

# Messages and Communications : GCC Board Reporting Requirement- October 2013

1 message

**Speaker Won Pat** <speaker@judiwonpat.com>  
To: Guam Legislature Clerks Office <clerks@guamlegislature.org>

Tue, Nov 5, 2013 at 11:41 AM

11/5/2013 10/25/2013      Guam Community College Board of Trustees      Monthly meeting October 25, 2013      32-13-953

32-13-953  
Office of the Speaker  
Judith T. Won Pat, Ed. D.  
Date 11.5.13  
Time 11:41 am  
Received by [Signature]

----- Forwarded message -----

From: **Bertha M. Guerrero** <bertha.guerrero@guamcc.edu>  
Date: Tue, Nov 5, 2013 at 10:41 AM  
Subject: GCC Board Reporting Requirement- October 2013  
To: Faith San Nicolas <faith@judiwonpat.com>, "Robert Q. Tupaz" <rob@judiwonpat.com>  
Cc: speaker@judiwonpat.com

To: **Office of Speaker Judith T. Won Pat**

Hafa Adai,

Attached is the official transmittal relative to the Guam Community College Board of Trustees reporting requirement for October 2013. **Please acknowledge receipt.**

*Si Yu'os Må'ase ~"Thank You"*

*~Bertha*

**Bertha M. Guerrero, Secretary**  
**Board of Trustees & Foundation Board of Governors**  
**Guam Community College**  
Office: 671-735-5638  
Fax: 671-734-1003  
P.O. Box 23069  
Barrigada, Guam 96921  
Email: bertha.guerrero@guamcc.edu

2013 NOV -5 AM 11:46

[Handwritten mark]

*Ufisinan I Etmås Ge'helo'Gi Liheslaturan Guåhan*

**Office of Speaker Judith T. Won Pat Ed.D.**

*Kumiten Idukasion yan Laibirihan Publeko*

**Committee on Education and Public Libraries & Women's Affairs**

155 Hesler Place, Suite 201, Hagatna, Guam 96910

Tel: (671) 472-3586 Fax: (671) 472-3589

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**2 attachments**

 **Letter to Speaker re October 2013 reporting requirement.pdf**  
189K

 **10-25-13 BOT mtg with attachments II.pdf**  
5515K



Office of the President

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

October 28, 2013

The Honorable Judith T. Won Pat  
Speaker, 32<sup>nd</sup> Guam Legislature  
155 Hesler Place  
Hagåtña, Guam 96910  
(via email: [speaker@judiwonpat.com](mailto:speaker@judiwonpat.com))

**Re: Reporting Requirements – October 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 October 25, 2013.

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

*Senseramente,*

A handwritten signature in black ink that reads "Mary A.Y. Okada". The signature is written in a cursive style.

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

Attachments

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – October 25, 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 August 30, 2013

**III.         COMMUNICATIONS – (Resolution presentation by Senator Frank Aguon)**

**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.     Resolution (Wellness Center & Maintenance Bldg.)
2.     BOT Annual Calendar (Oct. 2013-Sept. 2014)
3.     FY2014 Capital Improvement Projects

**VIII.          EXECUTIVE SESSION**

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

**IX.            ADJOURNMENT**

Resolution No. 239-32 (COR)

Introduced by:

FRANK B. AGUON, JR.

R. J. Respicio

T. C. Ada

V. Anthony Ada

B. J.F. Cruz

Chris M. Dueñas

Michael T. Lintaco

Brant T. McCreadie

Judith T. Won Pat, Ed.D.

Tommy Morrison

T. E. Muña Barnes

Vicente (ben) C. Pangelman

Dennis G. Rodriguez, Jr.

Michael F. Q. San Nicolas

Aline A. Yamashita, Ph.D.

Judith T. Won Pat, Ed.D.



Relative to congratulating the Guam Community College (GCC) for its special recognition and selection to the "Military Times Best for Vets: Career and Technical Colleges 2014 List," and for its outstanding commitment and dedication to providing opportunities to America's veterans, and in particular, to Guam's veterans; and to further extending *Un Dângkolo Na Si Yu'os Ma'åse'* to GCC for its commitment to island veterans on behalf of Guam's veterans and the people of Guam.

