

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of September 5, 2006**

**Minutes**

The meeting of September 5, 2006 was called to order at 6:10 p.m., by Chairperson Mr. Adolf P. Sgambelluri. The meeting was held in the GCC Multi-Purpose Auditorium.

**I. ROLL CALL**

**Trustees Present:** Ms. Maria D. Garcia, Vice Chairperson, Ms. Gina Y. Ramos, Secretary, Mr. Forrest M. Harris, Treasurer, Ms. Latisha Leon Guerrero, Student Trustee.

**Trustees not in attendance:** Mr. Antonio B. Jesus, Mr. Gregory D. Perez.

**Others in attendance:** Dr. Herominiano delos Santos, President, Mr. Barry Mead, Faculty Advisory Member, Attorney David Hopkins, Legal Counsel, Dr. John R. Rider, Vice President, Academic Affairs Division, Ms. Mary Y. Okada, Vice President, Business & Finance Division, Mr. John Camacho, Vice President, Administrative Services Division, Mr. Reilly Ridgell, Dean, School of Business & Professional Services, Dr. Michelle Santos, Dean, School of Technology & Student Services, Ms. Cathy Gogue, Assistant Director, Communications & Promotions, Ms. Joann Muna, Personnel Administrator

**Not in attendance:** Mr. Ken Bautista, Support Staff Advisory Member

**II. APPROVAL OF MINUTES**

**1. Monthly meeting of August 1, 2006**

**MOTION**

**IT WAS MOVED BY TRUSTEE LATISHA LEON GUERRERO, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE MEETING MINUTES OF AUGUST 1, 2006 BE APPROVED, SUBJECT TO CORRECTIONS. MOTION CARRIED.**  
(Voting: 5 ayes, 2 absent)

**2. Special meeting of August 15, 2006**

**MOTION**

**IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE LATISHA LEON GUERRERO, THAT THE SPECIAL MEETING MINUTES OF AUGUST 15, 2006 BE APPROVED, SUBJECT TO CORRECTIONS. MOTION CARRIED.** (Voting: 5 ayes, 2 absent)

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**III. COMMUNICATIONS - None.**

**IV. PUBLIC DISCUSSION - None.**

**V. REPORTS**

**1. President's Report:**

- **Construction Projects Status Report**

In response to a question raised regarding the campus' fence, Mr. John Camacho noted that the fence was not listed as damaged on the report that was submitted to FEMA, therefore, it was not covered.

**2. Monthly Activities Report: Student Trustee Latisha Leon Guerrero**

Trustee Leon Guerrero reported on the following: 1) Thursday, September 7, 2006 – Welcome Back Bar-B-Que sponsored by COPSA, 4:00pm-10pm, and will be held in front of Chamaoli's Restaurant on campus. Board members invited; 2) Friday, September 15, 2006 – Leadership Mini Conference for Students; 3) Saturday, September 16, 2006 – International Coastal Cleanup, 7-11am at Pago Bay; 4) Friday, September 22, 2006 – Student Organization Induction. Invitations for Board members forthcoming.

**VI. UNFINISHED BUSINESS**

**1. GCC 314 ACRES OF PROPERTY**

- **Letter from Mr. Joaquin C. Flores, P.E., General Manager, Guam Power Authority, Re: Memorandum of Understanding for Public Access and Utility Easement through GCC Lot 5434, Mangilao (dated 08/17/06)**
- **Memorandum of Agreement between Guam Community College (GCC) and Guam Power of Authority (GPA)**

Referring to GPA's letter, Attorney Hopkins clarified that at the March 9, 2006 meeting, the GCC Board gave authorization to the President to sign the Public Access & Utility Easement (PAUE) Agreement. At that time and as approved by the GCC Board, there already was in place the MOU for the training facility and the indemnification agreement. At the April 4, 2006 board meeting, the GCC Board decided that the MOU for the training facility must first be signed before the PAUE Agreement is signed. Attorney Hopkins noted that he's had

discussions with GPA's legal counsel on the above matter and that a copy of GCC's draft MOU, which was based on discussions between Attorney Hopkins, President delos Santos, and GPA representatives, was provided as well. Referring to GPA's proposed MOU that is in the packet, Attorney Hopkins pointed out that the proposal does not include all of the recommendations proposed in GCC's MOU, nor does it require that the signatures be notarized.

