GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, February 7, 2020, 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 January 10, 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. BOT Election
2. Construction Projects Updates
   - Building 100 and Forensic Lab
   - Building 300
   - Wellness Center
   - Building B

VII. NEW BUSINESS

1. Fiscal Year 2021 Budget Request
2. Recruitment Policy (1st Reading)
3. President's Travel Request (March 2020 additional)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of January 10, 2020

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on January 10, 2020, was called to order at 12:09 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 Arriola, Chairperson; Mr. Richard P. Sablan, Vice Chairperson; Mr. Carlo Leon Guerrero; Ms. Rozene Pecson, Student Trustee. **Other members**: Mr. Eloy P. Hara, Treasurer; Ms. Gina Ramos, Secretary (schedule conflict); Ms. Deborah Belanger (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Ray Somera, Vice President, Academics Affairs Division; Ms. Carmen K. Santos, Vice President, Finance and Administration; Dr. Michael Chan, Dean, TSS; Dr. Virginia Tudela, Dean, TPS; Ms. Jo Nita Kerr representing Mr. Carl Torres II, Faculty Advisory Member; Ms. Doris Perez, Assistant Director for Planning & Development; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Attorney Rebecca Wrightson.

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 – December 6, 2019

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, AND SECONDED BY TRUSTEE ROZENE PECSON, THAT THE BOARD APPROVE THE MEETING MINUTES OF DECEMBER 6, 2019. NONE OPPOSED, MOTION CARRIED. (Voting: 4 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 January 7, 2020, the College received a total of $5.017 million for all funds. $4.5 million for the General Fund; $206,000 for the LPN/Vocational Guidance; $52,600 for the General

Fund Apprenticeship Program; $156,000 from the MDF; $24,000 to support General Fund Lodging Management; and $25,000 for the First-Generation Trust Fund Initiative. This equates to 76% of the amount billed to date and funds continue to be received on a weekly basis.

Capital Improvement Projects and other activities:

Ongoing CIP projects:

The LRC water chiller unit project is still at 99.9% complete to date. Awaiting final recommendation from TRMA regarding the 80% capacity threshold on how the units are going to be shifting between each other so that each of the units are not being utilized at full capacity thereby making the usage of each unit balanced.

To date, the barrel vault walkway project is 76% complete as of December 2019. A request for a no-cost extension until March 31, 2020 was received and approved. Request was due to machinery breaking down, scheduling of the pouring and DPW inspection. Phase I of this project is complete and will begin with Phase II, closer to the Allied Health Center.

As last reported, part of the CIP projects for FY2020 are air conditioner replacements and repairs. A bid went out and six companies obtained bid packets and attended the pre-bid conference on November 13, 2019, however, only one submitted a packet. Once clarification is complete from vendor and is satisfied, this project will move forward.

Other activities:

Special thanks to Dr. Chan in collaboration with the University of Guam Computer Science department for completing the dual degree program in Computer Science. This will allow Computer Science majors to complete years 1 and 2 at GCC for an Associate Degree and then transfer to UOG for years 3 and 4 to earn a Bachelor of Science degree.

In line with the GCC Institutional Strategic Master Plan (ISMP), a "Build Your Legacy" training was conducted on campus by former Senator Frank Blas with 24 staff participating. The next cohort will be attending the next training on February 7, 2020. This is an interpersonal development and growth workshop that received positive feedback from the first cohort.

Twenty-four (24) employees attended a Career Pathways Leadership Certification funded through a federal grant and are now certified. This helps the College as one of the lead entities for Career Pathway Development in line with the PREL grant, which supports our Region.

Employees from the GCC Adult Education department, Reach for College, Academic & Career Placement and the state office attended the HIRE Guam training conducted by the Guam Department of Labor.

The College is preparing for the fiscal year 2021 budget, including the next CIP projects, which will be provided at the next Board meeting.

As last reported, the College plans are ongoing for the symposium, "*Empowerment and*

Engagement: E2 Equals Diversity and Inclusion" on Friday, January 24, 2020, in conjunction with John Cruickshank's visit to Guam in January 2020.

The Truck Driving completion ceremony is scheduled on Thursday, January 23, 2020 in the MPA with 7 completers.

2. Monthly Activities Report.

Student Trustee: Trustee Rozene Pecson reported the following:
Jan. 2, 2020, Student Orientation for Spring 2020 was held in the MPA. Information regarding student services were provided plus a campus tour.
Jan. 8, 2020, Spring semester began and COPSA are organizing student activities for this semester.
Jan. 22-23, 2020, Health Certificate workshops for student organizations and advisors in the MPA.
Jan. 24, 2020, first COPSA General Membership meeting.

Faculty Advisory Member: Ms. Jo Nita Kerr was present and reported for Mr. Carl Torres II, as follows:
Jan. 6, 2020, secondary teachers attended the Work Ethics professional development training, conducted by Ms. Sally Sablan and Mr. Tony Roberto. Workshop related to "Bring your A game," attendance, accountability, appearance and being good employees. Approximately 30 post-secondary faculty and 20 secondary faculty members attended.
Secondary and post-secondary faculty reported to work on Mon., Jan. 6, 2020 and are looking forward to a great semester.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Explained he was unable to attend the last two BOT meetings due to MIS issues.
College has been preparing the campus for the beginning of the semester which began Jan. 8, 2020.
Currently working on calendar year-end processes to issueW2s and 1098s.
Staff are assisting students with any issues they might encounter with the new semester.
Improvements with the College's Information System modules and projects are ongoing such as moving to the Cloud, Degree Works and the GCC Mobile App.
Anticipate to complete the Mobile App at the end of January 2020 and to provide a demonstration to the Board members during the next meeting.

Board of Trustees Community Outreach Report.
Dec. 14, 2019, Adult High School and High School Equivalency Commencement ceremony in the MPA: Attended by Trustee Hara and Student Trustee Pecson. Trustee Sablan also attended and reported 34 students graduated and was also well attended by friends and family.

Trustee Arriola recently attended the St. Luke's Medical Center "Christmas/Get to Know the Doctors" event on December 2019 at the Guam Sheraton.
January 2020, Trustee Arriola also met the President and CEO of the St. Luke's Medical City at the new referral office in Tamuning and anticipate giving a campus tour.

VI. UNFINISHED BUSINESS

1. **Data Breach Policy (2nd Reading).** A draft of the Data Breach Response Policy was presented during the December 6, 2019 Board meeting, for first reading and was then moved into second reading with the first paragraph revised as presented. As last reported, this is a new policy approved by the College Governing Council consisting of representatives from the faculty, staff and student representatives. A motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD APPROVE THE "DATA BREACH RESPONSE POLICY" WITH REVISIONS TO THE FIRST PARAGRAPH AS PREVIOUSLY PRESENTED DURING THE FIRST READING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. **BOT Elections.** After discussions, the Guam Community College Board of Trustees election of officers for a term of two (2) years for 2020-2021 will be conducted electronically due to Trustees that were not present. Election results will be provided at the next Board meeting. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE ROZENE PECSON THAT THE BOARD CONDUCT AN ELECTRONIC ELECTION TO VOTE FOR THE 2020-2021 BOARD OF TRUSTEES OFFICERS AND ELECTION RESULTS WILL BE PROVIDED AT THE NEXT BOARD MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

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

Bldg. 100. As of December 2019, this project still has some unresolved items: 1) Waiting for the full operational condition of the water pump ATS system; 2) Waiting for the purchase order which has been processed for the repair of the generator and once done, GFD will conduct final testing and anticipate complete access. There is still a conditional occupancy but classes will not be conducted until finalized; 3) Reorder fire extinguisher cabinets; 4) Finalize installation of typhoon shutters; 5) submission of Close Out requirements (training, as build, warranty documents, etc.); and 6) transfer of keys and training on the programmable keys (VCE Pacific).

Forensic Lab/DNA Building. EPA signed off on the building permit and the College is now waiting for the completion of the Archeological Report, which should be submitted by January 17, 2020 and then submitted to DPW. At this time, anticipate this project to be delayed 90 days due to the permit process.

Building 300. Work on this project is 47% complete as of December 2019. As last reported, the

College submitted a request to FEMA for a "no-cost" extension and have been following up with Homeland Security. To date, there has been no response.

Wellness Center. Based on the current project plan, bid should be put out, however, an archeological study will be conducted before the bid process so as not to cause any delays for the contractor. The College will ensure the study does not expire by the time the bid is processed.

Building B. The final A&E Design should be completed by January 31, 2020. Bid documents should be done the first part of February 2020. The College is trying to resolve identifying an alternate bid for a backup generator to support Buildings B, C and the Allied Health Center.

VII. NEW BUSINESS.

1. President's Travel Request (February-March 2020). The President informed the Board of the following travel request:

WestCare Foundation Board Meeting, February 18-22, 2020, Henderson, Nevada, 100% WestCare paid.

REL Pacific Governing Board Meeting, March 23-27, 2020, Marshall Islands, 100% REL paid under McREL.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ROZENE PECSON, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL FOR FEBRUARY 2020-MARCH 2020. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 12:55 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:28 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 RICHARD P. SABLAN, SECONDED BY TRUSTEE ROZENE PECSON THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE

OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

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

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE ROZENE PECSON, THAT THE MEETING OF JANUARY 10, 2020, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of January 10, 2020, adjourned at 1:30 p.m.

SUBMITTED BY:

FEB 07 2020

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

FEB 07 2020

GINA Y. RAMOS
Secretary

APPROVED BY:

FEB 07 2020

FRANK P. ARRIOLA
Chairperson

(1st Reading)
Policy _____

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution ____-20___

RECRUITMENT POLICY

WHEREAS, Guam Community College ("College") ensures compliance with Program Integrity Rules consistent with federal regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation. This applies to the educational institution itself and its agents including third parties. As part of efforts to eliminate unfair, deceptive, and abusive marketing aimed at Service members; and

WHEREAS, the College and its agents, including third parties, will:

1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to tuition assistance funds. Educational institution sponsored scholarships or grants and tuition reductions available to military students are permissible.
2. Refrain providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including tuition assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. These restrictions do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

   As a Title IV institution, the College remains responsible for the actions of any entity that performs functions and tasks on its behalf. These responsibilities include ensuring that employees are not paid for services that would convert these payments into prohibited incentive compensation because of the activity the employees engage in.

3. Refrain from high pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments in non-credit courses or programs.

NOW, THEREFORE, BE IT RESOLVED, the Guam Community College and its agents including third parties, shall comply with Program Integrity Rules consistent with federal

regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation; and

BE IT FURTHER RESOLVED, that the Guam Community College and its agents including third parties, shall comply with the Recruitment Policy, namely paragraphs 1-3 herein mentioned; and

BE IT FURTHER RESOLVED, the Board of Trustees shall adopt, when applicable, a Guam Community College Recruitment Policy Procedure as developed through the College's governance process, and updated as deemed necessary and appropriate.

ADOPTED the _____ day of _____ 20___.

_____
FRANK P. ARRIOLA
Chairperson

ATTESTED BY:

_____
GINA Y. RAMOS
Secretary

PRESIDENT'S TRAVEL SCHEDULE
March 2020 *(additional)*

Conference Title/Sponsor	Date	Location
P3 Conference	March 18 – 19, 2020	Saipan

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, January 10, 2020, 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 December 6, 2019

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. Data Breach Response Policy (2nd Reading)
2. BOT Election
3. Construction Projects Updates
   - Building 100 and Forensic Lab
   - Building 300
   - Wellness Center
   - Building B

VII. NEW BUSINESS

1. President's Travel Request (February-March 2020)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of December 6, 2019

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on December 6, 2019, was called to order at 12:10 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 Arriola, Chairperson; Ms. Deborah C. Belanger; Mr. Carlo Leon Guerrero; Ms. Rozene Pecson, Student Trustee. **Other members**: Mr. Richard P. Sablan, Vice Chairperson (off-island); Mr. Eloy P. Hara, Treasurer; Ms. Gina Ramos, Secretary (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Carmen K. Santos, Vice President, Finance and Administration; Mr. Frederick Topaz represented Mr. Carl Torres II, Faculty Advisory Member; Ms. Doris Perez, Assistant Director for Planning & Development; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Attorney Rebecca Wrightson.

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 – November 8, 2019

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, AND SECONDED BY TRUSTEE ROZENE PECSON, THAT THE BOARD APPROVE THE MEETING MINUTES OF NOVEMBER 8, 2019, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS. The College received a letter dated September 20, 2019 and a Certificate from the Association of Community College Trustees (ACCT) informing the GCC Board of Trustees that it is a "Member in Good Standing" which grants the College and its Trustees benefits under this organization for the period from July 1, 2019 through June 30, 2020.

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: To date for this fiscal year, the College received a total of $2.8 million for all funds. $2.654 million for the General Fund; $108,000 for the LPN; $27,500 for the General Fund Apprenticeship Program. This equates to 7% of the amount billed to include December. Funds are also being received on a weekly basis.

Capital Improvement Projects and other activities:
Ongoing CIP projects:
To date, the barrel vault walkway project is 73% complete as of November 2019 and the anticipated completion date is February 2, 2020. The concrete pouring for the columns and canopy were complete as of November 30, 2019.

Part of the CIP projects for FY2020 is air conditioner replacements and repairs. A bid went out and six companies obtained bid packets. A request to extend the bid opening is scheduled on December 11, 2019.

Another FY2020 CIP project is the fire alarm system. The system in Bldg. 200 does not have the same brand as the rest of the buildings. There are issues with the controls and anticipate line conditioners to help resolve this. In the past, bids were put out for line conditioners but there were no interests. This will be included as part of the College upgrades or continue to put line conditioners out for bid.

Other activities:
The application packet for the Bachelor of Science Degree (4-year) program will be scheduled with ACCJC for Spring 2020 and should it be approved, implementation will be during the Fall 2020 semester.

