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From: Speaker's Office <speaker@guamlegislature.org>
Sent: Friday, December 4, 2020 9:10 AM
To: Clerks Office
Cc: Rennae Meno
Subject: M&C Fwd: GCC Board Reporting Requirement - Nov. 2020
Attachments: 11.20.2020.BOT mtg.signed.pdf

12/03/20	4:29 PM	11/20/20	GCC Board Reporting Requirement - Nov. 2020.*	Guam Community College	35GL-20-2480

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: Thu, Dec 3, 2020 at 4:29 PM
Subject: GCC Board Reporting Requirement - Nov. 2020
To: Speaker's Office <speaker@guamlegislature.org>

To: The Office of the Speaker

35th Guam Legislature

Hafa Adai Office of the Speaker,

Attached is the official transmittal relative to the Guam Community College Board of Trustees for the Boards and Commission reporting requirement for November 20, 2020.

Please acknowledge receipt.

Si Yu'us ma'åse' (Thank you)

Bertha M. Guerrero, Administrative Secretary

Guam Community College

Board of Trustees / Foundation Board of Governors / Guam P.O.S.T. Commission

bertha.guerrero@guamcc.edu / www.guamcc.edu

Tel. (671)735-5638 / Fax: (671)734-1003

E-mail administered by Guam Community College

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, November 20, 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 October 9, 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

1. Instructional Designer Position

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of October 9, 2020

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on October 9, 2020, was called to order at 12:11 p.m., by Vice Chairperson Carlo Leon Guerrero in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

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

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia C. Tudela, Dean, TPS; Ms. Pilar Pangelinan (representing Mr. Carl Torres II, Faculty Advisory Member); Mr. Kenneth Bautista, Staff Advisory Member. Attorney Rebecca Wrightson was on standby via telephone.

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 – July 17, 2020

MOTION

IT WAS MOVED BY TRUSTE ELOY P. HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF JULY 17, 2020, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS.

1. GCC Board of Trustees Resolution No. 9-2020, "Commendation For Service As Trustee" was submitted to the Board for adoption. This Resolution commends Trustee Gina Y. Ramos for over 15 years serving as a member of the GCC Board of Trustees as she completes her tenure from 2005 through 2020. The Board also extended their appreciation for Trustee Ramos' service throughout the years. This Resolution was adopted through signatures of all the Board members.

2. Dr. Virginia "Gina" Tudela was recognized and introduced as the new Vice President for the Academic Affairs Division beginning October 1, 2020, succeeding Dr. R. Ray Somera who retired on September 30, 2020. Dr. Tudela was welcomed by the Board.

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:

The college has received 100% of all of its appropriations for fiscal year 2020 for a total of $19,621,599, which closed out the fiscal year.

Capital Improvement Projects and other activities:

Ongoing CIP projects:
The College will be extending the barrel vault canopy between Buildings C and D. This has been awarded to Clayarch, Inc. for $233,200 and expected completion is 180 days, or February 2021.

The College would have to replace the water tank that services Building 400 and the administration building. There has been no feedback from vendors for quotations but the College has been working with Guam Waterworks.

The following are closing out of Fiscal Year 2020 projects:
The installation of the roll up doors for Building 900 and Building 500 are done.
The repair of the awning for Building 900 is still pending.
Building 100 has .013% remaining on this project before completion due to a few items that still need to be resolved such as the water tank.
Building 300 is currently at 62.27% complete as of the end of September 2020. The contractor has continued to work on this project while adhering to the executive order relating to the pandemic. A no cost extension has been submitted to FEMA and anticipate a favorable extension for 180 days with a completion date of March 2021.
The Forensic Lab/DNA Building is 18.22% complete as of the end of September 2020. The contractor has resumed work on this project for the past couple of weeks and continues to do so adhering to the requirements of the executive order relating to the pandemic.

Other activities:
The College held a virtual *Workforce Opportunities Reimagined Conference (WORC)* on September 2-4, 2020. The conference focused on construction, tourism and hospitality, healthcare, transportation, telecommunications, technology and automation and new industries. As a follow up, a second conference will be scheduled sometime in November 2020.

Thirty-six (36) of Guam Fire Department personnel have started their paramedic training, which began July 2020 with an anticipated completion of May 2021. All completers will be qualified to take the test for the National Registry of Emergency Medical Technician (EMT) for paramedics. This program was funded through the Manpower Development Fund.

