



Speaker Won Pat <speaker@judiwonpat.com>

**GCC Board Reporting Requirement - September 2016**

**Bertha Guerrero** <bertha.guerrero@guamcc.edu>  
Reply-To: bertha.guerrero@guamcc.edu  
To: Speaker Won Pat <speaker@judiwonpat.com>  
Cc: Frank Torres <fbtorres@judiwonpat.com>

Fri, Oct 14, 2016 at 3:06 PM

33-16-2101  
Office of the Speaker  
Judith T. Won Pat, Ed.D

To: Office of Speaker Judith T. Won Pat

Date: 10/14/16  
Time: 3:10 pm  
Received By: [Signature]

Hafa Adai,

Attached is the official transmittal relative to the Guam Community College Board of Trustees reporting requirement for September 2016.

*Please acknowledge receipt.*

2016 OCT 14 PM 3:36 [Signature]

Si Yu'us má'ase ~ "Thank You"

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

Guam Community College 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.


*Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikât na kinahulo' i manfâfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananâgui yan i fina'na'guen cho'cho' para Maikronesiha.*

2101

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**2 attachments**

 **Letter to Speaker re Sept. 30, 2016 BOT mtg. Reporting Requirement.pdf**  
20K

 **9-30-16 BOT mtg.signed.pdf**  
384K

September 30, 2016

The Honorable Judith T. Won Pat  
Speaker, 33<sup>rd</sup> Guam Legislature  
155 Hesler Place  
Hagåtña, Guam 96910  
(via email: [speaker@judiwonpat.com](mailto:speaker@judiwonpat.com))

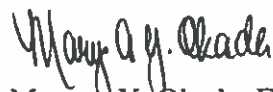
**Re: Boards & Commissions Reporting Requirements –September 2016**

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 September 30, 2016.

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

*Senseramente,*



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

Attachments

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Friday, September 30, 2016, 12:00 p.m.**  
**President’s Conference Room, Building 2000**

**AGENDA**

**I. CALL TO ORDER**

1. Roll Call
2. Recital of Mission Statement  
*Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.*

**II. APPROVAL OF MINUTES**

1. Monthly Meeting of August 11, 2016

**III. COMMUNICATIONS**

**IV. PUBLIC DISCUSSION**

**V. REPORTS**

1. *President’s Report:*
  - Financial Status of the College
  - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
  - Student Trustee
  - Faculty Advisory Member
  - Support Staff Advisory Member
3. *Board of Trustees Community Outreach Report*

**VI. UNFINISHED BUSINESS**

1. Construction Projects Updates
  - Building 100 and Forensic Lab
  - Building 300
  - Wellness Center
  - GCC Annex

**VII. NEW BUSINESS**

1. Advisory Committees
2. BOT Fiscal Calendar
3. President's Travel Request (Oct.-Dec. 2016)

**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 11, 2016**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on August 11, 2016, was called to order at 12:17 p.m., by Chairperson Frank P. Arriola, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Mr. Frank P. Arriola, Chairperson; Richard P. Sablan, vice Chairperson; Ms. Gina Ramos, Secretary; Mr. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; Mr. Adrian Davis, Student Trustee. Not in attendance: Mr. Frederick Tupaz, Faculty Advisory Member (schedule conflict); Mr. Kenneth Bautista, Support Staff Advisory Member (schedule conflict); Mr. John Benito (off-island).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President Academic Affairs Division; Dr. Michael Chan, Dean, TSS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Ms. Doris Perez, Assistant Director, Planning and Development; Ms. Joni Kerr, representing 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 – July 15, 2016**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF JULY 15, 2016, 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:

FY2016: To date, the College collected \$8.3 Million of its \$20 Million budget appropriation for FY 2016. DOA is still behind in its funding releases to the College. Due to H2 worker visas not being renewed, the MDF budget will be affected. The College has placed a freeze on the General

Fund, MDF Fund and a separate Apprenticeship Fund. The College recently placed a hiring freeze on all positions except faculty hire. The College will continue to communicate with DOA per the allotment schedule and informed the Board that DOA Director has been very responsive.

