



**RESEARCH CORPORATION**  
of the UNIVERSITY OF GUAM

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

Thursday, October 30, 2014, 2:00 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 the Chairperson Robert Underwood on October 30, 2014 at 2:04 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  
David O'Brien, Treasurer  
Kate A. Moots, Secretary  
Marcos Fong, Member  
Artemio Hernandez, Member  
William D. Leon Guerrero, Member

**Also Present:**

Cathleen Moore-Linn, Executive Director  
Gloria Travis, Chief Business Officer  
Kristina C. Sayama, Program Coordinator IV  
Vicki Renacia, UOG Legal Counsel

## **2.0 MEETING MINUTES**

### **2.1 Regular Meeting Minutes of September, 2014.**

Motion to adopt by D. O'Brien, and duly seconded by W. Leon Guerrero. Motion carried.

## **3.0 CHAIRPERSON'S REMARKS**

Chairperson Underwood noted progress made in developing the RCUOG policy infrastructure.

## **4.0 NEW BUSINESS**

### **4.1 Resolution No. 14-08, Relative to the Adoption of the RCUOG Procurement Policy**

C. Moore-Linn briefed the Board on the documents. D. O'Brien noted the following sections need to be added to the policy: 1) local vendor preference; 2) an appeals process; 3) a cost basis for bid evaluation purposes; 4) the composition, roles and responsibilities of a bid evaluation committee; 5) identification of a procurement officer. C. Moore-Linn stated that these sections will be added to the policy and presented to the Board of Directors for consideration during the next meeting scheduled for November 2014. It was agreed that no purchases over \$30K will be made in the month of November 2014 or until the sections above are included in the policy. Motion to adopt with the

changes to be made by K. Moots, and duly seconded by W. Leon Guerrero. The motion carried.

#### **4.2 Resolution No. 14-09, Relative to the Adoption of the RCUOG Handbook and Policy Manual**

The Board discussed the document and agreed on the following modifications: 1) Delete the first sentence from the Code of Ethics and Conduct policy, under 4.3 Outside Employment or Dual Employment subhead; 2) The term "suspension" should be added as Step 3 to the Progressive Discipline Policy; 3) references to the Chief Human Resources Officer or UOG HRO should be deleted and replaced with a reference to RCUOG where necessary from pages 3, 8, 9, 29, 33, and 41; 4) a sentence should be to be added to the Grievance Policy and Procedures which states that grievances should be reported to the Board of Directors for informational purposes; 5) The Leave, Attendance, and Absenteeism Policy should list Labor Day as the first Monday in September and All Souls Day as November 2; 6), The Leave, Attendance, and Absenteeism Policy, under the Failure to Notify subhead, should include a reference to chronic absenteeism.

Motion to adopt, with amendments, made by A.B. Enriquez, and duly seconded by D. O'Brien. The motion carried.

D. O'Brien noted that RCUOG related duties and responsibilities with regard to the Chief Human Resource Officer and the Institutional Compliance Officer should be included in the Operating Agreement between RUOG and UOG to address liability issues.

#### **4.3 Resolution No. 14-10, Relative to the Adoption of the RCUOG Employee Positions and Salary Scale.**

The Board discussed the documents.

Motion to adopt by W. Leon Guerrero, and duly seconded by K Moots. The motion carried.

#### **4.4 Resolution No. 14-11, Relative to the Adoption of an Amendment to the Student Employment Hiring Policy and Procedures**

C. Moore-Linn briefed the Board on the document and noted a sentence in the original policy stated that part-time students working 29 hours or less were not eligible for medical or dental coverage. The amendment states part-time student employees working 20 to 39 hours per week are eligible for medical and dental insurance depending on whether or not there is funding in the grant or contract to support the annual employer portion of medical and dental insurance.

The Board discussed and agreed on the following modification: 1) add a sentence to the policy that notes coverage is also dependent on the availability of a healthcare provider; 2) replace the word university with RCUOG in the second to the last sentence under the Equal Opportunity subhead.

Motion to adopt, with amendments, by W. Leon Guerrero, and duly seconded by K Moots. The motion carried.

#### 4.5 Implementation Update

C. Moore-Linn briefed the Board on the status of the implementation process and upcoming tasks such as developing FAQs, a fee structure to enable RCUOG to accept direct grants and contracts, the development of a draft RCUOG business manual, revisiting intellectual property rights, and drafting a memorandum that addresses how UOG employees transition to RCUOG. D. O'Brien requested the Executive Director to report to the Board at the next meeting an update on how the Office of Sponsored Programs and RCUOG plan to work together during the pre-award grant phase where functional overlap exists.

#### 5.0 ADJOURNMENT

Chairman Underwood adjourned the meeting at 2:50 p.m.



Dr. Robert A. Underwood, Chairperson

Jan 29, 2015

ATTESTED:

 29 Jan 2015

Dr. Kate A. Moots, Secretary