



**UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
Board of Regents**

UOG Station, Mangilao, Guam 96923
Telephone: (671) 735-2995 • Fax: (671) 734-2296

SPECIAL MEETING

**Thursday, June 21, 2018, 5:30 p.m., AV Room 1, RFK Library,
Tan Siu Lin Building, UOG Campus, Mangilao, Guam**

AGENDA

- 1.0 CALL TO ORDER**
- 2.0 REPORTS FROM STANDING COMMITTEES**
 - 2.1 Academic, Personnel and Tenure Committee**
 - Information 2.1.1 Resolution No. 18-nn, Relative to Adopting a New Salary Scale for Administrators Based on the 2009 Survey of Colleges and Universities by the College and University Professional Association (CUPA)**
 - 2.2 Budget, Finance, Investments and Audit Committee**
 - Action 2.2.1 Resolution No. 18-25, Relative to Authorizing the University to Revise the Position Description of the Internal Auditor Position**
 - 2.3 Physical Facilities Committee**
 - Action 2.3.1 Resolution No. 18-26, Relative to Creating the Position of a Capital Projects Manager and Revising Administrator's Salary Scale**
- 3.0 EXECUTIVE SESSION**
 - 3.1 Presidential Candidates Review**
- 4.0 VOTING FILE**
 - 4.1 Presidential Candidates Review**
- 5.0 ADJOURNMENT**

Chairperson Elizabeth Gayle will call the meeting to order.

Reports will be given for each of the standing committees.

AP&T Chairperson Regent Jillette Leon-Guerrero will give her report.

The Salary Scale for Administrators will be discussed at this time.

BFIA Chairperson Regent Elvin Chiang will give his report.



**UNIVERSITY OF GUAM
UNIBETSEDAT GUÅHAN
Board of Regents**

Resolution No. 18-25

**RELATIVE TO AUTHORIZING THE UNIVERSITY TO REVISE THE POSITION
DESCRIPTION OF THE INTERNAL AUDITOR**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC) serving the post-secondary needs of the people of Guam and the region;

WHEREAS, the governance and well-being of the University is vested in the Board of Regents (BOR);

WHEREAS, the University's enabling statute empowers the BOR to establish and abolish Faculty and Administrator positions within the University;

WHEREAS, UOG's external auditors – Deloitte & Touche, LLC – recommended increased monitoring of its federal grant programs as the number, complexity, and non-compliance penalties have significantly increased in recent years;

WHEREAS, the University has determined that it is most appropriate for this function to be carried out by an Internal Audit function within the University;

WHEREAS, the University established this position in March 2016 via BOR Resolution No. 16-07 (Relative to the Creation of the Internal Auditor Position and the Revision of the List of Administrative Positions and the Administrative Salary Schedule) with a description requiring an auditing certification, but has not been able to identify a suitable candidate through two job searches;

WHEREAS, the University now desires to revise the position description to reflect the auditing certifications as preferred, but not required; and


WHEREAS, the President, together with the Academic, Personnel, and Tenure (AP&T) Committee, and the Budget, Finance, Investment and Audit (BFIA) Committee have reviewed this matter and have provided their support for the resolution.

NOW, THEREFORE, BE IT RESOLVED, that the BOR hereby authorizes the revision of the position of Internal Auditor to reflect the auditing certifications as preferred, but not required.

Adopted this 21st day of June, 2018.


Elizabeth C. Gayle, Chairperson

ATTESTED:


Dr. Robert A. Underwood, Executive Secretary

**UNIVERSITY OF GUAM
POSITION DESCRIPTION
Internal Auditor
PROPOSED SALARY RANGE: \$58,835 – \$88,253**

POSITION NARRATIVE:

The University of Guam (UOG) Internal Auditor reports directly to the Vice President of Administration and Finance (VPAF) and is responsible for the development of the University's internal audit capabilities and management of internal audit processes. The Internal Auditor will develop processes for grants management, reporting, audits, and compliance requirements. A significant component of the position is the assurance of the University's compliance with grant terms.