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

- Waiting to close on the fire alarm system project.
- The College has been unsuccessful in hiring a Facilities Manager but have put several bids together without one.
- With the assistance of the architects, TRMA, two scopes of work were submitted for their review to be finalized for bid.
  - Generators for Building 3000 (Allied Health Building) and Building A.
  - A barrel vault photovoltaic walkway, which will be a pilot project. Based on results, the College will determine if it will continue this throughout the campus.
- As a requirement by USDA, the College would have to hire a Resident Manager to daily monitor the USDA construction projects. TRMA is currently assisting the College in this search. Anticipate hiring on a contract basis due to no interest in the Facilities Manager position.
- The College is finishing up on certain project upgrades on campus: computer lab upgrades, new collateral equipment already received and will be arriving as well.
- Facilities Maintenance has temporarily relocated between Buildings 500 and 600 due to the upcoming construction of Building 300.
- Installation of window blinds in Building E should be installed by August 25, 2016.
- The proposed list of CIP projects for fiscal year 2017 will be submitted to the Board at the next BOT meeting. Health and safety is still the priority.

**Other activities:**

- Due to the passing of the College Registrar, there will be detailed assignments.
- To date, approximately 2,357 have enrolled for this semester. 88 were dropped for non-payment but are usually reinstated once accounts are cleared.
- There is a shift in campus testing. Accuplacer replaced Compass placement testing due to Compass no longer providing this service.
- The College is identifying and considering non-cognitive assessment this semester for implementation during spring 2017.

**2. Monthly Activities Report**

**Student Trustee:** Trustee Adrian Davis reported the following:

- New Student Orientation, August 3, 2016: 252 students attended. Mentioned some were returning students from approximately 5-10 years ago and commented students appreciated the energy efficiency the College has adopted; positive comments were also made with regards to the beautification of the buildings; and to “keep up the good job” to management and all involved in the “facelift” of the College.
- September 2, 2016, Student Government Officer & Advisor induction ceremony and training.

**Faculty Advisory Member:** Mr. Frederick Tupaz was represented by Ms. Joni Kerr and reported the following:

- The Learning Resource Center (Library) air-conditioning (a/c) unit was down sometime during

the summer.

- At this time the President reported that due to the type of a/c in the Library, parts had to be ordered off-island.
- As a temporary measure, the vendor did an adjustment on the a/c unit and was able to turn the unit on.
- Large fans and portable air-conditioners were brought in.
- Windows were also opened to provide some air flow.
- Ms. Doris Perez reported the vendor informed her that the a/c parts will be arriving August 16, 2016.

-Issue in the faculty office in the Allied Health Building due to a “moldy” smell probably from condensation.

- Chronic problem even with Maintenance constantly monitoring this during the summer.
- Air quality assessment has been done.
- At this time the Chair will recommend another individual that does air quality assessment.
- The President will identify services for another assessment and in the meantime will move the faculty office to Room A6.

**Support Staff Advisory Member:** There was no report submitted at this time.

### **3. Board of Trustees Community Outreach Report.**

At this time the Chair informed the Board he will make an appearance with the President on Phill's radio show on K57 tomorrow morning, August 12, 2016, with Ms. Jayne Flores as the guest host. Information regarding upcoming events can be brought up during the show.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates**

President Okada reported on the following:

#### **-Building 100 and Forensic Lab Extension Loan.**

**Bldg. 100.** USDA requested to reschedule the groundbreaking to September 14, 2016. USDA representatives from D.C. will be attending.

- **Forensic Lab.** All documents have been reviewed by the legal counsel, however, the Attorney General's office is still reviewing for final approval. Once approved, this project will go out to bid. Pending item on this project is the Resident Inspector.

