



**UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
Board of Regents**

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

REGULAR MEETING

**Thursday, September 22, 2016, 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 21, 2016**
 - Action 2.2 Special Meeting Minutes of May 12, 2016**
- Information 3.0 CHAIRPERSON'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. 16-24, Relative to Updating the Voluntary Faculty Phased Retirement Program and the One-Time Faculty Retirement Opportunity Program**
 - Action 5.1.2 Resolution No. 16-25, Relative to Approving the Interim Unfair Labor Practice Appeal Procedures for Academic Employees**
 - Action 5.1.3 Resolution No. 16-26, Relative to the Creation of the School of Engineering**
 - Action 5.1.4 Resolution No. 16-27, Relative to Revising the List of Administrative Positions and the Administrative Salary Schedule to include Dean, School of Engineering**
 - Action 5.1.5 Resolution No. 16-28, Relative to Amending the Sick Leave Policy for Non-Tenure Track Full-Time Faculty Employees whose Appointments are for Less than One Academic Year**
 - 5.2 Student Affairs, Scholarship, Alumni Relations, and Honorary Degree Committee**
 - 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. 16-29, Relative to Approving the Reapportioned FY2017 General Operations Budget**

- Action** **5.3.5 Resolution No. 16-30, Relative to Approving the Reapportioned FY2017 Non-Appropriated Fund (NAF) and Auxiliary Fund Budgets**
- Action** **5.3.6 Resolution No. 16-31, Relative to Amending the Authorized Signatories of the University of Guam**
- Action** **5.3.7 Resolution No. 16-32, Relative to Revising the Indirect Costs Allocations to Include RCUOG**
- Action** **5.3.8 Resolution No. 16-33, Relative to Authorizing the University of Guam to Access Restricted Funds In Order to Support Operations**
- 5.4 Physical Facilities Committee**
- Information** **5.4.1 Plant and Facilities Update**
- Action** **5.4.2 Resolution No. 16-34, Relative to Authorization to Enter Into a Promissory Note with the UOG Endowment Foundation to Address the Storm Water Outfall**
- 6.0 AD HOC REPORT: ENDOWMENT FOUNDATION UPDATE**
- 7.0 NEW BUSINESS**
- 7.1 Resolution No. 16-35, Relative to Expressing Appreciation to Hage-Ae Redy Paul for His Service as a Member of the Board of Regents**
- 8.0 OPEN PRESENTATION (3 Minute Limit Per Person)**
- 9.0 EXECUTIVE SESSION**
- 9.1 Tenure Recommendation for Ms. Michelle Blas, Assistant Professor, Theatre Arts**
- 9.2 Tenure Recommendation for Dr. Hyun-Jong Hahm, Associate Professor, Linguistics**
- 9.3 Tenure Recommendation for Ms. Gena Rojas, Extension Agent III**
- 9.4 Tenure Recommendation for Dr. Joseph Rouse, Associate Professor, Civil-Environmental Engineering**
- 9.5 Board Self-Evaluation Committee Report**
- 10.0 VOTING FILE**
- 10.1 Tenure Application for Ms. Michelle Blas, Assistant Professor, Theatre Arts**
- 10.2 Tenure Application for Dr. Hyun-Jong Hahm, Associate Professor, Linguistics**
- 10.3 Tenure Application for Ms. Gena Rojas, Extension Agent III**
- 10.4 Tenure Application for Dr. Joseph Rouse, Associate Professor, Civil-Environmental Engineering**
- 11.0 ADJOURNMENT**

Chairperson Antoinette Sanford will call the meeting to order.

The BOR will vote on approving the meeting minutes presented.



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Board of Regents

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**Regular Meeting Minutes
April 21, 2016**

1.0 CALL TO ORDER

The Regular Meeting of the Board of Regents (BOR) was called to order by BOR Chairperson Antoinette Sanford on April 21, 2016, 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. Regent Leon-Guerrero moved to amend the agenda to show that item 5.1.1 is for information and is not an action item. The motion was duly seconded and carried unanimously.

QUORUM:

Antoinette D. Sanford	Chairperson
Elizabeth Gayle	Vice Chairperson
Elvin Chiang	Treasurer
Jillette Leon-Guerrero	Member
Mari Flor Herrero	Member
Christopher Felix	Member
Joaquin Santos, Jr.	Member
Hyo Ji	Member
Hage-Ae Paul	Member

ALSO PRESENT:

Robert A. Underwood	Executive Secretary
Louise M. Toves	Recording Secretary
Victorina Renacia	Legal Counsel

2.0 MEETING MINUTES

2.1 Regular Meeting Minutes of February 18, 2016

Regent Gayle moved for the approval of the Regular Meeting Minutes of February 18, 2016 subject to corrections, which was duly seconded. The motion carried.

2.2 Special Meeting Minutes of March 3, 2016

Regent Felix moved for the approval of the Special Meeting Minutes of March 3, 2016 subject to corrections, which was duly seconded. The motion carried.

Board of Regents Regular Meeting Minutes of April 21, 2016

3.0 CHAIRPERSONS'S REMARKS

Chairperson Sanford welcomed and thanked everyone for their presence. She gave a special welcome to any faculty who might be present because their application for tenure is being addressed in tonight's meeting. She stated that it is the pleasure of the BOR to work with the UOG community and the BOR is appreciative of everyone's involvement in the recent WASC visit.

Chairperson Sanford then asked President Underwood to proceed with his report.

4.0 PRESIDENT'S REPORT

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

5.0 REPORTS FROM STANDING COMMITTEES

5.1 Academic, Personnel, and Tenure Committee

5.1.1 Resolution No. 16-14, Relative to Authorizing the Application to the U.S. Department of Health, Administration for Children and Families, Administration for Native Americans (ANA to Support the University of Guam Grant Proposal "Mañelon I Mantitige": Chamorro Writers Fellowship"

Regent Leon-Guerrero reported on the purpose of the resolution, which was signed by Chairperson Sanford on March 28th to facilitate submission of the grant application as previously authorized by a motion passed at the BOR regular meeting of February 16, 2012.

5.1.2 Resolution No. 16-15, Relative to Approving the Revised Regent Emeritus(a) Qualification and Procedures

Regent Leon-Guerrero introduced Resolution No. 16-15, which was duly seconded. She noted that an Ad Hoc committee was created to review and make recommendations regarding the policy. She then explained the amendments made to the existing qualifications and procedures. The motion carried.

5.1.3 Resolution No. 16-16, Relative to Creating the Position of Director, Equal Employment Opportunity (EEO) and Title IX/ADA (Americans with Disabilities Act) Coordinator and Revising the List of Administrative Positions and Administrative Salary Schedule

Regent J. Leon-Guerrero introduced Resolution No. 16-16, which was duly seconded. She then explained the proposed change is part of the G2G initiative and changes the organizational location of the position. The motion carried.

5.1.4 Resolution No. 16-17, Relative to Approving the Revised University of Guam Travel Policy

Board of Regents Regular Meeting Minutes of April 21, 2016

Regent J. Leon-Guerrero introduced Resolution No. 16-17, which was duly seconded. She reported that the Policy was created in 1991 and that an Ad Hoc committee was appointed to overhaul the policy. She noted that the revised policy has undergone the appropriate vetting by the UOG community. The motion carried.

5.1.5 Resolution No. 16-18, Relative to Approving the Extension of the One-Year Faculty Retirement Opportunity Program

Regent J. Leon-Guerrero introduced Resolution No. 16-18, which was duly seconded. She noted that this is a joint resolution with the BFIA Committee and explained the purpose of the resolution. The motion carried.

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

5.2.2 Resolution No. 16-19, Relative to Approving the Spring 2016 Commencement Graduate Listing

Regent Felix introduced Resolution No. 16-19, which was duly seconded. Regent Hage-Ae Paul stated for the record that he is abstaining from the vote as he is graduating this semester. The motion carried.

5.2.3 Resolution No. 16-20, Relative to Awarding the Honorary Degree of Doctor of Laws to Hilda C. Heine

Regent Felix introduced Resolution No. 16-20, which was duly seconded. Regent Felix pointed out the inconsistency in the title of the resolution, which President Underwood clarified the title of the resolution was incorrectly stated as "Doctor of Humane Letters" on the board books, and it should read, "Doctor of Laws." He asked President Underwood to provide an explanation of the recommended honorary degree, which President Underwood gave. The motion carried.

5.2.4 Resolution No. 16-21, Relative to Awarding the Honorary Degree Master of Micronesian Traditional Knowledge to *Bilung* Gloria G. Salii

Regent Felix introduced Resolution No. 16-21, which was duly seconded. He asked President Underwood to provide an explanation of the recommendation. President Underwood noted that this is not technically an honorary degree, but a recognition given by UOG to acknowledge the recipient's contributions and support of Micronesian Traditional Knowledge. President Underwood detailed the merits of designating *Bilung* Salii for the role she plays in traditional Palauan practices, which she has performed for the past forty years. The motion carried.

5.3 Budget, Finance, Investments and Audit Committee

5.3.2 Financial Update

Board of Regents Regular Meeting Minutes of April 21, 2016

Regent Chiang gave the financial report and investments update as provided at the last committee meeting.

5.3.2 Collections Report

Regent Chiang summarized the collections report as provided in the board book for this meeting.

5.3.3 Procurement Transactions and Contracts Report

Regent Chiang reported there are three contracts over \$100,000 that were awarded in February and March 2016, all of which are funded through the Area Health Education Center (AHEC), under the School of Nursing and Health Science.

5.3.4 Resolution No. 16-22, Relative to Adopting the University of Guam Risk Retention Policy

Regent Chiang introduced Resolution No. 16-22, which was duly seconded. He explained that United Educators provides coverage that is not otherwise available on Guam. The motion carried.

5.3.5 Resolution No. 16-23, Relative to Approving the Revisions to the University of Guam Investment Policy Statement

Regent Chiang introduced Resolution No. 16-23, which was duly seconded. He explained the changes are made based on the recommendation of Raymond James to monitor investment managers. The motion carried.

5.4 Physical Facilities Committee

5.4.1 Plant and Facilities Update

Regent Gayle provided an update on the information reported at the last physical facilities committee meeting.

6.0 AD HOC REPORT: ENDOWMENT FOUNDATION UPDATE

No report was provided.

7.0 NEW BUSINESS

7.1 Election of Officers

Chairperson Sanford opened the floor for nominations. Regent Ji moved to nominate a slate of candidates, which was duly seconded. The motion carried. Regent Ji moved that the following slate of candidates be nominated: Regent Antoinette Sanford for Chairperson, Regent Elizabeth Gayle for Vice Chairperson, and Regent Elvin Chiang for Treasurer.

Board of Regents Regular Meeting Minutes of April 21, 2016

Chairperson Sanford 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

Chairperson Sanford opened the floor for nominations for the Board of Regents representative to the Regent Nominating Council. Regent Felix 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, Chairperson Sanford called for the vote and the motion carried.

8.0 OPEN PRESENTATION (3 Minute Limit per Person)

Chairperson Sanford opened the floor for open presentations.

Jericho Tobias, SGA President, announced that the Spring Assembly will be held on May 19, 2016 at the Sheraton Laguna Guam Resort. He noted that the theme is the *Great Gatsby*. President Underwood thanked President Tobias for his enthusiasm and leadership during the WASC visit. Chairperson Sanford also noted that she observed their hard work during the meet and greet that was held on Monday.

At 6:12 p.m., there being no other presentations, Chairperson Sanford stated that the BOR will now enter executive session.

9.0 EXECUTIVE SESSION

9.1 Professor Emeritus Recommendation for Dr. Christopher Lobban, Professor of Biology

9.2 Professor Emeritus Recommendation for Victor Artero, Professor of Agricultural Economics

9.3 Tenure Recommendation for Dr. Doreen Crisostomo, Associate Professor of Accounting

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- 9.4 Tenure Recommendation for Dr. Mary Cruz, Assistant Professor of Political Sciences**
- 9.5 Tenure Recommendation for Dr. Leila Kabigting, Associate Professor of Finance**
- 9.6 Tenure Recommendation for Dr. Yvette Paulino, Associate Professor of Health Sciences**
- 9.7 Tenure Recommendation for Dr. Timothy Righetti, Associate Professor of Biology**
- 9.8 Tenure Recommendation for Dr. Unaisi Nabobo-Baba, Professor of Education**
- 9.9 Tenure Recommendation for Dr. Daniel Lindstrom, Assistant Professor of Biology**

10.0 VOTING FILE

Chairperson Sanford returned the BOR to open session at 6:39 p.m.

- 10.1 Professor Emeritus Application of Dr. Christopher Lobban, Professor of Biology**

Regent Leon-Guerrero moved that the Professor Emeritus application of Dr. Christopher Lobban be approved, which was duly seconded. The motion carried.

- 10.2 Professor Emeritus Application of Victor Artero, Professor of Agricultural Economics**

Regent Leon-Guerrero moved that the Professor Emeritus application of Victor Artero be approved, which was duly seconded. The motion carried.

- 10.3 Tenure Application of Dr. Doreen Crisostomo, Associate Professor of Accounting**

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

- 10.4 Tenure Application of Dr. Mary Cruz, Assistant Professor of Political Sciences**

Regent Leon-Guerrero moved that the Tenure application of Dr. Mary Cruz be approved, which was duly seconded. Regent Hage-Ae Paul abstained from the vote. The motion carried.

Board of Regents Regular Meeting Minutes of April 21, 2016

10.5 Tenure Application of Dr. Leila Kabigting, Associate Professor of Finance

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

10.6 Tenure Application of Dr. Yvette Paulino, Associate Professor of Health Sciences

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

10.7 Tenure Application of Dr. Timothy Righetti, Associate Professor of Biology

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

10.8 Tenure Application of Dr. Unaisi Nabobo-Baba, Professor of Education


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

10.9 Tenure Application of Dr. Daniel Lindstrom, Assistant Professor of Biology

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

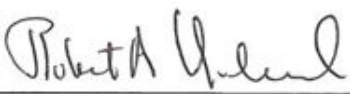
11.0 ADJOURNMENT

Vice Chairperson Gayle moved that the meeting be adjourned, which was duly seconded and passed. Chairperson Sanford adjourned the meeting at 6:43 p.m.



Antoinette D. Sanford, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary

PRESIDENT'S REPORT

21 April 2016

1. WASC On-Site Visit

I would like to thank and congratulate SVP Anita Enriquez on what I believe was a very successful visit by the WASC on-site review team. I am appreciative of everyone's efforts in supporting the activities held for the review team. I particularly want to note that one of the six commendations was regarding the knowledgeable and engaged Board of Regents, which is unusual. It was also noted that the anonymous reports made directly to the on-site review team were equally positive and negative.

2. Spring 2016 Commencement

UOG is anticipating a total of 328 graduates this spring, 286 undergraduate and 42 graduate students. Our Commencement Speaker is Her Excellency Hilda Heine, the first female president of an independent Pacific nation, the Republic of the Marshall Islands. We will also be awarding her an honorary doctorate degree. Bilung Gloria Salii will also be recognized as a Master of Micronesian Traditional Knowledge for her role in teaching, preserving and adapting the cultural traditions and practices in Palau for the last forty years.

3. UOG's 48th Charter Day Celebration and 64th Anniversary of its Founding

The University held a successful Charter Day celebration. Please join me in thanking the Charter Day Committee and the campus community for its efforts in hosting the thousands of school children and visitors who joined us for this celebration.

A total of 140 students, faculty and alumni in 14 teams battled their way through ten competitive events in their attempt to win the 4th Annual President's Cup. The ROTC Artic Panda Monkeys (APM) took first place this year, followed by the Goal Diggers from the School of Education in second, and the Republic of Palau Student Organization Yellow in third.

4. 7th Regional Conference on Island Sustainability

The University of Guam Center for Island Sustainability held its 7th Regional Conference on Island Sustainability, which was co-hosted this year by the University of Alaska (Fairbanks). Nobel Peace Prize nominee Tony De Brum gave the keynote address. Over three hundred participants attended the two-day conference. A two-day pre-conference event and a post-conference field trip were also held in conjunction with the conference.

5. Recruitment of Athletic Director and Director of Residence halls

The University hired Doug Palmer as its new Athletic Director. He has an extensive history in serving in sports administrative roles as well as coaching. He earned a Bachelor of Arts in Physical Education from Winthrop University and a Master's of

Athletic Administration from Florida State University. Mr. Palmer left Shoreline Community College in Washington State where he served as head athletic director for the last seven years to become a part of the UOG community.

Jonathan Triplett was named as the Director of Residence Halls earlier this year. He served as the Director of Student Activities and Student Government Association Advisor at the University of Tulsa in Oklahoma prior to coming to UOG. He received his Bachelor of Arts in Exercise Science and a Master's in Education from Oklahoma City University.

6. Students

Eduardo Biala, a biology major, will be working in the Department of Biology at Northeastern University in Boston as part of an interdisciplinary research team. The program, Research Experiences for Undergraduates (REU) supports the training of ten students for ten weeks over the summer. Biala believes that the skillset he has been acquiring while working part time propagating plants at the Tissue Culture Laboratory, a collaborative effort between UOG and Guam Department of Agriculture, was what made the difference. The ten students from around the country that are accepted into the REU program will receive room, board and a generous stipend. They will be working with an interdisciplinary team of scientists investigating research questions from varying perspectives. Biala has requested to work with the scientists investigating mechanisms of UV-induced skin repair on Axolotl Salamanders.

7. Recognition

The **Guam Small Business Development Center (Guam SBDC)** at the University of Guam recently received the Region IX Excellence and Innovations Award from the United States Small Business Administration. The award recognized the Center for their outstanding achievements in supporting and expanding the economic development of existing small businesses and small business start-ups across the area. This was the first time the Guam SBDC won this award.

Dr. Stephen Kane, University of Guam associate professor of counseling, was selected in December to present two of his papers at the upcoming 6th Asian Conference on Psychology and Behavioral Science conference in Kobe, Japan. This is the second time Kane was selected to present at the conference. Kane's papers will also be published in the Conference's corresponding journal. He has taught at the University of Guam for 11 years, received a Bachelor of Arts degree in psychology from Merrimack College, a Master of Education in counseling from Springfield College, and a Ph.D. in counseling psychology from Syracuse University.

University of Guam Instructor and Nursing Learning Resource Center Coordinator Veronica Alave attended a workshop at Drexel University to earn her simulation certification, making her one of only two people on island to hold this certification. With it, Alave can better prepare students on Guam and in the outer islands to excel in hospital

settings where critical thinking is a must. The University of Guam's Nursing Learning Resource Center is a facility that features nearly \$200,000 worth of state-of-the-art equipment, including an observation room; female, male, and infant simulation mannequins; audio and video recording for simulations; and lab equipment with wall units for oxygen and suction systems to simulate the hospital environment. This lab provides students increased opportunities to practice and learn their skills and enables the University to maintain high standards in nursing education.

