



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
Board of Regents

UOG Station, Mangilao, Guam 96923
Telephone: (671) 735-2995 • Fax: (671) 734-2296

REGULAR MEETING

**Thursday, June 18, 2015, 5:30 p.m., AV Room 1, RFK Library,
Tan Siu Lin Building, UOG Campus, Mangilao, Guam**

AGENDA

- 1.0 CALL TO ORDER**
- 2.0 MEETING MINUTES**
- Action 2.1 Regular Meeting Minutes of April 23, 2015**
- Information 3.0 CHAIRMAN'S REMARKS**
- Information 4.0 PRESIDENT'S REPORT**
- 5.0 REPORTS FROM STANDING COMMITTEES**
 - 5.1 Academic, Personnel and Tenure Committee**
 - Action 5.1.1 Resolution No. 15-20, Relative to Revising the List of Administrative Positions and Salary Schedule**
 - Action 5.1.2 Resolution No. 15-21, Relative to Approving the Research Council Bylaws**
 - Action 5.1.3 Resolution No. 15-22, Relative to Expressing Condolences to the Family of the Late Dr. Patty Jo Hoff**
 - 5.2 Student Affairs, Scholarship, Alumni Relations, and Honorary Degree Committee**
 - Action 5.2.1 Resolution No. 15-23, Relative to Updating Board of Regents Resolution No. 14-20 as it regards Clery Act Policy Statements**
 - Action 5.2.2 Resolution No. 15-24, Relative to Approving the Rules and Regulations for the Health Professions Training Scholarship Program under the Student Financial Assistance Programs Beginning Academic year 2015-2016**
 - Action 5.2.3 Resolution No. 15-25, Relative to Approving the Rules and Regulations for the Research/Teaching Assistantship Program under the Student Financial Assistance Programs Beginning Academic year 2015-2016**
 - 5.3 Budget, Finance, Investments and Audit Committee**
 - Information 5.3.1 Financial Update**
 - Information 5.3.2 Collections Report**
 - Information 5.3.3 Procurement Transactions and Contracts Report**

- Action** 5.3.4 Resolution No. 15-26, Relative to Authorizing the University of Guam Purchase Card Pilot Program
- 5.4 Physical Facilities Committee
- Information** 5.4.1 Facilities Update
- 6.0 AD HOC REPORT: ENDOWMENT FOUNDATION UPDATE
- 7.0 NEW BUSINESS
- Action** 7.1 Resolution No. 15-27, Relative to Expressing Appreciation to Marcos Fong for his Service as a Member, Treasurer and Vice Chairperson of the Board of Regents
- 8.0 OPEN PRESENTATION (3 Minute Limit per Person)
- 9.0 EXECUTIVE SESSION
- 9.1 Presidential Evaluation Committee (PEC) Report
- 10.0 VOTING FILE
- Action** 10.1 PEC Report
- 11.0 ADJOURNMENT

Acting BOR Chairperson Antoinette Sanford will call the meeting to order.



**UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN**

Board of Regents

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Telephone: (671) 735-2995 Fax: (671) 734-2296

**Regular Meeting Minutes
April 23, 2015**

1.0 CALL TO ORDER

The Regular Meeting of the Board of Regents (BOR) was called to order by BOR Chairperson William Leon Guerrero on April 23, 2015, at 5:30 p.m., in AV Room #1, University of Guam RFK Library, Tan Siu Lin Building, notice of such meeting having been duly and regularly provided by the BOR.

QUORUM:

William Leon Guerrero	Chairperson
Marcos Fong	Vice Chairperson
Elizabeth Gayle	Member
Jillette Leon-Guerrero	Member
Elvin Chiang	Member
Hage-Ae Paul	Member

ALSO PRESENT:

Robert A. Underwood	Executive Secretary
Louise M. Toves	Recording Secretary

2.0 MEETING MINUTES

2.1 Regular Meeting Minutes of March 19, 2015

Regent Chiang moved for the approval of the Regular Meeting Minutes of March 19, 2015 subject to corrections, which was duly seconded. The motion carried.

3.0 CHAIRMAN'S REMARKS

Chairperson W. Leon Guerrero introduced the new Student Regent, Hage-Ae Redy Paul, student in the Masters of Public Administration program, whose mother also happens to be employed at the Bank of Guam. He noted that this is likely to be the last BOR meeting for the semester and thanked everyone who contributed to another successful academic year.

Chairperson W. Leon Guerrero then asked President Underwood to proceed with his report.

Board of Regents Regular Meeting Minutes of April 23, 2015

4.0 PRESIDENT'S REPORT

President Underwood gave his report, a copy of which is attached.

Chairperson Leon Guerrero then introduced Dr. Michael Clement, Jr., who was granted tenure this year. Dr. Clement thanked the BOR for granting him tenure and expressed his appreciation at being able to teach at UOG. President Underwood added that Dr. Clement also provided the historical background for both Lina'la-ta concerts.

5.0 REPORTS FROM STANDING COMMITTEES

5.1 Academic, Personnel, and Tenure Committee

5.1.1 Resolution No. 15-15, Relative to Adopting the University of Guam Teach-Out Policy and Procedures

Regent J. Leon-Guerrero introduced Resolution No. 15-15, which was duly seconded, and explained the purpose of the Policy. The motion carried.

5.1.2 Resolution No. 15-16, Relative to Changing the Title of Registrar and Revising the List of Administrative Positions and Administrative Salary Schedule to Include Director, Residence Halls and Director of Admissions/Registrar

Regent J. Leon-Guerrero introduced Resolution No. 15-16, which was duly seconded. She then explained the changes that are proposed. The motion carried.

5.1.3 Resolution No. 15-17, Relative to Approving the Faculty Salary Schedules and the Revised Rules and Procedures for the Voluntary Faculty Phased Retirement Program and the One-Time Faculty Retirement Opportunity Program

Regent J. Leon-Guerrero introduced Resolution No. 15-17, which was duly seconded. She explained the changes to the programs and the recommended salary schedules. President Underwood explained the necessity behind the changes made. The motion carried.

Regent J. Leon-Guerrero noted for the record that she invited three individuals to serve on the Ad Hoc committee to review the policy of Regent Emeritus(a). She stated that the individuals, Mr. Sonny Ada, Mrs. Marie Nelson, and Dr. Wilfred Leon Guerrero, have accepted and will be holding their first meeting next week.

5.2 Student Affairs, Scholarship, Alumni Relations and Honorary Degree Committee

5.2.1 Resolution No. 15-18, Relative to Approving the Spring

Board of Regents Regular Meeting Minutes of April 23, 2015

2015 Commencement Graduate Listing

Regent Chiang introduced Resolution No. 15-18, which was duly seconded. The motion carried.

5.2.2 Resolution No. 15-19, Relative to Awarding the Honorary Degree of Masters of Micronesian Creative and Traditional Knowledge to Mr, Frank Rabon

Regent Chiang introduced Resolution No. 15-19, which was duly seconded. He asked President Underwood to provide an explanation of the recommended honorary degree. President Underwood explained that the work of Mr. Rabon is highly interpretative and creative, and not necessarily traditional, which is learned from one generation to the next, and that is why the title of the degree is slightly changed. The motion carried.

5.3 Budget, Finance, Investments and Audit Committee

5.3.1 Financial Update

Regent Chiang reported on the investment update provided at the last meeting and asked VPAF Wiegand to provide the financial update. VPAF Wiegand provided the update, noting that allotment payments have increased recently.

5.3.2 Collections Report

Regent Chiang asked VPAF Wiegand to continue with the collections report. VPAF O'Brien reported that the University is currently at 65% of the forecasted collections for the fiscal year as of February 2015.

5.3.3 Procurement Transactions and Contracts Report

Regent Chiang asked VPAF Wiegand to report on the amended contracts noted in the monthly procurement transactions and contracts report. VPAF Wiegand explained that changes to the UOG Calvo Field House renovation contract were necessary due to plumbing issues that were uncovered during ongoing pipe replacement. This amended contract and two other contracts exceeding \$100,000 were reported for March 2015.

5.4 Physical Facilities Committee

Regent Gayle reported that the committee did not meet this month; therefore, she has no report.

6.0 AD HOC REPORT: ENDOWMENT FOUNDATION UPDATE

UOGEF Executive Director Mark Mendiola provided an update on the USDA loan application. He then reported that \$50,000 was raised with the Cars Plus Fiat raffle. He stated that the second Lina'la-ta concert raised approximately \$50,000, more than twice the \$20,000 generated

Board of Regents Regular Meeting Minutes of April 23, 2015

by the first concert, and the second concert DVD will be coming out soon. Executive Director Mendiola reported that a number of scholarships are being released. He noted that the next Board meeting will be in two weeks, and recruitment is ongoing to fill the vacancy on the Board left by Mr. Jerry Calvo. He noted that several disbursements were being made by the UOGEF towards the Jesus S. and Eugenia A. Leon Guerrero SBPA Building loan and for improvements to the computer lab in the Tam Lam Pek Kim English and Communications Building

7.0 NEW BUSINESS

7.1 Election of Officers

Chairman W. Leon Guerrero opened the floor for nominations. Regent Gayle moved to nominate a slate of candidates, which was duly seconded. The motion carried. Regent Gayle moved that the following slate of candidates be nominated: Regent William Leon Guerrero for Chairperson, Regent Antoinette Sanford for Vice Chairperson, and Regent Elvin Chiang for Treasurer. Chairman W. Leon Guerrero asked if there were any further nominations or opposition to the slate, to which there were none. The motion was duly seconded and carried unanimously.

7.1.1 Election of Chairperson

Refer to Section 7.1

7.1.2 Election of Vice Chairperson

Refer to Section 7.1

7.1.3 Election of Treasurer

Refer to Section 7.1

7.2 Election of the Board of Regents Representative to the Regent Nominating Council

Chairman W. Leon Guerrero opened the floor for nominations for the Board of Regents representative to the Regent Nominating Council. Regent J. Leon-Guerrero moved to re-elect Regent Mariflor Herrero as the Board of Regent's representative to the Regent Nominating Council, which was duly seconded. There being no further nominations, Chairman W. Leon Guerrero called for the vote and the motion carried.

8.0 OPEN PRESENTATION (3 Minute Limit per Person)

Chairman W. Leon Guerrero opened the floor for open presentations.

SGA President Melissa Quinata reported that the SGA will be holding its elections and that by the next BOR meeting, a new slate of officers will be in place. She noted that she will be graduating this spring 2015. President Underwood acknowledged SGA President Quinata's efforts in guiding students to address their issues to the appropriate personnel. He thanked her for her service.

Board of Regents Regular Meeting Minutes of April 23, 2015

At 6:12 p.m., there being no other presentations, Chairman W. Leon Guerrero stated that the BOR would take a five minute break, after which the BOR will enter executive session.

9.0 EXECUTIVE SESSION

9.1 Tenure Recommendation from the Academic and Personnel and Tenure Committee for Dr. David Atienza, Assistant Professor of Anthropology

9.2 BOR Self-Evaluation Committee Report

10.0 VOTING FILE

Chairman W. Leon Guerrero returned the BOR to open session at 6:24 p.m.

10.1 Tenure Application for Dr. David Atienza, Assistant Professor of Anthropology

Regent J. Leon-Guerrero moved that the Tenure application of Dr. David Atienza be approved, which was duly seconded. The motion carried.

11.0 ADJOURNMENT

Regent Chiang moved that the meeting be adjourned, which was duly seconded and passed. Chairperson Leon Guerrero adjourned the meeting at 6:25 p.m.

William D. Leon Guerrero, Chairperson

ATTESTED:

Dr. Robert A. Underwood, Executive Secretary

PRESIDENT'S REPORT

April 23, 2015

1. Mourning

I'd like to ask for a moment of silence in recognition of the death of long-time UOG Foundation Board of Directors member, Mr. Jerry Calvo, as well as the passing of the immediate family members of University employees since our last meeting.

2. Commencement

2015 Spring Commencement ceremony will be held at 2:00 p.m. on Sunday, May 24th at the UOG Calvo Field House. As of yesterday, 338 students are expected to graduate which would be the largest graduating class since the University began holding both Spring and Fall commencement ceremonies. As a result, the University has had to limit the number of guests each graduate is allowed to attend. I am sure that we may have to weather 1 or 2 complaints because of this, but I want to remind everyone that this is to provide for the comfort and safety of everyone present.

The Commencement speaker(s) will be announced later as I am in communication with two potential speakers.

3. Regents

I would like to express on behalf of the University Community, our gratitude to Regent Marcos Fong for his service over the past 6 years. I believe this is truly his last BOR meeting as member and Vice Chairperson, as we anticipate the confirmation of Regent-appointee Mr. Joaquin "Danny" Santos. Regent Fong's participation has been invaluable, but his continued involvement is assured since he is now raising a future triton.

4. 6th Conference on Island Sustainability

The University held its 6th Conference on Island Sustainability this month, featuring Nobel Prize winner Dr. Virginia Burkett as its opening keynote speaker. Approximately 300 attendees registered for the two-day conference. This year, two-day pre-conference workshops were held, which included planning meetings for the American Water Works Association, the Coral Reef Initiative, EPSCOR, and Pacific Islands Climate Science Center. The Society of American Military Engineers joined the conference as sponsors this year, hosting the networking reception that was held on evening of the first day of the conference. The conference was closed on Friday with a tour of the Northern Guam Lens Aquifer, sponsored by WERI.

Former BOR chairperson Sonny Ada sponsored an essay/video contest posing the question "2 million 2 many?" in reference to the GVB tourism goal of 2M tourists by 2020. Entrants responded to the question, "What factors to our environment and quality of life do we need to be aware of in pursuit of this goal?" Ada's Trust and Investment provided cash prizes for the top two finishers in each category (video/essay).

5. Typhoon Maysak Relief Efforts

In order to provide support to our sister islands of Chuuk and Yap, which experienced extensive damage due to Typhoon Maysak, a University-wide campaign was established. The primary coordinator, Chief Planning Officer David Okada, worked with representatives across the campus, TADEO and with the Ayuda Foundation to collect and submit for distribution goods and monetary donations, and to facilitate communication between families in the affected areas who couldn't be reached through telephone. I am happy to report that we have surpassed our monetary donation goal of \$3,000, and are currently at \$3600. The value of items donated is over \$12,000. Collections will continue until May 4th. I thank everyone who has supported this effort and welcome the support of all who are able to assist.

6. Capital Campaign Donors

Brown and Caldwell, an engineering firm and annual sponsor of the UOG Conference on Island Sustainability, presented the University with a \$25,000 check to establish a scholarship designed to increase students' interest in the engineering and environmental professions and to support them in defining career goals while attending UOG. Five \$1000 scholarships will be awarded to students each year for the next five years beginning in Fall 2015.

7. Students

University of Guam student Rebecca Casimbon has been selected as a 2015 Truman Scholar. The prestigious, merit-based \$30,000 scholarship is awarded to students planning to attend graduate or professional school. She will graduate from UOG in the fall with a Bachelor of Business Administration with a concentration in Human Resource Management and a minor in Public Administration. Casimbon is one of 58 Truman Scholars selected this year from a total of 200 finalists. The program is one of the most competitive undergraduate scholarships in the nation with 688 applicants this year.

Kristine Tuazon is a UOG student graduating next month with a double major in Japanese Studies and English with an emphasis in Linguistics. She was recently selected by the Japanese government to attend Sophia University in Tokyo on a full scholarship this fall. She can use the scholarship to earn her masters degree and potentially complete postdoctoral work as well. Kristine earned her bachelor's degree at UOG as a merit scholarship recipient.

Eleven University of Guam students and four UOG Fine Arts faculty members recently participated in the Region 8 Kennedy Center American College Theater Festival held in Saint George, Utah from February 10 to 14. Several of the students also competed at the event. This was the first time Guam was represented in the regional festival.

UOG Student Marilyn Webber's ten-minute play *Pasta, Wine and Tights* was selected to compete in the National Playwriting Program for One-Act Plays and was chosen as one of the top five pieces out of hundreds of entries. A student team consisting of Joyce-

Lynn Torres and Jo Datuin competed against 300 other participants in the prestigious Irene Ryan Acting Scholarship Competition and were selected as one of the 16 finalists in the competition. UOG faculty also participated in the festival.

The University of Guam Sea Grant program recently awarded five Master's Thesis Supplemental Grant Fellowships for student research. Graduate students Andres Reyes, Devin Resko, Valeri Lapecek, Adrian Kense and Jacques Idechong were selected. The grants focus on research for areas of development in coastal communities. The students will receive between \$6,000 and \$12,000. This is the second year UOG Sea Grant has offered the fellowship program.

UOG Fine Arts students, through the mentorship of their professor, Ric Castro, restored the Archbishop Felixberto Flores Memorial in Tumon from the design to completion of the project. The entire mural surface is about 9 feet tall by nearly 300 feet long. The restoration was a joint project with the Guam Beautification Task Force, with members of Air Force, Department of Youth Affairs' residents, and other volunteers assisting.

UOG returning student, Marlin Molinos, has relaunched KUOG, a student organization and radio station that has been dormant. The station is available online as a podcast and is hoping to give other students a chance to experience hands-on, real world radio production.