**-Building 300.** The College met with the architect yesterday, August 10, 2016 and would need one more month to work on the designs. A resolution will be submitted for the Board's consideration regarding additional funding for this project.

**-Wellness Center.** As previously reported the design is 100% complete for this project. The construction for this project is currently on hold due to the construction timeline of other GCC projects. This item will remain on the Agenda as updates are provided.



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

**VII. NEW BUSINESS.**

**1. BOT Resolution re Building 300.** The Board was presented with Resolution 11-2016 regarding additional funding for the construction project of Building 300.

After discussions, the following motion was made:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE RESOLUTION 11-2016, "REQUEST TO TRANSFER FUNDS TO THE CAPITAL PROJECTS FUND AND PROVIDE FUNDING FOR BUILDING 300 RENOVATION & HARDENING PROJECT," WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

**2. President's Travel Request (August-September 2016).** At this time, the President informed the Board of the following travel request:

- 2016 National meeting for Adult Education State Directors, August 30-September 1, 2016, in Alexandria, Virginia, sponsored 100% by State funds.
- 2016 CNMI Business and Finance Conference, September 15, 2016, in Saipan, sponsored 100% by the White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI).

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR AUGUST-SEPTEMBER 2016. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

**MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD MOVE TO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

At approximately 1:01 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

**3. Legal Matters**

At 1:37 p.m., the meeting reconvened to open session.

At this time, the following motion was made:

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE MEETING OF AUGUST 11, 2016, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

There being no further discussions, the meeting of August 11, 2016, adjourned at approximately 1:38 p.m.

**SUBMITTED BY:**

  
**BERTHA M. GUERRERO** SEP 30 2016  
Recording Secretary

**ATTESTED BY:**

  
SEP 30 2016  
**GINA Y. RAMOS**  
Secretary

**APPROVED BY:**

  
SEP 30 2016  
**FRANK P. ARRIOLA**  
Chairperson

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Annual Fiscal Year Calendar, October 2016 thru September 2017**  
**Approved by GCC Board of Trustees: September 30, 2016**

OCTOBER 2016	NOVEMBER 2016	DECEMBER 2016	JANUARY 2017
<p>01- <b>Sat., GCC PAR EXCELLENCE GOLF TOURNAMENT (Leo Palace)</b>            4-7 ACCT Annual Leadership Congress (New Orleans)            24 College Assembly, 8am-4pm            27 <u>Thurs., BOT monthly meeting (12pm) campus</u>  <b><u>IMPORTANT:</u></b>  <b><u>TBA BOT POLICY REVIEW</u></b>  <b><u>Finalize by December 2016</u></b></p> <p><b>Reports Due:</b></p> <p><b><u>BOT CHAIR</u></b>            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><b><u>PRESIDENT:</u></b>            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>05- <u>Sat., Board of Trustees/Foundation Board)Annual Meeting (Per Board Bylaws, Article III, Section 1)</u>            10- <b><u>IMPORTANT: BOT POLICY REVIEW</u></b>            29- <u>Tues., BOT monthly meeting (12pm)</u>            TBA <u>Wed., Foundation Board of Governors mtg, 12pm, GCC campus</u></p> <p><b>Reports Due:</b></p> <p><b><u>BOT CHAIR</u></b>            BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p>	<p>12 <u>Mon., BOT POLICY REVIEW</u>            16 <u>Thurs., BOT monthly meeting (12pm)</u>            TBA <u>Wed., Foundation Board of Governors mtg, 12pm, GCC campus</u>  <b><u>COMPLETE BOT POLICY REVIEW</u></b></p> <p><b>Reports Due:</b></p> <p><b><u>BOT CHAIR</u></b>            BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><b><u>PRESIDENT:</u></b>            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. <b>Reminder: BOT Elections 2017</b></p>	<p>13- <u>Fri, BOT monthly meeting (12pm)</u>            TBA Mtg .of the Joint Educational Board (P.L. #19-40, 17 GCA, Chapter 16A)</p> <p>NOTE: (**update BOT training)  <b>BOARDS &amp; COMMISSION EDUCATIONAL REQUIREMENT</b></p> <p><b>Reports Due:</b></p> <p><b><u>BOT CHAIR</u></b>            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><b><u>PRESIDENT:</u></b>            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>

