

**GUAM COMMUNITY COLLEGE FOUNDATION**  
**Board of Governors Meeting of December 21, 2011**  
**GCC President's Conference Room**

**MINUTES**

The GCC Foundation Board of Governors meeting of December 21, 2011, was called to order at 12:25 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.

**I. CALL TO ORDER**

**1. Roll Call**

**Members Present:** Ms. Lorraine Okada, Mr. Gerard A. Cruz, Mr. James J. Martinez, Mr. Eduardo R. Ilao, Ms. Annmarie T. Muna, Mr. Eloy Lizama.

**Not in attendance:** Ms. Gina Y. Ramos (schedule conflict), Ms. Josephine L. Mariano (schedule conflict), (schedule conflict), Mr. Leonard Calvo (schedule conflict), Mr. Joseph B. Leon Guerrero (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; Ms. Jayne Flores, Assistant Director, Communications & Promotions; 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 October 6, 2011**

**MOTION**

**IT WAS MOVED BY MS. ANNMARIE MUNA, SECONDED BY MR. JAMES MARTINEZ, THAT THE BOARD APPROVES THE MEETING MINUTES OF OCTOBER 6, 2011, SUBJECT TO CORRECTIONS. MOTION CARRIES UNANIMOUSLY. (Voting: 6 ayes, 0 nays)**

**III. COMMUNICATIONS.** At this time, Chair Okada congratulated President Mary Okada and the GCC staff for the new Student Center and mentioned that she is proud to be a member of the College and the Board. Ms. Lourdes Bautista was also thanked for her outstanding services

through the years to GCC and the Board as she retires as the GCC Board Secretary.

#### **IV. REPORTS**

##### **1. President's Report & CIP Projects Update**

Financial Status of the College: The College is still collecting for Fiscal Year 2011. Appropriations still owed the College is approximately \$1.5 Million Dollars for that fiscal year. No allotments have been received yet for Fiscal year 2012. If the College does not receive the prior year funds by the time the audit is issued, this will have an effect on the College's fiscal condition in submitting financial reports for loans such as the USDA application and will have an effect on the College's accreditation. The College is paying vendors as much as it can and to at least not have invoices past 60 days.

Guam Land Use Commission (GLUC). The College lost 314 acres to the Guam Land Use Commission. The Governor's Office is working to identify on giving GCC land with the same scope and size but depends on what is available, including what the Guam Legislature will release. The lease of approximately \$2,000.00 per month with Hawaiian Rock Products would have to be cancelled because the land is no longer within the jurisdiction of the College.

2012 Accreditation. The Accreditation visit is scheduled on March 19-22, 2012. The Accreditation Institutional Self Evaluation Report (ISER) has been completed and submitted to the Accreditation Commission (ACCJC). The Accreditation Chair is set to arrive in January for a pre-visit. There will be an accreditation briefing for both the Board of Trustees and the Foundation Board of Governors in preparation for the visit. Part of what will come up with the Accreditation Team is the collaboration between the two GCC Boards.

Project HATSA. (Helping Achieve TANF Success Through Actions) (TANF-Temporary Assistance for Needy Families). The College is working in collaboration with the Department of Public Health, Project Hatsa, to provide TANF recipients with training to prepare them to enter into the workforce. Classes for this begin January 9, 2012.

Technology Audit. The College received the final draft on the Technology Audit. This will be attached to the Institutional Strategic Master Plan. Attached also is a plan approved by the BOT. It is a five year Strategic Financial Plan. President Okada reported this is the first time this has ever been done and that this is important to the College which was developed by Vice President Carmen Santos. President Okada commended Vice President Carmen with forecasting where the College is financially, what the five year trend has been and what to anticipate going forward. This includes funding sources and risks that might be associated with this in moving forward.

Procurement Training. The College will be offering training for this that Senator B.J. Cruz asked the College to set up due to Government of Guam receiving protests with their procurement process. Attorney J. Thomas Brown will be handling this training along with the assistance of Mr. Gerry Perez. This training might qualify for a certificate.

President Okada further reported other activities the College is working on such as the Allied Health

Education Center, which is the AHEC Subgrant with the University of Guam. The College is moving forward with its National Certification for EMTs and as soon as this is done it will begin with the Paramedic Training and the Respiratory Training Certification.

Peace Officers Standard Training (POST) Commission. This Commission will be the umbrella for all Government of Guam law enforcement agencies to establish a standardized training process. GCC is the state agency for the POST Commission and provides the administrative support. The Commission will put together standards to follow national standards. When training is done on Guam, an individual should be able to use this certification for off-island without having to be recertified. The Chairman is Mr. Robert "Bob" Camacho, Chief of the Guam Airport Authority and the Vice Chairman is Mr. Fred Bordallo from the Guam Police Department.