The Institutional Priorities for Academic Year 2019-2025 has been established, consisting of two (2) categories, which are Organizational and Academic Priorities used as guides for professional development activities for the College including travel, such as conferences. These were approved through the participatory governance process with input from the faculty senate and faculty union.

The College plans are ongoing for a symposium on Friday, January 24, 2020, entitled "*Empowerment and Engagement: E2 Equals Diversity and Inclusion.*" This is in conjunction with John S. Cruickshank's visit to Guam in January 2020.

The College is continuing with its recruitment and registration efforts. The Office of Communications and Promotions have put together videos of student success stories on the GCC website and various social media sites, which were recently utilized to support faculty's recruitment efforts at the Agana Shopping Center and the Micronesia Mall.

The College will start preparations for classroom renovations in Building A.

The fiscal year 2021 Budget is being finalized and will be presented to the Board for consideration during the February 2020 Board meeting. This is due to the Guam Legislature on February 15,

2020.

2. Monthly Activities Report.

Student Trustee: Trustee Rozene Pecson reported the following:
Trustee Pecson participated with COPSA in the Adopt-a-Spot in November 15, 2019 around the campus which was part of the National Recycling Day coordinated by the GCC Sustainability Office. This will also be made an event during the next semester with other students.
The 2019 Fall semester is almost over. Mon., Dec. 9, 2019 is the last day of classes for this semester.
Jan. 2, 2020, 9:00 a.m., is the first Student Orientation for Spring 2020.
Trustee Pecson provided the Board with a copy of the Spring 2020 Student Activities calendar.

Faculty Advisory Member: Mr. Fred Tupaz was present and reported for Mr. Carl Torres II, as follows:
The College Assembly on Oct. 14, 2019, was well attended by faculty. Faculty were grateful for the opportunity to attend the Work Ethics professional development training, which included staff and administrators. In addition, two (2) four hour classes for Work Ethics was offered after the College Assembly.
There were two (2) events in November 2019 that provided the College an opportunity to showcase its programs, which were the College Fair at the Micronesia Mall and the DECA Leadership conference.
The Career Pathways is scheduled on Dec. 5-6, 2019, for selected secondary and post-secondary faculty, however, other faculty members would like the opportunity to participate.
Closing out the semester were service learning activities to include more than $5,000 in food and clothing donations to Catholic Social Services; and a Veteran's Club Drive for the Vets.
The Veteran's Club will help host a workshop in February 2020.
Faculty submitted their grades for the Fall semester and reported this was another good semester.
The issue faculty is looking at not as a concern but are the lack of students and want to figure better ways to recruit and retain students.

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

Board of Trustees Community Outreach Report.
Nov. 12-13, 2019, Dusit Thani, Guam, 2019 Guam Registered Apprenticeship Forum: Attended by Trustee Arriola.
Nov. 15, 2019, 11:00 a.m., LRC: 4 year degree presentation attended by Trustees Hara, Belanger and Pecson.
Nov. 15, 2019, 11:30 a.m., MPA: GCC Thanksgiving luncheon attended by Trustees Hara, Belanger and Pecson.
Nov. 17-22, 2019, 19th annual Asia Pacific Association for Fiduciary Studies (APAFS) conference in Manila, Philippines: Attended by Trustee Arriola, to include the Accredited Investment

Fiduciary (AIF®) Training.
Trustee Arriola recently attended a SIFA Learning Academy fundraiser.

VI. UNFINISHED BUSINESS

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

Bldg. 100. Faculty and staff have moved into their offices and a fire drill was recently conducted for this building, however, there are still some items to complete such as connecting the fire pump to the generator; and install the water heater, extinguisher cabinets, seismic gap covers and the exit/directional signs.

Forensic Lab/DNA Building. At this time the project is 4.5% complete. TRMA provided guidance to EPA regarding some issues with the soil grading, and erosion/sediment control that has to be resolved. TRMA also submitted the Archeological Research Design Report.

Building 300. Work on this project is 17.31% complete and an additional 28% for materials. The College submitted a request to FEMA for a "no-cost" extension and in turn requested information regarding the lead paint removal and abatement.

Wellness Center. To date and as last reported, the College is waiting for the final architectural drawings and will then begin the bid process for this project.

Building B. The final conceptual designs for this project has been approved and TRMA will then develop the final plans for the A&E Design.

VII. NEW BUSINESS.

1. BOT Election. After discussions, the Guam Community College Board of Trustees election of officers for a term of two (2) years for 2020-2021 was tabled for the next Board meeting and the following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD CARRYOVER AND TABLE THE 2020-2021 BOARD OF TRUSTEES ELECTION OF OFFICERS UNTIL THE NEXT BOARD MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. Data Breach Response Policy (1st Reading). The Board was provided with a proposed policy for first reading as the Data Breach Response Policy. This is a new policy approved by the College Governing Council consisting of representatives from the faculty, staff and student representatives. This new policy is concerning what the institution does in the event of a data breach.

A recommendation was made to revise the first paragraph to read, **"WHEREAS,** the College recognizes the need to govern the procedures regarding data breaches; and." After several discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD APPROVE TO MOVE THE DATA BREACH RESPONSE POLICY INTO SECOND READING, WITH REVISIONS HEREIN TO THE FIRST PARAGRAPH. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. President's Travel Request (December 2019-January 2020). The President informed the Board of the following travel request:

ACCJC CEO Interview, December 16, 2019, Los Angeles, California, 100% ACCJC paid.
ACCJC Commissioner Meeting, January 13-17, 2020, San Diego, California, 100% ACCJC paid.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE ROZENE PECSON, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL FOR DECEMBER 2019 THROUGH JANUARY 2020. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, a motion was made to move into Executive Session, as follows:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 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 this time, a motion was made to move into Open Session, as follows:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 1:20 p.m., the meeting reconvened to open session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

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

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING OF DECEMBER 6, 2019, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of December 6, 2019, adjourned at 1:20 p.m.

SUBMITTED BY:

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

GINA Y. RAMOS
Secretary

APPROVED BY:

FRANK P. ARRIOLA
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 1-2020

DATA BREACH RESPONSE POLICY

WHEREAS, the College recognizes the need to govern the procedures regarding data breaches; and

WHEREAS, the Guam Community College Incidence Response Procedures for Data Breaches (GCCIRPDB) document has been created to respond to actual or suspected data breaches; and

WHEREAS, the Core Management Team, as identified in the GCCIRPDB, has the review and oversight of all significant breaches of information and cybersecurity incidents; and

WHEREAS, the Core Management Team is responsible in making all determinations regarding breach notifications and responses; and

WHEREAS, such response procedures for data breaches will provide established instructions within which all parties must operate.

NOW, THEREFORE, BE IT RESOLVED, that in the case of any and all significant data breaches and cybersecurity incidents, it is the Core Management Team's responsibility to uphold and follow instructions as outlined in the Guam Community College Incidence Response Procedures for Data Breaches document, and to promote such practices on the campus.

BE IT FURTHER RESOLVED, the Board of Trustees adopts the Guam Community College Incidence Response Procedures for Data Breaches as developed through the College's governance process, updated as deemed necessary and appropriate.

ADOPTED the 10th day of January 2020.

FRANK P. ARRIOLA
Chairperson

ATTESTED BY:

GINA Y. RAMOS
Secretary

(2nd Reading)
Policy _____

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution ____-20___

DATA BREACH RESPONSE POLICY

WHEREAS, the College recognizes the need to govern the procedures regarding data breaches; and

WHEREAS, the Guam Community College Incidence Response Procedures for Data Breaches (GCCIRPDB) document has been created to respond to actual or suspected data breaches; and

WHEREAS, the Core Management Team, as identified in the GCCIRPDB, has the review and oversight of all significant breaches of information and cybersecurity incidents; and

WHEREAS, the Core Management Team is responsible in making all determinations regarding breach notifications and responses; and

WHEREAS, such response procedures for data breaches will provide established instructions within which all parties must operate.

NOW, THEREFORE, BE IT RESOLVED, that in the case of any and all significant data breaches and cybersecurity incidents, it is the Core Management Team's responsibility to uphold and follow instructions as outlined in the Guam Community College Incidence Response Procedures for Data Breaches document, and to promote such practices on the campus.

BE IT FURTHER RESOLVED, the Board of Trustees adopts the Guam Community College Incidence Response Procedures for Data Breaches as developed through the College's governance process, updated as deemed necessary and appropriate.

ADOPTED the _____ day of _____ 20___.

_____
FRANK P. ARRIOLA
Chairperson

ATTESTED BY:

_____
GINA Y. RAMOS
Secretary

PRESIDENT'S TRAVEL SCHEDULE
February-March 2020

Conference Title/Sponsor	Date	Location
WestCare Foundation Board Meeting (100% WestCare paid)	February 18-22, 2020	Henderson, Nevada
REL Pacific Governing Board Meeting (100% REL paid)	March 23-27, 2020	Marshall Islands

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, December 6, 2019, 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 November 8, 2019

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. BOT Election
2. Data Breach Response Policy (1st Reading)
3. President's Travel Request (December 2019-January 2020)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of November 8, 2019

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on November 8, 2019, was called to order at 12:12 p.m., by Vice Chairperson Richard P. Sablan in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

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

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Carmen K. Santos, Vice President, Finance and Administration; Mr. Carl Torres II, Faculty Advisory Member; Dr. Michael Chan, Dean, TSS; Dr. Virginia Tudela, Dean, TPS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Attorney Rebecca Wrightson.

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 – October 4, 2019

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE MEETING MINUTES OF OCTOBER 4, 2019, 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:

FY2020: For the first month into the fiscal year, the October 2019 monthly billing and inclusive of all funding sources total $1.643 million; and total collected as of October 2019 is $1,398,166.50

which amounts to 85%. The November 2019 billing has already been issued and anticipate receiving these funds soon.

Capital Improvement Projects and other activities:
Ongoing CIP projects:
The barrel vault walkway project is 65.24% complete as of October 2019. DPW inspected the concrete pouring for the columns for Phase I, which was accomplished at the end of October 2019.

Several CIP projects for FY2020 has been established to include air conditioner replacements and repairs. More details of projects for this fiscal year will be provided to the Board, which was recently approved this week by the RPF. CIP priorities will be health, safety and ADA projects.

Other activities:
The Institutional Priorities for Academic Year 2019-2025 has been established, consisting of two (2) categories, which are Organizational and Academic Priorities used as guides for professional development activities for the College including travel, such as conferences. These were approved through the participatory governance process with input from the faculty senate and faculty union.

The President informed the Board of a project under the GCC Foundation Board of Governors that will affect the College. An opportunity was provided to the GCC Foundation to purchase the property at the current Trades Academy building in Barrigada.
A Resolution to purchase this property was presented to the FBOG and was approved on October 21, 2019. The President provided a timeline for this purchase and anticipate closing on this property soon.
This is part of the plan for the College's expansion and the property could be used for transitioning due to ongoing construction on campus.
This project also falls in line with the investment conferences the FBOG attends with regards to diversifying its investment portfolio to include real estate.

The College launched the Degree Works program. This is a tool to help students monitor their academic progress toward degree and certificate completion. It allows them to see the courses they are currently taking and courses they would need in the event of a change in their major and keeps tracks of credits transferred.

2. Monthly Activities Report.

Student Trustee: Trustee Rozene Pecson reported the following:
Oct. 3, 2019, the Fall Festival and "Tour of the Pacific" was held in the Student Center courtyard with 22 student organizations participating by selling food and decorating their areas with recyclable materials. 611 students signed up and received COPSA dollars to utilize during the festival.
Oct. 18, 2019, the "Need to Lead" conference was held at the Dusit Thani Resort which was attended by 158 students. This was sponsored by COPSA, organized by the Center for Student Involvement (CSI) and by the Assessment and Counseling department. Workshops included

Stress Management, Goal Setting, Career & Decision Making, Team Work, Work Ethics, and Budgeting. Governor Leon Guerrero was a featured speaker during the conference and gave her insights on leadership at the beginning of the conference.
Oct. 24, 2019, "Degree Works Media Launch" was held at the Student Center Training Room 5108 had 3 student leaders present to demonstrate and help provide feedback.
Nov. 3,.2019, GCC College Fair held at the Micronesia Mall Center Court, had many students present and showcasing their organizations.
Nov. 15, 2019, the Student Trustee will be participating with COPSA to adopt an area on the GCC campus to clean as part of its beautification initiative. The area selected was Parking Lot K.

Faculty Advisory Member: Mr. Carl Torres II reported the following:
Oct. 19, 2019, "Life Teen" event was held at the Agana Shopping Center to showcase GCC's programs on a secondary level and to promote programs for the post-secondary level. Tables were set up and were not just displays but interactive as well.
Nov. 3, 2019, was the College Fair at the Micronesia Mall with similar activities as the Life Teen event with the introduction of post-secondary programs and recruitment of potential post-secondary students. Potential students were assisted in registering for the Spring Semester.

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

Board of Trustees Community Outreach Report.
Trustee Hara recently attended two of the Public Utilities Commission Town Hall meetings regarding a new power plant for Guam, and also attended the Oct. 31, 2019 ceremonial signing of the contract.

VI. UNFINISHED BUSINESS

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

Bldg. 100. Anticipate final clearance with Guam Fire Department next week to obtain full occupancy. The College is also working with the contractor regarding a few remaining items that has to be resolved.

Forensic Lab/DNA Building. The barricades for the surrounding areas for this project has been constructed as well as the construction containers being onsite. A request has been issued through TRMA to obtain an archeological survey in order to complete the building permit process. Construction will be in full force once this is done. At this time the project is 2.32% complete.

Building 300. Work on this project is approximately 44% complete. This project is partially funded by FEMA and the College is currently working with Homeland Security to request an extension on the grant for this project, which expires December 2019.

