

**GUAM COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monthly Meeting – Friday, January 12, 2024, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000**

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

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

II. APPROVAL OF MINUTES

1. Monthly Meeting of December 15, 2023

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
 - Board of Trustees Community Outreach Report

VI. UNFINISHED BUSINESS

1. BOT Election 2024-2025
2. Construction Projects Updates
 - Wellness Center
 - Building B
 - Workforce Development Center
 - Culinary Arts & Baking Center
 - Building 2000 Generator
3. Accreditation Updates

VII. NEW BUSINESS

1. Resolution re Funding Request to Support the Culinary Arts & Baking Center Renovation Project
2. President's Travel Request (February 2024)

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 15, 2023

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on December 15, 2023, was called to order at 12:05 p.m., by Vice Chairman Carlo Leon Guerrero in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Rose P. Grino, Secretary; Ms. Gina Y. Ramos, Member; Mr. Kenly Magwili, Student Trustee. The following were off-island: Frank P. Arriola, Chairman; and Mr. Richard P. Sablan, Treasurer; and schedule conflict for Ms. Yolanda M. Padrones, Member.

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Ms. Pilar Williams, Dean, TPS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Dr. Julie Ulloa-Health, Assistant Director, Planning & Development; Ms. Simone Bollinger, Faculty Advisory member; Mr. Kenneth Bautista, Support Staff Advisory member; Attorney Rawlen Mantanona.

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 14, 2023.

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVES THE MEETING MINUTES OF NOVEMBER 14, 2023, WITH CORRECTIONS. 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:

BOT - Meeting of December 15, 2023

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FY2024: As of year to date, the College received \$3,613,276.00 for its appropriation. \$2.7 million from the General Fund; almost \$1 million from MDF; and \$19,626.00 to support the WICHE PSEP scholarship program. This equates to 63% collected based on the appropriation schedule. The College is still on track with its allotment releases from the Department of Administration on a regular basis.

Capital Improvement Projects and other activities: The following is a report from the President.

Other activities:

GDOE received funding for the second year to support the State Longitudinal Data System study. This new grant will add on two additional partners, the Guam Department of Labor and the Department of Public Health & Social Services. The current grant tracked from PreK to postsecondary but will now be from birth to employment. The MOA is currently being worked on.

One of GCC's grant writer, Mr. Patrick Maloney, received a Grant Professional Certification. Mr. Maloney was congratulated for this accomplishment after completing a six-hour exam after he recently attended a Grant Professional Association Conference.

There is good news from Dr. Michael Chan and his team after receiving the official notification regarding the articulation agreements for Math and Science courses with the University of Guam. The next proposal is with the articulation agreement for 2+2 with Supervision & Management, which is almost finalized.

The Professional Development Initiative Committee are currently working on a very engaging College Assembly planned for April 2024. Individuals will be brought to Guam to help GCC with sessions on academic advising. This is an institutional wide effort and anticipate bringing in additional constituents from our region with GDOE to help in this discussion. Accreditation updates will also be provided to all employees during this College Assembly.

The College hosted its first Christmas Bazaar, which was a success. This is part of the fundraising efforts for scholarship funds. There were several vendors and food trucks. Anticipate to host another in Spring 2024 and as a continuing activity for the College.

The Human Resources staff have been busy in attending the SHRM conference training to include the new Strategies for Managing the New Overtime Exemption Threshold Rule as well as trainings in Hybrid Work and upskilling individuals to help support the HR team.

The Procurement Office has been offering procurement and online requisition training to employees, which is done every fiscal year, especially for new employees.

Ongoing CIP:

A bathroom renovation project was recently completed; anticipating putting up a solar parking structure but would need to identify funding; the request for scope of work for warehousing went out due to the renovation for the Workforce Development Center in Barrigada that would require a storage for this project; and in addition to the ongoing FEMA

repair projects, the College received its initial insurance proceeds relating to damages by Typhoon Mawar. The other ongoing CIP projects will be reported out per the Agenda.

