

**GUAM COMMUNITY COLLEGE FOUNDATION**  
**Board of Governors Meeting of October 28, 2009**  
**GCC President's Conference Room**

**MINUTES**

The quarterly meeting of October 28, 2009 was called to order at 12:15 p.m., by Chairperson Ms. Lorraine S. Okada. The meeting was held in the President's Office Conference Room, Guam Community College Student Services & Administration Building.

**I. ROLL CALL**

**Members Present:** Ms. Lorraine Okada, Chairperson, Mr. Gerard A. Cruz, Mr. James J. Martinez, Mr. Eduardo R. Iiao, Ms. Annmarie Muna.

**Not in attendance:** Ms. Josephine L. Mariano (off island), Ms. Gina Y. Ramos (off island), Mr. Joseph B. Leon Guerrero (off island), Mr. Ryuji Yamaguchi (Off Island)

**Others in attendance:** Dr. Mary A.Y. Okada, President, Dr. Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen K. Santos, Vice President, Business & Finance Division, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Jayne Flores, Assistant Director, Communications & Promotions.

At this time, members of the Board welcomed new member Ms. Annmarie Muna to the Board.

**II. APPROVAL OF MINUTES - Quarterly Meeting of August 13, 2009**

**MOTION**

**IT WAS MOVED BY MR. JAMES MARTINEZ, SECONDED BY MR. GERARD CRUZ, THAT THE BOARD APPROVES THE MEETING MINUTES OF AUGUST 13, 2009, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS - None.**

**IV. REPORTS**

**1. President's Report - President Okada reported on the following:**

--The Learning Resources Center (LRC) Groundbreaking Ceremony was a huge success. Based on GCC's estimation on the cost for the LRC project, which includes the parking component, the bids received for the project came in at about \$1 million below what the college actually budgeted for. However, President Okada noted that GCC is in the process of obtaining price quotations for the temporary parking that is to be located just outside the library retaining wall/fence along BPM Road and the small piece of GCC property immediately across the campus along BPM Road.

–Compared to last Fall 2008 semester, GCC’s enrollment for the Fall 2009 semester is up 20% which includes the postsecondary level and the high school level. Additionally, President Okada noted that two (2) new additional programs were added to Simon Sanchez High School, namely automotive and construction trades.

–GCC facilitated and completed two boot camps over the Summer, which were funded by the Pacific Vocational Education Improvement Project (PVEIP).

–The last Educational Summit is scheduled for November 14, 2009 to be held at Astumbo Elementary School.

–GCC’s Fiscal Year 2010 Budget was received with a slight increase made only to the Manpower Development Fund (MDF) of about 11%.

–The Michael Jackson Birthday Tribute event raised approximately \$3,500 and the Par Excellence Golf Tournament raised approximately \$21,300. Mr. Cruz suggested that the proceeds be used toward scholarships. Mr. Ilao suggested that a Scholarship Committee be identified to develop a Scholarship Program. President Okada explained that all proceeds raised are put into the Foundation’s Fundraising event account and periodically the Foundation will be asked to approve certain projects for capital improvements. Chair Okada concurred that some of the monies raised be used toward scholarships because it shows the community where the monies are being invested. Board members concurred that this matter be on the agenda for the December 2009 meeting for Board review and consideration.

–The Accrediting Commission for Community and Junior Colleges (ACCJC) recently approved the addition of two new forensic science concentrations to GCC’s Associate of Science in Criminal Justice degree. The two concentrations include Forensic Computer Examiner and Forensic Lab Technician. Further, the Forensic Symposium is scheduled to be held on island November 4-6, 2009. GCC received a \$38,500 grant from the U.S. Department of Interior to support the Forensic Symposium.

---The number of GCC apprentices for the 4<sup>th</sup> quarter of 2009 is up to 326 compared to 269 in 2008. President Okada noted that one of the conditions relative to the construction of the Learning Resources Center is that the construction company must have one apprentice on board for every ten employees. She said this is based on a 2001 Government of Guam Executive Order. She emphasized that GCC has now instituted this condition as part of the college’s building construction.

–GCC Accreditation is scheduled for renewal in 2012. GCC’s Accreditation Kick Off was recently held and is now five semesters away from the visit. Thanks to Dr. Marsha Postrozny, GCC’s Continuing Education catalog has been updated, and the new Student Learning Outcomes (SLOs) booklet is ready for faculty members to use.

Additionally, President Okada shared that the Board of Trustees recently adopted the recital of the GCC Mission Statement at the beginning of each meeting. She recommended that the Foundation consider doing this as well.