Ninety-eight percent (98%) of GCC employees consisting of staff and administrators completed an online training relating to COVID awareness, including updates to Title IX.

Several laptops and MiFis were issued to students who did not have access to technology or online education. An additional one hundred (100) laptops were recently received and will be distributed to students who qualify for financial aid.

The GCC annual convocation, "E-Learning and Health Security for All in the Covid-19 Context" was held virtually on August 10, 2020.

Two (2) virtual "Meet the President" sessions were held recently with a two-day total of approximately 297 participants. It was a good turnout with participants asking a lot of questions via chat.

The GCC Fiscal Year 2021 Budget Request submitted to the Guam Legislature was approved for an additional $878,000 in excess of what was requested. This will help support the boot camps and training programs under the apprenticeship program.

GCC is participating in the Guam Green Growth Initiative that is aligned with the 17 United Nations Development Goals. This promotes sustainability in our community in partnership with local industries.

2. Monthly Activities Report.

Student Trustee: Trustee Krystal Ramos reported the following:
Students have been reaching out to Student Trustee Ramos regarding laptops and MiFis being issued to students and asked what the process is.

The President mentioned a survey was initially sent out regarding this. That this is a loaner program and the laptops and MiFis would have to be signed out by the students. She informed the Student Trustee that an email address will be provided to her so that the Student Trustee can forward emails of all students that are still interested in this program. The President ensured students will be contacted and another survey will be sent out.

Part of the COPSA events are the Mental Health Awareness Week and the Fall Festival, which are being discussed and preparing for.

Faculty Advisory Member: Mr. Carl Torres II was absent and was represented by Ms. Pilar Pangelinan who reported the following:
Faculty and students are adjusting with the "new norm" due to the pandemic.
Faculty extended congratulations to Dr. Virginia "Gina" Tudela and are looking forward to working with her as the new Vice President for the Academic Affairs Division.
Most faculty have completed their mid-term exams, which were done online and looking forward to closing out the semester.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Most of the staff returned to work on campus in October 2020 after the initial lockdown and are

following the safety guidelines relating to the pandemic.
Staff have been busy setting up the laptops for the students and employees.
On August 10, 2020, Mr. Bautista attended the 2020 GCC Virtual Convocation and some of the sessions for the virtual *Workforce Opportunities Reimagined Conference (WORC)* on September 2-4, 2020.

3. Board of Trustees Community Outreach Report.
Trustee Belanger and Trustee Leon Guerrero attended some of the sessions for the virtual WORC conference on September 2-4, 2020.

VI. UNFINISHED BUSINESS

1. Fiscal Year 2021 Budget Request. The President explained that during the February 7, 2020 Board meeting, the Board approved to table the Fiscal Year 2021 Budget Request and to conduct an electronic vote before submitting the budget to the Guam Legislature by February 14, 2020. The budget request includes the Non-Appropriated Funds (NAF) and Special Projects budgets. For record purposes, the Board electronically approved the FY2021 Budget Request on February 12, 2020. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE GINA Y. RAMOS THAT THE BOARD RATIFY THE FISCAL YEAR 2021 BUDGET REQUEST TO INCLUDE THE NON-APPROPRIATED FUNDS AND SPECIAL PROJECTS BUDGETS AS OF FEBRUARY 12, 2020. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

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

Bldg. 100. *As previously reported herein.*
Forensic Lab/DNA Building. *As previously reported herein.*
Building 300. *As previously reported herein.*

Wellness Center. The College is waiting for the archaeological report to be completed but did receive word from the Department of Parks and Recreation that the property for the Wellness Center has no historical value. The College then has the option to either proceed with issuing out the bid, or continue with the archaeological study just to make sure. However, in the event the contractor finds something during the construction, Parks and Recreation will be notified. However, the College will seek the advice of the architects as to whether or not to move forward with the bid, or wait for the archaeological report.

Building B. The President reported that once the new Vice President of Finance and Administration is on board by the end of October 2020, then the College will proceed with discussions as to the funding source for this project.

VII. NEW BUSINESS.

1. Resolution re Write-Off of Uncollectible Receivables (FY2020).
The President explained that the last time the Board approved a write-off of uncollectible receivables was for Fiscal Year 2012, which was recorded as a bad debt expense.

