

GUAM COMMUNITY COLLEGE FOUNDATION
Board of Governors Meeting of July 2, 2010
GCC President's Conference Room

MINUTES

The GCC Foundation Board of Governors meeting of July 2, 2010 was called to order at 2:50 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, Ms. Josephine L. Mariano, Mr. James J. Martinez, Ms. Annmarie Muna, Mr. Eloy Lizama.

Not in attendance: Mr. Gerard A. Cruz (off island), Ms. Gina Y. Ramos (schedule conflict), Mr. Eduardo R. Ilaos (schedule conflict), Mr. Joseph B. Leon Guerrero (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.

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 February 22, 2010

MOTION

IT WAS MOVED BY MS. JOSEPHINE L. MARIANO, SECONDED BY MR. JAMES MARTINEZ, THAT THE BOARD APPROVES THE MEETING MINUTES OF FEBRUARY 22, 2010, 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:

– Groundbreaking ceremony was held for the new Student Center on June 2, 2010. However, the

contract for the project is still at the Attorney General's office for review, as required by public law. Because the project is 100% ARRA funded, the College is required to issue a contract no later than September 30, 2011. President Okada emphasized that though the funds must be encumbered by September 30, 2011, the project, due to the liquidation period, must be completed no later than December 31, 2011.

– The College recently received from the Governor's office the Memorandum of Agreement between GCC and the Government of Guam relative to the \$9.2 million for GCC's ten projects that are to be funded by ARRA.

– GCC completed the Architectural & Engineering (A&E) design for the photovoltaic for the Student Center and for solar panels for the Allied Health Center. The funding for this project is from a separate ARRA funding source through the Department of Energy under the Environmental Protection Agency.

– GCC received notification from the U.S. Department of Agriculture (USDA) that its request for a \$2.2 million loan was approved and awarded to GCC. President Okada reiterated that the approved \$2.2 million is ARRA funds but through a loan. She clarified that the college will now take the ARRA funds that is associated with the Learning Resource Center /Library and convert it to be used towards the renovation project for the Foundation Building, which will now be 100% ARRA funded. The college will submit to USDOE a change request for the Foundation Building renovation project.

– Classroom renovations are also scheduled to take place. Funding for this project will be from student tuition payments. Completion date for this project is slated for Fall 2011 Semester.

– USDOE recently awarded GCC over \$300,000 for the furniture for the Learning Resources Center. The furniture will be made from recycled material to support the LRC Leed project.

– The college recently hired Chugach Alaska Corporation as the construction manager to oversee four projects on campus, namely the generator building, the Foundation Building renovation, the parking lot situated across the firing range, and the Student Center.

– The Professional Energy Audit Contract was awarded to Sodexo. Funding for this project is through ARRA. An energy audit on the entire campus will take place.

– The entire air-conditioning unit for the Student Services & Administration building will be replaced. The cost estimated for this project is about \$80,000 plus.

– The bid for the Voice Over Internet Protocol (VOIP) telephone system project is closed. The evaluation process has been completed and pending the President's approval to award.

– The bid for the Redundant Network project has also been cancelled, because it exceeded the

budget. A different approach is currently being considered to include the possibility of reprogramming the money, which is funded under ARRA.

– Approval from USDOJ to fund \$376,000 to be used towards the architectural & engineering design to extend the Forensic Building to include a DNA and Toxicology laboratory is still pending.

Yigo land identified for GCC's Career & Technical Education (CTE) Center: In a recent meeting with Speaker Wonpat, President Okada apprized the Board that property to potentially construct GCC's CTE Center in the northern part of the island has been identified. The property is approximately 80 acres and is located in the village of Yigo, closest to the Yigo Fire Station area.

GCC's legal counsel and the Governor's legal counsel are currently reviewing the 2004 Utilization Report from the Guam Department of Education primarily because there are water wells located in the area. Once legal counsel finds that we can pursue the land based on how the land was given back to the Government of Guam and the Governor's authority to transfer the land to GCC, the firm of Tanaguchi Ruth Makio is ready to work and provide GCC the A&E .

Based on discussions with Speaker Wonpat, President Okada emphasized that if the Government of Guam does not do something on the property, the property will be returned back to the Federal Government. Therefore, GCC is being given this property to move forward with its plans to construct a CTE Center. President Okada did emphasize that there is a restriction on the use of the property, which is the property can only be used for educational purposes.

– ARRA Funded Academies:

- ▶ GPD Police Academy: A supplemental Police Academy is currently on-going on campus. Of the 31 cadets, 30 are funded by ARRA.
- ▶ MicroSoft IT Academy: A supplemental MicroSoft IT Academy is currently also being held on campus.

– GCC recently reinstated the following two courses, Certificate in Computer Aided Design & Drafting, and Associate of Science in Pre-Architectural Drafting. These two courses are published in the 2010-2011 GCC Course Catalog.

