



**RESEARCH CORPORATION**  
of the **UNIVERSITY OF GUAM**

**BOARD OF DIRECTORS**  
**REGULAR MEETING**

Friday, February 13, 2015, 3:30 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 February 13, 2015 at 3:36 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  
Marcos Fong, Member  
Ricky Hernandez, Member  
Ray Topasna, Member

### **Also Present:**

Cathleen Moore-Linn, Executive Director  
Gloria Travis, Chief Business Officer  
Kristina C. Sayama, Program Coordinator IV

## **2.0 MEETING MINUTES**

- 2.1 Regular Meeting Minutes of December 2, 2014.** Motion to adopt by J.F. Ada, and duly seconded by A. Borja-Enriquez. Motion carried.

## **3.0 CHAIRPERSON'S REMARKS**

Chairperson Underwood noted RCUOG is going well and meeting the right level of expectations.

## **4.0 NEW BUSINESS**

### **4.1 Implementation Update**

C. Moore-Linn informed the Board that RUCOG is currently managing 13 grants totaling \$2.8M in funding compared to five grants and \$1M in funding in December 2014. C. Moore-Linn distributed the list of grants, principal investigators, dates of award, purpose, and funding amount to BOD members. To



date, RCUOG has hired 25 employees to work on the various grants it manages. C. Moore-Linn reported positive workflow and working relationships between RCUOG and UOG HRO. RCUOG also received its first employee grievance which will be shared with the BOD during executive session.

**4.2 Resolution No. 15-01, Relative to Approving the Contract Fee Structure for RCUOG**

C. Moore-Linn briefed the Board on the need to establish a free structure for those contracts that do not include indirects. Board members requested the Executive Director to submit an updated fee structure to the BOD in FY 2016. Grants which have an indirect cost factored into the budget are not subject to the 10% fee. Motion to adopt made by A. Enriquez and duly seconded by R. Topasna. The motion carried.

**4.3 Resolution No. 15-02, Relative to Amending the Student Hiring Policy and Procedures**

C. Moore-Linn briefed the Board on the amended policy. J.F. Ada suggested the resolution be modified to read: “that the Board hereby adopts the attached RCUOG amended Student Hiring Policy and Procedures.” R. Wiegand was concerned about creating two classes of employees by allowing some part-time student employees access to medical and dental benefits because grant funding supports the premiums while other grants do not provide such funding. RCUOG will work the principal investigators to ensure benefits for part-time student employees are included in the grant proposals. Motion to adopt made by K. Moots, and duly seconded by J.F. Ada. The motion carried.

**4.4 Resolution No. 15-03, Relative to Amending the Hiring Policy in the Employee Handbook and Policy Manual.**

C. Moore-Linn briefed the Board on the amended hiring policy. K. Moots suggested deleting “shorter or” under 5.2 R. Wiegand suggested including reference checks and a review of social media activity for prospective employees under 5.3. Motion to adopt with above corrections made by J.F. Ada, and duly seconded by R. Topasna. The motion carried.



**5.0 OLD BUSINESS**

**5.1 RCUOG Procurement Guidelines and Procedures**

C. Moore-Linn presented the policy to the Board as approved at the December 2014 meeting. R. Hernandez noted under section 1 number 7 should be corrected to read number 8 and K. Moots noted under section 2 that the lettered points should be listed from (a) to (d). Corrections will be made and the policy posted on the RCUOG website.

**6.0 EXECUTIVE SESSION**

**6.1 Employee Grievance**

C. Moore-Linn briefed the Board on an employee grievance.

**7.0 ADJOURNMENT**

Chairman Underwood adjourned the meeting at 4:30 p.m.

Dr. Robert A. Underwood, Chairperson

**ATTESTED:**

Dr. Kate A. Moots, Secretary