

**GUAM COMMUNITY COLLEGE FOUNDATION  
Board of Governors Meeting of February 19, 2015  
GCC President's Conference Room**

**MINUTES**

**I. CALL TO ORDER.** The GCC Foundation Board of Governors meeting of February 19, 2015, was called to order at approximately 12:09 p.m., by Chairperson Ms. Lorraine S. Okada. 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; Mr. James A. Martinez; Ms. Josephine L. Mariano; Ms. Carline Bukikosa; Mr. Eduardo R. Ilao; Ms. Mr. Eloy Lizama; Annmarie T. Muna; Dr. Mary A.Y. Okada, President.

**Not in attendance:** Mr. Gerard A. Cruz (off-island); Ms. Gina Y. Ramos (schedule conflict); Ms. Deborah C. Belanger (schedule conflict).

**Others in attendance:** Ms. Carmen Santos, Vice President, Finance and Administration; Mr. Jason Miyashita, Senior Investment Management Consultant/VP, Morgan Stanley; Ms. Maree C. Pelkey, Financial Advisor Associate, Morgan Stanley.

**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 December 17, 2014.**

**MOTION**

**IT WAS MOVED BY MR. JAMES MARTINEZ, SECONDED BY MS. ANNMARIE MUNA THAT THE BOARD APPROVE THE MEETING MINUTES OF DECEMBER 17, 2014, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

**III. COMMUNICATIONS – None**

**IV. REPORTS**

**President's Report, CIP Projects Update and Other Activities.** The President reported the following:

-Financial Report: As of Feb. 18, 2015, the College has received approximately \$4 Million from the General Fund for FY2015 from the total appropriation of \$19 Million. Allotment releases

have been slow but will continue to monitor.

-Updated flyer regarding the GCC Parade of Shoes scholarship fundraiser was provided to the Board, which will be 6:00 p.m., March 6, 2015, at the MPA.

-Mr. Ralph Gregory Sablan was recently hired but resigned after two weeks as Assistant Director for the office of Development and Alumni Relations (DAR).

-Mr. Danilo Bilong will be the Acting Asst. Director for DAR who will move forward on the initiatives the President developed for the capital campaign for DAR.

-A training workshop for the FBOG and BOT boards will be conducted by Mr. Neil Horikoshi, President & Executive Director of APIASF, who will also be the 2015 GCC Commencement guest speaker. This will take place on campus 3:00 p.m.-4:30 p.m., May 14, 2015, the day before the commencement ceremony. Topics for discussion will be fundraising techniques. Should the Board wish to include other topics, they may be forwarded to the President.

-GCC Commencement is May 15, 2015 at 6:00 p.m.

- Ms. Bonnie Datuin, Program Specialist for Development and Alumni Relations is currently off-island attending an APIASF workshop as a Gates Millennium Scholarship Reader, training as a grant reviewer for scholarships.

#### Other Activities:

-GCC enrollment is stabilized this semester.

-The GCC Factbook is done which contains information concerning students.

-Currently communicating more with the public and private high school students with college awareness.

-Press releases continue to be emailed to the Board regarding GCC events such as the recent LMP, high schools, ProStart and the "food truck" competitions.

-Faculty recently attended a renewable energy workshop offered by Solar Energy International (SEI).

-Guam Tropical Energy Code conference is on March 3-4, 2015 through a Department of Interior grant supporting the education of building code updates and sustainability. Board members were invited to attend.

-Feb. 28, 2015 is the College Access and Community Resource Fair at the Micronesia Mall.

-Another federally funded boot camp will be scheduled this summer regarding sustainability and robotics.

-College Access Summer Bridge programs will also be held during the summer as well as the National Summer Transportation Institute (NSTI) funded through the office of Federal Highway.

-The GCC 40<sup>th</sup> Anniversary will be in 2017, including launching of a new GCC logo.

-The next ACCJC accreditation evaluation is in 2018.

-The President will be submitting testimony to the Guam Legislature regarding the "First Generation Trust Fund Initiative" introduced as Bill No. 35-33. This bill will not have an impact on GCC Foundation funds.

#### CIP Projects:

-Several projects are a work in progress but as an update to include CIP for FY2015, the President reported the following: Approximately \$400,000 bid awarded to G4S for an updated

fire alarm and mass notification system for institutional emergencies; line conditioners installed in several buildings; still working on the water bottle refilling station project; updating doors for classrooms in Buildings C and D.

**Investment Reports & Updates.** Mr. Jason Miyashita and Ms. Maree C. Pelkey, from the office of Morgan Stanley provided an update under New Business. It was recommended that the GCC Foundation Investment Committee (IC) monthly meetings change to meet every quarter, or as needed. However, monthly financial reports will continue to be submitted to the IC members.

**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)*

President Okada reported on the following sub-committees:

**Capital & Major Giving.** A proposal for the Capital and Major Giving campaign is currently being developed and will be presented to the Board once it is complete.

**Annual Giving & Events.** Mr. Danilo Bilong from the office of Development and Alumni Relations will develop a calendar of events for the Board.

