

GUAM COMMUNITY COLLEGE FOUNDATION
Board of Governors Meeting of March 4, 2020
GCC President's Conference Room

MINUTES

I. CALL TO ORDER. The GCC Foundation Board of Governors meeting of March 4, 2020, was called to order at 12:10 p.m., by Ms. Lorraine Okada, 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; Mr. Gerard A. Cruz; Ms. Annmarie T. Muna; Mr. James A. Martinez; Ms. Carline Bukikosa; Dr. Mary A.Y. Okada, President.

Schedule Conflict: Ms. Josephine L. Mariano (off-island); Mr. Eduardo R. Ilaio; Ms. Narlin Manalo; Mr. Eloy Lizama; Mr. Frank P. Arriola.

Others in attendance: Dr. Ray Somera, Vice President, Academics Affairs Division; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Ms. Bonnie Datuin from Development & Alumni Relations; Mr. Jason Miyashita, representative 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 August 28, 2019

MOTION

IT WAS MOVED BY MR. JAMES MARTINEZ, SECONDED BY MS. CARLINE BUKIKOSA, THAT THE BOARD APPROVE THE MEETING MINUTES OF AUGUST 28, 2019. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS. None at this time.

IV. REPORTS

1. President's Report. The President reported the following:

FY2020: The College's finances are in good shape and allotments are being received on a weekly

basis.

Capital Improvement Projects and other activities:

The President thanked the Board of Governors for their support for the purchase of the GCA Trades Academy in Barrigada. A grant will be submitted to renovate this facility. The Trades Academy is still operating onsite with a lease agreement until their facility in Tiyan is completed. The College is currently receiving a rental income for this.

GCC launched a four year degree program in Bachelor of Science and Career Technical Education that will begin in Fall 2020.

The College completed two Ship Repair Transportation Boot Camps and all completers were hired by Cabras Marine. A Truck Driving Boot Camp was also completed with all completers hired by Angoco's Trucking.

The College anticipates setting up another Construction Boot Camp and a Transportation Boot Camp.

There are two initiatives the College is working on, an Aviation and Drone Technology Certification and a Paramedic Training for firefighters. With the Paramedic Training agreement, GCC will receive help in creating a program for this, which will include receiving accreditation for it.

Activities have begun with the Institutional Strategic Master Plan (ISMP) for 2020-2026. The new ISMP is incorporated into all the Administrator's Performance Evaluation. A meeting will be held with faculty so that the new ISMP can also be incorporated into the Faculty Performance Evaluation.

The first Adult High School and High School Equivalency graduation was held December 2019 on campus. Anticipate making this an annual event as an Adult Education graduation.

2. Capital Improvement Projects (CIP). The President reported the following:

The barrel vault walkway project is still ongoing and will be finalized soon. This is a pilot project for a photovoltaic walkway connecting the Allied Health building and Student Center.

Other projects include the following: Air conditioners are being replaced on campus; Building 100 is already being occupied but has a few remaining issues; Building 300 is a partially FEMA funded project and is expected to be complete by June 2020 but due to the lead abatement, the College anticipates an extension until September 2000.

The DNA Lab is already 100% funded but awaiting the building permit. This project was awarded in July 2019 but an archaeological study had to be conducted, which caused delays. The final documents are with the Department of Parks and Recreation for final clearance with the State Historic Preservation Officer (SHPO).

As for the Wellness Center, the College is waiting to go out to bid on this project. Due to a financial analysis, no delays are expected.

The design for Building B should be complete by the end of April 2020. The College will then issue a bid thereafter.

The College is currently transitioning the vendor operated coffee shop on campus to be GCC operated by the next school year. The Culinary Arts program will be providing sandwiches, desserts and other items. The coffee shop is located at the Foundation Building. The Supervision and Management program will also be involved for an on the job training.

3. Investment Reports & Updates. Mr. Jason Miyashita provided a financial report and an update as of March 2, 2020. He also provided the following documents to the Board: Interim Unaudited Performance & Asset Allocation Status as of March 2, 2020; Epidemics and Stock Market Performance sheet; “Market Update” for February 2020 from Renaissance Investment Management; GCC Foundation Investment Policy Statement” as adopted from 1991 through 2020 with draft amendments; “Investment Policy: Process & Practice, A Guide for Asset Owners;” and draft letters to place Renaissance and Atalanta on a watch list and a termination letter to Tortoise Capital; an updated Client Service Plan and letter dated February 20, 2020, to the GCC Foundation regarding recommendations by Raymond James.

Mr. Miyashita explained the following recommendations from the office of Raymond James.

1. Terminate MLPs.
2. Removal of the MLP allocation and reallocate the assets to 50% REITs and 50% U.S. Core Fixed Income.
3. Renaissance and Atalanta Sosnoff to be placed on a watch status due to underperformance.
4. Amendments to the GCC Foundation Investment Policy Statement (IPS).