Attorney Hopkins said that it is at the discretion of the GCC Board to accept the proposed MOU by GPA. However, he stressed that should the Board find the proposal acceptable, then the Board should require that the document be notarized for recording purposes with the Department of Land Management.

Chair Sgambelluri, with concurrence of the Board, agreed that before the next meeting, President delos Santos and Attorney Hopkins meet with GPA representatives to review, section by section, the proposed MOU's. And, upon finalization and acceptance by both parties, a signing ceremony will be scheduled.

2. **Letter from Mr. Daniel Anderson Mendiola, Registered Farmer, re: Request for Approval of Water Line Usage (dated 08/07/07)**

**MOTION**

**IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE LETTER FROM MR. DANIEL ANDERSON MENDIOLA, REGISTERED FARMER, REQUESTING FOR APPROVAL OF WATER LINE USAGE (DATED 08/07/07) BE MOVED TO NEW BUSINESS, AS ITEM NUMBER 5. MOTION CARRIED. (Voting: 5 ayes, 2 absent)**

**VII. NEW BUSINESS**

1. **Proposed Resolution: Appropriation to Complete Painting Project**

**MOTION**

**IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE FORREST M. HARRIS, THAT THE BOARD APPROVE THE PROPOSED RESOLUTION "APPROPRIATION TO COMPLETE PAINTING PROJECT - \$74,104." MOTION CARRIED. (Voting: 5 ayes, 2 absent) (Copy attached)**

**2. Proposed Revisions to Board Policy 455: Selection of President**

Dr. Rider explained that the Presidential Search Committee met and developed the job description for the position of President. However, the job description needs to be in compliance with Board Policy 455, Selection of President. A copy of Policy 455, with the proposed amendment(s), is provided in the packet. Dr. Rider pointed out that the Presidential Search Committee's recommended changes to the policy are displayed in the language of experiences for the position. The intent of the change(s) will allow people, who were trained in an accredited institution such as in the British system, Australia, Hong Kong, Singapore, and the Philippines, to apply. This also will allow for a bigger pool of candidates.

**Current:**

**Earned doctoral degree in community college/higher education or closely related area from an accredited college or university is preferred; plus three (3) years teaching experience and four (4) years administrative experience directly related to instruction at the postsecondary level.**

**Proposed change:**

- a) **Earned doctoral degree in education administration or closely related area from an accredited college or university; plus five (5) years of teaching or administrative experience at a post secondary institution; or**
- b) **Earned Master's Degree from an accredited college or university in education administration or closely related area or in a discipline offered at the College; plus three (3) years teaching experience and four (4) years of administrative experience in an educational institution; or any combination thereof equaling seven (7) years of experience in an educational institution.**

**Preferred Experience:** Experience at a Pacific Island community college or university is preferred.

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE LATISHA LEON GUERRERO, THAT THE BOARD APPROVE BOARD POLICY 455 "SELECTION OF PRESIDENT" AS REVISED. MOTION CARRIED. (Voting: 5 ayes, 2 absent). (Copy attached)**

**3. President's Travel Schedule**

**MOTION**

**IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE LATISHA LEON GUERRERO, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL SCHEDULE TO ATTEND THE PACIFIC POSTSECONDARY EDUCATION COUNCIL MEETING IN HONOLULU, HAWAII, SEPTEMBER 25-26, 2006. MOTION CARRIED. (Voting: 5 ayes, 2 absent)**

**4. 2007 NAF Tuition & Fees Budget Request**

Ms. Mary Okada explained that the 2007 NAF Budget is a 2-part budget. What is presented this evening for Board consideration is the first part of the budget which is for tuition and fees. The second part of the budget which will cover "special projects" will be presented at a later date.