Wellness Center. The College is waiting for the final architectural drawings and will then begin

the bid process for this project.

Building B. A meeting was held on November 7, 2019 for the final conceptual designs for this project. TRMA was then given authorization to develop the final plans for the A&E Design.

VII. NEW BUSINESS.

1. Environmental Health and Safety Officer Job Description (update). The Board was presented with an updated job description for the Environmental Health and Safety Officer for approval. Part of the update was the minimum experience and training requirements to include an Associate's Degree in related areas instead of a High School Diploma. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE UPDATED JOB DESCRIPTION FOR THE ENVIRONMENTAL HEALTH AND SAFETY OFFICER. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:35 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:05 p.m., the meeting reconvened to open session.

At this time, a motion was made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE ROZENE PECSON, 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 ELOY HARA, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE MEETING OF NOVEMBER 8, 2019, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of November 8, 2019, adjourned at 1:05 p.m.

SUBMITTED BY:

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

GINA Y. RAMOS
Secretary

APPROVED BY:

FRANK P. ARRIOLA
Chairperson

ACCT ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

The Voice of Community College Leaders

Guam Community College
President's Office
RECEIVED
Date: 10/10/19
Initials: 28

September 20, 2019

Dear ACCT Member Board:

Thank you for renewing your membership with the Association of Community College Trustees (ACCT). ACCT is *your* association, and we are delighted and excited that your college has decided to join over 6,500 member boards who work tirelessly on behalf of community colleges. Enclosed is your Member in Good Standing certificate for July 1, 2019 through June 30, 2020.

As an ACCT member board, you are now empowered with access to a wealth of resources designed to facilitate and enhance your board's effective governance and advocacy efforts. The ACCT website, www.acct.org, offers a wide array of information on board development, public-policy and advocacy updates, ACCT events, news, and other information related to community college governance. ACCT is your source for specialized expert guidance on trustee education, student success and completion, and executive leadership. Additionally, all trustees as well as the president and professional board staff at your college receive as a member benefit ACCT's award-winning magazine, *Trustee Quarterly*, the *Advisor* newsletter, ACCT's podcast *In the Know*, and the *ACCT Now* advocacy resource website.

Your membership also grants you discounts on ACCT events, including the Annual ACCT Leadership Congress, the Community College National Legislative Summit, and Governance Leadership Institutes. We strongly encourage you to register soon for the 2019 ACCT Leadership Congress this October 16-19 in San Francisco, California at which you will have the opportunity to engage in a multitude of educational sessions instructed by renowned experts, as well as 1,500 of your peers from throughout the United States and beyond with whom you can share ideas, experiences, and information. We hope you will also plan to attend the 2020 Community College National Legislative Summit next February 9-12 at the Marriott Marquis in Washington, D.C.

Additionally, ACCT membership entitles you access to ACCT's executive searches (acctsearches.org) and retreat services (acct.org/page/board-retreats-workshops).

Please feel free to contact ACCT's membership services by phone at (866) 895-2228 or by e-mail at membershipupdates@acct.org if you have any questions or if we can help you in any way. We look forward to serving you throughout the year.

Connie Hornbeck
Trustee, Iowa Western CC
2018-2019 ACCT Board Chair

J. Noah Brown
President and CEO
Association of Community College Trustees

cc: Board Chair

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

Member in Good Standing

Presented to

Guam Community College

for

July 1, 2019 – June 30, 2020

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES • INCORPORATED 1972 ILLINOIS

Connie Hornbeck, ACCT Chair

J. Noah Brown, ACCT President and CEO

Association of Community College Trustees

Standards of Good Practice

In support of effective community college governance, the Board[1] believes:

- That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- That it must clearly define and articulate its role;
- That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
- That it always strives to differentiate between external and internal processes in the exercise of its authority;
- That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
- That its trustee members vote their conscience and support the decision or policy made;
- That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
- That it endeavors to remain always accountable to the community;
- That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

[1] *The term "board" refers to a community college board of trustees or appropriate governing authority*

(1st Reading)
Policy _____

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution ____-20___

DATA BREACH RESPONSE POLICY

WHEREAS, the College recognizes the need to govern the procedures regarding data breaches; and

WHEREAS, the Guam Community College Incidence Response Procedures for Data Breaches (GCCIRPDB) document has been created to respond to actual or suspected data breaches; and

WHEREAS, the Core Management Team, as identified in the GCCIRPDB, has the review and oversight of all significant breaches of information and cybersecurity incidents; and

WHEREAS, the Core Management Team is responsible in making all determinations regarding breach notifications and responses; and

WHEREAS, such response procedures for data breaches will provide established instructions within which all parties must operate.

NOW, THEREFORE, BE IT RESOLVED, that in the case of any and all significant data breaches and cybersecurity incidents, it is the Core Management Team's responsibility to uphold and follow instructions as outlined in the Guam Community College Incidence Response Procedures for Data Breaches document, and to promote such practices on the campus.

BE IT FURTHER RESOLVED, the Board of Trustees adopts the Guam Community College Incidence Response Procedures for Data Breaches as developed through the College's governance process, updated as deemed necessary and appropriate.

ADOPTED the _____ day of _____ 20___.

_____
FRANK P. ARRIOLA
Chairperson

ATTESTED BY:

_____
GINA Y. RAMOS
Secretary

PRESIDENT'S TRAVEL SCHEDULE
December 2019 – January 2020

Conference Title/Sponsor	Date	Location
ACCJC CEO Interview (100% ACCJC Paid)	December 16, 2019	Los Angeles, CA
ACCJC Commissioner Meeting (100% ACCJC Paid)	January 13-17, 2020	San Diego, CA

FOLLOW GCC

GUAMCC

GUAMCOMMUNITYCOLLEGE

Council on Postsecondary Student Affairs (COPSA)

FOLLOW COPSA

COPSA.GUAMCC

SPRING 2020 STUDENT ACTIVITIES

*IMPORTANT DATES & ACTIVITIES **for** STUDENTS*

JANUARY	Time	Activity	Location
Thurs., Jan. 2nd	9:00am	Student Orientation	MPA, Building 400
Fri., Jan. 3rd		Last Day to Register AND Make Payments for Spring 2020 Courses	
Wed., Jan. 8th		First Day of Monday—Wednesday Classes	
Thurs., Jan. 9th		First Day of Tuesday—Thursday Classes	
Fri., Jan. 10th		First Day of Friday Classes	
Sat., Jan. 11th		First Day of Saturday Classes	
Mon., Jan. 20th		HOLIDAY – Martin Luther King Jr. Day (Observed)	
Wed., Jan. 22nd	2:00pm – 5:00pm	Student Organization Health Certificate Workshop	MPA, Building 400
Thurs., Jan. 23rd	2:00pm – 5:00pm	Student Organization Health Certificate Workshop	MPA, Building 400
Fri., Jan. 24th	12:00 noon	COPSA General Membership Meeting	Student Center, Training Rm. 5108
Fri., Jan. 31st	10:00am	Student Organization Officer & Advisor Training	Student Center, Training Rm. 5108
FEBRUARY	**Time**	**Activity**	**Location**
Fri., Feb. 7th	12:00 noon	COPSA General Membership Meeting	Student Center, Training Rm. 5108
Thurs., Feb. 13th		COPSA Valentine's Day Activity	MPA, Building 400
Fri., Feb. 14th		Deadline to Apply for Graduation	Admissions & Registration, Bldg. 2000
Wed., Feb. 19th	4:00pm	Meet the President	MPA, Building 400
Thurs., Feb. 20th	4:00pm	Meet the President	MPA, Building 400
Fri., Feb. 21st	12:00 noon	COPSA General Membership Meeting	Student Center, Training Rm. 5108
MARCH	**Time**	**Activity**	**Location**
Mon., Mar. 2nd		HOLIDAY – Guam History & Chamorro Heritage Day (Observed)	
Fri., Mar. 6th	8:30am – 3:00pm	"The EDGE" Student Conference	Dusit Thani Guam Resort
Fri., Mar. 13th	12:00 noon	COPSA General Membership Meeting	Student Center, Training Rm. 5108
Fri., Mar. 13th	3:00pm	Deadline to Submit Applications for the 2020-2021 GCC Student Leaders Election (COPSA Officers & GCC Board of Trustees Student Member)	Center for Student Involvement, Student Center, Rm. 5101
Mon., Mar. 16th	8:00am – 4:00pm	College Assembly - NO CLASSES *(8:00am – 4:00pm)*	
Fri., Mar. 20th		Last Day to Withdraw (Standard Term Courses)	Admissions & Registration, Bldg. 2000
Mar. 23rd – 26th	Voting Ends at 8:00pm on Thurs., Mar. 26th	2020-2021 GCC Student Leaders Election	
Thurs., Mar. 26th	4:00pm – 8:00pm	Spring Festival & "Tour of the Pacific"	Student Center Courtyard
Fri., Mar. 27th	12:00 noon	COPSA General Membership Meeting	Student Center, Training Rm. 5108
APRIL	**Time**	**Activity**	**Location**
Apr. 6th – 12th		SPRING BREAK	
Fri., Apr. 17th	12:00 noon	COPSA General Membership Meeting	Student Center, Training Rm. 5108
Fri., Apr. 24th		Last Day of Friday Classes	
Sat., Apr. 25th		Last Day of Saturday Classes	
Tue., Apr. 28th		Last Day of Tuesday – Thursday Classes	
Thurs., Apr. 30th	3:00pm	Last Day to Submit Student Organization **Fund Vouchers** (COPSA Account #2252)	Center for Student Involvement, Student Center, Rm. 5101
MAY	**Time**	**Activity**	**Location**
Fri., May 1st	12:00 noon	COPSA General Membership Meeting	Student Center, Training Rm. 5108
Mon., May 4th		Last Day of Monday – Wednesday Classes	
Thurs., May 7th		Grades Due	
Thurs., May 14th	12:00 noon	Graduate Luncheon, Sponsored by COPSA	UOG Calvo Field House
Thurs., May 14th	1:00pm	Graduation Rehearsal	UOG Calvo Field House
Fri., May 15th	3:00pm	GCC Commencement (Graduation)	UOG Calvo Field House

Activities, dates, times, and locations are subject to change. For the most up to date Student Activities Calendar, please visit www.guamcc.edu/csi ***As of November 20, 2019***

For more information, contact the **Center for Student Involvement** (CSI)

Location: **Room 5101**, Bldg. 5000, Student Center Tel: **(671) 735-5518/5519** Email: **csi@guamcc.edu**

gbarley 11 20 2019

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, November 8, 2019, 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 October 4, 2019

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. Environmental Health and Safety Officer Job Description (update)

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 4, 2019

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on October 4, 2019, 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; Mr. Richard P. Sablan, Vice Chairperson; Mr. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; Mr. Carlo Leon Guerrero; Ms. Rozene Pecson, Student Trustee. **Other members**: Ms. Gina Ramos, Secretary (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Carl Torres II, Faculty Advisory Member; Mr. Kenneth Bautista, Staff Advisory Member; Dr. Ray Somera, Vice President, Academics Affairs Division; Dr. Michael Chan, Dean, TSS; Ms. Doris Perez, Assistant Director, Planning and Development; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Attorney Rebecca Wrightson.

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 9, 2019

Corrections to the August 9, 2019 Minutes is to add Attorney Wrightson in attendance.

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF AUGUST 9, 2019, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 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:

FY2019: As of October 1, 2019, the College received 100% from the General Fund; 100% for the

LPN/Vocational Guidance; 100% for the General Fund Apprenticeship program; 83% for the Manpower Development Fund (MDF), however, based on information the President received this morning, the College will receive an increase of what was appropriated; 100% for TAF; and 100% for CIP; and based on what was received for property taxes, the College will be receiving only 69%, which is a reduction for the First Generation Trust Initiative.

FY2020: For this fiscal year, the College will be receiving an increase than the actual budget request. The College will be also considering reinstating some vendor services that were cut. Due to some of the rooms that were vacated, there will be some facilities upgrades to include technology.

The President reported she issued a statement to the campus community that based on the FY2020 budget law, salary increments will be reinstated effective October 1, 2019. This will be reflected on the second pay period in October 2019 retroactive to October 1, 2019 for 200 employees.

Faculty promotions that were effective October 1, 2019, were given their increments October 1, 2019. The only pending item with regards to salary are the Merit bonuses for staff, which has been accruing since 2014. The President mentioned that the Governor is aware of this and will schedule a meeting regarding this matter.

Capital Improvement Projects and other activities:
The project to replace the LRC's water chiller unit is complete as of September 2019. The final item that has to be done is for GCC to get with the contractor to clarify the programming requirements for the units to maximize their lifespan and capacity. Mr. Francisco "Kiko" Palacios from Sustainability will be notified to ensure continued LEED certification for this building.
The canopy walkway project is 55.41% complete as of September 2019. The concrete pouring for the columns for Phase I is complete and will start installing the forms and beams.
Air-conditioners around campus are being replaced on a regular basis and will continue with the replacement of the next group of a/c with funding for the next fiscal year.
A complimentary energy audit was recently conducted on campus and awaiting results.
The painting project is complete and the College received the warranty for this.

Other activities:
Regarding solar projects, Building 100 is the last project with photovoltaic, which was included in its design. The LEED certification for this building has not been finalized yet. The Forensic Lab will be LEED certified with PVs. With energy savings, the College will continue to reuse it to support energy and sustainability. Improvements can be made to buildings that currently does not operate on PVs as well as other sustainability initiatives on campus.
The President will be meeting with individuals to discuss drone technology. Dr. Michael Chan and his team will also be involved to begin discussions to get this program launched and to also consider offering certification for non-profit entities.
The College submitted an application to the Department of Interior for technical assistance for the assessment of law enforcement training requirements for Guam and the region so that the College can be the training facility. This effort is in conjunction with the FBI.