University of Guam College of Natural and Applied Sciences (CNAS) researchers and extension agents were recently awarded more than \$160,000 in several grants that will assist Guam farmers and gardeners. The funds were allocated from the USDA Farm Bill 2016 Plant Pest and Disease and Disaster Prevention Program. **Dr. Robert Schlub** and his team (Roger Brown and Sheeka Tareyama) received a grant totaling \$38,320 to continue working with tomato farmers monitoring for bacteria wilt that can potentially decimate entire crops. **Plant pathologist Dr. Andrea Blas** received a \$24,000 award for enhanced diagnostic testing of coconut palm viroids including the tinangaja viroid. **Dr. Aubrey Moore** was awarded \$100,000 grant for biocontrol of the coconut rhinoceros beetle. These funds will allow him to continue work on finding a virus that will be effective in controlling the biotype of beetles found on Guam.

Athletic Administration from Florida State University. Mr. Palmer left Shoreline Community College in Washington State where he served as head athletic director for the last seven years to become a part of the UOG community.

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settings where critical thinking is a must. The University of Guam's Nursing Learning Resource Center is a facility that features nearly \$200,000 worth of state-of-the-art equipment, including an observation room; female, male, and infant simulation mannequins; audio and video recording for simulations; and lab equipment with wall units for oxygen and suction systems to simulate the hospital environment. This lab provides students increased opportunities to practice and learn their skills and enables the University to maintain high standards in nursing education.

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**Special Meeting Minutes
May 12, 2016**

1.0 CALL TO ORDER

The Special Meeting of the Board of Regents (BOR) was called to order by BOR Chairperson Antoinette Sanford on May 12, 2016, at 3:20 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:

Antoinette Sanford	Chairperson
Elizabeth Gayle	Vice Chairperson
Mari Flor Herrero	Member
Jillette Leon Guerrero	Member
Joaquin "Danny" Santos Jr.	Member
Hyo S. Ji	Member
Austin Terlaje	Member

ALSO PRESENT:

Robert A. Underwood	Executive Secretary
Louise M. Toves	Recording Secretary
Victorina M.Y. Renacia	Legal Counsel

2.0 Corrections to BOR Resolution No. 16-21, Relative to Recognizing *Bilung* Gloria G. Salii as a Master of Micronesian Traditional Knowledge

Regent Herrero moved for corrections to BOR Resolution No. 16-21, which was duly seconded. Regent Herrero noted the corrections as follows: under the fourth whereas, strike out "Southern Union Adventist College" to be replaced with "Southwestern Union College (nka Southwestern Adventist University)" and "1975" to be replaced with "1972" and under the sixth whereas, delete ",Head Matriarch of *Bitalianged* (10 of the 16 states of Palau) of Palau." The motion carried.

3.0 Executive Session

3.1 Presidential Evaluation Committee Report

Chairperson Sanford called for the BOR to enter executive session to discuss the Presidential Evaluation Committee report.

4.0 Voting File

Board of Regents Special Meeting Minutes of May 12, 2016

4.1 Presidential Evaluation Committee Report

Vice Chairperson Gayle moved that the BOR accept the Presidential Evaluation Committee's final report and recommended that the BOR approve the second two-year extension of Renewal Employment Agreement, to include an annual \$5,000 increase in accordance with the previous contract. She noted that the term of the extension is from June 1, 2016 through May 31, 2018. The motion was duly seconded and passed unanimously. Chairperson Sanford congratulated President Underwood on the extension of his contract and thanked him for his continued willingness to serve the University as President.


5.0 Adjournment

Regent Herrero moved that the meeting be adjourned, which was duly seconded and carried. Chairperson Sanford adjourned the meeting at 3:56 p.m.



Antoinette D. Sanford, Chairperson

ATTESTED:



Robert A. Underwood, Executive Secretary

Chairperson Sanford will give her report.

President Robert Underwood will give his report.

Reports will be given for each of the standing committees.

AP&T Chairperson Regent Jillette Leon-Guerrero will give her report.



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 16-24

**RELATIVE TO UPDATING THE VOLUNTARY FACULTY PHASED RETIREMENT PROGRAM
AND THE ONE-TIME FACULTY RETIREMENT OPPORTUNITY PROGRAM**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the WASC Senior College and University Commission (WSCUC) serving the post-secondary needs of the people of Guam and the region;

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

WHEREAS, on February 19, 2015, the BOR approved Resolution No. 15-02 Relative to Revising the Voluntary Faculty Phased Retirement Program (VFPRP) and to Authorizing an One-Year Faculty Retirement Opportunity Program (1FRO);

WHEREAS, the Administration has updated the dates and terms of these Programs and requests that the BOR approve these revisions, attached hereto as the *VFPRP Rules and Procedures, Updated June 2016*, and the *1FRO Rules and Procedures, Updated June 2016*;

WHEREAS, through these voluntary programs for retirement-eligible, tenured faculty that offer incentives for retirement, the University seeks to: i) Support institutional vitality, change and renewal; ii) Generate financial savings that can be reinvested in the next generation of faculty; and iii) Facilitate faculty staffing flexibility, consistent with overall University and individual department needs;

WHEREAS, the President, the Academic, Personnel and Tenure Committee, and the Faculty Union have reviewed the Administration's proposed updates to the VFPRP and 1FRO Programs and recommend them to the BOR; and

WHEREAS, the BOR hereby delegates to the President the authority to annually, or as otherwise necessary, revise the VFPRP and 1FRO Programs; provided there are no substantive changes which require the approval of the BOR.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby approves the *VFPRP Rules and Procedures, Updated June 2016*, and the *1FRO Rules and Procedures, Updated June 2016*, attached hereto.

Adopted this 22nd day of September, 2016.

ATTESTED:

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

Antoinette Sanford, Chairperson

6/2008

**UNIVERSITY OF GUAM
POLICIES AND REGULATIONS CHANGE REQUEST FORM**

1. Subject: Voluntary Faculty Phased Retirement and One Time Faculty Retirement Opportunity Programs
2. Purpose: To update above programs
3. Attach Complete Statement of Policy or Regulation (photocopy) and New / Amended Policy (complete), specifying exactly what the changed wording and where it should be inserted in the policy document.
4. Requested Effective Date: Immediately
5. Publication Document (Reference section and/or page number):

- Undergraduate Catalog page
Year
- Graduate Bulletin page
Year
- Rules, Regulations and Procedures Manual (section and page)
 - Organization/Governance (Article II)
 - Administrative/Operational Policies (Articles IV/ VII)
 - Faculty Policies (Article V)
 - Common Policies (Article VI)
 - Student Policies (Article III)

UNIT	SIGNATURE (use BLUE pen please)	DATE
Originating Organizational Unit	Office of the Legal Counsel <i>[Signature]</i>	9/12/16
Appropriate Administrator	<i>[Signature]</i>	
Appropriate Governing Council(s)	<i>[Signature]</i>	
Administrative Council	<i>[Signature]</i>	9/12/16

APPROVED/DISAPPROVED:

<i>[Signature]</i>	9/12/16	<i>[Signature]</i>	
SENIOR VICE PRESIDENT, Academic and Student Affairs	DATE	PRESIDENT	DATE

CHAIR, BOARD OF REGENTS (WHEN APPLICABLE) _____ DATE _____

Academic Affairs 08/13/01
Revised AVP
9/23/01
Revised SVP
10/10/03; 6 2008



University of Guam
Voluntary Faculty Phased Retirement Program (VFPRP)
Rules and Procedures, Updated June 2016

PURPOSE

The Voluntary Faculty Phased Retirement Program (VFPRP) is intended for the mutual benefit of the University and the Faculty Member granted participation. Generally, the recognized purposes of phased retirement are to:

- Create a retirement transition pathway from full-time University involvement to a more measured activity and a new relationship with the University.
- Offer faculty a fiscally realistic opportunity and orderly process for transitioning to retirement.
- Offer an opportunity for faculty to devote increased time to personal interests by retiring in planned stages, while continuing to earn money and stay involved with the University through their teaching.
- Support institutional vitality, change and renewal, while sustaining the institutional knowledge and contributions that senior faculty can make to students, faculty colleagues and the institution.
- Generate financial savings that can be reinvested in the next generation of faculty.
- Facilitate faculty staffing flexibility, consistent with overall University and individual department needs.

ELIGIBILITY & PARTICIPATION

Before requesting to participate, faculty should consider their plans for the remaining stages of their University career and their transition to retirement as well as their ability to afford retirement. Before signing this Agreement, Faculty Member is advised to consult his/her financial and tax advisor(s) and independent legal counsel prior to making this election to retire.

Faculty who meet all criteria below are eligible to participate:

- Faculty Member must be tenured
- Faculty Member must be eligible to retire under the Government of Guam Defined Benefits Plan or Government of Guam Defined Contributions Plan within five (5) years or less of his/her VFPRP start date. Eligibility is recommended to be confirmed with the Government of Guam Retirement Fund (GGRF).

Participation is a privilege, not an entitlement. Participation is voluntary. Participation is not granted automatically, but must be requested and approved.

Participation may be approved for up to a period of five (5) years, with two (2) optional one-year extensions, not to exceed a total of seven (7) years. Any extension must be mutually acceptable and agreed to in writing by both parties.

Participation does not begin until the VFPRP Agreement is signed by the Faculty Member ('Faculty Member' defined for VFPRP purposes as those approved for participation in

University of Guam Voluntary Faculty Phased Retirement Program (VFPRP)

VFPRP) and approved by the University President. The contractual terms of participation are defined in the Agreement.

The Faculty Member may opt out of the program/ contract early, terminating the VFPRP Agreement at the end of any VFPRP academic semester with one (1) month's prior, written notice to the dean/director and Senior Vice President for Academic and Student Affairs (SVP).

At his/her VFPRP conclusion or termination, Faculty Member shall resign his/her tenured position with the University and apply for retirement.

APPLICATION STEPS

A Faculty Member will submit a VFPRP Application Form to his/her dean/director at least two (2) months before the proposed VFPRP start date. The application will include: i) a proposed Comprehensive Faculty Evaluation System (CFES) for the term of the VFPRP Agreement, approved by the appropriate dean/director (see below); ii) a statement indicating retirement eligibility; and iii) a letter from the Faculty Member, indicating the desire to participate.

The dean/director will consider the application and forward a letter of recommendation to the SVP for action. If the SVP accepts the recommendation, the SVP forwards the documents to HRO for preparation of a VFPRP Agreement for approval by the President.

COMPREHENSIVE FACULTY EVALUATION SYSTEM (CFES) & VFPRP WORKLOAD

Faculty Member will have an approved CFES plan for the VFPRP period. The CFES plan may be changed at the beginning of each VFPRP academic year by the dean/director by mutual agreement with the Faculty Member. The CFES plan will be approved by the dean/director based on academic needs. Decisions on any conflict with CFES plans will be mediated and settled following the procedures in the CFES document.

The VFPRP workload will be as follows:

For Teaching Faculty:

- Full-time workload for a VFPRP academic year is teaching and/ or research and/or assigned project, office hours, student advisement.
- Faculty Member will be required to teach 12 credit hours during each VFPRP academic year, which will be considered the normal VFPRP teaching load. Classes will be taught during at least one regular semester. Faculty Member will submit classes for his/ her proposed teaching load and the teaching semester(s) by the dates set by the college. Some or all of the classes may be hybrid or fully online. In addition, Faculty Member will prepare an office hour schedule showing six (6) office hours per week spread over three business days. The six office hours may be prorated, if teaching occurs over more than one semester. Office hours may be held on-line. Faculty Member may request that the classes assigned be taught over one or two semesters, or one semester and the summer session(s). If the courses are taught over one semester, Faculty Member may request a specific semester. Credit hours,

University of Guam Voluntary Faculty Phased Retirement Program (VFPRP)

classes taught, and semester(s)/summer session(s) taught will be documented in the Faculty Member's CFES plan. This is agreed upon at the time of the contract. Adjustments may be considered.

- Nine-month faculty spend at least one semester teaching in residence at the University. Twelve-month faculty spend at least six consecutive months in residence at the University.
- For the remainder of Faculty Member's CFES load, a project which does not require Faculty Member to be in residence at the University, will be agreed with the dean/director and included in the Faculty member's CFES plan. The project will be completed either during the non-teaching semester, over the academic year, or longer as mutually agreed.
- Faculty Member will not be required to have research or service responsibilities as part of the VFPRP workload, but may request a 0.25 workload reduction to participate in grant-supported research, or a mutually agreed project/ service assignment.
- Changes to the CFES workload agreement, as agreed by the Dean and Faculty Member, will be considered and noted in the annual CFES review.

For Research and Other Non-Teaching Faculty:

- Full-time workload for a VFPRP academic year is a 0.50 FTE load. For research faculty these responsibilities will be at the PI or Co-PI level on a funded grant or research project as approved by the dean/director in the VFPRP CFES. For other non-teaching faculty these responsibilities will be commensurate with current responsibilities as approved by the dean/director in the VFPRP CFES.
- Nine-month faculty spend either one semester at 1.0 FTE load or two semesters at 0.5 FTE load each semester in residence at the University. Twelve-month faculty spend either six consecutive months at 1.0 FTE load or twelve months at 0.5 FTE load in residence at the University.
- For the remainder of Faculty Member's CFES load, a project which does not require Faculty Member to be in residence at the University, will be agreed with the dean/director and included in the Faculty member's CFES plan. The project will be completed either during the semester when the faculty member is not required to be in residence at the University, over the academic year, or longer as mutually agreed.
- Faculty Member will not be required to have teaching or service responsibilities as part of the VFPRP workload but may request a 0.25 workload reduction to participate in teaching, or a mutually agreed project/ service assignment.

TENURE STATUS, RANK, COMPENSATION & BENEFITS

- Faculty Member's status as a tenured full-time faculty member shall continue during the period of the VFPRP contract. Faculty Member's relationship with the University will remain as a full-time, tenured faculty and will be further defined by the *Board of Regents – Faculty Union Agreement* in effect at the time. If accepted into the VFPRP, Faculty Member agrees to resign his/her tenured faculty position and retire from the University of Guam effective on the last day of the semester five years after signing the Agreement. This resignation is irrevocable and Faculty Member may resign sooner at his/her sole option, but shall not delay the resignation. If the University and Faculty Member mutually agree to extend the VFPRP for a sixth and/or seventh year, then the University would also agree to extend the tenure rights and retirement for this

University of Guam Voluntary Faculty Phased Retirement Program (VFPRP)

additional period. This Agreement supersedes any other agreement or understanding between Faculty Member and the University regarding the date and terms of resignation from his/ her faculty position.

- Faculty Member shall retain his/her academic rank for the term of the Agreement.
- If Faculty Member is approved to participate in the VFPRP, the Faculty Member will be compensated 67% of current salary at the time of the VFPRP Agreement as per the BOR-approved Faculty Salary Schedule for the Voluntary Faculty Phased Retirement Program for nine-month faculty and twelve-month faculty, which will be paid over 26 pay periods by electronic deposit into a U.S. bank account designated by the Faculty Member.
- Faculty Member's salary may be increased by 2% per annum, upon approval of the dean/director, if the terms of the CFES plan are met and if funds for such increase are available in the Board-approved budget for that year.
- Faculty Member's salary will commensurately be adjusted for changes in the BOR-approved Faculty Salary Schedule.
- Overloads are not permitted under the VFPRP.
- In addition to the VFPRP salary, Faculty Member may be contracted as an independent contractor by the University, as mutually agreed.
- As a regular full-time University employee, Faculty Member earns retirement service credit for each VFPRP academic year, and contributes into the appropriate GovGuam Retirement Fund, subject to public laws and relevant rules. Retirement contributions will be at the VFPRP salary.
- Faculty Member is also entitled to medical, dental and life insurance benefits. VFPRP participants will be covered under the same insurance benefits as regular full-time employees and subject to the same premium cost-share arrangement and plan terms. Premiums will be deducted from participants' pay checks on a bi-weekly basis. Participants should carefully review the health care plan documents and be aware of the Guam residency requirements and other terms and conditions for the GovGuam health and dental benefits.
- As eligible, Faculty Member may participate in the cafeteria plan; flexible spending plan; 401a, 403b and 457 plans.
- Faculty Member is eligible for tuition benefits for dependents.
- Where qualified and approved, a nine-month Faculty Member will only be eligible for Leave without Pay, Sick Leave, Emergency Leave, Jury Duty Leave, Parental Leave, Administrative Leave, Leave under the Family and Medical Leave Act as per the RRPM, but no other leave benefits. A twelve-month Faculty Member will be eligible for all leave benefits, where qualified and approved. However, neither a nine-month nor a twelve-month Faculty Member is eligible for a sabbatical.
- Faculty Member may participate as a voting member on division, school/college and University matters in accordance with the *Board of Regents – Faculty Union Agreement* in effect at the time.



UNIVERSITY OF GUAM
UNIBETSEDĀT GUAHAN

UNIVERSITY OF GUAM
Voluntary Faculty Phased Retirement Program (VFPRP) Application Form

Faculty Member Name: _____

Academic Rank/Title: _____

College or Unit: _____

VFPRP Period Requested: Start (semester/year): _____

End (semester/year): _____

- | |
|--|
| <p><u>Instructions:</u></p> <ol style="list-style-type: none"> 1. Complete this form and obtain approvals. First come first served within the call-for-participants period 2. Application is via the Dean/Director and the SVP with final approval by the UOG President. 3. On an attached sheet, indicate the agreed-upon teaching semester(s), the classes to be taught/ or research project as PI or CoPI., and the proposed project(s). 4. Attach a proposed CFES plan for the period covered. |
|--|

By signature below Faculty Member certifies that he/she has read, understands and accepts the Voluntary Faculty Phased Retirement Program (VFPRP) Rules and Procedures, attached hereto.

By signature below Faculty Member certifies that he/she has read, understands and accepts the Voluntary Faculty Phased Retirement Program (VFPRP) Agreement, attached hereto, and understands that said Agreement becomes irrevocable after seven (7) days from the date of Faculty Member’s signature and approval by the University President. Faculty Member may revoke the Agreement during this 7-day revocation period.

By signature below Faculty Member certifies that he/she voluntarily applies for the Voluntary Faculty Phased Retirement Program (VFPRP).

Print name, sign and date:

Faculty Member

Date



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN

The parties hereto have recommended this application on the dates indicated by their respective names.