\*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 2016 thru September 2017**  
**Approved by GCC Board of Trustees: September 30, 2016**

FEBRUARY 2017	MARCH 2017	APRIL 2017	MAY 2017
<p>3- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>11- <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>3- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>11- <u>Sat.</u>, BOT Retreat (Tentative)</p> <p>22- <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>7- <u>Fri.</u>, BOT monthly meeting (12pm)</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 FY2015 - 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>5- <u>Fri.</u>, BOT monthly meeting (12pm)            (New Student Trustee sworn in)</p> <p>12- <u>Fri.</u>, <u>GCC COMMENCEMENT</u>, <u>6:00pm.</u></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."

**PLEASE NOTE: Dates are subject to change.**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Annual Fiscal Year Calendar, October 2016 thru September 2017**  
**Approved by GCC Board of Trustees: September 30, 2016**

JUNE 2017	JULY 2017	AUGUST 2017	SEPTEMBER 2017
<p>2- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>10- <u>Sat.</u>, BOT Retreat(Tentative)</p> <p>21- <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><u>PRESIDENT:</u>            June 30<sup>th</sup> - Graduate Employment Report due re Public Law 32-181</p>	<p>7- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>15- <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>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.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>4- <u>Fri.</u>, BOT monthly meeting (6pm)</p> <p>12- <u>Sat.</u>, BOT Retreat            Assessment work session (Tentative)</p> <p>TBA 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</p>	<p>1- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>9- <u>Sat.</u>, BOT Retreat (Tentative)</p> <p>13- <u>Wed.</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>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>TBA- <b>POLICY REVIEWS</b></p>

Adopted by the GCC Board of Trustees:

Date:

**APPROVED BOARD OF TRUSTEES MEETING OF SEPTEMBER 30, 2016**

\_\_\_\_\_  
**FRANK P. ARRIOLA, 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 *I Liheslatura* to the board or commission."

**PLEASE NOTE: Dates are subject to change.**



**GUAM COMMUNITY COLLEGE**

*Kulehon Kumunldát Guáhan*

*School of Trades and Professional Services*

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**DATE:** September 29, 2016

**TO:** R. Ray Somera, Ph.D.   
Academic Vice President

**FROM:** Pilar Perez Williams   
TPS Associate Dean

**RE:** Advisory Committees

Attached you will find recommended Advisory Committee Member listings by Department for Board review. In addition, the Purpose, Composition, and Appointment Process SOP is also attached for your perusal.

Thank you for your assistance.

# WORKFORCE ADVISORY COMMITTEES

## *Purpose, Composition, Appointment Process (8.15.2016)*

Public Law 14-77, Fourteenth Guam Legislature (Bill 499), Section 11964 Advisory Committee

The Board shall establish Advisory Committees for each of the different career programs or levels of instruction and appoint committee members from among people in the community who can best advise the Board in their area of expertise or on matters pertaining to the Board's responsibilities as established by law.

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The Advisory Committee serves to strengthen the Career and Technical (CTE) programs. They are advisory and have no legislative, administrative, or programmatic authority. The committees work cooperatively with college officials in planning and carrying out their work.

An Advisory Committee is established to perform the following:

**Advise** – The Advisory Committee assesses specific areas of the CTE program.

Recommendations made by the committee are designed to improve particular content areas;

**Assist** – The Advisory Committee may help instructors and/or administrators carry out specific activities;

**Support** – The Advisory Committee provides support for the CTE program it serves;

**Advocate** – The Advisory Committee promotes the CTE programs throughout the community.

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### **Purpose:**

The primary purpose of the Advisory Committee is to help the College ensure that the program is relevant to the community, addresses current industry standards and workforce needs, and has appropriate resources to support high quality student outcomes.