8. Recognition

The first Presidential Lecture of 2015 was held on March 18th featuring Marshallese poet and spoken word artist Kathy Jetnil-Kijiner. Her lecture was entitled: "*Iep Jeltok: A Basket of Poetry and Activism.*" Kathy Jetnil-Kijiner is a Marshallese poet and spoken word artist whose work focuses on raising awareness surrounding the issues and threats faced by her people - militarism and the nuclear legacy, climate change and climate justice, and adaptation and racism in America are just a few topics her work touches upon. She received her Master's degree from the Center for Pacific Island Studies at University of Hawai'i Manoa, with a focus on the history of Marshallese oral traditions and the transition into textual productions from Marshallese authors. This past September, she performed at the opening of the United Nations Climate Summit in New York, following the speeches of Al Gore, Leonardo DiCaprio, and the UN Secretary General Ban Ki Moon, and has since been thrust into global conversations on climate change. She currently teaches at the College of the Marshall Islands.

Dr. Yukiko Inoue-Smith, a professor of Educational Psychology and Research at the University of Guam School of Education announces the release of her new book, *CatTanka, Vol. 2: The Story of Goblin and Pumpkin Junior*. The book, written in a classic Japanese poetry form called *tanka*, is published by Union Press.

Acting BOR Chairperson Antoinette Sanford will give her remarks.

Acting President Dr. Anita Enriquez will give the President's report.

Reports from Standing Committees will be made at this time.

AP&T Committee Chairperson J. Leon-Guerrero will provide the committee report.



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 15-20

**RELATIVE TO REVISING THE LIST OF ADMINISTRATIVE POSITIONS
AND SALARY SCHEDULE**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) serving the post-secondary needs of the people of Guam and the region; and

WHEREAS, the governance and well-being of the University is vested in the Board of Regents (BOR); and

WHEREAS, pursuant to GCA 16112, the BOR is authorized to adopt rules and regulations governing the compensation of academic personnel; and

WHEREAS, on May 22, 2003, the BOR approved Resolution No. 03-09, Relative to Establishing Administrative Positions at the University of Guam, and on June 19, 2003, approved Resolution No. 03-16, Relative to Establishing and Adopting the Policy for Administrative Salary and a Revised Salary Schedule at the University of Guam; and

WHEREAS, the University administration has adopted the College and University Professional Association for Human Resources (CUPA-HR) administrative compensation surveys as its benchmark for best practice in establishing academic administrator positions and salaries; and

WHEREAS, the administration recommends the creation of the Chief Information Officer position, which is critical in delivering the University's mission, Good to Great and other strategic initiatives, and infrastructure support and controls; and

WHEREAS, based upon an assessment of the priority needs of the University, of the responsibilities of the position, and of comparable CUPA-HR salary benchmarks, the administration has developed the associated position description and recommended salary scale; and

WHEREAS, the Academic, Personnel and Tenure Committee reviewed the administration's recommendations, and together with the President, recommend to the BOR the attached list of Administrative Positions and Administrative Salary Schedule.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby approves the revised list of Administrative Positions and Administrative Salary Schedule, which is herein attached.

Adopted this 18th day of June, 2015.

ATTESTED:

William D. Leon Guerrero, Chairman

Dr. Robert A. Underwood, Executive Secretary



UNIVERSITY OF GUAM
UNIBETSEDĀT GUAHAN

Administration and Finance
Office of the Vice President

MEMORANDUM

TO: PRESIDENT

FROM: VPAF

DATE: JUNE 8, 2015

RE: JUSTIFICATION FOR CIO POSITION

Some of the goals of the University of Guam's Good to Great initiative include the following:

- ✓ Improve Big Data capabilities to support UOG research activities
- ✓ Improve utilization of IT systems by students
- ✓ Improve IT related educational programs
- ✓ Replace manual systems with computerized systems

All of these goals are impacted by strategic planning and leadership within the IT area. As the Good to Great document states, UOG has been making progress in all of these directions but it has been determined that a Chief Information Officer (CIO) will be required in order to be great at these activities. Further, the CIO should be a part of the executive management team and should report directly to the President.

The Big Data capabilities include connecting the University to the Internet2 research network. At the present time, the network only covers colleges and universities in the mainland United States and Hawaii. This presents an opportunity for the University to be at the forefront of this effort by serving as a hub to connect colleges and universities in the Asia-Pacific region to the research network through the University. It is believed that a CIO can help bring the university to the cutting edge of this technology.

The process of improving utilization of IT systems by students has already begun, however, at the time the Good to Great document was created, utilization of these systems was low. Use of these systems has improved since then, however, utilization continues to lag the University's expectations. It is believed these utilizations levels could be improved with the leadership provided by a CIO.

The IT related education systems have been on the cutting edge levels at which the University desires. It is expected this can improve with the addition of computer engineering related

programs that will enhance UOG's overall IT degree program. It is also believed that moving the University to more cutting edge technologies will also provide opportunities to further enhance the University's IT degree programs. Thus, having a CIO at the University is likely to have an impact on the University's IT degree programs.

The University has already initiated its eworks and softdocs programs in order to convert existing manual processes to computerized processes. It is believed that a CIO could ensure this conversion process is maximized.

Additionally, the University is anticipating entering into a long term relationship with the Experimental Program to Stimulate Competitive Research (EPSCoR). EPSCoR is a program run by the National Science Foundation. Feedback received from EPSCoR is that grant requirements could dictate that a CIO be hired by the University. UOG believes that nearly \$30 million may be at stake from the National Science Foundation over the next ten years and the University wants to make sure it is positioned to fully take advantage of this grant opportunity.

For all of these reasons, we believe the creation of a Chief Information Officer position is justified.

Fiscal Note: Based on the 2002/2003 salary scale in use at the University the salary range for the CIO position came to \$76,393 - \$114,589. Concern was raised that this range might not be sufficient to attract the type of person being sought for the position and there was a need to offer a more competitive salary for in order to attract qualified individuals in this high demand area/field. We reviewed the 2013/2014 CUPA salary scale for CIO positions and found the range was \$108,802 – \$163,204. We determined it is appropriate to use this scale for this position in order to provide sufficient flexibility in negotiating with potential candidates for the position.

RANDALL V. WIEGAND

UNIVERSITY OF GUAM
 POSITION DESCRIPTION
 Chief Information Officer
 PROPOSED SALARY RANGE: \$108,802 - \$163,204

POSITION NARRATIVE:

The University of Guam, Chief Information Officer, is a new position that reports directly to the President. The person will direct the strategic use of technology for the University, spearhead IT planning, and expand the functionality and adoption of new applications across the campus and beyond. The person will supervise the Director who is responsible for the Information Technology Resource Center (ITRC).

The University has embarked on a mission to make Guam a research and education hub with network and videoconferencing connectivity to North America, the Pacific, and Asia. The University is implementing a Good to Great strategic framework. The University is focusing on areas where performance has been good and improving so that the University can become great in those areas. Technology is a major lever for achieving this outcome. The University desires to be as effective and efficient as it can be with respect to its core competencies. The University also desires to provide increased capabilities for research staff to easily move large volumes of data.

DUTIES AND RESPONSIBILITIES:

Primary duties and responsibilities shall include, but not be limited to the following:

- Perform short term and long term strategic planning of IT resources for the University to support the overall mission and vision of the University and continually review and refresh the planning
- Drive the adoption of technology throughout the University community.
- Serve the University community by providing excellent customer service to internal customers.
- Monitors performance of the Director and the staff of the ITRC.
- Ensures security of information assets.
- Remains competent and current with IT emerging technologies through professional reading, developing professional contacts, attending professional development training, and attending training or other courses as directed by the President.
- Identify technologies that will help the University achieve its strategic goals of using technology to improve effectiveness and efficiency and improving research capabilities.
- Oversee the development of technology related policies for the University.
- Provides leadership and develops a competent, productive and effective staff, both directly and through delegation, by hiring, training, evaluating performance, and supervising all employees of ITRC.
- Work collaboratively with University stakeholders to achieve University IT goals and solve University IT challenges.
- Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Responsible for reviewing IT budgets and major expenditures for the University.
- Provide IT expertise to various boards and committees within the University community.
- Perform other related duties as assigned by the President

MINIMUM QUALIFICATIONS:

- A Master's degree in computer science, information technology or a related field from a U.S. regionally accredited institution or foreign equivalent. A doctoral degree in the field of computer science or a related field is preferred but not required.
- Experience with strategic and operational planning
- Experience with effective project management
- At least eight years of experience in network computing and enterprise resource planning software with increasing roles and responsibilities. At least five years of experience in a management IT leadership position.
- Demonstrated experience with IT budgeting.
- Demonstrated commitment to customer service.
- Significant record of accomplishments as a leader of a complex IT organization.
- Experience working with a culturally diverse populations is a plus
- A track record of working collaboratively across many diverse populations and constituencies
- Ability to portray a leadership presence to internal and external audiences
- Ability to communicate effectively orally and in writing

Created May 2015

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UNIVERSITY OF GUAM
POSITION DESCRIPTION
Chief Information Officer
PROPOSED SALARY RANGE: \$108,802 - \$163,204

SALARY AND COMPENSATION:

Based on the CUPA salary benchmark for Chief Information Officers or equivalent at U.S. Colleges and Universities, the salary range for the UOG Chief Information Officer position will be between \$108,802 and \$163,204.

APPROVED BY

DR. ROBERT A. UNDERWOOD, PRESIDENT

DATE

Created May 2015

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UOG BOR Boardbook_18 June 2015 - Reports from Standing Committees

Administrator's Salary Scale
 Approved by Board of Regents Resolution No. 03-16
 Amended on 0X/XX/15 Resolution No. 15-XX

POSITION TITLE	Quartile 1 80%-90% Range		Quartile 2 90%-100% Range		Quartile 3 100%-110% Range		Quartile 4 110%-120% Range	
Office of the President								
President	Salary Negotiated							
Legal Counsel	\$ 95,014	\$ 106,891	\$ 106,891	\$ 118,768	\$ 118,768	\$ 130,645	\$ 130,645	\$ 142,522
Director, Integrated Marketing Communications	\$ 60,392	\$ 67,940	\$ 67,940	\$ 75,489	\$ 75,489	\$ 83,038	\$ 83,038	\$ 90,587
Executive Assistant to the President	\$ 66,715	\$ 75,054	\$ 75,054	\$ 83,394	\$ 83,394	\$ 91,733	\$ 91,733	\$ 100,072
Director, Planning and Assessment (Director, Chief Planning Officer)	\$ 82,746	\$ 93,090	\$ 93,090	\$ 103,433	\$ 103,433	\$ 113,776	\$ 113,776	\$ 124,120
Institutional Compliance Officer	\$ 49,267	\$ 55,425	\$ 55,425	\$ 61,584	\$ 61,584	\$ 67,742	\$ 67,742	\$ 73,900
International Program Development (Coordinator, Director)	\$ 52,405	\$ 58,956	\$ 58,956	\$ 65,507	\$ 65,507	\$ 72,057	\$ 72,057	\$ 78,608
Web Master	\$ 32,006	\$ 36,007	\$ 36,007	\$ 40,408	\$ 40,408	\$ 44,449	\$ 44,449	\$ 48,490
Director, Development and Alumni Affairs	\$ 56,962	\$ 64,083	\$ 64,083	\$ 71,915	\$ 71,915	\$ 79,107	\$ 79,107	\$ 86,298
Office of Academic and Student Affairs								
Senior Vice President, Academic and Student Affairs	Salary Negotiated							
Assistant Vice President of Graduate Studies, Research and Sponsored Programs	\$ 107,616	\$ 121,068	\$ 121,068	\$ 134,520	\$ 134,520	\$ 147,972	\$ 147,972	\$ 161,424
Dean, College of Liberal Studies and Social Sciences	\$ 82,624	\$ 92,953	\$ 92,953	\$ 103,281	\$ 103,281	\$ 113,609	\$ 113,609	\$ 123,937
Dean, College of Natural and Applied Sciences	\$ 97,206	\$ 109,356	\$ 109,356	\$ 121,507	\$ 121,507	\$ 133,658	\$ 133,658	\$ 145,808
Dean, School of Education	\$ 89,715	\$ 100,929	\$ 100,929	\$ 112,143	\$ 112,143	\$ 123,358	\$ 123,358	\$ 134,572
Dean, School of Business and Public Administration	\$ 95,142	\$ 107,035	\$ 107,035	\$ 118,928	\$ 118,928	\$ 130,820	\$ 130,820	\$ 142,713
Dean, School of Nursing and Health Sciences	\$ 86,747	\$ 97,590	\$ 97,590	\$ 108,434	\$ 108,434	\$ 119,277	\$ 119,277	\$ 130,120
Associate Director, Western Pacific Tropical Research Center	\$ 85,541	\$ 96,233	\$ 96,233	\$ 106,926	\$ 106,926	\$ 117,618	\$ 117,618	\$ 128,311
Associate Director, Cooperative Extension Service	\$ 77,765	\$ 87,486	\$ 87,486	\$ 97,206	\$ 97,206	\$ 106,927	\$ 106,927	\$ 116,648
Dean, Enrollment Management and Student Success	\$ 80,821	\$ 90,924	\$ 90,924	\$ 101,026	\$ 101,026	\$ 111,129	\$ 111,129	\$ 121,232
Registrar	\$ 51,807	\$ 58,282	\$ 58,282	\$ 64,758	\$ 64,758	\$ 71,234	\$ 71,234	\$ 77,710
Associate/Assistant Deans	\$ 74,182	\$ 83,455	\$ 83,455	\$ 92,728	\$ 92,728	\$ 102,001	\$ 102,001	\$ 111,274
Grants Officer	\$ 56,560	\$ 63,630	\$ 63,630	\$ 70,700	\$ 70,700	\$ 77,770	\$ 77,770	\$ 84,840
Director/Coordinator:								
Learning Resources	\$ 49,547	\$ 55,740	\$ 55,740	\$ 61,933	\$ 61,933	\$ 68,127	\$ 68,127	\$ 74,320
Graduate Studies	\$ 89,161	\$ 100,306	\$ 100,306	\$ 111,451	\$ 111,451	\$ 122,597	\$ 122,597	\$ 133,742
Centers of Excellence and Research Institutes	*Based on Faculty Salary and RRP, Article IV Section A1.a.(6)							
Financial Aid	\$ 50,914	\$ 57,278	\$ 57,278	\$ 63,642	\$ 63,642	\$ 70,006	\$ 70,006	\$ 76,371
Student Resource Center (one-stop center)								
Student Services/Student Life	\$ 41,302	\$ 46,464	\$ 46,464	\$ 51,627	\$ 51,627	\$ 56,790	\$ 56,790	\$ 61,953
Summer School and Off-Campus Programs	\$ 52,066	\$ 58,574	\$ 58,574	\$ 65,082	\$ 65,082	\$ 71,591	\$ 71,591	\$ 78,099
Director of Academic Assessment/Institutional Research	\$ 62,911	\$ 70,775	\$ 70,775	\$ 78,639	\$ 78,639	\$ 86,502	\$ 86,502	\$ 94,366
Director of Micronesia Area Research Center	\$ 61,695	\$ 69,407	\$ 69,407	\$ 77,119	\$ 77,119	\$ 84,831	\$ 84,831	\$ 92,543
Director, Professional and International Programs	\$ 65,682	\$ 73,893	\$ 73,893	\$ 82,103	\$ 82,103	\$ 90,313	\$ 90,313	\$ 98,523
Associate Dir, PIP Telecommunications and Distance Education and Outreach	\$ 44,719	\$ 50,309	\$ 50,309	\$ 55,898	\$ 55,898	\$ 61,488	\$ 61,488	\$ 67,078
Associate Dir, PIP Professional Development and Lifelong Learning Center	\$ 44,017	\$ 49,520	\$ 49,520	\$ 55,022	\$ 55,022	\$ 60,524	\$ 60,524	\$ 66,026
Office of Administration and Finance								
Vice President, Administration and Finance	Salary Negotiated							
Comptroller/Chief Financial Officer	\$ 63,822	\$ 71,800	\$ 71,800	\$ 79,778	\$ 79,778	\$ 87,756	\$ 87,756	\$ 95,733
Associate Comptroller/Bursar	\$ 51,569	\$ 58,015	\$ 58,015	\$ 64,461	\$ 64,461	\$ 70,907	\$ 70,907	\$ 77,353
Associate Budget and Administrative Process Officer	\$ 51,728	\$ 58,194	\$ 58,194	\$ 64,660	\$ 64,660	\$ 71,126	\$ 71,126	\$ 77,592
Chief Human Resources Officer	\$ 65,735	\$ 73,952	\$ 73,952	\$ 82,169	\$ 82,169	\$ 90,385	\$ 90,385	\$ 98,602
Chief Plant and Facilities Officer	\$ 64,512	\$ 72,575	\$ 72,575	\$ 80,639	\$ 80,639	\$ 88,703	\$ 88,703	\$ 96,767
Director/Manager/Coordinator:								
Campus Facilities	\$ 44,141	\$ 49,659	\$ 49,659	\$ 55,176	\$ 55,176	\$ 60,694	\$ 60,694	\$ 66,212
Campus Construction Projects	\$ 42,804	\$ 48,154	\$ 48,154	\$ 53,505	\$ 53,505	\$ 58,855	\$ 58,855	\$ 64,206
Bookstore and Auxiliary Services	\$ 51,026	\$ 57,404	\$ 57,404	\$ 63,783	\$ 63,783	\$ 70,161	\$ 70,161	\$ 76,539
Athletic Director	\$ 52,998	\$ 59,623	\$ 59,623	\$ 66,248	\$ 66,248	\$ 72,873	\$ 72,873	\$ 79,498
Office of the Chief Information Officer								
Chief Information Officer	\$ 108,802	\$ 122,403	\$ 122,403	\$ 136,003	\$ 136,003	\$ 149,603	\$ 149,603	\$ 163,204
Director, Computer Center/Technology Resources	\$ 65,128	\$ 73,269	\$ 73,269	\$ 81,410	\$ 81,410	\$ 89,551	\$ 89,551	\$ 97,692

*Scale is managed by UOG Human Resources Office; draft 061215



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 15-21

RELATIVE TO APPROVING THE RESEARCH COUNCIL BYLAWS

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) serving the post-secondary needs of the people of Guam and the region; and

WHEREAS, the governance and well-being of UOG is vested in the Board of Regents (BOR); and

WHEREAS, the Graduate Studies, Research, and Sponsored Programs (GSRSP), the Research Council and the Administrative Council has developed and wishes to have the BOR approve the Research Council Bylaws; and

WHEREAS, the Research Council shall be responsible for providing advisory services to the Assistant Vice President (AVP) for GSRSP and administrators of research units, assist faculty members on research related projects, and make recommendations to the President via the AVP on all requests for the establishment of research institutions on campus and to ensure research-related matters are in compliance with federal regulations; and

WHEREAS, the President and Academic, Personnel and Tenure Committee have reviewed the proposed Research Council Bylaws and recommend them to the BOR for approval.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby approves the Research Council Bylaws, attached hereto.