There is a slight decrease in student enrollment this month but the College supplemented this with the launching of the Construction Boot Camp, the Truck Driving Boot Camp, and the Transportation Ship Repair Boot Camp along with the upcoming introduction of Cyber Security. The College will continue to try other innovative ways to attract students to GCC.

At this time, the Chairman mentioned keeping the tuition status quo and recommended for the Board members to consider the same and commit to this. The President suggested an assessment of the College tuition rates for comparison. This would be used for research and evidence as a way for the College to gauge where it is in terms of tuition and in keeping track of where the market is.

2. Monthly Activities Report.

Student Trustee: Trustee Rozene Pecson reported the following:
From the last report, the Student Organization Officer & Advisor Induction Ceremony & Training held on August 30, 2019, was a success.
Attendance for monthly meetings have been going up.
Sept. 10-11, 2019, "Meet the President" attendance was also good.
Oct. 3, 2019 was the Fall Festival and "Tour of the Pacific" on campus, which allowed students to interact with other student organizations.
Oct. 11, 2019 is the next COPSA General Membership meeting.
Oct. 18, 2019, 8:30am-3:00pm is the "Need to Lead" conference held at Dusit Thani. This conference is for students to learn basic leadership skills.

Faculty Advisory Member: Mr. Carl Torres II reported the following:
Faculty thanked everyone who participated during the Labor Day picnic on September 1, 2019 in Ypao.
Noticed more faculty attendance during the "Tour of the Pacific" during the Fall Festival last night, Oct. 3rd. Faculty allowed more students out of class in order to participate.
Looking forward to the Oct. 18, 2019, "Life Teen" at the Agana Shopping Center to showcase GCC's programs on a secondary level and recruit potential students and also provide information on what to expect being a post-secondary student.
Looking forward to a similar event on Nov. 3, 2019, at the Micronesia Mall with similar activities and introduction of post-secondary programs and recruitment of potential post-secondary students.
Faculty appreciative of the salary increments.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Activities on campus are status quo, operating as usual.
Attended the Forensic Lab groundbreaking ceremony today, Oct. 4, 2019, as well as the Sept. 1, 2019 Labor Day picnic, which was enjoyed by staff.
Oct. 14, 2019, is the College Assembly on campus to include Work Ethics training.
Thanked the College for moving forward with the salary increments.

Board of Trustees Community Outreach Report.
Aug. 8-10, 2019, the 2019 New Trustee Governance Leadership Institute in Washington, D.C., attended by Trustee Leon Guerrero.
Sept. 1, 2019, Labor Day picnic attended by Trustees Hara and Belanger.
Sept. 6, 2019, Bldg. 100 Ribbon Cutting Ceremony, attended by Trustees Arriola, Belanger, Hara and Leon Guerrero.
Sept. 9, 2019, SIFA Learning Academy one-year anniversary, attended by Trustee Arriola.
Sept. 16, 2019, meeting with the Governor attended by Trustee Belanger.
Oct. 4, 2019, Forensic Lab Groundbreaking ceremony, attended by Trustees Arriola, Sablan, Belanger, Hara, Leon Guerrero and Pecson.

VI. UNFINISHED BUSINESS

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

Bldg. 100. There are a few punch list items that are pending including resolving final clearance with Guam Fire Department for full occupancy.

Forensic Lab/DNA Building. Based on the current contract, the completion date for this project is December 24, 2020, an 18-month project.

Building 300. Work on this project is approximately 14.5% complete for the construction portion; 28% additional for the purchase of construction materials.

Wellness Center. The College received the final document necessary to complete the pre-application for the USDA loan packet. The packet should be submitted to USDA sometime next week.

Building B. The conceptual drawings are being finalized and will be submitted to TRMA for the A&E design. As last reported, this renovation will be a two-story facility with the Student Success Center/Computer Lab on the second floor. This building will highlight the entrance to the campus.

VII. NEW BUSINESS.

1. 2020-2026 Institutional Strategic Master Plan (ISMP). The Board was presented with the 2020-2026 Institutional Strategic Master Plan for approval and were previously given a copy to provide the Board an opportunity for ample review.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE 2020-2026 INSTITUTIONAL STRATEGIC

MASTER PLAN (ISMP). NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

2. 2019-2020 BOT Fiscal Calendar. The Board was presented with its annual calendar and for the next academic year. The dates included upcoming BOT monthly meetings, the 2019 BOT election, reporting requirements and a policy review schedule. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES ANNUAL CALENDAR FOR OCTOBER 2019 THROUGH SEPTEMBER 2020. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

3. President's Travel Request (October-November 2019). The President informed the Board of the following travel request:

1. Commissioner Development Workshop, October 27-November 2, 2019, Reno, Nevada, 100% ACCJC paid.
2. APAFS Fiduciary Conference, November 15-23, 2019, Manila, Philippines, $800 reimbursement.

The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR OCTOBER-NOVEMBER 2019. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 12:45 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:25 p.m., the meeting reconvened to open session.

At this time, a motion was made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE

DEBORAH BELANGER, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

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

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING OF OCTOBER 4, 2019, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of October 4, 2019, adjourned at 1:25 p.m.

SUBMITTED BY:

Bertha M. Guerrero

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

for E Hara NOV 0 8 2019

GINA Y. RAMOS
Secretary

APPROVED BY:

NOV 0 8 2019

FRANK P. ARRIOLA
Chairperson

RECEIVED
NOV 1 2 2019
Guam Community College
Human Resources

Environmental Health & Safety Officer

NATURE OF WORK

This is a complex and responsible professional work in environmental health, safety and emergency preparedness in a higher education work environment.

The Environmental Health & Safety Officer (EHSO) oversees the College's compliance with federal and local environmental health, safety and emergency preparedness laws, policies, programs and procedures. Is responsible for the planning, development, implementation and administration of all aspects of environmental health, safety and emergency preparedness for the campus.

Reports to the Vice President of Finance and Administration.

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

Develops and implements environmental health, safety and emergency preparedness policies, programs, processes and procedures for the College, the employees and the students.

Prepares and reports all required documents as applicable to comply with federal and local environmental health, safety and emergency preparedness mandates.

Facilitates and conducts environmental health, safety and emergency preparedness training. Maintains training programs and records as required by federal and local regulations. Support administrators, faculty and staff with specific environmental health and safety responsibilities.

Inspects and audits shops and laboratories to review procedures, identify the need for risk assessment and provide assistance for regulatory compliance. Assist with hazardous materials and waste identification, collection and disposal required by law.

Keeps management current on status of environmental compliance functions, prepares and presents reports/materials as needed.

Evaluate environmental health and safety risk and recommends ways to minimize them.

Develop and maintain emergency preparedness and evacuation plans. Provide guidance to college management team during emergency planning activities, as well as during an actual event. Acts as a liaison to/between external resources such as police and fire departments and other governmental agencies to ensure effective integration of actions.

Investigates environmental health and safety problems, complaints, incidents, accidents and injuries. Interacts and collaborates with students, employees, law enforcements and other stakeholders.

Work in concert with the Chief Human Resources Officer on Worker's Compensation matters.

Work in concert with the Title IX Coordinator on Title IX matters.

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local environmental health and safety laws.

Knowledge of environmental health and safety practices and procedures.

Knowledge of emergency preparedness requirements for colleges.

Knowledge of risk assessment.

Ability to administer and manage environment health, safety and emergency preparedness programs for an institution of higher education.

Ability to interpret and apply environment health, safety and emergency preparedness regulations, policies and procedures.

Ability to develop and implement methods and procedures for improving, maintaining, and facilitating an effective environmental health, safety and emergency preparedness programs.

Ability to make decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in environment health, safety and emergency preparedness laws, rules, regulations, policies and procedures to improve program effectiveness.

Ability to work effectively with the public, students, faculty, administrators and staff.

Ability to deliver effective presentations and conduct training.

Ability to communicate effectively, orally and in writing.

Ability to multi-task and work under pressure.

Skill in the use of personal protective equipment and other safety devices.

Skill in CPR and First Aid.

MINIMUM EXPERIENCE AND TRAINING

A. Master's degree in Occupational Safety and Health, Environmental Health and Safety, Environmental Science or related field; or

B. Bachelor's degree in Occupational Safety and Health, Environmental Health and Safety, Environmental Science or related field plus two (2) years of work experience in environmental health and safety, or related area; or

C. Associate's degree in Occupational Safety and Health, Environmental Health and Safety, Environmental Science or related field plus five (5) years of work experience in environmental health and safety, or related area.

Ratified: NOV 0 8 2019

for CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade L

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, October 4, 2019, 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 August 9, 2019

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. 2020-2026 Institutional Strategic Master Plan (ISMP)
2. 2019-2020 BOT Fiscal Calendar
3. President's Travel Request (October-November 2019)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of August 9, 2019

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on August 9, 2019, 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; Mr. Richard P. Sablan, Vice Chairperson; Mr. Eloy P. Hara, Treasurer; Ms. Rozene Pecson, Student Trustee. **Other members**: Mr. Carlo Leon Guerrero (off-island); Ms. Deborah C. Belanger (schedule conflict); Gina Ramos, Secretary (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Carl Torres, Faculty Advisory Member; Mr. Kenneth Bautista, Staff Advisory Member; Dr. Ray Somera, Vice President, Academics Affairs Division; Dr. Virginia Tudela, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning and Development; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Attorney Rebecca Wrightson.

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 9, 2019

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF JULY 9, 2019, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS – None.

At this time the President announced Mr. John Dela Rosa as the Assistant Director for Communications and Promotions.

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:

FY2019: As of year to date, the total funds the College received is $12,788,465 from the General Fund for the current fiscal year. Breakdown is $11,500,000 from the General Fund; $500,000 for the LPN/Vocational Guidance; $133,000 for the General Fund Apprenticeship program; $403,000 for MDF; and $24,154 for TAF; $200,000 from the First Generation Trust Initiative but this will be adjusted based on a directive by BBMR in order to restore the Capital Improvement Funds for the College. Based on the allotment schedule, the College received 72% of its allotments. Based on the total appropriations for the year, the College has received 80% and continues to receive its allotments on a weekly basis.

As reported during the last meeting, there is still a $2.5 million reserve and the College has requested for DOA to get it released. The President will be meeting with Mr. Edward Birn from DOA regarding this.

Capital Improvement Projects and other activities:

Twenty-three (23) Faculty and Administrators were certified as Work Ethics Trainers. The College will be rolling this out as a National Certification for employers, GCC students and GCC employees. The first cohort that has been trained are the twenty-one (21) students in the Transportation Boot Camp.

There is a collaborative project with the FBI for training opportunities for law enforcement in the Pacific Region. There will be a grant prepared for an assessment for this project.

The 2019 Fall Convocation is scheduled on Monday, August 12, 2019 in the MPA at 4:00 p.m. An Agenda was provided to the Board.

Beginning this semester the GCC Bookstore will be piloting the Cengage Unlimited Book Access. Students will have 100 access codes to over 20,000 book titles online for a one-time fee. A student survey at the Bookstore will be conducted regarding this project in anticipation of increasing the access codes.

A Truck Driving Boot Camp will begin later this month to run for twelve weeks for individuals with a "C" Class License. This program will include the work ethics training, Basic CPR/First-Aid, a National Career Readiness Certificate and OSHA 10 training. A flyer is currently being circulated. Drug testing for the students is also conducted as part of the screening requirement.

GCC was awarded an apprenticeship grant through the U.S. Department of Labor. This grant was given to the American Association of Community Colleges (AACC) for the Expanding Community College Apprenticeships grant for $150,000 for a three-year period. This grant is for the College to increase the number of apprentices in Allied Health, Hospitality & Tourism, Construction, and Electronics (Telecom). Mr. Melvin Cruz from CEWD is the project director for this grant to begin this academic year.

Through assessments and funding being identified, a second Transportation Boot Camp is slated for mid-September 2019 for another 12-week program.

The first cohort for the Transportation Boot Camp will have a completion ceremony on August 16, 2019. Students in the first cohort were interviewed and selected by the employer and were informed after completion they will go straight into the Apprenticeship program and all will be employed by Cabras Marine.

This summer, the College was able to share the same model of the Construction Trade Boot Camp to students at the College of the Marshall Islands. Seven students were hired and are undergoing

internships. Two GCC faculty members were sent to the Marshall Islands to introduce the formula for this program.
The GCC Criminal Justice program has collaborated with the Guam Police Department for a Neighborhood Watch Program Summit on Saturday, August 17, 2019 on campus. The village mayors will be involved on how to execute a successful neighborhood watch program.

2. Monthly Activities Report.

Student Trustee: Trustee Rozene Pecson reported the following:
6/30/19: Student Trustee along with some of the COPSA members attended the UOG Founder's Day brunch at the Hyatt.
8/9/19: Today is the last day to register for the 2019 Fall semester and to make arrangements for payment plans, or last minute payments.
Fall semester begins next week with 8/14/19 as the first day of classes.
8/12/19, 4:00 p.m.-6:00 p.m. is the Fall Convocation and the Student Trustee will be attending.
8/13/19: As last reported, a Student Orientation is scheduled at 9:00 a.m. for students with last names from A-L; and at 1:00 p.m. for students from M-Z. A campus tour is scheduled afterwards.
8/30/19: Student Organization Officer & Advisor Induction Ceremony & Training, plus the COPSA General Membership meeting.

Faculty Advisory Member: Mr. Carl Torres mentioned there was nothing to report at this time but faculty are excited to come back to begin the new academic year. Also, to work with the administration and support staff and looking forward to a successful year.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Support staff are busy preparing for the new academic year, getting the classrooms ready, plus assisting students with registration and looking forward to the new academic year. Also, mentioned is the Fall Convocation is Monday, August 12, 2019.