FOR THE UNIVERSITY OF GUAM:
Print name, sign and date:

President Date:

Print name, sign and date:

Senior Vice President Date:

Print name, sign and date:

Dean/ Director Date:



UNIVERSITY OF GUAM
UNIBETSĒDĀT GUAHAN

University of Guam Voluntary Faculty Phased Retirement Program Agreement

The University of Guam (“University”) and _____ (“Faculty Member”) voluntarily enter into this Agreement pursuant to the University’s Voluntary Faculty Phased Retirement Program (VFPRP) Rules and Procedures attached hereto, which incorporate the terms and conditions of the VFPRP that exist as of the execution of this Agreement.

1. Faculty Member has applied and been recommended for participation in the VFPRP. Faculty Member’s participation in the VFPRP will begin _____ and end _____. The term is up to five (5) years with two (2) optional one-year extensions, not to exceed a total of seven (7) years. Any extension must be mutually accepted and agreed to in writing by both parties to the Agreement. If the Faculty Member is interested in such an extension, this must be documented in a written memo to the SVP and President at least six (6) months prior to the start of the sixth VFPRP year. The SVP will recommend and the President will have sole approval to extend, or not, the VFPRP for both the sixth year and seventh years or only for the sixth year.
2. Faculty Member may terminate the Agreement at the end of any VFPRP academic semester with one (1) month’s prior, written notice to the dean/director and the Senior Vice President for Academic and Student Affairs (SVP). Faculty Member’s retirement will then take affect at the end of that semester.
3. Faculty Member may revoke this Agreement within seven (7) calendar days after signing the Agreement and approval by the University President, by providing written notice to the President. Otherwise, this Agreement constitutes an irrevocable agreement wherein Faculty Member voluntarily agrees that his/her resignation from employment with the University will become effective at the conclusion of his/her VFPRP, or earlier if Faculty Member is unable to complete the Agreement.
4. If accepted into the VFPRP, Faculty Member hereby agrees to resign his/her tenured faculty position and retire from the University of Guam effective on the last day of the ____ Semester 20__ (i.e., five years after signing the Agreement). This resignation is irrevocable and Faculty Member may resign sooner at his/her sole option, but shall not delay the resignation. If the University President agrees to extend the VFPRP for both the sixth and seventh year or for the sixth year only, then the University would also agree to extend the tenure rights and retirement and all benefits as specified by the VFPRP Agreement for this additional period. This Agreement supersedes any other agreement or understanding between Faculty Member and the University regarding the date and terms of resignation from his/ her faculty position.



UNIVERSITY OF GUAM

UNIBETSEDĀT GUAHAN

5. Faculty Member's academic rank will be unchanged and status will be as a regular, full-time, tenured faculty with rights as per the VFPRP Agreement.
6. Faculty Member will work in accordance with his/her Comprehensive Faculty Evaluation System (CFES) plan, as approved by the dean/director.
7. If Faculty Member is approved to participate in the VFPRP, Faculty Member will be compensated 67% of current salary at the time of the VFPRP Agreement as per the BOR-approved Faculty Salary Schedule for the Voluntary Faculty Phased Retirement Program for nine-month faculty and twelve-month faculty, paid over 26 pay periods by electronic deposit into a U.S. bank account designated by the Faculty Member. Faculty Member's compensation may be increased by 2% per annum, upon approval of the dean/director if the terms of the CFES plan are successfully met and if funds for such increase are available in the Board-approved budget for that year. Faculty Member's compensation will commensurately be adjusted for changes in the BOR-approved Faculty Salary Schedule.
8. Overloads are not permitted under the VFPRP.
9. In addition to the VFPRP salary, Faculty Member may be contracted as an independent contractor by the University, as mutually agreed.
10. Employment benefits will be provided as per the VFPRP Rules and Procedures attached hereto.
11. Faculty Member will be subject to all applicable University policies and procedures, except as otherwise provided for in this Agreement. Any violation(s) may lead to termination of the Agreement by the President.
12. Faculty Member will be governed by the *Board of Regents – Faculty Union Agreement* in effect at the time.
13. By entering into this Agreement, Faculty Member agrees to release the University against all claims, demands, causes of action, suits, or judgments, including expenses incurred in connection therewith, for death or injuries to persons or to loss or damage to property arising out of or in connection to Faculty Member's participation in the VFPRP. This includes but is not limited to contract and tort law claims, claims under the Age Discrimination in Employment Act of 1967, as amended, including the Older Workers Benefit Protection Act of 1990; Title VII of the Civil Rights Act of 1964, as amended; the Americans with Disabilities Act of 1990; the Rehabilitation Act of 1973; or any other federal, state or local statutory or common laws relating to employment discrimination or employment.
14. Should the Faculty Member fail to fulfill or satisfactorily perform the responsibilities of the Agreement or his/ her CFES, or be unable or unwilling to complete the term of the Agreement for any reason, Faculty Member will waive any right to additional compensation beyond that for work, specific to the Agreement, already performed.
15. Failure to abide by the service in residence at the University requirement may result in immediate termination of the Agreement by the President.



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN

16. Faculty Member and the University President must approve the Agreement and any amendment to the Agreement, which must be in writing, before the amendments are effective.
17. The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the parties to this Agreement, shall be governed by the laws of Guam.
18. If any provision of this Agreement shall be deemed by a court of competent jurisdiction to be invalid, then such provision shall be deemed stricken from the Agreement and the Agreement shall be enforced according to its valid and subsisting terms and provisions.
19. Before signing this Agreement, Faculty Member is advised to consult his/her financial and tax advisor(s) and independent legal counsel prior to making this election to retire.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated by their names.

FACULTY MEMBER:

FOR THE UNIVERSITY OF GUAM:

Faculty Member Date

President Date

Senior Vice President Date

Dean/ Director Date

Legal Counsel Date



UNIVERSITY OF GUAM
UNIBETSEDÁT GUAHAN

CERTIFIED FUNDS AVAILABLE:

Certifying Officer Date

GL Account Number:

If Applicable, For Contracts Over
\$200,000

Board of Regents Chairperson Date



University of Guam
One-Year Faculty Retirement Opportunity Agreement Program (1FRO)
Rules and Procedures, Revised June 2016

PURPOSE

The One-Year Faculty Retirement Opportunity Agreement Program (1FRO) is intended for the mutual benefit of the University and the Faculty Member granted participation. The recognized goals are:

- Create a one-year transition pathway from full-time University involvement to retirement.
- Offer faculty a fiscally realistic opportunity and orderly process for transitioning to retirement.
- Offer an opportunity for faculty to gain incentives by retiring.
- Support institutional vitality, change and renewal.
- Generate financial savings that can be reinvested in the next generation of faculty.
- Facilitate faculty staffing flexibility, consistent with overall University and individual department needs.

ELIGIBILITY & PARTICIPATION

Before requesting to participate, faculty should consider their plans for retirement as well as their ability to afford retirement. Before signing this Agreement, Faculty Member is advised to consult his/her financial and tax advisor(s) and independent legal counsel prior to making this election to retire.

Faculty who meet all criteria below are eligible to participate:

- Faculty Member must be tenured; and
- Faculty Member must be eligible to retire under the Government of Guam Defined Benefits Plan or Government of Guam Defined Contributions Plan on either May 31, 2017, or December 31, 2017 at the Faculty Member's option. Eligibility is recommended to be confirmed with the Government of Guam Retirement Fund (GGRF).

Participation is a privilege, not an entitlement. Participation is voluntary. Participation is not granted automatically, but must be requested and approved.

1FRO is limited to a budgeted number of retirement-eligible, tenured faculty on a first-come, first-served basis. The President sets the limit on the number of faculty participants to be authorized for 1FRO.

Participation does not begin until the 1FRO Agreement is signed by the Faculty Member ('Faculty Member' defined for 1FRO purposes as those approved for participation in 1FRO) and approved by the University President. The contractual terms of participation are defined in the Agreement.

UOG One-Year Faculty Retirement Opportunity Agreement Program (1FRO)

Faculty Member may revoke this Agreement within seven (7) calendar days after signing the Agreement and approval by the University President, by providing written notice to the President. Otherwise, the signed and approved 1FRO Agreement constitutes an irrevocable agreement wherein Faculty Member voluntarily agrees to resign his/her tenured faculty position either on May 31, 2017, or December 31, 2017.

At his/her 1FRO conclusion or termination, Faculty Member shall resign his/her tenured position with the University and apply for retirement.

APPLICATION STEPS

A Faculty Member will submit a 1FRO Application Form to his/her dean/director during the sign-up period from September 1-15, 2016. The application will include: i) a proposed Comprehensive Faculty Evaluation System (CFES) for the term of the 1FRO Agreement, approved by the appropriate dean/director (see below); ii) a statement indicating retirement eligibility; and iii) a letter from the Faculty Member, indicating the desire to participate.

The dean/director will consider the application and forward a letter of recommendation to the SVP for action. If the SVP accepts the recommendation, the SVP forwards the documents to HRO for preparation of a 1FRO Agreement for approval by the President.

COMPREHENSIVE FACULTY EVALUATION SYSTEM (CFES) & 1FRO WORKLOAD

Faculty Member will have an approved CFES plan for the 1FRO period. The CFES plan may be changed at the beginning of each 1FRO academic semester by the dean/director by mutual agreement with the Faculty Member. The CFES plan will be approved by the dean/director based on academic needs. Decisions on any conflict with CFES plans will be mediated and settled following the procedures in the CFES document.

The 1FRO workload will be the normal workload for the Faculty Member, consistent with prior CFES.

For Teaching Faculty:

- Full-time workload for the 1FRO academic year is teaching, research, service, office hours and student advisement to be consistent with Faculty Member's prior CFES.
- Changes to the CFES workload agreement, as agreed by the Dean and Faculty Member, will be considered and noted in the annual CFES review.

For Research Faculty:

- Full-time workload for the 1FRO academic year will be consistent with Faculty Member's prior CFES and a FTE research load commensurate with responsibilities at the PI or Co-PI level on a funded grant(s) or research project(s).

TENURE STATUS, RANK, COMPENSATION & BENEFITS

- Faculty Member's status as a tenured full-time faculty member shall continue during the period of the 1FRO Agreement. Faculty Member's relationship with the University will remain as a full-time, tenured faculty and will be further defined by the *Board of*

UOG One-Year Faculty Retirement Opportunity Agreement Program (1FRO)

Regents – Faculty Union Agreement in effect at the time. If accepted into the 1FRO, Faculty Member agrees to resign his/her tenured faculty position and retire from the University of Guam effective on May 31, 2017, or December 31, 2017 as specified in the Faculty Member's approved 1FRO Agreement. This resignation is irrevocable and Faculty Member may resign sooner at his/her sole option, but shall not delay the resignation. This Agreement supersedes any other agreement or understanding between Faculty Member and the University regarding the date and terms of resignation from his/ her faculty position.

- Faculty Member shall retain his/her academic rank for the term of the Agreement.
- 1FRO will add ten percent (10%) to the approved Faculty Member's annual salary in effect at January 1, 2017, which 10% will be calculated based on the Faculty Member's 12-month equivalent salary, although participating faculty will remain at their current 9-month or 12-month employment status. (Note: For a May 31, 2017, retirement, the 10% is still fully paid). All other terms and conditions of employment will remain the same. The 10% is prorated among the number of pay periods between January 1 and either May 31 or December 31, 2017, and added to the salary for each pay period of the Agreement, and will be treated as part of the Faculty Member's regular salary for purposes of taxes and benefits. The Faculty Member's new salary will be reported to the Government of Guam Retirement Fund as the 2017 Board of Regents-approved salary from the Faculty Salary Schedule for the One-Time Faculty Retirement Opportunity Program for retirement annuity calculation.
- Faculty Member's salary will commensurately be adjusted for changes in the BOR-approved Faculty Salary Schedule.
- Overloads are permitted under the 1FRO.
- In addition to the 1FRO salary, Faculty Member may be contracted as an independent contractor by the University, as mutually agreed.
- As a regular full-time University employee, Faculty Member earns retirement service credit for each 1FRO academic year, and contributes into the appropriate GovGuam Retirement Fund, subject to public laws and relevant rules. Retirement contributions will be at the 1FRO salary, which includes the 10% incentive.
- Faculty Member is entitled to medical, dental and life insurance benefits. 1FRO participants will be covered under the same insurance benefits as regular full-time employees and subject to the same premium cost-share arrangement and plan terms. Premiums will be deducted from participants' pay checks on a bi-weekly basis. Participants should carefully review the health care plan documents and other terms and conditions for the GovGuam health and dental benefits.
- As eligible, Faculty Member may participate in the cafeteria plan; flexible spending plan; 401a, 403b and 457 plans.
- Faculty Member is eligible for tuition benefits for dependents.
- Faculty Member will be eligible for all leave benefits, where qualified and approved. However, Faculty Member is not eligible for a sabbatical.
- Faculty Member may participate as a voting member on division, school/college and University matters in accordance with the *Board of Regents – Faculty Union Agreement* in effect at the time.

UNIVERSITY OF GUAM
One-Year Faculty Retirement Opportunity Agreement Program (1FRO)
Application Form

Faculty Member Name: _____

Academic Rank/Title: _____

College or Unit: _____

1FRO Period Requested: Start (semester/year): _____

End (semester/year): _____

Instructions:

1. Complete this form and obtain approvals.
2. First come first served within the application period, September 1-15, 2016.
3. Application is via the Dean/Director and the SVP with final approval by the UOG President.
4. Attach a proposed CFES plan for the period covered.

By signature below Faculty Member certifies that he/she has read, understands and accepts the One-Year Faculty Retirement Opportunity Agreement Program (1FRO) Rules and Procedures, attached hereto.

By signature below Faculty Member certifies that he/she has read, understands and accepts the One-Year Faculty Retirement Opportunity Agreement Program (1FRO) Agreement, attached hereto, and understands that said Agreement becomes irrevocable after seven (7) days from the date of Faculty Member's signature and approval by the President. Faculty Member may revoke the Agreement during this 7-day revocation period.

By signature below Faculty Member certifies that he/she voluntarily applies for the One-Year Faculty Retirement Opportunity Agreement Program (1FRO).

Print name, sign and date:

Faculty Member Date

The parties hereto have recommended this application on the dates indicated by their respective names.

FOR THE UNIVERSITY OF GUAM:

Print name, sign and date:

President

Date:

Print name, sign and date:

Senior Vice President

Date:

Print name, sign and date:

Dean/ Director

Date:

University of Guam
One-Year Faculty Retirement Opportunity Agreement

The University of Guam (“University”) and _____ (“Faculty Member”) voluntarily enter into this Agreement pursuant to the University’s One-Year Faculty Retirement Opportunity Program as follows:

1. Faculty Member understands that this is a One-Year Faculty Retirement Opportunity (1FRO) that is available on a one-time only basis for retirement-eligible, tenured faculty at the University of Guam. 1FRO is limited to a budgeted number of retirement-eligible, tenured faculty on a first-come, first-served basis. The President sets the limit on the number of faculty participants to be authorized for 1FRO.
2. Faculty Member has applied for retirement with the Government of Guam Retirement Fund and been approved for participation in the 1FRO. Faculty Member’s participation in the 1FRO shall begin January 1, 2017, and end _____, 2017.
3. 1FRO will add ten percent (10%) to the approved Faculty Member’s annual salary in effect at January 1, 2017, which 10% will be calculated based on the Faculty Member’s 12-month equivalent salary, although participating faculty will remain at their current 9-month or 12-month employment status. (Note: For a May 31, 2017, retirement, the 10% is still fully paid). All other terms and conditions of employment will remain the same. The 10% is prorated among the number of pay periods between January 1 and either May 31 or December 31, 2017, and added to the salary for each pay period of the Agreement, and will be treated as part of the Faculty Member’s regular salary for purposes of taxes and benefits. The Faculty Member’s new salary will be reported to the Government of Guam Retirement Fund as the 2017 Board of Regents-approved salary from the Faculty Salary Schedule for the One-Time Faculty Retirement Opportunity Program.
4. Faculty Member’s academic rank will be unchanged and status will be as a regular, full-time, tenured faculty with rights as per the 1FRO Agreement.
5. Faculty Member will work in accordance with his/her Comprehensive Faculty Evaluation System (CFES) plan, as approved by the dean/director.
6. Overloads are permitted.
7. In addition to the 1FRO salary, Faculty Member may be contracted as an independent contractor by the University, as mutually agreed.
8. Employment benefits will be provided as per the 1FRO Rules and Procedures attached hereto.
9. Faculty Member will be subject to all applicable University policies and procedures, except as otherwise provided for in this Agreement. Any violation(s) may lead to termination of this Agreement by the President. Faculty Member will be governed by the *Board of Regents – Faculty Union Agreement* in effect at the time.

- 10. Faculty Member may revoke this Agreement within seven (7) calendar days after signing the Agreement and approval by the President, by providing written notice to the President. Otherwise, this Agreement constitutes an irrevocable agreement wherein Faculty Member voluntarily agrees to resign his/her tenured faculty position either on May 31 or December 31, 2017.
- 11. By entering into this Agreement, Faculty Member agrees to release the University against all claims, demands, causes of action, suits, or judgments, including expenses incurred in connection therewith, for death or injuries to persons or to loss or damage to property arising out of or in connection to Faculty Member's participation in the 1FRO. This includes but is not limited to contract and tort law claims, claims under the Age Discrimination in Employment Act of 1967, as amended, including the Older Workers Benefit Protection Act of 1990; Title VII of the Civil Rights Act of 1964, as amended; the Americans with Disabilities Act of 1990; the Rehabilitation Act of 1973; or any other federal, state or local statutory or common laws relating to employment discrimination or employment.
- 12. The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the parties to this Agreement, shall be governed by the laws of Guam.
- 13. If any provision of this Agreement shall be deemed by a court of competent jurisdiction to be invalid, then such provision shall be deemed stricken from the Agreement and the Agreement shall be enforced according to its valid and subsisting terms and provisions.
- 14. Before signing this Agreement, Faculty Member is advised to consult his/her financial and tax advisor(s) and independent legal counsel prior to making this election to retire.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated by their names.