Adopted this 18th day of June, 2015.

William D. Leon Guerrero, Chairman

Attested:

Robert A. Underwood, Ed.D., Executive Secretary



UNIVERSITY OF GUAM Graduate Studies, Research and Sponsored Programs

UNIBETSIDÁT GUAHAN

RESEARCH COUNCIL BYLAWS

Article I – Name

The name of this organization is the University of Guam Research Council, referred to hereafter in these Bylaws as *the Council*.

Article II – purpose

The Research Council shall be responsible for providing advisory services (see Article X. Definitions) to the Assistant Vice President for Graduate Studies, Research and Sponsored Programs (referred to hereinafter in these Bylaws as the AVP, GSRSP), administrators of the various research units on campus, and faculty on the matters of funding and other research-related concerns; shall stimulate and help faculty members conduct basic and applied research in their area of specialization; and shall review and make recommendations to the President via the AVP, GSRSP on all requests for the establishment of research institutions on campus. Research-related matters of compliance with federal regulations shall be administered by the Research Council or its designated subcommittees, i.e., Committee on Human Research Subjects and Institutional Animal Care and Use Committee. The Research Council shall administer the Research Council Funds, when available, to support and encourage faculty research.

The Research Council thus deals with principles, procedures, and general research issues. It does not presume to dictate policy, nor deal with concerns affecting individuals, whether they are administrators, teachers, students, citizens, or parents. As such it is an organ of university governance that recognizes and collaborates with the other established bodies, including the Faculty Senate and Faculty Union.

Article III – Membership

Section 1 Criteria for Membership

Membership is composed of the following:

- AVP, GSRSP,
- Director, Guam Center for Excellence in Developmental Disabilities Education, Research and Service (CEDDERS);
- Director, Water and Environmental Research Institute (WERI);
- Director, Marine Laboratory;

Research Council Bylaws (March 2012)

- Director, Richard F. Tatitano Micronesia Area Research Center (MARC);
- Director, Learning Resources;
- Associate Director, Western Pacific Tropical Research Center (WPTRC);
- One elected faculty member (see Article X, Definitions) each from the:
 - College of Liberal Arts and Social Sciences (CLASS);
 - College of Natural and Applied Sciences (CNAS);
 - School of Business and Public Administration (SBPA);
 - School of Education (SOE);
 - School of Nursing and Health Sciences (SNHS);
- Ex-Officio Members:
 - Representative of the Office of Research and Sponsored Programs (ORSP);
 - Chairperson, Institutional Review Board (IRB);
 - Chairperson, Institutional Animal Care and Use Committee (IACUC)

Proxies or substitutes are not recognized. Membership of the Council is certified by the AVP, GSRSP based on consultation with the Dean and faculty responsible for the respective program.

Section 2 Duties of the Council Members

Members are responsible for contributing to the ongoing development and maintenance of research and sponsored programs to include support of policy reviews and other tasks as requested by the AVP, GSRSP and other officers and committee chairs of the Council.

Section 3 Rights of the Council Members

Council members have the rights to speak and vote in meetings of the Council, and all other rights as defined in the Parliamentary Authority (Article VIII).

Article IV – Officers, Elections, and appointments

Section 1 Officers

The AVP, GSRSP, who is advised by the Council, serves as chair of the Council. At its final meeting of each spring semester, the Council shall elect one of its other members as Recorder, to serve a one year term, beginning on the first day of the subsequent semester.

Section 2 Appointment of Committees

The Chair shall appoint members and chairs of the standing committees, as listed Article VI below. Standing committees shall consist of no more than three members each. The Chair may

Research Council Bylaws (March 2012)

appoint a special committee at any time to carry out any necessary function not already reserved for one of the standing committees. The Chair may also disband such special committees at any time.

Article V – Duties of the Officers

In addition to the general duties prescribed in the Parliamentary Authority, the officers shall perform the specific duties described below:

Section 1 Council Chair

As chair of the Council, the AVP, and GSRSP:

- A. serves as presiding officer at Council meetings;
- B. prepares the agenda for Council meetings and ensures that the agenda is made available to Council one week prior to the meeting.

Section 2 Council Recorder

The Council Recorder:

- A. records the minutes at each Council meeting and maintains a record of attendance;
- B. ensures that the minutes of Council meetings are made available to the University Community;
- C. serves as timekeeper for Council meetings; and
- D. serves as Acting Council Chair at the request of the Council Chair, for meetings held during temporary absences of the Council Chair, in which case the Recorder shall appoint a recorder *pro tem*.

Article VI – Standing Committees and Their Functions

Section 1 Executive Committee

The AVP, GSRSP, Council Recorder, and standing committee chairs shall constitute the Research Council Executive Committee. The Executive Committee shall:

- A. have general supervision of the affairs of the Council between its scheduled meetings;

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- B. make recommendations to the Council;
- C. coordinate Council business and follow up as necessary with college and university administrators;
- D. coordinate and prepare proposals for Council contributions to University-wide documents and regulations pertinent to graduate programs;
- E. prepare budget recommendations for consideration by the Council and recommendation to the Senior Vice President for Academic and Student Affairs;
- F. maintain these *Bylaws*; and
- G. assume and perform other functions generally regarded as appropriate for executive committees.

Section 2 Committee on Human Research Subjectsⁱ

The Committee on Human Research Subjects (CHRS) shall constitute the University's Institutional Review Board (IRB):

A. Membership:

The CHRS shall be comprised of at least five (5) members, appointed by the President. The Chair is recommended by the AVP, GSRSP to be appointed for one (1) three (3) year term. Other CHRS members shall be appointed for two (2) years, renewable, and staggered terms. The CHRS shall not consist entirely of men, entirely of women, or entirely of nonscientific areas. At least one (1) member shall be a person who is not otherwise affiliated with the University or part of the immediate family of a person who is affiliated with the University. When research is reviewed involving a category of vulnerable subjects the CHRS shall include at least one (1) member who has as a primary concern the welfare of these subjects. The AVP, GSRSP shall serve ex-officio, as a non-voting member. An effort will be made to appoint members so that the CHRS will be sufficiently qualified through experience and expertise of its members, the diversity of their racial and cultural backgrounds, and their sensitivity to community attitudes, so as to be respected for its advice and counsel in safeguarding the rights and welfare of human subjects.

B. Purpose:

To safeguard the rights and welfare of subjects at risk in any research, development, or related activity in accordance with the Code of Federal Regulations (45 CFR 46) which governs the protection of human subjects and which forms the basis of University policy.

All projects which involve human subjects and which are conducted at or sponsored at the University of Guam, regardless of the absence or presence of support, and

Research Council Bylaws (March 2012)

regardless of who else may have revised them, must receive prior approval from the CHRS.

An assurance by the principal investigator that approved procedures will be followed in the conduct of activities involving human subjects is a requirement of the application for CHRS approval process.

The CHRS shall have the authority to suspend or terminate approval of research that is not being conducted in accordance with its requirements or that has been associated with unexpected serious harm.

The University's CHRS shall assist other Institutional Review Boards on Guam or at other colleges and universities, as requested, and provide joint review for any cooperative research projects covered by the Federal policy and involving more than one institution including the University of Guam. In the conduct of such cooperative research projects, each institutional IRB is responsible for safeguarding the rights and welfare of human subjects and compliance to the Federal policy. The CHRS may enter into a joint review arrangement, rely upon the review of the other IRB, or make appropriate arrangements to avoid duplication of efforts and oversight.

Section 3 Institutional Animal Care and Use Committeeⁱⁱ

The Institutional Animal Care and Use Committee (IACUC):

A. Membership

The Institutional Animal Care and Use Committee shall consist of five (5) persons. Individuals are recommended to the President who appoints the five (5) members. At least one of the members shall be a Doctor of Veterinary Medicine with training or experience in laboratory animal science and medicine. At least one of the members shall be a practicing scientist experienced in research involving animals. At least one member shall be a person whose primary concerns are in a non-scientific area and at least one person shall not be otherwise affiliated with the University nor be the member of the immediate family of a person who affiliated with the University and who shall provide representation for general community interests in the proper care and treatment of animals. A single member of the Committee may fulfill more than one of the above stated roles. No more than three (3) members of the Committee shall be from the same administrative unit of the University.

B. Functions

The Committee shall inspect at least semi-annually all vertebrae animal study areas

Research Council Bylaws (March 2012)

and vertebrate animal facilities of the University, shall review, as part of the inspection, practices involving pain to animals and the condition of animals to ensure compliance with the Animal Welfare Act, 7 U.S.C. §2143 et seq.; 9 C.F.R. 1, §2.31 and the standards of the United States Public Health Service as set forth in the Guide for the Care and Use of Laboratory Animals, and shall do all other things necessary to effectuate its role as the University's Institutional Animal Care and Use Committee as the term is defined by the aforementioned regulations.

Article VII – Meetings and administration

Section 1 Meeting times

The Council meets regularly during the academic year at a time and location set by the AVP, GSRSP, in consultation with the members. Special meetings may be called at the discretion of the AVP, GSRSP or petition by at least one-quarter of the membership.

Section 2 Quorum

For all scheduled Council meetings, both regular and special, a majority of currently certified members shall constitute a quorum.

Section 3 Meeting Procedures

Meetings shall follow an agenda prepared and distributed in advance, in accordance with the Parliamentary Authority (Section VIII, below) in which faculty decisions will be rendered on completed proposals developed and submitted in advance to the Council Chair by the officers, committees, or members of the Council Faculty. Time limits for discussion shall be ten (10) minutes for each agenda item and two (2) minutes for each speaker.

Section 4 Administrative Support

The office of the AVP, GSRSP provides administrative support to the officers and committees of the Council.

Article VIII - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern the UOG Faculty Council meetings, Council standing committee meetings, and other committee meetings in all cases in which they are not inconsistent with these *Bylaws* and any special rules of order the Council may adopt.

Article IX – Amendment of the Bylaws

Amendments of these *Bylaws* may be made at any regular meeting of the Council by a vote of two-thirds of the members present and voting, provided that the amendments have been submitted in writing at the Council's previous regular meeting. Unless otherwise noted in the amendment, an amendment shall become effective after the Chair announces the vote.

Article X – Definitions

For purposes of these Bylaws, the following definitions apply:

Advice: Advice is specifically defined to include 1) inquiring, 2) informing, 3) suggesting, 4) recommending, and 5) evaluating, whether at the request of the AVP, GSRSP or on the initiative of the Council.

Adoption of the Bylaws

These Bylaws were recommended by the current members of the Research Council, consisting of: John A. Peterson, AVP, GSRSP; Heidi San Nicolas, Director, CEDDERS, Laurie Raymundo, Director, Marine Laboratory; Gary Denton, Director, WERI; Monique Storie, Acting Director, MARC; Christine Scott-Smith, Director, Learning Resources; Greg Wiecko, Director, WPTRC; James Sellmann, Dean, CLASS; Ning Li, CBPA; Patrick Leddy, Interim Dean, S OE; Kathryn Wood, Acting Dean SNHS; Kristina Torres, ORSP; and Jason Biggs, Chair, IACUC and adopted as the charter of Graduate Council on March 16, 2012 by a majority of those present: John A. Peterson, AVP, GSRSP; Heidi San Nicolas, Director, CEDDERS, Laurie Raymundo, Director, Marine Laboratory; Gary Denton, Director, WERI; Monique Storie, Acting Director, MARC; Christine Scott-Smith, Director, Learning Resources; Greg Wiecko, Director, WPTRC; James Sellmann, Dean, CLASS; Kathryn Wood, Acting Dean SNHS; Kristina Torres, ORSP; and Jason Biggs, Chair, IACUC.

ⁱ Adapted from the Rules, Regulations and Procedures Manual (pp. 21-22), approved by the Board of Regents February 17, 2000

ⁱⁱ Adapted from the Rules, Regulations and Procedures Manual (pp. 22-23), approved by the Board of Regents, February 17, 2000



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 15-22

**RELATIVE TO EXPRESSING CONDOLENCES
TO THE FAMILY OF THE LATE DR. PATTY JO HOFF**

WHEREAS, upon the passing of Dr. Patty Jo Hoff on May 20, 2015, the University of Guam (UOG) community wishes to express its sincere condolences to her family and recognize her years of dedication and service to UOG, the island of Guam, and the region; and

WHEREAS, Dr. Patty Jo Hoff earned her baccalaureate degree from Hendrix College in 1954, her Master of Arts degree from the University of Arkansas a year later, and her Ph.D. from Louisiana State University in 1968; and

WHEREAS, Dr. Patty Jo Hoff began her employment with UOG in 1965 as an instructor, rising to the rank of full professor with tenure in 1970; and

WHEREAS, Dr. Patty Jo Hoff was employed at UOG until her retirement in 1987. During her employment, she served in a leadership capacity as chairperson for various academic and service committees, to include the Faculty Senate and the University Academic Affairs Committee, and in an administrative capacity for more than eight years as the Dean of the College of Arts and Sciences and Acting Vice President for Academic Affairs; and

WHEREAS, Dr. Patty Jo Hoff, after her retirement, served as a member of the Board of Regents (BOR) from 1989 to 1995, a member and Treasurer of the UOG Endowment Foundation Board from 1988 to 1995, and was awarded the title Professor Emerita of Communications; and

WHEREAS, Dr. Patty Jo Hoff contributed to the development and quality of the BOR as a member and as Chairperson of the Regent Nominating Council, which she served on from 2006 to 2011; and

WHEREAS, Dr. Patty Jo Hoff distinguished herself internationally with her publications and lectures in the field of marine and biological science, and had authored nearly thirty publications with her life partner, Dr. Clay Carlson, on the subject popularly known as nudibranchs; and

WHEREAS, Dr. Patty Jo Hoff authored "English Pronunciation for Micronesian Speakers" in 1965, which was used as a class text for the UOG English division at the time of her retirement; and

WHEREAS, Dr. Patty Jo Hoff was an active member of our community throughout her life. She was a scuba instructor for the Marianas Foundation, a founding member of the Guam Academic Foundation, served on the Guam Environmental Council, the Guam Sea Grant Advisory Committee, the Governor's Task force on Education, the UOG Centennial Society,

the Commission on Self-Determination Commonwealth Task Force, the Merizo Civic Improvement Club, and the Merizo Planning Council; and

WHEREAS, Dr. Patty Jo Hoff serves as a model for University citizenship and community engagement; and

WHEREAS, Dr. Patty Jo Hoff has demonstrated commitment and dedication through her contributions to the development and progress of the University throughout her life on Guam; and

WHEREAS, the University community is saddened at the passing of Dr. Patty Jo Hoff and joins her family in honoring her memory and mourning her loss.

NOW THEREFORE, BE IT RESOLVED, that the Board of Regents of the University of Guam, the administration, faculty, staff and students, convey to the family of Dr. Patty Jo Hoff their sincerest gratitude for her dedication to the University and the people of Guam, for her service as a faculty member, administrator, Professor Emerita, member of the UOG Endowment Foundation Board, member of the Board of Regents, and member of the Regent Nominating Council and for her devotion to the education, growth and prosperity of our island and its people; and

BE IT FURTHER RESOLVED, that copies of this resolution be sent to Clayton Carlson, to the University of Guam Society of Emeritus Professors & Retired Scholars, to the Governor of Guam, and to the Speaker and members of the thirty-third (33rd) Guam Legislature.

Adopted this 20th day of June, 2015.

William D. Leon Guerrero, Chairman

ATTESTED:

Dr. Robert Underwood, Executive Secretary

SASARHD Committee Chairperson Chris Felix will give the committee report.



