

**GUAM COMMUNITY COLLEGE FOUNDATION
Board of Governors Meeting of December 18, 2012
GCC President's Conference Room**

MINUTES

The GCC Foundation Board of Governors meeting of **December 18, 2012**, was called to order at approximately 10:20 a.m., by Vice Chairperson Mr. Gerard A. Cruz. The meeting was held in the President's Office Conference Room, Guam Community College Student Services & Administration Building.

I. CALL TO ORDER

1. Roll Call

Members Present: Mr. Gerard A. Cruz; Mr. James J. Martinez; Mr. Eduardo R. Ila; Mr. Eloy Lizama, Ms. Josephine L. Mariano; Ms. Carline Bukikosa; Dr. Mary A.Y. Okada, President.

Not in attendance: Ms. Lorraine Okada (non-attendance due to an emergency); Ms. Annmarie T. Muna (off-island); Dr. Ray Somera, Vice President, Academic Affairs Division; Ms. Gina Y. Ramos (schedule conflict); Ms. Deborah C. Belanger (schedule conflict).

Others in attendance: Ms. Carmen K. Santos, Vice President, Finance & Administration; Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations.

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 3, 2012 and September 28, 2012.

MOTION

IT WAS MOVED BY MR. JAMES MARTINEZ, SECONDED BY MR. EDUARDO ILAO, THAT THE BOARD APPROVE THE MEETING MINUTES OF JULY 3, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

MOTION

IT WAS MOVED BY MS. JOSEPHINE MARIANO, SECONDED BY MR. ELOY LIZAMA, THAT THE BOARD APPROVE THE MEETING MINUTES OF SEPTEMBER 28, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS – None

IV. REPORTS

President's Report & CIP Projects Update

-As provided to the GCC BOT, the President reported that as of November 23, 2012, the College received \$1,884,000 from the General Fund and approximately \$100,000 from the LPN Vocational Guidance Fund, which represents almost \$2 Million from the General Fund, which represents a total of 17% of the Gen. Fund appropriation. All appropriations have been received to date for FY2012 and there are no monies outstanding from this fiscal year. All have been collected including from the Man Power Development. The final payment received from MDF was for about \$45,000 and about \$2,000 from the TAF, the LNP ProStart. There were no carryover allotments from the previous year.

The current budget only covers salaries and none for operations. The college recently requested additional appropriation from the BOT to fund the college operations with Special Projects Revenues

from NAF through March 2013. The college is no longer receiving any funds under the MDF but will continue to work with the administration for funding assistance for operations.

-As last reported and to date, the college has been receiving from DOA its budget allotments on a regular basis.

Other activities: President Okada also reported:

-The college is submitting grant applications and contracts with other Government of Guam agencies and has recently provided training to GDOE for Math Common Core Standards and Professional Development. This is in partnership with the Pacific Resource for Education and Learning (PREL), which will provide additional funding to support the GCC Math department.

-Updated all of the institutional organizational priorities for funding in regards to Staff and Professional Development.

-134 students participated in the October "Building a Stronger Workforce" conference at the Marriott.

-Submitted the Compact Impact report to the Governor, reporting the impact to the college on the migration of FAS students. The report states that based on student population and additional classes, there is a 7.43% increase in costs due to the number of students enrolled in postsecondary classes.

-Several GCC employees were recognized for the Governor's MapPro awards. Recognition were given to Harold Cruz, School Aide for customer service; Dr. Clare Camacho, for faculty excellence; Dr. Karen Sablan for counseling. The GCC HR won the department award for customer service. Per a letter from the Governor, employees who received an award were entitled to two to five days of administrative leave.

-November 5, 2012, was the Foundation Building ribbon cutting ceremony and was a success and as a result, there are potential additional donors.

-The college conducted a follow up review of the Institutional Strategic Master Plan (ISMP) for employees during an informational session on November 16, 2012. Employees were updated as to the areas that the college completed, what areas the college is focusing on, and new activities were added to the goals and major initiatives.

-There will be a leadership dinner on campus to update current donors including the Campus Facility Plan, in the hopes of attracting potential donors.

-The college is finalizing its FY2014 budget for submission to the Guam Legislature and the Governor's Office due February 15, 2013.

- Additional funding was received as follows: Take Care donated \$100,000 for Allied Health support as part of its QC requirement. As part of Nikko Hotel's 20th anniversary, they donated \$10,000 to the college.

-There were two fundraising efforts, one for the golf tournament in October 2012, which raised approximately \$16,000 and the other was the wine tasting event in November 2012 for approximately \$2,000.

-The Capital and Major Giving donations were updated. Ms. Lou Leon Guerrero-\$20,000; Bank of Guam-\$100,000; the Okada's-\$15,000; and the newest donation for a classroom at the Foundation Building is from the Bello family-\$50,000. At this time, the Board thanked Board member Carline Bukikosa for her family's donation.

-There will be an internal groundbreaking for the Building 200 (AutoCAD & Education) renovation by March 2013.

