


GUAM COMMUNITY COLLEGE  
ACADEMIC AFFAIRS DIVISION

**MEMORANDUM**

To: President  
From: AVP   
Subject: 1<sup>st</sup> Quarterly Report from AAD (January-March 2010)  
Date: April 5, 2010

---

Attached are several reports from the Academic Affairs Division for transmittal to the Board of Trustees:

- School of Technology and Student Services
- School of Trades and Professional Services
- Apprenticeship Training & Program

These reports are informational, requiring no action.

Additionally, the following activities are underway or have been completed by the Academic Vice President's office:

- Ongoing negotiations with the GCC Faculty Union regarding the current contract (March 23-April 9, 2010) at the Outrigger Guam Resort
- Held nine (9) pre-negotiation meetings with members of the management negotiation team to identify, sort, and discuss contract issues that have posed challenges for management in the past 5 years; team members include Dr. Ray Somera (chief negotiator), Dr. Michelle Santos, Reilly Ridgell, Joann Muna, Carmen Santos, and Debbie Belanger (representing the Board)
- Hired a new Administrative Officer (AO) for the AVP office – Ava Garcia – who began on March 17, 2010
- Convened the Graduation Planning Group and have begun logistical arrangements for 2010 graduation on May 21
- Two documents are currently going through the participatory governance process: GCC Distance Education Policy, and Textbook Selection and Adoption

GUAM COMMUNITY COLLEGE  
TECHNOLOGY & STUDENT SERVICES  
OFFICE OF THE DEAN

Board of Trustees Quarterly Report for January – March 2010

1. **Accommodative Services** – New program specialist for OAS resigned. Second response to OCR was submitted. Issues relative to student needs are being divided and handled.
2. **Assessment and Counseling** – Concerns are still present regarding adequate coverage at Okkodo and SSHS and having a counselor at those locations. There has been an increase in external requests for information about the college and for presentations. Almost all counselors participated in the Students Leading Students in March.
3. **Business Department** – New course guides were submitted to help consolidate the accounting program. Work is being done to help refine the program agreement that was disapproved. Efforts are being made to hire for the vacated Office Technology position.
4. **Center for Student Involvement** – The Students Leading Students conference was successful. Efforts to align qualifications for officers and BOT student representatives made and the BOT student rep qualifications were approved by the Board. Planning efforts are continuing for the Spring Festival and elections to be held on April 8..
5. **Civic Engagement** – A special event was held in celebration of Martin Luther King Day with a look at local activism. Homeless counting was done and many other activities are continuing in academic programs. SM220 is planning for a meet the candidate event for gubernatorial.
6. **College Access Challenge Grant** – The number of active participants are up to 723 middle and high school students. Refresher courses continue to be held in English and math and tutoring is available at all 8 middle schools and on Saturdays. A development day was provided to the middle school and preparations are being done for the high school development day.
7. **Enrollment Services** – Preparations are being made for College Night April 8, 2010. Lots of work was done with the high schools and the CACGP to inform the students of college options.
8. **Health Services** – Consistent support staff in the office has truly been beneficial. The staff computers were delivered and installed. Services continue with health clearances, TB testing, and support of students with health needs.
9. **Library** – Digital archiving has begun in preparation for the move to the new library. Cameras are still being planned for greater security. Kindles were purchased to assess their effectiveness. Concerns are still present regarding Baker and Taylor and acquiring materials for the library.
10. **Math, Science, Cosmetology**- Science has moved into the Anthony Leon Guerrero Allied Health Building. This has been excellent for the ability to expand course offerings. The 2<sup>nd</sup> annual Kangaroo math competition was held with 170 participants. Cosmetology is seeking alternative funding sources to meet the instructional needs.
11. **Student Support Services** – A new school aide was hired, John Diaz. William Melendez Jr. is still out on sick leave and in Hawaii. Security is still an issue however a golf cart would help with accessibility around the campus and would provide better coverage.

GUAM COMMUNITY COLLEGE  
TECHNOLOGY & STUDENT SERVICES  
OFFICE OF THE DEAN

12. **Technology** -.Advisory committee meetings were held to seek input on new curriculum and a new program document.
13. **Trio Programs**- TRiO is working with a full complement of staff. Issues regarding ESL and disability service require more training. Notification of the grant award may be delayed according to Dr. Byrd-Johnson. Forty Seven participants went to the career/cultural activity in conjunction with the Coast Guard.

Submitted by:   
Dr. Michelle Santos, Dean

## Quarterly Report

1st Quarter, 2010

### School of Trades and Professional Services

**Adult Education** – A total of 146 students took the GED (OPT and Battery) test. Also, 69 students enrolled in adult high school courses. ABE/ESL classes are being taught in Agat, Agana Heights, Dededo, and Mangilao as well as 10 classes on campus.

**Allied Health** – The new 2010 post-secondary Practical Nursing class began in the spring semester with 40 students enrolled. The Skills USA competition for the Medical Assistant Program was held during GCC's Open Campus Day in March. One student was selected to represent GCC in the national competition. Received a copy of the letter from the Guam Board of Nurse Examiners to the GCC President listing the Board's concerns regarding GCC's Practical Nursing Program. Allied Health DC Louise Foster received a copy of the letter and is preparing a formal response for my review and approval.

**Apprenticeship** – There are currently 354 active apprentices working for 54 different employers. New employers with approved Apprenticeship Standards include: Ironwood Manor, Ironwood Estates, 3V's Graphic Design, Best Sellers, Villaflores Surveying, Infant of Prague, L.A. Auto Tire & Lube, Guam Housing Corporation, and Nippo Corporation.

**Automotive** – The new Automotive Shop at Simon Sanchez High School was completed. A ribbon cutting ceremony was held in January. The Skills USA Automotive competition for secondary and post-secondary students was held during GCC's Open Campus Day in March. The winning post-secondary student will represent GCC in the national competition.

**Construction Trades** – Two cycles of the Construction boot camps were successfully completed. A third cycle will be starting in April.

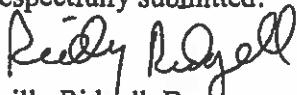
**Criminal Justice and Social Science** – The new forensic science course began in the spring semester. The department hosted Dr. Lee Goff (a Professor in Forensic Science from Chaminade University/Hawaii) for GCC's Open Campus day. Dr Goff also assisted the department in a review of its curriculum.

**Education** – The new secondary Early Childhood Education pilot program with the GW High School cross-enrolled students began at the start of the high school spring semester. Five classes are being offered.

**Marketing/VisCom** – The secondary Marketing program is being revised to reflect a change in the third-year curriculum and the store labs. Also, dialogue has begun with GW High School to start a secondary VisCom Academy for next school year. The VisCom instructor is pursuing grant funding with Public Broadcasting System (PBS) Guam.

**Tourism & Hospitality** – The Culinary Arts HS 246 Buffet and Catering Class began offering Thursday lunch buffets for \$10. The buffet lunch includes appetizer, soup, salad, entrée, and dessert.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Reilly Ridgell". The signature is written in a cursive, flowing style.

Reilly Ridgell, Dean