

**GUAM COMMUNITY COLLEGE FOUNDATION  
Board of Governors Meeting of November 14, 2018  
GCC President's Conference Room**

**MINUTES**

**I. CALL TO ORDER.** The GCC Foundation Board of Governors meeting of November 14, 2018, was called to order at 12:16 p.m., by Mr. Gerard A. Cruz, Vice Chairperson. The meeting was held in the President's Conference Room, Guam Community College Student Services & Administration Building.

**1. Roll Call**

**Members Present:** Ms. Lorraine S. Okada (via telephonically); Mr. Gerard A. Cruz; Ms. Josephine L. Mariano; Mr. James A. Martinez; Ms. Carline Bukikosa; Ms. Narlin Manalo; Mr. Frank P. Arriola; Dr. Mary A.Y. Okada, President.

**Schedule Conflict:** Mr. Eloy Lizama; Ms. Annmarie T. Muna; Mr. Eduardo R. Ilaos.

**Others in attendance:** Dr. R. Ray D. Somera, Vice President for Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Mr. Daniel Roland and Ms. Amanda Gima, representatives from the office of Raymond James.

**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 February 2, 2018**

**MOTION**

**IT WAS MOVED BY MR. JAMES MARTINEZ, SECONDED BY MS. CARLINE BUKIKOSA THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 2, 2018, SUBJECT TO CORRECTIONS. 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:  
The College has received full accreditation for seven (7) years and the mid-term report will focus on the Quality Focus Essay (QFE), which includes year round education and Early Middle College. Early Middle College was launched during the last semester and is being piloted with the

construction technology program.

An Early Middle College (EMC) summit was held October 2018 with participants from New York and Honolulu sharing how they organize their EMC program and provided recommendations on how GCC can structure an EMC program. GCC anticipates including telecommunications and health occupations to support a Certified Nursing Assistant program as part of its EMC program because these are in demand. The concept of EMC is for a student to graduate with a high school diploma and a postsecondary certificate or an associate degree.

The GCC Career and Technical Education (CTE) Summit will be held on February 22-23, 2019 on campus. This conference is being organized and have put out a call for papers and presentations focusing on the CTE, the trades that GCC offers. There are presenters interested from Hawaii and within the region.

The Board of Trustees Chairman Arriola mentioned that GCC has a state of the art lab in Tiyan funded through a Carl Perkins grant. The President explained this showcased two groups of students were given the same instructions to program a robot and make a comparison. The President mentioned this is all part of the Guam Chamber's initiative for the Silicon Village. Representatives from GTA, IT&E and Docomo attended this event.

During the start of Fiscal Year 2019, BBMR implemented a fifteen percent (15%) hold on GCC's allotment. GCC also has not received the \$2.5 Million for Fiscal Year 2018, which equates to twenty-five (25%) of its budget.

The current budget law does not state continuing appropriations, which means that appropriations from the previous fiscal year will not be provided.

GCC is also not exempt from BBMR's control, which is the reason for the implementation of the 15% reduction. GCC will be requesting Senator San Agustin to introduce legislation to provide some budget relief, however, funding is currently being received on a weekly basis.

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

The President reported several ongoing projects, as follows:

A change order for Building 100 was received and anticipate completion in January 2019.

Building 300 is currently under construction but there has been delays with the building permits and anticipate extensions.

The remaining campus wide painting will be during the Christmas break so as not to interfere with students on campus.

The College is upgrading its integrated database which entails moving IT to the Cloud and updating all features. This includes some apps such as student registration and a "degree work" app which will allow students to continually monitor their progress in programs they have registered. The whole modernization process will take approximately 1 year, which has all been factored into the current budget. This will be an advantage for students as well as reduction in expenses and increase in efficiency.

3. **Investment Reports & Updates.** Mr. Daniel Roland from the office of Raymond James introduced Ms. Amanda Gima, a new employee who filled Ms. Maree C. Pelkey's position who recently retired.

