clerks@guamlegislature.org

From: Speaker's Office <speaker@guamlegislature.org>
Sent: Tuesday, July 28, 2020 3:36 PM
To: Clerks Office
Cc: Rennae Meno
Subject: M&C Fwd: GCC Board Reporting Requirement - July 2020
Attachments: 7-17-2020 Reporting Requirements.to Governor.pdf; 7-17-2020 BOT mtg.signed.pdf; Email-GCC Board Reporting Requirement-July 2020.pdf

07-28-20	2:26 PM	07-17-20	Boards and Commissions Reporting Requirements for Board of Trustees meeting held on July 17, 2020.*	Guam Community College	35GL-20-2059

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

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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: Tue, Jul 28, 2020 at 2:26 PM
Subject: GCC Board Reporting Requirement - July 2020
To: Speaker's Office <speaker@guamlegislature.org>

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 July 17, 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 manfáfache'cho' ya u na' guáguaha 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

Speaker's Office <speaker@guamlegislature.org>

GCC Board Reporting Requirement - July 2020

1 message

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

Tue, Jul 28, 2020 at 2:25 PM

35GL-20-2059
Speaker Tina Rose Muña Barnes

JUL 2 8 2020
Time 2:26 ( )AM (X)PM
Received By:

To: The Honorable Tina Muña Barnes

Speaker, 35th Guam Legislature

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GCC
GUAM COMMUNITY COLLEGE

E-mail administered by Guam Community College

2 attachments

7-17-2020 Reporting Requirements.to Governor.pdf
27K

7-17-2020 BOT mtg.signed.pdf
208K

GUAMCOMMUNITYCOLLEGE

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

July 17, 2020

The Honorable Lourdes Leon Guerrero
I Maga'hågan Guåhan
Governor's Complex
Adelup, Guam 96910
(via email: centralfiles@guam.gov)

Re: Boards & Commissions Reporting Requirements – July 2020

Dear Governor Leon Guerrero:

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 July 17, 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, July 17, 2020, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

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 June 19, 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. Construction Projects Updates
   - Building 100 and Forensic Lab
   - Building 300
   - Wellness Center
   - Building B

VII. **NEW BUSINESS**

VIII. **EXECUTIVE SESSION**

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

IX. **ADJOURNMENT**

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of June 19, 2020

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on June 19, 2020, was called to order at 12:10 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Swearing In and Administration of the Oath of Office for elected GCC Trustee Student, Krystal Ramos. The Board Chairperson, Frank Arriola, swore in the newly elected GCC Board of Trustees Student Member, Ms. Krystal M. Ramos.

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

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray Somera, Vice President, Academic Affairs Division; Dr. Michael Chan, Dean, TSS; Dr. Virginia C. Tudela, Dean, TPS; Mr. Carl Torres II, Faculty Advisory Member; Mr. Edwin Limtuatco, Controller, Business Office; Ms. Apolline San Nicolas, Chief Human Resources Officer; Mr. John Dela Rosa, Assistant Director and Ms. Angela Cabrera, Graphic Artist Technician from Communications and Promotions; Mr. Gerald Cruz from Center for Student Involvement; Mr. Derek Cepeda, GCC Student; Attorney Rebecca Wrightson.

3. 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 – February 7, 2020

MOTION

IT WAS MOVED BY TRUSTE ELOY P. HARA, AND SECONDED BY TRUSTEE CARLO M. LEON GUERRERO, THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 7, 2020, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 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 June 19, 2020, the College received a total of $13,654,668 for all funds, which is 93% based on all allotment releases requested, as follows: $11,912,090.50; $544,711 for the LPN/Vocational Guidance; $139,071.50 for the General Fund Apprenticeship Program; $708,633 from the MDF; $24,154 to support General Fund Lodging Management and ProStart; $183,700 for the Capital Improvement Fund; and $142,308 for the First-Generation Trust Fund Initiative.

The President reported that the College received over $574,000 from the U.S. Department of Education as CARES Act I; as CARES Act II an additional funding of $574,000; and $4,593 for CARES Act III.

Capital Improvement Projects and other activities:

Ongoing CIP projects:
Constructions continued during the COVID19 lockdown.

