

**GUAM COMMUNITY COLLEGE FOUNDATION
Board of Governors Meeting of August 28, 2019
GCC President's Conference Room**

MINUTES

I. CALL TO ORDER. The GCC Foundation Board of Governors meeting of August 28, 2019, was called to order at 12:35 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. James A. Martinez; Ms. Carline Bukikosa; Ms. Narlin Manalo; Mr. Eloy Lizama; Dr. Mary A.Y. Okada, President.

Schedule Conflict: Mr. Gerard A. Cruz; Ms. Josephine L. Mariano; Ms. Annmarie T. Muna; Mr. Eduardo R. Ilao; Mr. Frank P. Arriola (off-island).

Others in attendance: Dr. Ray Somera, Vice President, Academics Affairs Division; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Mr. Eugene Santos and Ms. Bonnie Datuin from Development & Alumni Relations; 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 March 5, 2019

MOTION

IT WAS MOVED BY MR. JAMES MARTINEZ, SECONDED BY MS. NARLIN MANALO, THAT THE BOARD APPROVE THE MEETING MINUTES OF MARCH 5, 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:

FY2019: Cash flow has significantly improved in comparison to prior fiscal years. Allotments are being received on a weekly basis. The College has been working closely with DOA and anticipate will receive the remainder of the budget before the end of this fiscal year.

Capital Improvement Projects and other activities:

The Ship Repair Transportation Boot Camp was just completed in August 2019 and a second cohort is being planned. The College will be recruiting for a Truck Driving Boot Camp. A Construction Boot Camp was also completed during the summer.

The College anticipates setting up other boot camps, which has attracted other employers using the current model.

Enrollment is down for the semester but anticipate the boot camps to help boost this, plus the College is collaborating with GDOE for additional programs such as the Culinary Arts and other programs with the high schools.

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

The ribbon cutting for Building 100 is scheduled for 1:00 p.m., Friday, September 6, 2019.

Anticipate the groundbreaking for the Forensic Lab/DNA Building to coincide with USDA and/or Department of Interior visits from Washington D.C. This project is currently going through a Section 106 clearance for an archeological review that is required before construction can start, which has been awarded to BME & Sons who are working on the building permits.

The air-conditioning unit in the Learning Resource Center has been replaced and this project is now complete.

The construction has begun for the barrel vault canopy, which is a covered photovoltaic walkway between Building 3000, the Allied Health and the Student Center. This is a pilot project and based on results, the College will determine if it will continue this throughout the campus.

Building 300 is currently under construction. This project is partially funded by FEMA and anticipate another request for extension.

Building B is currently under design with TRMA. The President informed the Board that there is an opportunity to get funding for this.

Regarding the Wellness Center, the President informed the Board there are two things necessary for this project, which is the pre-application for the USDA loan packet and the purchase of land.

3. Investment Reports & Updates. Mr. Daniel Roland provided a financial report and an update as of August 2019 with a Quarterly Report for June 30, 2019. The following documents were also provided to the Board by Mr. Roland: GCC Foundation Comparative Performance Analysis Report; Interim Unaudited Performance & Asset Allocation Status as of August 26, 2019; and an information sheet for the APAFS Conference in the Philippines during November 2019. Recommendations were provided in a letter dated August 28, 2019, from Raymond James to the

Foundation Chairperson. The Investment Committee will take these recommendations into consideration.

4. Giftgiving Campaign Sub-Committee Reports.

The President reported, as follows:

Capital & Major Giving.

Annual Giving and Events.

The President mentioned to the Board regarding anticipated events for Fiscal Year 2020 plus the upcoming golf tournament:

September 21, 2019 is the next GCC Foundation Golf Tournament. Ms. Bonnie Datuin reported there is \$15,000 in sponsorships for the golf tournament and anticipate the goal to meet or exceed \$40,000 and provided a list to the Board.

November 10, 2019, John K. Lee Brunch. This is in collaboration with First Hawaiian Bank and the GCC Foundation. Invitations will especially go to current Foundation donors.

December 4, 2019, Leadership Dinner. In the past, both current and potential Foundation donors were invited but this year invitations will be to potential donors. The updated Institutional Strategic Master Plan will be presented during this event including facilities upgrades/improvements for naming opportunities.

A list of invites will be provided to the Board for reference and should they wish to add potential Foundation donors. The Chairperson encouraged Board members to participate and seek potential donors.

Planned Giving.

Scholarships & Endowments.

V. UNFINISHED BUSINESS. None at this time.

VI. NEW BUSINESS.

1. FY2020 Development & Alumni Relations Budget. A copy of the Fiscal Year 2020 budget request for the Development and Alumni Office was presented to the Board and after discussions, the following motion was made.

MOTION

IT WAS MOVED BY MR. JAMES MARTINEZ, SECONDED BY MS. CARLINE BUKIKOSA, THAT THE BOARD APPROVE THE FISCAL YEAR 2020 DEVELOPMENT AND ALUMNI OFFICE BUDGET REQUEST. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. Asia Pacific Association for Fiduciary Studies (APAFS), November 2019. This conference will be held in Manila, Philippines beginning November 17-22, 2019. Board members were encouraged to attend this conference as part of their fiduciary responsibility. The Chairperson recommended a standing resolution for future APAFS conferences so that members are automatically authorized/approved to attend should they choose to participate. This will be more cost effective when registration is done early to avail of any discounts. Some of the Board members have decided to attend and the following motion was made:

MOTION

IT WAS MOVED BY MS. NARLIN MANALO, SECONDED BY MS. CARLINE BUKIKOSA, THAT THE BOARD APPROVE THE TRAVEL FOR BOARD MEMBERS TO ATTEND THE ASIA PACIFIC ASSOCIATION FOR FIDUCIARY STUDIES (APAFS) CONFERENCE BEGINNING NOVEMBER 17-22, 2019, IN MANILA, PHILIPPINES. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. Consent in Lieu of Special Meeting. The Board was provided a copy of the “Unanimous Consent of Members of the Board of Governors In Lieu of Special Meeting Re: Amendment of First Amended Articles of Incorporation.” To be recorded as part of the Board Minutes, this Consent was signed by all the Foundation Board members and electronically adopted on August 22, 2019. This amendment will allow the Foundation to “borrow funds and guarantee debts and loans solely for the benefit of the Guam Community College” and will be made part of the Second Amended Articles of Incorporation of the Foundation.

The College is submitting a pre-application to USDA for the Wellness Center. This Consent is needed by legal counsel to confirm whether the Foundation Board, 1) has the authority to borrow funds; and 2) authority to purchase a property adjacent to the campus. Once legal counsel confirms the Foundation’s authorization, the pre-application will be submitted and the Foundation in the future would not have to seek legal counsel’s advice each time regarding this matter.

VII. NEXT MEETING – October 2019.

VIII. ANNOUNCEMENTS.

IX. ADJOURNMENT.

MOTION

IT WAS MOVED BY MR. JAMES MARTINEZ, SECONDED BY MS. NARLIN MANALO, THAT THE BOARD ADJOURN THE MEETING OF AUGUST 28, 2019. NONE OPPOSED,

MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of August 28, 2019, was adjourned at 1:01 p.m.

Submitted by:


MAR 04 2020
BERTHA M. GUERRERO
Recording Secretary

Approved by:


MAR 04 2020
LORRAINE S. OKADA
Chairperson