FACULTY MEMBER:

FOR THE UNIVERSITY OF GUAM:

Faculty Member Date

President Date

Senior Vice President Date

Dean/ Director Date

Legal Counsel Date

CERTIFIED FUNDS AVAILABLE:

Certifying Officer Date

GL Account Number:

If Applicable, For Contracts Over
\$200,000

Board of Regents Chairperson Date



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 16-25

RELATIVE TO APPROVING THE INTERIM UNFAIR LABOR PRACTICE APPEAL PROCEDURES FOR ACADEMIC EMPLOYEES

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the WASC Senior College and University Commission (WSCUC) serving the post-secondary needs of the people of Guam and the region;

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

WHEREAS, UOG's Rules, Regulations and Procedures Manual (RRPM), Article V, Section I, sets forth the procedures for Unfair Labor Practices (ULP);

WHEREAS, the RRPM states that a ULP decision may be appealed through the dispute resolution process approved by the Board of Regents on 30 March 1989 and amended on 14 November 1989;

WHEREAS, UOG has not been able to locate this 1989 dispute resolution process despite a thorough search of University records;

WHEREAS, there is a pending ULP appeal that needs resolution;

WHEREAS, the proposed Interim Unfair Labor Practice Appeal Procedures for Academic Employees was drafted and patterned after the Grievance and Adverse Action Procedures in the Board-Union Negotiated Agreement of 2013;

WHEREAS, these proposed procedures have been approved by the Administrative Council and provided to the Faculty Union for consultation, in accordance with the Board-Union Negotiated Agreement;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby approves the Interim Unfair Labor Practice Appeal Procedures for Academic Employees, attached hereto.

Adopted this 22nd day of September, 2016.

ATTESTED:

Robert A. Underwood, Ed.D, Executive Secretary

Antoinette Sanford, Chairperson

INTERIM UNFAIR LABOR PRACTICE APPEAL PROCEDURES FOR ACADEMIC EMPLOYEES

These procedures set forth a simple, orderly method through which an unfair labor practice finding may be appealed.

a. Definitions

- (1) Appeal means a request by a Complainant for reconsideration of an unfair labor practice charge (ULPC) finding by the Board of Regents (BOR).
- (2) Complainant means an individual or entity who files a ULPC.
- (3) Respondent means an individual or entity against whom a ULPC is filed.
- (4) "Day" shall mean calendar day.
- (5) Adjudication Committee means the constituted ad hoc body to hear and adjudicate the appeal of a ULPC finding.

The Adjudication Committee ("Committee") shall consist of three (3) members, all of whom shall be selected from among all Administrators and tenured Faculty of the University. One (1) member shall be selected by the Complainant and one (1) member shall be selected by the Respondent. Those two (2) members will select the third member who shall be the Chair. Members cannot be selected if they have a family relationship, as defined in the *RR&PM*, to either the Complainant or the Respondent. Neither the Complainant nor the Respondent shall serve as a member of the Committee.

b. The Appeal

- (1) Right to Appeal or Terminate Appeal
 - (a) Any University employee who files a ULPC is entitled to appeal a ULPC finding.
 - (b) The appeal of a ULPC finding may be terminated at any time by the Complainant before the Committee's final decision and the request for termination shall be honored.
- (2) Process of Appeal
 - (a) An appeal shall be in writing stating the Complainant's desire for adjudication and it shall be filed with the President within seven (7) days of the date of the ULPC Findings.
 - (b) Within seven (7) days of the President's receipt of the written appeal, the Complainant will select one (1) member of the Committee and the Respondent will select one (1) member of the Committee.

- (c) Within seven (7) days of their selection/appointment, the two (2) members will select the third member.
- (d) Within seven (7) days of the selection of the third member, the Committee shall determine a time and place for the hearing and shall notify, in writing, both parties. The hearing must take place no earlier than fourteen (14) days after the Committee notifies both parties, unless otherwise agreed to in writing.
- (e) The Committee shall conduct the hearing and issue a written decision to both parties within thirty (30) days of the date of the hearing. In the event the thirtieth day falls on a holiday or a weekend, the next working day shall be considered the thirtieth day.

(3) Basis of Appeal and Rebuttal

- (a) Within twenty-one (21) days of filing the appeal, the Complainant shall submit to the Committee a written statement that sets forth clearly the basis of the appeal, stating all relevant facts pertaining to the issues raised in the appeal and specifying the statutes, rules and regulations, if any, upon which the Complainant relies.

The Committee shall not consider any new alleged violations or charges other than those presented in the ULPC.

Absent extraordinary circumstances, if the written statement is not submitted on or before the expiration of the twenty-one (21) day period, the Complainant shall forfeit appeal rights, and the ULPC findings shall be implemented.
- (b) The Committee shall immediately provide the Respondent with a copy of the Complainant's written statement.
- (c) The Respondent shall within fourteen (14) days after receipt of the Complainant's written statement, forward to the Adjudication Committee the Respondent's statement of defense. The Respondent's statement of defense shall contain objections to any or all issues raised by the appeal, objections to the form of the appeal, the Respondent's view of the facts, a rebuttal to any matter raised in the appeal, a description of testimonial and/or documentary evidence upon which the Respondent will rely in its defense of the appeal.

A statement of defense shall be deemed a specific denial of all aspects of the appeal not expressly admitted. All objections as to the form of the appeal shall be deemed waived, unless objected to as provided herein.

Absent extraordinary circumstances, if a statement of defense is not submitted on or before the expiration of the fourteen (14) day period, the Respondent shall forfeit defense rights, and the ULPC findings shall be revoked.

- (d) The Committee shall immediately provide the Complainant with a copy of the Respondent's statement of defense.

(4) Presentation of Appeal

In presenting an appeal, a Complainant shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal and shall have the right to be accompanied, represented, and advised by a representative of his or her own choosing.

If the Complainant designates a representative, the representative shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal.

c. Hearing Procedures before the Adjudication Committee

- (1) The Adjudication Committee shall keep minutes of its procedures and maintain records of the hearing. The record of hearing shall contain a summary of all testimony presented and copies of all documents submitted to the Committee.
- (2) Each party shall have the following rights: the right to counsel; to call and examine witnesses; to introduce exhibits; to cross-examine opposing witnesses on any matter relevant to the issues even though the matter may not have been covered in the direct examination; to impeach any witness and to rebut the evidence against him or her. It shall be the right of the Complainant to decide if the hearing shall be open or closed to the public.
- (3) The Complainant shall first present his or her case by calling witnesses and offering evidence. The Respondent shall then present its defense and any rebuttal to the Complainant's case. The Complainant may then rebut the Respondent's defense. Summation by each side then follows in the same order.

The burden of proof is on the Complainant.

The hearing need not be conducted according to technical rules of evidence. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule of evidence. Irrelevant and unduly repetitious evidence shall be excluded.

- (4) The decision of the Adjudication Committee shall be final and binding upon the parties. There shall be no further appeal at the University level from the Committee's decision by either party, if such decision is within the scope of the Committee's authority as described below:
 - (a) The final written decision of the Committee shall be limited to addressing the violation(s) listed in the ULPC, and, with a supporting rationale, (a) granting the full relief requested, or (b) granting partial relief, or (c) denying the relief requested, or (d) granting an alternative relief that addresses the violation(s).
 - (b) The Committee's decision must be consistent with University policy, local and federal law. It shall not have the power to add to, subtract from, disregard, alter, or modify any University policy, local and federal law.
- (5) Within ten (10) business days of receipt of the Committee's decision, if either party produces evidence that the Committee did not adhere to (2) or (3) above, or new evidence is now available that could have a substantial impact on the ULPC, then either party may request, in writing, a reconsideration by the Committee. The Committee shall issue a decision within ten (10) business days of receiving the request for reconsideration. There shall be no further appeal at the University level.

The President shall ensure that all the terms of the decision are implemented, and the Faculty Union shall monitor implementation of the decision.

Nothing in this Policy abrogates either parties' right to pursue outside third party arbitration or judicial remedies for resolving the complaint after the Appeal Procedure is completed.



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 16-26

RELATIVE TO THE CREATION OF THE SCHOOL OF ENGINEERING

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the WASC Senior College and University Commission (WSCUC) 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 desires to establish the School of Engineering to respond to demand and build the capacity of Engineering professionals on Guam and throughout the Micronesian region; and

WHEREAS, the administration, together with the Academic, Personnel and Tenure Committee, jointly recommend to the BOR for approval the creation of the School of Engineering.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby authorizes the creation of the School of Engineering as part of the University of Guam organizational structure; and

BE IT FURTHER RESOLVED, that the University of Guam organizational chart should be revised to reflect the addition of the new academic school.

Adopted this 22nd day of September, 2016.

Handwritten signature of Antoinette D. Sanford in cursive script.

Antoinette D. Sanford, Chairperson

ATTESTED:

Handwritten signature of Robert A. Underwood in cursive script.

Dr. Robert A. Underwood, Executive Secretary



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 16-27

RELATIVE TO REVISING THE LIST OF ADMINISTRATIVE POSITIONS AND THE ADMINISTRATIVE SALARY SCHEDULE TO INCLUDE DEAN, SCHOOL OF ENGINEERING

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the WASC Senior College and University Commission (WSCUC) 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, pursuant to GCA 16112, the BOR is authorized to adopt rules and regulations governing 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 UOG administration has adopted the 2003 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, UOG's strategic development requires the addition of the position of Dean, School of Engineering to lead, plan, organize, and manage UOG's School of Engineering. This position is a member of the Senior Vice President, Academic and Student Affairs' cabinet; and

WHEREAS, this position is important to the delivery of UOG's mission; strategic, research, and service initiatives; and G2G implementation; and

WHEREAS, the President and the Academic, Personnel and Tenure Committee reviewed the proposed position description and recommend that aforementioned changes and revisions to the BOR for approval.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby approves the updated list of Administrative Positions and Administrative Salary Schedule to include the Dean, School of Engineering, which is herein attached.

Adopted this 22nd day of September, 2016.

ATTESTED:

Dr. Robert A. Underwood, Executive Secretary

Antoinette D. Sanford, Chairperson

UNIVERSITY OF GUAM
POSITION DESCRIPTION
Dean, School of Engineering
PROPOSED SALARY RANGE: \$125,514 - \$188,270

POSITION NARRATIVE:

The University of Guam (UOG) Dean, School of Engineering is a member of the Senior Vice President, Academic and Student Affairs' cabinet providing leadership and vision in strategic planning and Engineering program implementation which contribute to the fulfillment of the University's strategic priorities. The Dean also leads academic quality, enrollment management, and student success initiatives, including the development and delivery of excellence in teaching, research, scholarship, and knowledge transfer/enterprise that enhances the quality of the student experience. In addition, the Dean operates within the policies, regulations, and framework of the institution, ensuring the physical and human resources are effectively deployed and managed.

DUTIES AND RESPONSIBILITIES:

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

- Facilitate the review and approval process for the undergraduate engineering program and lead program assessment, curricular and co-curricular planning and development within the college;
- Provide educational and academic leadership for excellence in teaching and learning;
- Direct, manage, supervise, and coordinate the programs and activities of the Pre-Engineering and Engineering programs;
- Develop and coordinate program and course schedules in response to the needs of students and monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures;
- Manage recruitment and enrollment to maximize use of faculty loads and space resources, especially general purpose classrooms and labs. Use computer-based enrollment management data and tools for decision making;
- Oversee and direct hiring of full-time faculty, adjunct faculty, and full- and part-time staff;
- Plan and implement full-time faculty and adjunct faculty teaching assignments;
- Conduct regular evaluation of full-time faculty in accordance with the Board of Regents and Union Agreement; provide or coordinate staff training; and conduct regular evaluation of adjunct faculty and staff;
- Work with employees to correct deficiencies; Participate in discipline and termination procedures;
- Oversee and facilitate the program review process within the College;
- Participate in the development and administration of College budgets; Direct the forecasting of staffing, equipment, materials, and supply needs; Direct and monitor approved expenditures and make adjustments;
- Develop and implement student learning outcomes and assessment activities at the program and course levels;
- Respond to and resolve difficult and sensitive inquiries and complaints by students, staff, faculty, or the general public; Serve as a resource for faculty and staff regarding student behavior and concerns;
- Act as a collaborative partner for institutions and community agencies; Lead and participate in the activities of advisor committees;
- Explore external funding sources for programs and participate as appropriate in grant writing, contract education, community education and other resource development efforts;
- Assure compliance with local and federal regulations, laws, and policies; Coordinate the College's efforts to recruit and retain students; and
- Perform other related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

- Master's degree in Engineering or a related field from a U.S. accredited institution or foreign equivalent;
- Possess the Professional Engineer (PE) credentials;
- Five (5) years of responsible professional or educational leadership experience with the ability to interact with all levels of employees, management, and faculty;
- Three (3) years of teaching experience in multi-cultural higher education environment;
- Demonstrated track record of distinguished teaching, research, and scholarly publications that exhibit a balanced commitment to academic excellence;
- Demonstrated understanding of finances and the relationship between academic priorities and the budget;
- Excellent collaborative skills to partner and motivate faculty, staff, and students;
- Demonstrated commitment to diversity, inclusion, and equity; an understand of the importance to the mission and richness of the College of Engineering and its ongoing success; and
- Ability to communicate effectively orally and in writing.

APPROVED BY:

DR. ROBERT A. UNDERWOOD, PRESIDENT

DATE

Created September 2016

The University of Guam is an equal opportunity employer and provider

BOR Regular Meeting of September 22, 2016-For Reporting Purposes - Reports from Standing Committees

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

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	\$ 96,914	\$ 109,029	\$ 109,029	\$ 121,143	\$ 121,143	\$ 133,257	\$ 133,257	\$ 145,372
Director, Integrated Marketing Communications	\$ 61,599	\$ 69,299	\$ 69,299	\$ 76,999	\$ 76,999	\$ 84,699	\$ 84,699	\$ 92,399
Executive Assistant to the President	\$ 68,050	\$ 76,556	\$ 76,556	\$ 85,062	\$ 85,062	\$ 93,568	\$ 93,568	\$ 102,074
Director, Planning and Assessment (Director, Chief Planning Officer)	\$ 84,402	\$ 94,952	\$ 94,952	\$ 105,502	\$ 105,502	\$ 116,052	\$ 116,052	\$ 126,602
Institutional Compliance Officer	\$ 50,253	\$ 56,534	\$ 56,534	\$ 62,816	\$ 62,816	\$ 69,098	\$ 69,098	\$ 75,379
International Program Development (Coordinator, Director)	\$ 53,454	\$ 60,135	\$ 60,135	\$ 66,817	\$ 66,817	\$ 73,499	\$ 73,499	\$ 80,180
Web Master	\$ 32,973	\$ 37,094	\$ 37,094	\$ 41,216	\$ 41,216	\$ 45,338	\$ 45,338	\$ 49,459
Director, Development and Alumni Affairs	\$ 58,682	\$ 66,018	\$ 66,018	\$ 73,353	\$ 73,353	\$ 80,688	\$ 80,688	\$ 88,024
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	\$ 109,768	\$ 123,489	\$ 123,489	\$ 137,210	\$ 137,210	\$ 150,931	\$ 150,931	\$ 164,652
Dean, School of Engineering (2002-2003 CUPA)	\$ 125,514	\$ 141,203	\$ 141,203	\$ 156,892	\$ 156,892	\$ 172,581	\$ 172,581	\$ 188,270
Dean, College of Liberal Studies and Social Sciences	\$ 84,278	\$ 94,812	\$ 94,812	\$ 105,347	\$ 105,347	\$ 115,882	\$ 115,882	\$ 126,416
Dean, College of Natural and Applied Sciences	\$ 99,150	\$ 111,543	\$ 111,543	\$ 123,937	\$ 123,937	\$ 136,331	\$ 136,331	\$ 148,724
Dean, School of Education	\$ 91,509	\$ 102,947	\$ 102,947	\$ 114,386	\$ 114,386	\$ 125,825	\$ 125,825	\$ 137,263
Dean, School of Business and Public Administration	\$ 97,046	\$ 109,176	\$ 109,176	\$ 121,307	\$ 121,307	\$ 133,438	\$ 133,438	\$ 145,568
Dean, School of Nursing and Health Sciences	\$ 88,482	\$ 99,543	\$ 99,543	\$ 110,603	\$ 110,603	\$ 121,663	\$ 121,663	\$ 132,724
Associate Director, Western Pacific Tropical Research Center	\$ 87,252	\$ 98,159	\$ 98,159	\$ 109,065	\$ 109,065	\$ 119,972	\$ 119,972	\$ 130,878
Associate Director, Cooperative Extension Service	\$ 79,320	\$ 89,235	\$ 89,235	\$ 99,150	\$ 99,150	\$ 109,065	\$ 109,065	\$ 118,980
Dean, Enrollment Management and Student Success	\$ 82,438	\$ 92,742	\$ 92,742	\$ 103,047	\$ 103,047	\$ 113,352	\$ 113,352	\$ 123,656
Associate Dean, EMSS and Registrar	\$ 70,014	\$ 78,766	\$ 78,766	\$ 87,518	\$ 87,518	\$ 96,270	\$ 96,270	\$ 105,022
Associate/Assistant Deans	\$ 75,666	\$ 85,125	\$ 85,125	\$ 94,583	\$ 94,583	\$ 104,041	\$ 104,041	\$ 113,500
Grants Officer	\$ 56,000	\$ 63,000	\$ 63,000	\$ 70,000	\$ 70,000	\$ 77,000	\$ 77,000	\$ 84,000
Director/Coordinator:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Learning Resources	\$ 50,538	\$ 56,855	\$ 56,855	\$ 63,172	\$ 63,172	\$ 69,489	\$ 69,489	\$ 75,806
Graduate Studies	\$ 90,944	\$ 102,312	\$ 102,312	\$ 113,680	\$ 113,680	\$ 125,048	\$ 125,048	\$ 136,416
Centers of Excellence and Research Institutes	*Based on Faculty Salary and RRP, Article IV Section A1.a.(6)							
Financial Aid	\$ 51,932	\$ 58,424	\$ 58,424	\$ 64,915	\$ 64,915	\$ 71,407	\$ 71,407	\$ 77,898
Residence Halls	\$ 51,665	\$ 58,123	\$ 58,123	\$ 64,581	\$ 64,581	\$ 71,039	\$ 71,039	\$ 77,497
Student Resource Center (one-stop center)								
Student Services / Student Life	\$ 42,128	\$ 47,394	\$ 47,394	\$ 52,660	\$ 52,660	\$ 57,926	\$ 57,926	\$ 63,192
Summer School and Off-Campus Programs	\$ 53,107	\$ 59,746	\$ 59,746	\$ 66,384	\$ 66,384	\$ 73,022	\$ 73,022	\$ 79,661
Director of Academic Assessment / Institutional Research	\$ 64,170	\$ 72,191	\$ 72,191	\$ 80,212	\$ 80,212	\$ 88,233	\$ 88,233	\$ 96,254
Director of Micronesian Area Research Center (MARC)	\$ 62,929	\$ 70,795	\$ 70,795	\$ 78,661	\$ 78,661	\$ 86,527	\$ 86,527	\$ 94,393
Director, Professional and International Programs	\$ 66,996	\$ 75,371	\$ 75,371	\$ 83,745	\$ 83,745	\$ 92,120	\$ 92,120	\$ 100,494
Associate Dir, PIP Telecommunications and Distance Education and Outreach	\$ 45,613	\$ 51,314	\$ 51,314	\$ 57,016	\$ 57,016	\$ 62,718	\$ 62,718	\$ 68,419
Associate Dir, PIP Professional Development and Lifelong Learning Center	\$ 44,898	\$ 50,510	\$ 50,510	\$ 56,122	\$ 56,122	\$ 61,734	\$ 61,734	\$ 67,346
Office of Administration and Finance								
Vice President, Administration and Finance	Salary Negotiated							
Chief Information Officer	\$ 110,978	\$ 124,851	\$ 124,851	\$ 138,723	\$ 138,723	\$ 152,595	\$ 152,595	\$ 166,468
Director, Computer Center/Technology Resources	\$ 66,430	\$ 74,734	\$ 74,734	\$ 83,038	\$ 83,038	\$ 91,342	\$ 91,342	\$ 99,646
Associate Budget and Administrative Process Officer	\$ 52,762	\$ 59,358	\$ 59,358	\$ 65,953	\$ 65,953	\$ 72,548	\$ 72,548	\$ 79,144
Chief Human Resources Officer	\$ 67,050	\$ 75,431	\$ 75,431	\$ 83,812	\$ 83,812	\$ 92,193	\$ 92,193	\$ 100,574
Comptroller/Chief Financial Officer	\$ 65,099	\$ 73,237	\$ 73,237	\$ 81,374	\$ 81,374	\$ 89,511	\$ 89,511	\$ 97,649
Associate Comptroller / Bursar	\$ 52,600	\$ 59,175	\$ 59,175	\$ 65,750	\$ 65,750	\$ 72,325	\$ 72,325	\$ 78,900
Chief Plant and Facilities Officer	\$ 65,802	\$ 74,027	\$ 74,027	\$ 82,252	\$ 82,252	\$ 90,477	\$ 90,477	\$ 98,702
Director/Manager/Coordinator:								
Campus Facilities	\$ 45,024	\$ 50,652	\$ 50,652	\$ 56,280	\$ 56,280	\$ 61,908	\$ 61,908	\$ 67,536
Campus Construction Projects	\$ 43,660	\$ 49,118	\$ 49,118	\$ 54,575	\$ 54,575	\$ 60,033	\$ 60,033	\$ 65,490
Bookstore and Auxiliary Services	\$ 52,047	\$ 58,553	\$ 58,553	\$ 65,059	\$ 65,059	\$ 71,565	\$ 71,565	\$ 78,071
Athletic Director	\$ 54,058	\$ 60,816	\$ 60,816	\$ 67,573	\$ 67,573	\$ 74,330	\$ 74,330	\$ 81,088
Internal Auditor	\$ 58,835	\$ 66,190	\$ 66,190	\$ 73,544	\$ 73,544	\$ 80,898	\$ 80,898	\$ 88,252

