

July 16, 2013

The Honorable Judith T. Won Pat
Speaker, 32nd Guam Legislature
155 Hesler Place
Hagåtña, Guam 96910
(via email: speaker@judiwonpat.com)

Re: Reporting Requirements – July 2013

Dear Speaker Won Pat:

Transmitted herewith is the reporting requirements for Boards and Commissions pursuant to Public Law 31-233 regarding the Guam Community College Board of Trustees meeting of July 12, 2013.

If there are any questions, please contact me at 735-5638.

Senseramente,

Mary A.Y. Okada
Mary A.Y. Okada, Ed.D.
President

Attachments

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Office of the Speaker
Judith T. Won Pat, Ed. D.

Date 7/26/13
Time 8 AM
Received by faia

July 16, 2013

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Speaker, 32nd Guam Legislature
155 Hesler Place
Hagåtña, Guam 96910
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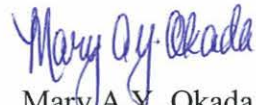
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Mary A.Y. Okada, Ed.D.
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GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, July 12, 2013, 12:00 p.m.
President’s Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of June 12, 2013

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 200 (Renovation), Building 100 and Forensic Lab

VII. NEW BUSINESS

1. Travel Request (July ~September 2013)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of June 12, 2013

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on June 12, 2013, was called to order at 10:15 a.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos (*arrived approximately 10:22 a.m.*); Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Steven Alvarez, Student Trustee; Mr. R. Gary Hartz, President, GCC Faculty Union.

3. **Others in attendance:** Dr. Mary A.Y. Okada, President; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Gina Tudela, Dean, TSS; Mr. Reilly Ridgell, Dean, TPS; Mr. Frederick Tupaz.

Recital of Mission Statement. Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – May 30, 2013.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF MAY 30, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS – There was one communication reported by the President, as follows: A letter dated May 2, 2013, was received from the ACCT with a Member in Good Standing Certificate. This states that the college has renewed its membership and has paid all its dues.

IV. PUBLIC DISCUSSION – There were no requests made.

V. REPORTS

1. **President's Report:** President Okada reported on the following:

-**Financial Status:** The President provided the Board with a brief update of the current financial status of the College as follows:

-Allotment releases. Based on its allotment schedule, the College received from the General fund \$8,137,581, inclusive of the LPN/Vocational Guidance fund of approximately \$464,162; \$717,593 from the Manpower Development Fund; and \$22,946 from the Tourist Attraction Fund. These equates to 70% of allotments received to date.

-None received from the 15% set aside, but as last reported issues for the 15% set aside will be addressed August 2013 to determine how much will be released.

BOT - Meeting of June 12, 2013
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Other activities: President Okada reported the following:

-As an update to Bill No. 84-32, "An act to add a new subsection (f) to Section 2, Part III, Chapter II of Public Law 31-233, relative to the appropriation to the Guam Community College Apprenticeship Program" sponsored by Senators Ben Pangelinan and Tina Muna Barnes. This Bill is requesting \$2 Million in funding under the Tourist Attraction Fund for the college's apprenticeship program. Not sure if the Guam Legislature will put this on the next Session Agenda.

Update to the Capital Improvement Projects on campus:

-There is one more scope of work currently being done for the campus wide security system. There is a recommendation that the College install basic door latch locks similar to what hotels utilizes as an interim solution before considering the swipe cards.

-Pending the final drawdown on the USDA loan, this should be received in a couple of days.

-Building 200 bid has been awarded to ProPacific. Completion date is August 16, 2014. The pre-construction meeting is scheduled for June 12, 2013.

-Foundation Building punch list completion has been extended to August 1, 2013 for the contractor. The only item pending is the uploading of documentation required for LEED certification. This is the contractor's final deadline and was advised of this.

-The College has attended several high school graduations and issuing several certificates of mastery.

-There will be a public hearing on June 13, 2013 and President Okada will be providing testimony on a bill relating to beverage server training. The College has been identified as one of the potential trainers.

2. Monthly Activities Report

Student Trustee: Student Trustee Steven Alvarez reported as follows:

-Has been attending more training with COPSA officers.