**BE IT RESOLVED BY THE COMMITTEE ON RULES OF I MINA' TRENTAI DOS NA LIHESLATURAN GUÅHAN:**

**WHEREAS**, the Guam Community College was established in 1977, through Public Law No. 14-77, as an educational institution with a mission of providing career technical education programs for individuals pursuing career-related skills and expertise, and for those who would like to enhance their employment opportunities and increase their marketability; and

**WHEREAS**, over the years, the Guam Community College has created lasting partnerships with both private businesses and public agencies, in an aggressive effort to work with their employees and management on ways to enhance work performance and efficiencies through the application of newer and better methodologies and techniques; and

**WHEREAS**, numerous Guam veterans over the many years have pursued educational and training opportunities at the Guam Community College in an effort to enhance their employment and business proficiency; and

**WHEREAS**, an extensive survey was recently conducted by representatives from the Military Times EDGE Magazine among veterans who were receiving training and participating in educational programs within the Guam Community College, and this survey also focused on the evaluation of academic quality at the College; and

**WHEREAS**, as a result of the survey by the Military Times EDGE Magazine, the Guam Community College was selected and acknowledged amongst Career and Technical Colleges nationwide as one of the "Best for Vets: Career and Technical Colleges 2014," a special recognition that further highlights the ongoing efforts of the College to support veterans on Guam and throughout the region; and

**WHEREAS**, the Guam Community College, in its continuous quest to assist veterans in building a better quality of life for themselves and their families, is also planning on organizing a Veterans' Office on its campus, and on forming a Veterans' Student Organization; now therefore, be it

**RESOLVED**, that the Committee on Rules of *I Mina' Trentai Dos Na Liheslaturan Guåhan* does hereby, on behalf of *I Liheslaturan Guåhan* and the people of Guam, congratulate the Guam Community College for its outstanding commitment and dedication in providing educational and training opportunities to America's veterans, and in particular, to Guam's and the region's veterans, which was recently highlighted in its selection to the "Military Times Best for Vets: Career and Technical Colleges 2014 List"; and does further extend *Un Dângkolo Na Si Yu'os Ma'åse'* to GCC for its commitment to island and regional veterans on behalf of Guam's veteran community; and be it further

**RESOLVED**, that the Speaker and the Chairperson of the Committee on Rules certify, and the Legislative Secretary attest to, the adoption hereof, and that copies of the same be thereafter transmitted to Ms. Mary Okada, President, Guam Community College; Ms. Deborah Belanger, Chairperson, Board of Trustees, Guam Community College; Mr. Bill Cundiff, Chairman, Guam Veterans Commission; and to the Honorable Edward J.B. Calvo, *I Maga'laben Guåhan*.

**DULY AND REGULARLY ADOPTED BY THE COMMITTEE ON RULES OF I MINA' TRENTAI DOS NA LIHESLATURAN GUÅHAN ON THE 8<sup>TH</sup> DAY OF OCTOBER 2013.**

JUDITH T. WON PAT, Ed.D.

Speaker

RORY J. RESPICIO

Chairperson, Committee on Rules

TINA ROSE MUÑA BARNES

Legislative Secretary



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of August 30, 2013**

**Minutes**

**I. CALL TO ORDER**

1. The monthly meeting of the GCC Board of Trustees on August 30, 2013, was called to order at 11:15 a.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Swearing In and Administration of Oath of Office.** Board Chairwoman Deborah Belanger swore in Mr. John Benito as the newest Board of Trustee member.

3. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. John Benito; Mr. Steven Alvarez, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Fred Tupaz, Faculty Advisory Member.

**Not in attendance:** Mr. Frank P. Arriola (*schedule conflict*)

**Others in attendance:** Dr. Mary A.Y. Okada, President; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Catrina Campana, Legal Counsel; Dr. Gina Tudela, Dean, TSS; Dr. Juan Flores, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Joann W. Muna, Human Resources Administrator; Ms. Elizabeth J. Duenas, Center for Civic Engagement.

**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 – August 9, 2013.**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF AUGUST 9, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS** – Received from Speaker Won Pat's office regarding confirmation hearing for Deborah Belanger as a GCC Board of Trustee member for a 5-year term. Hearing is scheduled for September 6, 2013 at 10:00 a.m., at the Guam Legislature.