– Congressional Earmark Grant: On June 11, 2010, Certificates of Completion were awarded to students who participated in the Electrical and Construction Boot Camps, Cycles I & II. Additionally, President Okada noted that a requirement under the Congressional Earmark Grant is an Internship Program. Therefore, immediately after receiving their Certificate of Completion some students were placed at job sites by participating employers. A job-fair is also slated to be held in September / October 2010.

– GCC recently signed a Memorandum of Agreement with the Department of Vocational Rehabilitation. As part of the MOA, GCC will be provided \$80,000 to set up a laboratory to assist

DISID clients and students with disabilities as well as offer GED courses.

Additionally, President Okada briefly noted that Senator Telo Taitague plans to introduce a measure to move DISID to be under the Guam Community College, because the Department of Labor does not want to take it. She noted that back in 2005 GCC did at one point advocate to have DISID moved to GCC.

– President Okada notified the Board that the Association of Community College Trustees (ACCT) approved the Board of Trustees proposal to conduct a presentation at the upcoming ACCT Leadership Congress in Toronto, Canada, October 20-23, 2010. She emphasized that ACCT not only approved the request, but asked that we do two presentations via a roundtable discussion and a concurrent session.

– President Okada noted that for the Board of Trustees July 7, 2010 meeting, a resolution will be presented to the Board seeking their consideration to fund the College's 2005-2010 Physical Master Plan Update. She emphasized that the update to the Plan is needed to move forward with future campus projects and plans.

2. Investment Reports, as of May 31, 2010

A copy of the report was provided in the meeting packet. Ms. Carmen Santos, Vice President of Finance noted the report indicates a small drop in investment from March 31, 2010 to May 31, 2010.

3. GCC Foundation Audit Reports

- **Management Letter Comments, Year Ended September 30, 2009**
- **Financial Statements and Independent Auditors' Report, Years Ended September 30, 2009 AND 2008**

For clarification and informational purposes, Vice President Santos briefly went over the audit report, specifically the Statement of Activities (page 2), the Statement of Cash Flows (page 3), the Notes to Financial Statements (page 6), and the Combining Statement of Financial Position (page 9).

4. Giftgiving Campaign Sub-Committee Reports

Ms. Lolita Reyes, at the request of Chair Okada, provided the board a copy of the revised Joint Board Sub-committee assignments. The revised assignment now has each board member assigned to only one committee as opposed to multiple committees. The new assignment will now provide each committee member a better focal point on getting what needs to be done. Chair Okada added that this will also help committee members to meet regularly and provide a status report to the board as a whole at its every other month meetings. A copy of the revised Joint Boards Sub-committee assignments is attached.

Capital & Major Giving (Lori Okada) - President Okada reported the following:

- First Hawaiian Bank is interested in purchasing a room in the Learning Resources Center.
- Bank of Hawaii is interested in purchasing a room in the Learning Resources Center.
- IT&E is interested in purchasing a computer lab in the Anthony A. Leon Guerrero Allied Health Center.
- Hawaiian Rock is interested in a science lab in the Anthony A. Leon Guerrero Allied Health Center.
- Friends of the Crime Lab is interested in a lab in the Anthony A. Leon Guerrero Allied Health Center.

Annual Giving & Events (Joe Leon Guerrero) - No report. Mr. Leon Guerrero is currently off island for medical.

Planned Giving (Gerry Cruz) - President Okada reported that with regard to the upcoming Asia Pacific Association for Fiduciary Studies (APAFS) scheduled for October 13-14, 2010 in Manila, she will work with Mr. Cruz on setting up appointments with several business contacts to assist GCC in its efforts to potentially be a co-sponsor during the APAFS Conference.

Scholarships & Endowments (Gina Ramos) - For review, Ms. Lolita Reyes noted that she provided Ms. Ramos a proposal outlining the scholarship criteria and the time line on what the Board has approved in terms of setting up the scholarship. Upon the subcommittee's review and approval, the Foundation will be able to award at least ten \$1,000/each scholarships. At a previous meeting, the Foundation Board approved the use of the proceeds from the Par Excellence Golf Tournament and other fundraising events recently held. It is hoped that the awarding of the ten Foundation Scholarships will be presented during the 2010-2011 Academic Year Convocation scheduled to be held August 16, 2010.

Communications (James Martinez) - Upcoming events noted were the GCC/TakeCare 5K Fun Run/Walk scheduled for July 24, 2010 and the Par Excellence Golf Tournament scheduled for September 25, 2010.

V. UNFINISHED BUSINESS

1. Construction Projects Updates

Student Center: President Okada reiterated that the Student Center contract is pending the review and approval by the Attorney General, as per public law.

Learning Resources Center: President Okada reiterated that the completion date for the LRC project is the first week of November 2010, with the Ribbon Cutting Ceremony to be held between December 6 and December 24, 2010.

