

GUAM COMMUNITY COLLEGE FOUNDATION
Board of Governors Meeting of October 6, 2011
GCC President's Conference Room

MINUTES

The GCC Foundation Board of Governors meeting of October 6, 2011 was called to order at 12:20 p.m., by Chairperson Ms. Lorraine S. Okada. The meeting was held in the President's Office Conference Room, Guam Community College Student Services & Administration Building.

At this time, a moment of silence was held in memory of former Chairperson Mr. John K. Lee, who passed away on October 5, 2011.

I. CALL TO ORDER

1. Roll Call

Members Present: Ms. Lorraine Okada, Mr. Gerard A. Cruz, Mr. James J. Martinez, Ms. Josephine L. Mariano, Mr. Joseph B. Leon Guerrero

Not in attendance: Ms. Gina Y. Ramos (schedule conflict), Mr. Eduardo R. Ilaos (schedule conflict), Mr. Eloy Lizama (schedule conflict), Mr. Leonard Calvo (off island), Ms. Annmarie T. Muna (schedule conflict).

Others in attendance: Dr. Mary A. Y. Okada, President, Dr. Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen K. Santos, Vice President, Finance & Administration, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Mr. Jason Miyashita, Morgan Stanley Smith Barney Consulting Group.

2. Recital of Mission Statement

Board members recited the Mission Statement: *The mission of the 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 - Meeting of July 14, 2011

MOTION

IT WAS MOVED BY MR. JAMES J. MARTINEZ, SECONDED BY MS. JOSEPHINE L. MARIANO, THAT THE BOARD APPROVES THE MEETING MINUTES OF JULY 14, 2011, SUBJECT TO CORRECTIONS. MOTION CARRIES UNANIMOUSLY. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS - None to report.

At this time, Chair Okada welcomed back board member Leon Guerrero, who took a leave of absence from the board while he was off island for several months.

IV. REPORTS

1. President's Report & CIP Projects Update

Financial Status of the College: In referring to the college's fiscal year 2012 appropriation, President Okada noted that the college has yet to receive any releases from all funds. Additionally, she apprized the board that the college has received notification from the Bureau of Budget Management & Research (BBMR) that the appropriation for the General Fund will be held back 15%, which is approximately \$2 million. Our budget now from the General Fund is 100% salaries only. President Okada said that this year, even with the appropriation from MDF, the only amounts the college can fund from MDF after the support of the apprenticeship program are the allocations from the contractual services, such as for telephones, trash, security, and custodial.

Through the recent passage of Bill 176-31, now Public Law 31-99, GCC's Enabling Act, Public Law 14-77, was updated to include giving GCC procurement authority, updating all of GCC's responsibilities as the State Agency for Career & Technical Education (CTE), and giving authorization to GCC to enter into a renewable lease agreement with the Guam Power Authority in order to develop educational opportunities to train workers for the emerging technologies related to sustainable & renewable energy.

In addition, President Okada reiterated that Bill 206-31, introduced by Senator Pangelinan, if passed, will return GCC's 314 acres of property to the jurisdiction of the Guam Ancestral Land Use Commission.

Grants – President Okada noted that through a USDOJ grant, GCC will assist in facilitating a project using Roseta Stone software, which will provide visiting students from off island the opportunity to learn the English language online using laptop computers that were donated by the Rotary Club through Bill Hagen. She noted that this project will also tie in with our National Science Foundation (NSF) grant which provides photovoltaic, curriculum & training for the region. She expressed that this is good public relation for the college and also ties in with GCC's Mission.

Another grant received through USDOJ is the Payuta Grant – \$92,000 -- which is the umbrella for all non-governmental organizations (NGO) on Guam. A conference is currently being organized to be held on Guam at the end of this month. GCC serves as the fiscal agent for this grant.

USDOJ Grants recently received include College Access Challenge Grant, collateral equipment for the Student Center, and the Administration for Native Americans for language preservation.

Institutional Self Evaluation Report is on its semi-final status. The visit is scheduled for March 19-22, 2012.

Dr. Michelle Santos, Dean for the School of Technology & Student Services, recently resigned from the college. Dr. Santos accepted a faculty position at the University of Guam.

Capital Improvement Projects (CIP) – President Okada emphasized that all campus construction projects identified and approved will continue. Additionally, identified buildings that need immediate repair and/or renovation will take place. The painting of the campus has already been awarded and will soon begin.

A contract for the technology plan/audit update has been issued. The primary purpose for the technology audit is to determine the capacity of the college's infrastructure to support the distance education. A presentation is set to be given to the college's management team tomorrow.

2. Investment Reports & Updates

Morgan Stanley Smith Barney Reports - Mr. Jason Miyashita from MSSB provided board members a copy of the college's Portfolio Review as of October 4, 2011, and briefly went over the report for clarification. Additionally, President Okada noted that legal counsel is reviewing the documents relative to the Foundation potentially setting up a "credit line" account.