**MOTION**

**IT WAS MOVED BY TRUSTEE FORREST M. HARRIS, SECONDED BY TRUSTEE LATISHA LEON GUERRERO, THAT THE BOARD APPROVE THE 2007 NAF TUITION & FEES BUDGET, AS PRESENTED. MOTION CARRIED. (Voting: 5 ayes, 2 absent) (Copy attached)**

**5. Letter from Mr. Daniel Anderson Mendiola, Registered Farmer, re: Request for Approval of Water Line Usage (dated 08/07/07)**

Attorney Hopkins, at this time, recommended to the Board that the best approach to this request is to set up and authorize a Land Use Permit, which specifically could state that the GCC could elect unilaterally to terminate the permit, at the Board's discretion. Board members requested legal counsel to draft up a Land Use Permit for presentation at the next meeting.

Attorney Hopkins to notify Mr. Mendiola regarding the Board's discussions regarding his request, and to invite him to the next meeting.

At 7:06 p.m., the meeting recessed for Executive Session.

**VIII. EXECUTIVE SESSION**

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1. **Personnel Matters**
  - **Appeal to the Board of Trustees – Rebecca Aguon**
2. **Labor Management Relations**
3. **Legal Matters**

At 7:55 p.m., the meeting reconvened to open session.

Approval to travel via Business Class for Board Member Latisha Leon Guerrero:

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE FORREST M. HARRIS, THAT THE BOARD APPROVE THE INCREASE TO TRAVEL FROM ECONOMY CLASS TO BUSINESS CLASS FOR TRUSTEE LATISHA LEON GUERRERO. MOTION CARRIED. (Voting: 5 ayes, 2 absent)**

Appeal to the Board of Trustees – Rebecca Aguon:

**MOTION**

**IT WAS MOVED BY TRUSTEE LATISHA LEON GUERRERO, SECONDED BY TRUSTEE MARIA D. GARCIA, THAT THE BOARD SET THE GRIEVANCE HEARING DATE FOR MS. REBECCA AGUON AND MR. REILLY RIDGELL BEFORE SEPTEMBER 22, 2006. MOTION CARRIED. (Voting: 5 ayes, 2 absent)**

A suggestion was made that the hearing be held on Thursday, September 21, 2006 at 9:00 a.m. The Board's secretary will survey board members on their availability.

Supply Management Administrator issue:


**MOTION**

**IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT WITH REGARD TO THE SUPPLY MANAGEMENT ADMINISTRATOR ISSUE, THE BOARD REMAIN "STATUS QUO" ON THE BASIS THAT IT MAY JEOPARDIZE THE COLLEGE'S ACCREDITATION STATUS. MOTION CARRIED. (Voting: 5 ayes, 2 absent)**


**IX. ADJOURNMENT**

There being no further discussions, the meeting of September 5, 2006 adjourned at 8:00 p.m.

**SUBMITTED BY:**

  
**LOURDES V. BAUTISTA**  
Recording Secretary

**ATTESTED BY:**

  
**GINA Y. RAMOS**  
Secretary

**APPROVED BY:**

  
**ADOLF P. SGAMBELLURI**  
Chairperson

**Attachments:**

1. Board Policy 455, Resolution 14-2006: Selection of President
2. Board Resolution 15-2006: Appropriation to increase budget, Campus Painting Project-\$74,104
3. 2007 NAF Tuition & Fees Budget

## **SELECTION OF PRESIDENT**

**WHEREAS**, the Guam Community College Board of Trustees is committed to maintaining the highest standards of quality, effective governance in fulfilling its responsibilities to the community; and

**WHEREAS**, the Board of Trustees is responsible for the selection of the President of the College whose performance is of vital importance to ensuring these highest standards which will enhance the educational opportunities provided to the residents of the community; and

**WHEREAS**, while the Board of Trustees feels that the selection of the President is one of its major responsibilities, it also recognizes that the participation by others in the screening of candidates for the Presidency is both desirable and educationally sound;

**NOW, THEREFORE, BE IT RESOLVED**, that when a vacancy in the Presidency will occur, the Board of Trustees shall appoint a Search Committee whose responsibility shall be to advertise the position, accept, screen and interview applicants, and recommend to the Board of Trustees at least two but preferably three applicants who meet the advertised criteria;