The Board was presented with Resolution 8-2020, "Write-Off of Uncollectible Receivables, Fiscal Year 2020." This Resolution authorizes the write-off of student accounts receivable balances of $597,362.06 and the write-off of non-student accounts receivable balances of $320,166.41, both totaling $917,528.47 in the Fiscal Year 2020 Financial Statements. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD ADOPT RESOLUTION NO. 8-2020, "WRITE-OFF OF UNCOLLECTIBLE RECEIVABLES, FISCAL YEAR 2020." NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

2. 2020-2021 BOT Fiscal Year Calendar. The Board was presented with its annual calendar for the next academic year, which is subject to change. The dates included upcoming BOT monthly meetings, reporting requirements, a schedule of the continuation of policy reviews, special events and training opportunities. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES ANNUAL CALENDAR FOR OCTOBER 2020 THROUGH SEPTEMBER 2021. NONE OPPOSED, MOTION CARRIED. (Voting: 6 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 1:23 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 GINA Y. RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time, Trustee Gina Ramos expressed her appreciation for being a member of the GCC Board of Trustees throughout the years and thanked the Board, President Okada and GCC.

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

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF OCTOBER 9, 2020, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of October 9, 2020, adjourned at 1:24 p.m.

SUBMITTED BY:

Bertha M. Guerrero NOV 20 2020
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

Deborah C Belanger NOV 20 2020
DEBORAH C. BELANGER
Secretary

APPROVED BY:

NOV 20 2020
FRANK P. ARRIOLA
Chairperson

Guam Community College
Human Resources Office
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INSTRUCTIONAL DESIGNER

NATURE OF WORK IN THIS CLASS:

This is a complex and responsible work in the area of Instructional Development. The Instructional Designer will report to the Vice President for Academic Affairs. This position works collaboratively with administrative and faculty leadership teams to provide training and coaching in the design, development, implementation, and evaluation of web enhanced, hybrid, and online course delivery methodologies. Coordinate, facilitate, and provide online course development services and faculty training.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Design online, remote, or distance learning courses for instruction.

Keep abreast of developments, shifts, and improvements in online teaching pedagogy that informs professional development training for faculty and students.

Collaborate with faculty to enhance courses in web enhanced, hybrid, and online formats.

Provide hands-on instruction assisting faculty in development of course materials, assignments, and interactive activities for web enhanced, hybrid, and online courses.

Work with divisions to increase their online presence with quality web enhanced, hybrid, and online courses.

Train faculty in course design and online instruction; mentor faculty in the effective use of an online learning management system (LMS) for delivery of web enhanced, hybrid, and online instruction.

Assist the Professional Development Review Committee (PDRC) in providing workshops on active learning techniques. Designs and conducts faculty development programs, including faculty learning communities, workshops, and seminars.

Foster collaborative partnerships with academic units, faculty leaders, and individual faculty in the design and planning of courses, learning environments, and experimental learning.

Engage in professional development and conduct research on educational technology. Research current trends, issues, and developments with instructional design and innovative pedagogies. Share results and information with faculty.

Conduct live and online training in various educational topics for faculty and staff.

Develop and facilitate LMS training for faculty and students.

Support the value of the institution: diversity, teaching excellence, student success, innovation and creativity, and service.

Other duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of learning theory, adult learning, and assessment principles, and approaches to online pedagogy and facilitation.

Knowledge in working with computer equipment and software as listed in the duties and responsibilities section of this job description.

Knowledge and skill in research methodologies and techniques, instructional design experience, and demonstrates knowledge of instructional technologies and strategies.

Demonstrates a solid understanding of pedagogical principles in relationship to adult learners.

Ability to extract meaningful lessons and insights from online teaching research at the national level and turn these information into practical and useful strategies for classroom implementation at the local level.

Ability to evaluate situations and make sound decisions.

Ability to work flexible shifts, including occasional after hours and weekends.

Skill in designing, developing, and evaluating online learning programs and courses.

Skill in complex problem solving skills, particularly related to technology troubleshooting.

Skill with using and supporting learning management systems (LMS).

Excellent oral and written communication skills.

Strong interpersonal skills.

MINIMUM EXPERIENCE AND TRAINING:

A) Master's degree in Instructional Design/Technology, Educational Media Design or related area; or

B) Bachelor's degree in Instructional Design/Technology, Educational Media Design or related area; plus two (2) years experience in instructional design or related area.

Ratified: NOV 20 2020

CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade: M