## **MOTION**

**IT WAS MOVED BY MR. JAMES MARTINEZ, SECONDED BY EDUARDO R. ILAO, THAT THE FOUNDATION BOARD RECITE THE GCC MISSION STATEMENT AT ALL ITS MEETINGS, STARTING DECEMBER 2009. MOTION CARRIES. (Voting: 5 ayes, 0 nays)**

--Vice President for Administrative Services Division (ASD) Mr. John Camacho retired as of September 30, 2009. Temporary reporting assignments for all the departments under ASD were given. The reporting mechanism temporarily in place is as follows: The Planning & Development Office, the Grants Office, the Facilities & Maintenance Office, and the Environmental Safety Office report directly to the President. The Administrative Services Division administrative support and the Management Information Systems Office report directly to the Vice President of Finance.

President Okada noted that the College is currently doing an analysis to right size the organization of the College.

--The Faculty Compensation Study was approved by the Board of Trustees and is part of the FY2010 budget. The cost for the study was \$220,000 which does not include the staff component. The staff component is part of the Government of Guam Hay Study. The Board of Trustees only has purview over the Academic Personnel and Faculty.

### **2. Investment Reports, as of September 30, 2009**

Copies of the report were provided in the meeting packet. Mr. Cruz stressed that it is prudent to have a Fund Manager due to the Foundation's growing assets. Board members concurred to put out an RFI (Request for Information). President Okada noted that she has a sample template pulled from the Asia Pacific Association for Fiduciary Studies (APAFS) website. For the next meeting, a draft RFI will be presented to the Board for review and consideration.

### **3. Giftgiving Campaign Sub-Committee Reports**

Capital & Major Giving (CMG) (Lori Okada) - Committee members Lori, Mary, Ed, Loly, and James met on October 2, 2009 to discuss how they are to facilitate approaching respective donors regarding naming opportunities. Mr. Phil Flores, President/CEO of BankPacific, has been asked to consider creating an Endowment with the GCC Foundation for scholarship activities. Additionally, meetings have also been held with representatives of Bank of Hawaii and First Hawaiian offering them naming opportunities and/or financing opportunities. Ms. Lolita Reyes will provide the other

sub-committees the target list of companies that has been developed by the CMG committee to avoid from knocking on the same door.

Additionally, President Okada noted that GCC attended the Skal Dinner. The Chinese Chamber of Commerce Members, Mr. Alfred Lam and Mr. George Lai, offered to make a donation to the college. Ms. Lolita Reyes will meet and present to the Chinese Chamber of Commerce the various programs' GCC has to offer.

Annual Giving & Events (Joe Leon Guerrero) - Ms. Lolita Reyes prepared a listing of upcoming fundraising events scheduled for 2010. The list includes, Dance with Me (February 24); Open Campus (March 20); Distinguished Alumni Event (April 30); Graduation Drive (May 1-31); GCC/TakeCare 5K Fun Walk/Run (June); Workplace Giving Campaign (August-December); These Heels are made for walking Relay (May 8); Par Excellence Golf Tournament (September 25); APAFS Conference (October); Christmas Tree Sales (November-December).

Planned Giving (Gerry Cruz) - Mr. Gerry Cruz noted that he has a scheduled meeting with Mr. Joseph Chua, son in-law of Mr. Lucio Tan who is the owner of Philippines Airlines, this Friday to open the dialogue on Planned Giving. A list of potential donors (special class donors) is currently being developed to include Matson, Emilio Uy, Ken Corporation, etc.

Scholarships & Endowments (Gina Ramos) - No report. Ms. Gina Ramos currently off island.

Communications (James Martinez) - Nothing to report at this time. Mr. James Matinez noted he will have a report at the next meeting.

## **V. UNFINISHED BUSINESS**

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

Allied Health Center: President Okada said that the Allied Health Center is expected to be completed this week, as scheduled. For the benefit of both Boards, the Board of Trustees and the Foundation Board, President Okada has scheduled a tour of the Allied Health Center this Saturday, October 31 at 9:00am. Board members invited and encouraged to attend.

Additionally, the Ribbon Cutting Ceremony is scheduled to be held the second week of December. U.S. Assistant Secretary for the Department of Insular Affairs, Mr. Tony Babauta, is expected to be on island during the month of December along with Delegate Bordallo. As soon as a date is confirmed, board members will be notified immediately.

Student Center: Upon meeting with architect Mr. Mike Makio, President Okada noted that the bid documents should be completed by this Friday, October 30, 2009. She reiterated that the design for the Student Center is 100% complete. The cost for the Student Center project is \$4 million.

Brief discussion took place on the possibility of Bridge Financing by the Foundation Board. At a later date, a draft/proposed Bridge Financing plan will be provided to the Board for review and consideration.

Learning Resources Center: President Okada reported that the permit for the construction of the LRC has been issued. Further, she reiterated that GCC is in the process of obtaining price quotations for the temporary parking that is to be located just outside the library retaining wall/fence along BPM Road and the small piece of GCC property immediately across the campus along BPM Road.

**2. Review & Approval – Update to Investment Policy for Guam Community College Foundation (Mr. Gerry Cruz)**

Mr. Cruz again reiterated it is prudent to have a Fund Manager due to the Foundation's growing assets. Board members concurred to put out an RFI (Request for Information).