**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 current financial status of the College as follows:

-College was successful in receiving 7% of its 15% reserve to cover payroll for August 2013.

-Will continue to work with BBMR to release the remainder of the reserve for September 2013 payroll.

-Based on its allotment schedule, the College received from the General fund approximately \$1.176 Million; approximately \$587,548 in support of the LPN/Vocational Guidance fund; \$1.195 Million in support of the Manpower Development Fund.

-\$22,946 from TAF, additional appropriation of \$1.5 Million has not been received.

-Budget passed by Legislature with appropriation increase from \$15.7 Million to \$17.461 Million.

-Misc. Provision in budget exempts the College from the set aside, which includes DOE and UOG.

Other activities: President Okada reported the following:

- New student orientation in August, Convocation held August 12, 2013.
- Grant Writing workshop Sept. 30-Oct. 1, 2013 coordinated by Dennis Santo Tomas with the POST Commission and law enforcement member agencies.
- Student enrollment increased 3% from last fall. 2,661 students are currently enrolled.
- GCC Foundation Golf Tournament scheduled Sept. 14, 2013. TRMA is an Eagle Sponsor.
- Leadership Dinner scheduled Oct. 26, 2013. Current and potential donors will be invited showcasing projects completed and updates to the Institutional Strategic Master Plan.
- Labor Day picnic is Sept. 1, 2013 at Ypao Beach. Members invited to attend.
- Working closely with National Guard to provide service to approximately 278 potential unemployed Veterans once returned from Afghanistan.

Capital Improvement Projects and other campus updates:

- PCR Environmental recently awarded contract for firing range assessment. Final report to the College is due Sept. 30, 2013.
- Foundation Building has problems that could involve legal counsel. Elevator is inoperable and paint is already fading. Currently working with contractor to address these.
- Proposals of upcoming FY2014 CIP projects will be presented to the Board in October 2013 with health and safety a priority.
- Bathroom renovation is a work in progress.
- Fire alarm system project to be finalized.
- Working on a strategic assessment for distance education.

## **2. Monthly Activities Report**

Student Trustee: Student Trustee Steven Alvarez reported as follows:

- New student organization/officer/advisor induction ceremony and training will be held September 6, 2013.
- This semester's outdoor activities are being planned and would depend on the weather.

At this time, President Okada informed the Board that COPSA will pay the per diem and conference fees for the student trustee's travel to attend the National Center for Student Leadership (NCLS) Conference in New Orleans, Louisiana on November 21-24, 2013. The College mileage account will support student trustee's ticket.

Faculty Advisory Member: Mr. Fred Tupaz reported as follows:

- Thanked the BOT Chair for the "boosting" during the Convocation August 12, 2013. Faculty was pleased with the event.
- A copy of the testimony submitted to the Legislature by the Union on behalf of the faculty will be provided to the Board.
- Looking forward to the Labor Day picnic Sept. 1, 2013 and have encouraged faculty to attend.
- 5K "fun run" for the John Lee Scholarship with First Hawaiian Bank is November 16, 2013.

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

- Staff pleased with the Convocation.
- A staff meeting with the President was held on August 23, 2013, regarding the financial status of the College, including the merit bonus.
- Looking forward to the Labor Day picnic.
- There is a Staff Senate Secretary vacancy.

**3. Board of Trustees Community Outreach Report.** Trustee Sablan attended the Governor's birthday and Trustees Belanger and Arriola attended the Convocation.



**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

-Building 200 (Renovation)-The President reported that the request for the first payment was submitted. There was a request to extend 30 days but after review of their CPM chart, the construction is back on track and this project is still a work in progress.

-Building 100/Forensic Lab Extension-Bill No. 63 was passed by the Guam Legislature, appropriates \$278,000 required for repayment of the \$6 Million loan to USDA. USDA loan application has already been submitted and waiting for word from USDA. Funding for the repayment is from the Territorial Educational Facilities Fund (TEFF). Anticipate Governor to sign this into law. Bldg. 100 design is almost complete. Once loan is received, construction to begin. There are plans to relocate the Criminal Justice and Cosmetology classes that are currently held in Bldg. 100.

