCOLLEGE

E-mail administered by Guam Community College

2 attachments

2-7-2020 BOT mtg.signed.pdf
164K

2-7-2020.ltr to Speaker re BOT reporting requirement.pdf
23K

1586

GUAMCOMMUNITYCOLLEGE

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

February 7, 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 – February 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 February 7, 2020.

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, February 7, 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 January 10, 2020

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. BOT Election
2. Construction Projects Updates
   - Building 100 and Forensic Lab
   - Building 300
   - Wellness Center
   - Building B

VII. NEW BUSINESS

1. Fiscal Year 2021 Budget Request
2. Recruitment Policy (1st Reading)
3. President's Travel Request (March 2020 additional)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of January 10, 2020

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on January 10, 2020, was called to order at 12:09 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; Mr. Richard P. Sablan, Vice Chairperson; Mr. Carlo Leon Guerrero; Ms. Rozene Pecson, Student Trustee. **Other members**: Mr. Eloy P. Hara, Treasurer; Ms. Gina Ramos, Secretary (schedule conflict); Ms. Deborah Belanger (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Ray Somera, Vice President, Academics Affairs Division; Ms. Carmen K. Santos, Vice President, Finance and Administration; Dr. Michael Chan, Dean, TSS; Dr. Virginia Tudela, Dean, TPS; Ms. Jo Nita Kerr representing 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 – December 6, 2019

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, AND SECONDED BY TRUSTEE ROZENE PECSON, THAT THE BOARD APPROVE THE MEETING MINUTES OF DECEMBER 6, 2019. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS. None received.

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: As of January 7, 2020, the College received a total of $5.017 million for all funds. $4.5 million for the General Fund; $206,000 for the LPN/Vocational Guidance; $52,600 for the General

Fund Apprenticeship Program; $156,000 from the MDF; $24,000 to support General Fund Lodging Management; and $25,000 for the First-Generation Trust Fund Initiative. This equates to 76% of the amount billed to date and funds continue to be received on a weekly basis.

Capital Improvement Projects and other activities:

Ongoing CIP projects:

The LRC water chiller unit project is still at 99.9% complete to date. Awaiting final recommendation from TRMA regarding the 80% capacity threshold on how the units are going to be shifting between each other so that each of the units are not being utilized at full capacity thereby making the usage of each unit balanced.

To date, the barrel vault walkway project is 76% complete as of December 2019. A request for a no-cost extension until March 31, 2020 was received and approved. Request was due to machinery breaking down, scheduling of the pouring and DPW inspection. Phase I of this project is complete and will begin with Phase II, closer to the Allied Health Center.

As last reported, part of the CIP projects for FY2020 are air conditioner replacements and repairs. A bid went out and six companies obtained bid packets and attended the pre-bid conference on November 13, 2019, however, only one submitted a packet. Once clarification is complete from vendor and is satisfied, this project will move forward.

Other activities:

Special thanks to Dr. Chan in collaboration with the University of Guam Computer Science department for completing the dual degree program in Computer Science. This will allow Computer Science majors to complete years 1 and 2 at GCC for an Associate Degree and then transfer to UOG for years 3 and 4 to earn a Bachelor of Science degree.

In line with the GCC Institutional Strategic Master Plan (ISMP), a "Build Your Legacy" training was conducted on campus by former Senator Frank Blas with 24 staff participating. The next cohort will be attending the next training on February 7, 2020. This is an interpersonal development and growth workshop that received positive feedback from the first cohort.

Twenty-four (24) employees attended a Career Pathways Leadership Certification funded through a federal grant and are now certified. This helps the College as one of the lead entities for Career Pathway Development in line with the PREL grant, which supports our Region.

Employees from the GCC Adult Education department, Reach for College, Academic & Career Placement and the state office attended the HIRE Guam training conducted by the Guam Department of Labor.

The College is preparing for the fiscal year 2021 budget, including the next CIP projects, which will be provided at the next Board meeting.

As last reported, the College plans are ongoing for the symposium, "*Empowerment and*

Engagement: E2 Equals Diversity and Inclusion" on Friday, January 24, 2020, in conjunction with John Cruickshank's visit to Guam in January 2020.

The Truck Driving completion ceremony is scheduled on Thursday, January 23, 2020 in the MPA with 7 completers.

2. Monthly Activities Report.

Student Trustee: Trustee Rozene Pecson reported the following:
Jan. 2, 2020, Student Orientation for Spring 2020 was held in the MPA. Information regarding student services were provided plus a campus tour.
Jan. 8, 2020, Spring semester began and COPSA are organizing student activities for this semester.
Jan. 22-23, 2020, Health Certificate workshops for student organizations and advisors in the MPA.
Jan. 24, 2020, first COPSA General Membership meeting.

Faculty Advisory Member: Ms. Jo Nita Kerr was present and reported for Mr. Carl Torres II, as follows:
Jan. 6, 2020, secondary teachers attended the Work Ethics professional development training, conducted by Ms. Sally Sablan and Mr. Tony Roberto. Workshop related to "Bring your A game," attendance, accountability, appearance and being good employees. Approximately 30 post-secondary faculty and 20 secondary faculty members attended.
Secondary and post-secondary faculty reported to work on Mon., Jan. 6, 2020 and are looking forward to a great semester.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Explained he was unable to attend the last two BOT meetings due to MIS issues.
College has been preparing the campus for the beginning of the semester which began Jan. 8, 2020.
Currently working on calendar year-end processes to issueW2s and 1098s.
Staff are assisting students with any issues they might encounter with the new semester.
Improvements with the College's Information System modules and projects are ongoing such as moving to the Cloud, Degree Works and the GCC Mobile App.
Anticipate to complete the Mobile App at the end of January 2020 and to provide a demonstration to the Board members during the next meeting.