* Scale is managed by UOG Human Resources Office; Draft 9/3/16



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 16-28

RELATIVE TO AMENDING THE SICK LEAVE POLICY FOR NON-TENURE TRACK
FULL-TIME FACULTY EMPLOYEES WHOSE APPOINTMENTS
ARE FOR LESS THAN ONE ACADEMIC YEAR

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the WASC Senior College and University Commission (WSCUC) 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, Article IV.D.3 of the UOG Rules, Regulations, and Procedures Manual regarding Sick Leave policy for faculty prohibits non-tenure track full-time employees whose appointments are for less than one academic year from earning sick leave with pay, unless authorized by the appropriate administrator; and

WHEREAS, the academic administrators have proposed to extend sick leave with pay to non-tenure track full-time faculty whose appointments are for less than one academic year; and

WHEREAS, the Administrative Council and the UOG Faculty Union have been consulted and have endorsed the proposed amendment; and

WHEREAS, the administration, together with the Academic, Personnel and Tenure Committee and the Budget Finance Investments and Audit Committee, jointly recommend to the BOR for approval the amendment of the sick leave policy.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby authorizes the Sick Leave policy to be amended to read "Non-tenure track full-time faculty employee whose appointments are for less than one academic year shall accrue sick leave with pay at the rate of four hours each bi-weekly pay period in which they are on pay status."

Adopted this of 22nd day of September 2016.



Antoinette D. Sanford, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary

6/2008

**UNIVERSITY OF GUAM
POLICIES AND REGULATIONS CHANGE REQUEST FORM**

1. Subject: Sick leave for full-time short term faculty employees
2. Purpose: To revise the RRPM Article IV, D. 3 Sick leave
3. **Attach Complete Statement** of Policy or Regulation (photocopy) and New /Amended Policy (complete), specifying exactly what the changed wording and where it should be inserted in the policy document.
4. Requested Effective Date: Fall 2016
5. Publication Document (Reference section and/or page number):

_____ Undergraduate Catalog page _____
 Year _____

_____ Graduate Bulletin Page _____
 Year 2001 RRPM Article IV. D. 3. Sick leave ✓
 Rules, Regulations and Procedures Manual (section and page)

_____ Organization/Governance (Article II)
 _____ Administrative/Operational Policies (Articles IV/ VII)
 _____ Faculty Policies (Article V)
 _____ Common Policies (Article VI)
 _____ Student Policies (Article III)

UNIT	SIGNATURE (use BLUE pen please)	DATE
Originating Organizational Unit	<u>CLASS Dean Dillon</u>	<u>5-4-16</u>
Appropriate Administrator	<u>NA</u>	_____
Appropriate Governing Council(s)	<u>NA</u>	_____
Administrative Council	<u>Sony P. Feag</u>	<u>5/4/16</u>

APPROVED/DISAPPROVED:

_____ S/9/16 _____
 SENIOR VICE PRESIDENT, DATE PRESIDENT DATE
 Academic and Student Affairs

 CHAIR, BOARD OF REGENTS (WHEN APPLICABLE) DATE

Academic Affairs 08/13/01
 Revised AVP
 9/23/01
 Revised SVP
 10/10/03; 6 2008

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Approved by the Board of Regents February 17, 2000

- a. Sabbatical Leave - It is the policy of the Board of Regents to restrict the number of employees on sabbatical leave if to do otherwise would adversely affect university programs, administrative units, the instructional needs of students, or the financial condition of the University.
- b. Leave Under The Family and Medical Leave Act - An employee of the University of Guam is eligible for a Family and Medical Leave Act (FMLA) leave. The provisions of the policy are intended to comply with the Family and Medical Leave Act of 1993, and any terms used from the FMLA will be as defined in the Act. To the extent that the University's regulations are ambiguous or contradict the Act or U.S. Department of Labor regulations, the language of the Act or regulations will prevail.

D. TYPES OF LEAVE

1. Annual Leave With Pay

- a. All unclassified calendar year employees who are entitled to earn annual leave with pay under the University's Policies shall accrue 26 days of paid annual leave per year irrespective of the number of years of continuous service in their respective positions at the University of Guam.
- b. No annual leave in excess of 480 hours may be carried forward from one fiscal year to the next. Provided, however, that up to 100 hours beyond the 480 shall be automatically credited to the employee's sick leave balance.
- c. The President of the University of Guam shall be exempt from the policies regarding Annual Leave with Pay, thus, providing the Board of Regents flexibility in the awarded amount and the disposition of accrued Annual Leave with Pay benefits that can be offered to the President.
- d. Requests for annual leave shall be submitted on the prescribed form and approved at least 48 hours in advance of the requested leave.
- e. It shall be the policy of the University to permit the taking of annual leave to avoid loss or forfeiture of leave. However, leave may be denied when the services of the employee are required.
- f. Payment of lump sum salary for unused accrued annual leave shall be authorized for either of the following reasons:
 - (1) When an employee is separated from the University or when a nine-month employee who had become a twelve-month employee reverts to nine-months status; and in lieu of being granted annual leave earned, he or she shall be given a lump sum payment for any accrued and unused annual leave as of the date of separation. In computing such lump sum payment, "leave on leave" shall not be allowed.
 - (2) At the request of an employee who has been authorized annual leave, a lump sum advance payment may be made for the period of leave authorized provided that the leave period shall be not less than ten consecutive days (i.e., one full pay period). If the employee returns to work status prior to the expiration of the leave period for which he or she received lump sum payment in advance, he or she shall reimburse the University for any portion of such period which shall not have expired and he or she shall be credited with leave for future use.

2. Leave Without Pay

Leave without pay for not more than one academic year for faculty members on academic year appointment and not more than one calendar year for administrators or faculty members on a calendar year appointment may be granted for valid reasons.

The period of leave taken without pay (except educational leave) shall not count for the purpose of salary increments and for the service time required toward promotion and tenure unless specifically approved in advance in writing by the Vice President for Academic Affairs. Leave without pay may not be denied for:



Approved by the Board of Regents February 17, 2000

- a. Disabled veterans, if necessary for medical treatment.
- b. Members of Reserve Components of the U.S. or Territorial Armed forces, if necessary to perform military training duties.

3. Sick Leave

Regular full-time employees shall accrue sick leave with pay at the rate of four hours each biweekly period in which they are on pay status.

Annual leave earned in excess of 480 hours up to 100 hours is also automatically credited to sick leave.

Unused sick leave may be accumulated and carried over to succeeding leave years without limitation but is not convertible to cash at any time.

Non-tenure track full-time employees whose appointments are for less than one academic year do not earn sick leave with pay, unless authorized by the appropriate administrator.

Normally sick leave taken by faculty shall not require a physician's certification. In specific cases where a supervisor believes that an employee's pattern of sick leave indicates a possible misuse of leave, the supervisor may require the faculty member to provide a physician's certification of illness. In such cases, the supervisor shall give the employee prior notice, in writing, that such certification will be subsequently required.

Falsification of an illness report shall be considered sufficient cause for disciplinary action, including dismissal. In appropriate circumstances, sick leave with pay may be granted in advance of earning such leave. However, if an employee is separated from the University without having earned all of the sick leave allowed and taken, the University shall, in addition to any other rights which it may exercise, deduct from any money due him or her at the time of separation an amount equal to his or her salary for the period of unearned sick leave allowed and taken.

Sick leave with pay is allowed whenever:

- a. The employee is compelled to be absent from duty on account of physical or mental illness; injury; mental health examination, counseling or treatment; pregnancy; childbirth; medical, dental or optical examination or treatment; or because of quarantine due to his own or another's illness.
- b. The employee is compelled to be absent from duty to provide health care for a member of the employee's immediate family as a result of serious illness or injury and the employee has exhausted all annual leave and compensatory time available.

4. Emergency Leave

Emergency leave with pay may be authorized for the convenience of an employee in an emergency situation involving the illness or death of the employee's parent, spouse, child, brother or sister. Emergency leave shall be for not more than five (5) business days. For the purpose of this section, travel time shall not be included in the computation of off-island emergency leave. In extraordinary circumstances, emergency leave may also be granted for an emergency situation involving the illness or death of someone other than the employee's parent, spouse, child, brother or sister when approved by the appropriate administrator. University employees may extend emergency leave by choosing to use either accrued annually sick leave or leave without pay.

5. Jury Duty Leave

An employee who has been summoned for jury duty shall submit a jury duty leave request. Upon completion of jury service, the employee shall submit a signed attendance certificate from the Clerk of Court, showing the time devoted to the jury service, and he or she shall pay to the University a sum equal to the fees (excluding allowance for mileage and subsistence) allowed him or her for jury service during the pay period concerned.

Jury Duty Leave shall normally be paid but if the employee fails to submit the certificate of attendance or to pay the University the jury service fees received, the jury duty leave shall be charged as annual leave.

SASARHD Chairperson Regent Chris Felix will give his report.

BFIA Chairperson Regent Elvin Chiang will give his report.

	As of		Variance
	June 30, 2016	September 30, 2015	
Cash in Bank/On Hand	1,893,519.00	8,061,896.00	(6,168,377.00)
Short Term Investments	15,203,252.00	14,491,656.00	711,596.00
Due from Gov Guam	14,495,438.62	8,109,054.00	6,386,384.62
Accounts Receivable, tuitions net	7,199,757.00	6,279,912.00	919,845.00
Accounts Receivable, others- net	1,866,548.00	1,908,275.00	(41,727.00)
Accounts Receivable Grants/Contracts	2,241,115.00	3,835,937.00	(1,594,822.00)
Endowment Investments	200,000.00	200,000.00	-
Inventories	844,171.00	844,171.00	-
Other Current Assets	311,245.00	311,245.00	-
Long Term Investments, (includes Endowments)	26,410,077.00	28,002,923.00	(1,592,846.00)
Capital Assets, net	70,183,923.00	69,518,325.00	665,598.00
Other Noncurrent Assets	664,000.00	664,906.00	(906.00)
Deferred Outflows from Pension	8,044,122.00	8,044,122.00	-
Total assets	149,557,167.62	150,272,422.00	(715,254.38)
			-
			-
Current Portion of LT Debt	264,210.00	220,501.00	43,709.00
Accounts Payable (vendors) & Accrued Liabilities (PR)	2,129,384.00	5,592,904.00	(3,463,520.00)
Deferred Revenue-DOA	14,495,438.62	8,815,100.00	5,680,338.62
Current Portion of Accrued AL	785,539.00	785,539.00	-
Net Pension Liability	68,326,815.00	68,326,815.00	-
Deposits Agency	347,810.00	90,328.00	257,482.00
Long Term Liabilities	11,466,358.00	11,678,609.00	(212,251.00)
Accrued Leave	3,919,810.00	3,919,810.00	-
Deferred Inflows of Resources	7,384,599.00	7,384,599.00	-
Total liabilities and deferred inflows of Resources	109,119,963.62	106,814,205.00	2,305,758.62
			-
Total Net Fund Balance, June 30, 2016	46,140,759.00	43,458,217.00	2,682,542.00

UNIVERSITY OF GUAM Statement of Revenues, Expenses, and Changes in Net Assets For the month ending June 2016 (UNAUDITED)				
	Cash Basis		Variance - Reason for Inc/Dec	
	30-Jun-15	June 2016	June 2016 vs June 2015	
A - OPERATING REVENUES				
Student tuition and fees, net	18,142,031	18,950,889	808,858	10% Tuition and 3,074 credit hours increase
Scholarship Discount and Allowances	(10,134,707)	(9,428,671)	(706,036)	Decrease due to lesser scholarship processes/ awarded
Federal grants/contracts	28,908,795	24,802,554	(4,106,241)	Decrease in DOI Projects and other grants, FH Renovation (fund 51) closed contracts, Bascon Corporation (Reliable Builders \$1.7M - Federal Financial aid decreased by \$1.5M (timing))
Gov/Guam grants & contracts	306,037	264,622	(41,415)	
Nonprofit. grants & contracts	913,159	907,765	(5,394)	
Sales & services of education dept.	414,696	313,186	(101,510)	Decrease in WERI Water Testing collection
Auxiliary enterprises	1,024,268	1,048,865	24,597	
Bookstore	461,028	533,905	72,877	
Housing	309,290	319,692	10,402	
English Language Institute	172,155	127,699	(44,456)	
Other auxiliary enterprises	81,795	67,569	(14,226)	
Other revenues	3,350,181	3,644,274	294,093	\$120k-EPSCOR, OSPs; \$150k interest collected from SFAP default; \$20k various Private Scholarship (Palau, Chuuk, Korea).
Total operating revenues	42,924,460	40,503,484	(3,833,046)	
B - OPERATING EXPENSES				
Educational and general:				
Instruction	13,743,109	14,175,479	432,370	Adjunct/More faculty hired in FY 16
Research	7,674,673	8,324,581	649,908	RCUOG Capital Outlay, \$480K- Equipmt, Illumina Singapore (EPSCOR) Lab Equipment (maybe reclass as Cap. Asset at FYE)
Public service	6,966,903	6,978,420	11,517	
Academic support	6,734,901	6,871,363	136,462	
Student services (net of allowance)	2,778,828	2,797,660	18,832	will move \$1,024M to Expended for Plant for capitalization.
Institutional support	6,067,895	6,068,771	876	
Operations and maintenance plant	4,932,079	4,926,502	(5,577)	
Depreciation	2,342,106	3,045,194	703,088	Increase in Cap Asset Deprec; will adjust based on Auditor calc at FYE
Scholarships & fellowships	10,618,784	9,712,813	(905,971)	Dec in TITLE IV loans and awards (timing)
Auxiliary enterprises	1,561,950	1,490,000	(71,950)	
Bookstore	847,850	778,326	(69,524)	
Housing	370,543	333,978	(36,565)	
English Language Institute	216,052	203,224	(12,828)	
Other auxiliary enterprises	127,505	174,472	46,967	
Health Care Recovery	-	-	-	
Total operating expenses	63,421,228	64,398,782	59,672,020	
Operating income (loss)	(20,496,768)	(23,887,299)	(63,505,068)	
C - NON-OPERATING REVENUES (EXPENSES)				
Gov/Guam appropriations	20,119,229	15,155,859	(4,963,370)	lesser collection from DOA this FY
Investments income (net of expense)	149,358	792,252	642,894	Change in market value per Raymond James 6.30.16 statement
Interest on capital assets - debt related	(362,945)	(381,495)	181,050	
Other non-operating revenues/expenses	-	-	-	
Net nonoperating revenues	19,706,042	15,566,617	(4,139,425)	
Income before other revenues/expenses	(790,726)	(8,320,682)	(67,644,493)	
D - OTHERS				
Expended for plant facilities, net	(2,160,806)	(1,184,445)	976,361	Flakhouse renovations, Bascon \$1.7M , Dom \$200K
Debt service - DOA bond	(1,520,929)	(844,689)	676,240	ADJUSTMENT OF PMP BOND as reconciled with DOA
Total other revenues/expenses	(3,681,735)	(2,029,134)	1,652,601	
Increase (Decrease) in net assets	(4,472,461)	(10,349,816)	(65,991,893)	
E - NET ASSETS				
Net assets beginning	109,316,269	43,458,217	(65,858,052)	
Net assets ending YTD FY2016	104,843,808	33,108,401	(131,849,945)	
Breakdown of General Operations Appropriation Request:	Budget	Requested	Received/Paid	Balance Due Based on Request
General Operations (from General Fund)*	30,630,545.00	22,972,908.60	12,060,611.33	10,912,297.27
Capital Improvement Fund - Debt Service	500,000.00	500,000.00	-	500,000.00
Capital Improvement Fund - Rental Payments	1,158,283.00	868,711.95	96,523.55	772,188.40
Special Appropriations (excludes CIP, KPRG & Guampedia & Soil)	6,930,187.00	5,309,677.35	2,998,724.40	2,310,952.95
Total Appropriations	38,219,015.00	29,651,297.90	15,155,859.28	14,495,438.82
Per PL 32-181, Chapter XIII Administrative Provisions Section 5 Exemption from BBMR Allotment Release Control: UOG is not subject to the 10% Reserve (BBMR Circular 14-01).				