The Barrel Vault Canopy is a photovoltaic vault and is integrated into an electrical system connecting Buildings 3000 to 5000. This project is now complete and waiting for the contractor to finalize the as-built drawings.

A bid was put out to continue to purchase air conditioners for classrooms and office spaces on campus. Installation in the D-wing is now complete. Installation for the GCC Bookstore has been delayed and will be sometime in July 2020.

Other activities:
Currently working with the Governor's Office for an additional CARES Act funding to be received from the Government of Guam to support institutions of higher education to include the Guam Department of Education and the University of Guam. This will be used to support technology infrastructure for all three institutions.

The President further reported there are several grant opportunities that the College is seeking in terms of CARES Act funding to support different types of activities for the College and the students. As these grants are received, the President will report them to the Board.

With regards to the CARES Act I, all full time students who were enrolled in GCC for the spring semester received $440 and all part time students received $220. Before the grant award was received, checks were prepared beforehand to ensure a timely distribution. All checks were mailed out as soon as funding was received.

As to the second half of the CARES Act funding for institutional support, the College anticipates using this to support the technology infrastructure on campus.

The College is currently working on a computer loan program for students that do not have access to technology. A survey was sent to students registered for the spring semester and closes today. Some of the questions are whether the student has Internet access at home and their other means of how they access the Internet and the type of devices used. Other questions will help the College identify how many laptops would need to be purchased for the computer loan program. At least 100 students that participated in the survey indicated their need for support.

In collaboration with the Lt. Governor's office, and collective discussions with UOG, GDOE and GCC, there is a need to determine whether there is separate funding to provide the actual Internet connections with Internet service providers. Information has been provided to the Lt. Governor's office for this project.

Will look at the College's current bids to purchase the laptops, or another option would be to put out a bid depending on the type of laptop that is chosen.

The President provided an overview of the College during the COVID19 lockdown, as follows:

The College received notice of the lockdown on Monday, March 16, 2020, the day of its College Assembly.
In lieu of the College Assembly, faculty members met and had discussions and training to help support distance learning.
Throughout the lockdown and to date, faculty members are still engaged in the training process on the learning management system called Moodle and other types of remote learning that can be available.
The College does not currently have a mature distance learning process although it has a strategic plan for this, the College would now need to shift to remote learning because of the lockdown.
The faculty then immediately shifted to remote learning to engage students to continue and complete some of their courses.
One option the students had was to accept an Incomplete in courses such as automotive and construction trades, which required hands on. Students are then given one year to complete this course.
Students scheduled to graduate in May 2020 can participate on December 16, 2020 during an official ceremony.
Students who have completed their courses and want closure can participate in a first GCC Motorcade Graduation on Saturday, June 27, 2020, 3:00 p.m.-5:00 p.m. The idea is for the motorcade to go through the campus and end by the Allied Health Building and the Learning Resource Center (Library). The Board Chair, President and Dr. Somera will be attending in full regalia. Although all Board members are encouraged to attend, they were informed it will be very hot. More than 100 students will be participating. This will be on live stream. The Distinguished and Most Distinguished students will be announced during the December 16, 2020 graduation ceremony.

The College has coordinated several live stream sessions via Facebook covering different areas on

the campus for students such as the Center for Student Involvement, Admissions, Counseling, and other departments are following the same "selling" their programs to increase enrollment.

The College entered into a partnership with the Guam Department of Labor to be the host facility for the Pandemic Unemployment Assistance Program (PUA) processing center. 80 computers with Internet access, 6 copier machines donated by Xerox and 24 telephone stations for the call center have been set up. This was set up since May 11, 2020 in Building E, which was vacant due to COVID19. DOL will be utilizing 10 classrooms, a study room and the workout room. The contract will be until July 31, 2020 and the building should be available for next semester.

The Chair at this time mentioned that he has been receiving positive feedback from the public regarding the College and encouraged keeping up with the standards and the team work.

The Learning Resource Center (Library) and the Bookstore have been addressing student's needs as far as purchasing books but Library is by appointment only.
Ninety percent of the employees were teleworking during the lockdown period including Zoom meetings and training; some attended project management online and were certified; all administrative staff attended an online requisition training; counseling continued during this time in preparation for summer and other additional support for students.