2. Monthly Activities Report.

Student Trustee: Trustee Magwili reported the following:

Mon., October 30, 2023, in the MPA, 1:30 p.m., Trustee Magwili attended the Construction Bootcamp IV Completion Ceremony; and at 3:00 p.m., also attended the Moylan's Scholarship Presentation.

Wed., November 8, 2023, 10:30 a.m. and 2:30 p.m., located at the DPHSS at the former Guam Legislature, at 155 Hesler Place in Hagatna, COPSA hosted a Health Certificate training for student organizations.

Thurs., November 16, 2023, at the Student Center Courtyard, from 4:00 p.m. to 8:00 p.m., COPSA hosted the Fall Festival and the "Tour of the Pacific."

Fri., November 17, 2023, at the Student Center Training Room 5108, 12:00 p.m., was the COPSA General Membership meeting.

Fri., December 1, 2023 at the Student Center Training Room 5108, 12:00 p.m., was the last COPSA General Membership meeting of Fall 2023.

The end of the Semester, last day of classes are, as follows: Monday/Wednesday Classes: November 29, 2023; Tuesday/Thursday classes: December 5, 2023; Saturday classes: December 9, 2023; and Friday classes: December 15, 2023. Grades are due on Monday, December 18, 2023.

The COPSA Winter Training were held on Tues., December 12, 2023; Wed., December 13, 2023; and Thurs., December 14, 2023. Discussions were events planned for the Spring 2024 semester and leadership training.

Faculty Advisory Member: Ms. Simone Bollinger reported the following:

It's the end of the semester and everybody are working on getting their grades in and adjuncts being cleared.

The first CHamoru cohort completion ceremony was recently held with eight completers receiving certificates from the Kumision. There is a lot of interest in continuing the program and the cohorts. Work will be done regarding this.

Staff Advisory Member: Mr. Kenneth Bautista reported the following:

Oct. 31, 2023 was the College Assembly and there were also refresher trainings such FERPA and the prevention of drugs, alcohol abuse and sexual harassment. Employees were given the opportunity to participate and provide input on discussions with one of the four accreditation standards.

The staff are working with the end of the Fall semester and preparing the campus to include assisting students for the upcoming Spring semester.

Mr. Bautista also wished everyone a "Merry Christmas!"

Board of Trustees Community Outreach Report:

Trustee Grino attended the Asia Pacific Association for Fiduciary Studies (APAFS) training in the Philippines in November 2023 and reported that this is an important training as members of the Board and thanked the Board for this opportunity. Trustee Grino recommended for all Board members to attend this training in the future and further reported it enhanced her knowledge of her fiduciary duties as a Board member. This was a 2-day fiduciary investment training with an opportunity to also network with other college trustees as well as attend the Pacific Region Investment Conference after the 2-day training and continued to network.

Trustee Grino also reported that next week a Workforce Development Summit will be held in the GCC MPA. This summit will focus on healthcare. Participants are from the Guam Behavior Health & Wellness Center, Dept. of Public Health & Social Services, Naval Hospital, GRMC, the military and other private stakeholders. Trustee Grino explained this is the best way to address the issue of the Workforce Development in healthcare with this collaboration. The President provided further details of the Summit to the Board.

VI. UNFINISHED BUSINESS

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

Wellness Center.

The President has a meeting next week with the CPA regarding the update on the feasibility study, which is one of the major areas the College is working on with USDA. Once this is done this project can move forward.

Building B.

To date, this project is almost 54.42% complete. The contractor is currently working on the installation of the rebars and concrete pouring is ongoing, however, there is a delay in the delivery of concrete.

Workforce Development Center (Barrigada property).

The College is currently working with legal counsel regarding the issue of easement. The bid opening was scheduled on December 7, 2023, and the evaluation is now in the process.

Culinary Arts & Baking Center.

As last reported, there were issues with the roof and the contractor would now have to be replace it. The College will be seeking funding from the Board for the architectural work needed for the roof. While this is in the process, there will be solar panels for this project that the College has already requested from the Department of Interior to utilize leftover funds from a grant for the PVs. There will also be additional costs required for this project and the College will also seek funding from the Board for the PVs.