**VII. NEW BUSINESS.**

**1. GCC's Merit Bonus Policy.** The President reported that during a staff meeting on August 23, 2013, for the current fiscal year, approximately \$16,000 in merit bonuses were paid out to employees that were entitled to it.

-A resolution was submitted for the Board's review that addresses the merit bonus policy.

-Legal counsel has reviewed the aspects of the merit bonus and drafted the resolution.

-The resolution state the Board recognizes that merit bonus have to be paid and allows the College to pay it.

-An estimate of three years prior is \$77,000, plus benefits which total to approximately \$100,000.

-The legal counsel explained that she and other counsels have reviewed and analyzed the law pertaining to the merit bonuses. She further explained that there is a wage claim act, which applies a statute of limitations of three years back from the current year.

-This resolution provides authorization to the college to seek other resources to pay the merit bonuses for three years back (2010, 2011 and 2012).

-The President explained that employees with outstanding performance evaluations are awarded merit bonuses.

-The Chair noted comments by Ms. Elizabeth Duenas who mentioned that so long as support is given to the whole support staff in being paid merit bonuses from 1995 and that the intent is still there.

A motion was then made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE RESOLUTION, "GCC'S MERIT BONUS POLICY." NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**2. BOT Educational Program Requirement.**

-Public Law 32-031 was recently passed requiring all boards and commissions to establish an educational program for its members.

-The President mentioned that in the past, BOT members have been provided with information pertaining to its board's policies, board handbook, its enabling law, educational opportunities such as the Association of Community College Trustees (ACCT) training, including other professional development opportunities.

-Each board member is required to a sign a certification that they have complied with this law, plus the live session that BOT members will be attending.

-A report of the BOT's compliance will be submitted to the Governor by September 13, 2013.

At approximately 11:58 a.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

**1. Personnel Matters**

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

At 12:20 p.m., the meeting reconvened to open session.

**MOTION**

**IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, Chairwoman Belanger, on behalf of the Board, extended congratulations and noted the following:

- Welcome and congratulations to Mr. John Benito as the new GCC BOT member.
- Congratulations to the College for signing the Dual Enrollment Accelerated Learning (DEAL) program with Father Duenas High School, as this is the first private high school to enter the DEAL program with GCC.
- Congratulations to the College for its seventh year of increased enrollment.
- Kudos to GCC for coordinating its second Community Access Point (CAP) with the Guam Contractor's Association, Chamber, and the Mayor's Council.
- Thanking Chef Josef Budde for donating his collection of cookbooks to the GCC Culinary Arts program.
- Condolences to FBOG Chairperson Lorraine Okada for the passing of her father.
- Thanking TRMA for being an Eagle Sponsor in the Golf Tournament.
- Ms. Gina Ramos also extended congratulations to President Mary Okada for receiving the 2013 Excellence in Government Accountability Award from the Association of Government Accountants.
- Mr. Kenneth Bautista on behalf of the staff thanked the BOT members for adopting the Merit Bonus Policy.

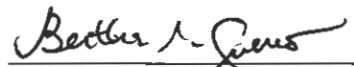
**IX. ADJOURNMENT**

**MOTION**

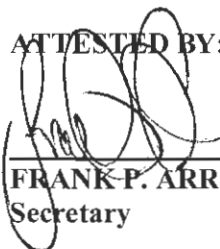
**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE JOHN BENITO, THAT THE MEETING OF AUGUST 30, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of August 30, 2013, adjourned at approximately 12:25 p.m.

**SUBMITTED BY:**

  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

  
**DEBORAH C. BELANGER**  
Chairperson

OCT 25 2013

OCT 25 2013

**Guam Community College  
Board of Trustees  
Resolution 9-2013**

**WELLNESS CENTER & MAINTENANCE BUILDING**

**WHEREAS**, the Guam Community College is committed to providing a campus environment, in support of President Obama's wellness initiative, to improve the overall health of students and employees and thereby reducing the rising cost of health care; and

**WHEREAS**, GCC is committed to providing maintenance staff a functional work environment thereby assuring that the functions for which a facility was designed and constructed are properly upheld and managed; and