**Scholarships & Endowments.** The College received the following scholarships: American Association of University Women (AAUW) - \$500; Guam Women's Chamber - \$1,000; plus a recent donation that still has to be set up from Board member Ed Ilao.

## **V. UNFINISHED BUSINESS**

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

The President reported the following updates:

- There is a federal grant opportunity to renovate Building 300, where maintenance and the ProStart are currently located. This building is between the newly renovated Building E and the Multipurpose Auditorium (Building 400). Anticipate presenting a proposal to the Board at the next meeting of the Architectural & Engineering design to include the Culinary Arts program.
- The College will be submitting the conceptual design of the proposed GCC Annex to the property owners of the proposed site by February 28, 2015. Still working on the lease agreement, which would require approval from the Guam Legislature.
- Awaiting word from USDA to move forward on the Forensic Lab and Building 100 projects.
- Maintenance and Wellness Center is still under design but should be done soon.
- The CIP project of Building B renovations should begin soon, which will be a two-storey building.
- The GPA photovoltaic project is still in the evaluation process.

## **VI. NEW BUSINESS.**

**1. Investment Recommendation (Morgan Stanley).** The Office of Morgan Stanley provided a letter dated February 19, 2015, addressed to Ms. Lorraine Okada, Foundation Chairperson, regarding five (5) GCC Foundation Endowment Fund investment recommendations. These recommendations were also discussed during the GCC Foundation Investment Committee (IC) meeting on February 13, 2015. It was noted by the Chairperson that Mr. Gerard Cruz informed her that he approves the recommendations herein as relayed to him during the last GCC Foundation IC meeting.

Copies of an Investment Portfolio Review dated February 19, 2015, were also provided to the Board reflecting the recommendations. An updated Investment Policy Statement was provided for consideration.

After discussions of each of the recommendations from the Office of Morgan Stanley, the following motions were made:

**MOTION**

**IT WAS MOVED BY MS. JOSEPHINE MARIANO, SECONDED BY MR. EDUARDO ILAO, THAT THE BOARD APPROVE THE RECOMMENDATION FROM THE OFFICE OF MORGAN STANLEY TO UPDATE THE INVESTMENT POLICY STATEMENT, WHICH WAS LAST UPDATED IN 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

**MOTION**

**IT WAS MOVED BY MR. JAMES MARTINEZ, SECONDED BY MS. JOSEPHINE MARIANO, THAT THE BOARD APPROVE THE RECOMMENDATION FROM THE OFFICE OF MORGAN STANLEY TO REPLACE CAMBIAR INVESTORS LLC WITH ARISTOTLE CAPITAL MANAGEMENT AS U.S. LARGE CAP VALUE EQUITY MANAGER. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

**MOTION**

**IT WAS MOVED BY MS. JOSEPHINE MARIANO, SECONDED BY MR. JAMES MARTINEZ, THAT THE BOARD APPROVE THE RECOMMENDATION FROM THE OFFICE OF MORGAN STANLEY TO INCLUDE A STRATEGIC ALLOCATION OF 5% (APPROX. \$480,000) TO U.S. HIGH YIELD FIXED INCOME WITH THE ADDITION OF SEIX INVESTMENT ADVISORS. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

**MOTION**

**IT WAS MOVED BY MS. JOSEPHINE MARIANO, SECONDED BY MR. JAMES**

**MARTINEZ, THAT THE BOARD APPROVE THE RECOMMENDATION FROM THE OFFICE OF MORGAN STANLEY TO INCLUDE A STRATEGIC ALLOCATION OF 2.5% (APPROX. \$240,000) TO MASTER LIMITED PARTNERSHIPS (MLPs) WITH THE ADDITION OF MILLER HOWARD INVESTMENTS. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

**MOTION**

**IT WAS MOVED BY MS. ANNMARIE MUNA, SECONDED BY MS. JOSEPHINE MARIANO, THAT THE BOARD APPROVE THE RECOMMENDATION FROM THE OFFICE OF MORGAN STANLEY TO INCLUDE A STRATEGIC ALLOCATION OF 5% (APPROX. \$480,000) TO U.S. REAL ESTATES INVESTMENT TRUSTS (REITs) WITH THE ADDITION OF VANGUARD REIT EXCHANGE TRADED FUND (ETF). NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

**VII. NEXT MEETING.** April 16, 2015, 12:00 Noon.

**VIII. ANNOUNCEMENTS.** *None.*

**IX. ADJOURNMENT.**

**MOTION**

**IT WAS MOVED BY MS. ANNMARIE MUNA, SECONDED BY MS. CARLINE BUKIKOSA, THAT THE BOARD ADJOURN THE MEETING OF FEBRUARY 19, 2015. NONE OPPOSED, MOTION CARRIED. (Voting: 7 ayes, 0 nays)**

There being no further discussion, the meeting of February 19, 2015 was adjourned at 1:26 p.m.

Submitted by:

 APR 16 2015  
**BERTHA M. GUERRERO**  
Recording Secretary

Approved by:

 APR 16 2015  
**LORRAINE S. OKADA**  
Chairperson