BOR Regular Meeting of September 22, 2016-For Reporting Purposes - Reports from Standing Committees

FY2016 ALLOTMENT REPORT
As of September 12, 2016

Programs	Fund Source	Appropriation	Amount Requested	Amount Paid	Unpaid from Total Appropriations
UOG Operations					
DOA Payments					
Total for DOA Payments	General Fund	30,630,545.00	30,630,545.00	15,813,640.21	14,816,904.79
Total UOG General Operations		30,630,545.00	30,630,545.00	15,813,640.21	14,816,904.79
Special Appropriations					
Student Financial Assistance Program	General Fund	3,599,358.00	3,599,358.00	2,296,090.46	1,303,267.54
Aquaculture Development and Training Center	General Fund	125,254.00	125,254.00	79,901.38	45,352.62
WERI - Guam Hydrologic Survey	General Fund	182,694.00	182,694.00	116,543.51	66,150.49
WERI - Comprehensive Water Monitoring Program	General Fund	155,626.00	155,626.00	99,276.19	56,349.81
UOG Capital Improvements Fund - Debt Service	Guam Highway Fund	500,000.00	500,000.00	-	500,000.00
UOG Capital Improvements Fund - Rental Payts	TEFF	1,158,283.00	1,158,283.00	96,523.55	1,061,759.45
Guam Cancer Trust Fund	Healthy Futures Fund	2,867,255.00	2,867,255.00	1,433,627.40	1,433,627.60
Total Special Appropriations		8,588,470.00	8,588,470.00	4,121,962.49	4,466,507.51
		39,219,015.00	39,219,015.00	19,935,602.70	19,283,412.30
Special Appropriation (for Reimbursement)					
Northern & Southern Soil and Water Conservation Districts	General Fund	149,384.00	149,384.00	95,294.40	54,089.60
Total Special Appropriation (for Reimbursement)		149,384.00	149,384.00	95,294.40	54,089.60
Miscellaneous Special Appropriations					
First Generations Trust Fund Initiative	General Fund	250,000.00	250,000.00	145,833.10	104,166.90
Americorps	General Fund	40,000.00	40,000.00	22,633.10	17,366.90
Total Special Appropriation (Prior Year)		290,000.00	290,000.00	168,466.20	121,533.80
Agency Funds					
KPRG (Public Radio)	General Fund	89,467.00	89,467.00	63,521.25	25,945.75
Guampedia Foundation	Tourist Attraction Fund	200,000.00	200,000.00	166,666.50	33,333.50
Total Agency Funds		289,467.00	289,467.00	230,187.75	59,279.25
Grand Total PL 33-66		39,947,866.00	39,947,866.00	20,429,551.05	19,518,314.95
Total		39,947,866.00	39,947,866.00	20,429,551.05	19,518,314.95
		-		Less: PMP Bond Payments (Note 1)	(2,027,385.98)
				Balance as of 9.12.16	17,490,928.97

Note 1: PMP Bond payment of \$2,027,385.98 will be paid to DOA upon receipt of full allotment.

University of Guam
Collections Report
As of
July 31, 2016

1. SFAP Receivables Data

	Principal \$	Interest \$	Paid \$	Balance	
Service Credit	17.45M	N/A	5.37M	12.08M	} 4.003M
Paying	1.627M	397K	832K	1.193M	
Non-Paying	3.093M	723K	1.006M	2.81M	

3. Combined Total Outstanding

	July 2016	June 2016	May 2016	April 2016
YEC	796,402	790,528	841,971	875,006
Merit	1,356,203	1,367,546	1,618,198	1,547,653
Nurses	210,681	305,120	255,127	249,857
DocFellow	369,773	370,773	372,908	382,758
Doc Sanchez	52,635	53,285	59,572	59,872
Pro-Tech	626,870	630,730	586,146	589,944
Student Loan	548,580	550,238	598,184	622,116
ROTC	42,674	42,894	43,114	41,642
Total	4,003,819	4,111,114	4,375,220	4,368,848

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

	TOTAL	0-30	31-60	61-90	over 90
YEC	796,402	153,895	30,240	35,802	576,465
Merit	1,356,203	219,577	2,090	4,917	1,129,618
Nurses	210,681	60,811	0	70,280	79,590
DocFellow	369,773	369,773	0	0	0
Doc Sanchez	52,635	6,916	0	0	45,719
Pro-Tech	626,870	56,313	-5,192	81,418	494,331
Student Loan	548,580	27,277	49,847	27,862	443,594
ROTC	42,674	1,472	0	0	41,202
Total	\$4,003,819	\$896,034	\$76,986	\$220,280	\$2,810,519

ACTUAL COLLECTIONS					Forecast by Bursar	Actual
	FY2012	FY2013	FY2014	FY2015	FY2016	FY2016
SFAP	501,629	415,140	258,704	416,499	220,000	213,839
DOC	4,445	4,000	2,451	4,275	5,000	3,975
YEC	109,950	74,092	76,222	53,291	75,000	50,184
	616,024	493,232	337,377	474,065	\$ 300,000	\$ 267,998

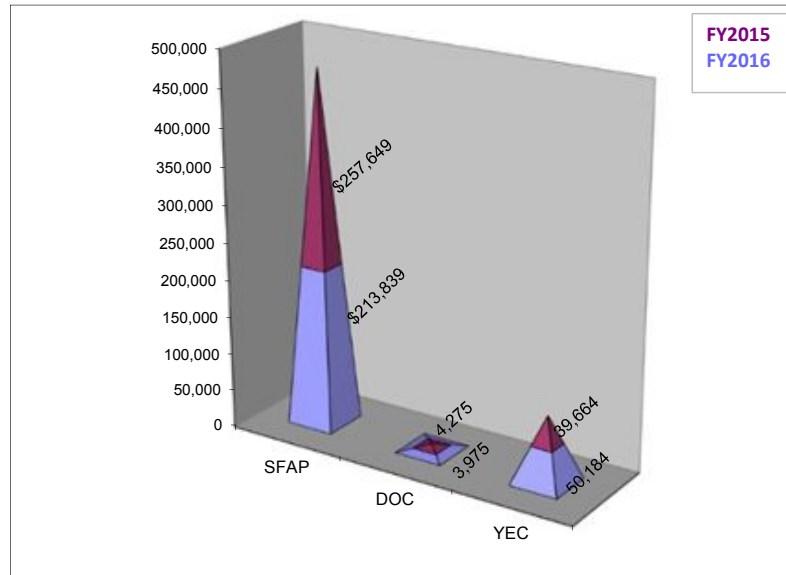
PROJECTION: 625,000 550,000 525,000 300,000 89% Actual

250,000 83% Forecast

Collections Comparison 2015 and 2016 YTD ending JULY 2016.

2. Collections Data

	FY2015	FY2016	FYTD 07/15	FYTD 07/16
	1 Month ending	1 Month ending	10 Months ending	10 Months ending
	Jul-15	Jul-16	Jul-15	Jul-16
1 SFAP	\$ 33,547	\$ 18,975	\$ 257,649	\$ 213,839
2 DOC	-	\$ 650	4,275	3,975
3 YEC	4,462	\$ 4,045	39,664	50,184
Total	\$ 38,009	\$ 23,670	\$ 301,588	\$ 267,998





UNIVERSITY OF GUAM
UNIBETSEDĀT GUAHAN

Administration and Finance
Office of the Comptroller

**FY 2016 Procurement Report
As of August 2016**

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 2015	NONE	\$0	NA	NA
November 2015	NONE	\$0	NA	NA
December 2015	1	\$109,686.00	COMPACIFIC	PO #P1160418 UOG BID P33-15 purchase of HP System SAN Equipment
January 2016	NONE	\$0	NA	NA
February 2016	NONE	\$0	NA	NA
March 2016	NONE	\$0	NA	NA
April 2016	NONE	\$0	NA	NA
May 2016	NONE	\$0	NA	NA
June 2016	1	\$412,054.00	Ellucian (DATATEL)	Annual maintenance and support for Colleague System
July 2016	NONE	\$0	NA	NA
August 2016	NONE	\$0	NA	NA
September 2016				
Contracts > \$100k				
October 2015	1	\$149,525.00	U.S. Department of the Interior, U.S. Geological Survey Joint Funding Agreement	WERI to continue cooperative water-resource monitoring program during the period October 1, 2015 to September 30, 2016
	2	\$132,090.00	Guam Department of Education	CEDDERS to obtain professional development services for Guam Summer Advanced Placement ("AP") Institute.
	3	\$333,060.00	Guam Waterworks Authority	WERI water resource monitoring, laboratory analysis, modeling, management, water quality assessment and the acquisition of pertinent baseline data associated with the management of freshwater resources
November 2015	1	\$500,000.00	Guam Memorial Hospital Authority	Cancer Support Services – Guam Cancer Trust Fund Rules and Regulations
	2	\$866,662.00	Cancer Care Assistance Foundation dba Guam Cancer Care	Cancer Support Services –Guam Cancer Trust Fund Rules and Regulations
	3	\$203,097.00	Guam Department of Public Health & Social Services	Continue to house and staff the Guam Cancer Registry pursuant to the MOU signed in 2004
December 2015	1	\$114,553.00	Guam Department of Public Health & Social Services	Expanded Food & Nutrition Education Program to support the Supplemental Nutrition Assistance Program (SNAP)
January 2016	1	\$275,545.80	Kindo Electric LLC	UOG BID P37-15 purchase of Standby Generator System for Marine Lab and WERI
	2	\$166,243.00	State of Yap	Subcontract Renewal agreement between YAP SBDC and PISBDCN

	3	\$100,914.00	Sate of Chuuk	Subcontract Renewal agreement between Chuuk SBDC and PISBDCN
February 2016	1	\$120,863.00	College of Micronesia FSM	Amendment to the original contract from \$43,000.00 to \$120,863 for Area Health Education Center (AHEC) SON
	2	\$135,442.00	College of Marshall Islands	Amendment to the original contract from \$57,780.00 to \$135,442.00 for Area Health Education Center (AHEC) SON
March 2016	1	\$142,115.00	Guam Community College	Amendment to the original contract from \$77,663.00 to \$142,115.00 for Area Health Education Center (AHEC) SON
April 2016	1	\$212,900.90	Guam Department of Agriculture	Agricultural Development Services (Suppression of Orchid's Diseases by influx of healthy plants to Guam's Floral Market
	2	\$265,406.44	G4S Security Services	Amendment to increase original contract to from \$170,050.18 to \$265,406.44 (an increase of \$95,356.26) to cover Security service until 9/30/2016
	3	\$110,000.00	MOU Department of Corrections (DOC)	To assist DOC with the invitation for bid for Electronic Locking System
May 2016	None	\$0	NA	NA
June 2016	1	\$318,682.04	Naval Facilities Engineering Command Marianas (U.S. Navy)	Cooperative Agreement Modification (Sea Turtle, Protection and Educational Outreach on Guam; modification 05) This Modification for an increase of \$27,790.00.
	2	\$163,076.17	JRN Air Conditioning & Refrigeration, Inc.	UOG Bid No. P21-16 (UOG Dorm II 1 st floor renovation)
July 2016	None	\$0	NA	NA
August 2016	1	\$168,968.00	Bascon Corporation	UOG Bid No. P27-16 (Inarajan AES Warehouse Renovation Project)
	2	\$130,718.00	Guam Department of Education	To provide Professional Services to Implement Dual Enrollment Program
	3	\$151,000.00	San Jose State University: Communicative Disorders & Sciences	Personnel preparation to improve services and results for children with disabilities (project education Pacific Clinicians in Speech to implement and facilitate a program to prepare a cohort of MA speech language pathologists to serve on Guam, the Commonwealth of the Northern Mariana Islands, American Samoa, and the U.S. Freely Associated areas of the Federated States of Micronesia)
September 2016				



UNIVERSITY OF GUAM
UNIBETSEDAT GUÅHAN
Board of Regents

Resolution No. 16-29

RELATIVE TO APPROVING THE REAPPORTIONED FY2017 GENERAL OPERATIONS BUDGET

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

WHEREAS, the governance of UOG is vested in the Board of Regents (BOR) which is responsible for approving, adopting and submitting an annual budget to *I Liheslaturan Guahan*; and

WHEREAS, UOG's general operations budget addresses government and University-generated funding for personnel, operational expenditures and special appropriations; and

WHEREAS, on February 18, 2016, the BOR approved Resolution No. 16-03, approving the FY 2017 general operations and special appropriations budgets for submittal to the Guam Legislature; and

WHEREAS, the Government of Guam FY2017 budget became law on September 11, 2016, through P.L. 33-185 and identified the FY2017 level of appropriations and other monies for UOG's general operations, special appropriations, and SFAP; and

WHEREAS, UOG's Rules, Regulations and Procedures Manual requires that after a budget bill becomes law, if the appropriated sum is different than requested, the President shall submit a proposal to the BOR on the reapportionment of UOG's allocation; and

WHEREAS, UOG has agreed upon the goals articulated in its strategic plan and focused its revenues and spending upon the highest priorities within its mission; and

WHEREAS, UOG has demonstrated a commitment to a stable, balanced budget in an atmosphere of declining resources related to the problems facing the economies of the island and the region; and

WHEREAS, UOG has implemented initiatives that enhance, realign and reshape the institution, strengthening its commitment to student learning, academic quality, institutional efficiency and effectiveness, revenue growth, and cost savings; and

WHEREAS, based upon an assessment of the priority needs of UOG and the recommendations of UPBAC and the administration, the President and the Budget, Finance, Investment and Audit Committee reviewed and recommend the attached reapportioned FY 2017 General Operations Budget including FY 2017 Special Appropriations Budgets.

NOW, THEREFORE BE IT RESOLVED, that the Board of Regents approves the University of Guam's reapportioned FY 2017 General Operations Budget and Special Appropriations Budgets as attached hereto.


BE IT FURTHER RESOLVED, that the aforementioned budgets will be effective October 1, 2016.

Adopted this 22nd day of September, 2016.



Antoinette D. Sanford Chairperson

Attested:



Dr. Robert Underwood, Executive Secretary

FY 2017

A. General Operations Budget

	FY 2017 Budget Request	FY 2017 Budget Reapportion
SUMMARY OF GENERAL OPERATIONS BUDGET		
Revenues	47,046,069	46,208,278
Expenses	<u>(47,046,069)</u>	<u>(46,208,278)</u>
Balance	<u>-</u>	<u>(0)</u>

Revenues

Appropriation Request -General Fund	31,025,963	30,740,431
Tuition Fund Projected Net Revenue	13,166,788	12,550,635
Tuition rate increase	985,318	970,360
Federal Matching Funds	1,508,000	1,586,852
PIP Net Revenue (transfer)	<u>360,000</u>	<u>360,000</u>
Total Revenues	<u>47,046,069</u>	<u>46,208,278</u>

Expenses

Personnel Expenses		
Existing Personnel - filled	(33,297,125)	(33,700,428)
Current Vacant Positions	(2,320,864)	(2,120,393)
Salary Increments -2017	(240,000)	(240,000)
Annualized cost of FY16 increments	(900,000)	-
Other Personnel Cost	<u>(656,000)</u>	<u>(656,000)</u>
Subtotal Personnel Expenses	(37,413,989)	(36,716,820)
Operating (Non-personnel) Expenses		
Contracts	(3,791,894)	(3,816,018)
Supplies	(447,404)	(450,658)
Equipment	(80,478)	(82,478)
Accreditation	(35,000)	(35,000)
Miscellaneous	(36,770)	(36,770)
Utilities	(4,000,000)	(4,000,000)
Library Priorities - Capital	(370,534)	(370,534)
Capital Outlay repair & maint.	<u>(500,000)</u>	<u>(500,000)</u>
Subtotal Operating (Non-personnel) Expenses	(9,262,080)	(9,291,458)
RCUOG	(370,000)	(200,000)
Total General Operations Expenses	<u>(47,046,069)</u>	<u>(46,208,278)</u>
General Operations Balance	<u>-</u>	<u>(0)</u>

B. Special Appropriations (Continuing)

WERI - Guam Hydrologic Survey (GHS)	204,200	182,694
WERI - Guam Comprehensive Water Monitoring Prog (CW)	173,948	155,626
GADTC Hatchery	153,032	125,254
Total Special Appropriations (Continuing)	531,180	463,574

C. Capital Improvements Fund

Student Svs Ctr & Engineering Annex	1,158,283	1,158,283
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BOR Regular Meeting of September 22, 2016-For Reporting Purposes - Reports from Standing Committees

