

GUAM COMMUNITY COLLEGE FOUNDATION
Board of Governors Meeting of January 29, 2021
(via Zoom)

MINUTES

I. CALL TO ORDER. The GCC Foundation Board of Governors meeting of January 29, 2021, was called to order at 12:35 p.m., by Ms. Lorraine Okada, Chairperson. The meeting was held via Zoom.

1. Roll Call

Members Present: Ms. Lorraine S. Okada; Mr. Gerard A. Cruz; Ms. Josephine L. Mariano; Mr. Eduardo R. Ila; Ms. Annmarie Muna; Ms. Carline Bukikosa; Dr. Mary A.Y. Okada, President.

Schedule Conflict: Mr. James A. Martinez; Mr. Eloy Lizama; Ms. Narlin Manalo.

Others in attendance: Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Ms. Bonnie Datuin, Development & Alumni Relations.

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 October 23, 2020

MOTION

IT WAS MOVED BY MS. JOSEPHINE MARIANO, SECONDED BY MR. EDUARDO ILAO, THAT THE BOARD APPROVE THE MEETING MINUTES OF OCTOBER 23, 2020. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS. *None at this time.*

IV. REPORTS

1. President's Report. The President reported the following:

FY2020. The President informed the Board they will be receiving the Management letter regarding the Foundation audit for FY2020, which is complete with some adjustments the President and VP Gerardo has worked on and will be finalized. The GCC audit should be complete and the draft should be done by February 28, 2021.

The College is situated well financially even with the pandemic for FY2020. The only adjustments

that will have an impact are with the post-retirement benefits.

FY2021: For FY2021, funding is being received on a weekly basis.

Capital Improvement Projects and other activities:

The President further reported the following:

In August 2020, the College began the academic year with two days of session.

The College is now in the Spring semester with face-to-face classes which started January 19, 2021. Some students are still attending classes online. The College is also physically available to provide services on campus.

The College also received \$1 million in CARES Act funding in the second quarter of FY2020. Additional funding of \$3 million was recently received and has a deadline of May 2021 to utilize all of the funds. Projects for this funding will be on campus upgrades such as air conditioning, air filtering systems and other upgrades. This is part of the "Higher Education Fund." Other funding will be received from the Governor's Office to support the College. Upgrades for consideration will also include IT infrastructure.

Ongoing campus projects: The Underground Fiber Optic (UFO) project should be complete by May 2021; the second sustainability covered walkway is still ongoing; bid documents will be going out soon for an electric vehicle and charging station on campus.

Enrollment has decreased a little but boot camps are still ongoing to help support the decrease. A truck driving boot and construction boot camp are being prepared and will begin soon; the ship repair boot camp is ongoing but will be completed soon; the Paramedic/Apprenticeship Training Program will be done later on during the year; an IT boot camp is being prepared; the temporary CNA program for twenty (20) students has concluded and all 20 are employed; working on another cohort of 20 students for the CNA program to help with the front liners.

The first cohort of students attending the free college initiative program under Hospitality and Culinary should complete this program soon, which is funded by the Department of Interior.

The College is planning another virtual graduation on May 15, 2021. The graduation last year was held on campus with aerial coverage by a drone by one of the faculty members.

The GCC Reopening Plan has been finalized and is now on the website. It was initially posted in August 2020 and was then updated with the current Public Health guidelines.

The College was given initial authorization for its employees to be vaccinated.

Construction Projects:

2. Capital Improvement Projects (CIP). The President reported the following:

Forensic Lab/DNA Building: This project is ongoing with some delays due to the pandemic but is still on target.

Building 300: There were problems with this project due to the shortage of construction workers. Completion date is March 2021 and anticipate this deadline is met because of the FEMA funding.

Building B: The College received 60% of the design for this renovation project and anticipate receiving the final design soon. Once this is completed, it will be put out for bid.

Wellness Center: The Vice President of Finance & Administration issued the requirement for the financial feasibility study for this project. This was the final document needed to obtain a USDA loan.

Barrigada Property: As previously reported a proposal will be presented to the Board regarding the architectural and engineering expenses for the renovation of the recently purchased Barrigada facility. A Resolution for funding the renovation will be presented under New Business during today's meeting. As an update, this facility might be occupied soon due to the space required for social distancing and need to move forward on this project. In the meantime, a grant was submitted to fully fund this project. The grant will include the A&E design and when approved, the expenses for the A&E will be reimbursed back to the Foundation.

A grant was recently submitted by Ms. Bonnie Datuin from Development and Alumni Relations for another FEMA renovation/hardening project on campus.

3. Investment Reports & Updates. A Foundation Investment Committee meeting was held via Zoom on January 21, 2021, at which time the GCC Foundation Quarterly Report was presented as of December 31, 2020. There are funds in the cash account and there will be a request for the Foundation to provide funding for renovation for the Barrigada facility.

Before today's meeting was called to order, Mr. Daniel Roland from the Office of Raymond James provided a financial report and an update to the Board as of January 20, 2021. An Interim Unaudited Performance & Asset Allocation Status as of Market Close on January 20, 2021 was also provided electronically.