### **Composition:**

Individuals who comprise the committee are volunteers who have expert knowledge and experience in the career tasks and competency requirements in the occupational field the program serves. To be effective, members should have a clear sense of trends in the field. They moreover, should be able to identify skills that will ensure employability of the program's graduates, and be able to identify jobs that don't exist but are likely to in the near future. Having this ability ensures that the program is kept on the cutting edge. Thus, the role of the Committee is to offer recommendations for improvements that will ensure growth and expansion of the

program. Balanced representation in an Advisory Committee is important to its success. The membership should reflect a cross section of business and industry served by the program.

**Size of Committee:**

The number of members will vary with the nature and size of the program. On one hand, a Committee that is too small may result in limited perspective, inadequate information on career fields, and too little diversity. On the other hand, one that is too large may prove to be unmanageable. It is recommended that there be a minimum of six members and no more than 15 active representatives from business and industry.

**Submission of Meeting Minutes:**

After each Advisory Committee meeting, agenda and minutes should be submitted to AIER and to the Associate Dean.

Recommendation for meetings - one meeting in October and the other in March; however, Committees should meet more frequently as members deem necessary to address program needs. It is encouraged to invite Associate Dean to Advisory meetings.

**Appointment Process:**

1. The Department nominates/recommends individuals and submits their names to the appropriate Dean.
2. The Dean submits the names of individuals recommended by the Department to the President via the Academic Vice President.
3. The President recommends the Advisory Committee members to the Board of Trustees.
4. The Board of Trustees formally appoint Advisory Committee members.

**Term of Appointment:**

Members are appointed to serve on an Advisory Committee for a two-year term.



## ALLIED HEALTH DEPARTMENT

### Allied Health

Darren Burrier	Captain	Guam Fire Department
Karen Dumchus	Nursing Faculty, Secondary	Guam Community College
Estella Gapas	BLS Instructor	PNG Life Support Training, Owner
James Gillan	Director	Department of Public Health and Social Services
Rose Grino	RN	American Medical Center
Barbara Mafnas	Medical Assisting Faculty	Guam Community College
Lourdes Evangeline Phillips		FHP
Juliette Quinene	Head Nurse	Guam Department of Education
Gina Ramos	Special Projects Manager	Calvo's Select Care
Renee Veksler	Education Department	Guam Memorial Hospital Association

## EDUCATION DEPARTMENT

### Education

Lea Santos	Executive Director	Guam Commission for Educator Certification
Cathy Tydingco	School Program Consultant Birth to Five Unit Coordinator	Guam Department of Education
Cathy Schroeder	Headstart Program	Headstart
Dr. Michelle Santos	School of Education	University of Guam
Teresa Taitague		Guam Department of Education
Jeannie Hollis	American Sign Language	
Eloise Sanchez	Curriculum & Instruction	Guam Department of Education
Paula R. Ulloa	Special Education	Guam Department of Education
Clare Camacho	School of Education	University of Guam

### Cosmetology

Dion Lizama	Couture Hair Boutique & Spa
Rence Perez	Studio 2-11
Pete Perez	Studio 2-11
Francine Galo	Salon Fusion
Loren Quitano	Salon Fusion
Janice Baker	Salon EnVogue
Rena Chang	Oceans Salon Guam
Ines Bukikosa	GCC

**BUSINESS/VISCOM DEPARTMENT**

(Accounting, Marketing, Supervision and Management)