**WHEREAS**, GCC wishes to construct a Wellness Center & Maintenance Building to address the mental and physical soundness of campus stakeholders; and

**WHEREAS**, this two story concrete structure has a total building area of approximately 20,500 square feet with an additional 10,500 square feet for a loading area; and

**WHEREAS**, the first floor will house the maintenance department office and warehouse and the second floor will house the wellness center to include a workout room, basketball/volleyball practice court and locker rooms; and

**WHEREAS**, the estimated architectural and engineering design fee for this project is \$400,000.00 and the cost estimate for the building and site improvements is approximately \$4,500,000.00; and

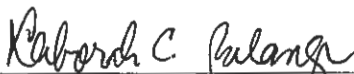
**WHEREAS**, the Board of Trustees supports the College in improving the overall wellness of Guam Community College students, faculty, and staff; and

**WHEREAS**, the Board of Trustees hereby supports the construction of GCC's Wellness Center & Maintenance Building;

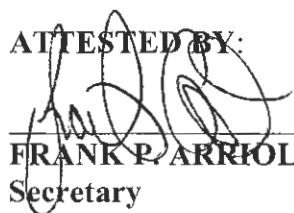
**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees authorizes up to \$400,000.00 from fund balance to support the architectural and engineering design fee; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees supports the administration's quest to seek financial resources to construct the Wellness Center & Maintenance Building.

**ADOPTED** the 25th day of October 2013.

  
\_\_\_\_\_  
**DEBORAH C. BELANGER**  
Chairperson

**ATTESTED BY:**

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Secretary

GUAM COMMUNITY COLLEGE  
Board of Trustees  
Annual Fiscal Year Calendar, October 2013 thru September 2014  
Approved by GCC Board of Trustees: October 25, 2013

OCTOBER 2013		NOVEMBER 2013		DECEMBER 2013		JANUARY 2014	
2-5	ACCT Annual Leadership Congress	14-	<u>Thurs.</u> , BOT monthly meeting (12pm)	5-6	BOT/FBOG Boardmanship training (on-island)	10-	<u>Fri.</u> , BOT monthly meeting (12pm)
25-	<u>Fri.</u> , BOT monthly meeting (12pm) campus	22-	Board's Annual Meeting (Time & Venue to be determined) (Per Board Bylaws, Article III, Section 1)	12-	<u>Thurs.</u> , BOT monthly meeting (12pm) (BOT Elections)	TBA	<u>Sat.</u> , BOT Retreat(tentative)
30 -	<u>Wed.</u> , Foundation Board of Governors mtg, 12pm, GCC campus			18-	<u>Wed.</u> , Foundation Board of Governors mtg, 12pm, GCC campus	TBA	Mtg. of the Joint Educational Board (P.L. #19-40, 17 GCA, Chapter 16A)
TBA	<u>Sat.</u> , BOT Retreat (tentative)	TBA	<u>Sat.</u> , BOT Retreat (tentative)	TBA	<u>Sat.</u> , BOT Retreat (tentative)		
<b>Reports Due:</b>		TBA Texas Association of Partners in Education (TAPE) Conference		<b>Reports Due:</b>		<b>Reports Due:</b>	
<u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233		<b>Reports Due:</b>		<u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233		<u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233	
<u>PRESIDENT:</u> Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.		<u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233		<u>PRESIDENT:</u> 31- GCC's Annual Report to the Governor		<u>PRESIDENT:</u> 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, ATP Council, Legislature. (22GCA §7102.2)						Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)	

\*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 *Liheslatura* to the board or commission."

GUAM COMMUNITY COLLEGE  
Board of Trustees  
Annual Fiscal Year Calendar, October 2013 thru September 2014  
Approved by GCC Board of Trustees: October 25, 2013