Board of Trustees Community Outreach Report.
8/8/19: Trustee Hara attended the Take Care $100,000 check presentation in Tamuning.
July 2019: Trustee Hara attended the Joint Region Marianas change of command ceremony.
July 2019: Trustee Arriola reported he attended the 2019 Pacific Games as the coach for the Guam Judo Team, which Guam won its first gold medal.

VI. UNFINISHED BUSINESS

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

Bldg. 100. This project is near completion and the ribbon cutting is scheduled for 10:00 a.m., Friday, September 6, 2019, however, there are a few pending items that has to be done by the contractor. After the ribbon cutting ceremony, the furniture, equipment and telephone lines will be set up. Anticipate a week later for faculty to move into their respective offices.

Forensic Lab/DNA Building. This project has been awarded to BME & Sons and has been working on the building permits; the pre-construction meeting was held; received assistance from the Governor's office for the contractor to obtain his contractor's license due to an unforeseen delay; the College provided the contractor authorization to set up the water and power; in order to proceed with the construction, a Section 106 clearance is needed and research is currently being conducted with the Guam State Historic Preservation Office regarding trees onsite; and as soon as a groundbreaking date is confirmed, invites will be issued.

Building 300. Work on this project is approximately 13% complete. Site inspection has already been conducted by FEMA and based on assessments there should be no issues in meeting the FEMA funding deadline of December 2019.

Wellness Center. The President will meet with Ms. Lorraine Okada, Foundation Chairwoman, regarding one document pending for the Foundation Board attorney to complete the pre-application for the USDA loan packet for this project. Once this goes through, this project will be ready to go out to bid.

Building B. The President presented the Board with a copy of the plan for this project and also informed the Board that there is an opportunity to get funding for this. The President will be meeting with the Administration to find out if they are able to support this project.

This is currently a one-story facility which is the entry point to the campus at Student Support. The renovation will be a two-story facility with the Student Success Center/Computer Lab on the second floor. This building will highlight the entrance to the campus.

VII. NEW BUSINESS.

1. President's Travel Request (September 2019). The President informed the Board of the following travel request:

1. REL Pacific Governing Board Meeting, September 24-25, 2019, American Samoa, 100% REL paid.
2. PPEC Fall meeting, September 26, 2019, 50% PPEC paid.

The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR SEPTEMBER 2019. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 12:30 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:10 p.m., the meeting reconvened to open session.

At this time, a motion was made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY HARA, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

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

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY HARA THAT THE MEETING OF AUGUST 9, 2019, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of August 9, 2019, adjourned at 1:10 p.m.

SUBMITTED BY:

Bertha M. Guerrero OCT 0 4 2019
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

OCT 0 4 2019
GINA Y. RAMOS
Secretary

APPROVED BY:

OCT 0 4 2019
FRANK P. ARRIOLA
Chairperson

GUAM **COMMUNITY** COLLEGE

Institutional Strategic Master Plan 2020-2026

GUAMCOMMUNITYCOLLEGE

Presented September 2019

Planning & Development Department
Office of Sustainability

APPROVED OCTOBER 4, 2019 BOARD OF TRUSTEES MEETING

Table of Contents

Overview

Mission

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

Sinangan Misión (CHamoru Translation)

Guiya i Kulehon Kumunidåt Guåhan, i mås takhilo' gi mama'nå'guen fina'che'cho' yan i teknikåt na kinahulo' i manfáfa'cho'cho' yan ma na'guáguaha etmas takhilo' yan maolek na tiningo' yan fina'nå'gue nu i gaibali para i estudiante siha gi iya Maikronesiha.

Vision

Guam Community College will be the premier educational institution for providing globally recognized educational and workforce development programs.

Message from the President

Hafa adai my GCC family,

It continues to be a very progressive and exciting time for the college. With the revitalization and continuous improvements made on our campus facilities to the enhancements and additions made to our academic programs, we continue to stride forward in these changing times. GCC's 18th consecutive clean audit as reported by the Office of Public Accountability and the college's recent approved accreditation for the maximum seven (7) years is evidence of your hard work and commitment in providing the highest quality, student-centered education and job training for Micronesia.

As we close-out our 2014-2020 Institutional Strategic Master Plan, I want to commend all those who have helped us reach our goals and successfully carry out the initiatives in the previous ISMP. Our strategic plans have helped guide us through these ever-changing and challenging academic times, to ensure that we get to our destination as the premier educational institution for providing globally recognized educational and workforce development programs.

With the launch of the 2020-2026 ISMP, we can continue to steer the college in the right path. What makes this Strategic Plan special, is that the goals and objectives that were created are abstracts resulting from our collective thoughts and input as in institution. From our students, staff, faculty, administrators and industry partners; you have all played a role in the creation of this vital plan. We are confident that our GCC team will continue to move the college forward in carrying out our mission while continuing to grow with us.

Sincerely,

Mary A.Y. Okada

Mary A.Y. Okada, Ed.D.
President, Guam Community College

Message from the Board of Trustees

Hafa adai GCC family,

After several months of comprehensive brainstorming and planning of GCC's 2020-2026 Institutional Strategic Master Plan (ISMP), we present to you the final version of this vital and exciting document. The Institution has undergone a thorough process that ensured the involvement and participation of all sectors of the college in identifying key goals and objectives that will pave the way for GCC for the next seven (7) years.

Through the facilitation process provided by Souder and Betances and Associates, and the coordination from the Planning and Development's Sustainability Office; the college successfully engaged students, staff, faculty, administrators, and stakeholders in the creation of this Strategic Plan. By taking that extra step in ensuring that the institution involved all stakeholders in this process, we've allowed the college to comprehensively and strategically drive into the future as a true competitor in the academic realm. This holds true to our mission which is to provide the highest quality, student-centered education and job training for Micronesia.

We are confident that the college will carry out the necessary initiatives and specific activities that support our new goals and objectives. The future has always been bright for GCC, and with the official launch of the 2020-2026 ISMP we can continue to steer in the right direction as the top community college in the region.

On behalf of the GCC Board of Trustees, I want to thank all those who were involved in this process; moreover, I want to commend the college for their continued hard work and commitment to the institution's overall success.

Sincerely,

Frank Arriola
BOT Chairperson

Brief History of GCC

Unique by its mandate, Guam Community College (GCC) was established in 1977 by Public Law 14-77 to serve both secondary and postsecondary students. The main GCC campus is located on a 32.7 acre site in the central part of the island in the village of Mangilao. GCC is the only community college on Guam, which is its primary service area. The College enjoys an excellent reputation for providing quality career and technical education programs. These services are rendered to a diverse population of students from throughout the Western Pacific and beyond. GCC offers twenty-three (23) associate degree or two-year programs, and eighteen (18) certificate or one-year programs. GCC also offers a U.S. Department of Labor approved Apprenticeship program in conjunction with over 50 island employers with about 429 apprentices - currently enrolled in the program. Additionally, GCC offers the following Adult Education programs: Adult High School, two high school equivalency tests (GED® and HiSet®), English as a Second Language, and Adult Basic Education (Basic Literacy Skills and Family Literacy).

GCC also plays a significant role in the six island public high schools, where it offers career and technical education programs in Tourism: Lodging Management Program and Prostart, Marketing, Visual Communications, Health Careers and Sciences, Early Childhood Education, Construction Trades: AutoCAD and Carpentry, Electronics Technology, Automotive Services Technology, Automotive: Collision Repair and Refinishing Technology with enrolled 2,719 sophomores, juniors, and seniors in AY17-18. Enrollment in this high-school based program has steadily increased in the past several years. GCC's Dual Credit Articulated Programs of Study (DCAPS) offers the opportunity to earn seven (7) to nineteen (19) entry-level college credits in the corresponding postsecondary programs at GCC to students who are enrolled in these CTE programs from their sophomore through senior years and who have earned a grade of "B" or better for all three years. In effect, the DCAPS creates a direct pathway to Guam Community College for Guam's public high school students. GCC's Dual Enrollment Accelerated Learning (DEAL) program allows eligible students to enroll in college courses concurrently with high school classes and to receive both high school and college credit simultaneously. GCC has DEAL program agreements with Guam's five public high schools, with Father Duenas Memorial School, Notre Dame High School, and with the Home School Association of Guam.

Guam Community College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WASC). GCC is also a member of the Pacific Postsecondary Education Council, which is a consortium of presidents and chancellors of higher education instructions in the U.S. and U.S. affiliated Pacific Islands.

Since the Institution's full accreditation with the Accrediting Commission for Community and Junior Colleges (ACCJC), GCC credits and some entire programs will articulate, or transfer to other accredited postsecondary institutions. These articulation agreements offer GCC students a way in which to expand and enrich their postsecondary educational experience.

Then and Now Photos of GCC's Culinary Arts and Automotive Programs

A night photo taken of GCC's Student Center and Learning Resource Center

Planning Process of ISMP 2020-2026

On June 15, 2018, GCC was awarded a full seven-year accreditation for the period 2019-2025 – the longest period possible for a community college by the Accrediting Commission for Community and Junior Colleges (ACCJC), the Western Association of Schools and Colleges (WASC). This presented an ideal opportunity to align the Strategic Planning process with the newly awarded accreditation period. Hence, planning commenced for a seven-year Institutional Strategic Master Plan (ISMP).

As consultant partners for GCC's ongoing transformational journey, Drs. Laura M. Torres Souder and Samuel Betances, were engaged to facilitate the planning process using the Transformation framework of co-creative participation of all stakeholders. This "home-grown" organic approach sought to harvest the contributions of leaders and managers, support staff, faculty, students and industry partners in envisioning the way ahead. Numerous meetings with stakeholder groups throughout the fall of 2018 and spring of 2019 yielded an abundance of ideas that were shaped into Goals and Objectives. This foundation is meant to guide the development of annual Initiatives and Activities that programs, departments and units within the GCC community would plan and implement for the next seven years. Planning meetings included extensive engagement by a core team comprised of representatives from all the stakeholder groups. The core team met regularly to refine the feedback collected from the 2018 College Assembly, Industry Partners Forum, and comprehensive discussions on the way ahead with student leaders representing all the student-based organizations on campus.

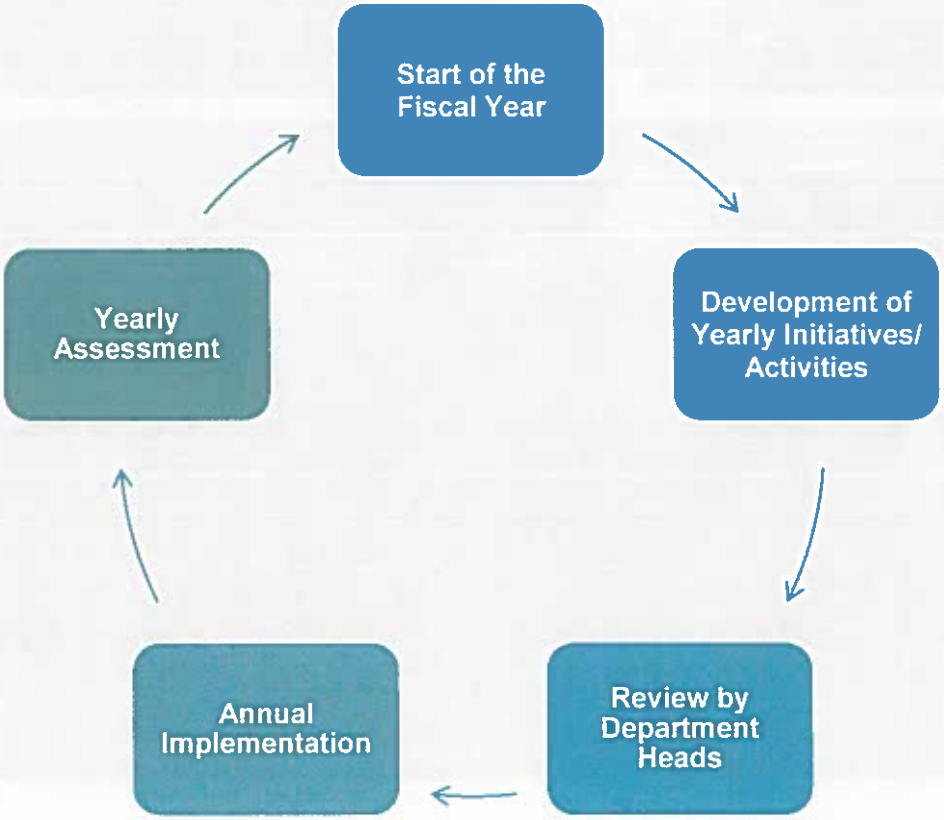
The formal planning process was kicked-off on August 13, 2018 during the 2018 Fall Convocation: Beyond Accreditation: Strategic Thinking for 2025. Brainstorming sessions on goal formation followed on October 9 and October 30, 2018 with key leaders of the College. On November 6, 2018, during the 2018 Fall College Assembly "Envisioning GCC's Future by Design" Drs. Souder and Betances conducted a critical part of the planning activity entitled, "Imagining GCC in 2026: Planning Framework and Thematic Categories". Small groups of administrators, faculty and staff engaged in intensive brainstorming related to developing objective statements for the following goals:

Goal 1: Advancing Workforce Development and Training
Goal 2: Fostering 100% Student-Centered Success
Goal 3: Leveraging Transformational Engagement and Training
Goal 4: Optimizing Resources
Goal 5: Modernizing and Expanding Infrastructure and Technology

The core team reconvened after the 2018 College Assembly to organize and integrate the feedback received. The Student Focus Groups held on December 14, 2018 and January 18, 2019 and the Industry Partners' Forum on January 24, 2019 completed the brainstorming activities designed to maximize the gathering of input from stakeholders. This planning document reflects the voices and contributions of all who participated.