Ernie Galito	Marketing & Communications Director	Atkins Kroll, Inc.
Fred Granillo	Business Advisor	SBDC-University of Guam
Denise Mendiola-Hertzlet	Senior Business Counselor and Program Coordinator	SBDC-University of Guam
Letitia Chee Law-Byerly	Marketing/Promotions Specialist	Lotte Duty Free Guam
Cora Yanger Bejado	Managing Director Marketing, Communications, and Retail	GTA
Mark Tokito	Senior Vice President	Guam Commercial Banking Center
Edgar Aguilar	Corporate Controller	Triple J. Enterprise Inc.
Beverly B. Dorion	Consumer Sales Manager	Docomo Pacific
Jon Nathan P. Denight	President & CEO	Guam Visitors Bureau
Ron Castro	Marketing Manager	Nissan Guam

## CRIMINAL JUSTICE/SOCIAL SCIENCE DEPARTMENT

### Criminal Justice

JonRic Mendiola	Guam Customs and Quarantine Officer	Guam Customs & Quarantine Agency
Mark Aguon	Lieutenant	Department of Agriculture, Fish and Wildlife Conservation and Enforcement
Andrew Quitugua	Lieutenant	Guam Police Department
Joey Terlaje	Captain - Deputy Marshall	Superior Court of Guam

### Human Services Advisory Committee

Terry Aguon	Program Administrator	Department of Public Health and Social Services
Athena Ramos	Acting Supervisor	Drug and Alcohol Branch, Guam Behavioral and Wellness Center
Therese Arriola	Executive Director	Sanctuary, Incorporated
Mary Weakley	Program Administrator	Latte Treatment Services

**ELECTRONICS / TECHNOLOGY DEPARTMENT****Computer Science**

Carlson, Paul	Network Administrator	Kuentos Communications
Cruz, Ed	Senior Support Engineer	United
Guerrero, Franklin	Operations Manager	Dimensions Systems
Redman, Steven	Executive VP of Operations and Customer Service	GTA TeleGuam

**Electronics**

Jeffrey Guerrero	Director	NCTS, Base Communications
Paul Ibanez	Manager OPS	GTA dba Teleguam
Randy Reeves	Manager ZUA System Support Ctr. ATO-W Technical Operations	FAA Guam ZUA SSC
Franklin Mesa	Manager Guam NCE SSC	FAA Guam NCE SSC

**Office Technology**

Imelda Arce	Enrollment Services	GCC Counseling Department
Charlene Calvo	Office Manager	SAIC Field Support Representative DOD Agencies and Commands Customer Group
Ann Marie D. Cruz	Office Manager	Duenas, Camacho & Associates, Inc.
Naomi Ichihara	Executive Secretary	Hyatt Regency Guam
Ann Marie San Agustin	Office and Apprenticeship Program Administrator	GTA TeleGuam

**TOURISM & HOSPITALITY DEPARTMENT****Tourism & Travel**

Mark Baldyga	CEO	Baldyga Group
Pilar Laguana	Marketing Manager	GVB
Ma. Socorro Perez	Asst. Manager In-flight Services	United
Ma. Teresa Burrier	Sales and Marketing Manager	Lotte Hotel
Jean Arriola	Aiport Services Manager	GIAA
Missy Ngiraklang	Alumna, GCC Tourism and Travel	
Phillip Schrage	VP	Goodwind Dev. Corp./ Micro Mall
Carol Cruz	JFK Instructor and Chair of Committee	GCC

**Hotel Advisory**

Sophia Chu	General Manager	Hyatt Regency
Jude Diaz	HR Manager	Hilton Hotel
Ele Magdael	Asst. HR Mgr	Nikko Hotel
Missy Ngiraklang	Alumna/Researcher	MR&D Inc
Lea Panes	Learning & Dev. Mgt	Outrigger
William Shinozaki	Asst. General Manager	Hilton
Romer Tabano	F&B Director	Sheraton
Monty McDowell	CEO	Advance Management
David Dingcong	LMP Instructor	GCC
Eric Ji	LMP Instructor	GCC
Narciso Cosico	LMP Instructor	GCC