DUTIES AND RESPONSIBILITIES:

Primary duties and responsibilities shall include, but not be limited to the following:

- Establish and maintain policies and procedures for the audit activity and ensure compliance with standards for the Professional Practice of Internal Auditing as set forth by the Institute of Internal Auditors (IIA);
- Recommend improvements to management controls to safeguard University assets;
- Conduct performance audits of activities of the University;
- Conduct compliance audits and reviews of federal grant programs within the University;
- Communicate results of audit projects/investigations and communicate results to the VPAF, the President, the Administrative Council (as needed), the Budget, Finance, Investment, and Audit (BFIA) committee of the University Board of Regents, and other appropriate parties;
- Develop an annual audit schedule based on risk assessments performed with input from the University Comptroller;
- Develop and implement a comprehensive, practical program of audit coverage for the University to be implemented over time;
- Ensure the University complies with the terms of its grants;
- Assist and advise university management and staff regarding financial and accounting matters, proper policies and procedures, internal controls, and risk mitigation techniques; perform assessments of the numerous risks facing the University;
- Work cooperatively with external auditors performing risk assessments of the University;
- Prepare an annual budget for Internal Audit;
- Conduct special studies as assigned by VPAF; and
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business, Management, Finance, Accounting, or a related field from a U.S. accredited institution or foreign equivalent, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses;
- Seven (7) years of experience in the policies, laws and practices of internal auditing;
- Knowledge of internal auditing standards and techniques, accounting principles, and state and federal regulations;
- Experience with federal grant compliance;
- Experience working in a culturally diverse population is a plus;
- Ability to communicate effectively orally and in writing (writing samples required); and
- Ability to interact with all levels of employees, management, and faculty.


PREFERRED QUALIFICATION:

- Master's degree in Business, Management, Finance, Accounting, or a related field from a U.S. accredited institution or foreign equivalent, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses;
- Certification as an Internal Auditor or Public Accountant or Government Financial Manager;

APPROVED BY:



 DR. ROBERT A. UNDERWOOD, PRESIDENT Date

 6/22/18

 RANDALL V. WIEGAND, VPAF Date

Revised May 2018

The University of Guam is an equal opportunity employer and provider

Administrator's Salary Scale
Approved by Board of Regents Resolution No. 18-14
Amended on 04/26/2018

