

**GUAM COMMUNITY COLLEGE FOUNDATION**  
**Board of Governors Meeting of December 9, 2009**  
**GCC President's Conference Room**

**MINUTES**

The GCC Foundation Board of Governors meeting of December 9, 2009 was called to order at 3:15 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. CALL TO ORDER**

**1. Roll Call**

**Members Present:** Ms. Lorraine Okada, Chairperson, Mr. Gerard A. Cruz, Mr. James J. Martinez, Mr. Eduardo R. Ilaos, Mr. Joseph B. Leon Guerrero

**Not in attendance:** Ms. Josephine L. Mariano (schedule conflict), Ms. Gina Y. Ramos (schedule conflict), Ms. Annmarie Muna (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.

**Not in attendance:** Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Jayne Flores, Assistant Director, Communications & Promotions.

**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 - Quarterly Meeting of October 28, 2009**

**MOTION**

**IT WAS MOVED BY MR. JAMES MARTINEZ, SECONDED BY MR. EDUARDO R. ILAOS THAT THE BOARD APPROVES THE MEETING MINUTES OF OCTOBER 28, 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:**

–A Boardmanship Training is scheduled to be held in Saipan January 25-26, 2010. Part of the agenda will include a 4-hours ethics in government training to comply with public law. Dr. Wolf and Mr. Henry, representatives from the Accrediting Commission, have been asked again to facilitate the training. Foundation board members are invited to attend, and if interested to please notify the President's office so accommodations can be arranged.

–Two weeks prior to GCC's Accreditation Visit, a mandatory Accreditation Self-Study Training is scheduled to take place February 26-27, 2010 in Saipan. Because both GCC and the Northern Marianas College's (NMC) renewal of accreditation is of the same time frame, NMC will also be a part of the training.

–GCC co-hosted the Forensic Science Symposium held November 4-5, 2009.

–GCC completed the Area Health Educator Center Grant. The center will be located on campus specifically at the T-6 building. This center will be used to develop and update curriculums for the area on health education and is in conjunction with the CNMI, the College of Micronesia (COM), and the University of Guam.

–GCC continues to increase the interest on campus on its Workplace Giving Program. Effective October 1, 2009, Faculty salary adjustments have been rolled out and we now hope to tap on the faculty to consider participating in this effort.

–GCC hosted the Accreditation Training as part of the Pacific Postsecondary Education Council (PPEC) on November 12-13, 2009. The training was facilitated by Dr. Barbara Beno and Mr. Jack Pond from the Accrediting Commission for Community & Junior Colleges (ACCJC). One hundred fourteen attendees from within the region participated in the training.

–The Chief Executive Summit was held last week with discussion that took on several initiatives, e.g., sustainability, the ports of Guam, the infrastructure of Guam, etc.

–The Workforce Development Summit was held last week. EEOC representatives from Honolulu conducted training during the Summit.

–GCC received a copy of the Draft Environmental Impact Study (DEIS) which will be available at the Library for review by the campus community.

–GCC submitted its Compact Impact Report to the Governor's office, which will be submitted to the U.S. Department of Interior.

–GCC participated at the Economic Forum hosted by the University of Guam. Members of the Armed Forces Communications & Electronics Association (AFCEA) were on campus recently and had the opportunity to tour our Technology Center.

–Based on the attendance of Mr. Yamaguchi, President Okada suggested a recruitment process be in place to replace Mr. Yamaguchi. A thank you letter will be sent to Mr. Yamaguchi citing his membership on the board since November 2006 and the section of the bylaws relative to the requirement of the 75% required attendance at board meetings. Additionally, after brief discussion on potential names to consider for replacement of Mr. Yamaguchi, which included Mike Benito, Kaleo Moylan, Shelly Gibson, and Eloy Lizama, President Okada said she will contact Mr. Eloy Lizama on his interest to serve on the Board. Board members concurred.

–GCC’s legal counsel currently reviewing the Board of Trustees Foundation policies, Series 600 for purposes of providing the Foundation more autonomy.

## **2. Investment Reports, as of October 31, 2009**

Copies of the report were provided in the meeting packet. Mr. Cruz noted that the investments are progressing well, as noted in the reports provided. He again stressed that it is prudent to have a Fund Manager due to the Foundation’s growing assets. He recommended that the RFI sample provided to the Board be first reviewed by legal counsel.

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

Capital & Major Giving (CMG) (Lori Okada) - President Okada reported that she met with Ms. Laura Dacanay from First Hawaiian Bank(FHB) to discuss the Capital & Major Giving program at GCC. It was noted that FHB is looking more toward sponsoring or supporting a major project of the College. Ms. Dacanay to present GCC’s Case Statements to FHB’s Foundation to consider. President Okada said she will follow up with Ms. Dacanay on the matter.

Annual Giving & Events (Joe Leon Guerrero) - No report at this time. Mr. Leon Guerrero said he recently returned from a medical appointment off island.

Planned Giving (Gerry Cruz) - Mr. Cruz requested that he be provided a copy of the Foundation’s solicitation letter to present to Mr. Joe Chua and other potential Planned Giving donors he plans to contact.