As of June 18, 2020, in preparation for a hearing under Senator Amanda Shelton, the College received documents regarding reopening procedures. Dr. Somera took the lead with the support of his team from various offices, in developing reopening procedures for Guam Community College such as a layout and different configurations for classrooms with input from faculty and department chairs, and SOPs for classroom disinfection. The draft consists of 100 pages and awaiting approval from Guam Department of Public Health.

2. Monthly Activities Report.
Student Trustee: Trustee Krystal Ramos reported the following:
April 6-9, 2020: The 2020-2021student election was held for COPSA Officers and for the new Student Trustee. 435 students submitted their ballots.

Faculty Advisory Member: Mr. Carl Torres II reported the following:
Mentioned appreciation to the administration and staff for their efforts during this pandemic situation and that feedback has been positive especially from students.
In lieu of the College Assembly on March 16, 2020, two trainings were held for faculty, which are the Moodle platform and Google Classroom. Faculty members were pleased with these trainings which consisted of two trainings for each platform.
During the spring, due to COVID19, it was a stressful time and students were reaching out to faculty and faculty reaching out to the administration/staff. The turnaround time was quick and faculty were very grateful.
Mr. Torres was able to utilize the Google classroom platform during the summer with his students. Currently working with administration to transition into fall semester, just one step at a time and looking forward to this.

Pleased students voices were heard for some closure regarding graduation resulting in the GCC Motorcade Graduation on Saturday, June 27, 2020.

At this time Chairman Arriola gave appreciation to faculty members especially in transitioning during this tough time. The Chairman asked to please focus on giving students the best experience possible and to continue communicating with the administration and Board of any challenges.

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

Board of Trustees Community Outreach Report. There was none to report at this time.

VI. UNFINISHED BUSINESS

1. BOT Election. During the last Board meeting on February 7, 2020, the Board approved that the 2020-2021 Guam Community College Board of Trustees election will be conducted electronically due to Trustees that were not present. The results of the final vote are as follows: Mr. Frank P. Arriola, Chairperson; Mr. Carlo M. Leon Guerrero, Vice Chairperson; Mr. Richard P. Sablan, Treasurer; and Ms. Deborah Belanger, Secretary as officers for 2020-2021.

2. Recruitment Policy (2nd Reading). A draft of the Recruitment Policy was presented during the previous meeting and now for a second reading and final consideration by the Board as Policy 192.

This policy is a requirement for the College to engage with the Department of Defense Voluntary Education Partnership and also a requirement of the Memorandum of Understanding. This is also a new policy approved by the College Governing Council consisting of representatives from the faculty, staff and student representatives. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD ADOPT THE "RECRUITMENT POLICY" AS PRESENTED FOR FINAL CONSIDERATION AS POLICY 192. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

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

Bldg. 100. As of May 31, 2020, this project is 99.987% complete. There was another inspection by the Guam Fire Department resulting with a few deficiencies that will be corrected.

Forensic Lab/DNA Building. As of May 2020, this project is 8.91% complete. Issuance of the building permit has caused a delay of 231 days. It has been issued, however, there is an extension request from the contractor and will be considered by the College.

There was an order to cease any construction due to some cycad trees that need to be removed and replanted elsewhere. Currently working with the Department of Agriculture with the relocation of the trees.

Building 300. This project is 57.62% complete as of May 28, 2020. The College met with FEMA and asked the contractor to submit an updated CPM chart. J&B submitted a request to extend until December 31, 2020 due to COVID19 but anticipate the completion date on September 30, 2020.

Wellness Center. The President will be meeting with the GCC team to finalize the grant application to submit to USDA. Due to COVID19, USDA now has additional funding available with a significantly lower interest rate. The College is working with Mr. Joseph Diego from USDA and anticipate a lower interest rate than the current rate the College has with the $5 million loan.

Building B. The College received the submittal and cost estimate for this project. Working on the timing to issue the bid and anticipate funding by the Board. Will also upgrade the IT with the expansion of the computer lab and will utilize some of the CARES Act funds for this.