There were several discussions by the Board and the recommendations will be considered. There was a request from the Board that all sentences with the word Director should be replaced with “Board.”

Another request is to provide the Board with a list of all the managers that are UN PRI Signatories. If not a signatory, give the investment managers 12 months as a deadline, or ask their intentions. At this time there was no request to withdraw any funds.

4. Giftgiving Campaign Sub-Committee Reports.

The President reported, as follows:

Capital & Major Giving.

The College received a major donation of \$10,000 from Dr. Safa and a check presentation will be scheduled.

Annual Giving and Events.

The annual Wine Tasting will be held on April 17, 2020 at the LRC. The Board members will be issued tickets to help support this event. Culinary Arts will be providing appetizers again.

Planned Giving.

Scholarships & Endowments.

The College received \$10,000 from APIA for scholarships. One student was awarded \$5,000, who was a repeat recipient and two students each received \$2,500. This will be announced at the Wine Tasting event this year.

V. UNFINISHED BUSINESS. None at this time.

VI. NEW BUSINESS.

1. Investment Committee/Raymond James Recommendation. A recommendation letter dated February 20, 2020, from the Office of Raymond James was presented to the Board. There was discussion regarding the recommendations, including amendments to the current Investment Policy Statement. The following motions were then made:

MOTION

IT WAS MOVED BY MR. GERARD CRUZ, SECONDED BY MS. ANNMARIE MUNA, THAT THE BOARD APPROVE THE REMOVAL OF THE MLP ALLOCATION AND REALLOCATE THE ASSETS TO 50% REITS AND 50% U.S. CORE FIXED INCOME. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

MOTION

IT WAS MOVED BY MR. GERARD CRUZ, SECONDED BY MR. JAMES MARTINEZ,

THAT THE BOARD APPROVE TO PLACE RENAISSANCE AND ATALANTA ON WATCH LIST STATUS DUE TO UNDER PERFORMANCE AND IF THERE IS NO IMPROVEMENT AFTER A COMPLETE MARKET CYCLE, TERMINATION WILL BE CONSIDERED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

MOTION

IT WAS MOVED BY MR. GERARD CRUZ, SECONDED BY MR. JAMES MARTINEZ, THAT THE BOARD APPROVE THE RECOMMENDED AMENDMENTS TO THE GUAM COMMUNITY COLLEGE FOUNDATION INVESTMENT POLICY STATEMENT (IPS), AS FOLLOWS:

- 1. REMOVE THE FIRST PARAGRAPH UNDER SECTION 4, “SOCIAL RESPONSIBILITY POLICY” AND ADD FOUR NEW PARAGRAPHS TO THIS SECTION AS PRESENTED TO THE BOARD, WHICH ADDRESSES THE ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FACTORS.**
- 2. REPLACE ALL SENTENCES THAT HAVE THE WORD “DIRECTORS” TO “BOARD.” NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

Another motion was made regarding the Guam Community College Foundation IPS, as follows:

MOTION

IT WAS MOVED BY MR. GERARD CRUZ, SECONDED BY MS. ANNMARIE MUNA, THAT THE BOARD APPROVE AMENDMENTS TO THE GUAM COMMUNITY COLLEGE FOUNDATION INVESTMENT POLICY STATEMENT (IPS), AS FOLLOWS: UNDER SECTION 9, “SELECTION OF INVESTMENT MANAGERS” TO INCLUDE ADDITIONAL BULLET POINTS THAT THE INVESTMENT MANAGERS MUST BE A SIGNATORY OF THE UNITED NATIONS PRINCIPLES FOR RESPONSIBLE INVESTMENT (UN – PRI), AND GIVEN A DEADLINE OF TWELVE (12) MONTHS TO SIGN UP AND WILL BE SUBJECTED TO BOARD REVIEW, IF INVESTMENT MANAGERS DO NOT COMPLY; AND TO REPLACE THE WORD “DIRECTOR” TO BOARD. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

VII. NEXT MEETING – May 2020.

VIII. ANNOUNCEMENTS.

For record purposes and to be included in the Board Minutes, an electronic vote was conducted

for the proposed purchase of property with a facility on Lot No. 1065-2-1, Barrigada, Guam through a GCC Foundation Resolution GCCF1-2019, "Proposed Barrigada Building and Land Purchase" adopted on October 21, 2019.

The Chairperson asked Board members to support the GCC Wine Tasting on April 17, 2020 at the LRC and encourage all to attend.

The GCC Graduation will be held on Friday, May 15, 2020.

IX. ADJOURNMENT.

MOTION

IT WAS MOVED BY MR. GERARD CRUZ, SECONDED BY MR. JAMES MARTINEZ, THAT THE BOARD ADJOURN THE MEETING OF MARCH 4, 2020. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of March 4, 2020, was adjourned at 12:57 p.m.

Submitted by:

/s/

October 23, 2020

BERTHA M. GUERRERO
Recording Secretary

Approved by:

/s/

October 23, 2020

LORRAINE S. OKADA
Chairperson