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 15-23

**RELATIVE TO UPDATING BOARD OF REGENTS RESOLUTION NO. 14-20 AS IT
REGARDS CLERY ACT POLICY STATEMENTS**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) serving the post-secondary needs of the people of Guam and the region; and

WHEREAS, the governance and well-being of UOG is vested in the Board of Regents (BOR); and

WHEREAS, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), codified at 20 USC 1092(f) as a part of the Higher Education Act (HEA) of 1965, as amended by the Higher Education Opportunity Act (HEOA) of 2006 and 2007, and as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies to all current students and employees and to prospective students and employees, if requested;

WHEREAS, all public and private institutions of postsecondary education participating in federal student aid programs are subject to this law;

WHEREAS, violators of this Act may be subject to fines of up to \$27,500 by the U.S. Department of Education;

WHEREAS, on March 18, 2010, the BOR adopted Resolution No. 10-06, Relative to Adopting Clery Act Policy Statements Disclosing Certain Timely and Annual Information About Campus Crime and Security Policies; and

WHEREAS, on September 30, 2010, the BOR adopted Resolution No. 10-28, Relative to Updating Clery Act Policy Statements as Part of the Higher Education Act (HEA), as Amended by the Higher Education Opportunity Act (HEOA) in Regards to Policy Statements Affecting Campus Safety and Security Reporting; and

WHEREAS, the VAWA made changes that affect campus safety and security reporting under the Clery Act which requires institutions to compile statistics and include policy statements for certain crimes reported to campus security authorities or local police, including incidents of sexual assault, domestic violence, dating violence and stalking for the Annual Security Report, and policies and information for the Annual Fire Safety Report; and

WHEREAS, on September 25, 2014, UOG adopted Resolution No. 14-20, Relative to Updating Clery Act Policy Statements;

WHEREAS, in November 2014, the U.S. Department of Education published final rules which notably expanded the requirements under the Clery Act;

WHEREAS, the Faculty Union has had the opportunity to review and comment on, and the Administrative Council has reviewed and approved, the recommended updated policy statements; and

WHEREAS, the administration and the Student Affairs, Scholarship, Alumni Relations, and Honorary Degree Committee recommend the updated policy statements to the BOR for approval.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby adopts and approves the updated Clery Act policy statements as attached; and

BE IT FURTHER RESOLVED, that the amended Clery Act policy statements be published on the University's website and distributed through other means of University dissemination to all current students and employees, and to prospective students and employees if requested.

Adopted this 18th day of June, 2015.

William D. Leon Guerrero, Chairperson

Attested:

Dr. Robert A. Underwood, Executive
Secretary

University of Guam Policy Compliance for Clery Act as part of the Higher Education Act, as amended by the Higher Education Opportunity Act, as amended by the Violence Against Women's Reauthorization Act of 2013

Policy Statements

(Original Adopted and Approved by the Board of Regents, March 18, 2010, Resolution No. 10-06;
Revisions Adopted and Approved by the Board of Regents, September 30, 2010, Resolution No. 10-28;
Revisions Adopted and Approved by the Board of Regents, September 25, 2014, Resolution No. 14- 20;
Revisions Adopted and Approved by the Board of Regents, June 18, 2015, Resolution No. 14- .)

- 1.1 Policy Statement Addressing Timely Warnings**
- 1.2 Policy Statement Addressing Emergency Response and Evacuation Procedures**
- 2.1 Policy Statement Addressing Preparation of Disclosure of Crime Statistics**
- 3.1 Policy Statement Addressing the Monitoring and Reporting of Criminal Offenses**
- 4.1 Policy Statement Addressing Voluntary Confidential Reporting**
- 5.1 Policy Statement Addressing Limited Voluntary Confidential Reporting**
- 6.1 Policy Statement Addressing Whistleblowers**
- 7.1 Policy Statement Addressing Missing Persons**
- 8.1 Policy Statement Addressing Security and Access**
- 9.1 Policy Statement Addressing the Authority of Non-Sworn Public Safety Officers on Campus**
- 10.1 Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting**
- 11.1 Policy Statement Addressing Counselors**
- 12.1 Policy Statement Addressing Security Awareness and Crime Prevention Programs**
- 13.1 Policy Statement Addressing Alcoholic Beverages**
- 14.1 Policy Statement Addressing Substance Abuse Education**
- 15.1 Policy Statement Addressing Sex Offenses**
- 16.1 Policy Statement Addressing Fire Safety Procedures, Statistics, Reports, and Documentation for Campus Residence Halls Facility**

1.1 Policy Statement Addressing Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the President of the University or his/her designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The University will withhold the name(s) of any victim(s) as confidential. The warning will be issued through the University's Incident Command Rapid Communication Procedures (i.e., text alerts, web page notification, mass e-mail, phone tree, KPRG radio, hand held radios, messenger) to students, faculty, staff and the Guam Police Department. The Incident Command Rapid Communication Procedures will be posted on the University's web page, as well as distributed to each organization within the university. Timely warning procedures will be implemented as long as it does not jeopardize or compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Depending on the particular circumstances of the situation, especially in all situations that could pose an immediate threat to the community and individuals, the University may also post a copy of the notice in each residence hall, and on doors of each on-campus building. Anyone with information warranting a timely warning should report the circumstances to the

Policy Compliance for Clery Act and HEA/HEOC/VAWA Reauthorization Act: Policy Statements

Campus Security Office at (671) 735-2365/70 or 888-2456, or in person to any Crisis and Disaster Management Team Member located in the main office of the Vice President of Administration and Finance in the Leon Guerrero building or respective Dean or Director's offices on campus.

1.2 Policy Statement Addressing Emergency Response and Evacuation Procedures

Guidelines for emergency response and evacuation procedures are outlined in the University of Guam's Crisis and Disaster Management Plan (CDMP). The CDMP outlines processes, procedures, and partnerships to maximize awareness, prevention and preparation, and minimize reaction/response, recovery, and mitigation times required in handling a University of Guam crisis situation.

The UOG CDMP is based on the Incident Command System (ICS) organization structure under the National Incident Management System (NIMS) supported by the National Integration Center (NIC) Incident Management Systems Integration Division within the Department of Homeland Security's Federal Emergency Management Agency.

In any crisis or disaster, the University of Guam's overriding mission is to: (1) Protect human life; (2) Stabilize the incident; (3) Preserve Property; and (4) Resume normal operations. Timely warnings to notify the campus community are outlined above (paragraph 1.1) using the University's Incident Command Rapid Communication Procedures. Timely warning procedures will be implemented as long as it does not jeopardize or compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Notification will be made without delay.

Under normal situations where there is time to estimate the level of crisis, the President, in consultation with the Senior Vice President and Vice-President for Administration and Finance will determine the need to activate the ICS. Under the ICS, the Incident Commander identified for the particular crisis will be in charge and form respective staff elements based on the need to handle the crisis at hand and will continue managing the crisis until properly relieved. In an immediate crisis where there is no time to activate an Incident Commander, the employee who is at the scene and is trained in the ICS will assume the Incident Commander role until properly relieved.

Evacuation procedures will vary based on the crisis as identified in the CDMP. As evacuation procedures are implemented, the first priority is to ensure the protection of human life. Procedures to evacuate mobility impaired personnel are also covered within the CDMP.

The Director for Integrated Marketing Communications, or Public Information Officer if the ICS is implemented, will be responsible for managing emergency information to the larger community and media. Notification will be made without delay.

Policy Compliance for Clery Act and HEA/ HEOC/VAWA Reauthorization Act: Policy Statements

Emergency response and evacuation procedures will be publicized to the University community in conjunction with the scheduled exercises at least once a year. However, if possible, exercises can be done at least once a semester (fall and spring). The Safety Administrator will be responsible to plan and execute exercises and ensure lessons learned are incorporated into the policies and procedures. This will also include documenting a description, date, and time of the exercise and whether it was announced or unannounced.

2.1. Policy Statement Addressing Preparation of Disclosure of Crime Statistics

The University complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. In addition, it provides information relating to crime statistics and security measures to prospective students, matriculated students and employees.

The University’s Campus Security Office submits monthly Uniform Crime Reports to the Guam Police Department. Crime statistics for the most recent one-year period, which reflect the incidents reported to the Guam Police Department, are available on request from the Safety Office. Pursuant to the Act, the University annually publishes and distributes to students, employees, and to prospective students and employees who request a report containing crime statistics together with the information on safety and security measures. The University posts the annual Campus Crime Survey on its website and submits a copy to the US Department of Education.

University jurisdiction for crime statistic reporting applies to specific conduct as defined under the Clery Act involving students or employees which occurs in the following geographic areas:

- 1) On campus;
- 2) Residential facilities;
- 3) Non-campus buildings or property that is not part of the main campus nor a separate campus and is:
 - (a) Owned or controlled by the University; and
 - (b) Used in support of or in relation to the University’s educational purposes; and
 - (c) Frequently used by students; and
- 4) Public Property:
 - (a) Owned by a public entity – local or federal government;
 - (b) Within campus borders and is accessible from campus.

Accessible is defined as having no barrier between the campus border and public property, or some type of barrier exists but is frequently ignored by students and employees.

The Guam Police Department has jurisdiction for criminal activity which occurs within the University’s geographical jurisdiction, which is reportable under the University’s annual crime statistics. Criminal activity involving students and employees that occurs outside of

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the University’s geographical jurisdiction is within the jurisdiction of the Guam Police Department but is not reportable in the University’s annual crime statistic reporting.

In order to ensure complete reporting of criminal offenses every employee in the University to whom crimes are reported shall immediately report the same (anonymously if requested by the victim) to the Campus Security Office.

Pursuant to federal law, the criminal offenses of murder, rape (so classified prior to August 1, 1992 and as sex offenses, forcible and non-forcible after that date), robbery, aggravated assault, burglary, motor vehicle theft and statistics regarding the above offenses which manifest evidence of prejudice based on race, religion, sexual orientation or ethnicity are to be reported separately from arrests (as opposed to simple allegations of criminal offenses) for liquor law violations, drug abuse violations, weapons possessions and statistics regarding the above offenses and arrests which manifest evidence of prejudice based on race, religion, sexual orientation or ethnicity.

3.1 Policy Statement addressing the Monitoring and Reporting of Criminal Offenses

Campus security officers enforce all regulations of the University and work closely with Guam Police and Fire Departments and other government agencies to enforce the laws of Guam. They monitor all activities on campus, including but not limited to all activities of officially recognized student organizations. The University has no off-campus student organizations. GPD may assist Campus Security, as needed.

For the safety and security of the University, community members, students, faculty, staff and guests are strongly encouraged to promptly report all crimes. Contact the Campus Security Office at (671) 735- 2365/70, 888-2456 (Security Cell), 649-3127 (G4S dispatch) or the Guam Police Department at (671) 472- 8911.

Emergencies: Dial 911.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the residence halls should be reported to the Campus Security Office or the Resident Assistant on duty. In addition, you may report a crime to any of the numbers listed above.

4.1 Policy Statement Addressing Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University’s system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Senior Vice President of Academic and Student Affairs or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential,

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while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

5.1 Policy Statement Addressing Limited Voluntary Confidential Reporting

The University encourages anyone who is the victim or witness to any crime to promptly report the incident to the Campus Security Office. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to the Campus Security Office, or as identified below:

- Campus Security Office (671) 735-2365, 649-3127 or
- Safety Office (671) 735-2370; or
- In person to any Emergency Team member (President or any Vice President).

The Guam Police Department’s dispatch number is (671) 472-8911. The Guam Police Department is located at 221B Chalan Palasyo, Agana Heights, Guam 96910.

6.1 Policy Statement Addressing Whistleblowers

The Higher Education Opportunity Act (HEOA) establishes safeguards for anyone who provides information (whistleblower) by prohibiting retaliatory actions against any individual who provides information under a provision of the Clery Act. Any form of retaliation against a whistleblower will NOT be tolerated by the University and will result in disciplinary action.

7.1 Policy Statement Addressing Missing Persons

Although most reports of missing University students may be caused by miscommunication between the student and those who are concerned about the student’s welfare, the University will take a proactive approach to all reports of missing students. A missing student is defined as “a student of the University who resides in a facility owned or operated by the University and who is reported as missing from his or her residence.” Generally, but not always, a student is considered missing if (s)he is reported missing from his or her residence for 24 hours or more.

Each student living in an on-campus student housing facility has the option to register a confidential contact person to be notified within 24 hours in the case that the student is determined to be missing. The contact person information is confidential. The information

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is given only to law enforcement officers and the University Administration with a need to know in furtherance of a missing person investigation.

In all cases, even if a student has not designated a confidential contact person, all reports of missing persons should be made to the Campus Security Office, who will initiate an immediate investigation. The Campus Security Office will call the Guam Police Department for assistance within 24 hours after a determination of a missing student has been made, as well as other law enforcement agencies and other resources to help locate the student, depending on the circumstances. Any indication that a missing student was taken against his or her will or is otherwise in imminent jeopardy should be brought to the attention of the Campus Security Office immediately. If the student is under 18 years of age and unemancipated, custodial parents must be notified.

8.1 Policy Statement Addressing Campus Security and Access

Campus security is coordinated by the Campus Security Office, which has a fully trained security officer on duty at all times, backed by a periodic, roving car patrol. Security Officers are accessible through telephonic communications and an offsite dispatcher. Contact numbers are posted throughout the campus. On campus, security officers enforce all regulations of the University and the laws of Guam. Security officers do not possess arrest power. Criminal incidents are referred to the Guam Police Department who have jurisdiction on campus.

University students and employees have access to academic, recreational and administrative facilities on campus. The general public can attend cultural and recreational events on campus, with access limited to facilities in which these events are held. The University will ensure that the campus is adequately lighted.

Access to residence halls, however, is limited to students and their guests, according to University procedure (see Residence Hall Handbook). Access to the residence halls by University employees is on an as-needed basis and incorporates strict key control procedures.

Emergencies may necessitate changes or alterations to any rules or posted schedules. Student safety concerns are reviewed by University administrators who will examine security issues such as locks, alarms, lighting, etc. Issues of pressing concern are brought to the Vice President in charge of Safety and Security for review and resolution.

The cooperation and involvement of University students, faculty and employees themselves in campus security and safety programs are absolutely necessary. University students, faculty, and employees must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions and always being aware of their surroundings.

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9.1 Policy Statement Addressing the Authority of Non-Sworn Public Safety Officers on Campus

All University employees have the authority to ask persons for identification and to determine whether individuals have lawful business at the University. The University Safety Officer and the University’s campus security officers have authority to issue improper parking warning tickets on campus. In addition, the University Safety Officer and Community Assisting Police Effort (CAPE) volunteers have authority to issue parking tickets for violations under the Americans with Disabilities Act (ADA), which are under the jurisdiction of the Superior Court of Guam. Campus security officers do not possess arrest power.

Criminal incidents are referred to the Guam Police Department who have jurisdiction on campus. The Campus Security Office works very closely with the Guam Police Department to assist them with incidents that may occur on campus. The University administration maintains a professional working relationship with the Guam Police Department, although at this time there is no written agreement between the University and the Guam Police Department.

10.1 Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff and guests are strongly encouraged to report all crimes, including dating violence, domestic violence and stalking, and public safety related incidents to the Campus Security Office and/or the Guam Police Department in a timely manner. All crime victims and witnesses are strongly encouraged to immediately report any crime to the Campus Security Office and/or the Guam Police Department. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics. In cases of emergency, dial 911, then call the Campus Security Office, as listed below.

To report a crime on the University campus call the Campus Security Office, (671) 735-2365/70, 888-2456 (cell), or 649-3127 (G4S dispatch).

Campus security personnel will be available to answer your call. In response to a call, the Campus Security Office will take the required action, dispatching appropriate personnel or notifying the Guam Police Department be dispatched to campus.

All incident reports are forwarded to the Vice President in charge of Security and Safety for review and potential action by the University. The Campus Security Office will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Vice President in charge of Safety and Security.

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If assistance is required from the Guam Police Department, the Campus Security Office will contact them directly. If a sexual assault or rape should occur, staff on the scene will contact emergency 911 and then the Campus Security Office, who then will take action to contact the Guam Police Department and appropriate medical and health care personnel, where appropriate. The Violence Against Women Prevention Program (VAWPP) will also be contacted.

Crime should be reported to the Campus Security Office to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate (e.g., a crime that was reported to the Guam Police Department would be included in the University’s crime statistics if it occurred within the University’s geographic jurisdiction and if the University was notified of the crime). The University shall make a good faith effort to obtain the required information for crime statistic reporting from the Guam Police Department.

11.1 Policy Statement Addressing Counselors

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “pastoral counselors” and campus “professional counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedure to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

Pastoral Counselor: An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within that scope of that recognition as a pastoral counselor.

Professional Counselor: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

12.1 Policy Statement Addressing Security Awareness and Crime Prevention Programs

The University complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Pursuant to the Act, the University annually publishes and distributes to students, employees, and to prospective students and employees who request it a report

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containing crime statistics, together with the information on safety and security measures. The annual Campus Crime Survey is posted on the University website.

Information on safety and security and crime prevention is provided to students and employees each semester through seminars, films, bulletins, crime alerts, posters, brochures or University and student newspapers.

A common theme of all safety and security awareness and crime prevention programs is to encourage students and employees to be vigilant and aware of their responsibility for their own security and the security of others.

13.1 Policy Statement Addressing Alcoholic Beverages

Policy on Alcoholic Beverages

The possession, sale or the furnishing of alcohol on the University campus is governed by University policy and Guam law. The possession, sale, consumption or furnishing of alcohol are controlled by Guam law. Campus security officers enforce all laws regulating the consumption of alcohol. Alcohol is not permitted in public places on campus, with limited written exception from the University President. The University enforces local underage drinking laws, and violators will be subject to sanctions imposed by law and University disciplinary and/or other applicable policies. Members of the University community should also be aware of the University policies concerning substance abuse and on maintaining a drug-free workplace as required under the Drug Free Schools and Communities Act, both of which may be found in the University policy manuals.

14.1 Policy Statement Addressing Substance Abuse Education

The University is committed to standards of conduct that clearly prohibit the unlawful possession, use or distribution of drugs and alcohol by students and employees on University property or as any part of the University's activities. The University will impose sanctions on students and employees consistent with Guam and federal laws and consistent with the Code of Student Conduct, the Student Disciplinary Hearings Procedure, the Personnel Rules and Regulations (Classified Service Employees), the Agreement Between the University of Guam Board of Regents and the Faculty Union, American Federation of Teachers Local 6282, and the Agreement Between the University of Guam Board of Regents and Guam Federation of Teachers Local 1581, Maintenance and Custodial Employees. These sanctions will include penalties up to and including expulsion or termination of contract and referral for prosecution for violations of the University's standards of conduct.

