

**GUAM COMMUNITY COLLEGE FOUNDATION**  
**Board of Governors Meeting of January 24, 2025**  
**10:30 a.m. via Zoom**

**MINUTES**

**I. CALL TO ORDER.** The GCC Foundation Board of Governors meeting of January 24, 2025, was called to order at 11:30 a.m., by Ms. Lorraine Okada, Chairperson via Zoom.

**1. Roll Call**

**Members Present:** Ms. Lorraine S. Okada, Chairperson; Mr. Gerard Cruz, Vice Chairperson; Ms. Josephine L. Mariano, Treasurer; Mr. Eduardo Ilao; Ms. Narlin Manalo; Mr. Eloy Lizama; Mr. Carlo M. Leon Guerrero, GCC BOT Chairman; Dr. Mary A.Y. Okada, President.

**Schedule Conflict:** Mr. James A. Martinez, Secretary; Ms. Carline Bukikosa; Ms. Annmarie Muna (off-island).

**Others in attendance:** Ms. Bonnie Datuin, Program Specialist, Development & Alumni Relations (DAR); Mr. John Dela Rosa, PIO.

**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 - Meeting of June 30, 2023 and March 8, 2024.**

**MOTION**

**IT WAS MOVED BY, MR. GERARD CRUZ, AND SECONDED BY MS. JOSEPHINE MARIANO THAT THE BOARD APPROVE THE MEETING MINUTES OF JUNE 30, 2023 AND MARCH 8, 2024, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS.** *None at this time.*

**IV. REPORTS**

**1. President's Report.**

**Capital Improvement Projects and other activities:**

The President reported the following:

Upcoming events include the on-site accreditation visit the week of March 3, 2025. The College will be evaluated based on the new accreditation standards. The core inquiries only identified two areas that they will be reviewing on site, which are curriculum updates and the second one has to

do with the use of student input into decision making. The visit will be on Tuesday, March 4, 2025 obtaining information and the following day at 10:00 a.m. is the exit report.

Dr. Okada mentioned that the current enrollment is slightly down - about 6-7 students lower compared to spring 2024. There are additional classes starting later in the Spring 2025 semester, and the College anticipates enrollment numbers will ultimately surpass the previous semester's total. The current enrollment is around 1,568 students, which is very close to the previous semester's 1,575 students. This is considered positive, especially given that many other institutions are experiencing enrollment declines.

The College has received several grants in the past couple of months, one of which is a \$2 million grant from the Department of Interior for a solar panel installation project. Unlike previous campus solar projects that only use net metering, this grant includes battery storage, making it the first such project for the College. The project is currently in progress, with three out of six federal agency clearances already obtained.

Another new grant received is from the Department of State, marking the first time the College has received such funding. The grant focuses on bringing young women entrepreneurs from Pacific Island nations, including Kiribati, Tuvalu, the Cook Islands, and Vanuatu. The project involves entrepreneurial classes with a pre-determined curriculum, leading to a convening in April 2025.

The following grants were also received:

A small grant of approximately \$250,000, with the majority of the funds designated for travel expenses.

From the U.S. Department of Agriculture for over \$300,000, specifically to support distance education and online learning by upgrading IT equipment. This is the first time the College has received a grant from USDA, rather than a loan.

A \$2 million grant from the U.S. Department of Labor for the Youth Build program. This program aims to help individuals without a high school diploma to obtain one and to provide construction training at the same time. The College selected construction as the focus area for this program and are working with GHURA to renovate GHURA facilities as part of their training component in construction.

Dr. Okada further mentioned there's still several other grants that the College have been applying for over the past several months, and our grant writers have been extremely busy.