**3. Proposed Land Use Permit License Agreement between the Guam Community College and the Guam Community College Foundation**

President Okada noted that the comments received, via electronically from board members, have been forwarded to Attorney Mantanona to be reviewed and incorporated into the draft Land Use Permit Licence Agreement. The draft copy before the Board this afternoon reflects the incorporation of those suggestions made by members, specifically sections 1.4 and 2.4. Brief discussions took place for additional clarification. Board members concurred to the Land Use Permit License Agreement as amended.

**VI. NEW BUSINESS**

**1. Fiscal Year 2010 Budget Request for the Office of Development & Alumni Relations**

**MOTION**

**IT WAS MOVED BY MR. JAMES MARTINEZ, SECONDED BY MR. GERARD A. CRUZ, THAT THE BOARD APPROVES THE PROPOSED FISCAL YEAR 2010 BUDGET FOR THE OFFICE OF DEVELOPMENT & ALUMNI RELATIONS. MOTION CARRIES. (Voting: 5 ayes, 0 nays) (A copy of the budget is attached.)**

**VII. NEXT QUARTERLY MEETING - Wednesday, December 9, 2009, 3:00pm GCC President's Conference Room.**

**VIII. ANNOUNCEMENTS - President Okada extended the invitation to Board members for the following:**

- **November 20, 2009: GCC's Thanksgiving Luncheon, 11:30am, MPA**
- **December 4, 2009: GCC's Employees Christmas Party**
- **December 16, 2009: Ribbon Cutting Ceremony**

**IX. ADJOURNMENT**

There being no further discussion, the meeting of October 28, 2009 adjourned at approximately 1:55p.m.

**Submitted by:**



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**LOURDES V. BAUTISTA**  
**Recording Secretary**

**Approved by:**



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**LORRAINE S. OKADA**  
**Chairperson**

Attachments:

1. FY2010 Budget for the Office of Development & Alumni Relations.

# 2010 BUDGET REQUEST - SPECIAL PROJECTS (NAF)

AGENCY: Guam Community College  
 DIVISION: \_\_\_\_\_  
 DEPARTMENT: \_\_\_\_\_

CATEGORY/DESCRIPTION		QTY	UNIT	TOTAL
<b>PROJECTED REVENUE</b>				
	ANNUAL GIVING			155,852
	MAJOR/CAPITAL GIVING			500,000
<b>TOTAL PROJECTED REVENUE</b>				<b>655,852</b>
<b>PERSONNEL SERVICES</b>				
110	FULL TIME SALARIES			81,630
120	FULL TIME BENEFITS			24,776
111	PART TIME SALARIES / ADJUNCT CONTRACTS			16,661
120	PART TIME BENEFITS			4,742
<b>TOTAL PERSONNEL SERVICES</b>				<b>127,809</b>
<b>220 TRAVEL/TRANSPORTATION</b>				
	SunGard Summit April 11- 14 San Francisco, CA			4,125
	CASE District VII Conference San Diego, CA			4,150
	LOCAL MILEAGE			2,000
<b>TOTAL TRAVEL /TRANSPORTATION</b>				<b>10,275</b>
<b>230 CONTRACTUAL SERVICES</b>				
	MEMBERSHIP FEES			505
	ADVERTISEMENT			10,000
	CONSULTANT SERVICES			5,000
	ADVANCEMENT MAINTENANCE PLAN	1	3,702	3,702
<b>TOTAL CONTRACTUAL</b>				<b>19,207</b>
<b>233 BUILDING SPACE RENTAL</b>				
<b>TOTAL BUILDING SPACE RENTAL</b>				
<b>240 SUPPLIES &amp; MATERIALS</b>				
	COSTUMIZED PROMOTIONAL ITEMS			5,000
	POSTAGE			4,000
	PAPER, FOLDERS			1,000
<b>TOTAL SUPPLIES &amp; MATERIALS</b>				<b>10,000</b>
<b>250 EQUIPMENT Under \$250</b>				
	COMPUTER PERIFERALS			100
<b>TOTAL EQUIPMENT (Under \$250)</b>				<b>100</b>
<b>290 MISCELLANEOUS</b>				
	MISCELLANEOUS			1,000
<b>TOTAL MISCELLANEOUS</b>				<b>1,000</b>
<b>450 CAPITAL OUTLAY (Over \$250)</b>				
	SOFTWARE APPLICATIONS			1,000
	DIGITAL CAMERA			600
	DESKTOP COMPUTER			2,400
	LAPTOP PERIFERALS	2	1,398	1,398
<b>TOTAL CAPITAL OUTLAY (Over \$250)</b>				<b>5,398</b>
<b>TOTAL</b>				<b>655,852</b>
				<b>173,789</b>

*Approved by Foundation Board, Oct 28, 2009*