FEBRUARY 2014	MARCH 2014	APRIL 2014	MAY 2014
<p>7- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>10-13 ACCT National Legislative Summit, Washington, DC</p> <p>19- <u>Wed.</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>22- <u>Sat.</u>, BOT Retreat (Tentative)</p> <p>TBA- GCC Joint Boards Retreat (Date, Time, Venue to be determined)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><u>BOARD:</u> No later than the 15<sup>th</sup> of February, submittal of GCC's annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature</p>	<p>7- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>15- <u>Sat.</u>, BOT Retreat (Tentative)</p> <p>20-22 ACCT Governance Leadership Institute, Salt Lake City, Utah</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p>	<p>4- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>12- <u>Sat.</u>, BOT Retreat(Tentative)</p> <p>16- <u>Wed.</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> For FY2013 - Quarterly Report to the Public Auditor &amp; 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, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>2- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>10- <u>Sat.</u>, BOT Retreat (Tentative)</p> <p>16- <u>Fri.</u>, GCC commencement, 6:00pm.</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p>

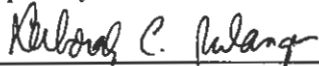
\*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "...complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."

GUAM COMMUNITY COLLEGE  
Board of Trustees  
Annual Fiscal Year Calendar, October 2013 thru September 2014  
Approved by GCC Board of Trustees: October 25, 2013

JUNE 2014	JULY 2014	AUGUST 2014	SEPTEMBER 2014
<p>6- <u>Fri.</u>, BOT monthly meeting (12pm) 14- <u>Sat.</u>, BOT Retreat(Tentative) 18- <u>Wed.</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p>	<p>11- <u>Fri.</u>, BOT monthly meeting (12pm) 26- <u>Sat.</u>, BOT Retreat(Tentative)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107) BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> Quarterly Report to the Public Auditor &amp; 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, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>1- <u>Fri.</u>, BOT monthly meeting (6pm) 16- <u>Sat.</u>, BOT Retreat Assessment work session (Tentative) 20- <u>Wed.</u>, Foundation Board of Governors mtg, 12pm, GCC campus TBA Faculty Convocation</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233 BOT Annual Educational Requirements, Public Law #32-031 (**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.</p>	<p>5- <u>Fri.</u>, BOT monthly meeting (12pm) 20- <u>Sat.</u>, BOT Retreat (Tentative) TBA- Meeting of the Joint Education Boards (P.L. 19-40, Chapter 16A)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><b>SPECIAL NOTE:</b> October 22-25, 2014: ACCT Annual Leadership Congress, Chicago,IL February 2-9, 2014-ACCT Legislative Summit, Washington,DC November 2014-Texas Association of Partners in Education (TAPE) Conference for FBOG</p>

Adopted by the GCC Board of Trustees:

Date:



OCT 25 2013

Deborah C. Belanger, Chairperson

\*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 *Liheislatura* to the board or commission."

# Memorandum

To: Mary A.Y. Okada, President

From: Carmen K. Santos (Chair)  
Joey Munoz (Co-Chair)  
Elizabeth Duenas (Co-Chair)  
College Governing Council

Date: 10/25/13

Re: FY14 CIP

Guam Community College  
**RECEIVED**

OCT 25 2013

**PRESIDENT'S OFFICE**


Initials: 

The College Governing Council met Thursday, 10/24/13 to discuss the FY2014 proposed CIP projects that were reviewed and recommended by the RFP Committee and are now being recommended by CGC.

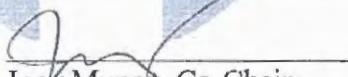
Please let us know if you have any questions regarding the above.