Compact Impact Report. This is due in November. President Okada reported that this is information compiled by Government of Guam agencies as to the impact of FSM immigrants to Guam. The impact of this to the College is about 6.22% of FSM students but has also decreased due to the increase of class fees.

Capital Improvement Projects (CIP) – President Okada reported that Fiscal Year 2012 projects have been approved by the College Governing Council, the Faculty Senate, and the Board of Trustees for about \$450,000.00.

Energy Audit. As a result of the Energy Audit, GCC will be moving forward in replacing air-conditioning and lights on campus. Also included are metal sidings in Building 300, elastomeric roof coating, wheelchair ramps, additional trash cans and benches.

Other issues. President Okada further reported as follows: There is currently an issue on campus with theft and would have to change locks and hoping to go electronic. There was a recall of keys for the administration building and collected about 35 keys. Bathroom renovations are also ongoing.

The College is waiting on the Governor to sign an additional One Half Million Dollars for energy for GCC for the photovoltaic lights for the Student Center and the Foundation Building. Due to another agency not using the federal money, Guam Energy Office has funds available. This will assist the College in moving forward with some of its energy audit projects with a shorter timeline. This will be approximately projects for one \$1.3 Million, an additional \$500,000 and \$800,000. These funds would have to be spent right away. Bids have been processed and the College is ready to move forward on these.

**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 December 16, 2011. Mr. Miyashita presented a brief summary of the report for clarification.

### **3. Gift-giving Campaign Sub-Committee Reports**

Gift Giving Campaign. It was reported that \$5,000.00 was received as the first of five installments from Senator Frank Blas' family (grandparents). Initially \$25,000.00 has already been received from his mom. They are interested in the LRC building.

Naming of Foundation Building. President Okada mentioned that potential names are being looked at for naming the Foundation Building. First Hawaiian Bank established \$25,000.00 for a John Lee endowment/scholarship fund and FHB is inviting the community – bank patrons, students, employees to participate and donate until December 30, 2011. Ms. Lolita Reyes reported that in January 2012, one student will be given a \$3,000.00 scholarship for the Spring and Fall semesters.

Christmas Trees. Ms. Reyes further reported that all 369 Christmas trees were sold in ten (10) days, which is a record. Although fewer trees were ordered, the trees were also larger this year as opposed to last year, which were smaller. People were still interested in purchasing. The College is expected to profit at least over \$9,000.00 pending power consumption of approximately \$1,500.00 that still needs to be paid to GPA. The trees were sold at the Horse & Cow in Tamuning and there is recommendation to secure the same location for next year's Christmas tree sales.

Parade of Shoes Fundraising Competition. This is a competition event to be held on February 10, 2012 at the Riverside in Hagatna. There is a registration fee and there are 10 categories. There will also be an auction of used designer purses and bags "previously loved." The Board members were given tickets to sell at \$20.00 per ticket with one free drink and to include refreshments.

President Okada mentioned that preparations for the 35<sup>th</sup> Anniversary Gala Dinner are underway and will be finalized and that it will be held at the Hyatt on May 5, 2012. Ms. Reyes informed the Board that part of the event is the "iGive" mobile giving and IT&E is the carrier for this. IT&E cell phone users can text to donate at least \$5.00-\$10.00 to the GCC Foundation.

Capital & Major Giving (Lori Okada) - (None to report at this time)

Annual Giving & Events (Joe Leon Guerrero)- (None to report at this time)

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

Scholarships & Endowments (Gina Ramos) – (None to report at this time)

Communications (James Martinez) – (None to report at this time)

## **V. UNFINISHED BUSINESS**

### **1. Construction Projects Updates:**

Student Center - The Student Center ribbon cutting ceremony was held on December 9, 2011.

Foundation Building Renovation: Expected completion date is May 2012. Approximate date for the ribbon cutting ceremony is July or August 2012.

Northeast Parking Lot: This project is complete, however, the photovoltaic parking lot lights are still pending.

## **VI. NEW BUSINESS.** There was none.

**VII. NEXT QUARTERLY MEETING** - Wednesday, February 29, 2012, GCC President's Conference Room, 12:00 noon.

**VIII. ANNOUNCEMENTS** - None.

**IX. ADJOURNMENT.**

**MOTION**

**IT WAS MOVED BY MS. ANNMARIE MUNA, SECONDED BY MR. JAMES MARTINEZ, THAT THE BOARD ADJOURN THE MEETING OF DECEMBER 21, 2011. MOTION CARRIES UNANIMOUSLY. (Voting: 6 ayes, 0 nays)**

There being no further discussion, the meeting of December 21, 2011 adjourned at approximately 1:30 p.m.

**Submitted by:**



**BERTHA M. GUERRERO**  
Recording Secretary

**Approved by:**



**LORRAINE S. OKADA**  
Chairperson

MAY 16 2012