POSITION TITLE	Quantile 1 80%-90% Range	Quantile 2 90%-100% Range	Quantile 3 100%-110% Range	Quantile 4 110%-120% Range
Office of the President				
President	\$ 96,914 \$	109,029 \$	121,143 \$	133,257 \$
Legal Counsel	\$ 61,599 \$	69,299 \$	76,999 \$	84,699 \$
Director, Integrated Marketing Communications	\$ 68,850 \$	76,550 \$	84,250 \$	91,950 \$
Executive Assistant to the President	\$ 84,402 \$	94,952 \$	105,502 \$	116,052 \$
Director, Planning and Assessment (Director, Chief Planning Officer)	\$ 53,454 \$	60,135 \$	66,817 \$	73,499 \$
International Program Development (Coordinator, Director)	\$ 32,973 \$	37,094 \$	41,216 \$	45,338 \$
Web Master	\$ 58,682 \$	66,018 \$	73,353 \$	80,688 \$
Director, Development and Alumni Affairs				
Office of Academic and Student Affairs				
Senior Vice President, Academic and Student Affairs	\$ 88,278 \$	99,313 \$	110,348 \$	121,383 \$
Assistant Vice President of Academic Excellence / Director of Graduate Studies	\$ 80,212 \$	90,239 \$	100,265 \$	110,292 \$
Assistant Vice President of Institutional Effectiveness	\$ 125,514 \$	141,203 \$	156,892 \$	172,581 \$
Dean, School of Engineering	\$ 84,278 \$	94,812 \$	105,347 \$	115,882 \$
Dean, College of Liberal Studies and Social Sciences	\$ 82,438 \$	92,742 \$	103,047 \$	113,352 \$
Dean, University Libraries	\$ 99,150 \$	111,543 \$	123,937 \$	136,331 \$
Dean, College of Natural and Applied Sciences	\$ 91,509 \$	102,947 \$	114,386 \$	125,825 \$
Dean, School of Education	\$ 97,046 \$	109,176 \$	121,307 \$	133,438 \$
Dean, School of Business and Public Administration	\$ 88,482 \$	99,543 \$	110,603 \$	121,663 \$
Dean, School of Nursing and Health Sciences	\$ 87,252 \$	98,159 \$	109,065 \$	119,972 \$
Associate Director, Western Pacific Tropical Research Center	\$ 79,320 \$	89,235 \$	99,150 \$	109,065 \$
Associate Director, Cooperative Extension Service	\$ 82,438 \$	92,742 \$	103,047 \$	113,352 \$
Dean, Enrollment Management and Student Success	\$ 70,014 \$	78,766 \$	87,518 \$	96,270 \$
Associate Dean, EMSS and Registrar	\$ 75,666 \$	85,125 \$	94,583 \$	104,041 \$
Associate/Assistant Deans	\$ 56,000 \$	63,000 \$	70,000 \$	77,000 \$
Grants Officer	\$ - \$	\$ - \$	\$ - \$	\$ - \$
Director/Coordinator	\$ - \$	\$ - \$	\$ - \$	\$ - \$
Research and Sponsored Programs (2009 CUPA)	\$ 107,056 \$	120,438 \$	133,821 \$	147,203 \$
Graduate Studies	\$ 90,944 \$	102,312 \$	113,680 \$	125,048 \$
Centers of Excellence and Research Institutes	\$ 51,932 \$	58,424 \$	64,915 \$	71,407 \$
Financial Aid	\$ 51,665 \$	58,123 \$	64,581 \$	71,039 \$
Residence Halls	\$ 42,128 \$	47,394 \$	52,660 \$	57,926 \$
Student Resources Center (one-stop center)	\$ 53,107 \$	59,746 \$	66,384 \$	73,022 \$
Summer School and Off-Campus Programs	\$ 62,929 \$	70,795 \$	78,661 \$	86,527 \$
Micronesian Area Research Center (MARC)	\$ 66,996 \$	75,371 \$	83,745 \$	92,120 \$
Professional and International Programs	\$ 45,613 \$	51,314 \$	57,016 \$	62,718 \$
Associate Dir. PIP Telecommunications and Distance Education and Outreach	\$ 44,898 \$	50,510 \$	56,122 \$	61,734 \$
Associate Dir. PIP Professional Development and Lifelong Learning Center				
Office of Administration and Finance				
Vice President, Administration and Finance	\$ 110,978 \$	124,851 \$	138,723 \$	152,595 \$
Chief Information Officer	\$ 66,430 \$	74,734 \$	83,038 \$	91,342 \$
Director, Computer Center/Technology Resources	\$ 66,590 \$	74,913 \$	83,237 \$	91,561 \$
Sr. IT Manager, Infrastructure Services and Information Security	\$ 52,762 \$	59,358 \$	65,953 \$	72,548 \$
Associate Budget and Administrative Process Officer	\$ 67,030 \$	75,431 \$	83,812 \$	92,193 \$
Chief Human Resources Officer	\$ 60,424 \$	67,977 \$	75,530 \$	83,083 \$
Director, EEO and Title IX/ADA Coordinator	\$ 65,099 \$	73,237 \$	81,374 \$	89,511 \$
Comptroller/Chief Financial Officer	\$ 52,000 \$	59,175 \$	66,350 \$	73,525 \$
Associate Comptroller / Bursar	\$ 65,802 \$	74,027 \$	82,252 \$	90,477 \$
Chief Plant and Facilities Officer	\$ 63,317 \$	73,481 \$	83,646 \$	93,811 \$
Director/Manager/Coordinator	\$ 45,024 \$	50,652 \$	56,280 \$	61,908 \$
Capital Projects	\$ 49,118 \$	54,575 \$	60,033 \$	65,490 \$
Campus Facilities	\$ 52,047 \$	58,353 \$	64,659 \$	70,965 \$
Campus Construction Projects	\$ 60,816 \$	68,816 \$	76,816 \$	84,816 \$
Bookstore and Auxiliary Services	\$ 54,038 \$	60,816 \$	67,594 \$	74,372 \$
Athletic Director	\$ 50,835 \$	60,190 \$	69,544 \$	78,898 \$
Intentional Building	\$ 50,835 \$	60,190 \$	69,544 \$	78,898 \$

* Scale is managed by UOG Human Resources Office; last updated on April 26, 2018 by BOR Resolution No. 18-14

Physical Facilities Chairperson Chris Felix will give his report.



**UNIVERSITY OF GUAM
UNIBETSEDAT GUÅHAN
Board of Regents**

Resolution No. 18-26

**RELATIVE TO CREATING THE POSITION OF A CAPITAL PROJECTS MANAGER
AND REVISING ADMINISTRATOR'S SALARY SCALE**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC) serving the post-secondary needs of the people of Guam and the region;

WHEREAS, UOG governance and well-being is vested in the Board of Regents (BOR);

WHEREAS, the University's enabling statute empowers the BOR to establish and abolish Faculty and Administrator positions within the University;