Generator for Building 2000.

The housing for this generator is currently at 85% complete and has the same issue with delays in concrete delivery. The time extension is for December 25, 2023 and the College does not anticipate this delay will cause too much of an impact for completion of this project.

2. **Accreditation Updates.** The President provided the following accreditation update: Dr. Gina Tudela, the Accreditation Liaison Officer (ALO) and Dean Pilar Williams, the Assistant ALO have completed their review of all the first drafts of Standards I through IV and provided feedback to each of the committees. The committees have met to discuss the feedback and are now working on their revisions and this process is underway. The second draft is due to Dr. Gina and Dean Pilar on February 16, 2024, and are continuing to work on the Accreditation website.

VII. NEW BUSINESS.

1. **Resolution re Funding Authorization for Student Information System Software Upgrades.** The Board was presented with Resolution 15-2023, "Funding Authorization for Student Information System Software Upgrades," for their consideration. The President explained that the College has three software that will no longer be supported and would have to be upgraded, which are Ellucian Mobile, Luminis, Data Analytics, and Evisions Argos. The President further explained which upgrade will replace each of the software. The cost of this upgrade for the remainder of the fiscal year is \$219,922.00 over a three-year period. This amount includes the additional services to migrate to this new platform. There were some discussion regarding the timeline and ensuring that the software will be tested before going live. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES RESOLUTION NO. 15-2023, "FUNDING AUTHORIZATION FOR STUDENT INFORMATION SYSTEM SOFTWARE UPGRADES," IS HEREBY ADOPTED AND APPROVED, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. **Approval of Five-Year Distance Education Strategic Plan (DESP) 2023-2028.** The President explained that the DESP presented before the Board is for 2023-2028 and although the previous plan ended in 2021, there were no upgrades and it carried over through that two-year cycle. The current plan has been vetted through the governance process and input were provided with changes made by the College Governing Council and now updated as presented. The President further explained that this DESP identifies what resources are needed for the College to continue to offer DE and what support services is needed for DE

and to allow the College to appropriately budget and allocate funds to support the DE program.

As a note, this DESP will be replacing the plan that is currently attached to the Strategic Resource Plan (SRP) that was already adopted by the Board. Once this current DESP is approved it will update that appendix in the SRP. Ms. Bollinger mentioned she wanted to add an interesting point brought up during the CGC meeting regarding the issue of AI (Artificial Intelligence) in the classroom. Discussion was brought up as to what is the College's stance on AI. There was a recommendation that AI is something the Faculty Senate can discuss and to develop a position for faculty. That a separate policy could be developed regarding this issue.

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE GUAM COMMUNITY COLLEGE FIVE YEAR DISTANCE EDUCATION STRATEGIC PLAN (DESP) FOR 2023-2028, BE ADOPTED, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. BOT Policy updates (Outstanding BOT Policies & Policy 306). The President explained that a BOT policy review was held and copies of those policies with the recommended changes were presented to the Board for their consideration. The track changes with clean versions of the recommended changes were provided for the following BOT policies: 100, 101, 105, 110, 111, 113, 114, 115, 120, 125, 130, 135, 140, 175, 306, 400, 435 and 475. Policy 455, "Selection of President" is still under review and will be presented to the Board once it is finalized. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE FOLLOWING RECOMMENDED CHANGES TO THE GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES: 100, 101, 105, 110, 111, 113, 114, 115, 120, 125, 130, 135, 140, 175, 306, 400, 435 AND 475, ARE HERBY ADOPTED AND APPROVED, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

4. BOT Election 2024-2025. It was recommended to table the next BOT election for the next meeting when the other Board members have had the opportunity to consider their nominations. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE ROSE P. GRINO THAT THE BOARD TABLE THE 2024-2025 BOARD OF TRUSTEES ELECTION FOR THE NEXT BOARD MEETING. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

5. President's Travel Request (January-February 2024)

American Association of Community Colleges (AACC) Workforce Development Institute, January 23-26, 2024, New Orleans, LA, funded by promotional funds.

