

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Thursday, November 3, 2016, 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 September 30, 2016

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
 - GCC Annex

VII. NEW BUSINESS

1. Proposed CIP Projects FY2017
2. Travel Request (January 2017)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of September 30, 2016

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on September 30, 2016, was called to order at 12:00 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 P. Arriola, Chairperson; Richard P. Sablan, Vice Chairperson;; Mr. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; Mr. Adrian Davis, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Mr. Frederick Tupaz, Faculty Advisory Member (schedule conflict); Ms. Gina Ramos, Secretary (schedule conflict); Mr. John Benito (off-island).

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Ms. Doris Perez, Assistant Director, Planning and Development; Mr. Michael Setzer, representing Faculty Advisory member; Cedric Cruz, TRMA; Attorney Rebecca Wrightson, Legal Counsel.

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 – August 11, 2016

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF AUGUST 11, 2016, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED.
(Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS– None.

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:

FY2016: Today, September 30, 2016 is the last day of fiscal year 2016. To date, the College collected \$11,327,794.89 out of its \$20,596,605 budget appropriation for FY2016.

-The President and Vice President Carmen Santos had a meeting with DOA to work out a schedule

BOT - Meeting of September 30, 2016

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to receive the remaining balance during FY2017. Anticipate to receive this on a weekly basis. This will be without the 10% set aside. The College will continue to communicate with the DOA Director on this matter.

FY2017: The new fiscal year begins tomorrow, October 1, 2016. Anticipate 10% will also be set aside for FY2017. The College is still managing payroll and construction projects are ongoing but will be more diligent in its spending this fiscal year.

Capital Improvement Projects and other activities: President Okada reported the following:

- To date, 2,416 students were enrolled this semester, which is a few more than last year but at this point is stabilizing as far as enrollment.

- Three grants were recently awarded to the College to support some of its programs, as follows: \$230,000 from the Career Prep and Synchronization grant; infusing technology in accounting for \$137,000; and a Telecommunications Post Secondary grant for \$115,000.

- AACC awarded GCC a 2016 AACC Sustainability Education and Economic Development (SEED) Green Genome Strategic Partnerships grant for \$10,000. This will support sustainability efforts on campus coordinated by Mr. Francisco "Kiko" Palacios, the GCC Sustainability Coordinator.

- \$15,000 was received from Matson for scholarships; and \$100,000 was donated by Take Care for scholarships to support Allied Health nursing and science programs.

Other activities:

- Part of the accreditation preparation visit in 2018 is the writing of the accreditation report of how the College has been meeting all the accreditation standards. An Institutional Self Evaluation Report training will be held on campus on October 21, 2016 to assist staff and administrators who will contribute to this report. When this report is complete, it will be presented to the Board for consideration before submission to ACCJC.

- An information session will be scheduled for the BOT to update them regarding the different activities in preparation for the Accreditation visit in 2018. An accreditation calendar will be provided to the Board once it is available.

- At this time, Mr. Cedric Cruz from TRMA presented a PowerPoint to the Board regarding the GCC Physical Master Plan for 2015-2020. Different phases of the Master Plan were presented.

- The bid for generators for the Allied Health and Building C are scheduled to be released in the beginning of FY2017.

- Once the proposed CIP projects for fiscal year 2017 is complete, it will be provided to the Board for its consideration. Some of the projects include painting the buildings in preparation for the 2018 accreditation visit, air-conditioning repairs, ADA walkways and repairs as needed throughout the campus.

2. Monthly Activities Report

Student Trustee: Trustee Adrian Davis reported the following:

- October 27, 2016, 4pm-8pm, Fall Festival, at the Student Center courtyard: This event was a rescheduling due to weather conditions. Activities include food and other entertainment.

- October 7, 2016, 8:30am-4:30pm, "Need to Lead" conference, at the Westin: This training is for students to develop teamwork, team building and communications.

Faculty Advisory Member: Mr. Frederick Tupaz was represented by Mr. Michael Setzer and reported the following:

- Contract negotiations have been held the last couple of weeks and have been very collegial and professional and wanted to express the Local's appreciation to the Board in moving the process forward.
- Faculty are underway with the new semester.
- The Labor Day picnic was a great success with a lot of faculty and staff participation as well as BOT members attending.