Board of Trustees Community Outreach Report.
Dec. 14, 2019, Adult High School and High School Equivalency Commencement ceremony in the MPA: Attended by Trustee Hara and Student Trustee Pecson. Trustee Sablan also attended and reported 34 students graduated and was also well attended by friends and family.

Trustee Arriola recently attended the St. Luke's Medical Center "Christmas/Get to Know the Doctors" event on December 2019 at the Guam Sheraton.
January 2020, Trustee Arriola also met the President and CEO of the St. Luke's Medical City at the new referral office in Tamuning and anticipate giving a campus tour.

VI. UNFINISHED BUSINESS

1. **Data Breach Policy (2nd Reading).** A draft of the Data Breach Response Policy was presented during the December 6, 2019 Board meeting, for first reading and was then moved into second reading with the first paragraph revised as presented. As last reported, this is a new policy approved by the College Governing Council consisting of representatives from the faculty, staff and student representatives. A motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD APPROVE THE "DATA BREACH RESPONSE POLICY" WITH REVISIONS TO THE FIRST PARAGRAPH AS PREVIOUSLY PRESENTED DURING THE FIRST READING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. **BOT Elections.** After discussions, the Guam Community College Board of Trustees election of officers for a term of two (2) years for 2020-2021 will be conducted electronically due to Trustees that were not present. Election results will be provided at the next Board meeting. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE ROZENE PECSON THAT THE BOARD CONDUCT AN ELECTRONIC ELECTION TO VOTE FOR THE 2020-2021 BOARD OF TRUSTEES OFFICERS AND ELECTION RESULTS WILL BE PROVIDED AT THE NEXT BOARD MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. **Construction Projects Updates.** President Okada reported on the following:

Bldg. 100. As of December 2019, this project still has some unresolved items: 1) Waiting for the full operational condition of the water pump ATS system; 2) Waiting for the purchase order which has been processed for the repair of the generator and once done, GFD will conduct final testing and anticipate complete access. There is still a conditional occupancy but classes will not be conducted until finalized; 3) Reorder fire extinguisher cabinets; 4) Finalize installation of typhoon shutters; 5) submission of Close Out requirements (training, as build, warranty documents, etc.); and 6) transfer of keys and training on the programmable keys (VCE Pacific).

Forensic Lab/DNA Building. EPA signed off on the building permit and the College is now waiting for the completion of the Archeological Report, which should be submitted by January 17, 2020 and then submitted to DPW. At this time, anticipate this project to be delayed 90 days due to the permit process.

Building 300. Work on this project is 47% complete as of December 2019. As last reported, the

College submitted a request to FEMA for a "no-cost" extension and have been following up with Homeland Security. To date, there has been no response.

Wellness Center. Based on the current project plan, bid should be put out, however, an archeological study will be conducted before the bid process so as not to cause any delays for the contractor. The College will ensure the study does not expire by the time the bid is processed.

Building B. The final A&E Design should be completed by January 31, 2020. Bid documents should be done the first part of February 2020. The College is trying to resolve identifying an alternate bid for a backup generator to support Buildings B, C and the Allied Health Center.

VII. NEW BUSINESS.

1. President's Travel Request (February-March 2020). The President informed the Board of the following travel request:

WestCare Foundation Board Meeting, February 18-22, 2020, Henderson, Nevada, 100% WestCare paid.

REL Pacific Governing Board Meeting, March 23-27, 2020, Marshall Islands, 100% REL paid under McREL.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ROZENE PECSON, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL FOR FEBRUARY 2020-MARCH 2020. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 12:55 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:28 p.m., the meeting reconvened into Open Session.

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

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ROZENE PECSON 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 CARLO LEON GUERRERO, SECONDED BY TRUSTEE ROZENE PECSON, THAT THE MEETING OF JANUARY 10, 2020, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of January 10, 2020, adjourned at 1:30 p.m.

SUBMITTED BY:

FEB 0 7 2020
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

FEB 0 7 2020
GINA Y. RAMOS
Secretary

APPROVED BY:

FEB 0 7 2020
FRANK P. ARRIOLA
Chairperson

(1st Reading)
Policy _____

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution ____-20___

RECRUITMENT POLICY

WHEREAS, Guam Community College ("College") ensures compliance with Program Integrity Rules consistent with federal regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation. This applies to the educational institution itself and its agents including third parties. As part of efforts to eliminate unfair, deceptive, and abusive marketing aimed at Service members; and

WHEREAS, the College and its agents, including third parties, will:

1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to tuition assistance funds. Educational institution sponsored scholarships or grants and tuition reductions available to military students are permissible.
2. Refrain providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including tuition assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. These restrictions do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

   As a Title IV institution, the College remains responsible for the actions of any entity that performs functions and tasks on its behalf. These responsibilities include ensuring that employees are not paid for services that would convert these payments into prohibited incentive compensation because of the activity the employees engage in.

3. Refrain from high pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments in non-credit courses or programs.

NOW, THEREFORE, BE IT RESOLVED, the Guam Community College and its agents including third parties, shall comply with Program Integrity Rules consistent with federal

regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation; and

BE IT FURTHER RESOLVED, that the Guam Community College and its agents including third parties, shall comply with the Recruitment Policy, namely paragraphs 1-3 herein mentioned; and

BE IT FURTHER RESOLVED, the Board of Trustees shall adopt, when applicable, a Guam Community College Recruitment Policy Procedure as developed through the College's governance process, and 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
March 2020 *(additional)*

Conference Title/Sponsor	Date	Location
P3 Conference	**March 18 – 19, 2020**	**Saipan**