  
Carmen K. Santos, Chair

10/25/13  
Date

  
Elizabeth Duenas, Co-Chair

10/25/13  
Date

  
Joey Munoz, Co-Chair

10/25/13  
Date

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## Proposed CIP'14

CAPITAL IMPROVEMENT PROJECT					FY'14 COSTS
No.	Category	Location	Description	Comments	Estimate
14.01	Safety & Security	Campus-wide	Restore ample lighting throughout the Campus' parking lots	Install 5 new LED floodlamps between 3000-4000-5000 (+1 spare), replace 17 downed mercury vapor lamps with LEDs (+3 spares) between 2000-400-D-GPD Crime Lab., restore 12 downed PV lamps (+2 spares) between 1000-900-Firing Range, and restore 4 downed PV lamps (+1 spare) between 3000-4000-6000.	\$47,500
14.02	Safety & Security	Campus-wide	Provide a centralized, mass notification system with 'bells & whistles'	Phase II of II ... Critical to the safety of Students, Faculty & Staff ... Tender issued to also establish a Mass Notification System	\$256,000
14.03	Safety & Security	Firing Range	Construct a perimeter fencing	Needed to secure an extremely dangerous, munitions zone; to assure that the campus population will not be in harm's way; and by encompassing the existing area of 235'L x 150'W with AWG#6, 7'H, chain-linked fence with a 20'W x 7'H roller gate	\$44,000
14.04	Safety & Security	6000	Resurface existing, eroding parking areas along Corten Torres St.	Needed to remedy constant erosion & flooding of a highly-utilized Student parking area; and requires the placement of a 3" layer of asphalt pavement, within a 15'W x 300'L area, north of Building 6000, and along Corten Torres St.	\$54,000
14.05	Accessibility	5000	Install ADA-compliant door closures for accessibility to all	Increased uses of rooms 5204 & 5213 by our ADA Community have made it prudent for the installation of these convenient door openers	\$9,500
14.06	Safety & Security	600	Retrofit & asbuilt primary & secondary electrical panels	Need to troubleshoot, as-built & upgrade the building's primary & secondary electrical panels, as repetitive spikes-dips-outages are occurring, and as numerous Code violations have been observed	\$32,000
14.07	Environmental Health	600	Renovate the east-side walls of the Automotive Shop	Needed to replace deteriorating metal cover sheets, to eliminate water leaks during inclement weather, and to restore the structural integrity of the building	\$22,500

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14.08	Safety & Security	3000, 1000	Upgrade the existing electrical panel & provide line conditioning	Establish power line conditioning for the entire Building 3000 & 1000; and via interfaces to the existing service entrance, transformer, transfer switches, switch boards &/ electrical panels.	\$92,500
14.09	Safety & Security	2000	Replace the corroded plumbing of 2000's east-wing fire sprinkler system	Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability ... Reference WO122143	\$5,000
14.10	Safety & Security	Campus-wide	Provide directory information kiosks, building labels & directional signages	Needed to improve all Students' ability to locate their classrooms, to establish escape routes in the event of emergencies, and to create a better setting for the Communities' College	\$23,500
14.11	Safety & Security	A~D	Provision classroom doors with observation windows	36"W x 80"H, metal-framed, bronze-anodized doors with 8"W x 24"H glass-observation window	\$17,000
14.12	Environmental Health	Campus-wide	Provision convenient, external amenities for Students (e.g., iron benches, metal trash bins, recycle bins, etc.)	Needed to create a functional & conducive college environment outside of the Classroom; for an aggregate total of 17 strategic campus locations; and less the quantities of existing provisions that are in place	\$21,500
14.13	Safety & Security	Campus-wide	Install speed humps	Needed to deter speeding & increase pedestrian safety within the campus parkings; and via 7 strategic, bi-directional locations that have been identified for the placement of yellow, 3"H (sloped) x 12"W x 12"L, speed humps	\$5,500
14.14	Safety & Security	5000	Install accessibility pathway	Needed to provide contiguous ADA accessibility to the north & west portions of Building 5000, and via the extension & construct of a concrete sidewalk w/ its proper swales & curbs	\$4,500
14.15	Environmental Health	A~D	Renovate the most-dilapidated classrooms	Needed for the renovation of the campus' most-dilapidated classrooms; and for setting 'the bar' for future classroom improvements	\$12,000

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14.16	Safety & Security	Campus-wide	Repair & service the campus' standby GenSets (i.e., diesel engines, fuel tanks, oil-water separators, transfer switches, etc.)	Needed to restore the operability of 1000-400-Culinary generators, to service D's generator, to prepare same buildings for the inevitable typhoon &/ GPA outages, and to minimize impacts to our Students' safety for power outages during the evening classroom hours.	\$30,000
14.17	Safety & Security	Campus-wide	Replace those end-of-life, energy-inefficient ACs throughout the campus, and service those failing ACs due to power glitches & normal wear-and-tear.	Needed to continue the priority upgrades that were identified in CIP13.03 herein; and to immediately address those <u>unanticipated</u> failing systems that may occur during the entire FY'14 period, that would either place the GCC population in harm's way, &/ that would adversely affect the Students' learning environment.	\$54 000
<b>GRAND TOTAL</b>					<b>\$732,000</b>

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