

GUAM COMMUNITY COLLEGE FOUNDATION
Board of Governors Quarterly Meeting of May 28, 2008
GCC President's Conference Room

MINUTES

The meeting of May 28, 2008 was called to order at 3:15 p.m., by Chairperson Mr. John K. Lee. The meeting was held in the GCC President's Conference Room located at the Student Services & Administration Building.

I. ROLL CALL

Members Present: Ms. Lorraine Okada, Mr. Gerard A. Cruz, Mr. Manfred Pieper, Ms. Gina Ramos, Mr. Ryuji Yamaguchi

Not in attendance: Mr. James Martinez (prior commitment), Mr. Eduardo R. Ilao (prior commitment)

Others in attendance: Ms. Mary A.Y. Okada, President, Ms. Lolita Reyes, Assistant Director of Development & Alumni Relations, Dr. Ray Somera, Academic Vice President, Ms. Carmen Santos, Business & Finance Vice President, Mr. Adolf P. Sgambelluri, Mr. Hoishi (interpreter for Mr. Yamaguchi)

II. APPROVAL OF MINUTES

1. Quarterly Meeting of January 30, 2008

MOTION

IT WAS MOVED BY MS. LORRAINE S. OKADA, SECONDED BY MR. GERARD A. CRUZ, THAT THE BOARD APPROVES THE MEETING MINUTES OF JANUARY 30, 2008, SUBJECT TO CORRECTIONS. MOTION CARRIES.

III. COMMUNICATIONS - None.

IV. REPORTS

1. President's Report

President Okada reported on the following:

- GCC's FY2008 Budget: Receipt of \$9.2 million or 60% of GCC's appropriated budget.
- Repayment on Dorm Loan: GCC is preparing to make its initial payment on June 1, 2008 to USDOE for its loan. The total commitment for the loan is \$685,240 for three years. Funds for the payment of this loan will be from the raised tuition that is collected. President Okada said that tuition increase monies have been set aside for various repairs on campus. The increase in tuition is scheduled up until 2011.
- Capital Improvement Projects on campus: Demolition of the temporary buildings have begun to make way for the new Science & Allied Health Building, which is scheduled to be completed in the upcoming months; RFP for the new Science & Allied Health Building is currently out for bid and is expected to close in the first week of June with the award to be given sometime in the Fall. President Okada working with the Governor's office to request the Department of Interior to re-direct the current funds that have been approved for fiscal year 2009 to the Science & Allied Health Building.

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- Awarding of bids were made: for the Generator for the Technology Building, for the repair of the Student Services & Administration Building ceiling, and for the Non-Skid project for GCC's walkways.
- Removal of Coral: GCC has issued the RFP for the removal of coral on its property located on Route 15. The last day to submit bids is expected within the next week or so. Additionally, President Okada reported that GCC received a protest letter from land claimants responding to GCC's RFP on the removal of coral. She assured the Board that GCC does have clear title to the property and has ordered a "title abstract" for presentation of evidence in the event the need arises. Once the RFP has been awarded, the proposal will be presented to the Board of Trustees for consideration and approval.
- Emergency Management Courses: In partnership with the Office of Homeland Security, GCC has implemented Emergency Management courses through the Emergency Management Institute. This will allow individuals to obtain a certificate or an Associates degree in Emergency Management.
- Diesel Mechanic Courses: GCC has also partnered up with the Guam Contractors' Association in offering diesel mechanic courses. The first cycle of students have already completed the course with another cycle being developed.
- Contributions made to GCC include \$400,000 plus in software that is used to support GCC's autocad courses and upcoming survey courses; the receipt of a diesel generator and equipment that will be used to support our diesel mechanics courses, automotive equipment donated to GCC from Cars Plus which will be used to support our secondary and postsecondary automotive classes, receipt of a \$50,000 cash donation from TakeCare to support our LPN and Allied Health programs, and GCC will receive a portion of the \$20,000 proceeds by the Guam Business Woman of the Year and will be used for scholarships.
- Grants that GCC recently applied for include:
 - \$5 million construction grant through USDOE Title III for the expansion of our Library Resource facility,
 - In partnership with the Guam Public Library, GCC submitted a grant, through HUD, for a library facility. President Okada explained that as a requirement GCC had to enter into a partnership with the Guam Library because it has to be accessible to the public.
 - GCC received \$443,993 from the Department of Interior's Operations and Maintenance Improvement Program to support GCC's construction programs. President Okada noted that there is a matching component that will come from GCC.
 - In partnership with the University of Guam, an Area Health Education Grant was submitted to enhance health education on Guam. Unfortunately, President Okada reported that this grant was not funded however will serve as a basis for future and improved grant applications.
 - With the support of Delegate Bordallo's office, GCC will be submitting a grant application for earmarked funds in the amount of \$350,000 which will be used to support GCC's Apprenticeship programs.

