

**GUAM COMMUNITY COLLEGE FOUNDATION  
Board of Governors Meeting of December 29, 2010  
GCC President's Conference Room**

**MINUTES**

The GCC Foundation Board of Governors meeting of December 29, 2010 was called to order at 12:30 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. CALL TO ORDER**

**1. Roll Call**

**Members Present:** Ms. Lorraine Okada, Mr. James J. Martinez, Mr. Eduardo R. Ilaio, Ms. Gina Y. Ramos, Ms. Annmarie Muna,

**Not in attendance:** Mr. Gerard A. Cruz (schedule conflict), Ms. Josephine L. Mariano (off island), Mr. Eloy Lizama (schedule conflict), Mr. Joseph B. Leon Guerrero (off island).

**Others in attendance:** Dr. Mary A.Y. Okada, President, Dr. Michelle Santos, Acting Vice President, Academic Affairs Division, Ms. Carmen K. Santos, Vice President, Finance & Administration, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations.

**2. Recital of Mission Statement**

Board members recited the Mission Statement: *The mission of the Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

**II. APPROVAL OF MINUTES - Meeting of October 27, 2010**

**MOTION**

**IT WAS MOVED BY MS. ANNMARIE MUNA, SECONDED BY MR. JAMES MARTINEZ, THAT THE BOARD APPROVES THE MEETING MINUTES OF OCTOBER 27, 2010, SUBJECT TO CORRECTIONS. MOTION CARRIES UNANIMOUSLY. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS**

**1. Letter from Hawaiian Rock Products**

President Okada apprized the Board that she received official notification from Hawaiian Rock Product donating to GCC in the amount of \$100,000.00. The donation consists of ready mix

concrete, installed asphalt pavement, concrete blocks, concrete pipes and aggregates. This contribution of supplies will be used to finish the brick wall in front of the campus. In lieu of the donation, GCC will provide Hawaiian Rock Product's naming opportunity towards the Anthony A. Leon Guerrero's Allied Health Center's science laboratory.

#### **IV. REPORTS**

##### **1. President's Report**

Financial Status of College: President Okada reported that of the College's fiscal year 2011 budget appropriation, we've received less than \$50,000, with the first budget release received just last Friday. Despite the financial situation the college is currently faced with, we are able to meet payroll and continue to move forward with all current and ongoing CIP projects.

Government of Guam Hay Study: The college recently implemented the Hay Study for 75 GCC classified employees who are under the purview of the Civil Service Commission, retroactive to October 1, 2011. The implementation was based on the Governor's Executive Order and the law appropriating the funds for fiscal year 2011 gave GCC the legal authorization to implement. Approximately \$300,000 was paid out to cover the salary adjustments under the Hay Study. What was not appropriated under the Hay Study are the unclassified positions of the Government of Guam.

ARRA Funded Projects (status): President Okada reported that all ARRA funded projects have been rolled out and are expected to be completed by December 2011. These projects include the new Student Center, the generator, the photovoltaic, the solar parking lights, the Banner system installation, etc. In addition, GCC submitted a \$2 million minimum grant request up to \$5 million to the Energy Office for other additional projects. The reallocation of these funds requested will be based on other agencies that have not moved forward on their ARRA projects.

##### **2. Capital Improvement Projects (CIP) Report**

The college recently received an additional \$6 million, from the liquid fuel tax, to renovate buildings 100, 200, and the extension of the Forensic Laboratory. This funding was appropriated as a rider under the University of Guam's bill. GCC currently working with the Guam Economic Development Authority (GEDA) regarding the scope of the work for these projects. President Okada further noted that GCC applied for a grant to fund the renovation of buildings 100 & 200. If grant approved, the money will be used towards the second story

##### **3. Investment Reports as of November 30, 2010**

Copies were provided in the packets for the board's information. At this time, with regard to the issue of revising the Foundation's Investment Policy Statement and selection of the Investment Manager, it was suggested that the Foundation's Finance Committee (Mr. Gerry Cruz, Ms. Josephine Mariano, and Vice President of Finance & Administration, Ms. Carmen K. Santos) meet to discuss this matter and

make a recommendation to the Board at a later meeting. Board members concurred.

#### **4. Gift-giving Campaign Sub-Committee Reports**

##### Capital & Major Giving (Lori Okada)

- Naming Policy (draft) - Board members concurred to include this item in the Joint GCC Boards Retreat Agenda scheduled for February 2011.

Annual Giving & Events (Joe Leon Guerrero) - Ms. Lolita Reyes provided copies of the Foundation Fundraising Revenue Tracking/Activities Report, as of December 10, 2010, to board members for their information.

Planned Giving (Gerry Cruz) - No report at this time. Mr. Cruz not in attendance.

##### Scholarships & Endowments (Gina Ramos) -

- Amendment to Foundation Scholarship Criteria - Copies provided to board members for their information.

##### Communications (James Martinez) -

- Alumni Association Bylaws - Discussions centered on the issue of whether the Alumni Association is to apply and file separately for a 503©) status, or operate under the umbrella of the GCC Foundation, and on the issue of the granting voting rights to the President of the Alumni Association.

