

GUAM COMMUNITY COLLEGE FOUNDATION
Board of Governors Quarterly Meeting
January 24, 2007
GCC Technology Center, Room 1210

MINUTES

The meeting was called to order at 3:06 p.m., by Chairperson Mr. John K. Lee. The meeting was held in the GCC Technology Center, Room 1210.

I. ROLL CALL

Members Present: Ms. Lorraine Okada,, Mr. Forrest M. Harris, Dr. Jim Taylor, Mr. Gerard A. Cruz, Mr. Manfred Pieper.

Not in attendance: Ms. Maria Garcia, Mr. Ryuji Yamaguchi (off island)

Others in attendance: Dr. Herominiano delos Santos, President, Ms. Mary Y. Okada ,Vice President for Business & Finance.

II. APPROVAL OF MINUTES

1. November 16, 2006 Quarterly Meeting

MOTION

IT WAS MOVED BY DR. JIM TAYLOR, SECONDED BY MS. LORRAINE OKADA, THAT THE MEETING MINUTES OF NOVEMBER 16, 2006 BE APPROVED, SUBJECT TO CORRECTIONS. MOTION CARRIED.

III. COMMUNICATIONS

1. Letters of invitation to Messrs. Gerard A. Cruz and Manfred Pieper from Chair John Lee, regarding GCC Foundation Board membership

Chair Lee welcomed and thanked Messrs. Gerard A. Cruz and Manfred Pieper for accepting the invitation to be a member of the Foundation Board of Governors.

IV. REPORTS

1. President's Report

GCC President to Retire: President delos Santos announced that he'll be retiring as President of the College effective June 2007, and that the search for a new president is in progress. The deadline to submit applications for the position of President was January 15, 2007.

Campus Construction Projects Report: A copy of the report was provided in the packet for information. A grand opening and ribbon cutting ceremony for the newly renovated and completed Culinary Arts kitchen is currently being planned. Upon identifying a date and time for the ceremony, Board members will be notified.

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Transfer of GCC T-Buildings: President delos Santos reported that the Department of Corrections has requested for the transfer of the T buildings to their facility. Board members will be kept abreast once the transfer has been made.

Status of monies due to the College: In response to the status on the receipt of monies due to the College, Ms. Mary Okada noted that discussions on prior fiscal years monies due to GCC in the amount of \$2.8 million have taken place and have been set up as a payable. The monies related to the Territorial Education Facilities Fund (TEFF) (funds from property taxes) have been received however were co-mingled with the General Fund. Because there is currently no money in the General Fund, GCC has not been able to receive the money. She explained however that the monies owed has been set up as a payable to the institution. In the event the current fiscal year identifies a surplus in the General Fund then there is a possibility that the monies will be paid.

With regard to the current fiscal year, Ms. Mary Okada noted that GCC has engaged in a collaborative effort with the University of Guam and together have held meetings with the Governor's Fiscal Team regarding the finances of each institution and to discuss possible projections for planning purposes. The Governor's Fiscal Team now meets weekly. However, based on the information provided by Ms. Lou Perez, DOA Director, Ms. Mary Okada shared that it does not look like GCC will be receiving its allotments on a bi-monthly basis but rather on a monthly basis.

Additionally, Ms. Mary Okada explained that should the government not give GCC the money to meet its payroll, we would have to come to the Foundation Board of Governors to seek an appropriation, from the Quasi Endowment Fund, to cover payroll. She emphasized that this is only a "last" resort. The Foundation is not obligated to honor such a request should it come before them.

With regard to reimbursing USDOE for the \$3 million loan, Ms. Mary Okada reported that GCC still owes USDOE about \$1.8 million. She said that the President will again request assistance from Delegate Bordallo's office to either request to extend the time period for GCC to payback the loan or seek a higher office that could possibly grant us forgiveness on the loan. Chair Lee suggested that GCC look into the possibility of getting another loan, such as with USDA, to help payback the USDOE loan. Mary Okada said she'll look into this.