## **2. Capital Improvement Projects (CIP).**

The Building 2000 emergency generator project is nearly complete at 99%. The final stage involves pulling additional cables, as the contractors initially underestimated the amount of cable wire needed. They are now in the process of finishing these final cable installations to complete the project; the Culinary Arts & Baking Center (Building 400) is 82.79% complete, with a roof replacement change order finished. The project is expected to be fully completed around April this year; the campus-wide painting project, funded primarily by insurance proceeds, involves two companies: Ian Corporation and Surface Solution. They are expected to complete the painting by



mid-February, in preparation for the upcoming accreditation visit. Currently, they are finishing up water blasting before beginning the painting process. A specified type of paint is needed and will be on island soon for painting the majority of the buildings. Not all campus buildings have been included in the painting project because the College has not yet received all insurance proceeds.

With the Multipurpose Auditorium (Building 300), this is already in operation. However, the contractor still needs to complete several final tasks such as finish the digital control systems, complete commissioning, obtain certification confirming the building meets LEED (Leadership in Energy and Environmental Design) requirements. However, the GPD (Guam Police Department) side cannot obtain full occupancy because some necessary equipment is not yet available and that part is only at 19% complete.

For the Wellness and Maintenance Center project, only one final federal agency clearance is needed and that is from U.S. Fish and Wildlife. Once they complete that, then the College will be able to proceed with the USDA loan application for construction as the financial statements have been submitted. Dr. Okada plans to consult with Tony and Joe Diego, USDA representatives, about potential impacts from the new administration that might affect the project.

There was a question from the Board regarding the U.S. Fish & Wildlife clearance. The President explained Fish & Wildlife requested a habitat assessment plan for the site. The College paid for and submitted the report, which is currently under review. The agency is now reviewing it. If butterflies and snails are found on the site, a mitigation plan would have to be developed to address this.

Building B is currently 90.93% complete, with final work in progress. The College has submitted a notice of liquidating damages through the Materials Management Office. Additional work remains, including elevator replacement. Dr. Okada estimates the project will be completed in approximately three months; and the Workforce Development Center is 69% complete, with a revised completion date of May 31, 2025, including a 120-day time extension due to building permit delays.

In 2025, the College expects ribbon cutting for the Workforce Development Center, Building B renovation, and the Culinary Arts & Baking Center; construction to begin on the Wellness Center; and the Architectural and Engineering Design for Building 600, which is expected to be completed in 5-6 months.

The Board inquired the status of the Public Health property in Mangilao to potentially go to GCC. Dr. Okada explained that Senator Terlaje reintroduced a bill keeping it with Public Health, but working with GCC, so they would own it. The bill gives Public Health and GCC five years to do something. If no action is taken within that timeframe, the facility would be given to the Community Health Commission for their community health centers. The President further explained that it would be very difficult for GCC to get involved if it does not own the land and would have to navigate through that. Currently, there are no hearings scheduled for the bill.

The Board also inquired about the property GCC wanted to purchase near the campus. Dr. Okada explained that they previously assessed two separate properties near the campus. The property owners rejected the College's offers, which were based on appraisal values, as they wanted two to three times the appraised price.



Currently, Dr. Okada is exploring alternative options and met with Department of Land Management, the director and two of his staff, and there are three pieces of parcels that are located in the Mangilao that is owned by the government of Guam that could potentially be transferred to GCC. Also, the Lieutenant Governor has indicated potentially purchasing additional land, which would include something for GCC for a shooting range, or expanding the nursing program.

Dr. Okada is considering asking the Lieutenant Governor to purchase the property next to Ladera. If needed, the College might also use its own funds to help acquire this property, which is located right next to the campus. That this is an opportunity to consider.