Support Staff Advisory Member: Mr. Kenneth Bautista reported as follows:

- Mr. Bautista reported that the Sunday, September 4, 2016 Labor Day was a huge success with a lot of employees participating, including the Board.
- October 24, 2016 is the College Assembly for the staff, faculty and administrators.
- December 10, 2016 is the GCC Employee Association Christmas party at the Westin.
- There were some concerns from employees regarding an issue last week and hope the College will get together regarding alerting employees on such matters.

3. Board of Trustees Community Outreach Report.

- September 11, 2016, GCC Veterans' Club 9/11th event on campus attended by Trustee Hara.
- September 12, 2016: Building 100 groundbreaking attended by Trustees Arriola, Sablan, Hara and Davis.
- September 17, 2016, Red Ball: Attended by Trustees Arriola, Sablan and Belanger.
- September 17, 2016, invite by Governor of Yap to Trustee Hara to attend the naming of a vessel.
- BOT negotiations are ongoing with Trustee Belanger attending.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Building 100 and Forensic Lab Extension Loan.

- o Bldg. 100. Groundbreaking was held on September 14, 2016.
- o Forensic Lab. This project is ready to go out for bid and will be scheduled soon.

-Building 300. The bid for this project is anticipated to be completed soon.

-Wellness Center. The design is 100% complete and currently looking for funding for this project. This item will remain on the Agenda as updates are provided.

-GCC Annex. As previously reported, this project is still on hold due to the construction timeline of other GCC projects. This item will remain on the Agenda as updates are provided.

VII. NEW BUSINESS.

1. Advisory Committees. The President explained that the establishment of advisory committees by the Board of Trustees is a requirement in compliance with its enabling law under Title 17 of the Guam Code Annotated in Chapter 31, Section 31102, whereas the BOT shall identify members for the Advisory Committees. The Board was presented with a list of recommended Advisory Committee Members by department for its consideration.

After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE ADVISORY COMMITTEE MEMBER LISTING, AS RECOMMENDED, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. BOT Fiscal Calendar. The Board was presented with a proposed Board of Trustees Annual Fiscal Calendar for October 2016 through September 2017.

After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES ANNUAL FISCAL CALENDAR FOR OCTOBER 2016 THROUGH SEPTEMBER 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. President's Travel Request (October-December 2016). At this time, the President informed the Board of the following travel request:

- Public-Private Partnership (P3) Higher Education Summit, October 3-4, 2016, in San Diego, California, 100% promotional funds.
- Association of Community College Trustees (ACCT) Leadership Congress, October 5-8, 2016, in New Orleans, Louisiana, 100% promotional funds.
- Pacific Resource for Education and Learning (PREL) Board Meeting, November 15-16, 2016, in Honolulu, Hawaii, 100% PREL funds
- Asia Pacific Association for Fiduciary Studies (APAFS) Board of Governors' Meeting and Annual Pacific Region Investment Conference, November 30 - December 2, 2016, in Manila, Philippines, there is approximately a \$500 reimbursement by APAFS.
- White House Initiative on Asian Americans & Pacific Islanders (WHIAAPI) Commission Meeting, December 6-8, 2016, in Washington, D.C., sponsored 100% WHIAPPI funds.

MOTION

IT WAS MOVED BY TRUSTEE ADRIAN DAVIS, SECONDED BY TRUSTEE DEBORAH BELANGER ADRIAN DAVIS, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR OCTOBER-DECEMBER 2016. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 12:54 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:34 p.m., the meeting reconvened to open session.

MOTION

IX. ADJOURNMENT. At this time, a motion was made to accept the President's Report and adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ADRIAN DAVIS, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT AND THAT THE MEETING OF SEPTEMBER 30, 2016, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of September 30, 2016, adjourned at approximately 1:35 p.m.