Status of Hawaiian Rock Products proposal to level GCC property: President delos Santos said that this issue is pending an official request to the GCC Board of Trustees by Hawaiian Rock Products.

2. Quarterly Investment Reports, as of December 31, 2006

Copies of the investment reports were provided in the packets. For the benefit of the two new members, Dr. Taylor noted the various investment accounts of the Foundation that are invested with The Vanguard Group. The fund accounts include: Prime Money Market Fund, Total Bond Market Index Fund Admiral Shares, Short-Term Investment Grade Fund Admiral Shares, International Growth Fund Admiral Shares, International Value Fund, and Total Stock Market Index Fund Admiral Shares. Additionally, Dr. Taylor shared that the Foundation's Quasi-Endowment Fund is where monies from the College are deposited which also allows for the Foundation to withdraw from in the event of an emergency. The Quasi-Endowment Fund is a non-restricted fund.

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Further, Dr. Taylor expressed that the two big components of the Endowment Fund are the Term Endowment Fund 1 and the Term Endowment Fund 2. Each Term Endowment Fund represents a \$500,000 from the US Government, and a \$500,000 match from the College, which was raised through various fund-raising events in the past. He explained that these monies were generated during the time when the Federal Government highly encouraged colleges and universities to enter into fund-raising and enter into the management of an endowment. As of December 21, 2006, he noted that the market value for Term Endowment 1 is approximately \$3.16 million, and approximately \$2.91 for Term Endowment 2.

In response to the date of when the monies from the Endowment Grant will be available for use at the Foundation's discretion, Ms. Mary Okada reported that the first available date is August 31, 2007. For the benefit of the two new members, Chair Lee explained that GCC has an Endowment Grant. The grant period is from 1986 through August 31, 2007, however has a 20-year restriction on the use of the grant's principle. Upon the grant's expiration on August 31, 2007, the grant's principle can be used at the Foundation's discretion.

At this time, Ms. Mary Okada said that for the next meeting, a request to the Foundation Board will be made seeking the approval to transfer about \$53,000 to cover the costs for the balance for the furnishings of the Technology Center.

V. UNFINISHED BUSINESS

1. Position Description: Assistant Director of Development and Alumni Relations (GCC)

Ms. Mary Okada explained that based on austerity measures that have already been implemented by the College, the provision on hiring additional faculty and/or staff increments was limited to the effect that GCC would hire instructional faculty as necessary. However, she noted that because there are plans to expand the Culinary Arts program another chef position will be added because it has revenue generating sources behind it. She clarified that GCC did not put a limitation on hiring faculty, but on specific type(s) of faculty.

Reasons noted by Ms. Mary Okada to move forward with hiring for the position is that the proposed Allied Health Building will allow for the program to expand which then will increase enrollment. The individual hired will focus the fund-raising efforts on the Allied Health building because potential donors would prefer to give money when it is for something concrete, such as a building. Further, GCC is being given a second opportunity to review and apply for additional Title III funds. Within the Title III grant, there is a component for an advancement module that will allow GCC to track alumni and students, specifically for fund-raising.

For clarification, Chair Lee noted the following:

- Technically, the position will be funded 50% GCC, 50% Foundation. At a later date, this is subject to change based on the outcome of the fund-raising.
- For the purpose of receiving benefits, the person will be treated as a GCC employee.
- The position will be governed under GCC's Academic Rules & Regulations therefore will not be under the purview of the Civil Service Commission.
- All monies raised will go towards the Foundation.

Ms. Lori Okada highly stressed that what she believes is needed first by potential candidates is a plan outlining a set of target goals, objectives, and strategies on how funds are to be raised, etc.