3. Gift-giving Campaign Sub-Committee Reports

Capital & Major Giving (Lori Okada) - A draft copy of the "Naming Opportunity Board Policy" were provided in the meeting packets. Board members were asked to review the document and submit any comments by October 31, 2011. Legal review will also be requested.

Annual Giving & Events (Joe Leon Guerrero) - On September 24, 2011, GCC's Par Excellence Golf Tournament grossed \$32,000, with a net profit of \$17,000.

Planned Giving (Gerry Cruz) - None to report at this time.

Scholarships & Endowments (Gina Ramos) - Ten scholarships, each for \$1,000, were given to ten GCC students during Convocation held at the Hyatt Hotel on August 15, 2011.

Communications (James Martinez) - None to report at this time.

V. UNFINISHED BUSINESS

1. Construction Projects Updates:

Student Center - Construction continues to progress at 90% completed as of today. Work is on track and is expected to be fully completed by October 2011 with December 9, 2011 scheduled for the Ribbon Cutting Ceremony.

Foundation Building Renovation: A change order for an additional \$200,000 was issued. Based on the contractor's findings, the beams on the second floor could collapse at any time.

Generator for Building D: As of date, the project is still at 40% completed. President Okada apprized the Board that GCC has issued a notice of liquidation damages even though it is 100% federally funded. The contractor for the generator project is Kinden and the contractor for the sprinkler system is Midong. The expected completion date was supposed to be October 1, 2011.

Northeast Parking Lot: The project is at 37% completion and is expected to be done by November 2, 2011. The arrival and installation of the photovoltaic parking lot lights are still pending.

VI. NEW BUSINESS

1. Fiscal Year 2012 Budget Request - Development & Alumni Relations Office

MOTION


IT WAS MOVED BY MR. JAMES J. MARTINEZ, SECONDED BY MR. JOSEPH B. LEON GUERRERO, THAT THE BOARD APPROVES THE FISCAL YEAR 2012 BUDGET REQUEST FOR THE OFFICE OF DEVELOPMENT AND ALUMNI RELATIONS AS PRESENTED. MOTION CARRIES UNANIMOUSLY. (Voting: 5 ayes, 0 nays) (A copy of the budget request is attached.)

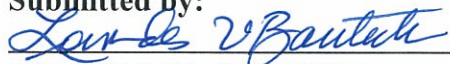
At this time, Ms. Lolita Reyes happily reported that the amount for the Workplace Giving program for 2011 is \$20,930. For 2010, the amount was at \$18,660.

VII. NEXT QUARTERLY MEETING - Thursday, December 21, 2011, GCC President's Conference Room, 12:00 noon.

VIII. ANNOUNCEMENTS - None.

IX. ADJOURNMENT - There being no further discussion, the meeting of October 6, 2011 adjourned at approximately 1:30 p.m.

Approved by:  **DEC 21 2011**
LORRAINE S. OKADA
Chairperson

Submitted by:

LOURDES V. BAUTISTA
Recording Secretary

Attachment - Fiscal Year 2012 Budget Request - Development & Alumni Relations Office

AGENCY: Guam Community College
 DIVISION: President's Office
 DEPARTMENT: Development & Alumni Relations Office

CATEGORY/DESCRIPTION		QTY	UNIT	TOTAL
PROJECTED REVENUE				
TOTAL PROJECTED REVENUE				238,700
PERSONNEL SERVICES				
110	FULL TIME SALARIES			
120	FULL TIME BENEFITS			
111	PART TIME SALARIES / ADJUNCT CONTRACTS			
120	PART TIME BENEFITS			
TOTAL PERSONNEL SERVICES				132,130
220 TRAVEL/TRANSPORTATION				
TOTAL TRAVEL /TRANSPORTATION				11,500
230 CONTRACTUAL SERVICES				
TOTAL CONTRACTUAL				13,170
233 BUILDING SPACE RENTAL				
TOTAL BUILDING SPACE RENTAL				
240 SUPPLIES & MATERIALS				
TOTAL SUPPLIES & MATERIALS				2,500
250 EQUIPMENT Under \$250				
TOTAL EQUIPMENT (Under \$250)				
290 MISCELLANEOUS				
TOTAL MISCELLANEOUS				72,363
450 CAPITAL OUTLAY (Over \$250)				
TOTAL CAPITAL OUTLAY (Over \$250)				
TOTAL REVENUE				238,700
LESS: EXPENDITURES				231,664
no	ADMINISTRATIVE SUPPORT	97%		
no	DEPARTMENTAL INCENTIVE			
no	CONTINUING EDUCATION			
PROFIT (+) / LOSS (-)				7,036
		3%		

*Approved by GOC Foundation
 Board of Governors =
 Oct 6, 2011 / [Signature]*