FY17 General Operations Detail	Vac	Vacant	Filled	PERSONNEL	CONTRACTS	SUPPLIES	EQUIP	MISC	UTILITIES	CAPITAL	TOTALS	%
	FTE	Positions	FTE									
EXECUTIVE OFFICES												
President's Office	-	-	6.0	828,410	72,324	7,000	2,000				909,734	1.97%
Integrated Marketing and Communications	-	-	3.0	141,585	83,150	3,400	-				228,135	0.49%
Alumni Relations Office	-	-	1.0	114,001	2,078	180		850			117,109	0.25%
EEO (includes ADA services)	2	135,960	1.0	45,534	23,770	2,000	1,600	-			72,904	0.16%
Legal Counsel	-	-	2.0	220,358	6,484	200	-				227,042	0.49%
Executive Office Expenses	2	135,960	13.0	1,349,889	187,806	12,780	3,600	850	-	-	1,554,924	3.37%
ACADEMIC AND STUDENT AFFAIRS												
Senior Vice President's Office	2.0	189,137	6.0	717,511	3,430	10,000	5,000	35,000			770,941	1.67%
Assessment					65,000						65,000	0.14%
Faculty Senate	-	-	1.0	40,365							40,365	0.09%
CEDDERS	-	-	1.0	235,668							235,668	0.51%
School of Business and Public Administration	4.0	303,789	24.5	2,188,620	19,600	10,000	-	10,000			2,228,220	4.82%
School of Education	-	-	25.0	2,175,415	62,264	12,800	-	7,000			2,257,479	4.89%
School of Nursing and Health Sciences	2.5	121,516	16.0	1,409,741	53,900	2,800	2,150				1,468,591	3.18%
College of Liberal Arts and Social Sciences	-	-	67.5	6,027,270	66,150	-	-	-			6,093,420	13.19%
College of Natural and Applied Sciences	6.0	295,723	79.0	7,194,871	46,060	11,032	10,242	3,250			7,265,455	15.72%
School of Engineering	1.0	60,758	2.0	304,488	20,000	3,254					327,742	0.71%
Enrollment Management & Student Services-Dean	1.0	54,770	3.0	290,293	16,238	1,000	1,250				308,780	0.67%
Triton Express-One Stop					1,960	6,000	3,000				10,960	0.02%
Student Life Office	-	-	1.0	60,285		1,530					61,815	0.13%
Student Counseling	-	-	3.0	257,454	1,480	1,530					260,464	0.56%
Career Placement	-	-	1.0	69,278	1,510	1,530					72,318	0.16%
Admissions and Records	2.0	81,199	11.0	627,972	81,022	4,205	3,600	300			717,098	1.55%
Student Health	0.55	35,556	0.0	-	10,195	325					10,520	0.02%
Financial Aid Office	-	-	6.0	362,150	3,332	-	-				365,482	0.79%
PIP-TADEO	-	-	1.0	83,175							83,175	0.18%
UOG Library	2.0	66,768	19.0	1,301,935	307,959	-	-	-		295,534	1,905,428	4.12%
Marine Lab	-	-	15.0	1,271,517	21,043	4,300	2,328				1,299,188	2.81%
Micro Area Res Center (MLI, Cham Lang& Culture)	1.0	60,758	11.5	925,118	35,574	2,381	-	-		5,000	968,073	2.10%
Graduate Studies	-	-	2.0	114,518	17,299	1,500	2,000	300			135,617	0.29%
Office of Sponsored Programs	3.0	113,151	3.0	356,332	12,086	850	1,235	-			370,503	0.80%
Water and Environmental Research Institute	-	-	11.0	997,000		1,000					998,000	2.16%
Academic and Student Affairs Expenses	25.1	1,383,125	309.5	27,010,975	846,101	76,037	30,805	55,850	-	300,534	28,320,302	61.29%
ADMINISTRATION AND FINANCE												
Vice President's Office	1.0	45,565	2.50	284,216	1,715	2,000	3,000				290,931	0.63%
Office of Information Technology	2.0	119,484	13.00	939,769	688,500	18,341	3,000	-			1,649,610	3.57%
Comptroller's Office	2.4	160,249	22.00	1,320,814	190,680	10,000	8,573	3,000			1,533,067	3.32%
Facilities and Utilities	1.0	60,484	48.75	2,243,292	308,700	-	-				2,551,992	5.52%
Safety and Security	-	-	1.00	56,874	93,622	71,500	-				221,996	0.48%
Human Resources Office	3.0	182,299	7.00	435,761	11,994	10,000		12,070			469,825	1.02%
Auxiliary and Fieldhouse	1.0	33,227	1.00	58,838							58,838	0.13%
Administration and Finance Expenses	10.4	601,308	95.25	5,339,564	1,295,211	111,841	14,573	15,070	-	-	6,776,259	14.66%
Staffing Pattern												
			417.75	33,700,428								
Other Personnel Costs												
Current Vacancies	37.4	2,120,393									2,120,393	4.59%
Annualized FY16 increments											-	0.00%
Salary Increments (FY17)				240,000							240,000	0.52%
HRO-Recruitment Costs				130,000							130,000	0.28%
Other Personnel Costs				326,000							326,000	0.71%
Total Other Personnel Costs	37.40	2,120,393		696,000							2,816,393	6.09%
UTILITY COSTS, CAMPUS SUPPLIES AND BUILDING SAFETY IMPROVEMENTS												
Plant Maintenance (custodial/maintenance)					105,840	250,000	33,500				389,340	0.84%
Security Guard Services					302,840						302,840	0.66%
Property and Liability Insurance Coverage					734,000						734,000	1.59%
Academic and Research Internet Access Utility Fund										70,000	70,000	0.15%
Capital Outlay and ADA Safety Improvements										500,000	500,000	1.08%
Power								3,300,000			3,300,000	7.14%
Water / Wastewater								145,000			145,000	0.31%
Telephone								455,000			455,000	0.98%
Hazardous/Metallic Waste/Trash Removal								100,000			100,000	0.22%
Total	-	-	0	-	1,142,680	250,000	33,500	-	4,000,000	570,000	5,996,180	12.98%
Good to Great Initiative								-			-	0.00%
RCUOG					200,000						200,000	0.43%
UTAC Priorities				200,000	344,220						544,220	1.18%
Grand Total	37.4	2,120,393	417.75	34,596,428	3,816,018	450,658	82,478	71,770	4,000,000	870,534	46,208,278	100%

UNIVERSITY OF GUAM FY2017 Special Appropriations Fund Budget

Account Name: WERI GUAM HYDROLOGIC SURVEY
10-30-430002-R-5

Signature-Dept Head: Dr. Shahram Khsorowpanah

Quarterly Breakdown			
Oct-Dec	Jan-Mar	Apr-June	Jul-Sept

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
SPECIAL APPROPRIATION FUNDED BY THE GUAM LEGISLATURE	182,694				
	\$ 182,694	51,050	51,050	51,050	51,050

A. SALARIES AND BENEFITS

FACULTY/RESEARCH ASSISTANT(S) SALARY AND FRINGE BENEFITS (Please attach staffing pattern)	\$ 45,000	11,250	11,250	11,250	11,250
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total				
Justification / Notes:	Total FY17	\$ -			

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
CONTRACTUAL SERVICES FOR RESEARCH			60,000				
Justification / Notes:	Total FY17	\$ 60,000	15,000	15,000	15,000	15,000	

D. SUPPLIES

Item	Qty	Cost	Total				
OFFICE SUPPLIES/OTHER SUPPLIES & MATERIALS			10,000				
Justification / Notes:	Total FY17	\$ 10,000	3,625	3,625	3,625	3,625	

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
COMPUTER EQUIPMENT/SOFTWARE FOR GIS LABORATORY			12,151				
Justification / Notes:	Total FY17	\$ 12,151	4,445	4,445	4,445	4,445	

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
TUITION & FEES FOR RESEARCH ASSISTANTS			3,500				
PRINTING			2,500				
POSTAGE/LONG DISTANCE/FAX			500				
Justification / Notes:	Total FY17	\$ 6,500	1,625	1,625	1,625	1,625	

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
A/C REPLACEMENT			10,000				
LAB EQUIPMENT REPLACEMENT			20,774				
Justification / Notes:	Total FY17	\$ 30,774.00	10,000	10,000	10,000	10,000	

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power					
Telephone					
Justification / Notes:	Total FY17	\$ -			

I. Transfer for F & A Fees: 10%

	\$ 18,269	5,105	5,105	5,105	5,105
Annual Surplus (Deficit)	\$ (0)	0	0	0	0

UNIVERSITY OF GUAM FY2017 Special Appropriations Fund Budget

Account Name: WERI GUAM HYDROLOGIC MONITORING
10-30-430003-R-5

Signature-Dept Head: Dr. Shahram Khosrowpanah

Quarterly Breakdown			
Oct-Dec	Jan-Mar	Apr-June	Jul-Sept

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
SPECIAL APPROPRIATION FUNDED BY THE GUAM LEGISLATURE	155,626				
	\$ 155,626	43,487	43,487	43,487	43,487

A. SALARIES AND BENEFITS

Please attach staffing pattern					
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total

Justification / Notes:	Total FY17	\$ -				
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C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total
CONTRACTUAL SERVICES FOR RESEARCH WITH US GEOLOGIC SURVEY			155,626

Justification / Notes:	Total FY17	\$ 155,626	43,487	43,487	43,487	43,487
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D. SUPPLIES

Item	Qty	Cost	Total

Justification / Notes:	Total FY17	\$ -				
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E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total

Justification / Notes:	Total FY17	\$ -				
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F. MISCELLANEOUS Expense

Item	Qty	Cost	Total

Justification / Notes:	Total FY17	\$ -				
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G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total

Justification / Notes:	Total FY17	\$ -				
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H. UTILITIES: Power, Water, Telephone

Item	Total
Power	
Telephone	

Total FY17	\$ -				
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I. Transfer for F & A Fees (see guidelines for more information) N/A

Annual Surplus (Deficit)	\$ -	0	0	0	0
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UNIVERSITY OF GUAM FY2017 Special Appropriations Fund Budget

Account Name: Guam Aquaculture Dev & Training Center Signature-Dept Head: Dr. Lee Yudin

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Special Appropriation funded by the Government of Guam	125,254				
	\$ 125,254	31,314	31,314	31,314	31,315

A. SALARIES AND BENEFITS

3 to 4 limited term employees	\$ 60,000	15,000	15,000	15,000	15,000
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B. TRAVEL

Name & Position of Traveler	Total				
N/A					
Justification / Notes:	Total FY17	\$ -			

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Maintenance Contracts			15,000				
Deep water well pulls							
Pump and blower repairs							
Plumbing renovations							
Justification / Notes:	Total FY17	\$ 15,000		3,750	3,750	3,750	3,750

D. SUPPLIES

Item	Qty	Cost	Total				
Feed			28,729				
Justification / Notes:	Total FY17	\$ 28,729		7,182	7,182	7,182	7,183

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Pumps and blowers			9,000				
Justification / Notes:	Total FY17	\$ 9,000		2,250	2,250	2,250	2,250

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Justification / Notes:	Total FY17	\$ -					

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
			-				
Justification / Notes:	Total FY17	\$ -		0	0	0	0

H. UTILITIES: Power, Water, Telephone

Item	Total				
	Total FY17	\$ -			

I. Transfer for F & A Fees (see guidelines for more information)

	12,525	3,131	3,131	3,131	3,131
Annual Surplus (Deficit)	\$ (0)	0	0	0	0

GADTC



UNIVERSITY OF GUAM
UNIBETSEDAT GUÅHAN
BOARD OF REGENTS

RESOLUTION NO. 16-30

**RELATIVE TO APPROVING REAPPORTIONED FY2017
NON-APPROPRIATED FUND (NAF) AND AUXILIARY BUDGETS**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution serving the post-secondary needs of the people of Guam and the region, and is accredited by the WASC Senior College and University Commission (WSCUC); and

WHEREAS, the governance of UOG is vested in the Board of Regents (BOR) which is responsible for approving budgets and plans, which together are primary controls to ensure effectiveness and financial well-being; and

WHEREAS, UOG's non-appropriated fund (NAF) budgets address UOG-generated funding for operations of academic, student services and administrative departments in performance of departmental high priorities; and Auxiliary Fund budgets address self-supporting or revenue generating activities that furnish goods or services to students, faculty and staff; and

WHEREAS, on February 18, 2016, the BOR approved Resolution No. 16-04, approving the FY 2017 NAF Budgets and Resolution No. 16-05, approving the FY 2017 Auxiliary Fund budgets; and

WHEREAS, UOG's Rules, Regulations and Procedures Manual requires that after a budget bill becomes law, if the appropriated sum is different than requested, the President shall submit a proposal to the BOR on the reapportionment of UOG's allocation; and

WHEREAS, UOG has agreed upon the goals articulated in its strategic plan and focused its revenues and spending upon the highest priorities within its mission; and

WHEREAS, UOG has demonstrated a commitment to a stable, balanced budget in an atmosphere of declining resources related to the problems facing the economies of the island and the region; and

WHEREAS, UOG has implemented initiatives that enhance, realign and reshape the institution, strengthening its commitment to student learning, academic quality, institutional efficiency and effectiveness, revenue growth, and cost savings; and

WHEREAS, based upon an assessment of the priority needs of UOG and the recommendations of UPBAC and the administration; the President and the Budget, Finance, Investment and Audit Committee reviewed and recommend the attached reapportioned FY 2017 NAF and Auxiliary budgets.

NOW, THEREFORE BE IT RESOLVED, that the Board of Regents approves the University of Guam's reapportioned FY 2017 NAF and Auxiliary Fund Budgets as attached hereto.

BE IT FURTHER RESOLVED, that the aforementioned budgets will be effective October 1, 2016.

Adopted this 22nd day of September, 2016.



Antoinette D. Sanford, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary

UNIVERSITY OF GUAM FY2017 NON-APPROPRIATED FUND BUDGET

Department/Unit: Enrollment Management and Student Success Signature-Dept Head: Dean Michael Gunn

Account No: 28-34-500016-A-5 Institutional Admin Allowance

Quarterly Breakdown			
Oct-Dec	Jan-Mar	Apr-June	Jul-Sept

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Institutional Admin Allowance	24,500				
Tuition Transfer subject to funding availability	187,500				
	\$ 212,000				

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 187,500				
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total				
Justification / Notes:	Total FY17	\$ -			

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Contractual Services			10,000				
Justification / Notes:	Total FY17	\$ 10,000					

D. SUPPLIES

Item	Qty	Cost	Total				
Miscellaneous Supplies			2,500				
Justification / Notes:	Total FY17	\$ 2,500					

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Office Equipment			2,500				
Justification / Notes:	Total FY17	\$ 2,500					

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Justification / Notes:	Total FY17	\$ -					

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes:	Total FY17	\$ -					

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power					
Telephone					
	Total FY17	\$ -			

I. Transfer for F & A Fees (see guidelines for more information)

	\$ 8,480				
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Annual Surplus (Deficit)	\$ 1,020	0	0	0	0
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**FY 2017 Staffing Pattern
EMSS Academic Counselor Positions**

Name	Title	Salary	Est. Benefits	Salary & Benefits
Vacant	Senior Academic Counselor (ADA Specialization)	45,014	15,305	60,319
Vacant	Behavioral Counselor Supervisor*	49,897	16,965	66,862
Vacant	Behavioral/ Wellness Counselor*	45,014	15,305	60,319
Total Estimated Costs				187,500

*Subject to funding availability

UNIVERSITY OF GUAM FY2017 AUXILIARY BUDGET

Department/Unit: EMSS/Residence Life Office Signature-Dept Head: Jonathan Triplett, Director
Dr. Michael Gunn, Dean

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept	
Dorm Rental – Fall	236,323				236,323	236323
Spring	224,309		224,309			224309
Summer	69,114			69,114		69114
Intersession	20,828	20,828				20828
Guest	11,670	2,918	2,918	2,918	2,916	11,670
Washer/Dryer Rev	11,670	2,918	2,918	2,918	2,916	11,670
Aux Miscellaneous	5,300	1,325	1,325	1,325	1,325	5,300
Transfer to/from: PF-RENREP	74,160	18,540	18,540	18,540	18,540	74,160
	\$ 653,374	46,529	250,010	94,815	262,020	653,374

A. SALARIES AND BENEFITS

Please see attach staffing pattern	\$ 216,572	47,612	47,611	47,611	47,611	190,445
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total					
Jonathan Triplett	8,000					
Justification / Notes:	Total FY17 \$ 8,000	2,000	2,000	2,000	2,000	8,000

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Fuel			14,000				
Copier			3,200				
Cable Service			2,049				
Equipment Maintenance			-				
Other Services			30,000				
Justification / Notes: 24/7 Operation (Dormitory)	Total FY17 \$ 49,249	13,888	13,887	13,887	13,887	55,549	

D. SUPPLIES

Item	Qty	Cost	Total				
Office Supplies			430				
Custodial Supplies			13,000				
Hardware			20,000				
Justification / Notes: 24/7 Operation (Dormitory)	Total FY17 \$ 33,430	8,875	8,875	8,875	8,875	35,500	

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
computers			1,250				
Justification / Notes:	Total FY17 \$ 1,250	1,250				1,250	

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Stipends			42,240				
Dorm Activities and Events			30,000				
Justification / Notes:	Total FY17 \$ 72,240	20,560	20,560	20,560	20,560	82,240	

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Furnishings/Appliances			18,000				
Equipment/Vehicles			15,000				
Repairs/Renovations			-				
Justification / Notes: Replace old dorm room furnitures and appliances.	Total FY17 \$ 33,000	8,750	8,750	8,750	8,750	35,000	

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power	189,000				
Telephone	450				
Total FY17 \$ 189,450	50,114	50,112	50,112	50,112	200,450

I. Transfer for F & A Fees (see guidelines for more information)

	\$ 50,000	12,500	12,500	12,500	12,500	50,000
Total Expenditures	\$ 653,191					
Annual Surplus (Deficit)	\$ 183					0

UOG Residence Halls Office FY 2017 Staffing Pattern				
Employee	Position	Est. Annual Salary	Est. Benefits.	Estimated Total Cost
Jonathan Triplet	Housing Director	\$75,000.00	\$27,375.00	\$102,375.00
Antonia M. Leon Guerrero	Administrative Assistant	\$41,349.00	\$15,092.39	\$56,441.39
Annabelle Datugan	Custodian	\$19,140.99	\$6,986.46	\$26,127.45
*Vacant	Administrative Aide	\$23,171.00	\$8,457.42	\$31,628.42
Totals		\$158,660.99	\$57,911.26	\$216,572.25

***Increased number of residents and residence life programs; increased duties and responsibilities**

**Based on GPP:
A. Assistant = J Step 9 + 36.5% Benefits
AA = F Step 1 + 36.5% Benefits
75% of FY16**

UNIVERSITY OF GUAM FY2017 AUXILIARY BUDGET

Department/Unit: IAC
 Account No: 41-1X-810017

Signature-Dept Head: Douglas W. Palmer, Athletics Dir.

Quarterly Breakdown

Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
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Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Athletic Fees	190,000				
Athletic Tournaments	12,000				
Sports League	36,000				
Fund Raising	36,000				
	\$ 274,000	68,500	68,500	68,500	68,500

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 150,638	37,660	37,660	37,660	37,660
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total				
Cera Taguacta	1,000				
Justification / Notes:	Total FY17	\$ 1,000	250	250	250

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total			
Vehicle/equipment lease			-			
Ads., printing, copy			500			
Other Services			6,000			
Coaches			28,500			
Justification / Notes: Head Coaches \$21,000.00 & Assistant Coaches \$7,500.00	Total FY17	\$ 37,500	9,375	9,375	9,375	

D. SUPPLIES

Item	Qty	Cost	Total			
Supplies & Materials			1,000			
Instructional Materials			500			
Fuel			1,000			
Other Supplies & Materials			1,000			
Justification / Notes:	Total FY17	\$ 3,500	875	875	875	

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total			
Equipment			3,000			
Recreation			4,000			
Justification / Notes:	Total FY17	\$ 7,000	1,750	1,750	1,750	

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total			
Class Instructors			6,000			
Miscellaneous			1,000			
Justification / Notes:	Total FY17	\$ 7,000	1,750	1,750	1,750	

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total			
Justification / Notes:	Total FY17	\$ -				

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power	40,000				
Telephone					
Justification / Notes:	Total FY17	\$ 40,000	10,000	10,000	10,000

I. Transfer for F & A Fees (see guidelines for more information)

Transfer for F & A Fees (see guidelines for more information)	\$ 25,000	6,250	6,250	6,250	6,250
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Annual Surplus (Deficit)	\$ 2,362	591	591	591	591
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IAC

FY 2017 Staffing Pattern

ID#	Name	Position	Grade	Salary
32445	Dismas, Swingly	Recreation Supervisor		31,970
93755	Sakisat, Julian	Recreation Leader I		19,040
108874	Taguacta, Cera	Recreation Leader I		19,040
146794	Douglas Palmer	Athletics Director		37,830
	Total			107,880
	Overtime			5,000
	Benefits (35%)			37,758
	Total Salary			150,638

UNIVERSITY OF GUAM FY2017 AUXILIARY BUDGET

Department/Unit: Calvo Fieldhouse
 Account No: 42-1X-810015

Signature-Dept Head: Douglas W. Palmer, Athletics Dir.