The following materials will be distributed to each student and employee:

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1. a description of the applicable legal sanctions under Guam and federal law for the unlawful possession, use or distribution of illegal drugs and alcohol;
2. a description of the health risks associated with the use of illegal drugs and the use of alcohol;
3. a description of drug and alcohol counseling, treatment, and rehabilitation programs that are available on Guam to students and employees.
4. Emergency 911, Guam Police Department, Guam Fire Department, Campus Security Office and Security Dispatch, and Campus Safety Office contact numbers.

The University will conduct at least a biennial review of the University’s Substance Abuse Program to (a) determine its effectiveness and implement changes as needed; and (b) ensure that the sanctions are consistently enforced.

15.1 Policy Statement Addressing Sex Offenses, Domestic Violence, Dating Violence, Sexual Assault and Stalking

The University prohibits sex offenses, domestic violence, dating violence, sexual assault and stalking, and makes coordinated efforts in maintaining an environment free of such incidences.

PREVENTION AND RISK REDUCTION PROGRAMS

The University conducts primary prevention and awareness programs for all incoming students and new employees through coordination with the Office of Enrollment Management and Student Services (EMSS), the Equal Employment Opportunity/Americans with Disabilities (EEO/ADA) & Title IX Office, the Student Government Association (SGA) and the Violence Against Women Prevention Program (VAWPP). These educational programs promote student awareness of sex offenses, including rape, attempted rape, other forms of sexual assault, domestic violence, dating violence and stalking. Programs and services include education and training programs, interactive classroom presentations, prevention and community outreach, and victim services such as victim advocacy, counseling and emotional support, crisis intervention, risk assessment and safety planning, advisement on legal options, and referrals to other services.

The VAWPP provides ongoing campus-wide prevention and awareness campaigns and education outreach activities for students and employees, which include prevention exhibits, campus displays, movie nights, screening days, and other events. These outreach activities engage the broader campus community to learn more about domestic violence, dating violence, sexual assault, and stalking, and where to access services.

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The VAWPP also provides information on risk reduction to recognize the warning signs of abusive behavior and how to avoid potential attacks. The different forms of domestic violence, dating violence, sexual assault, and stalking are discussed and steps to take are outlined to ensure an individual's safety and obtain assistance from informal resources such as family and friends, and formal resources such as the VAWPP, the Safety and Security Office, the Student Disciplinary Appeals Committee (SDAC), and the Guam Police Department (GPD).

DEFINITIONS

Domestic Violence means a felony or misdemeanor crime of violence committed by

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence means violence committed by a person

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - o the length of the relationship
 - o the type of relationship; and
 - o the frequency of interaction between the persons involved in the relationship.

Sexual Assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

Consent (In reference to Sexual Activity) can be established if the following four conditions are present:

- Both participants are fully conscious;
- Both participants are equally free to act;

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- Both parties have clearly communicated their willingness/permission; and
- Both parties are positive and sincere in their desires.

BYSTANDER INTERVENTION

One of the most effective methods of preventing sexual assault is bystander intervention, which encourages people to identify situations that might lead to sexual misconduct and then safely intervene to prevent misconduct from occurring.

A. Recognizing when to intervene:

Some people might be concerned that they are being encouraged to place themselves in jeopardy to stop crimes in progress. However, there are many situations and events that occur prior to sexual misconduct that are appropriate for intervention. Bystander intervention encourages people to watch for those behaviors and situations that appear to be inappropriate, coercive and harassing.

B. Responsibility to intervene:

The University of Guam would like to promote a culture of community accountability where bystanders are actively engaged in the reasonable and safe prevention of sexual misconduct, realizing that we are responsible for each other as a University community, in addition to ourselves. At the same time, the University of Guam would like to ensure that bystanders will use their best judgment to aid in situations only if the bystander considers the situation appropriate for intervention, as discussed below.

C. Understanding how to safely intervene:

Safety is paramount in bystander intervention. Usually, intervening in a group is safer than intervening individually. Also, choosing a method of intervention that de-escalates the situation is safer than attempting a confrontation. However, there is no single rule that can account for every situation. Please use good judgment and always put safety first.

D. Ways to intervene safely:

1. Making up an excuse to get a person out of a potentially dangerous situation;
2. Letting an individual know that his or her actions may lead to serious consequences;
3. Not leaving a person's side who may be in trouble despite the efforts of someone else to get him/her alone or away from you;
4. Using a group of friends to remind someone behaving inappropriately that his or her behavior should be respectful;
5. Taking steps to curb someone's use of alcohol before problems occur;
6. Calling the authorities when the situation warrants.

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REPORTING OPTIONS; PRESERVATION OF EVIDENCE; INTERIM ACCOMMODATIONS

When a sex offense, domestic violence, dating violence, sexual assault or stalking occurs, victims should contact the Safety and Security Office at (671) 735- 2365/70, 888-2456 (Security Cell), 649-3127 (G4S dispatch) or the Guam Police Department at (671) 472- 8911 or 911 for emergencies, the Dean of Enrollment Management and Student Services, the Title IX Compliance Officer, and/or the VAWPP.

Students may obtain on-campus assistance at the Student Health Services Center, Student Counseling Services, Isa Psychological Services, and the VAWPP. These offices shall also make appropriate referrals to off-campus services. The on-campus person to whom the victim reports the offense shall offer to assist the victim in notifying law enforcement authorities.

A victim may decline to notify such authorities; and, where applicable, a victim will be advised of the victim’s rights to obtain orders of protection, no contact orders, restraining orders, or similar lawful order issued by a criminal or civil court. These advisements to the victim shall be both verbal and in writing.

Victims reporting a sex offense, domestic violence, dating violence, sexual assault or stalking shall be advised of the importance of preserving evidence for the proof of a criminal offense, such as keeping a log of violent incidents or obtaining a forensic examination at the appropriate health care facility if a victim is sexually assaulted, and that they may prosecute the alleged offender either through the criminal process, the University disciplinary procedure or both.

In appropriate circumstances, upon request of the student victim, the University will change a student victim’s academic or living situation if the requested change can be reasonably accommodated. The University will notify the student victim in writing of any such interim accommodations, which may include changing academic, living, transportation or working situations. Failure to adhere to the parameters of any interim accommodation may be considered a separate violation of this Policy and may result in disciplinary sanctions.

ANONYMOUS AND CONFIDENTIAL REPORTING

When considering reporting options, victims should be aware that certain University personnel can maintain strict confidentiality, while others have mandatory reporting and response obligations. University personnel who receive a report of sexual misconduct may be required to share the information with appropriate administrative authorities for investigation and follow up. The University will protect the confidentiality of an alleged victim by refusing to disclose the alleged victim’s information to anyone outside the University to the maximum extent permitted by law. As for confidentiality of information within the University, the University must balance a victim’s request for confidentiality with its responsibility to provide a safe and non-discriminatory environment for the University community. Where the University cannot take disciplinary action against an alleged discriminator or harasser

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because of a complainant's insistence of confidentiality, the University will pursue other steps to limit the effects of the alleged sexual misconduct and attempt to prevent its recurrence.

The University has on-campus personnel who can maintain strict confidentiality. Campus crisis counselors (VAWPP) can assist in a crisis situation and provide information about options including medical assistance, psychological counseling, victim advocacy resources, legal resources, University disciplinary action, and criminal prosecution. The crisis counselors can provide safe and confidential support, explain common reactions to crises, and discuss coping methods that may assist immediately following the assault and later. Talking about concerns may help the victim sort through feelings and decide what to do. Victims need not reveal their names if calling for information. Crisis counselors will not reveal the victim's identity to anyone without the victim's permission except under very limited exceptions (e.g., if an immediate threat to the victim or others is present, or if the victim is a minor).

Brochures and other informational materials about campus and community resources for counseling, health, mental health, victim advocacy, legal assistance, and other services are available to students and employees in the VAWPP office, HRO, EEO, EMSS, Student Residents Halls, and are accessible to students at student orientations, and are regularly distributed at classroom presentations, outreach activities, and trainings.

UNIVERSITY DISCIPLINARY PROCEDURES

Sex offenses, domestic violence, dating violence, sexual assault and stalking violate the University Code of Student Conduct, in addition to local and federal laws. Any member of the University community may file charges with the Student Discipline and Appeals Committee (SDAC) and/or the EEO Office against any student for a sex offense, domestic violence, dating violence, sexual assault or stalking. The EMSS, EEO and the VAWPP coordinate efforts in conducting annual trainings for SDAC officials on issues related to domestic violence, dating violence, sexual assault and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The Student Code of Conduct outlines the rights and responsibilities of both the complainant and the accused. The proceedings and timelines of such proceedings are set by policy, which are intended to provide a prompt and equitable investigation and resolution. The standard of evidence used during any institutional conduct proceedings shall be on the basis of whether it is more likely than not that the accused student violated the Student Code. Both the complainant and the accused have the right to be assisted by any advisor of their choice, which may be an attorney. However, advisors are not permitted to speak or participate directly in any hearing before a University judicial body.

Both complainant and accused shall be advised simultaneously in writing of the outcome of any disciplinary proceeding, the procedures to appeal the results of the disciplinary proceeding, any change to the results that occurs prior to the time that such results become

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final and when such results become final. The disclosure of the outcome of the disciplinary proceeding shall include only the name of the accused, the violation alleged, and whether any institutional rules or code sections were violated, essential findings supporting such result, and any sanction imposed including description of disciplinary action, date of imposition of such action, and the duration of such action.

Persons found guilty of sex offenses face severe sanctions, including dismissal from the University. Conversely, the University prohibits students from knowingly making false complaints of a sex offense. Knowingly making false complaints of a sexual offense constitutes a violation of the Student Code and will result in disciplinary action. However, a complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct.

RETALIATION

The University prohibits retaliation against anyone who exercises rights under the Clery Act, Title IX, and the University’s EEO Policy.

SEX OFFENDER REGISTRY

The central repository for the Guam Sex Offender Registry Program is housed with the Judiciary of Guam, Probation Services Division, located at 120 West O’Brien Drive, Hagåtña, Guam 96910. The Sex Offender Registry website is found at <http://www.guamcourts.org/sor>.

16.1. Policy Statement Addressing Fire Safety Procedures, Statistics, Reports, and Documentation for Campus Residence Halls Facility

16.1a. Fire Safety Procedure - The University’s Residence Halls are equipped with portable fire extinguishers, smoke detection, integrated automatic sprinkler and visual/audible fire alarm systems. These systems are inspected, tested and certified annually by a Fire Protection Specialist Contractor and the Guam Fire Department approving authority. Emergency evacuation maps are installed in each hallway, study hall, common kitchen, and dorm room to direct occupants to emergency exit. Fire emergency contact numbers are posted and visible to all residents and guests.

All residents and residence halls staff receive fire safety training at the beginning of each academic year with training reviewed regularly with residents and staff. Fire drills are conducted once each semester. Fire safety tips are communicated to residents during floor meetings by residence halls staff at the beginning of each semester and by the Safety Officer during crisis management presentations conducted every fall and spring semesters.

In the event of a FIRE, residents should proceed in the following manner:

1. Immediately call 911. Notify the Resident Assistant closest to area of fire. Notify the Residence Halls Office staff and other residents of the building, or floor, of the location of

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the fire by pulling the nearest pull station. Evacuate the building(s) without delay and assemble at designated area or rally point.

2. When the alarm is activated, all residents, except others with specific assignments must leave the building IMMEDIATELY through the nearest exit. Persons with disabilities are assisted. Where possible, close all doors and windows. Do not, under any circumstances, silence building fire alarm. Do not return to the building for any reason until instructed to do so by competent authority. Do NOT put water on a grease fire! Use the nearest fire extinguisher.

3. Move away from the building entrance and fire department access. Do not obstruct fire hydrants.

Fire Alarms

Residents are expected to evacuate the building immediately for a fire alarm, or when directed to do so. Failure to promptly obey the direction of a University Residence Halls Office staff or civil official during an emergency will be referred to the Residence Halls Officer and could be subject to fines.

When an individual smoke detector is activated in the residence halls, Residence Halls Office staff and/or Resident Assistants will enter all rooms in the indicated area to determine the cause of the alarm.

Fire and Life Safety Inspections

Unannounced random Fire and Life Safety Inspections will be conducted periodically by the Residence Halls Office staff and Resident Assistants. The intent of the inspections is to increase the level of safety awareness of residents and identify health and safety issues.

16.1b. Statistics – Data will be collected and reported in the annual fire safety report and the U.S. Department of Education’s web-based data collection system in a statistical format.

16.1c. Annual Fire Safety Report – This report will be prepared and then submitted at the same time with the Annual Security Report for publication.

16.1d. Fire Log - Fire incidents are recorded in the Fire Log by the date they are reported. The Fire Log for the most recent 60-day period must be accessible on-site and available to public inspection, upon request, during normal business hours. It must be kept for three years following the publication of the last annual report to which it applies (in effect, seven years).

16.1e. Policies on Portable Electric Appliances, Smoking, and Open Flames

In accordance with regulations disseminated, the University of Guam is a tobacco-free environment. Smoking is prohibited in all buildings owned and operated by the University of Guam, including dormitories. Rules also prohibit the following in the residence rooms:

- open flames,
- microwaves,
- electric coffeemakers,
- hot plates,
- electrical rice cooker,
- toasters and toaster ovens,
- refrigerators over four cubic feet,

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- portable gas (propane) stoves, and
- portable bar-b-grills,

Note: In general, heat-producing appliances are prohibited in rooms.

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UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 15-24

RELATIVE TO APPROVING THE RULES AND REGULATIONS FOR THE HEALTH PROFESSIONS TRAINING SCHOLARSHIP PROGRAM UNDER THE STUDENT FINANCIAL ASSISTANCE PROGRAMS BEGINNING ACADEMIC YEAR 2015-2016

WHEREAS, the governance and control of the University of Guam (UOG) is vested in the Board of Regents (BOR); and,

WHEREAS, the provisions of Title 17 of the Guam Code Annotated, Chapter 28, governing the Student Financial Assistance Program (Program) and the Student Financial Assistance Fund (Fund), state that the Program and Fund shall be administered and granted by the BOR ; and

WHEREAS, in accordance with applicable provisions, the Student Affairs, Scholarship, Alumni Relations & Honorary Degree (SASARHD) Committee held a public hearing on June 12, 2015 to receive public input on the proposed Rules and Regulations for the Health Professions Training Scholarship Program beginning AY 2015-2016 and thereafter; and,

WHEREAS, the Senior Vice President for Academic and Student Affairs, the Dean of Enrollment Management and Student Services, and the Director of Financial Aid have all certified that the proposed Rules and Regulations for the Health Professions Training Scholarship Program AY 2015-2016 and thereafter complies with appropriate Public Laws and the BOR Policy; and,

WHEREAS, the SASARHD Committee recommends, together with the Administration, approval of the proposed Rules and Regulations for the Health Professions Training Scholarship Program beginning AY 2015-2016 and thereafter.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby approves the Rules and Regulations for the Health Professions Training Scholarship Program beginning AY 2015-2016 and thereafter.

Adopted this 18th day of June, 2015.

William Leon Guerrero, Chairperson

ATTESTED:

Dr. Robert A. Underwood, Executive Secretary

HEALTH PROFESSIONS TRAINING SCHOLARSHIP PROGRAM Award Year Beginning 2015-2016

1.0 BACKGROUND AND STATUTORY AUTHORITY. _____

The Board of Regents of the University of Guam is authorized under Title 17 of the Guam Code Annotated, to formulate rules and regulations to equitably and efficiently administer the Health Professions Training Scholarship Program, in accordance with Chapter 28 of Title 17 of the Guam Code Annotated.

2.0 DEFINITIONS. _____

As used in these rules and regulations, the following terms will have the following meaning.

- (a) **Academic Year:** Fall and Spring Semesters for semester calendar system.
- (b) **Board:** the Board of Regents of the University of Guam.
- (c) **Cash Repayment:** monetary cash repayment for the period the deficiency was made with no service credit allowed.
- (d) **Fee:** student, general laboratory and course fees applied to all students.
- (e) **Full-time Status:** enrollment in twelve (12) or more credit hours per semester (Fall and Spring) for undergraduate students; nine (9) or more credit hours for graduate students; six (6) or more credit hours for Summer term (any combination of A, B, or C session). (Summer attendance in the program is optional.)
- (f) **Major Program:** a prescribed program leading to a Bachelor in Nursing degree; or a Bachelor in Social Work degree; or a Bachelor of Science in Health Sciences degree; or a Master of Social Work degree, as approved by the Board of Regents at the time students are selected and enrolled in the Program.
- (g) **Part-time Status:** enrollment for less than twelve (12) credit hours per semester for undergraduate students, and less than nine (9) credit hours per semester for graduate students; less than six (6) credit hours for the Summer term. (Summer attendance in the program is optional.)
- (h) **Promissory Note:** Document signed by the student and their guarantors promising to repay the award in accordance with the rules and regulations specified under the program.
- (i) **Recipient:** an applicant of the Health Professions Training Scholarship Program who was selected based on meeting all eligibility requirements by their respective program and certified by the School of Nursing and Health Science as a Nursing, Health Sciences, or Social Work student, and approved by the Board of Regents.
- (j) **Resident:** a United States Citizen or Permanent Resident Status (Green card holder) who has been a resident of Guam for a continuous period of at least one (1) year by *June 15th prior to the beginning of the academic year the award is to be awarded.*
- (k) **Service Credit:** repayment of award obligation through employment service, upon completion of studies.
- (l) **Stipend:** payment disbursed on a monthly installment.
- (m) **Co-Signers:** Guam Residents who are financially and legally responsible as joint signers on a promissory note.
- (n) **2nd Bachelor's degree:** a student who holds a Bachelor's Degree in any subject other than Nursing, Health Sciences, or Social Work shall be eligible for the program, provided that all other eligibility requirements are met.