SUBMITTED BY:

 **NOV 03 2016**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

 **NOV 03 2016**
GINA Y. RAMOS
Secretary

APPROVED BY:

 **NOV 03 2016**
FRANK P. ARRIOLA
Chairperson

RECEIVED

OCT 14 2016

PRESIDENT'S OFFICE

Initials: hgs

Memorandum

To: **Mary A.Y. Okada, President**

From: **Carmen K. Santos (Chair)**
Patricia Terlaje (Co-Chair)
Latisha Leon Guerrero (Co-Chair)
College Governing Council

Date: **10/13/16**
Re: **FY17 CIP**

The College Governing Council met Thursday, 10/12/16 to discuss the FY2017 proposed CIP projects that were reviewed and recommended by the RFP Committee and are now being recommended by CGC.

Please let us know if you have any questions regarding the above.

Carmen K. Santos 10/13/16 Patricia Terlaje
Carmen K. Santos, Chair Date Patricia Terlaje, Co-Chair

10/14/16
Date

Latisha Leon Guerrero 10/14/16
Latisha Leon Guerrero, Co-Chair Date

NOV 03 2016

PROPOSED CIP 2017

No	Description
	Building 2000, Reconfiguration of parking structure
	Building 3000, Repair Wall - Structural Cracks
	Building 400, Replacement of 3-each corroded doors
	Building 6000, Build of 1 MW generator set for buildings 6000, 5000 and 4000
	Campus-wide, Assessment of ADA requirements to include 1. Parking stalls (clearly identified and near buildings with appropriate walkways nearby), 2. Accessible entrances and exits (single and double doors, door handles, and door switch bottoms), 3. Door signs with braille, 4. Wireless navigation technology, 5. Principles of Universal Design, and 6. Ready to use equipment (portable emergency evacuation equipment or technology that may be used in all buildings 2 or more stories high for the emergency evacuation of injured persons or persons with disabilities from the higher floors to the ground level.
	Campus-wide, Acquisition of classroom collaterals (e.g., furniture, replacement bulbs, white and tack boards), for improved instruction
	Campus-wide, Installation of directional signs along route 10, Corten Torres, Sesame and Washington streets
	Campus-wide, Installation of power-line conditioners at buildings D, 2000, 5000, E, 6000
	Campus-wide, Installation of water bottle filling stations within buildings 1000, 3000, & 6000
	Campus-wide, Phase-1 Painting of Buildings, 400, 500, 600, 900, 1000, 2000, associated pathways and re-striping of adjacent parking stalls
	Campus-wide, Phase-2 Painting of Buildings, 3000, 4000, 5000, 6000, associated pathways and re-striping of adjacent parking stalls
	Campus-wide, Phase-3 Painting of Buildings, A, B, C, D, associated pathways and re-striping of adjacent parking stalls
	Campus-wide, Repair of solar PV parking/walkway lights (i.e. specified batteries, charge controllers, and lighting system)
	Campus-wide, Replace of air conditioning units as prioritized due to normal wear and tear, useful life with 18 SEER or better
	Campus-wide, Replacement of dilapidated, perimeter fencing and gates
	Campus-wide, Retrofit of a select, dilapidated classroom
	Campus-wide Install emergency buttons or technology in classrooms in the event of a crisis or emergency so that the Student Support Services, Safety Office and Accommodative Services may respond in a timely manner. There are wireless systems already available on island to address this.
	Establishment of green space and an organic garden
	Integration of four (4) more water bottle filling stations on campus to include two (2) stand alone systems and two (2) retrofit stations. Locations will be strategically identified based on student and campus community traffic and other important factors.
16.02	Building 600, Retrofit of the 500-600 Open Yard for Facility Maintenance Relation and Storage
16.03	Building 3000, Restoration of Domestic Water System (i.e., submersible pumps, VFDs, Fittings, Etc.)
16.05	Building 4000, Repair Wall - Structural Cracks
16.06	Retrofit of steep walkway between buildings 500 and 1000 for ADA compliance

BOT FY2017 Approved Budget \$683,000

CIP16 Projects APPROVED by RPF/CGC

CIP17 Projects RECOMMENDED by RPF/CGC - October 12, 2016

NOV 03 2016

PRESIDENT'S TRAVEL SCHEDULE
January 2017

Conference Title/Sponsor	Date	Location
ACCJC Commission Meeting	January 11-13, 2017	Sacramento, CA
WestCare Board of Directors Meeting	January 19-22, 2017	Las Vegas, NV

Funding Source in order of travel: 100% reimbursement; 100% reimbursement