



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

REGULAR MEETING MINUTES

November 28, 2023

1.0 CALL TO ORDER

The Regular Meeting of the Research Corporation of the University of Guam Board of Directors was called to order by Chairperson Anita Borja Enriquez on November 28, 2023, at 3:08 p.m. via registered Zoom conference. Notice of the meeting having been duly and regularly provided by the Board.

Quorum:

Anita Borja Enriquez, Chairperson
Sharlene Santos Bamba, Vice Chairperson
Ryan Shook, Secretary
Agapito Diaz, Member
Artemio Hernandez, Member
Rachael Leon Guerrero, Member
Laurie Raymundo, Member

Also Present:

Anthony Camacho, UOG General Counsel
Cathleen Moore-Linn, Executive Director
Michael Conner, Chief Business Officer
Danica Batac, Accounting Analyst II
Sable Sablan, Human Resource Specialist I
Raeanne Concepcion, Human Resource Specialist III
Precious Nagallo, Accounting Analyst I
Anthony Agustin, Accounting Analyst I
Jennifer Tanghal, Human Resources Specialist I

2.0 MEETING MINUTES

2.1 Regular Meeting Minutes of June 16, 2023

Motion to approve by A. Diaz and Seconded by R. Leon Guerrero. The motion carried.

3.0 CHAIRMAN'S REMARKS

Chairperson Enriquez noted it was this meeting marks her first as chairperson and that Dr. Santos-Bamba is now the Board of Director's vice chairperson by



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virtue of her position. The rest of the Board of Directors continue in their positions, and she expressed gratitude for their willingness to serve. Dr. Enriquez spoke about exciting activities at UOG and how visits from existing partners such as the Pacific Northwest National Laboratory and the U54 Cancer Grant Steering Committee, as well as future partners USAID are bringing more opportunities to the island and to the University of Guam. Dr. Enriquez attended the Regional Biodiversity conference earlier in the day and mentioned an application to NOAA to fund a Climate Change and Invasive Species Resiliency Center at UOG. All these activities speak to the depth of grant work at the University of Guam.

4.0 NEW BUSINESS

4.1 Executive Director's Report

C. Moore-Linn presented the Research Corporation's Fiscal Year 2023 Annual Report. Key performance indicators for FY23 compared to FY22 highlight a 15% increase in grant expenditures, a 13.3% increase in the number of grants supported by RCUOG, 12 travel grants awarded to UOG students, and a 10% increase in the number of employees compared to the prior year. RCUOG activities and transactions were audited under the University of Guam's FY2022 audit. There were no findings for grant transactions supported by the Research Corporation. This indicates that RCUOG continues to utilize strong internal controls which comply with federal regulations and its own policies. The FY2022 audit marked the eighth consecutive year of no questioned costs. In FY 2023, RCUOG received 18% of the University of Guam's grant generated indirect cost revenue equating to \$735,863 and \$696,785 in administrative fees/ other revenue (charged to those projects that do not include indirect costs) for a total of \$1,432,649. For FY2023, RCUOG posted operating expenses of \$687,911. UOG held the line on operational costs which show a slight increase of 3.7% compared to FY22. The annual report documents progress on the US Economic Development Administration funded WERI Building and Nursing Annex and noted \$4.3M in additional EDA funding enabled the institution to proceed with the project groundbreaking on November 20, 2023. The report ends with a listing of the 170 projects supported by RCUOG as required by public law.

4.2 Resolution No. 23-08 Relative to Approving the FY2023 Reserve Expenditure Plan



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C. Moore-Linn presented the resolution and explained that RCUOG ended FY2023 with net revenue of \$744,738. The plan guides how the funds are to be expended with \$500K to be transferred to UOG to support construction of the WERI Building and Nursing Annex, representing RCUOG's financial commitment to the project for FY23 and FY24, and the remainder to be used as a local match for future grant applications. C. Moore-Linn also presented an option to support professional development training for UOG OIT personnel. Board members discussed the option and voted to amend the plan to allow for up to \$44K to support professional development for OIT employees. Motion to approve by R. Leon Guerrero and R. Shook. Motion to amend the Reserve Expenditure Plan to include up to \$44K of funds to support professional development for OIT employees by A. Hernandez and seconded by S. Santos-Bamba. A. Borja Enriquez called for a vote on the motion as amended. The motion carried.

4.3 Resolution No. 23-09 Relative to Adopting the FY2025 Operations Budget

C. Moore-Linn presented the resolution and noted that RCUOG starts the budget approval process early so that it can be transmitted to UOG for Board of Regent approval. C. Moore-Linn discussed the plan to hire two new employees to support the increased workload and reviewed budget categories with Board members. Motion to approve by A. Diaz and seconded by A. Hernandez. A. Borja Enriquez called for a vote. The motion carried.

4.4 Resolution No. 23-10 Relative to Amending the Travel Policy

C. Moore-Linn presented the resolution and discussed three proposed changes to the Travel Policy including increasing the gratuity rate to 15%, replacing Eastern Seaboard with Pacific Corridor, and clarifying that RCUOG requires travelers to submit travel authorizations ten business days prior to their travel start date. Motion to approve by R. Leon Guerrero and seconded by L. Raymundo. A. Borja Enriquez called for a vote. The motion carried.

4.5 Resolution No. 23-11 to Relative to Adopting RCUOG's Financial Commitment to Support Construction of the WERI Building and Nursing Annex

C. Moore-Linn presented the resolution and noted that while many discussions between UOG executives and RCUOG had occurred regarding RCUOG's \$4M commitment to the construction of the WERI Building and



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Nursing Annex, a resolution documenting the commitment had never been presented to the Board. C. Moore-Linn reported that UOG Vice President of Administration Randall Wiegand agreed that a resolution to this effect was necessary to document the commitment. Motion to approve by A. Hernandez and seconded by A. Diaz. A. Borja Enriquez called for a vote. The motion carried.

5.0 ADJOURNMENT

Chairperson Borja Enriquez adjourned the meeting at 3: 45 p.m.


Anita Borja Enriquez (Mar 12, 2024 16:26 GMT+10)

Dr. Anita Borja Enriquez, Chairperson

ATTESTED:


Ryan Shook (Mar 13, 2024 17:22 GMT+10)

Ryan Shook, Secretary









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Final Audit Report

2024-03-13

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