3.0 LIMITATIONS AND PRIORITIES. _____

The number of students in the program annually shall be limited only by the available space at the University of Guam and/or the availability of funds. In the event of limited space and/or funds, priority shall be given to students at the highest level of training and closest to the completion of their program as indicated on application and concurred by the School of Nursing and Health Sciences.

4.0 APPLICATION PROCEDURE AND REQUIREMENTS. _____

An applicant for the Health Professions Training Scholarship must comply with the following procedures and requirements:

HEALTH PROFESSIONS TRAINING SCHOLARSHIP PROGRAM

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- (a) Applicants must submit the official application prescribed by the Board and obtainable at the University of Guam Financial Aid Office. Applications shall include the following information:
 - 1. Evidence of eligibility in accordance with Section 5.0
 - 2. Evidence of acceptance into a nursing program, social work program, or health sciences program clearly defined in Section 5.0(c)
- (b) Completed applications must be submitted to the Board through the Financial Aid Office no later than the published deadline date for that respective award year.

5.0 CRITERIA OF ELIGIBILITY. _____

The following are eligibility requirements for the Health Professions Training Program:

- (a) Applicant must have completed high school or otherwise be declared eligible for admission to the Nursing, Social Work, or Health Sciences program at the University of Guam.
- (b) Applicant must be a United States citizen or a permanent resident alien and a resident of Guam for a continuous period of at least one (1) year by *June 15th prior to the beginning of the academic year the award is to be awarded.* (Refer to definition above for residency.)
- (c) Applicant must have satisfactorily completed all pre-nursing or pre-social work program, or pre-health sciences program requirements and be recommended by the appropriate authority in the School of Nursing and Health Sciences, who will certify that the applicant has been admitted and is eligible for admission into their respective program.
- (d) Acceptance to the University of Guam as a full-time student to register for a minimum of twelve (12) credit hours each semester for undergraduate students and a minimum of nine (9) credits each semester for graduate students; a minimum of six (6) credit hours during the Summer session (Summer session attendance is optional.)

6.0 SELECTION PROCEDURE. _____

- (a) Each eligible applicant will be placed on a list submitted to the School of Nursing and Health Sciences for certification of acceptance/non-acceptance into the Nursing program, or Social Work program, or the Health Sciences program. In the event any applicant is not accepted, a decline letter will automatically be sent to applicant. A final list of eligible applicants will be prepared and forwarded to the Board of Regents for approval/denial.
- (b) The Board of Regents shall, at a regular or special meeting, approve the selection of the recipients.
- (c) Notice of award shall be sent to each recipient. The recipient of the Health Professions Training Scholarship Program must notify the Board of Regents within thirty (30) days from award notification indicating whether the recipient will accept the award. If the recipient fails to do so, the award is thereby forfeited and offered to the next eligible recipient (if applicable). If a recipient declines to accept the scholarship after it has been offered, such recipient shall no longer be entitled to receive such award from the Board of Regents during the award period and may reapply for the next academic year.
- (d) All recipients shall attend a mandatory orientation to complete the award process. Failure to attend said orientation is cause to deny eligibility to the Health Professions Training Scholarship Program. All documents required by the Financial Aid Office to complete the award process will be received and completed by the recipient during the orientation process.

7.0 ATTENDANCE. _____

Recipients are to attend the University of Guam, School of Nursing and Health Sciences to obtain a Bachelor in Nursing degree; or a Bachelor in Social Work degree; or a Bachelor of Science in Health Sciences degree; or an eligible graduate degree program in Social Work as determined by the Dean of the School of Nursing and Health Sciences or its successor.

HEALTH PROFESSIONS TRAINING SCHOLARSHIP PROGRAM Award Year Beginning 2015-2016

8.0 PROMISSORY NOTE. _____

All Health Professions Training Program recipients shall execute a Promissory Note with two (2) responsible co-signers, who are residents of Guam and are financially able to repay the award in the event the student fails to comply with service obligations one hundred eighty (180) days from required employment date. Proof of financial ability to repay includes but is not limited to documentation such as tax forms, employment verifications, business license, etc. No funds under this Program shall be disbursed until the note is submitted to the Financial Aid Office and the recipient is found to be in compliance with the requirements under this Program.

All monies disbursed during attendance under the Health Professions Training Scholarship Program will become due and payable in event of default or for cash (non-service credit) and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments must not exceed ten (10) years. The University of Guam Collections Department/Bursar's Office will compute the recipient's monthly installment payments, in the event of default or for cash (non-service credit) repayments.

9.0 AWARD BENEFITS. _____

No recipient may receive benefits beyond three (3) calendar years if pursuing an undergraduate degree and two (2) years if pursuing a graduate degree. Recipients are entitled to the following benefits, subject to availability of funds:

- (a) Tuition and fees each academic year to be paid by the Student Financial Assistance fund for a period of not more than three (3) years in an undergraduate program or two (2) years in a graduate program at the University of Guam.
- (b) A nine (9) month stipend (beginning September and ending in May of each year) of Four Hundred Dollars (\$400.00) per month.
- (c) An allowance of Three Hundred Fifty Dollars (\$350.00) per semester and One Hundred Fifty Dollars (\$150.00) maximum for summer will be granted for textbooks
- (d) Optional – Summer: Each recipient shall be entitled to tuition, fees, and textbooks for Summer session (any combination of Summer Session A, B, or C) courses on a full-time basis.

10.0 TRANSACTION. _____

Under the direction of the President, the Office of Administration & Finance shall be responsible for:

- (a) Disbursements and collection of funds and/or service credit awarded recipients under the Nursing Training Program.
- (b) Disbursements of tuition/fees, books, and stipends to recipients shall be made upon certification by the School of Nursing and Health Sciences that all requirements for stipends are met.
- (c) Stipends at the beginning of each academic year will be disbursed in September (for August and September).
- (d) Summer stipends will be disbursed in July (for June and July).

11.0 OBLIGATION OF RECIPIENTS. _____

In order to remain in good standing and to continue in the scholarship program, recipients shall be required to meet the following:

- (a) Comply with all Health Professions Training Scholarship program regulations as established by the Board of Regents and duly adjudicated.
- (b) Maintain the ***minimum cumulative*** grade point average (GPA) as mandated by the respective programs each semester or Summer semester. *In the event a recipient drops below his/her respective program's minimum cumulative grade point average, the recipient shall be placed on probation for a period to be determined by the Board of Regents, but such probationary period shall not exceed two (2) semesters, exclusive of summers or intercessions.*

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- (c) Must enroll for and maintain full-time student status, minimum twelve (12) credit hours per semester (Fall/Spring) for undergraduate students, and a minimum of nine (9) credit hours per semester (Fall/Spring) for graduate students. For recipients attending the summer semester, the recipient must enroll in a minimum of six (6) credit hours. The Dean of the School or Nursing and Health Sciences may allow for less than full-time enrollment, but no arrangement shall cause the extension of the completion time of degree under this program.
- (d) Obtain written approval by special request from the Board before (with or without funding):
 - (1) transferring to another institution: transfer(s) may be approved by the Board if such transfer(s) would not extend the length of time required to complete the program;
 - (2) withdrawing from any institution, unless such withdrawal was due to circumstances beyond the recipient's control and the Board subsequently approves such withdrawal in writing.
- (e) Changes to award status, known as 'special requests', shall be submitted in writing from a recipient to the Financial Aid Office. Such status change shall include, but will not be limited to the following: change of major, change of professional or technical program, change of institution, change of graduation date, deferment of attendance, or deferment of service obligation.
 - (1) Except for deferment requests and change of graduation date, special requests shall be submitted to the Financial Aid Office no later than two (2) months (sixty (60) calendar days) prior to the start of the academic term for which the request is to take effect. Requests received after the two (2) months (sixty (60) calendar days), shall be acknowledged and returned without any action indicating non-compliance with the deadline requirement.
- (f) A recipient who fails in two or more subjects during any semester to include Summer semesters is subject to dismissal from the scholarship program.
- (g) A recipient may appeal to the Board through the *Dean of the School of Nursing and Health Sciences via the Financial Aid Office* for reinstatement to the program.
- (h) A recipient must be certified as remaining in good standing in their respective program at the end of each semester, with certification being provided by the appropriate School of Nursing and Health Sciences authority to the Financial Aid Office.
- (i) All recipients must agree to work on Guam for two (2) years for every year assistance was provided (2:1).
- (j) All recipients must provide proof of full-time employment within six (6) months after graduation by submitting a Verification of Employment. Employment verifications shall be submitted by the recipient every six (6) months (June and December of each year). If a recipient wishes to continue the recipient's education as a full-time student at a graduate or professional school, the recipient may defer his/her employment obligation on Guam until such additional studies are complete; provided, written approval has been granted from the Board. Failure to begin employment on Guam within six (6) months of graduation shall be cause for monetary repayment which will become immediately due and payable in monthly monetary payments.
- (k) By accepting the award, the recipient agrees that the University of Guam may obtain any or all information from the respective institution as needed to comply with Board regulations.

12.0 FORFEITURE. _____

Any one or combination of the following may constitute sufficient reason for dismissal from the program:

- (a) Suspension or dismissal for academic deficiency, disciplinary reason(s) or conviction of a felony.
- (b) Forfeiture of the award under any one or combination of the provisions herein established.
- (c) Failure to enroll in the semester of the academic year immediately following the granting of the award, unless deferment of the enrollment in that semester is approved by the Board of

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Regents. A recipient granted such deferment will forfeit the award for failure to enroll in the next semester immediately following the approved deferment.

- (d) Failure to maintain the minimum cumulative grade point average as required by the recipient's respective program each semester, except a recipient may be allowed not more than two regular academic semesters to regain this average without cancellation of award.
- (e) Failure to maintain full-time status.
- (f) Failure to abide by any one or combination of the provisions of these policies as established by the Board of Regents of the University of Guam.

A recipient who forfeits an award and who regains entitlement of the award pursuant to §§12(b) and (c) shall not be required to repay the amount awarded for that academic term in which the academic deficiency or failure to maintain full-time status occurred until after graduation, or other termination of studies for any other reason.

13.0 SERVICE CREDIT. _____

For the purpose of repayment, the recipient shall receive:

- (a) As a condition of selection in the program, each recipient shall agree to begin employment within six (6) months from completion of his/her nursing, social work, or health sciences degree in the public health system of Guam including Guam Memorial Hospital Authority, the Department of Public Health and Social Services, the Guam Behavioral Health and Wellness Center, the Guam Department of Education (school health counselor) or the Guam Community College (school health counselor), or in private clinics or private hospitals licensed to do business on Guam, and to continue in such employment for a period of time equal to two (2) calendar years for each academic year of training under the program. The School of Nursing and Health Sciences shall certify and approve employment that meets the criteria in Section 13.
- (b) A recipient shall further agree that, in the event he fails to complete the program or refuses to fulfill the obligation set forth in (a), he/she shall then repay the Government of Guam through the Collections Office/Bursar's Office at the University of Guam, an amount equal to the total of tuition, fees, textbooks, and supplies paid on behalf of the recipient and the total monthly allowance paid to the recipient.
- (c) **Service Credit.** The recipient shall receive service credit for each year of employment on Guam. If the recipient begins employment on Guam within six (6) months after graduation without interruption, the recipient is considered to have met the obligation to the Board and will receive credit beginning on the date of employment. A year of service credit is twelve (12) months. In the event that any portion of the assistance is not repaid through service credit, the amount unpaid in service credit shall become due and payable.
- (d) **Postponement.** If the recipient does not begin employment as required by §13(a) herein within six (6) months after graduation to continue Nursing or a Health Related field of studies at a graduate or professional school on a regular full-time, on-campus basis, at an accredited institution of higher education, as recognized by the Council for Higher Education Accreditation (CHEA), an appeal may be submitted in writing to the Board for approval. Furthermore, postponement of service obligation through service may be granted those who are experiencing a family or medical emergency, in which an appeal may be submitted in writing to the Board for approval.
- (e) **Unapproved Postponement.** The recipient who does not obtain prior approval from the Board and who does not return and begin employment on Guam within six (6) months after graduation must pay in cash the total amount received per year, calculated on a daily rate for each day the person is not employed on Guam. The daily rate will be calculated by the University of Guam Collections Office / Bursar's Office based on applicable promissory notes.

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Once this amount has been paid in full, the recipient is entitled to use service credit for the remaining amount of the debt for each year of employment on Guam.

- (f) **Interruption.** If a recipient receiving service credit wishes to temporarily terminate employment on Guam to continue Nursing or a Health Related field of studies at a graduate or professional school on a regular full-time on-campus basis, at a U.S. accredited institution of higher education, as recognized by the Council for Higher Education Accreditation (CHEA), an appeal in writing must be submitted to the Board of Regents for approval. Upon approval, the repayment obligation shall be deferred for the period granted to continue studies. If prior approval of the Board is not obtained, the recipient must pay in cash for each day the person is not employed on Guam at a rate determined by the University of Guam Collections Department. Once the amount is paid in full, the recipient is entitled to use service credit on the remaining debt.
- (g) **Ineligibility for Service Credit.** Any recipient, who did not receive the degree pre-approved by the Board of Regents, shall be ineligible for service credit. All monies disbursed during attendance under the Health Professions Training Scholarship Program will become due and payable and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments must not exceed ten (10) years pursuant to law. The University of Guam Collections Department will compute the recipient's monthly installment payments in the event of default. Furthermore, permanent transfer to an off-Island office or branch of a Guam employer shall not count towards service credit and shall result in default on the date of transfer, and interest shall begin on such date of default.
- (h) **Leave of Absence.** It is the responsibility of the recipient to inform the University of Guam of any leave of absence longer than forty-five (45) days. The recipient must remain employed pursuant to §13(a) herein to receive service credit while on off-Island temporary leave status.
- (i) **Annual Proof of Employment.** It is the responsibility of the recipient to provide the Financial Aid Office or Bursar/Collection Office, documentary evidence (See Section 11, k) of such employment and, each year thereafter, until such obligation is fulfilled.

14.0. CONFLICT. _____

Previous regulation(s) under which a recipient was awarded financial assistance shall continue to apply to the recipient for the remainder of the recipient's studies, notwithstanding any revised regulation which conflicts with the previous regulation(s), unless specifically stated otherwise.

****Note**

1. **Financial Aid has the primary responsibility to evaluate applications/supporting documents and award/disburse financial aid benefits.**
2. **The School of Nursing and Health Sciences has the responsibility to certify the acceptance of recipients/applicants to the Nursing, Health Sciences, or Social Work program in order for students to obtain Health Professions Training Scholarship benefits;**
3. **The Board of Regents is the final authority to approve applicants and continuing recipients.**

CHAPTER 28, TITLE 17, Guam Code Annotated

Approved by the Board of Regents on _____

Filed with the Guam Legislature in accordance with P.L. 31-237 on _____



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 15-25

**RELATIVE TO APPROVING THE RULES AND REGULATIONS FOR THE
RESEARCH / TEACHING ASSISTANSHIP PROGRAM UNDER THE STUDENT
FINANCIAL ASSISTANCE PROGRAMS BEGINNING ACADEMIC YEAR 2015-2016**

WHEREAS, the governance and control of the University of Guam UOG) is vested in the Board of Regents (BOR); and,

WHEREAS, the provisions of Title 17 of the Guam Code Annotated, Chapter 28, governing the Student Financial Assistance Program (Program) and the Student Financial Assistance Fund (Fund), state that the Program and Fund shall be administered and granted by the BOR; and

WHEREAS, in accordance with applicable provisions, the Student Affairs, Scholarship, Alumni Relations & Honorary Degree (SASARHD) Committee held a public hearing on June 12, 2015 to receive public input on the proposed Rules and Regulations for the Research/Teaching Assistantship Program beginning AY 2015-2016 and thereafter; and,

WHEREAS, the Senior Vice President for Academic and Student Affairs, the Dean of Enrollment Management and Student Services, and the Director of Financial Aid have all certified that the proposed Rules and Regulations for the Research/Teaching Assistantship Program AY 2015-2016 and thereafter complies with appropriate Public Laws and BOR Policies; and,

WHEREAS, the SASARHD Committee recommends, together with the administration, approval of the proposed Rules and Regulations for the Research/Teaching Assistantship Program beginning AY 2015-2016 and thereafter.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby approves the Rules and Regulations for the Research/Teaching Assistantship Program beginning AY 2015-2016 and thereafter.

Adopted this 18th day of June, 2015.

ATTESTED:

William Leon Guerrero, Chairperson

Dr. Robert A. Underwood, Executive Secretary

UOG RESEARCH/TEACHING ASSISTANTSHIP PROGRAM

Award Year Beginning 2015-2016

1.0. BACKGROUND AND STATUTORY AUTHORITY. _____

The Board of Regents of the University of Guam is authorized under Title 17 of the Guam Code Annotated to formulate rules and regulations to equitably and efficiently administer the UOG Research/Teaching Assistantship Program in accordance with Chapter 28 of Title 17 of the Guam Code Annotated.