WHEREAS, the University has identified some skill deficits in the Plant and Facilities Unit wherein the workload of the Chief Plant Facilities Officer (CPFO) has impinged on the time necessary to manage the unit as well as a revamping of the entire unit to ensure it will be able to satisfy the significant changes planned for the campus over the next five years;


WHEREAS, the United States Department of Agriculture (USDA) has mandated that the University have a licensed professional on board to oversee construction utilizing USDA loan proceeds;

WHEREAS, the Vice President of Administration and Finance has determined that the management of construction projects and large capital projects and related projects should be removed from the workload of the CPFO and placed into a new administrator position – the Capital Projects Manager; and

WHEREAS, the President, together with the Committees of the Academic, Personnel, and Tenure (AP&T); the Budget, Finance, Investment and Audit (BFIA); and the Physical Facilities, recommend to the BOR for approval, the creation of the Capital Projects Manager position, and the revised Administrator's Salary Scale to reflect the Capital Projects Manager position and recommended salary range.

NOW, THEREFORE BE IT RESOLVED, that the BOR hereby approves the creation of the Capital Projects Manager position and the revised Administrator's Salary Scale, which is attached hereto.

Adopted this 21st day of June, 2018.


Elizabeth C. Gayle, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary

UNIVERSITY OF GUAM
POSITION DESCRIPTION
Capital Projects Manager
PROPOSED SALARY RANGE: \$65,317 – \$97,975

POSITION NARRATIVE:

The University of Guam (UOG) Capital Projects Manager (CPM) reports directly to the Chief Plant Facilities Officer (CPFO) and is responsible for the management of all construction contracts of the University including large Air Conditioning Installations, Retro-Fitting, Replacements, and Repairs. The CPM will oversee the Capital Improvements Projects Coordinator (CIPC) and the staff that fall under that position.

DUTIES AND RESPONSIBILITIES:

Primary duties and responsibilities shall include, but not be limited to the following:

- Establish and maintain policies and procedures for the project management of all construction projects of the University;
- Oversee all construction projects whether the projects are managed by in-house staff or by contracted construction management firms;
- Oversee all large air conditioning contracts whether for installation, retro-fitting, replacement or repair of units.
- Prepare construction procurement documents required for all construction projects;
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers, and subcontractors;
- Prepare financing applications for externally funded construction projects;
- Manage contracts for architects, engineers, construction managers, etc.
- Monitor progress of projects on a regular basis, and hold regular status meetings with unit heads impacted;
- Provide construction site quality control oversight for contract compliance, code compliance, and other regulations;
- Manage the design review process for each project;
- Collaborate with the Chief Planning Officer (CPO) regarding the development, updating, and implementation of the campus master plan;
- Prepare and provide reports to the Physical Facilities Committee of the Board of Regents;
- Communicate and maintain relationships with Deans and Directors related to individual building needs;
- Responsible for project planning, budgeting, and identification of resources needed for capital projects; Develop and implement a comprehensive, practical program of audit coverage for the University to be implemented over time;
- Evaluate bids and proposals and provide recommendations;
- Perform other duties as assigned by the CPFO;

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Construction Management, Architecture, Engineering or related field from a U.S. accredited institution or foreign equivalent;
- Certification as a Professional Engineer or Registered Architect;
- Ten (10) years of experience with the construction administration, and implementation of large construction projects;
- Advanced knowledge of construction management processes, means and methods;
- Knowledge of applicable safety standards;
- Working knowledge of utilizing and understanding Critical Path Method (CPM) scheduling;
- Exceptional ability to work with little supervision, make sound decisions, use good judgment, and maintain a high level of confidentiality and professionalism;
- Proficiency with Microsoft Office software;
- Experience working in a culturally diverse population is a plus;
- Ability to communicate effectively orally and in writing (writing samples required); and
- Ability to interact with all levels of employees, management, and faculty.

Created May 2018

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**UNIVERSITY OF GUAM
POSITION DESCRIPTION
Capital Projects Manager
PROPOSED SALARY RANGE: \$65,317 – \$97,975**

PREFERRED QUALIFICATION:

- Experience working with United States Department of Agriculture (USDA) loan applications, loan processing, progress monitoring for federally funded projects;
- Master's degree in Business Administration, Architecture, Engineering or Construction Management;

APPROVED BY:



DR. ROBERT A. UNDERWOOD, PRESIDENT Date



6/22/18

RANDALL V. WIEGAND, VPAF Date

Created May 2018

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Administrator's Salary Scale
Approved by Board of Regents Resolution No. 18-14
Amended on 04/26/2018