VI. NEW BUSINESS

1. Allied Health Building (GCC Board of Trustees Resolution 8-2006 "Appropriation to Fund the Construction of the Allied Health Building")

It was reiterated that Governor Camacho has committed funds from the Compact Impact Funds (\$184,000) for the architectural & engineering design of the Allied Health Building. The remaining balance of about \$2.6 million is for the construction costs which was initially to be funded by the College's Non-Appropriated Fund (NAF). However due to the government's current financial situation, Ms. Mary Okada said that this is probably not an appropriate time for the college to use NAF for a building when the rest of the college's operations are on hold. Therefore, as a temporary measure for now, the plan is to seek assistance from the GCC Foundation Board to adopt the resolution from the Board of Trustees, which is to appropriate the funds for the construction of the Allied Health Building.

At this time, Chair Lee recommended that Mary Okada first provide the Board a report on a plan as to how the money invested by the Foundation for the Allied Health Building will be returned.

VI. NEW BUSINESS

2. Review of Foundation Board of Governors Bylaws, Article II, Section 1. Members.

Copies of the Bylaws with proposed amendments were provided to members, both by email and hard copy. Chair Lee reiterated that for past years the original Bylaws were not followed, particularly with regard to the term of membership. Therefore, he asked members to review the proposed amendments made to Bylaws and at the next meeting a request for adoption will be made. Further, it was requested that should there be any changes or corrections to be made, that Chair Lee be contacted prior to the next meeting set for April 25, 2007.

Special Meeting Request: At this time, Chair Lee requested that a special meeting be scheduled, specifically to discuss: 1) the MOA between GCC & FBOG regarding the Assistant Director of Development and Alumni Relations (financial responsibilities & obligations of each), 2) a report on a plan on how money invested by the Foundation for the new Science & Allied Health Building will be returned to the Foundation, 3) presentation by Architect Mike Makio on the new Science & Allied Health Building. After the meeting, a tour of the campus will follow. Upon identifying a date, time, and venue for the special meeting, Board members will be immediately notified.

2. Election of Officers (to fill vacant positions of:)

- **Nominations for Vice Chairperson (vice, Jere Johnson)**

MOTION

IT WAS MOVED BY MS. LORI OKADA TO NOMINATE MR. MANFRED PIEPER AS VICE CHAIRPERSON. MR. PIEPER DECLINED THE NOMINATION.

MOTION

IT WAS MOVED BY CHAIR JOHN LEE, SECONDED BY MR. MANFRED PIEPER TO NOMINATE MS. LORRAINE OKADA AS VICE CHAIRPERSON. THERE BEING NO OTHER NOMINATIONS, THE MOTION CARRIED.

- **Nominations for Secretary (vice, Tom Ahillen)**
- **Nominations for Treasurer (vice, Mark Fish)**

BY ACCLAMATION, MR. MANFRED PIEPER WAS ELECTED SECRETARY AND MR. GERARD A. CRUZ WAS ELECTED TREASURER.

Request by Mr. Adolf P. Sgambelluri: At this time, Chair Lee shared that Mr. Adolf Sgambelluri, former Chairman of the GCC Board of Trustees and member of the Foundation Board, expressed interest in continuing to serve as a member of this Board. Chair Lee requested Board members to consider the request and if there are any concerns that they be discussed further at the Board's next meeting in April.

Mr. Pieper expressed that another potential individual to consider to fill the last vacancy on the Board is Mr. George Takagi from Takagi and Associates. Mr. Takagi is a very well respected person in the community, both on Guam and in Japan.

- VII. NEXT QUARTERLY MEETING - April 25, 2007, 3:00 p.m., GCC campus.**
- VIII. ANNOUNCEMENTS - None.**
- IX. ADJOURNMENT**

There being no further discussion, the meeting of January 24, 2007 adjourned at approximately 4:20 p.m.

Submitted by:



LOURDES V. BAUTISTA
Recording Secretary

Approved by:



JOHN K. LEE
Chairperson

APR 25 2007

GUAM COMMUNITY COLLEGE FOUNDATION

Board of Governors Special Meeting

March 7, 2007

GCC President's Conference Room

MINUTES

The special meeting was called to order at 2:20 p.m., by Chairperson Mr. John K. Lee. The special meeting was held in the President's Conference room located in the Student Services & Administration Building.