In response to Chair Lee's inquiry on whether GCC has a standard software program for grants, President Okada noted that GCC's Office of Planning & Development oversees the grant writing component for the College. She emphasized that GCC submits about two grants a month. She said that other sources of information regarding available grants come from Guam's State Clearinghouse and the Lieutenant Governor's office.

2. Quarterly Investment Reports, as of December 31, 2007

Mr. Cruz reported that the market has not been doing well, however, in terms of GCC's allocations we are doing okay. Chair Lee said that at this point in time, there is no need for the Foundation to consider changing its Investment Policy.

3. GCC Foundation Audit Reports:

- **Financial Statements and Independent Auditors' Report, Years Ended September 30, 2007 AND 2006**
- **Independent Auditors' Report on Compliance and Internal Control, Year Ended September 30, 2007**

Copies of the audit reports provided to members. Chair Lee encouraged members to read the reports and should they have any concerns to bring them up at the next scheduled board meeting.

V. UNFINISHED BUSINESS

1. New Science & Allied Health Building (update)

President Okada noted that GCC should be receiving proposals by the first part of June. It is GCC's intent to issue the award in the Fall.

2. New Student Center (Update)

President Okada reiterated that the Foundation Board approved the funding to support the architectural and design for the new Student Center. She went briefly over the preliminary drawings noting that the building is a two story building (20,000 plus square feet) which will include the nurses office, the bookstore, meeting rooms, computer labs, a fitness room, and a student lounge. Additionally, she noted that the architectural firm of Tanaguchi Ruth Makio is currently meeting with students, faculty, and staff.

3. GCC Foundation Gift Acceptance Policy (pending legal review)

Chair Lee reported that the copy provided today on the Gift Acceptance Policy indicates suggested changes by legal counsel and at the request of Chair Lee was reviewed and approved by the firm of Deloitte & Touche.

MOTION

IT WAS MOVED BY MS. LORRAINE S. OKADA, SECONDED BY GERARD A. CRUZ, THAT THE BOARD APPROVES THE FOUNDATION'S GIFT ACCEPTANCE POLICY, SUBJECT TO MAKING ALL THE CHANGES/CORRECTIONS RECOMMENDED BY LEGAL COUNSEL. MOTION CARRIES.

Upon inserting all the recommended changes by legal counsel, Board members will be provided a "final" copy of the Gift Acceptance Policy.

VI. NEW BUSINESS

1. Fiscal Year 2008-2009 Budget Request: Office of Development & Alumni Relations

Copies of the requested budget for FY2008-2009 for the Office of Development & Alumni Relations were provided in the packets. The amount requested is \$359,450, which will cover the following: Personnel Services--\$126,111, Travel/Transportation-- \$9,890, Contractual-- \$203,664, Supplies & Materials--\$8,500, Equipment Under \$250--\$400, Capital Outlay (over \$250)--\$10,885.

Additionally, in celebration of GCC's 30th Year Anniversary, Ms. Reyes reported that as of date the total revenue generated from the February 13, 2008 Dinner Gala at the Sand Castle amounted to \$69,920, with a net profit of \$33,279. Other events that were held include the Christmas Tree Sale, the May 9 Dinner Event held at the Hyatt Hotel, and the I-Pledge Drive. Upcoming events scheduled to take place include the Par Excellence Golf Tournament to be held at the LeoPalace Resort on August 30, 2008, the Harley Davidson Motorcycle Raffle Drawing set for August 31, 2008, the GCC Open House set for September 13, 2008, the Protect & Promote Education & Wall of Fame set for October, a Taste of GCC set for November 13, 2008, and another Christmas Tree Sale set for December 2008.

