



RESEARCH CORPORATION
of the UNIVERSITY OF GUAM

**BOARD OF DIRECTORS
REGULAR MEETING**

Friday, December 18, 2015 at 2:30 p.m., Graduate Studies Classroom
Jesus and Eugenia Leon Guerrero Building, UOG Campus, Mangilao, Guam

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 Robert Underwood on December 18, 2015 at 2:41 p.m. Notice of the meeting having been duly and regularly provided by the Board.

Quorum:

Robert A. Underwood, Chairperson
Anita B. Enriquez, Vice Chairperson
Randy Wiegand, Treasurer
Kate A. Moots, Secretary
Joseph F. Ada, Member
Terry J. Donaldson, Member

Also Present:

Cathleen Moore-Linn, Interim Executive Director
Gloria Travis, Grants Officer
Kristina C. Sayama, Program Coordinator IV
Victorina Renacia, UOG Legal Counsel

2.0 MEETING MINUTES

2.1 Regular Meeting Minutes of September 11, 2015. Motion to adopt by J. Ada, and duly seconded by A. B. Enriquez. Motion carried.

3.0 CHAIRPERSON'S REMARKS

Chairperson Underwood noted RCUOG functions are going well.

4.0 NEW BUSINESS

4.1 Implementation Update

C. Moore-Linn provided a list of grants and contracts managed by the Research Corporation.

4.2 Resolution No. 15-10, Relative to Amending the Leave, Attendance, and Absenteeism Policy in the Employee Handbook and Policy Manual



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C. Moore-Linn briefed the Board regarding the policy amendment which allows RCUOG employees to roll over a maximum of 80 hours of annual leave and 80 hours of sick leave to a new fiscal year. Motion to adopt made by T. Donaldson and duly seconded by J.F. Ada. The motion carried.

4.3 Resolution No. 15-11, Relative to Approving the Irrevocable Letter of Credit Policy

C. Moore-Linn briefed the Board on the resolution and the need to establish policy to do business with vendors who require a Letter of Credit. Motion to adopt made by J.F. Ada, and duly seconded by K. Moots. The motion carried.

4.4 Resolution No. 15-12, Relative to Amending the Procurement Guidelines and Procedures Policy

C. Moore-Linn briefed the Board on amendment to include University of Guam faculty as members of bid evaluation committees. Motion to adopt made by K. Moots, and duly seconded by T. Donaldson. The motion carried.

5.0 ANNOUNCEMENT

None.

6.0 ADJOURNMENT

Chairman Underwood adjourned the meeting at 2:54 p.m.

Dr. Robert A. Underwood, Chairperson

ATTESTED:

Dr. Kate A. Moots, Secretary