WestCare Board of Directors Annual meeting, February 21-24, 2024, Henderson, NV, funded by WestCare.

ACCT 2024 Governance Leadership Institute/PPEC Spring Convening, February 28-March 1, 2024, Saipan, CNMI, funded by promotional funds.

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE PRESIDENT'S TRAVEL FOR JANUARY-FEBRUARY 2024, BE APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time a motion was made as follow:

MOTION

IT WAS MOVED BY TRUSTEE KENLY MAGWILI, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 12:41 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At this time following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 12:57 p.m., the meeting reconvened into Open Session.

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

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE ROSE P. GRINO, 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 ROSE P. GRINO, SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE MEETING OF DECEMBER 15, 2023, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of December 15, 2023, adjourned at 12:58 p.m.

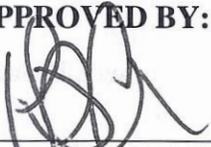
SUBMITTED BY:

 **BERTHA M. GUERRERO**
Recording Secretary

ATTESTED BY:

 **ROSE P. GRINO**
Secretary

APPROVED BY:

 **FRANK P. ARRIOLA**
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 1-2024

**FUNDING REQUEST TO SUPPORT THE CULINARY ARTS & BAKING
CENTER RENOVATION PROJECT**

WHEREAS, the Guam Community College (“GCC” or “the College”) supports increased student enrollment, retention, and program graduation rates by improving academic quality and student learning outcomes by expanding the quality of learning resource materials and facilities; and

WHEREAS, GCC provides support to the Guam Workforce through the development and implementation of the Apprenticeship Training Program with the primary intent to develop the workforce; and

WHEREAS, the 2020-2030 GCC Campus Physical Master Plan identifies Building 400 as the Culinary Arts & Baking Center; and

WHEREAS, the College issued invitation for bid number GCC-FB-23-006 for the GCC Culinary Arts & Baking Center Renovation and obtained the lowest, most responsive base bid of \$2,509,104.86 and alternate #1 removal and replacement of the 250KVA generator of \$207,845.50, for a total of \$2,716,950.36; and

WHEREAS, the U.S. Department of Education has approved the use of \$1,949,981 in Higher Education Emergency Relief Fund, Minority Serving Institution (HEERF MSI) funding for the Culinary Arts & Baking Center Renovation in response to the COVID-19 virus, plus an additional \$750,000 from the Governor’s Education Stabilization Fund was received by the College; and

WHEREAS, the sum of up to \$1,000,000 is required to fund the balance of the Culinary Arts & Baking Center Renovation project, including the additional architecture and engineering work, the replacement of roofing, anticipated contingencies, and the installation of a photovoltaic system; and

WHEREAS, the Manpower Development Fund allows for facility upgrades relative to the Apprenticeship Training Program, which includes Culinary Arts; and

WHEREAS, sufficient funding is available in the Manpower Development Fund to support this request.

NOW, THEREFORE, BE IT RESOLVED, that the College requests that the GCC Board of Trustees appropriates up to \$1,000,000 from the GCC Manpower Development Fund; and

Page 2: GCC Board of Trustees Resolution 1-2024 - Funding Request to Support the Culinary Arts & Baking Center Renovation Project

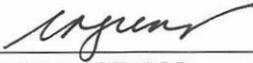
BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the sum not to exceed \$1,000,000 from the Manpower Development Fund to cover the remaining amount needed for the Culinary Arts & Baking Center Renovation; and shall authorize the President to execute any and all contracts necessary for said projects herein.

ADOPTED the 12th day of January 2024.



FRANK P. ARRIOLA
Chairperson

ATTESTED BY:



ROSE P. GRINO
Secretary

PRESIDENT'S TRAVEL SCHEDULE
February 2024

Conference Title/Sponsor	Date	Location
Board of Visitors – Air University Meeting*	February 6-7, 2024	Keesler AFB, Biloxi, MS

*Funding Source(s): *AU BoV funded*