Implementation Report on the ISMP 2020-2026

The Planning and Development Department, in conjunction with the Sustainability Office, is charged with the responsibility of tracking and monitoring the implementation of each of the five (5) primary goals and the expected outcomes under each goal. This will be accomplished through the completion of a yearly **Implementation Report** that will update activities tied to specific objectives under each goal. An Implementation Report template will be developed to synthesize progress on the activities that will be implemented to realize the goals outlined in the Strategic Plan 2020-2026. Finally, the assessment of all pertinent activities will occur at the end of each calendar year for the entire life of the plan to ensure that the college is on track to accomplish its strategic goals and outcomes.



2020-2026 ISMP Planning Session

Guam Community College

Institutional Strategic Master Plan 2020-2026 Timeline

DATE	ISMP Event
August 13, 2018	Formal planning process began at the 2018 Fall Convocation: Beyond Accreditation, Strategic Thinking for 2025. In attendance were GCC Faculty, Staff, and Administrators. The Planning and Development Team presented "Closing the Loop of the ISMP 2014-2020". Location: Multi-Purpose Auditorium / Time: 8:00am to 5:00pm
October 9, 2018	First Brainstorming Session with Key Leaders (15 present) Location: Learning Resource Center / Time: 9:00am to 12 noon
October 30, 2018	Second Brainstorming Session with Key Leaders (16 present) Location: Learning Resource Center / Time: 9:00am to 12noon
November 6, 2018	Fall 2018 College Assembly "Envisioning GCC's Future by Design with the planning activity "Imagining GCC in 2026: Planning Framework and Thematic Categories" that grouped the Administrators, Faculty, and Staff into 15 different Marianas Islands representing each a goal. (214 present) Location: Multi-Purpose Auditorium / Time: 8:00am to 1:00pm
December 14, 2028	First Reconvening Session with Key Team Leaders (13 present) Location: Learning Resource Center / Time: 3:00pm to 5:00pm
January 18, 2019	Student Focus Group with GCC Student Organization Leaders (22 present) Location: Room 5108 / Time: 1:00pm to 4:00pm
January 24, 2019	Industry Partners Stakeholder's Session (41 present) Location: Multi-Purpose Auditorium / Time: 7:00am to 9:00am
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May 2019	ISMP presented to the Board of Trustees for approval. Location: / Time: To Be Determined

GCC'S TRANSFORMATION BLUEPRINT

Goal 1: Advancing Workforce Development and Training

Expanding our partnerships and regularly updating our curriculum offerings and certifications is of paramount importance to meeting the training needs of our current and future workforce. Paying close attention to market trends and working closely with industry partners to fulfill their ever-changing labor force requirements ensures that our programs are aligned with the human capital demands of 21st century industries. This has a direct impact on the employability of our students once they complete either degree or certificate programs at GCC.

In addition, having technology-driven, innovative and comprehensive work experience/practicums will increase the career-readiness of our students. GCC aims to promote student participation at all levels– secondary, postsecondary and adult education - in these work experience opportunities, internships, practicums and apprenticeships. To ensure that the college provides programs that continue to boost student success in the economy, it will invest in long range, innovative and sustainable programs and training to support the local and regional workforce.

GCC is committed to anticipating the future and striving to stay ahead of the curve through cutting-edge strategies and relevant programming. As such, GCC hopes to establish a service reputation built on quality, innovation and trust in the region and internationally. It is GCC's intent to ensure that Industry partners and businesses recognize GCC as the leader in workforce development, where our students have the requisite knowledge and skills aligned with industry recognized standards. Our students must continually be equipped with the knowledge, technical skills and soft-skills that are vital to the labor market.

Objective 1.1 **Respond to local and regional occupational needs**

Objective 1.2 **Cultivate meaningful partnerships**

GOAL 2: Fostering 100% Student-Centered Success

Most important to GCC is student success. It reflects our commitment to our students from the start of their career and technical education, to their securing of a job, and to their development as lifelong learners. In order to continue to be a leader in career and technical workforce development, GCC must enhance the capacity of its employees and ensure that its curriculum and training programs are current and aligned with industry needs, standards, and practices.

Helping to secure our students on a success-trajectory from the moment they become a part of our Institution to their completion of an adult education diploma or its equivalency, a program, certificate or degree is critical to GCC's viability. Being able to provide essential support services through counseling, advisement, tutoring, mentoring or providing access to technology makes a major difference in whether or not a student persists and thrives.

Exploring options to decrease the amount of time it takes for students to complete their program of study/training and to increase completion rates is also a priority. It is GCC's intention to offer flexible opportunities and innovative strategies to meet students' needs while continuing to provide quality education and job training.

To alleviate some of the barriers that students experience, GCC will enhance and strengthen its wraparound services to ensure that all students become aware of and take advantage of opportunities available to them which can clearly optimize their chances of success.

Objective 2.1	**Enhance the professional development process for all employees**
Objective 2.2	**Implement innovative strategies and practice flexibility in meeting student needs**
Objective 2.3	**Integrate and enhance wraparound services**

GOAL 3: Leveraging Transformational Engagement and Governance

GCC is committed to a policy of participatory governance wherein all stakeholders have opportunities to share recommendations, actively participate in discussions and planning, and freely voice concerns in open dialogue.

Engaging each constituent group in the planning and decision-making processes is important to the success of the institution and the students we serve. Mechanisms exist for participation through a wide-range of committees. The College aims to improve stakeholder engagement and leverage participation as a vital asset to mission accomplishment.

The planning process was a clear demonstration of leveraging transformational engagement as an effective strategy. Increasing participation can result in the most effective and successful outcomes for the college community. GCC will utilize effective strategies, methods and technologies to increase genuine involvement in governance and other essential processes.

Additionally, GCC intends to establish an organizational culture that fosters respect and civic responsibility towards the protection and stewardship of our natural environment. By engaging our college community through education and awareness we can facilitate sustainable and responsible development throughout the region.

Objective 3.1	Strengthen stakeholder opportunities to engage in the transformational process, governance and institutional decision making
Objective 3.2	Foster an organizational culture that empowers and facilitates transformational engagement and rewards collaboration

GOAL 4: Optimizing Resources

To continue to be financially and operationally sustainable, GCC will need to diversify revenue streams to support its programs and provide employees opportunities for growth.

GCC will generate more revenue by focusing on creative and collaborative ways to expand our fiscal and human resources. Plans to increase student enrollment, while reducing costs to the college, can be a challenge as we face economic changes. By exploring resources with public and private partnerships, we can achieve financial security in various areas. Robust programs that offer timely, relevant workforce development will ensure increased enrollment, capital improvement and an expanded footprint.

GCC's commitment to building internal capacity through employee professional development will ultimately strengthen institutional capability to meet the demands of an evolving workforce. GCC will invest in internal talent as a way of filling critical positions, ensuring stability, and encouraging loyalty to the organization.

GCC's success in the future will be determined by its ability to harness the productivity and ingenuity of its human resources, grow capacity and sustain fiscal stability at a time when resources are increasingly tied to rates of completion. Utilizing both fiscal and human capital strategically is key.

Objective 4.1 Diversify revenue streams

Objective 4.2 Integrate Return on Investment (ROI) and Total Cost of Ownership (TCO)

Objective 4.3 Provide employee professional development

Objective 4.4 Develop and implement succession planning

Objective 4.5 Cultivate team building

GOAL 5: Modernizing and Expanding Infrastructure and Technology

GCC recognizes the challenges many of our students face in their everyday lives. By expanding our educational footprint and leveraging technology, we provide an effective means for our students to meet their educational goals. This will also increase access to education for populations that are underserved in the community.

We will provide the 21st century student with the opportunity to enroll in and complete programs through multiple teaching platforms such as traditional, online, hybrid, web-enhanced, etc. In addition, we will strive to provide student accessibility to resources in their home villages or at work sites. With increased enrollment and utilization of technology, GCC will be able to expand its programmatic offerings.

To support student success, GCC will provide opportunities to link students with modernized technology and effective instruction that will aid and empower them to take control of their education.

GCC will also strive to remove barriers to student learning - the lack of transportation, scheduling conflicts or limited class offerings, etc. - so that students can have reliable access to courses and programs they need.

Objective 5.1 Expand educational footprint

Objective 5.2 Ensure robust technology

Objective 5.3 Provide access to sustainable facilities

GUAM COMMUNITY COLLEGE
Board of Trustees
Annual Fiscal Year Calendar, October 2019 thru September 2020
Approved by GCC Board of Trustees: October 4, 2019

OCTOBER 2019	NOVEMBER 2019	DECEMBER 2019	JANUARY 2020
4- Fri., BOT monthly meeting (12pm) campus 14- Mon., **COLLEGE ASSEMBLY, MPA, 8am-5pm** 18- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **-ACCT Leadership Congress, San Francisco, CA, October 16-19, 2019** **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, AA Council, Legislature. (22GCA, Chapter 7, §7120.2) **OCT./NOV. 2019 BOT POLICY REVIEW FOR SERIES 100-150**	08- Fri., BOT monthly meeting (12pm) 22- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **TBA- Sat., -Board of Trustees / Foundation Board Annual Meeting (Joint Boards Retreat Per Board Bylaws, Article III, Section 1)** **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 **Reminder: BOT Election, December 2019** **OCT./NOV. 2019 BOT POLICY REVIEW FOR SERIES 100-150**	06- **Thurs.,** BOT monthly meeting (12pm) **BOT ELECTION** 18- Wed., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: 31- GCC=s Annual Report to the Governor (*update BOT training) *Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(d): Continuing Education for Board and Commission Members. Each year, the members of each board and commission *shall*, as a form of continuing education, complete the applicable educational program for the board or commission on which they serve. **Reminder: BOT Election, 2019** **DEC. 2019/JAN. 2020 BOT POLICY REVIEW FOR SERIES 155-199**	10- Fri., BOT monthly meeting (12pm) 24- Fri., Foundation Board of Governors mtg., 12pm, GCC campus NOTE: (*update BOT training) BOARDS & COMMISSION EDUCATIONAL REQUIREMENT **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, AA Council, Legislature. (22GCA, Chapter 7, §7120.2) **DEC. 2019/JAN. 2020 BOT POLICY REVIEW FOR SERIES 155-199**

*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "…complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."
PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.

GUAM COMMUNITY COLLEGE
Board of Trustees
Annual Fiscal Year Calendar, October 2019 thru September 2020

Approved by GCC Board of Trustees: October 4, 2019

FEBRUARY 2020	MARCH 2020	APRIL 2020	MAY 2020
07- Fri., BOT monthly meeting (12pm) 21- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 BOARD: No later than the 15th of February, submittal of GCC's annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature **FEB./MAR. 2020 BOT POLICY REVIEW FOR SERIES 200-228**	06- Fri., BOT monthly meeting (12pm) 20- Fri., Foundation Board of Governors mtg., 12pm, GCC campus TBA: **SPRING COLLEGE ASSEMBLY** **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 **FEB./MAR. 2020 BOT POLICY REVIEW FOR SERIES 200-228**	03- Fri., BOT monthly meeting (12pm) 17- Fri., Foundation Board of Governors mtg., 12pm, GCC campus *New Student Trustee elected **APRIL/MAY 2020 BOT POLICY REVIEW FOR SERIES 232-292** **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: For FY2018 - Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, AA Council, Legislature. (22GCA, Chapter 7, §7120.2)	01- Fri., BOT monthly meeting (12pm) (New Student Trustee sworn in) **15-Fri., GCC COMMENCEMENT, 4:00pm.** 22- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 **APRIL/MAY 2020 BOT POLICY REVIEW FOR SERIES 232-292**

*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "…complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."
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GUAM COMMUNITY COLLEGE
Board of Trustees
Annual Fiscal Year Calendar, October 2019 thru September 2020

Approved by GCC Board of Trustees: **October 4, 2019**

JUNE 2020	JULY 2020	AUGUST 2020	SEPTEMBER 2020
05- Fri., BOT monthly meeting (12pm) 19- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 PRESIDENT: June 30th - Graduate Employment Report due re Public Law 32-181 **JUNE/JULY 2020 BOT POLICY REVIEW FOR SERIES 306-350**	10- Fri., BOT monthly meeting (12pm) 17- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor (Per 5GCA, Chapter 43, §43107) BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, AA Council, Legislature. (22GCA, Chapter 7, §7120.2) **JUNE/JULY 2020 BOT POLICY REVIEW FOR SERIES 306-350**	07- Fri., BOT monthly meeting 21- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **TBA- Convocation** **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 BOT Annual Educational Requirements, Public Law #32-031 **REMINDERS:** **TBA - GCC PAR Excellence Golf Tournament (Scheduled in Sept. or Oct. 2020)** **AUG./SEPT 2020 BOT POLICY REVIEW FOR SERIES 400-475**	04- Fri., BOT monthly meeting (12pm) 18- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233 **TBA: 2020 ACCT Leadership Congress (Oct. 2020)** **TBA - GCC PAR EXCELLENCE GOLF TOURNAMENT (Scheduled in Sept. or Oct. 2020)** **TBA: College Assembly AY2020-2021 for Fall & Spring** **-AUG./SEPT 2020 BOT POLICY REVIEW FOR SERIES 400-475** **-OCTOBER 2020 IS BOT POLICY REVIEW FOR SERIES 500-700**

Adopted by the GCC Board of Trustees: **Date:**

/s/ **October 4, 2019**

FRANK P. ARRIOLA, Chairperson

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GUAM COMMUNITY COLLEGE
BOARD OF TRUSTEES POLICY REVIEW
***TIMELINE**

Month/Year of Review	Board Policies - Series	
October 2019-November 2019 December 2019 to vote at Board mtg.	Series 100-150	15
December 2019-January 2020 Febuary 2020 to vote at Board mtg.	Series 155-199	15
February 2020-March 2020 April 2020 to vote at Board mtg.	Series 200-228	10
April 2020-May 2020 June 2020 to vote at Board mtg.	Series 232-292	10
June 2020-July 2020 August 2020 to vote at Board mtg.	Series 306-350	10
August 2020-September 2020 October 2020 to vote at Board mtg.	Series 400-475	13
October 2020 November 2020 to vote at Board mtg.	Series 500; Series 700	6
	Total Policies for Review:	**79**

This is an anticipated timeline, subject to change

Prepared by Bertha Guerrero 9/5/2019

PRESIDENT'S TRAVEL SCHEDULE
October - November 2019

Conference Title/Sponsor	Date	Location
Commissioner Development Workshop (100% ACCJC Paid)	October 27 – November 2, 2019	Reno, NV
APAFS Fiduciary Conference ($800 reimbursement)	November 15-23, 2019	Manila, PI

GUAM **COMMUNITY** COLLEGE

Institutional Strategic Master Plan 2020-2026

Presented September 2019

Planning & Development Department
Office of Sustainability

APPROVED OCTOBER 4, 2019 BOARD OF TRUSTEES MEETING

Table of Contents

Overview

GCC'S TRANSFORMATION BLUEPRINT

Overview

Mission

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

Sinangan Misión (CHamoru Translation)

Guiya i Kulehon Kumunidåt Guåhan, i mås takhilo' gi mama'nå'guen fina'che'cho' yan i teknikåt na kinahulo' i manfáfa'cho'cho' yan ma na'guáguaha etmas takhilo' yan maolek na tiningo' yan fina'nå'gue nu i gaibali para i estudiante siha gi iya Maikronesiha.