2.0. DEFINITIONS. _____

As used in these rules and regulations, the following terms will have the following meaning:

- (a) **Academic year:** As defined in the University of Guam Catalog, usually consisting of Spring, Fall, and Summer semesters.
- (b) **Academic program:** The specific academic program of study, which will be undertaken to achieve the desired degree.
- (c) **Board:** The Board of Regents of the University of Guam.
- (d) **Bona fide resident:** Resident of Guam for a period of not less than one (1) year prior to application.
- (e) **Cash Repayment:** Monetary cash repayment for the period the deficiency was made and no service credit allowed.
- (f) **Fees:** General fees applied to all students including laboratory and course fees.
- (g) **Full-time Status:** Enrollment in twelve (12) or more credit hours per semester (Fall and Spring) for undergraduate students; nine (9) or more credit hours for graduate students; six (6) or more credit hours for Summer term (any combination of A, B, or C session). (Summer attendance in the program is optional.)
- (h) **Promissory Note:** The document signed by student promising to repay the award in accordance with the rules and regulations specified under the program.
- (i) **Service Credit:** Repayment of award obligation through employment service, upon completion of studies.
- (j) **Teaching Assistant:** Students selected on the basis of scholarship and promise as teachers and serve an apprenticeship under the tutelage and supervision of regular faculty members who are responsible for curriculum and instruction at the University of Guam.
- (k) **Research Assistants:** Students appointed to the title Student Researcher are selected on the basis of scholastic achievement and promise as creative scholars and serve an apprenticeship under the direction and supervision of a faculty member.

3.0. ELIGIBILITY. _____

To be eligible for the UOG Research/Teaching Assistantship Program, the applicant:

- (a) must be a bona fide resident of Guam for a period not less than one (1) year prior to application, and either be:
 - (1) a citizen of the United States; or
 - (2) a permanent resident alien; and
- (b) must have an overall grade-point average of at least 3.0 in the applicant's undergraduate studies, or 3.25 in the applicant's master's program;

4.0. SELECTION OF AWARDEE. _____

The Selection of Research/Teaching Assistants shall be conducted by the respective school or academic units where the Teaching/Research Assistants are assigned. Number of awardees are subject to availability of funds.

5.0. BENEFITS. _____

An award recipient is entitled to the following benefits:

- (a) Tuition waiver of up to 21 credits per semester and fees per academic year for a period designated in the Research/Teaching Assistant contract but should not be more than four (4) academic years for undergraduate students and two (2) academic years for graduate students.
- (b) An annual stipend for not more than Twelve Thousand Dollars (\$12,000), of which 50% shall be in matching funds from the school or academic unit where the Research/Teaching Assistants are assigned.

Awards are contingent on the availability of funds.

UOG RESEARCH/TEACHING ASSISTANTSHIP PROGRAM

Award Year Beginning 2015-2016

6.0. APPLICATION PROCEDURE AND REQUIREMENTS. _____

An applicant for an award must provide the following documents:

- (a) A completed application for Research/Teaching Assistantship must be submitted to the respective school or academic unit where the Research/Teaching Assistantship is being offered, no later than the prescribed due date.
- (b) Must submit proof of U.S. citizenship (Birth Certificate, Naturalized Certificate, or Passport) or proof of permanent resident alien status (Permanent Resident Alien Card and Passport).
- (c) Must provide any combination of the following as proof of residency on Guam:
 - (1) Copies of filed Guam income tax records or tax return transcripts.
 - (2) If a recipient of Public Assistance, provide a certified statement from Guam agencies that assistance was provided and the duration assistance was provided.
 - (3) Certified statement from the Guam Election Commission on Voter registration for the past two (2) general elections; or
 - (4) Bank statement of mortgage on principal residence.
 - (5) Official transcripts from schools attended on Guam.

7.0. OBLIGATION OF AWARD RECIPIENTS. _____

The recipient of an Award must fulfill the following obligations:

- (a) Comply with all award regulations established by the Board of Regents and the school or academic unit where the Research/Teaching Assistants are assigned.
- (b) Maintain a cumulative grade-point average of not less than 3.0 for undergraduate students and 3.5 for graduate students. A student who fails to comply with this regulation shall be placed on probation and must meet the academic standard prescribed herein by the end of the term immediately following the term in which the probationary status was incurred.
- (c) Obtain written approval by the Board before:
 - (1) Transferring to another institution; transfer(s) may be approved by the Board if such transfer(s) would not extend the length of time required to complete the program.
 - (2) Changing academic/technical program; change(s) may be approved by the Board if such change(s) would not extend the length of time required to complete the program. Such change must be within the established career priorities determined by the Board for the initial year the Award was approved.
 - (3) Be employed on Guam on the basis of one year (1:1) for each year that assistance was received by the recipient under the program. The recipient's employment on Guam shall commence within six (6) months after the completion of studies. If a recipient continues that person's education as a full-time student at a graduate or professional school, the recipient may defer employment on Guam until such additional studies are completed; provided, that written approval is obtained from the Board. A graduate requiring specialized training may postpone that person's employment on Guam while undergoing specialized training as long as the recipient is certified by the director of the training program on an annual basis and upon written approval from the Board.

Service credit may be postponed upon written approval from the Board, for up to six (6) years while the recipient is serving in active duty in a branch of the U.S. Armed Services; provided, however, that the student applies for postponement within ninety (90) days of entering the Armed Services and continues to maintain Guam as that person's place of residence;

- (4) By accepting the award, the recipient agrees that the University of Guam may obtain any or all information from the recipient's respective institution as needed to comply with Board rules and regulations. Additionally, the recipient will be required to attend:
 - (i) A pre-award interview prior to disbursement of the award; and
 - (ii) an exit interview upon completion of degree with the staff from the Financial Aid Office.

8.0. PROMISSORY NOTE. _____

The recipient shall execute a non-interest bearing promissory note with two (2) responsible co-signers, who are residents of Guam and are financially able to repay the note in the event that the recipient fails to comply with service

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obligation one hundred eighty (180) days from the required initial date of employment. The note becomes interest bearing on any amounts unpaid by service credit that are due and payable, which shall be subject to interest on the annual rate of ten percent (10%). The total amount of the note shall be determined upon completion of studies in which assistance was provided by the award. No funds under this Program shall be disbursed until the note has been complied with in accordance to the prescribed rules and regulations of this Program. This Note shall be executed by the Financial Aid Office, Student Financial Assistance Program.

9.0. CONDITIONS FOR CONTINUATION OF AN AWARD. _____

The conditions for continuation of the Award shall include the following:

- (a) The recipient must have maintained that person's status as a regular full-time student and in the academic program for which the award was granted, unless a transfer to another institution or a change of academic/professional/technical program has been authorized in writing in accordance with Board regulations.
- (b) The recipient must maintain satisfactory academic standing in accordance with Regulations §7.0(b).
- (c) The recipient must have complied with all other regulations governing the Award.

10.0. FORFEITURE OF AWARD. _____

Forfeiture of an award shall result from any of the causes listed below, and any award forfeited shall be immediately due and payable.

- (a) Suspension or dismissal for academic deficiency, disciplinary reasons, or conviction of a felony.
- (b) Withdrawal from the institution in anticipation of any action under (a), above or for any other reason(s) not authorized by the Board.
- (c) Failure to maintain status as a full-time student, except a recipient may be allowed by the Board one-academic term to regain full-time status without cancellation of the award, or a recipient may be permitted to carry less than full-time load, if it would not result in the student's failing to graduate within the normal time for completing the program of studies.
- (d) Violation of other Board regulations.

11.0. SERVICE CREDIT. _____

For the purpose of repayment of the Award, the recipient shall receive:

- (a) **Service Credit.** (a) As a condition of selection in the program, each recipient shall agree to begin employment within six (6) months from completion of his/her degree program and to continue in such employment for a period of time equal to one (1) calendar year for each academic year the recipient receives a benefit from the program. If the recipient begins employment on Guam within six (6) months after graduation without interruption, the recipient is considered to have met the obligation to the Board and will receive credit beginning on the date of employment.
- (b) **Postponement.** If the recipient wishes not to begin employment on Guam within six (6) months after graduation to continue studies on a full-time basis at an accredited institution of higher education, the recipient may appeal in writing to the Board for permission. Should such permission be granted, the repayment obligation shall be deferred for the period granted to continue the recipient's studies. Without the prior approval of the Board, the recipient who does not begin employment on Guam within six (6) months shall be responsible for repaying all funds disbursed during attendance under this program and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments shall not exceed ten (10) years pursuant to the law. The University of Guam Collections Department / Bursar's Office will be charged with computing the recipient's monthly installment payments in the event of default.
- (c) **Interruption.** If a person receiving service credit wishes to temporarily terminate employment on Guam to continue that person's studies on a full-time basis at an accredited institution of higher education as recognized by the Council on Higher Education Accreditation ('CHEA'), or an eligible foreign medical school, that person may appeal in writing to the Board for permission. Should such permission be granted, the repayment obligation shall be deferred for the period granted to continue that person's studies.
- (d) **Ineligibility for Service Credit.** Any recipient who did not receive the degree that that person sought with assistance from Board, without prior written approval, shall be ineligible for service credit. All monies disbursed during attendance under this program will become due and payable under the note, and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments shall not exceed ten (10) years pursuant to the law. The University of Guam Collections Department / Bursar's Office will be charged with computing the recipient's monthly installment payments in the event of default.
- (e) **Leave of Absence.** It is the responsibility of the recipient to inform the University of Guam of their intended leave of absence if such leave is longer than forty-five (45) days. The recipient must remain employed on Guam to receive service credit while on off-Island leave status.

UOG RESEARCH/TEACHING ASSISTANTSHIP PROGRAM

Award Year Beginning 2015-2016

- (f) **Death or Total Disability:** In the event the recipient should become totally disabled (physiological or psychological) or upon death, while completing service credit, any obligation on the note shall be terminated upon certification of two (2) physicians licensed to practice in the United States.
- (g) **Annual Proof of Employment.** It is the responsibility of the recipient to provide the Board of Regents documentary evidence of such employment and, each year thereafter, until such obligation is fulfilled.

12.0. CONFLICT. _____

In the event any revised regulation herein is found to be in conflict with a previous regulation under which a student was awarded financial assistance, the regulation in effect at the time of the award shall continue to apply to the student for the remainder of the recipient's studies for which the award was made.

CHAPTER 28, TITLE 17, Guam Code Annotated
Approved by the Board of Regents on _____

BFIA Committee Chairperson Elvin Chiang will give the committee report.

UOG BOR Boardbook_18 June 2015 - Reports from Standing Committees

UNIVERSITY OF GUAM
Statement of Revenues, Expenses, and Changes in Net Assets
For the month ending April 30, 2015 (UNAUDITED)

	Cash Basis April 30, 2014	Cash Basis April 30, 2015	Variance Apr 2015 vs Apr 2014
A - OPERATING REVENUES			
Student tuition and fees, net	15,170,702	15,577,062	406,360 increase in credit hours for Spring 2015
Scholarship Discount and Allowances	(7,390,657)	(9,855,241)	(2,464,584) increase in pell/teach, sfap/yec scholarships
Federal grants/contracts	20,744,606	25,139,605	4,394,999 increase in pell/fed loans-cut off
GovGuam grants & contracts	558,872	250,404	(308,468) decrease in grants
Nongovt. grants & contracts	786,097	708,274	(77,823)
Sales & services of education dept.	315,554	313,504	(2,050)
Auxiliary enterprises	991,988	789,575	(202,413) decrease in bookstore revenue/cut-off
Other revenues	2,574,612	3,172,693	598,081 increase in NAF revenue/cut off
Total operating revenues	33,751,774	36,095,876	2,344,102
B - OPERATING EXPENSES			
Educational and general:			
Instruction	10,614,388	10,611,355	(3,033)
Research	5,524,496	5,656,581	132,085
Public service	5,746,817	5,276,412	(470,405) decrease in contracts
Academic support	4,453,921	5,192,568	738,647 increase in salary/equipment
Student services (net of allowance)	2,131,956	2,136,253	4,297
Institutional support	5,136,210	4,834,148	(302,062) decrease in capital outlay
Operations and maintenance plant	4,183,266	3,842,164	(341,102) decrease in maint. contracts
Depreciation	1,768,842	1,829,168	60,326
Scholarships & fellowships	8,905,437	10,180,075	1,274,638 increase in pell/teach, sfap/yec scholarships
Auxiliary enterprises	1,229,965	1,288,014	58,049
Bookstore	601,438	692,218	90,780
Housing	333,855	334,906	1,051
English Language Institute	164,027	170,113	6,086
Other auxiliary enterprises	130,645	90,777	(39,868)
Health Care Recovery	-	-	-
Total operating expenses	49,695,298	50,846,738	1,151,440
Operating income (loss)	(15,943,524)	(14,750,862)	1,192,662
C - NON-OPERATING REVENUES (EXPENSES)			
Federal appropriation/reimbursement			
GovGuam appropriations	17,683,784	14,757,731	(2,926,053) cash basis-lesser allotment collected
Capital expenditure loan repayment	-	-	-
Retiree Health Care Cost	-	-	-
Investments income (net of expense)	1,456,224	604,805	(851,419) change in asset allocation between FY 2014 and FY 2015; Source: MSSB
Interest on capital assets - debt related	(437,535)	(437,535)	-
Loss on abandoned projects	-	-	-
Other non-operating revenues/expenses	-	200,000	200,000 FY 2011 Rhino appropriation collected in FY 2015
Net nonoperating revenues	18,702,473	15,125,001	(3,577,472)
Income before other revenues/expenses	2,758,949	374,139	(2,384,810)
D - OTHERS			
Expended for plant facilities, net	(596,490)	(1,648,454)	(1,051,964) FY2015 DOI - CIP funding for Fieldhouse & Dormitory
Additions to permanent endowments	-	-	-
Debt service - DOA bond	-	(1,182,922)	(1,182,922) debt service moratorium in FY14; reinstated in FY15
Total other revenues/expenses	(596,490)	(2,831,376)	(2,234,886)
Increase (Decrease) in net assets	2,162,459	(2,457,237)	(4,619,696)
E - NET ASSETS			
Net assets beginning	105,178,504	109,316,271	4,137,767
Net assets ending YTD FY2015	107,340,963	106,859,034	(481,929)

Note 1:

a. \$2.4M DECREASE in net assets using CASH BASIS and \$5.0M INCREASE in net assets using ACCRUAL BASIS. GovGuam is \$7.4M in arrears for FY2015 allotment.

Breakdown of General Operations Appropriation Request:	Budget	Requested	Received	Balance Due Based on Request
General Operations (GF)	29,692,924	17,320,872	12,317,769	5,003,103
Capital Improvement Fund - Debt Service	500,000	500,000	-	500,000
Capital Improvement Fund - Rental Payments	1,158,283	675,665	96,524	579,141
FY2014 Wages Retro (Cash Basis)	-	-	-	-
Special Appropriations (excludes CIP, KPRG & Guampedia & Soil)	6,344,124	3,700,738	2,343,438	1,357,300
Total Appropriations	37,695,331	22,197,275	14,757,731	7,439,544

UOG BOR Boardbook_18 June 2015 - Reports from Standing Committees

FY2015 ALLOTMENT REPORT
As of June 3, 2015

Programs	Fund Source	Appropriation	Federal Match	Net Appropriation	Amount Requested	Amount Paid	Unpaid from Amount Requested	Unpaid from Total Appropriations
UOG Operations								
DOA Payments								
Total for DOA Payments	General Fund	29,692,924.00	3,843,093.00	29,692,924.00	22,269,692.70	13,109,228.80	9,160,463.90	16,583,695.20
PMP Bond Payments								
Total for PMP Bond Payments						1,351,925.84	(1,351,925.84)	(1,351,925.84)
Total UOG General Operations		29,692,924.00	3,843,093.00	29,692,924.00	22,269,692.70	14,461,154.64	9,160,463.90	16,583,695.20
Special Appropriations								
Student Financial Assistance Program	General Fund	3,599,358.00	-	3,599,358.00	2,699,518.50	1,499,733.00	1,199,785.50	2,099,625.00
Aquaculture Development and Training Center	General Fund	125,254.00	-	125,254.00	93,940.20	52,189.00	41,751.20	73,065.00
WERI - Guam Hydrologic Survey	General Fund	182,694.00	-	182,694.00	137,020.50	76,122.50	60,898.00	106,571.50
WERI - Comprehensive Water Monitoring Program	General Fund	155,626.00	-	155,626.00	116,719.20	64,844.00	51,875.20	90,782.00
UOG Capital Improvements Fund - Debt Service	Guam Highway Fund	500,000.00	-	500,000.00	500,000.00	-	500,000.00	500,000.00
UOG Capital Improvements Fund - Rental Payts	TEFF	1,158,283.00	-	1,158,283.00	868,711.95	96,523.55	772,188.40	1,061,759.45
Guam Cancer Trust Fund	Healthy Futures Fund	2,281,192.00	-	2,281,192.00	1,710,893.70	950,496.50	760,397.20	1,330,695.50
Total Special Appropriations		8,002,407.00	-	8,002,407.00	6,126,804.05	2,739,908.55	3,386,895.50	5,262,498.45
Special Appropriation (for Reimbursement)		37,695,331.00	3,843,093.00	37,695,331.00	28,396,496.75	17,201,063.19	12,547,359.40	21,846,193.65
Northern & Southern Soil and Water Conservation Districts	General Fund	149,384.00	-	149,384.00	112,037.85	62,243.25	49,794.60	87,140.75
Total Special Appropriation (for Reimbursement)		149,384.00	-	149,384.00	112,037.85	62,243.25	49,794.60	87,140.75
FY2014 Retroactive Payment (Misc Appropriation)								
FY2014 Wages Retroactive Payment	IRS	-	-	-	-	-	-	-
Total Miscellaneous Appropriations		-	-	-	-	-	-	-
Special Appropriation (Prior Year)								
Total Special Appropriation (Prior Year)		865,365.00	-	865,365.00	700,000.00	683,334.00	-	165,365.00
Agency Funds								
KPRG (Public Radio)	General Fund	89,467.00	-	89,467.00	67,099.95	37,277.75	29,822.20	52,189.25
Guampedia Foundation	Tourist Attraction Fund	140,000.00	-	140,000.00	104,999.85	93,333.20	11,666.65	46,666.80
Total Agency Funds		229,467.00	-	229,467.00	172,099.80	130,610.95	41,488.85	98,856.05
Grand Total PL 32-181		38,939,547.00	3,843,093.00	38,939,547.00	29,380,634.40	18,077,251.39	12,638,642.85	22,197,555.45
Total		38,939,547.00	3,843,093.00	38,439,547.00	28,880,634.40	17,593,917.39	12,638,642.85	22,032,190.45

uncollected
based on
request

41%

44%

44%

44%

44%

100%

89%

44%

44.19%

44%

UOG BOR Boardbook_18 June 2015 - Reports from Standing Committees

University of Guam
Collections Report
as of
April 30, 2015

1. SFAP Receivables Data		Apr-30-15			
	Principal \$	Interest \$	Paid \$	Balance	
Service Credit	17M	N/A	5.1M	11.9	} 4.19M
Paying	1.63M	449K	677K	1.40M	
Non-Paying	2.89M	705K	807K	2.79M	