At this time, President Okada explained that the Board should first approve the establishment of the Alumni Association, then when the newly established Association approves its Bylaws, then the President or its designated representative becomes a voting member on the Foundation Board of Governors effective when the Foundation Board's Bylaws are amended to reflect the issue of voting rights.

#### **MOTION**

**IT WAS MOVED BY MR. JAMES MARTINEZ, SECONDED BY MR. EDUARDO R. ILAO, THAT THE BOARD APPROVE THE ESTABLISHMENT OF THE ALUMNI ASSOCIATION UNDER THE GUAM COMMUNITY COLLEGE FOUNDATION. MOTION CARRIES UNANIMOUSLY. (Voting: 5 ayes, 0 nays)**

#### **V. UNFINISHED BUSINESS**

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

Student Center - Construction progress on time with project completion scheduled for December 2011.

Learning Resources Center: President Okada noted that the flushout of the LRC is currently ongoing. Upon completion, the LRC may be given gold level certification.

Foundation Building Renovation: President Okada reported that of the nine companies that picked up bid packets, only three submitted. The evaluation process is currently ongoing.

## **VI. NEW BUSINESS**

### **1. Board's Travel Schedule:**

- January 30- February 1, 2011: Effective Education Partnership Conference, Austin, Texas (Attendees: Lori Okada, James Martinez, Josephine Mariano, Annmarie Muna, President Okada)

### **MOTION**

**IT WAS MOVED BY MS. GINA Y. RAMOS, SECONDED BY MR. EDUARDO R. ILAO, THAT THE BOARD APPROVE THE FOUNDATION BOARD'S TRAVEL TO ATTEND THE UPCOMING EFFECTIVE EDUCATION PARTNERSHIP CONFERENCE JANUARY 30- FEBRUARY 1, 2011 IN AUSTIN, TEXAS. MOTION CARRIES UNANIMOUSLY. (Voting: 5 ayes, 0 nays)**

### **2. Proposed Land Lease (Hawaiian Rock Products)**

President Okada noted that the Foundation was granted control of the 314 acres of GCC property, in discussions held with Hawaiian Rock Products (HRP) relative to the coral removal and other matters, it was brought to GCC's attention that HRP was already occupying about 4.95 acres of GCC's property located on Route 15 even before GCC was given the property by the USDOE. Legal Counsel at the time was asked to provide a Lease Agreement to HRP to lease the portion of the property currently being occupied at the rate of \$2,000 a month. President Okada noted that the Board's approval is needed to solidify the Lease Agreement with Hawaiian Rock Products. President Okada assured the Board that this does not have to go out for Bid because the acreage threshold is five (5).

### **MOTION**

**IT WAS MOVED BY MS. ANNMARIE MUNA, SECONDED BY MR. EDUARDO R. ILAO, THAT THE BOARD ACCEPTS THE LEASE AGREEMENT BETWEEN THE GCC FOUNDATION AND HAWAIIAN ROCK PRODUCTS IN THE AMOUNT OF \$2,000.00 A MONTH FOR 1-YEAR, WITH THE RIGHT TO TERMINATE THE LEASE AGREEMENT UPON 90 DAYS NOTICE. MOTION CARRIES UNANIMOUSLY. (Voting: 5 ayes, 0 nays)**

President Okada to work with Hawaiian Rock Products on the fair market value of the property and

upon the expiration of the lease agreement renegotiate the lease amount for the use of the property at the fair market value. Members concurred.

**3. Foundation Board Annual Calendar (January - December 2011)**

**MOTION**

**IT WAS MOVED BY MS. GINA Y. RAMOS, SECONDED BY MS. ANNMARIE MUNA, THAT THE BOARD ADOPTS THE FOUNDATION BOARD'S ANNUAL CALENDAR, JANUARY-DECEMBER 2011, SUBJECT TO AMENDMENTS. MOTION CARRIES UNANIMOUSLY. (A copy of the calendar is attached.)**

**4. Proposed Board Resolution GCCF-3-2010: Authorized Signatories for Bank Transactions (adding Morgan Stanley Smith Barney (MSSD) to the list)**

**MOTION**

**IT WAS MOVED BY MS. ANNMARIE MUNA, SECONDED BY MR. EDUARDO R. ILAO, THAT THE BOARD APPROVES RESOLUTION GCCF-3-2010 ADDING MORGAN STANLEY SMITH BARNEY TO GUAM COMMUNITY COLLEGE'S AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS LISTING. MOTION CARRIES UNANIMOUSLY. (Voting 5 ayes, 0 nays)**

**VII. NEXT QUARTERLY MEETING** - Tuesday, February 22, 2011, GCC President's Conference Room, 12:00 noon.

**VIII. ANNOUNCEMENTS** - Joint GCC Board Meeting scheduled for January 5, 2011, 6:00pm in the Multipurpose Auditorium. Agenda to include the review, amend, and approve the Bylaws of the GCC Board of Trustees and the GCC Foundation Board of Governors.