4. Giftgiving Campaign Sub-Committee Reports.

The President reported, as follows:

Capital & Major Giving. *None at this time.*

Annual Giving and Events. The College received the annual \$100,000 from Take Care for this fiscal year.

Planned Giving. *None at this time.*

Scholarships & Endowments. \$7,500 was received for the APIA Scholarship and three (3) students were awarded \$2,500 each. A virtual presentation will be conducted to highlight these students. This scholarship award is what is usually presented at the annual Wine Tasting event.

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

VI. NEW BUSINESS.

1. DAR FY2021 Budget Request.

At this time, Ms. Bonnie Datuin provided ideas the Development and Alumni Relations (DAR) are considering for fundraising opportunities for the current year and presented the following fundraising plan:

Workplace Giving Campaign. Challenge GCC employees during the April 2021 College Assembly to invest in GCC by committing \$5 for sixteen (16) pay periods and anticipate continuing to the next fiscal year to reach a \$10,000 goal for this campaign. That the Foundation Chairperson could make this announcement during the upcoming College Assembly. A form for a direct deposit will be utilized. Having 150 employees participate can reach this goal.

The Chairperson asked what mechanism is in place for the Board's pledge. Ms. Datuin explained that the pledge and credit card forms will be sent to the Board. The Chairperson encouraged the Foundation Board members to support this campaign and submit a pledge.

Annual/Online Giving Campaign. Another mechanism for accepting donations will be online. Considering increments of \$50, \$100, \$250, \$500, \$1000 and \$2000. Considering another giving tier in larger amounts for those who wish to donate and can do so to include off-island to begin at \$35,500 or more. Would need a mechanism in place that does not require monitoring and is available twenty-four (24) hours online. This type of donation can be done as a challenge for students, student organizations, classes, faculty, or programs.

Online Raffle. The idea is to sell 2,000 raffle tickets at \$25 each. Would need to solicit prizes to include roundtrip airline tickets, ladies' handbags, hotel "staycations." Ms. Datuin mentioned that some people are currently doing this on Facebook such as raffling a Louis Vuitton item or an iPad. Suggested for a Facebook live at the end when drawing the raffle tickets. Anticipate raising \$50,000 with this event.

Alumni Luncheon. A luncheon for take-out at \$25 each or held at the GCC Multipurpose Auditorium. This event is a way for people to gradually get together, especially for an alumnus, but still observing the Public Health guidelines.

5K/Virtual Run. Goal is to raise \$6,000 or more in sponsorships.

Annual Golf Tournament. Anticipate a tournament in September 2021.

Board members Eduardo Ilaio and Annmarie Muna reported that a Red Ball Gala is being planned to include an American Red Cross golf tournament. These and other organizational fundraising events within this fiscal year would have to be considered when planning the Foundation golf tournament.

At this time, the Budget Request for the office of the Development and Alumni Relations (DAR) was presented to the Board for consideration.

MOTION

IT WAS MOVED BY MS. JOSEPHINE MARIANO, SECONDED BY MS. CARLINE BUKIKOSA THAT THE BOARD APPROVE THE DEVELOPMENT AND ALUMNI RELATIONS FISCAL YEAR 2021 BUDGET REQUEST. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

2. Resolution re A&E Funding Request for “Workforce Development Facility” Barrigada Property. A copy of the Resolution, Request to Provide Funding for the Architectural and Engineering Design for a “Workforce Development Facility” was presented to the Board for consideration. Taniguchi Ruth Makio Architects (TRMA) will provide the architectural and engineering services to renovate the Barrigada facility. As reported earlier, a grant was submitted to fully fund this renovation and once awarded, the A&E expenses will be reimbursed back to the Foundation.

The Resolution states that the College is requesting for the Foundation Board of Governors to fund approximately \$138,000 for the A&E Design by TRMA, for the renovation of the building structure on Lot No. 1065-2-1, in Barrigada, Guam, as the “Workforce Development Facility.” After discussions, the following motion was made:

MOTION

IT WAS MOVED BY MS. JOSEPHINE MARIANO, SECONDED BY MR. EDUARDO ILAIO, THAT THE BOARD APPROVE THE RESOLUTION, REQUEST TO PROVIDE FUNDING FOR THE ARCHITECTURAL AND ENGINEERING DESIGN FOR A

**“WORKFORCE DEVELOPMENT FACILITY.” NONE OPPOSED, MOTION CARRIED.
(Voting: 6 ayes, 0 nays)**

VII. NEXT MEETING – April 16, 2021.

VIII. ANNOUNCEMENTS.

IX. ADJOURNMENT.

MOTION

IT WAS MOVED BY MS. JOSEPHINE MARIANO, SECONDED BY MS. CARLINE BUKIKOSA, THAT THE BOARD ADJOURN THE MEETING OF JANUARY 29, 2021. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of January 29, 2021, was adjourned at 1:17 p.m.

Submitted by:


BERTHA M. GUERRERO
Recording Secretary

APR 16 2021

Approved by:


LORRAINE S. OKADA
Chairperson

APR 16 2021