At this time, President Okada suggested that the Foundation Board consider sponsoring at some level an event during the next Asia Pacific Association for Fiduciary Studies (APAFS) conference to be held in Manila October 2010. Board members to take an active role by attending the conference and at the same time set up meetings with various organizations that will be at the conference seeking their consideration for our Naming Opportunities fundraising program. President Okada said she will continue to network with Mr. Don Marshall of PacSports who is in the Philippines. Mr. Gerry Cruz noted that he will seek the assistance of APAFS to help setup the meetings.

Scholarships & Endowments (Gina Ramos) - Ms. Gina Ramos not in attendance. However, at this

time President Okada shared that GCC received scholarships from the following organizations, FEATI, Business Woman of the Year, and from Skal.

Communications (James Martinez) - Mr. James Martinez reported that he plans to call a meeting with his subcommittee next week to develop a Communications Strategic Plan for 2010, which will tie in and incorporate the schedules and plans of the other subcommittees. Additionally, Mr. Martinez noted that on December 30, 2009, he will be the host on K57's Talk Show from 2-6pm and invited Ms. Reyes and other GCC representatives to be on the show to talk about and promote all the planned fundraising events for the year. Chair Okada added on the possibility of sending out to the island community GCC's newsletter "Chachalani" via mail outs and via electronic format.

## **V. UNFINISHED BUSINESS**

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

Allied Health Center: President Okada reported that the Ribbon Cutting Ceremony for the Allied Health Center is confirmed for Monday, December 21, 2010, at 10:00am. Additionally, because Delegate Bordallo will not be present for the Ribbon Cutting Ceremony, a tour of the AHC and a lunch meeting is scheduled for December 12, 2010 beginning at 10:30am.

Student Center: President Okada reported that there is no need for bridge financing at this time. The bid is ready to be put out and is just now waiting for the approval to release ARRA funding to support the project.

Learning Resources Center: President Okada reported that the staging area is setup in preparation for 12-months of construction process/activity to take place. Additionally, she apprized the Board that she is now waiting on the Memorandum of Agreement (MOA) with the Guam Energy Office for Leed Energy Funding for the Allied Health Center and the Student Center.

## **VI. NEW BUSINESS**

### **1. Foundation Scholarship Program**

It was recommended that the Scholarship & Endowment subcommittee spearhead the development of the Scholarship Guidelines. Ms. Lolita Reyes and GCC's Financial Aid office also to participate in the development of the Guidelines. Upon the development of the Guidelines, the Board will be asked to approve the awarding of Foundation Scholarship(s) with a presentation of the scholarship to be scheduled.

### **2. RFI - Foundation Fund Manager**

Mr. Gerry Cruz reiterated that the sample template should first be reviewed by legal counsel before using.

## MOTION

**IT WAS MOVED BY MR. GERARD A. CRUZ, SECONDED BY MR. JAMES MARTINEZ, THAT LEGAL COUNSEL FIRST REVIEWS THE “REQUEST FOR INFORMATION FOR FUND MANAGER.” TEMPLATE. FURTHER, IF THERE ARE NO CONCERNS RAISED BY LEGAL COUNSEL, THE PRESIDENT IS AUTHORIZED TO PUT OUT THE RFI. MOTION CARRIES. (Voting: 5 ayes, 0 nays)**

### 3. Coral Removal

President Okada noted because GCC’s 314 acres is now under the Foundation Board of Governors, she requested the Board to consider if whether an RFI should be put again for the removal of coral. The college now has sketches from the architect that actually estimates the amount of coral that is to be removed to avoid ending up with sink holes and the likes.

She explained that the first bid that was put out by the college was cancelled so that the college can get a better idea on the cost of coral to base its calculation for its removal. Also, we want to put a strict time line for the removal, e.g. 18 months.

**Conferences & Workshops:** Because the Foundation Board will be taking an active role in their subcommittee and in preparation for the upcoming APAFS conference in October 2010, Chair Okada highly recommended members’ to think about attending workshops relative to Fund Management, Fundraising, etc. She requested those interested to identify the workshop and/or conference they would like to attend so appropriate arrangements and accommodations can take place. Lou to research conferences and workshops and will provide board members the information and web-links for those conferences and workshops.

Additionally, if anyone is interested in attending the training sponsored by the Council for Advancement & Support of Education (CASE) scheduled to be held January 6-8, 2010 in San Diego, California, to let the President know so that travel arrangements and accommodations can be arranged.

## MOTION

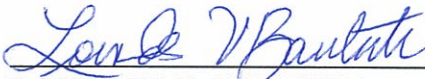
**IT WAS MOVED BY MR. EDUARDO R. ILAO, SECONDED BY MR. JAMES MARTINEZ, THAT THE BOARD AUTHORIZES ANY INTERESTED MEMBER TO ATTEND THE JANUARY 6-8, 2010 CONFERENCE IN SAN DIEGO. (Voting: 5 ayes, 0 nays).**

- VII. NEXT QUARTERLY MEETING - February 2010, 3:00pm GCC President’s Conference Room.
- VIII. ANNOUNCEMENTS - None.

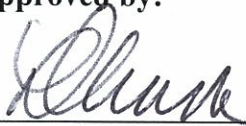
**IX. ADJOURNMENT**

There being no further discussion, the meeting of December 9, 2009 adjourned at approximately 4:45p.m.

**Submitted by:**

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

**Approved by:**

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

FEB 22 2010