### **3. Investment Reports & Updates.**

An update on the GCC Foundation Investment Report was previously provided on January 24, 2025, before the meeting, and there is a recommendation that was approved during this Investment Committee meeting to move the \$425,489 in cash into a money market mutual fund earning 4.41% interest. Since this was discussed and approved by the Investment Committee, the Foundation Board made the motion to move the cash into the higher interest-bearing account, as follows:

### **MOTION**

**IT WAS MOVED BY MS. JOSEPHINE MARIANO, AND SECONDED BY MR. GERARD CRUZ, THAT THE BOARD APPROVE THE RECOMMENDATION BY THE GCC FOUNDATION BOARD INVESTMENT COMMITTEE TO MOVE THE \$425,489 IN CASH INTO A MONEY MARKET MUTUAL FUND EARNING 4.41% INTEREST. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

### **4. Giftgiving Campaign Sub-Committee Reports.**

Ms. Bonnie Datuin from the Development & Alumni Relations office reported on the following:

Proposing on several activities planned for 2025 beginning with the GCC 5K, Naming Opportunities Program, Workplace Giving Campaign to launch shortly at GCC, an Annual Giving Campaign, Wine & Whiskey Tasting, Scholarship Brunch, a Donation Box Drive, a 3-Day Concert at The Cove, Raffle and the GCC Golf Tournament, which is an annual tournament.

The Development & Alumni Relations (DAR) office plans to prepare proposals for naming opportunities targeting previous donor families; and potential new donor families who have not yet been engaged. DAR also detailed a fundraising plan and once finalized, DAR intends to share the details with the Board and outline how board members can engage and assist.

The DAR office and the President also put together a proposal for potential donors and potentially arrange meetings to discuss how families or organizations can engage with GCC. To explore naming opportunities with potential gift donations around \$50,000.

Examples were given in a table format provided to the Board with some families such as the Moylan's who have contributed and set up a foundation scholarship and have provided funding to support the GCC golf tournament. Options for consideration would be to offer a \$500,000 building naming opportunity in honor of the former Lieutenant Governor Curtis Moylan with another option



such as a major gift donation. The goal is to re-engage existing donors and reach out to those who have not yet been involved.

With the Workplace Giving Campaign, it will:

1. Run for the entire fiscal year.
2. Target Board of Trustees, Foundation Board, management, administrators, faculty, and staff.
3. Aim to engage the GCC community despite economic uncertainties.

Hoping to be able to reach out and just provide a presence and a continuous follow up to see how our GCC community will help contribute to this effort.

The Annual Giving Campaign will involve preparing letters and compiling a list with follow up meetings or discussions to see how we can engage and re-engage donors.

The Wine and Whiskey Tasting event is being planned, with the timing dependent on the status of the Culinary Arts facility. DAR is currently working to determine feasible dates. This is a popular and signature event for the College and DAR wants to continue hosting this.

The Scholarship Brunch will be fundraising in which the donors and all those recipients would be able to come in and enjoy.

The Donation Box Drive involves placing clear plastic donation boxes in various community locations like mom and pop stores, gas stations, the GCC cashier's office, and bookstore. The boxes will collect cash and coin donations from community members. While the fundraising impact is small, the goal is to increase visibility of the GCC Foundation, encourage community members to donate spare change and expand reach to everyday people. Another example is DAR approaching Payless about a potential partnership. The proposal is to be the primary nonprofit for their donation boxes during a certain month like November, with all donations collected that month being forwarded to the GCC Foundation. With the gas station companies, it would be with those at high traffic areas.

A raffle is currently being planned as well as the golf tournament and the 3-Day concert. With the concert, further research is being done to see if this is feasible as well as discussions with vendors who could provide this service. Updates and or any changes to the events will be provided to the Board. A fiscal year 2025 fundraising calendar will also be provided to the Board. The Board was encouraged to provide recommendations and may contact DAR.

The Board Chair asked regarding certain assignments attached to certain fundraising events. Ms. Datuin pointed out the FY2025 fundraising plan such as the Moylan family, Trustee Frank Arriola and the PIO, Mr. John Dela Rosa was included as a GCC Board member or employee contact or network with said family. During the meeting, Board member Narlin Manalo volunteered to be the contact for the Elaine Jones family. Referring to the list will give an idea of others assigned or would be the potential contact. Ms. Datuin further encouraged the Board that should they have a recommendation of any families or companies that could be potential donors to provide it to DAR and will work out a proposal and also update the list.