Faculty Advisory Member: Mr. Gary Hartz reported as follows:

-Currently working with Dr. Ray Somera to extend the appointment of the Nursing Allied Health Administrator, which will expire June 30, 2013. A joint memo will request for an extension for another year from July 1, 2013 to June 30, 2014. This is in keeping with the stipulation of the Guam Board of Nurse Examiners (GBNE) that in order to grant full approval for the college's Practical Nursing program, this director of nursing position must include the supervision (i.e. evaluation of faculty) and management of the program, as referenced in Public Law 29-71, Administrative Rules and Regulations for the GBNE. Moreover, discussions will begin in fall 2013 on the specific provision from the BOT-GCC Faculty Union Agreement that speaks about the possibility of hiring faculty to be 12-month Department Chairpersons.

-This is the last meeting for Mr. Hartz as President of the Faculty Union. Mr. Fred Tupaz, will be the next Faculty Union President effective July 1, 2013. Mr. Tupaz will be the representative during future BOT meetings. Mr. Hartz also thanked the Board for their support.

Support Staff Advisory Member: Trustee Kenneth Bautista reported as follows:

-President met with Staff Senate regarding issues with the merit awards and increments.

3. Board of Trustees Community Outreach Report. Trustees Belanger, Arriola, Ramos, Sablan, Alvarez, Hartz, and Bautista attended the GCC graduation on May 17, 2013. Congresswoman Bordallo's birthday party was attended by Trustees Belanger, Arriola, Sablan and Ramos. Trustee Belanger attended the College Career Readiness Workshop.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

-Building 200 (Renovation)-As previously reported the President informed the Board that the pre-construction meeting is scheduled for 1:30 p.m., June 12, 2013.

-Building 100-The architectural design is still a work in progress.

-Forensic Lab-The architectural design is complete and the USDA loan is currently being finalized.

2. BOT Assessment. As requested during the last meeting, the Board members and participants were requested to complete either an electronic or a hard copy survey. Several members have completed the survey. They were reminded to complete the ACCJC online course regarding Basic Accreditation.

VII. NEW BUSINESS.

1. FY2014 Amended Budget. The Board was provided a copy of the Guam Community College Fiscal Year 2014 Amended Budget for approval. The President informed the Board that the Governor issued an executive order lifting the freeze on Government of Guam employees' increments and allowing for merit bonus issuance. The only adjustment would be those pages, which affects personnel's salaries and benefits, including the staffing pattern. President Okada further informed the Board that an email was sent to Mr. John Rios of BBMR regarding the college's intent to amend its FY2014 budget. The budget hearing for the college will be sometime during the first week of July 2013. The difference in amount is approximately \$100,000.

President Okada apprised the Board that there is a possibility that the Government of Guam Hay Study plan will be implemented and that the budget does not include funding for this. Unless the government identifies a specific funding source for this, the college would have to absorb the cost of approximately \$100,000 and vacant positions will not be filled. The President is not aware of any retroactive payment. This Hay Study plan will affect about 40-50 Step 1 and Step 2 employees. During the college's budget hearing, the Board asked that the Guam Legislature should be made aware that the college does not have funding for the implementation of this Hay Study.

After further review of the amended budget, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE AMENDED BUDGET FOR FISCAL YEAR 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays).

At this time, the Board Chair recognized Dean Reilly Ridgell, who will retire next month. The Dean and the Board both thanked each other for their work together through the years.

At approximately 10:40 a.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

1. Personnel Matters

- 2. Labor Management Relations
- 3. Legal Matters

At 11:10 a.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD ADOPT PRESIDENT MARY OKADA'S PRIOR PERFORMANCE EVALUATION REPORT OF JUNE 16, 2011 TO JUNE 15, 2012 FOR THE CURRENT PERFORMANCE EVALUATION REPORT OF JUNE 16, 2012 TO JUNE 15, 2013, NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays).

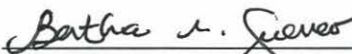
IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK P. ARRIOLA THAT THE MEETING OF June 12, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)


There being no further discussions, the meeting of June 12, 2013, adjourned at approximately 11:13 a.m.

SUBMITTED BY:


BERTHA M. GUERBERO
Recording Secretary

JUL 12 2013

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

JUL 12 2013

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

JUL 12 2013

PRESIDENT'S TRAVEL SCHEDULE
July - September 2013

Conference Title	Date	Location	Sponsor:
Dusit Thani College and Le Cordon Bleu Dusit Culinary School Visit***	July 25-28, 2013	Bangkok, Thailand	Dusit Thani College
PPEC Fall Meeting**	September 5-6, 2013	Pohnpei	Pacific Post Secondary Council (PPEC)

Funding Source:
***50% PPEC, ***100% President's Promo Account*