Vision

Guam Community College will be the premier educational institution for providing globally recognized educational and workforce development programs.

Message from the President

Hafa adai my GCC family,

It continues to be a very progressive and exciting time for the college. With the revitalization and continuous improvements made on our campus facilities to the enhancements and additions made to our academic programs, we continue to stride forward in these changing times. GCC's 18th consecutive clean audit as reported by the Office of Public Accountability and the college's recent approved accreditation for the maximum seven (7) years is evidence of your hard work and commitment in providing the highest quality, student-centered education and job training for Micronesia.

As we close-out our 2014-2020 Institutional Strategic Master Plan, I want to commend all those who have helped us reach our goals and successfully carry out the initiatives in the previous ISMP. Our strategic plans have helped guide us through these ever-changing and challenging academic times, to ensure that we get to our destination as the premier educational institution for providing globally recognized educational and workforce development programs.

With the launch of the 2020-2026 ISMP, we can continue to steer the college in the right path. What makes this Strategic Plan special, is that the goals and objectives that were created are abstracts resulting from our collective thoughts and input as in institution. From our students, staff, faculty, administrators and industry partners; you have all played a role in the creation of this vital plan. We are confident that our GCC team will continue to move the college forward in carrying out our mission while continuing to grow with us.

Sincerely,

Mary A.Y. Okada, Ed.D.
President, Guam Community College

Message from the Board of Trustees

Hafa adai GCC family,

After several months of comprehensive brainstorming and planning of GCC's 2020-2026 Institutional Strategic Master Plan (ISMP), we present to you the final version of this vital and exciting document. The Institution has undergone a thorough process that ensured the involvement and participation of all sectors of the college in identifying key goals and objectives that will pave the way for GCC for the next seven (7) years.

Through the facilitation process provided by Souder and Betances and Associates, and the coordination from the Planning and Development's Sustainability Office; the college successfully engaged students, staff, faculty, administrators, and stakeholders in the creation of this Strategic Plan. By taking that extra step in ensuring that the institution involved all stakeholders in this process, we've allowed the college to comprehensively and strategically drive into the future as a true competitor in the academic realm. This holds true to our mission which is to provide the highest quality, student-centered education and job training for Micronesia.

We are confident that the college will carry out the necessary initiatives and specific activities that support our new goals and objectives. The future has always been bright for GCC, and with the official launch of the 2020-2026 ISMP we can continue to steer in the right direction as the top community college in the region.

On behalf of the GCC Board of Trustees, I want to thank all those who were involved in this process; moreover, I want to commend the college for their continued hard work and commitment to the institution's overall success.

Sincerely,

Frank Arriola
BOT Chairperson

Brief History of GCC

Unique by its mandate, Guam Community College (GCC) was established in 1977 by Public Law 14-77 to serve both secondary and postsecondary students. The main GCC campus is located on a 32.7 acre site in the central part of the island in the village of Mangilao. GCC is the only community college on Guam, which is its primary service area. The College enjoys an excellent reputation for providing quality career and technical education programs. These services are rendered to a diverse population of students from throughout the Western Pacific and beyond. GCC offers twenty-three (23) associate degree or two-year programs, and eighteen (18) certificate or one-year programs. GCC also offers a U.S. Department of Labor approved Apprenticeship program in conjunction with over 50 island employers with about 429 apprentices - currently enrolled in the program. Additionally, GCC offers the following Adult Education programs: Adult High School, two high school equivalency tests (GED® and HiSet®), English as a Second Language, and Adult Basic Education (Basic Literacy Skills and Family Literacy).

GCC also plays a significant role in the six island public high schools, where it offers career and technical education programs in Tourism: Lodging Management Program and Prostart, Marketing, Visual Communications, Health Careers and Sciences, Early Childhood Education, Construction Trades: AutoCAD and Carpentry, Electronics Technology, Automotive Services Technology, Automotive: Collision Repair and Refinishing Technology with enrolled 2,719 sophomores, juniors, and seniors in AY17-18. Enrollment in this high-school based program has steadily increased in the past several years. GCC's Dual Credit Articulated Programs of Study (DCAPS) offers the opportunity to earn seven (7) to nineteen (19) entry-level college credits in the corresponding postsecondary programs at GCC to students who are enrolled in these CTE programs from their sophomore through senior years and who have earned a grade of "B" or better for all three years. In effect, the DCAPS creates a direct pathway to Guam Community College for Guam's public high school students. GCC's Dual Enrollment Accelerated Learning (DEAL) program allows eligible students to enroll in college courses concurrently with high school classes and to receive both high school and college credit simultaneously. GCC has DEAL program agreements with Guam's five public high schools, with Father Duenas Memorial School, Notre Dame High School, and with the Home School Association of Guam.

Guam Community College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WASC). GCC is also a member of the Pacific Postsecondary Education Council, which is a consortium of presidents and chancellors of higher education instructions in the U.S. and U.S. affiliated Pacific Islands.

Since the Institution's full accreditation with the Accrediting Commission for Community and Junior Colleges (ACCJC), GCC credits and some entire programs will articulate, or transfer to other accredited postsecondary institutions. These articulation agreements offer GCC students a way in which to expand and enrich their postsecondary educational experience.

Then and Now Photos of GCC's Culinary Arts and Automotive Programs

A night photo taken of GCC's Student Center and Learning Resource Center

Planning Process of ISMP 2020-2026

On June 15, 2018, GCC was awarded a full seven-year accreditation for the period 2019-2025 – the longest period possible for a community college by the Accrediting Commission for Community and Junior Colleges (ACCJC), the Western Association of Schools and Colleges (WASC). This presented an ideal opportunity to align the Strategic Planning process with the newly awarded accreditation period. Hence, planning commenced for a seven-year Institutional Strategic Master Plan (ISMP).

As consultant partners for GCC's ongoing transformational journey, Drs. Laura M. Torres Souder and Samuel Betances, were engaged to facilitate the planning process using the Transformation framework of co-creative participation of all stakeholders. This "home-grown" organic approach sought to harvest the contributions of leaders and managers, support staff, faculty, students and industry partners in envisioning the way ahead. Numerous meetings with stakeholder groups throughout the fall of 2018 and spring of 2019 yielded an abundance of ideas that were shaped into Goals and Objectives. This foundation is meant to guide the development of annual Initiatives and Activities that programs, departments and units within the GCC community would plan and implement for the next seven years. Planning meetings included extensive engagement by a core team comprised of representatives from all the stakeholder groups. The core team met regularly to refine the feedback collected from the 2018 College Assembly, Industry Partners Forum, and comprehensive discussions on the way ahead with student leaders representing all the student-based organizations on campus.

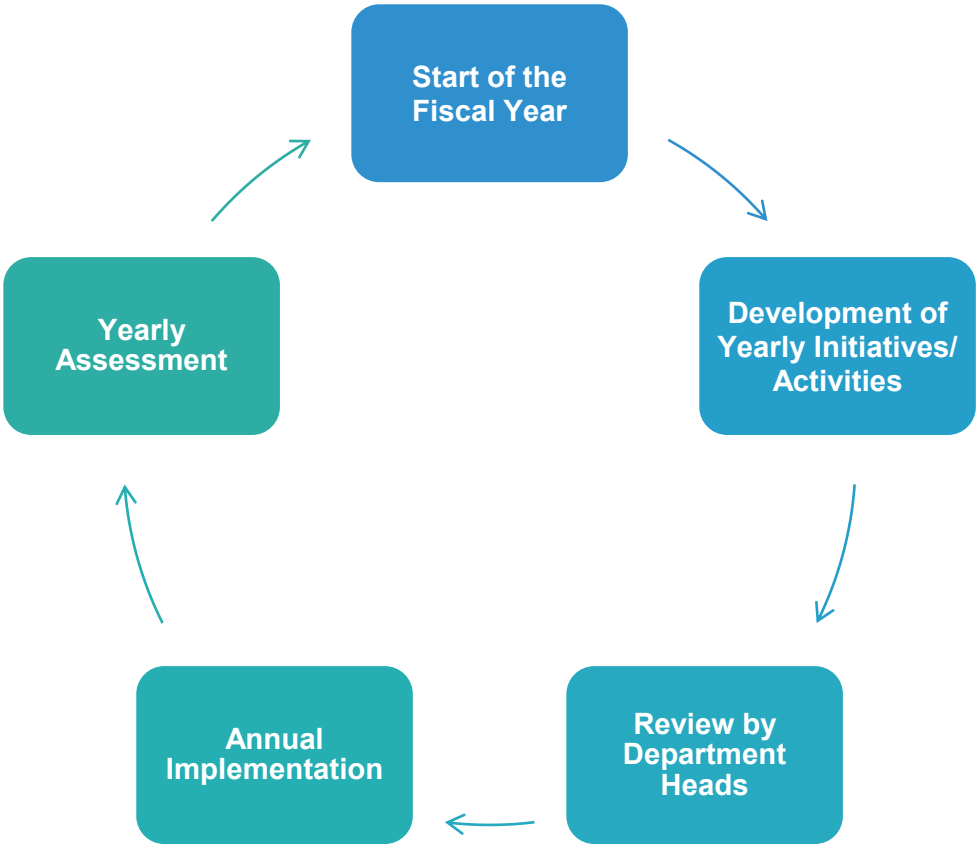
The formal planning process was kicked-off on August 13, 2018 during the 2018 Fall Convocation: Beyond Accreditation: Strategic Thinking for 2025. Brainstorming sessions on goal formation followed on October 9 and October 30, 2018 with key leaders of the College. On November 6, 2018, during the 2018 Fall College Assembly "Envisioning GCC's Future by Design" Drs. Souder and Betances conducted a critical part of the planning activity entitled, "Imagining GCC in 2026: Planning Framework and Thematic Categories". Small groups of administrators, faculty and staff engaged in intensive brainstorming related to developing objective statements for the following goals:

Goal 1: Advancing Workforce Development and Training
Goal 2: Fostering 100% Student-Centered Success
Goal 3: Leveraging Transformational Engagement and Training
Goal 4: Optimizing Resources
Goal 5: Modernizing and Expanding Infrastructure and Technology

The core team reconvened after the 2018 College Assembly to organize and integrate the feedback received. The Student Focus Groups held on December 14, 2018 and January 18, 2019 and the Industry Partners' Forum on January 24, 2019 completed the brainstorming activities designed to maximize the gathering of input from stakeholders. This planning document reflects the voices and contributions of all who participated.

Implementation Report on the ISMP 2020-2026

The Planning and Development Department, in conjunction with the Sustainability Office, is charged with the responsibility of tracking and monitoring the implementation of each of the five (5) primary goals and the expected outcomes under each goal. This will be accomplished through the completion of a yearly **Implementation Report** that will update activities tied to specific objectives under each goal. An Implementation Report template will be developed to synthesize progress on the activities that will be implemented to realize the goals outlined in the Strategic Plan 2020-2026. Finally, the assessment of all pertinent activities will occur at the end of each calendar year for the entire life of the plan to ensure that the college is on track to accomplish its strategic goals and outcomes.



2020-2026 ISMP Planning Session

Guam Community College

Institutional Strategic Master Plan 2020-2026 Timeline

DATE	ISMP Event
August 13, 2018	Formal planning process began at the 2018 Fall Convocation: Beyond Accreditation, Strategic Thinking for 2025. In attendance were GCC Faculty, Staff, and Administrators. The Planning and Development Team presented "Closing the Loop of the ISMP 2014-2020". Location: Multi-Purpose Auditorium / Time: 8:00am to 5:00pm
October 9, 2018	First Brainstorming Session with Key Leaders (15 present) Location: Learning Resource Center / Time: 9:00am to 12 noon
October 30, 2018	Second Brainstorming Session with Key Leaders (16 present) Location: Learning Resource Center / Time: 9:00am to 12noon
November 6, 2018	Fall 2018 College Assembly "Envisioning GCC's Future by Design with the planning activity "Imagining GCC in 2026: Planning Framework and Thematic Categories" that grouped the Administrators, Faculty, and Staff into 15 different Marianas Islands representing each a goal. (214 present) Location: Multi-Purpose Auditorium / Time: 8:00am to 1:00pm
December 14, 2028	First Reconvening Session with Key Team Leaders (13 present) Location: Learning Resource Center / Time: 3:00pm to 5:00pm
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GCC'S TRANSFORMATION BLUEPRINT

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GOAL 2: Fostering 100% Student-Centered Success

Most important to GCC is student success. It reflects our commitment to our students from the start of their career and technical education, to their securing of a job, and to their development as lifelong learners. In order to continue to be a leader in career and technical workforce development, GCC must enhance the capacity of its employees and ensure that its curriculum and training programs are current and aligned with industry needs, standards, and practices.

