



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Friday, June 30, 2017 at 2:35 p.m., President's Conference Room,
School of Business & Public Administration,
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 A. Underwood on June 30, 2017 at 2:35 p.m. Notice of the meeting having been duly and regularly provided by the Board.

Quorum:

Robert A. Underwood, Chairperson
Anita Borja-Enriquez, Vice Chairperson
Randy Wiegand, Treasurer
Kate A. Moots, Secretary
John Jenson, Member
Joseph F. Ada, Member
Artemio Hernandez, Member

Also Present:

Cathleen Moore-Linn, Interim Executive Director
Bobbie Molarte, Accounting Specialist

2.0 MEETING MINUTES

2.1 **Regular Meeting Minutes of March 31, 2017.** Motion to adopt by J.F. Ada and duly seconded by K. Moots. Motion carried.

3.0 CHAIRPERSON'S REMARKS

Chairperson Dr. Robert Underwood noted RCUOG is in business as long as Federal funds are budgeted.

4.0 NEW BUSINESS

4.1 Interim Executive Director's Report

C. Moore-Linn provided a list of 77 grants and contracts currently managed by



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the Research Corporation equating to \$11.3M annually. C. Moore-Linn reported that that RCUOG has realized \$232,000 in indirect cost allocations and administrative fees and is positively tracking toward its goal of self-sufficiency by the end of FY 2019. RCUOG hired a part-time grant budget specialist who is being trained regarding RCUOG processes. Travel Award recipients are reporting out their experiences which is required as part of their award.

4.2 Resolution No. 17-04 Relative to Adopting a Credit Threshold for RCUOG Purchase Cards

C. Moore-Linn briefed the Board regarding establishing a policy to limit charges to a single RCUOG purchase card to \$60,000 and to all purchase cards combined to \$100,000. Motion to adopt by R. Wiegand and duly seconded by J.F. Ada. Motion carried.

4.3 Resolution No. 17-05 Relative to Amending the RCOUG Policy and Procedures for Time and Effort Reporting

C. Moore-Linn briefed the board regarding the updated policy and the need to align with UOG's newly implemented Web Time Entry process as well as Federal regulations. Motion to adopt by J.F. Ada and duly seconded by A. Borja-Enriquez. Motion Carried.

5.0 ANNOUNCEMENT

No announcements.

6.0 ADJOURNMENT

Chairperson Robert A. Underwood adjourned the meeting at 3:02 p.m.

A handwritten signature in blue ink, reading "Robert A. Underwood", written over a horizontal line.

Dr. Robert A. Underwood, Chairperson

ATTESTED:

A handwritten signature in blue ink, reading "Kate Moots", written over a horizontal line.

Dr. Kate A. Moots, Secretary