**BE IT FURTHER RESOLVED**, that the Search Committee shall be chaired by the Chairperson of the Board of Trustees and shall consist additionally of one other member of the Board of Trustees, the Student member of the Board of Trustees, the advisory members to the Board of Trustees, and two members of the general community chosen by the Board of Trustees, with five members constituting a quorum. Each shall have a vote within the Committee;

**BE IT FURTHER RESOLVED**, that the Search Committee and the Board of Trustees shall be guided in the presidential search by these minimum qualifications for applicants for the presidency:

### **MINIMUM EDUCATION AND EXPERIENCE:**

- a) Earned doctoral degree in education administration or closely related area from an accredited college or university; plus five (5) years of teaching or administrative experience at a post secondary institution; or
- b) Earned Master's Degree from an accredited college or university in education administration or closely related area or in a discipline offered at the College; plus three (3) years teaching experience and four (4) years of administrative experience in an educational institution; or any combination thereof equaling seven (7) years of experience in an educational institution.

**Preferred Experience:** Experience at a Pacific Island community college or university is preferred.



**MINIMUM PROFESSIONAL QUALIFICATIONS:**

Dedication to the community college philosophy, mission, and to the promotion of high academic standards.

Demonstrated creative leadership in the budgeting process, educational partnership, strategic planning and organizational management.

Ability to work and communicate effectively with faculty, students, staff, board and alumni in addition to selecting, managing and supporting the most qualified persons in leadership positions.

Enthusiasm and stamina for an active student environment, challenging fund raising agenda and facility planning.

Personal qualities which demand respect from faculty, staff, students, community members and peers.

**BE IT FURTHER RESOLVED**, that the Board of Trustees, upon receiving the recommendations of the Search Committee, shall interview all candidates recommended using a standard set of questions prepared by the Board of Trustees in advance;

**BE IT FURTHER RESOLVED**, that the Board of Trustees shall either appoint one of the candidates advanced by the Search Committee or reject all such candidates and ask the Search Committee to submit additional names meeting the qualifications.

**Adopted: December 6, 1995**  
**Resolution: 1-96**

**Revised/Adopted: April 5, 2000**  
**Resolution 6-2000**

**Revised/Adopted: September 5, 2006**  
**Resolution 14-2006**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**

**APPROPRIATION TO INCREASE BUDGET**  
**CAMPUS PAINTING PROJECT**

**WHEREAS**, Resolution 14-2003 appropriated \$200,000 to paint all Campus Buildings; and

**WHEREAS**, all buildings to be painted required minor repairs before painting and some required more extensive repairs as discovered upon closer inspection; and

**WHEREAS**, the cost for Architectural and Engineering services to provide specifications for repair work, the type of paint to be utilized, and color schemes was \$20,600; and

**WHEREAS**, the low bid received for the project was \$409,596, which included painting of all buildings, minor repairs on all buildings to be painted, elastomeric roof coating for certain buildings, and epoxy injection of cracks on concrete buildings; and

**WHEREAS**, since the budgeted amount was \$179,400, management decided to award portions of the project so as not to exceed available funds; and

**WHEREAS**, the costs included in the bid documents of \$34,435 to paint and repair Buildings 200, 300, and 500 were not included in the amount awarded; and

**WHEREAS**, In order to complete the campus painting project, and to preserve these building, and to enhance the aesthetics of the campus for our students and other constituencies, management requests an appropriation to fund the shortfall; and

**WHEREAS**, the roof on Building D, which contains approximately \$1,000,000 in computer equipment, is in dire need of repair; and

**WHEREAS**, the costs included in the bid documents to repair concrete cracks with epoxy and to seal the roof with the Hydrostop elastomeric roof sealing system is \$39,669; and

**WHEREAS**, through careful planning and financial efficiency there are sufficient amounts in Fund Balance to complete this project.

**NOW THEREFORE BE IT RESOLVED**, that the Guam Community College Board of Trustees appropriates the sum of \$74,104 to paint Buildings 200, 300, 500, and repair the roof of Building D.

**Adopted: September 5, 2006**

**Resolution 15-2006**