



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

REGULAR MEETING MINUTES

March 8, 2024

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 March 8, 2024, at 2:33 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
Randall Wiegand, Treasurer
Ryan Shook, Secretary
Agapito Diaz, Member
Artemio Hernandez, Member
Joanna Chun, 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
Gloria Travis, Accounting Specialist
Danica Batac, Accounting Analyst II
Raeanne Concepcion, Human Resource Specialist III
Sable Sablan, Human Resource Specialist I
Jennifer Tanghal, Human Resources Specialist I
Precious Nagallo, Accounting Analyst I
Anthony Agustin, Accounting Analyst I

2.0 MEETING MINUTES

2.1 Regular Meeting Minutes of November 28, 2023

Motion to approve by A. Hernandez and Seconded by R. Shook. The motion carried.



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

3.0 CHAIRMAN'S REMARKS

Chairperson Enriquez noted UOG's 56th Charter Day was well attended including hundreds of students from grades K-12. Many students from the CNMI and Guam competed in the CHamoru Language Competition, and the Chairperson expressed thanks to the College of Liberal Arts and Social Sciences, the Division of CHamoru Studies, and Kumision I Fino CHamoru for making the event an amazing success. Many dignitaries attended Charter Day opening ceremonies, including the Governor and First Gentleman, as well members of the 37th Guam Legislature, counsel generals, and many others. There was an array of activities and standing exhibits including hut building, and ROTC demonstrations. The University garnered excellent media coverage during Charter Day and Blue Night, which was brought back to campus for the first time in 20 years as a PG rated event. Many alumni and families came out to celebrate Blue Night and signed up at the Alumni booth. Chairperson Enriquez just finished a meeting with the CDC for a potential partnership with the University of Guam and other institutions. This could lead to other research and funding opportunities. There is interest in a public health biolaboratory. Dr. Yvette Paulino is the lead for this initiative. Chairperson Enriquez thanked Board members for their support.

4.0 NEW BUSINESS

4.1 Executive Director's Report

C. Moore-Linn reported on the Research Corporation's key performance indicators for the first quarter. Grant expenditures increased 8.7% over the prior January. Total grant indirect costs decreased 8.5% due a new accrual accounting method which required the Research Corporation to accrue revenue in September 2023 even if payments were not received before the end of fiscal year. The new rule resulted in an increase in indirect cost revenue in FY2023. First quarter revenue for 2024 is tracking about the same as the prior year, while operations expenditures increased due to the 22% salary increase implemented for RCUOG employees. RCUOG set aside its \$250K commitment for the WERI building for FY2024 from FY2023 net revenue to ensure that RC could meet all obligations in the current fiscal year. RC has on hand \$750K to transfer to UOG to support construction costs for that building. RCUOG has 242 employees of which 137 are full-time and 105 are part-time. RCUOG supports 169 grants with \$37.8M in annual budgets. The multi-year budgets combined is over \$100M because of several large grants including \$5M with Dr. Romina King as the PI, \$5M for Sea Grant,



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

and the \$10M large NextGen grant at CNAS. The report in June 2023 showed \$83M in multiyear grant budgets combined. The Bank of Guam CD matured in February and the Coast360 CD will mature in April 2024. The WERI building and Nursing Annex grading permits were issued February 2. Building permits are still going through the approval process. The board was briefed on the ongoing credit card audit, annual audit, and grant applications in process. The OPA requested 240 samples thus far, which RCUOG provided. C. Moore-Linn reported on 10 travel awards given to UOG students this spring. RC is working with SENG faculty and the new dean on a grant application to EDA to purchase equipment and furnishings for the new building which is about \$1M. RC team participated in the etrieve and softdocs relaunch and other tasks to improve productivity. C. Moore-Linn shared information on the recent travel awards provided to students. The executive director closed her report with positive comments the WASC Senior College and University Commission visiting team made about UOG's grant activities. Discussed TCD yields versus high yield saving accounts.

4.2 Resolution No. 24-01 Relative to Amending the Employee Handbook and Policy Manual

C. Moore-Linn presented the resolution and explained that RCUOG seeks to clarify language in several sections including 4.3 regarding dual employment, 5.3 regarding interviewing qualified applicants, 5.4 in reference to required signatures on personnel actions, 5.7 to update the reference under faculty hires to cite the appropriate Board of Regents Resolution, 6.1 clarifying when approved leave forms must be submitted, 6.2 when employees are allowed to take sick leave in conjunction with annual leave, and 6.3 when an employee must submit a birth certificate for their newborn child. Moore-Linn explained the difference between UOG an RCUOG as related to the accumulation of sick leave. RCUOG noted that some employees were tacking on sick leave to annual leave to extend their vacation. Employees will be allowed to use sick leave while on vacation if they submit supporting documents. Other clarifications regarding benefits needed clarification in section ten. A. Diaz noted two corrections needed to be made, one in the resolution under 6.3 and to correct the section numbers within the policy. Moore-Linn reviewed the policy areas identified by Director Diaz. Motion to approve by A. Diaz and seconded by J. Chun. Chairperson Enriquez called for the vote. The motion carried.



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

4.3 Resolution No. 24-02 Relative to Amending the Student Employee Hiring Policy and Procedures

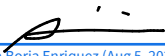
C. Moore-Linn presented the resolution and noted that RCUOG needs to modify policy to align with the new pay scale that was approved in 2023. Other modifications include listing current sites on which job announcements are posted, increasing the number of days job announcements are posted to seven days instead of five, and to adjust language to accurately reflect current processes. A. Hernandez suggested included adding “or equivalent after inserting the reference to new software. C. Moore-Linn noted that they would insert this language in the document. Motion to approved by J. Chun and seconded by R. Leon Guerrero. Chairperson Enriquez called for the vote. The motion carried.

4.4 Resolution No. 24-03 Relative to Adopting the Relocation Expenses Policy.

C. Moore-Linn presented the resolution and discussed need for the policy as RCUOG had been using UOG’s relocation policy as a guide. While most of RCUOG’s employees are hired locally, some are hired from the US mainland or other locales. RCUOG needs to define the relocation benefits offered to those employees who are hired off-island. Maximum benefits can include airfare, excess baggage, or USPS charges of \$500, one week of housing and one week of rental car. Motion to approve by R. Leon Guerrero and seconded by R. Shook. Chairperson Enriquez called for the vote. The motion carried.

5.0 ADJOURNMENT

Chairperson Borja Enriquez adjourned the meeting at 3: 14 p.m.


Anita Borja Enriquez (Aug 5, 2024 12:11 GMT+10)

Dr. Anita Borja Enriquez, Chairperson

ATTESTED:


Ryan Shook (Jul 30, 2024 10:30 GMT+10)

Ryan Shook, Secretary

REGULAR MEETING MINUTES March 8, 2024

Final Audit Report

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