Helping to secure our students on a success-trajectory from the moment they become a part of our Institution to their completion of an adult education diploma or its equivalency, a program, certificate or degree is critical to GCC's viability. Being able to provide essential support services through counseling, advisement, tutoring, mentoring or providing access to technology makes a major difference in whether or not a student persists and thrives.

Exploring options to decrease the amount of time it takes for students to complete their program of study/training and to increase completion rates is also a priority. It is GCC's intention to offer flexible opportunities and innovative strategies to meet students' needs while continuing to provide quality education and job training.

To alleviate some of the barriers that students experience, GCC will enhance and strengthen its wraparound services to ensure that all students become aware of and take advantage of opportunities available to them which can clearly optimize their chances of success.

Objective 2.1 **Enhance the professional development process for all employees**

Objective 2.2 **Implement innovative strategies and practice flexibility in meeting student needs**

Objective 2.3 **Integrate and enhance wraparound services**

GOAL 3: Leveraging Transformational Engagement and Governance

GCC is committed to a policy of participatory governance wherein all stakeholders have opportunities to share recommendations, actively participate in discussions and planning, and freely voice concerns in open dialogue.

Engaging each constituent group in the planning and decision-making processes is important to the success of the institution and the students we serve. Mechanisms exist for participation through a wide-range of committees. The College aims to improve stakeholder engagement and leverage participation as a vital asset to mission accomplishment.

The planning process was a clear demonstration of leveraging transformational engagement as an effective strategy. Increasing participation can result in the most effective and successful outcomes for the college community. GCC will utilize effective strategies, methods and technologies to increase genuine involvement in governance and other essential processes.

Additionally, GCC intends to establish an organizational culture that fosters respect and civic responsibility towards the protection and stewardship of our natural environment. By engaging our college community through education and awareness we can facilitate sustainable and responsible development throughout the region.

Objective 3.1 **Strengthen stakeholder opportunities to engage in the transformational process, governance and institutional decision making**

Objective 3.2 **Foster an organizational culture that empowers and facilitates transformational engagement and rewards collaboration**

GOAL 4: Optimizing Resources

To continue to be financially and operationally sustainable, GCC will need to diversify revenue streams to support its programs and provide employees opportunities for growth.

GCC will generate more revenue by focusing on creative and collaborative ways to expand our fiscal and human resources. Plans to increase student enrollment, while reducing costs to the college, can be a challenge as we face economic changes. By exploring resources with public and private partnerships, we can achieve financial security in various areas. Robust programs that offer timely, relevant workforce development will ensure increased enrollment, capital improvement and an expanded footprint.

GCC's commitment to building internal capacity through employee professional development will ultimately strengthen institutional capability to meet the demands of an evolving workforce. GCC will invest in internal talent as a way of filling critical positions, ensuring stability, and encouraging loyalty to the organization.

GCC's success in the future will be determined by its ability to harness the productivity and ingenuity of its human resources, grow capacity and sustain fiscal stability at a time when resources are increasingly tied to rates of completion. Utilizing both fiscal and human capital strategically is key.

Objective 4.1 Diversify revenue streams

Objective 4.2 Integrate Return on Investment (ROI) and Total Cost of Ownership (TCO)

Objective 4.3 Provide employee professional development

Objective 4.4 Develop and implement succession planning

Objective 4.5 Cultivate team building

GOAL 5: Modernizing and Expanding Infrastructure and Technology

GCC recognizes the challenges many of our students face in their everyday lives. By expanding our educational footprint and leveraging technology, we provide an effective means for our students to meet their educational goals. This will also increase access to education for populations that are underserved in the community.

We will provide the 21st century student with the opportunity to enroll in and complete programs through multiple teaching platforms such as traditional, online, hybrid, web-enhanced, etc. In addition, we will strive to provide student accessibility to resources in their home villages or at work sites. With increased enrollment and utilization of technology, GCC will be able to expand its programmatic offerings.

To support student success, GCC will provide opportunities to link students with modernized technology and effective instruction that will aid and empower them to take control of their education.

GCC will also strive to remove barriers to student learning - the lack of transportation, scheduling conflicts or limited class offerings, etc. - so that students can have reliable access to courses and programs they need.

Objective 5.1 **Expand educational footprint**

Objective 5.2 **Ensure robust technology**

Objective 5.3 **Provide access to sustainable facilities**

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, August 9, 2019, 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 July 9, 2019

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. President's Travel Request (September 2019)

VIII. **EXECUTIVE SESSION**

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

IX. **ADJOURNMENT**

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of July 9, 2019

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on July 9, 2019, 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; Ms. Gina Ramos, Secretary; Mr. Eloy P. Hara, Treasurer; Ms. Rozene Pecson, Student Trustee; Mr. Carlo Leon Guerrero. **Other members**: Mr. Richard P. Sablan, Vice Chairperson (schedule conflict); Ms. Deborah C. Belanger (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Dr. Michael Chan, Dean, TSS; Dr. Virginia Tudela, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning and Development; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Carl Torres, incoming Faculty Advisory Member.

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 – May 7, 2019

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF MAY 7, 2019, 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:

The College continues to receive its allotments from the Department of Administration on a regular basis.

FY2019: As of year to date, the total funds the College received is $11,092,983 from the General Fund for the current fiscal year. Breakdown is $9,884,000 from the General Fund; $467,137 for

the LPN/Vocational Guidance; $114,000 for the General Fund Apprenticeship program; $402,000 for MDF; and $24,154 for TAF; $200,000 from the First Generation Trust Initiative. Based on the allotment schedule, the College received 72% of its allotments. Based on the total appropriations for the year, the College has received 70%. There is still a $2.5 million reserve and working with DOA to get it released.

Capital Improvement Projects and other activities: President Okada reported the following:
The LRC air conditioning replacement project is complete and final inspection is scheduled next week.
The painting project for Building A is done, waiting for the warranty and final inspection, however, there are some areas with paint fading which the contractor should have already resolved.
The College is currently working on the pre-application for the Wellness Center.
The photovoltaic, as far as the panel system project, is continuing between the Allied Health and the Student Center and the College did receive approval from DPW identifying that the worksite for the walkway is not an historical landmark.
From the previous Board meeting, the Board requested for an update to the salary compensation scale for faculty and administrators, however, the College is waiting to secure funding to move forward on this study.
The President reported that there were several vacancies at the College and there have been several recruitments due to retirement and other job opportunities. Anticipate 15-20 new employees, including faculty by the next new employee orientation.

Other activities:
There were 462 degrees, certificates, and/or diplomas conferred during the GCC Graduation on May 10, 2019. Lt. Governor Joshua Tenorio was the commencement speaker.
GCC Administrators represented the College at every high school graduation ceremony. Announcements were made of the free CTE programs during the summer with a total of 86 students signing up.
There were 163 students who earned Certificates of Completion and 155 students earned Certificate of Mastery.
The second cohort for the Future Builders of Guam Boot Camp concluded last week with 23 participants. Employers were present during the completion ceremony with potential employment opportunities for the majority of these students.
The College placed an ad on Facebook with a testimonial from one of the students who was the spokesperson for the group. This gentleman completed the Boot Camp and is registering for the Fall semester. He allowed GCC to share his story about him being homeless and how grateful he is for completing the Boot Camp.
The STEEP Summer program began June 2019 and will continue for the next few weeks.
Based on meetings during a recent trip to Washington D.C., there were positive feedback from the U.S. Department of Labor and USDA. The President will be providing USDOL with apprenticeship and pre-apprenticeship program information as a follow up.
The College will be looking into an appraisal on the lot adjacent to the firing range to determine the costs and anticipate a counteroffer to purchase. Once a decision is made on the project for this area, the College will also update its Facilities Master Plan.

2. Monthly Activities Report.

Student Trustee: Trustee Rozene Pecson reported the following:
Summer session ends this week.
The next Student Orientation is August 13, 2019. There will be a morning session for students with last names from A-L; and an afternoon session for students from M-Z.

Faculty Advisory Member: Mr. Fred Tupaz reported the following:
This will be Mr. Tupaz's last attendance as the Faculty Union President and his successor is Mr. Carl Torres, who will be officially the next faculty representative as of August 1, 2019.
Mr. Tupaz also thanked the Board for working together with him and the faculty during his tenure.

Support Staff Advisory Member: Mr. Kenneth Bautista was absent and no report was provided.

Board of Trustees Community Outreach Report.
May 10, 2019: GCC Commencement Exercise at UOG Calvo Field House, attended by Trustees Arriola, Ramos, Belanger, Leon Guerrero and Pecson.
June 3, 2019: GCC Transportation Boot Camp Opening Event in partnership with Cabras Marine Corporation, attended by Trustees Hara and Rozene.
June 19-20, 2019: APIA Scholars Higher Education Summit/AANAPISI Workshop, and meetings with government officials in Washington D.C., attended by Trustees Arriola, Ramos, Belanger and Leon Guerrero.
June 30, 2019: Agat-Santa Rita Wastewater Treatment Plant ribbon cutting, attended by Trustee Hara.

VI. UNFINISHED BUSINESS

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

Bldg. 100. The meeting in Washington D.C. with USDA was a success with discussions regarding the loan with Bldg.100 that had to be secured for the $5 million, which will expire September 30, 2019. In the original loan application, $2 million would go towards Bldg. 100 and $3 million towards the Forensic Lab. Based on this meeting and USDA's consideration for an opportunity for an alternate proposal, further documents were provided by the College.
The total costs for Bldg. 100 and the Forensic Lab has increased to $12 million. Attorneys submitted further documents showing GCC has sufficient resources to proceed with the DNA Lab and confirmation was then received to move forward. The whole $5 million was granted for Bldg. 100 with a 2.3% interest rate. USDA officials will be invited to the groundbreaking and ribbon cutting.

Forensic Lab. This project has been awarded, however the contractor is awaiting approval of its license renewal. A temporary license will be issued and the first construction meeting is next week. The President met with GPD representatives on July 8, 2019 regarding each other's

responsibilities regarding the lab. A Memorandum of Understanding will be developed to secure some funding for collateral items and GPD's responsibility with staffing.

Building 300. As of June 13, 2019, this project is 10.97% complete. The disposal of lead-based materials is ongoing. Anticipated completion date is October 2019, however, the College is closely tracking this project due to the FEMA funding which expires December 2019.

Wellness Center. Documents are being compiled for the Foundation Board attorney to complete the pre-application for the USDA loan packet for this project.

Building B. The President received the updated design and Board members may view the conceptual design. This project will be a two-story facility with the computer lab on the second floor; the existing elevator will be fixed instead of installing a new one; and the Faculty Senate office will be located in this building.

VII. NEW BUSINESS.

1. President's Travel Request (July 2019). The President informed the Board of the following travel request:

The National Advisory Committee on Institutional Quality and Integrity (NACIQI), July 30-31, 2019, Washington, D.C., 100% ACCJC funded.

Dr. Okada will also meet with officials from the U.S. Department of Interior and APIA.

The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR JULY 2019. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:44 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 12:52 p.m., the meeting reconvened to open session.

At this time, a motion was made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE ELOY 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 CARLO, SECONDED BY TRUSTEE LEON GUERRERO, THAT THE MEETING OF JULY 9, 2019, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of July 9, 2019, adjourned at 12:53 p.m.

SUBMITTED BY:

Bertha M. Guerrero AUG 0 9 2019

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

E Hara AUG 0 9 2019

for **GINA Y. RAMOS**
Secretary

APPROVED BY:

AUG 0 9 2019

FRANK P. ARRIOLA
Chairperson

PRESIDENT'S TRAVEL SCHEDULE
September 2019

Conference Title/Sponsor	Date	Location
REL Pacific Governing Board Meeting (100% REL Paid)	September 24-25, 2019	American Samoa
PPEC Fall Meeting (50% PPEC Paid)	September 26, 2019	American Samoa

2019 GCC Fall Convocation

Monday, August 12, 2019
GCC Multi-Purpose Auditorium (MPA)
4:00 P.M.

Theme:

Designing Pathways for Student Recruitment, Retention, Completion and Employment

Approximate time

4:05 **Board of Trustees/ Foundation Board of Governors**

Welcoming Remarks
- *Frank P. Arriola,* BOT Chair
- *Lorraine S. Okada,* Foundation Board Chair

4:15 **STATE-OF-THE-COLLEGE-ADDRESS**
- *Dr. Mary A. Y. Okada* President

4:50 **CONVOCATION ADDRESS**
- *Dr. R. Ray D. Somera* Vice President for Academic Affairs
  - Guided Pathways for Student Completion (Sally Sablan, J. Peter Roberto, Simone Bollinger)
  - Faculty Testimonial

5:25 **New Academic Year Greetings**
- *Tasi Marina Mafnas* Staff Senate President
- Jhem Ann Lagman COPSA President

5:35 **Message to Faculty**
- *Carl Torres II* Faculty Union President
- *J.Peter Roberto* Faculty Senate President

5:40 **Save the Date**
- *September 01, 2019, Sunday Labor Day Picnic*
- *October 14, 2019, Monday College Assembly (MPA) 8:00AM-5:00PM*

5:45 **Adjournment**

Special Note: Convocation is mandatory for all faculty and administrators. It has been scheduled at 4:00pm this year so members of the staff can also have the opportunity to attend. Adjunct faculty are also welcome. *Please note that this is an employee-only event.*

Emcee: John K. Dela Rosa, Asst. Director, Communications and Promotions