VII. NEW BUSINESS.

1. Vice President, Academic Affairs Division - Position Description Update. The Board was presented with an updated position description for the Vice President for Academic Affairs Division. Dr. Ray Somera has submitted his notice of intent to retire on September 30, 2020. Ms. Apolline San Nicolas from GCC HR conducted a research as to what other colleges and universities are using for their position description as a Vice President for Academic Affairs.

At this time, the Chairman gave appreciation to Dr. Ray for his services and the impact he has made with improving the College and especially with the last Accreditation which was extended for seven years. After discussions and review the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE CARLO M. LEON GUERRERO, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD APPROVE THE POSITION DESCRIPTION UPDATE FOR THE VICE PRESIDENT FOR ACADEMIC AFFAIRS DIVISION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. Five Year Academic Calendar, AY2020 to AY2025 (Updated). The Board was provided with an updated Five Year Calendar for AY2020 to AY2025 for consideration. The President explained this calendar is updated annually was proposed by the Calendar Committee chaired by Mr. Eric Chong. Adjustments were made to the College's commencement dates being on a Wednesday so as not to coincide with UOG's commencement. This can be adjusted later should there be another change. After discussions and review the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE KRYSTAL RAMOS THAT THE BOARD APPROVE THE UPDATED FIVE YEAR ACADEMIC CALENDAR FOR ACADEMIC YEAR 2020-2025. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. BOT Policy Updates (Series 100, Part 1). Policy reviews are part of the accreditation recommendation for a periodic process of updating Board policies. Several months prior to today's Board meeting, a policy review work session was held that included Board participation. These BOT policies were reviewed, some with recommended changes and presented to the Board for consideration.

The President mentioned these were policies previously provided to the Board in March 2020 and also explained each of the following policies: Policy 100-Mission Statement; Policy 101-Adoption of the Guam Community College Seal; Policy 105-Reaffirmation of Autonomy; Policy 110-Board Policy Development and Review; Policy 111-Adoption of Board of Trustees membership Handbook, Board of Trustees Standing Committees, Parliamentary Procedures at a Glance; Policy 113-Access to Board Policies; Policy 120-Orientation of new Board of Trustees Members; Policy 125-Professional Associations; Policy 130-Policy on Legislative Testimony; and Policy 135-Acting President.

MOTION

IT WAS MOVED BY TRUSTEE CARLO M. LEON GUERRERO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD ADOPTS THE UPDATED BOARD OF TRUSTEES POLICIES 100, 101, 105, 110, 111, 113, 120, 125, 130, AND 135. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time the President announced the College has experienced the loss of Ms. Carmen Kwek Santos, Vice President of Finance & Administration, who unexpectedly passed away on May 13, 2020. The President also mentioned the College would like to tribute its 19th consecutive years of clean audit to Vice President Santos, who has held the institution firm on its commitment to financial accountability and transparency. A copy of the audit was provided to the Board.

There was a moment of silence in honor of Vice President Santos.

The Finance & Administration Team are hosting a memorial service in honor of Vice President Santos at 4:00 p.m., Saturday, June 20, 2020, in front of the Student Services & Administration Building. This will provide an opportunity for the GCC Community to pay tribute to Vice President Santos to also acknowledge her family and her contributions to the College. To maintain social distancing the event will also be available through Facebook live stream.

At 1:07 p.m., the meeting convened into Executive Session with the following motion:

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE ELOY P. HARA THAT THE BOARD CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

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 P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING BE MOVED INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 1:49 p.m., the meeting reconvened into Open Session.

At this time, the following was mentioned:
The Chairman gave appreciation to everyone for attending today's Board meeting.
The Chairman and Trustees also gave appreciation to the employees and especially the Library staff for setting up today's Board meeting in a safer environment during this COVID19 situation.

Ms. Krystal Ramos also mentioned she is looking forward to working with everyone as the newest Student Trustee.

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 ELOY P. HARA, 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 RICHARD P. SALBAN, SECONDED BY ELOY P.

HARA, THAT THE MEETING OF JUNE 19, 2020, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of June 19, 2020, adjourned at 1:53 p.m.

SUBMITTED BY:

JUL 17 2020
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

JUL 17 2020
DEBORAH C. BELANGER
Secretary

APPROVED BY:

JUL 17 2020
FRANK P. ARRIOLA
Chairperson