POSITION TITLE	Quantile 1 80%-90% Range	Quantile 2 90%-100% Range	Quantile 3 100%-110% Range	Quantile 4 110%-120% Range
Office of the President				
President	\$ 96,914 \$	109,029 \$	121,143 \$	133,257 \$
Legal Counsel	\$ 61,599 \$	69,299 \$	76,999 \$	84,699 \$
Director, Integrated Marketing Communications	\$ 68,050 \$	76,556 \$	85,062 \$	93,568 \$
Executive Assistant to the President	\$ 44,402 \$	49,952 \$	55,502 \$	61,052 \$
Director, Planning and Assessment (Director, Chief Planning Officer)	\$ 53,454 \$	60,135 \$	66,817 \$	73,499 \$
Interim Program Development (Coordinator, Director)	\$ 32,973 \$	37,094 \$	41,216 \$	45,338 \$
Web Master	\$ 56,682 \$	66,018 \$	73,353 \$	80,688 \$
Director, Development and Alumni Affairs				
Office of Academic and Student Affairs				
Senior Vice President, Academic and Student Affairs	\$ 88,278 \$	99,313 \$	110,348 \$	121,383 \$
Assistant Vice President of Academic Excellence / Director of Graduate Studies	\$ 80,212 \$	90,239 \$	100,265 \$	110,292 \$
Assistant Vice President of Institutional Effectiveness	\$ 125,514 \$	141,203 \$	156,892 \$	172,581 \$
Dean, School of Engineering	\$ 84,278 \$	94,812 \$	105,347 \$	115,882 \$
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Grants Officer	\$ 107,056 \$	\$ - \$	\$ - \$	\$ - \$
Director/Coordinator	\$ 90,944 \$	\$ - \$	\$ - \$	\$ - \$
Research and Sponsored Programs (2009 CUPA)	\$ 42,128 \$	47,394 \$	52,660 \$	57,926 \$
Graduate Studies	\$ 53,107 \$	59,346 \$	65,584 \$	71,822 \$
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Financial Aid	\$ 66,996 \$	75,371 \$	83,745 \$	92,120 \$
Residence Halls	\$ 45,613 \$	51,314 \$	57,016 \$	62,718 \$
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Summer School and Off-Campus Programs	\$ 51,932 \$	58,424 \$	64,915 \$	71,407 \$
Micromesian Area Research Center (ALARC)	\$ 51,605 \$	58,123 \$	64,581 \$	71,039 \$
Professional and International Programs	\$ 42,128 \$	47,394 \$	52,660 \$	57,926 \$
Associate Dir. PIP Telecommunications and Distance Education and Outreach	\$ 53,107 \$	59,346 \$	65,584 \$	71,822 \$
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Chief Human Resources Officer	\$ 60,424 \$	67,977 \$	75,530 \$	83,083 \$
Director, EEO and Title IX/ADA Coordinator	\$ 65,099 \$	73,237 \$	81,374 \$	89,511 \$
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Associate Comptroller / Bursar	\$ 63,812 \$	74,027 \$	82,532 \$	90,477 \$
Chief Plant and Facilities Officer	\$ 65,317 \$	73,481 \$	81,646 \$	89,811 \$
Director/Manager/Coordinator	\$ 45,024 \$	50,652 \$	56,280 \$	61,908 \$
Capital Projects	\$ 43,660 \$	49,118 \$	54,575 \$	60,033 \$
Campus Facilities	\$ 52,047 \$	58,553 \$	65,059 \$	71,565 \$
Construction Projects	\$ 54,058 \$	60,816 \$	67,573 \$	74,330 \$
Bookstore and Auxiliary Services	\$ 58,835 \$	66,190 \$	73,544 \$	80,898 \$
Athletic Director	\$ 65,317 \$	73,481 \$	81,646 \$	89,811 \$
Internal Auditor	\$ 45,024 \$	50,652 \$	56,280 \$	61,908 \$
Internal Audit	\$ 43,660 \$	49,118 \$	54,575 \$	60,033 \$
Internal Auditor	\$ 58,835 \$	66,190 \$	73,544 \$	80,898 \$

*Scale is managed by UCG Human Resources Office. Last updated on April 26, 2018 by BOR Resolution No. 18-14

The BOR will enter Executive Session at this time to discuss the Presidential Candidates.

The documents presented in Executive Session are confidential and not available for public review.

The BOR will take action on items discussed during Executive Session.

The Board of Regents will vote after review of the Presidential Candidates.

Chairperson Elizabeth Gayle will adjourn the meeting.