VI. NEW BUSINESS

1. Board Retreat to review the Articles of Incorporation, Foundation Bylaws, and GCC Board policies on the Foundation

Chair Okada requested that a survey be conducted on the availability of members for a Saturday retreat.

VII. NEXT QUARTERLY MEETING - August 18, 2010, 2:30pm GCC President's Conference Room.

VIII. ANNOUNCEMENTS - None.

IX. ADJOURNMENT

There being no further discussion, the meeting of July 2, 2010 adjourned at approximately 4:05p.m.

Submitted by:



LOURDES V. BAUTISTA
Recording Secretary

Approved by:

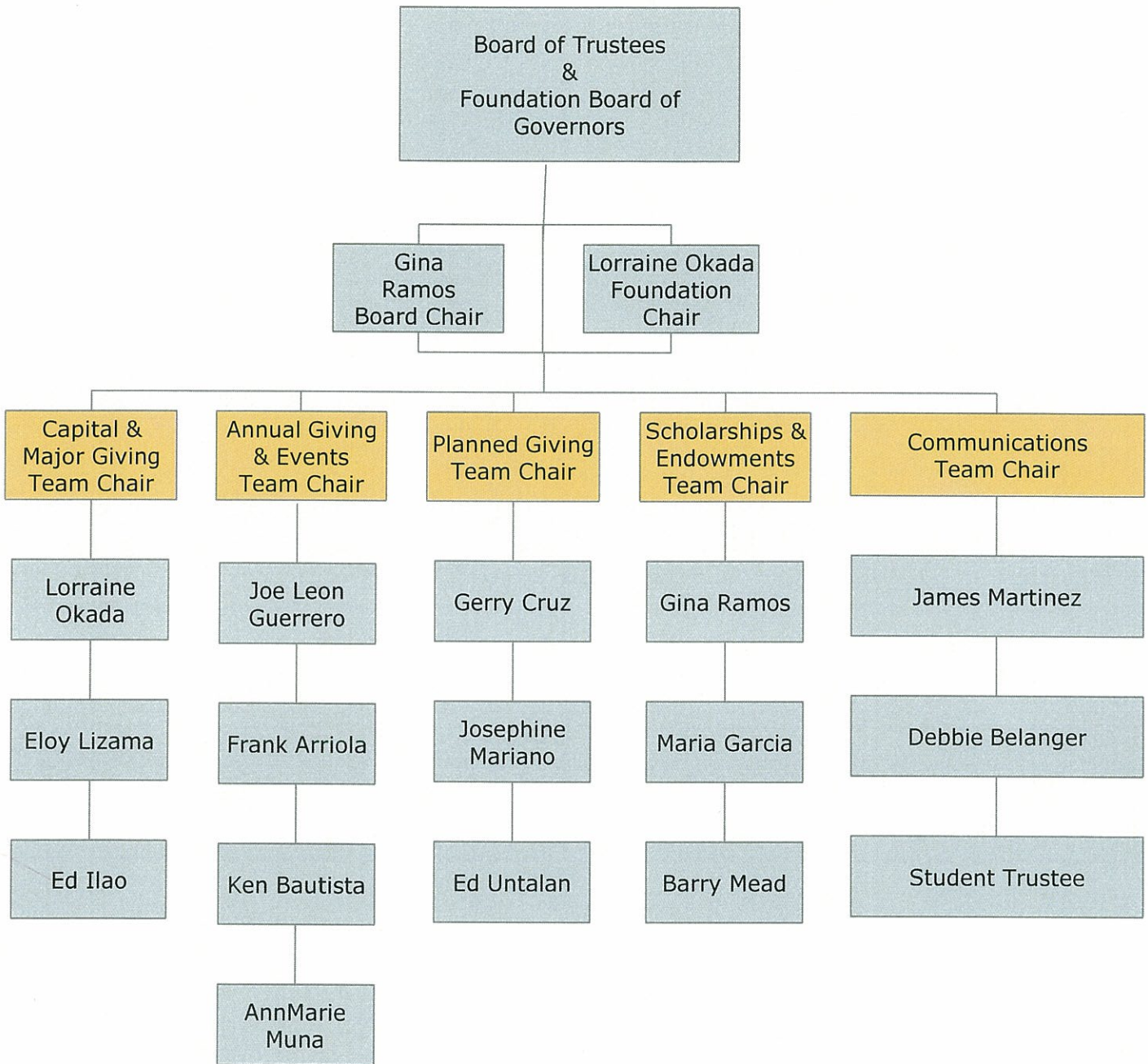


LORRAINE S. OKADA
Chairperson

Attachment:

- Joint Board Sub-Committee Assignments (revised version)

JOINT BOARD SUB-COMMITTEE ASSIGNMENTS



REVISED April 6, 2010