-The \$6 Million Foundation loan has been submitted to USDA for Buildings 100, 200 and the Forensic Lab. An administrative change was made to include Building 100 on the title of the Resolution that was previously approved by the Board. Building 100 was mentioned in the Resolution but inadvertently omitted in the title.

Capital Improvement Projects. The BOT has approved the CIP funding which are monies set aside from the tuition increase, however, specific projects have not been approved

Investment Reports & Updates.

Vice-Chair Gerard Cruz provided an investment report as follows: For the period June-September 2012, the fund experienced a 4.2% gain in its portfolio, which is \$330,000 above the balance beginning June 30, 2012. This is an 8.97% return for a fiscal year to date for FY2012.

For the period September 30-December 4, 2012, the fund was off just under 20.19%, which is about \$15,000. If interested, the Board may obtain details from MorganStanley. Hard copy of the report was submitted for the record.

There are currently no distributions this fiscal year; however, there have been other investment recommendations.

For the record the current receivables from the Foundation to the college is approximately \$1.5 Million.

Vice President Carmen Santos informed the Board that the investment committee was recently reinstated and currently meeting regularly every month with MorganStanley representatives. All board members are welcomed to attend.

Gift-giving Campaign Sub-Committee Reports: *Capital & Major Giving (Lori Okada); Annual Giving & Events (Annmarie Muna); Planned Giving (Gerry Cruz) ; Scholarships & Endowments (Gina Ramos); and Communications (James Martinez)*

The President provided an overview of the sub-committees. The College is preparing to identify potential donors through a list provided during the last Joint Board meeting (BOT/FBOG). The plan is to approach at least a minimum of two potential donors per month under one of the five subcommittees. The President has met with three potential bank donors and will keep the Board informed.

Through a federally funded project, GCC published three books dealing with early childhood. There are plans to reprint them for a potential fundraiser. The Foundation will be the beneficiary depending on the grant requirements. GCC has copyright of these books, which were locally produced.

V. UNFINISHED BUSINESS

1. Construction Projects Updates:

Foundation Building. This project is now complete, although, the Café is still waiting for the Government of Guam Public Health inspection and should be open for business soon.

2. FBOG-Extension of Term of Existence. The Governor has approved the Foundation's request to extend its term of existence to qualify for the USDA loan.

VI. NEW BUSINESS.

1. Resolution re Building 100 Renovation. This resolution is for the design of Building 100. A copy of the resolution, "Funding Request to Support Design of Building 100 Renovation" was provided to the Board for consideration. There were discussions that a design is required in order to apply for a loan. The following motion was then made.

MOTION

IT WAS MOVED BY MR. ELOY LIZAMA, SECONDED BY MS. JOSEPHINE MARIANO, THAT THE BOARD ADOPT THE GCC BOARD OF GOVERNORS RESOLUTION, "FUNDING REQUEST TO SUPPORT DESIGN OF BUILDING 100 RENOVATION". NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

2. **Board Development and Training.** Council for Advancement and Support of Education (CASE) conference. This was previously discussed during the last FBOG meeting, which will be held in San Francisco, California on March 1-3, 2013. A proposal was submitted to CASE and the President will identify what the FBOG members will be presenting. After discussion ensuring that there is budget for members to attend, a motion was then made as follows:

MOTION

IT WAS MOVED BY MR. ELOY LIZAMA, SECONDED BY MR. EDUARDO ILAO, THAT THE BOARD AGREE TO SEND FOUR (4) MEMBERS TO ATTEND THE MARCH 2013 COUNCIL FOR ADVANCEMENT AND SUPPORT OF EDUCATION (CASE) CONFERENCE IN SAN FRANCISCO, CALIFORNIA. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

VII. **NEXT QUARTERLY MEETING.** *February 27, 2013*

VIII. **ANNOUNCEMENTS.**

-The President reported that at the TAPE conference in Texas, which was also attended by Board member Annmarie Muna, was impressed by one of the speakers, Ms. Debbie Silver, who is also an author and interested in helping sponsor Ms. Silver to travel to Guam to speak in an educational conference. The Foundation will be a sponsor for this event.

-There will be a GCC "Parade of Shoes" fundraiser on February 8, 2013; more details will be provided for the Board. Last year the college raised about \$6,000 and costs were mostly through donations for the menu and prizes. Admission will be \$20 per person.

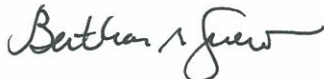
IX. **ADJOURNMENT.**

MOTION

IT WAS MOVED BY MR. ELOY LIZAMA, SECONDED BY MR. EDUARDO ILAO, THAT THE BOARD ADJOURN THE MEETING OF DECEMBER 18, 2012. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of December 18, 2012 adjourned at approximately 1:12 p.m.

Submitted by:



BERTHA M. GUERRERO
Recording Secretary

Approved by:



LORRAINE S. OKADA
Chairperson

MAY 09 2013