I. ROLL CALL

Members Present: Ms. Lorraine Okada,, Mr. Forrest M. Harris, Mr. Manfred Pieper, Ms. Gina Y. Ramos

Not in attendance: Dr. Jim Taylor, Mr. Gerard A. Cruz, Mr. Ryuji Yamaguchi (off island)

Others in attendance: Dr. Herominiano delos Santos, President, Ms. Mary Y. Okada ,Vice President for Business & Finance, Mr. Mike Makio, Architect, Taniguchi, Ruth Makio Architectural Firm.

II. UNFINISHED BUSINESS

- 1. MOA between GCC & FBOG regarding the Assistant Director of Development and Alumni Relations (financial responsibilities & obligations of each)**

A copy of the proposed MOA was provided to members for their review. Chair Lee suggested that the MOA be first reviewed by legal counsel before the next quarterly meeting of the Board. A suggestion was made that fundraising goals for this position and forecasts of amounts, i.e., salary & benefits, etc. be also incorporated.

- 2. Report on a plan on how money invested by the Foundation for the new Science & Allied Health Building will be returned to the Foundation.**
- 3. Presentation by Architect Mike Makio on the design plans for the new Science & Allied Health Building**

Mike Makio briefly went over the site development plan of the new Science & Allied Health Building (SAHB) covering the first floor, the second floor, the west, east, north and south elevations. Three programs or groups that took part in the discussions regarding the new SAHB include the Medical Assisting group, the Nursing group, and the Science group. He noted that the current nurse's office will not be a part of the SAHB, but rather will be relocated into the Student Services & Administration Building (SSAB) for purposes of differentiating from the actual training facility to that of needing limited health services for the student population and of privacy concerns. A copy of the site development plan for the new Science & Allied Health Building is attached.

First Floor Plan:

The ground floor consists of two step theater style auditoriums on each end of the building, with 60 seats in the small auditorium and 83 seats in the large auditorium, two regular science classrooms with 24 seats each, three science lab classrooms for microbiology, science, and computer, a conference room, a copy room, and three science offices. A copy of the first floor plan is attached.

Second Floor Plan:

The second floor is designed to accommodate the Medical Assisting program and the Nursing program with a combination of instructional classrooms and laboratory classrooms, and administrative offices for the

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Nursing and Medical Assisting programs. A copy of the second floor plan is attached.

Mr. Makio noted that about 300-500 students are expected to utilize the new Science and Allied Health Building. The facility will have the capability in the event there is a need for the building to be retro-fitted to offer other programs in the future, such as a dental assisting program. Additionally, Mr. Makio noted that the building will have less glass windows for security purposes, i.e. equipment. Also, to avoid any appearance of impropriety, inside of the building will have some glass doors.

It was noted that the cost for the SAHB, without equipment, is approximately \$2.1 million. President delos Santos emphasized that the SAHB is top priority due to the demand both nationally and globally. Based on GCC's Facilities Master Plan, the President noted that the order of priority relative to GCC's building construction is 1) Science & Allied Health Building, 2) Student Services Center, 3) Forensic Science Building/Laboratory.

Chair Lee expressed that his concern is on the Foundation's return on investment. Ms. Mary Okada was requested to provide the Board a report detailing how the money invested by the Foundation for the Science & Allied Health Building will be returned.

III. NEXT QUARTERLY MEETING - April 25, 2007, 3:00 p.m., GCC campus.

IV. ANNOUNCEMENTS - None.

V. ADJOURNMENT


There being no further discussion, the special meeting of March 7, 2007 adjourned at approximately 3:30 p.m.

Submitted by:



LOURDES V. BAUTISTA
Recording Secretary

Approved by:



JOHN K. LEE
Chairperson

APR 25 2007

Attachment: Design Plan for the new Science & Allied Health Building