Mr. Roland provided a financial report and an update as of November 14, 2018. The following documents were also provided to the Board by Mr. Roland: GCC Foundation Interim Unaudited Performance (Net of Fees) & Asset Allocation Status as of November 14, 2018; Client Service Plan, Ongoing Review and Analysis with recommendation to keep on watch Global Fixed Income. It was noted that Templeton is no longer on watch.

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

The President reported, as follows:

##### **Capital & Major Giving.**

**Annual Giving and Events.** Fundraiser Activities: The Foundation Wine Tasting on April 27, 2018 netted \$8,946; the Foundation Par Excellence Golf Tournament on September 22, 2018 netted \$25,966; the Foundation John K. Lee 5K Run in collaboration with First Hawaiian Bank in support of scholarships on November 10, 2018, netted \$7,585.

##### **Planned Giving.**

##### **Scholarships & Endowments.**

The College anticipates creating new events to attract more people on campus with its continued expansion of its facilities such as the completion of the Multi Purpose Auditorium (MPA), which will showcase the GCC Culinary program to include catering.

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

**VI. NEW BUSINESS.** None at this time.

1. **Raymond James Recommendation.** As previously recommended on the attached letter dated August 27, 2018 and reported by Mr. Daniel Roland who provided an updated Client Service Plan dated November 14, 2018.
2. **Foundation Resolution for Building B.** A Foundation Resolution regarding Building B

was electronically adopted and presented for ratification. The following motion was then made:

**MOTION**

**IT WAS MOVED BY MS. JOSEPHINE MARIANO, SECONDED BY JAMES MARTINEZ, THAT THE BOARD RATIFY THE GCC FOUNDATION BOARD RESOLUTION GCCF1-2018, "BUILDING B RENOVATION" ADOPTED AS OF MAY 3, 2018. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

3. Asia Pacific Association for Fiduciary Studies (APAFS), November 2018. As previously discussed, this conference will be held in Manila, Philippines, November 25-30, 2018. There is a new workshop for this conference, "Basics of Investing Seminar" recommended for the Board to attend.

4. FY2019 Development & Alumni Relations Budget. The budget request from the Development & Alumni Relations office for Fiscal Year 2019 was electronically adopted on October 29, 2018 and presented for ratification. The following motion was then made:

**MOTION**

**IT WAS MOVED BY MS. JOSEPHINE MARIANO, SECONDED BY NARLIN MANALO, THAT THE BOARD RATIFY THE BUDGET REQUEST FROM THE DEVELOPMENT & ALUMNI RELATIONS OFFICE FOR FISCAL YEAR 2019, ADOPTED AS OF OCTOBER 29, 2018. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

5. At this time, another item was placed on the Agenda without any objections. The President explained that the College has been receiving unsolicited proposals for opportunities to expand the campus. The President requested approval by the Board to explore this opportunity such as a Request for Information (RFI) to identify property adjacent to the current campus, or any other properties that might be available that would help expand the Guam Community College mission. The current ISMP is undergoing a review, which will include campus expansion. There will be no purchase but just to identify areas of opportunity. At this time there were no objections for the President to move forward on this. This will then be presented to the Board.

**VII. NEXT MEETING – February 2019.**

**VIII. ANNOUNCEMENTS.**

**IX. ADJOURNMENT.**

**MOTION**

**IT WAS MOVED BY MS. JOSEPHINE MARIANO, SECONDED BY MS. CARLINE BUKIKOSA, THAT THE BOARD ADJOURN THE MEETING OF NOVEMBER 14, 2018. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**


There being no further discussion, the meeting of November 14, 2018, was adjourned at 12:54 p.m.

**Submitted by:**

  
**BERTHA M. GUERRERO**  
**Recording Secretary**

MAR 05 2019

**Approved by:**

  
**LORRAINE S. OKADA**  
**Chairperson**

MAR 05 2019