



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Friday, March 31, 2017, at 2:40 p.m., Graduate Studies Classroom, 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 March 31, 2017 at 2:40 p.m. Notice of the meeting having been duly and regularly provided by the Board.

Quorum:

Robert A. Underwood, Chairperson
Randy Wiegand, Treasurer
Kate A. Moots, Secretary
Joseph F. Ada, Member
Elizabeth Gayle, Member
Artemio Hernandez, Member

Also Present:

Cathleen Moore-Linn, Interim Executive Director
Gloria Travis, Interim Chief Business Officer
Victorina Renacia, UOG Legal Counsel

2.0 MEETING MINUTES

2.1 Regular Meeting Minutes of December 2, 2016. Motion to adopt by E. Gayle and duly seconded by K. Moots. Motion carried.

3.0 CHAIRPERSON'S REMARKS

Chairperson Dr. Robert Underwood noted that the RCUOG annual report is a useful document which succinctly explains the Research Corporation's purpose and functions.

4.0 NEW BUSINESS

4.1 Interim Executive Director's Report

C. Moore-Linn provided a list of 71 grants and contracts currently managed by the Research Corporation. C. Moore-Linn noted that RCUOG drew down its first quarter of indirect costs for FY 2017 and the Research Corporation is positively

tracking toward its goal of self-sufficiency by the end of FY 2019. RCUOG increased its credit threshold at First Hawaiian Bank to \$60,000. Travel Award recipients were announced. Board of Directors terms were discussed.

4.2 Resolution No. 17-01 Relative to Amending the Leave, Attendance and Absenteeism Policy in the RCUOG Employee Handbook and Policy Manual
C. Moore-Linn briefed the Board regarding the need to amend the policy to include language that addresses pregnancy related medical leave and parental leave; to add Guam History and Chamorro Heritage Day to the list of holidays; and to include a maximum of 15 days of military leave per fiscal year per eligible employee. Motion to adopt by R. Wiegand and duly seconded by J.F. Ada. Motion carried.

4.3 Resolution No. 17-02 Relative to Approving the RCUOG FY 2018 Operations Budget
C. Moore-Linn briefed the board regarding the FY 2018 budget. Motion to adopt by J.F. Ada and duly seconded by E. Gayle. Motion Carried.

4.4 Resolution No. 17-03 Relative to Approving the RCUOG Records Retention Policy
C. Moore-Linn briefed the board regarding the need for a Records Retention Policy. Motion to adopt by K. Moots and duly seconded by E. Gayle. Motion Carried.

5.0 ANNOUNCEMENT
No announcements.

6.0 ADJOURNMENT
Chairperson Robert A. Underwood adjourned the meeting at 3:24 p.m.



Dr. Robert A. Underwood, Chairperson

ATTESTED:
 3 July 2017
Dr. Kate A. Moots, Secretary