3. Combined Total Outstanding				
	April' 15	March' 15	Feb. '15	Jan.'15
YEC	802,897	788,098	771,143	778,503
Merit	1,444,868	1,429,249	1,434,324	1,405,813
Nurses	224,774	225,522	231,147	211,460
DocFellow	274,110	274,610	275,310	276,435
Doc Sanchez	41,356	41,556	41,856	42,181
Pro-Tech	729,649	731,234	788,492	703,361
Student Loan	630,303	631,402	628,934	631,192
ROTC	46,028	47,329	47,329	47,329
Total	4,193,985	4,169,000	4,218,535	4,096,274

1.a. Monthly Aging Summary (Paying/Non-Paying)

	TOTAL	0-30	31-60	61-90	over 90
YEC	802,897	100,881	38,257	0	663,759
Merit	1,444,868	226,497	42,272	613	1,175,486
Nurses	224,774	90,161	4,263	24,632	105,718
DocFellow	274,110	274,110	0	0	0
Doc Sanchez	41,356	2,370	17,805	0	21,181
Pro-Tech	729,649	304,117	113,276	10,241	302,015
Student Loan	630,303	109,609	35,424	4,025	481,245
ROTC	46,028	1,816	0	0	44,212
Total	\$4,193,985	\$1,109,561	\$251,297	\$39,511	\$2,793,616

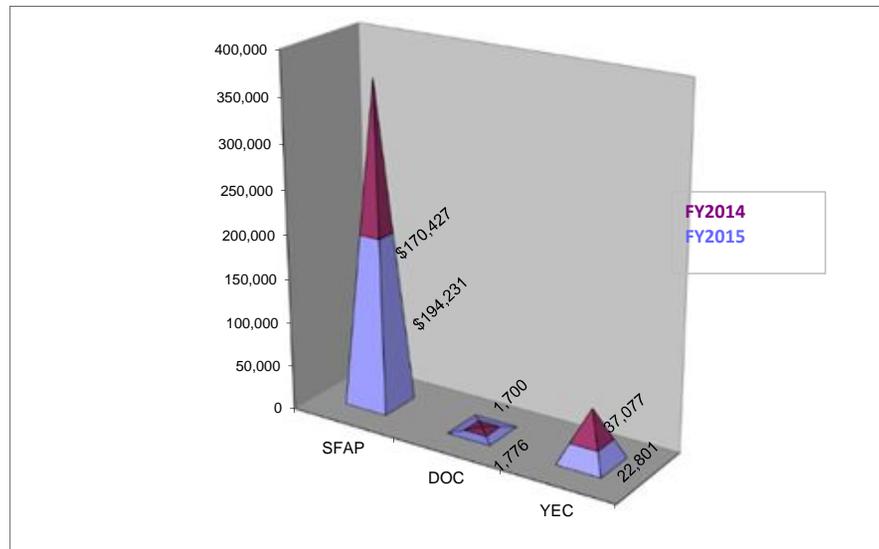
ACTUAL COLLECTIONS				Forecast by Bursar	Actual
	FY2011	FY2012	FY2013	FY2014	FY2015
SFAP	614,500	501,629	415,140	258,704	194,231
DOC	5,120	4,445	4,000	2,451	1,700
YEC	98,762	109,950	74,092	76,222	22,801
	718,382	616,024	493,232	337,377	218,732
PROJECTION:	625,000	625,000	550,000	525,000	300,000

73% Actual (\$219,000)
58% Forecast

Collections Comparison 2014 and 2015 YTD ending April 30, 2015

2. Collections Data

	FY2014	FY2015	FYTD 04/14	FYTD 04/15
	Month end 04.30.14	Month end 04.30.15	YTD 04.30.14	YTD 04.30.15
1 SFAP	\$ 65,861	\$ 15,248	\$ 170,427	\$ 194,231
2 DOC	275	\$ 200	1,776	1,700
3 YEC	3,585	\$ 1,679	37,077	22,801
Total	\$ 69,721	\$ 17,127	\$ 209,280	\$ 218,732



Shaded area is under review



UNIVERSITY OF GUAM
UNIBETSEDĀT GUAHAN

Administration and Finance
Office of the Comptroller

**FY 2015 Procurement Report
As of May 2015**

Compliance with BOR Resolution 05-54 (Adopted 12/5/05): At each monthly Board meeting, the Board requires a listing of approved procurement transactions and contracts greater than \$100,000.

	Purchase Order > \$100k		Vendor	Description
	Count	\$ Value		
October 2014	NONE	\$0	NA	NA
November 2014	NONE	\$0	NA	NA
December 2014	NONE	\$0	NA	NA
January 2015	NONE	\$0	NA	NA
February 2015	NONE	\$0	NA	NA
March 2015	NONE	\$0	NA	NA
April 2015	NONE	\$0	NA	NA
May 2015	NONE	\$0	NA	NA
June 2015				
July 2015				
August 2015				
September 2015				
	Contracts >\$100k			
October 2014	1	\$127,138.00	University of Massachusetts Boston NERCVE	CEDDERS to support the Pacific Vision Instruction Project (Pacific VIP)
November 2014	NONE	\$0	NA	NA
December 2014	1	\$124,887.00	Republic of Palau, Ministry of Education	ROP MOE Special Education Program and UOG CEDDERS services
	2	\$174,000.00	College of the Marshall Islands	Guam Micronesia Area Health Education Center, UOG School of Nursing
	3	\$174,000.00	College of Micronesia – FSM	Guam Micronesia Area Health Education Center, UOG School of Nursing
January 2015	NONE	\$0	NA	NA
February 2015	1	\$223,448.07	Guam Department of Agricultural Development Services	MOU Implementing “education and training of local Workforce through tissue culture production of healthy bananas on Guam
March 2015	1	\$114,951.91	Pro Pacific Builder Corporation	UOG RFP P06-15, UOG Dorm III 1 st floor Restroom Renovation Project
	2	\$268,248.49	Bascon Corporation	Amendment to UOG RFP P16-14, UOG Calvo Field House Interior Renovation; Phase II renovation of the weight room
	3	\$154,580.00	DOI, U.S. Geological Survey	To amend Joint Funding Agreement between UOG WERI of Western Pacific an increase of \$10,000.00 USGS contribution from \$84,500 to \$94,500.00 an increase from original of \$144,580.00 to \$154,580.00 for water-resource monitoring
April 2015	NONE	\$0	NA	

May 2015	1	\$258,500.00	College of Marshall Islands	Amendment to increase original contract from \$174,000.00 to \$258,500.00 an increase of \$84,500.00 AHEC Point of Service Maintenance & Enhancement (provide administrative services)
	2	\$261,550.00	Guam Community College	Amendment to increase original contract from \$174,000.00 to \$261,550.00 an increase of \$87,550.00 AHEC Point of Service Maintenance & Enhancement (provide administrative services)
	3	\$262,022.00	College of Micronesia -FSM	Amendment to increase original contract from \$174,000.00 to \$262,022.00 an increase of \$88,022.00 AHEC Point of Service Maintenance & Enhancement (provide administrative services)
June 2015				
July 2015				
August 2015				
September 2015				

MOU with Guam Department of Agriculture, Agricultural Development Services for the purpose of implementing "education and training of local Workforce through tissue culture production of healthy bananas on Guam signed through 9/29/17 for \$223,448.07



UNIVERSITY OF GUAM
UNIBETSEDĀT GUAHAN
Board of Regents

RESOLUTION NO. 15-26

**RELATIVE TO AUTHORIZING THE UNIVERSITY OF GUAM
PURCHASE CARD PILOT PROGRAM**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) serving the post-secondary needs of the people of Guam and the region; and

WHEREAS, the governance and well-being of UOG is vested in the Board of Regents (BOR); and

WHEREAS, UOG has created a Good to Great initiative in which some of the goals are to increase efficiency and effectiveness of spending and processing within the University; and

WHEREAS, the Vice President Administration & Finance (VPAF) desires to test the concept of using a credit card as a purchase card to facilitate small purchases at the College of Natural and Applied Sciences (CNAS) as a pilot project to determine if proper controls can be maintained and if efficiencies can be gained through such a program; and

WHEREAS, the VPAF has drafted a proposed Standard Operating Procedure for the pilot program which are submitted for approval of the BOR; and

WHEREAS, after a pilot period of six months or less, a determination will be made as to whether or not the pilot program should be extended.

NOW, THEREFORE BE IT RESOLVED, that the Board of Regent hereby approves the Purchase Card Pilot Program and authorizes the University to solicit and take all steps necessary enter into a credit card agreement with a local bank to facilitate the pilot program.

Adopted this 18th Day of June, 2015.

William D. Leon Guerrero, Chairperson

Attested:

Dr. Robert A. Underwood, Executive Secretary

**UNIVERSITY OF GUAM
CREDIT CARD PILOT PROJECT**

1. PURPOSE

One of the significant obstacles identified in the Good to Great process has been the processing lag that takes place at the Business Office. There is a manual component to the procedures at the Business Office and with limited human resources the lags develop. Although the Good to Great process has identified the need for some process and technological improvements. Some of these will take significant time and investment to implement. The University has identified the use of credit cards as a tool that might allow for the immediate relief of some of the processing lags. The University had determined that a pilot project should be initiated to test the concept of a small purchase credit card and determine if the potential for process improvements can be realized using the credit card with University controls as a purchase card.

2. LIMITED ISSUANCE

In this pilot project up to three credit cards will be issued to the College of Natural and Applied Sciences (CNAS) for a one year period. If after one year, the expected efficiency gains are realized, the program will be extended and expanded. If at the end of the one year period, it is determined the efficiency gains have not been realized, the program will be terminated.

3. PROCUREMENT REGULATIONS

The Board of Regents has adopted a procedure for small purchases requiring one quotation for purchase of less than \$1,500 in value. Thus, a purchase card threshold of \$250 should be consistent with current procurement practices and regulations.

4. LIMITATIONS ON USE OF CREDIT CARD

- The credit card may only be used for purchases of \$250 or less.
- A purchase may not be artificially divided into two or more segments in order to fall below the \$250 threshold
- The card may be used only for valid University requirements
- The card may be used only on Guam
- The card may be used only by the person whose name appears on the card
- The card may be used only for which an established list price is available for review and verification
- The card may not be used for meals for University employees
- The card may not be used for the purchase of alcohol products
- The card may not be used for any personal purpose.

5. DOCUMENTATION AND REVIEW

The user of the card must submit a document detailing the purchases amounts and item descriptions certifying the amounts were authorized and received within five days from the end of the month. A sample document will be provided to users.

6. BUDGET

The Dean of CNAS will be responsible for ensuring the purchases made under the credit card are within the budget of CNAS.

7. VIOLATIONS

Failure to follow this policy will result in the revocation of use of the credit card and disciplinary action.

8. LOST OR STOLEN CARD

In the event the card is lost or stolen, Administration and Finance must be notified immediately.

Acting Physical Facilities Chairperson Elvin Chiang will give the committee report.

Acting Physical Facilities Chairperson Elvin Chiang will give the facilities update.

UOGEF Executive Director Mark Mendiola will provide his report.

New business will be introduced at this time.



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 15-27

**RELATIVE TO EXPRESSING APPRECIATION TO MARCOS FONG
FOR HIS SERVICE AS A MEMBER, TREASURER AND
VICE CHAIRPERSON OF THE BOARD OF REGENTS**

WHEREAS, upon the completion by Marcos Fong of his term as a member, Treasurer and Vice Chairperson of the Board of Regents (BOR), the University of Guam community wishes to express its sincere gratitude for his dedication and service; and

WHEREAS, Marcos Fong's first child, Patrick Seng-Ngai Fong, was born during the last year of his term as Regent; and

WHEREAS, Marcos Fong graduated from the University of Guam with a Bachelor of Business Administration in Finance and Economics in 2001; and

WHEREAS, Marcos Fong, during his years as a student, was recognized on the National Dean's List, President's List and as a Regent Scholar. After his graduation, he was recognized as a UOG Distinguished Alumni; and

WHEREAS, Marcos Fong is a successful businessperson. He became Managing Director of NAKICOS Corp in 1992, Managing Director of Glimpses of Guam, Inc. in 2006, Chief Executive Officer of Foremost Foods, Inc./Coca-cola Beverage (Guam) Co. in 2008, and is currently the Group Executive Vice President of all three companies; and

WHEREAS, Marcos Fong is a public servant and is active in the community, having served on several Boards and organizations, including the American Red Cross, Guam Chapter as Board Chairperson and Member; the Guam Business Partners for Recycling (i*recycle) as Treasurer and Member; the UOG selection committee for the national Student Employee of the Year award as Vice Chairperson; and the UOG School of Business and Public Administration Advisory Board; and

WHEREAS, Marcos Fong was confirmed on February 26, 2009 to serve a full six-year term ending February 25, 2015, and continued to serve in an acting holdover capacity as authorized by PL 29-113, until April 30, 2015; and

WHEREAS, Marcos Fong served as Treasurer of the BOR from April 18, 2013 to April 16, 2014 and as Vice Chairperson of the BOR from April 17, 2014 to April 23, 2015; and

WHEREAS, as a member of the Board of Regents, Marcos Fong served on: the Academic, Personnel and Tenure Committee as a member from March 2009 to April 2015; the Student Affairs, Scholarship, Alumni Relations and Honorary Degree

Committee as a member from March 2009 to November 2012, and as Chairperson from December 2012 to July 2013; the Budget, Finance, Investments and Audit Committee as a member from May 2014 to April 2015, and as Chairperson from April 2013 to April 2014; and represented the BOR on the Research Corporation of UOG (RCUOG) Board from to April 2015; and

WHEREAS, Marcos Fong has served on various BOR Ad Hoc committees, to include the BOR Self-evaluation Committee as co-Chairperson in 2010, 2011 and 2012, and as Chairperson in 2013 and 2014; and

WHEREAS, Marcos Fong developed his professional boardmanship skills through attendance at workshops and conferences sponsored by the Association of Governing Boards for Colleges and Universities, and the Asia Pacific Association for Fiduciary Services, and completing the Fiduciary Essentials (FE) Certificate Training Program; and

WHEREAS, Marcos Fong, through his excellent leadership and steadfast commitment, assisted the Board of Regents in its maturation to perform as it does today; and

WHEREAS, Marcos Fong, during his tenure as Chairperson of the Student Affairs, Scholarship, Alumni Relations and Honorary Degree Committee and Budget, Finance, Investments and Audit Committee contributed significantly to the University's growth and development related to student services, and promotion of academic success and best practices in finance and investment management; and

WHEREAS, Marcos Fong is highly regarded for his dedication, business acumen, and calm demeanor, having demonstrated excellence in performance and attendance at BOR meetings and having participated in and supported university activities though out his term as a regent.

NOW THEREFORE, BE IT RESOLVED, that the Board of Regents of the University of Guam, the administration, faculty, staff and students, convey to Marcos Fong their sincerest gratitude for his dedication to the University and the people of Guam, for his service as a member, Treasurer, and Vice Chairperson of the Board of Regents, and for his devotion to the growth and prosperity of our island; and

BE IT FURTHER RESOLVED, that copies of this resolution be sent to Marcos Fong and his family, to the Governor of Guam, and to the Speaker and members of the thirty-third (33rd) Guam Legislature.

Adopted this 18th day of June, 2015.

William D Leon Guerrero, Chairman

ATTESTED:

Dr. Robert Underwood, Executive Secretary

Open presentations may be given at this time. There is a 3-minute limit for each presenter.

The Board will go into executive session at this time.

The BOR will review and discuss the Presidential Evaluation Committee (PEC) Report.

The BOR will vote on items discussed in executive session at this time.

The BOR will vote on the recommendations made in the PEC report.

Acting Chairperson Antoinette Sanford will adjourn the meeting.