Further, Ms. Reyes noted that she was contacted recently by Jemma Lopez of Adventures Company offering to pay GCC \$40,000 to distribute 70,000 copies of telephone directories to residential areas only and is to be done within a two-weeks time frame. Ms. Reyes said that she will work on a proposal.

MOTION

IT WAS MOVED BY MS. LORRAINE S. OKADA, SECONDED BY MR. GERARD A. CRUZ, THAT THE BOARD APPROVES THE FISCAL YEAR 2008-2009 BUDGET, AS PRESENTED, FOR THE OFFICE OF DEVELOPMENT & ALUMNI RELATIONS. MOTION CARRIES.

2. Funding Request for President's Travel: To attend the 7th Annual Council for Resource Development Presidents Fundraising Workshop, June 25-27, 2008, Cambridge, MA

President Okada requested the Board's consideration to fund her travel to attend an upcoming Presidents Fundraising Workshop in Cambridge, MA. Topics to be covered at the workshop include Strategic Planning, The President's Role in Fundraising, Fundraising Ethics, the Role of Alumni, Investment & Spending Policies, Planned Giving, Employee Campaigns, Annual Giving, Major Gift/Capital Campaigns, and Federal Earmarks. The estimated amount requested for the trip to cover airfare, registration, and per diem is approximately \$4,700.

MOTION

IT WAS MOVED BY MR. MANFRED PIEPER, SECONDED BY MS. LORRAINE S. OKADA, THAT THE BOARD APPROVES FUNDING IN THE AMOUNT OF \$4,700 FOR THE PRESIDENT'S TRAVEL TO ATTEND THE FUNDRAISING WORKSHOP FOR PRESIDENTS. MOTION CARRIES.

In response to a question raised relative to the ongoing construction of the Forensic Laboratory on GCC property, President Okada clarified that GCC provided only the property for the building. The responsibility for the maintenance and upkeep of the building lies with the Guam Police Department. Funding for the construction of the building will be from the coffers of the Guam Judiciary. Further, she noted that the DNA component of the laboratory, which is approximately \$2 million, will be addressed at a later time.

At this time, Mr. Adolf Sgambelluri clarified that the building currently being constructed is more of a "criminalistic" laboratory and not a "forensic" laboratory because the cost to construct a forensic laboratory will be much higher. President Okada noted that most of the equipment located at GPD's current crime lab will be brought to the new building. She reiterated that a proposal to add the DNA component to the laboratory will be addressed at a later time.

President Okada shared that a proposal is currently being developed between GCC and GPD relative to the Apprenticeship Program. President Okada said that she will have more discussions with Police Chief Suba on the matter.

VII. NEXT QUARTERLY MEETING - July 30, 2008, 3:00 p.m.

VIII. ANNOUNCEMENTS

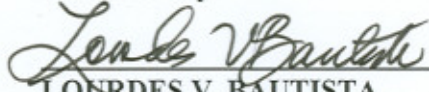
Mr. Sgambelluri noted that he, along with Mr. Yamaguchi and Mr. Hoishi, visited GCC's Building 100, which is proposed to be renovated. Funding assistance for the renovation will be from Tatsumi Corporation, Japan.

Additionally, Mr. Sgambelluri extended an invitation to all board members to attend the Ribbon Cutting Ceremony for the opening of Guam's Investigative Agency International Corporation scheduled for May 29, 2008 @ 10:00am. A reception will also be held @ 6:00pm @ the Hilton Hotel.

President Okada announced that GCC will be participating in this year's July 21 Liberation Day Parade, with GCC's students to create and construct the float. All invited to walk the parade with GCC and have lunch at GCC's booth/canopy, which will be located @ the Quan's building parking lot along Marine Corps Drive. GCC T-shirts will also be provided.


IX. ADJOURNMENT- There being no further discussion, the meeting of May 28, 2008 adjourned at approximately 4:15 p.m.

Submitted by:



LOURDES V. BAUTISTA
Recording Secretary

Approved by:

 JUL 30 2008

JOHN K. LEE
Chairperson