The Foundation Chair requested that board members be provided monthly or bi-monthly updates on the development activities, including implementation plans, execution strategies, and specific

dates with points of contact. That this will be a type of guidance for the members in their assigned subcommittees. Board members are encouraged to participate in subcommittees.

The President discussed plans with Mr. John Dela Rosa with DAR about the upcoming 50th anniversary celebration. The anniversary celebration will launch in November 2026 and events will continue through November 2027, which leads up to the 50th anniversary in 2027. This could include a new logo and year-long of activities.

Ms. Datuin further explained the Workplace Giving Campaign. Ms. Datuin outlined a workplace giving campaign with the following details:

- Challenge Board members to each contribute \$500, including the GCC Board of Trustees.
- Calculated potential contributions from the Management Team; administrators; faculty; and staff.

The goal is to set a \$12,750 fundraising target. The campaign aims to:

- Encourage philanthropy on-site;
- Spread giving efforts to the broader community with expanding its fundraising and philanthropic activities beyond its immediate staff and Board members. By first establishing a strong workplace giving within the College and anticipate by creating this model it will inspire external donors;
- Offer flexible donation options like payroll deduction;
- Be open to any contribution amount, with \$500 as the suggested Board member target.

The campaign will run until the end of the fiscal year, and continue forward in future fundraising efforts and to keep up the momentum.

The Foundation Chair challenged the Board of Trustees (BOT) to each make a \$500 pledge, aiming to demonstrate leadership and support for the College's fundraising efforts. Board of Trustees Chairman Carlo Leon Guerrero accepted the challenge and will be mentioned to the BOT.

There were further discussions with the 3-day concert that is proposed to generate \$30,000. Planning on having local artists perform to eliminate travel expenses. The concert will proceed with caution, and a proposal will be shared if the effort is deemed worthwhile. Further details are still being discussed with the vendor.

The President informed the Board that in anticipation of the 50<sup>th</sup> Anniversary for the College, Mr. Max Ronquillo, contacted the College to host a concert in celebration of the 50th anniversary for the College within the activities planned for 2026-2027.

**Capital & Major Giving.**

**Annual Giving and Events.**

**Planned Giving.**

**Scholarships & Endowments.**

**V. UNFINISHED BUSINESS.** *None at this time.*

**VI. NEW BUSINESS.**



1. **DAR FY2025 Budget.** The Board was presented with the Fiscal Year 2025 budget for the Development & Alumni Relations (DAR) for its consideration. The President explained that Ms. Bonnie Datuin previously during today's meeting explained the projected revenue with the proposed fundraising plans as listed in the proposed budget. This proposed budget is projecting a revenue of \$310,000 and expenditures of \$175,000, aiming for a net profit of \$135,000. The following motion was then made:

**MOTION**

**IT WAS MOVED BY MR. GERARD CRUZ, AND SECONDED BY MR. CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE DEVELOPMENT & ALUMNI RELATIONS (DAR) FISCAL YEAR 2025 BUDGET. NONE OPPOSED, MOTION CARRIED. (VOTING: 5 ayes, 0 nays)**

**VII. NEXT MEETING** – The next quarterly Foundation Board meeting will be scheduled in April 25, 2025 and subject to change.

**VIII. ANNOUNCEMENTS.**

**IX. ADJOURNMENT.**

**MOTION**


**IT WAS MOVED BY MS. GERARD CRUZ, AND SECONDED BY MS. JOSEPHINE MARIANO, THAT THE BOARD ADJOURN THE MEETING OF JANUARY 24, 2025. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussion, the meeting of January 24, 2025, was adjourned at 12:28 p.m.

Submitted by:

  
**BERTHA M. GUERRERO**  
Recording Secretary

Approved by:

  
**LORRAINE S. OKADA**  
Chairperson