**IX. ADJOURNMENT** - There being no further discussion, the meeting of December 29, 2010 adjourned at approximately 1:50 p.m.

Approved by: 

LORRAINE S. OKADA

Chairperson **FEB 22 2011**

Submitted by:  
  
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LOURDES V. BAUTISTA  
Recording Secretary

Attachments:

1. Foundation Board Annual Calendar (January - December 2011)

GUAM COMMUNITY COLLEGE

Foundation Board of Governors

Annual Calendar, January 2011 thru December 2011

Approved by the GCC Foundation Board of Governors: DEC 29 2010

JANUARY 2011	FEBRUARY 2011	MARCH 2011	APRIL 2011
<p>___ - GCC Joint Board Sub-Committees meetings</p> <p>(Date of meeting to be determined by each Team Chair)</p> <p>*Capital &amp; major Giving</p> <p>*Annual Giving &amp; Events</p> <p>*Planned Giving</p> <p>*Scholarships &amp; Endowments</p> <p>*Communications</p>	<p>23_- <u>Wed</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>___ - GCC Joint Boards Retreat (BOT &amp; FBOG) "Connecting the Community" (Date, Time, Venue to be determined)</p> <p>Reports Due:</p> <ul style="list-style-type: none"> <li>• Joint Board Sub-Committee Status Reports</li> </ul>	<p>___ - GCC Joint Board Sub-Committees meetings</p> <p>(Date of meeting to be determined by each Team Chair)</p> <p>*Capital &amp; major Giving</p> <p>*Annual Giving &amp; Events</p> <p>*Planned Giving</p> <p>*Scholarships &amp; Endowments</p> <p>*Communications</p>	<p>27_- <u>Wed</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>Reports Due:</p> <ul style="list-style-type: none"> <li>• Joint Board Sub-Committee Status Reports</li> </ul>

GUAM COMMUNITY COLLEGE

Foundation Board of Governors

Annual Calendar, January 2011 thru December 2011

Approved by the GCC Foundation Board of Governors: DEC 29 2010

MAY 2011	JUNE 2011	JULY 2011	AUGUST 2011
<p>20 - Fri, GCC Commencement, 6:00pm, Venue to be determined.</p> <p>___ - GCC Joint Board Sub-Committees meeting</p> <p>(Date of meeting to be determined by each Team Chair)</p> <p>*Capital &amp; major Giving</p> <p>*Annual Giving &amp; Events</p> <p>*Planned Giving</p> <p>*Scholarships &amp; Endowments</p> <p>*Communications</p>	<p>29- Wed, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>Reports Due:</p> <ul style="list-style-type: none"> <li>Joint Board Sub-Committee Status Reports</li> </ul>	<p>___ - GCC Joint Board Sub-Committees meetings</p> <p>(Date of meeting to be determined by each Team Chair)</p> <p>*Capital &amp; major Giving</p> <p>*Annual Giving &amp; Events</p> <p>*Planned Giving</p> <p>*Scholarships &amp; Endowments</p> <p>*Communications</p>	<p>6 - Foundation Board Retreat &amp; Work-session --- for the development of Assessment Goals for Fall 2011-Spring 2013</p> <p>12- Fri, Faculty Convocation (Time &amp; Venue to be determined)</p> <p>31 - Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>Reports Due:</p> <ul style="list-style-type: none"> <li>Joint Board Sub-Committee Status Reports</li> </ul>

GUAM COMMUNITY COLLEGE

Foundation Board of Governors


Annual Calendar, January 2011 thru December 2011

Approved by the GCC Foundation Board of Governors: ~~DEC 29 2010~~

SEPTEMBER 2011	OCTOBER 2011	NOVEMBER 2011	DECEMBER 2011
<p>___ - GCC Joint Board Sub-Committees meetings</p> <p>(Date of meeting to be determined by each Team Chair)</p> <p>*Capital &amp; major Giving</p> <p>*Annual Giving &amp; Events</p> <p>*Planned Giving</p> <p>*Scholarships &amp; Endowments</p> <p>*Communications</p>	<p>26- <u>Wed</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>Reports Due:</p> <ul style="list-style-type: none"> <li>• Joint Board Sub-Committee Status Reports</li> </ul>	<p>___ - GCC Joint Board Sub-Committees meetings</p> <p>(Date of meeting to be determined by each Team Chair)</p> <p>*Capital &amp; major Giving</p> <p>*Annual Giving &amp; Events</p> <p>*Planned Giving</p> <p>*Scholarships &amp; Endowments</p> <p>*Communications</p>	<p>28- <u>Wed</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>*Election of Officers to be held</p> <p>*The term of Office: Jan. 2012-2015</p> <p>Reports Due:</p> <ul style="list-style-type: none"> <li>• Joint Board Sub-Committee Status Reports</li> </ul>

Adopted by the GCC Foundation Board of Governors:

Date:

  
 Lorraine S. Okada, Chairwoman

12-29-10