**Restaurant & Culinary**

Peter Duenas	Executive Chef/ Owner	Meskla
Eddie Chien	Executive Chef/Owner	Delmonico's/Rotten Apple
Arthur Zantura	Baker/Owner	New Fresh Bread Bakery
Josef Budde	Master Chef/Consultant	Retired Executive Chef
Simplicio JR Taga	Executive Chef	Pacific Islands Club
Leland Feng	Executive Chef	Pacific Star Resort
Monique Generuex	Chef/Owner/Culinary Graduate	MOSA's
Ernie Merfalen	Executive Chef	9 <sup>th</sup> Street Rotary
Chef Suharto	Executive Pastry Chef	Hyatt Regency
Myra Tiamzon	Pastry Chef/Alumna	Lotte
Jasmine Nadres	Chef De Partie/Alumna	Lotte
Marivic Capati	Pastry Chef/ Alumna	Hilton Resort
Natsumi Kuranami	Pastry Chef/Alumna	Hyatt Regency
Miguel Moral	Executive Chef/Owner	Churrasco
Patricia Torrella	ProStart Teacher/Alumna	GCC
Bertrand Hauillon	Instructor	GCC
Paul Kerner	Instructor	GCC

## CONSTRUCTION TRADES

Frank Dumanal	Project Management Inst./Professional Trainer/CEO	GPSI Guam
Mateo Matananc	AutoCAD Draftsman and REVIT Operator	TRMA
Roxie Reyes	Architect	TRMA
Kenneth Rekdahl	Civil Engineer	Duenas & Associates
Jessica Barrett	CEO	Barrett Plumbing
Rudy San Agustin	Master Electrician	Retired Navy 30 years
Paul Santos	Chief Surveyor and Cadastre of Guam and the Marianas	
Michael Taitano	Master Welder and Head of Welding Shop	Port Authority of Guam
Anthony Roberto	Department Chair for Counseling	GCC
Imelda Arce	Apprenticeship Coordinator and Advisor	GCC
Maria Perez		Contractors Licensing Board
Burt Cruz	Journeyman Electrician	DZSP
Raymond Perez	Journeyman Head of HVAC Maintenance	Guam Shipyard
Robert Balajadia	Nationally Certified Welding Instructor Simple Tech Gen Contractor	

## **AUTOMOTIVE**

<b>Zaldy Tobias</b>	<b>Manager</b>	<b>Rainbow Paint Supply</b>
<b>Vincent Medler</b>	<b>Owner</b>	<b>Medlerz' Auto</b>
<b>Michael Fejeran</b>	<b>Technical Training Manager</b>	<b>Triple J Auto Group</b>
<b>Christopher Dennis</b>	<b>Department Chairperson</b>	<b>Guam Community College</b>



**PRESIDENT'S TRAVEL SCHEDULE  
October-December 2016**

<b>Conference Title/Sponsor</b>	<b>Date</b>	<b>Location</b>
<b>Public-Private Partnership (P3) Higher Education Summit</b>	<b>October 3-4, 2016</b>	<b>San Diego, CA</b>
<b>Association of Community College Trustees (ACCT) Leadership Congress</b>	<b>October 5-8, 2016</b>	<b>New Orleans, LA</b>
<b>Pacific Resource for Education and Learning (PREL) Board Meeting</b>	<b>November 15-16, 2016</b>	<b>Honolulu, HI</b>
<b>Asia Pacific Association for Fiduciary Studies (APAFS) Board of Governors' Meeting and Annual Pacific Region Investment Conference</b>	<b>November 30 - December 2, 2016</b>	<b>Manila, PI</b>
<b>White House Initiative on Asian Americans &amp; Pacific Islanders (WHIAAPI) Commission Meeting</b>	<b>December 6-8, 2016</b>	<b>Washington, DC</b>

*Funding Source in order of travel: 100% promo funds; 100% promo funds; 100% PREL funds; \$800 approx reimbursement;  
100% WHIAPPI funds*