Quarterly Breakdown			
Oct-Dec	Jan-Mar	Apr-June	Jul-Sept

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Transfer Fieldhouse Fees (90%)	135,000				
Rental (General Use)	120,000				
Users Fees	25,000				
Concession Sales	12,000				
Adventures Sports Camp	150,000				
Transfer General OPS Salaries (60%)	30,425				
	\$ 472,425	118,106	118,106	118,106	118,106

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 322,122	80,531	80,531	80,531	80,531
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total				
Justification / Notes:	Total FY17	\$ -			

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Postage, Long Distance, Pagers			100				
Equipment Maintenance			1,000				
Vehicle/Equipment Lease			10,000				
Other Services			3,000				
Justification / Notes:	Total FY17	\$ 14,100		3,525	3,525	3,525	3,525

D. SUPPLIES

Item	Qty	Cost	Total				
Office Supplies			500				
Custodial Supplies			10,000				
Other Supplies & Materials			4,000				
Justification / Notes:	Total FY17	\$ 14,500		3,625	3,625	3,625	3,625

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Equipment			4,000				
Summer Camp equipment			5,000				
Justification / Notes:	Total FY17	\$ 9,000		2,250	2,250	2,250	2,250

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Summer Camp - CPR, 1st Aid, AED			2,000				
Summer Camp - T-Shirts			1,000				
Justification / Notes:	Total FY17	\$ 3,000		750	750	750	750

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes:	Total FY17	\$ -					

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power	45,000				
Telephone	4,000				
Total FY17	\$ 49,000	12,250	12,250	12,250	12,250

I. Transfer for F & A Fees (see guidelines for more information)	\$ 25,000	6,250	6,250	6,250	6,250
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Annual Surplus (Deficit)	\$ 35,703	1,235	1,235	1,235	1,235
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**Fieldhouse
FY 2017 Staffing Pattern**

ID#	Name	Position	Grade	Salary
37284	Calceta, Virgilio	Maintenance Worker	H	34,202
3153	Camemo Jude	Maintenance Worker	H	33,150
27310	Guilas, Antonio (fund 10 60%)	Maintenance Worker	H	9,688
122378	Sarita Reyes	Administrative Assistant	J	32,253
146794	Douglas Palmer	Athletics Director 50%		37,830
	Sports Camp Employees			65,000
	Total			212,123
	Overtime			26,000
	Benefits (35%)			83,999
	Total Salary			322,122

UNIVERSITY OF GUAM FY2017 AUXILIARY BUDGET

Department/Unit: Triton Bookstore/Administration & Finance Signature-Dept Head: Ann SA Leon Guerrero
 Account No: 41-2X-800516-X-5

Quarterly Breakdown

	Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
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Revenue (Please list sources)

Sales Textbooks	700,000				
Sales Non-Textbooks	525,000				
Purchase Textbooks	(450,000)				
Purchase Non-Textbooks	(180,000)				
	\$ 595,000	148,750	148,750	148,750	148,750

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 372,688	93,172	93,172	93,172	93,172
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler		Total				
Ann S.A. Leon Guerrero	Auxiliary Services Director	6,000				
Buyer	Staff	6,000				
Justification / Notes:		Total FY16	\$ 12,000	12,000		

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Postage, Long Distance			13,000				
Contractual Services							
Vehicle/equipment lease			6,000				
Ads, printing, copying			1,000				
Subscription, dues, books			6,000				
Other services			300				
Justification / Notes:		Total FY16	\$ 26,300	6,575	6,575	6,575	6,575

D. SUPPLIES

Item	Qty	Cost	Total				
Supplies & Materials			1,000				
Computer			-				
Other Services			500				
Justification / Notes:		Total FY16	\$ 1,500	375	375	375	375

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Computer Upgrades			5,000				
Justification / Notes:		Total FY16	\$ 5,000	1,250	1,250	1,250	1,250

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Bank Charges			1,000				
Bookstore Software			10,000				
Justification / Notes:		Total FY16	\$ 11,000	250	250	250	250

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes:		Total FY16	\$ -				

H. UTILITIES: Power, Water, Telephone

Item		Total				
Power		60,000				
Telephone		3,000				
Justification / Notes:		Total FY16	\$ 63,000	15,750	15,750	15,750

I. Transfer for F & A Fees (see guidelines for more information)

\$ 50,000	\$ 50,000	12,500	12,500	12,500	12,500
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Annual Surplus (Deficit)	\$ 53,512	18,878	6,878	18,878	18,878
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Bookstore Staffing Pattern
FY 2014-2015

ID#	Name	Position	Grade	Current Salary	New Salary
	Vacant	Sales Associate	E-GPP	21,095	21,095
64227	Vacant	Inventory Associate	E-GPP	21,095	21,095
27148	Vacant	Admin. Assistant	J-GPP	40,873	42,661
34459	David Quintanilla	Buyer I	H-GPP	29,650	30,774
110912	Tony Villanueva	Buyer I	H-GPP	26,520	27,525
27379	Ann Leon Guerrero	Aux Serv Dir/FH Dir acting	50%	75,781	78,070
23975	Paulita Reyes	Acct Tech II	I-GPP	40,501	41,786
	Total			255,515	263,006
	Overtime			10,000	15,000
	Benefits (36%)			91,985	94,682
	Total Salary			357,500	372,688



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 16-31

**RELATIVE TO AUTHORIZING THE SIGNING OF CHECKS AND
CORPORATE RESOLUTIONS AND OPENING OR CLOSING BANK
ACCOUNTS OR CREDIT FACILITIES**

WHEREAS, Article IV, Section 4, of the University of Guam (UOG) By-Laws, requires that authority to sign checks and open bank accounts in the name of UOG be designated by resolution of the Board of Regents (BOR); and

WHEREAS, Corporate Resolutions require that authority to sign in the name of UOG be designated by resolution of the BOR.

NOW, THEREFORE BE IT RESOLVED, that by virtue of its authority, the BOR hereby authorizes the following named officers and employees of the University of Guam to *sign checks and corporate resolutions and to open or close bank accounts, investment accounts or credit facilities* (i.e. purchase/corporate/business card, credit line) in UOG's name:

DR. ROBERT A. UNDERWOOD	President
DR. ANITA B. ENRIQUEZ	Senior Vice President for Academic & Student Affairs
RANDALL V. WIEGAND	Vice President for Administration & Finance
DR. JOHN PETERSON	Assistant Vice President for Graduate Studies, Sponsored Programs and Research
ZENAIDA ASUNCION-NACE	Comptroller
FRANCES T. DANIELI	Associate Comptroller/Bursar

BE IT FURTHER RESOLVED, that such authority will be terminated either by BOR action or the termination by the officer or employee from his or her present position with the University of Guam.

BE IT FURTHER RESOLVED, that the University of Guam shall maintain applicable insurance coverage for such purposes.

BE IT FURTHER RESOLVED, that aforesaid officers and employees be further authorized to open or close checking accounts, bank accounts, financial accounts or credit facilities on terms and conditions that are in the University of Guam's best interests.

BE IT FURTHER RESOLVED, that two signatures are required for each check and for opening or closing a bank account or credit facility.

BE IT FURTHER RESOLVED, that copies of this resolution be furnished to the appropriate banks and financial institutions, and that all previous resolutions authorizing the signing of checks are rescinded.

Adopted this 22nd day of September, 2016.



Antoinette D. Sanford, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary



**UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS**

RESOLUTION NO. 16-32

RELATIVE TO MODIFYING THE INDIRECT COST RECOVERY ALLOCATION

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the WASC Senior College and University Commission (WSCUC) 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 requires financial stability and long-term viability to deliver its missions and sustain educational effectiveness; and

WHEREAS, the federal government, in addition to paying the direct cost of research, reimburses UOG for the indirect costs of research, referred to as Facilities and Administration Costs; and

WHEREAS, UOG, in turn, provides facilities, infrastructure and support for research; and

WHEREAS, part of UOG's research grants portfolio is now managed through the Research Corporation of the University of Guam (RCUOG), which was established by P.L. 32-114 in 2014 with the intent that it become a self-sufficient public corporation; and

WHEREAS, BOR Resolution No. 08-40 allocated indirect cost recovery: i) 16% to Facilities and Administration Costs account for purposes of fiscal soundness and general operations; ii) 42% to the unit generating the grant for purposes of research support and incentive; and iii) 42% to the President's Development Fund, net \$25,000 annually retained by the Board, for funding academic excellence initiatives, strategic planning, support for faculty and staff development and institutional development; and

WHEREAS, with the establishment of RCUOG, UOG needs to re-allocate indirect costs to support general overhead, research support, research incentive, and overall fiscal soundness; and

WHEREAS, the Administrative Council and Faculty Union have reviewed the proposed re-allocation of indirect costs; and


WHEREAS, the Administration and the BOR Committee on Budget, Finance, Investments and Audit, having reviewed and discussed the proposed purposes and allocations, recommend the proposal to the BOR for approval.

NOW, THEREFORE, BE IT RESOLVED, that the BOR re-allocates indirect cost recoveries as follows:

- i) 12% will be deposited into a Facilities and Administration Costs account for purposes of supporting fiscal soundness and general operations; and
- ii) 38% will be deposited to the unit generating the grant for purposes of research support and incentive, with a minimum of 50% of this amount going to the Principal Investigators (P.I.'s); and
- iii) 30% will be deposited to the President's Development Fund, net of \$25,000 annually retained by the Board, for funding academic excellence initiatives, strategic planning, support of faculty and staff development, and institutional development; and
- iv) 20% will be deposited to the RCUOG for the purpose of funding general operations of the Research Corporation with a near-term goal of self-sufficiency within three years.

This resolution supercedes all previous resolutions addressing the allocation of indirect cost recoveries.

Adopted this 22nd day of September, 2016.



Antoinette D. Sanford, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 16-33

RELATIVE TO AUTHORIZING THE UNIVERSITY OF GUAM TO ACCESS RESTRICTED FUNDS IN ORDER TO SUPPORT OPERATIONS

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the WASC Senior College and University Commission (WSCUC) 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 is experiencing a cash shortfall of historic proportions and as of September 8, 2016, UOG is 344 days into the fiscal year and has received less than half of its Fiscal Year 2016 appropriation; and

WHEREAS, the BOR and the Guam Legislature have established policies to restrict access to certain funds for certain purposes as is consistent with sound fiscal management; and

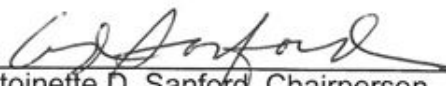
WHEREAS, UOG has cash balances in one such fund – the International Accounting Institution (IAI) Fund – a reserve account for expenses of the SBPA Building; and

WHEREAS, UOG has utilized its Capital Equipment Reserve/Capital Facilities Reserve Fund for operational purposes and that fund has now been depleted; and

WHEREAS, UOG desires to utilize the unused balances of the IAI Fund in order to try and maintain operations through the current semester.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby authorizes the Vice President for Administration and Finance to access unused balances from the IAI Fund for operational purposes with the understanding that the funds will be replenished when cash becomes available from the Government of Guam. Any such draws will be capped at 50% of the balance of the fund.

Adopted this of 22nd day of September 2016.


Antoinette D. Sanford, Chairperson

ATTESTED:


Dr. Robert A. Underwood, President

Physical Facilities Chairperson Elizabeth Gayle will give her report.

The Plant and Facilities Update will be given at this time.



**UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS**

RESOLUTION NO. 16-34

**RELATIVE TO AUTHORIZATION TO ENTER INTO A PROMISSORY NOTE WITH THE
UOG ENDOWMENT FOUNDATION TO ADDRESS THE STORM WATER OUTFALL**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the WASC Senior College and University Commission (WSCUC) 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, it has come to the attention of UOG that storm water runoff from Dean's Circle is impacting a private landowner below Dean's circle and is preventing construction of a personal residence; and

WHEREAS, UOG has explored a series of short term solutions but none have proven feasible; and

WHEREAS, the Vice President of Administration and Finance desires to seek a short term loan from the UOG Endowment Foundation to fund the cost of construction of the Triton Engagement Center drainage solution with the funds to be repaid from the proceeds of the loan for the Triton Engagement Center; and

WHEREAS, the administration, together with the Physical Facilities Committee and the Budget Finance Investments and Audit Committee, jointly recommend to the BOR for approval the plan to enter into a promissory note with the UOG Endowment Foundation.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby authorizes the President to enter into a short term loan agreement with the UOG Endowment Foundation for the purpose of correcting the Dean's Circle drainage system as the first work towards the construction of the Triton Engagement Center; and

BE IT FURTHER RESOLVED, that the Board of Regents authorizes a market interest rate not to exceed 3%, a two year term with options for extension should the Triton Engagement Center be delayed, interest payments no less frequently than quarterly, and a balloon payment in the full amount of the loan due at the time of loan closing for the Triton Engagement Center.

Adopted this of 22nd day of September, 2016.

Antoinette D. Sanford, Chairperson

ATTESTED:

Dr. Robert A. Underwood, Executive Secretary



UNIVERSITY OF GUAM
UNIBETSEDĀT GUAHAN

Administration and Finance
Office of the Vice President

RECOMMENDATION TO ENTER INTO A SHORT-TERM PROMISSORY NOTE WITH THE UOG ENDOWMENT FOUNDATION TO ALLOW FOR THE STORM WATER DRAINAGE SOLUTION FOR THE TRITON ENGAGEMENT CENTER

Executive Summary

A private citizen has engaged with the University of Guam (UOG) Plant & Facilities group to seek correction of a UOG storm water outfall that is pouring onto his property. The UOG Vice President of Administration and Finance is recommending a loan between UOG and the UOG Endowment Foundation to facilitate the corrective action now for the planned Triton Engagement Center along the eastern boundary of Dean's Circle.

Background

On approximately May 28, 2015, Mr. Robert J. McIntosh, Capital Improvement Projects Coordinator (CIPC), was contacted by Mr. Frank Kinney, a private citizen. Mr. Kinney indicated he was interested in purchasing some property located almost directly above the UOG Marine Lab and was trying to identify the source of storm water that was flowing onto his property. The CIPC indicated he did not know the source of the water and did not believe it was coming from UOG. Mr. Kinney hired an engineer to identify the source of the water. The source of the water was determined to be a 24 inch pipe protruding out of the cliff line between Houses No. 6 and No. 7 in Dean's Circle. The CIPC was contacted again and was shown the outfall source and recognized that all the storm water from Dean's Circle was being routed to the drain between Houses No. 6 and No. 7 at Dean's Circle and was then pouring out of the 24 inch pipe and onto Mr. Kinney's property (the sale on the property had apparently been completed by that time).

The CIPC alerted Mr. Sonny Perez, Chief Plant Facilities Officer, and Mr. Randy Wiegand, VPAF as to the potential unbudgeted expense that may be facing the University.

Dean's Circle was constructed around 1970 and preceded the creation of the Environmental Protection Agency through an executive order signed by President Richard M. Nixon. Prior to the creation of the Agency, emptying storm water onto vacant property was an acceptable practice.

The following photos of Mr. Kinney's property depict the nature of the problem caused by the outfall of water rendering the property undevelopable.

Office of the Vice President



The first question that arose was whether or not the University retained any liability for this situation that has been in existence for more than 45 years. A potential defense could be Caveat Emptor – “let the buyer beware.” The UOG records appear to indicate Mr. Kinney was aware of the defect of the property prior to the purchase of the property, and therefore, Mr. Kinney should bear full responsibility for bearing the cost of remediating the property defect. Problems with this strategy came to fore in that Mr. Kinney would not be able to remediate the property defect without trespassing onto UOG property (indicating the problem is really a UOG problem) and the fact that UOG desires to be a good citizen in the Mangilao community.

First Option

Mr. McIntosh considered that a relatively inexpensive solution may be available in that a ponding basin could be created wherein the storm water would be diverted to it. UOG retained the services of an Engineer (JM Aquino, PE) to test the viability of this proposed solution. Unfortunately, the Engineer determined that the percolation rate of the area near Houses No. 7 and No. 8 was too slow to accommodate the existing storm water flow. The cost of this potential solution was estimated to be between \$30,000 – 60,000.

Additional Options

In order to provide a basis for additional options, the CIPC contacted the Department of Public Works (DPW) to determine if they had any renderings of the drain water system at Dean's Circle. He was not able to locate any renderings in the UOG Plant and Facilities offices. DPW also did not have any drawings for the Dean's Circle drain water system. The CIPC requested the Engineer to recreate such renderings to assist with potential other solutions. He then asked the Engineer to put forth potential solutions based on information from the drawings

Solution 1

The first solution was to create an underground chamber/cell system wherein plastic cells would be placed under ground. When the chamber filled up with the water, there would be a diversion to a second chamber, and possibly a third chamber. Water would be diverted over the cells and would be distributed over a large area. Cost: \$510,500.

Solution 2

The second solution was to drain that storm water into the existing ponding basin near the College of Natural and Applied Sciences (CNAS) Building. A drawback of this proposed solution is that in order to achieve a downward slope from the existing pipe at Houses No. 6 and No. 7, the ponding basin depth would need to be increased. In order to do this thousands of tons of concrete which is currently in the basin would need to be removed, the depth of the basin would need to be expanded and then the concrete material would need to be moved back to the basin. Cost: \$644,000

Solution 3

The third potential solution was to install a new pipe behind the Dean's Circle Houses, behind the CNAS building, along the cliff line to the top of Marine Lab hill. The pipe would be connected to an existing line and the water would be diverted to a ponding basin one-third of the way down the hill. Cost: \$1.2 million.

Triton Engagement Center

The planned Triton Engagement Center (\$34 million) is to be constructed along the eastern boundary of Dean's Circle replacing Houses No. 3-7. The target date for the start of construction

Office of the Vice President

is fall 2018. At the time of construction, UOG would be required to implement solution no. 3. If UOG were to pursue Solutions no. 1 or 2, those costs would be sunk costs and an additional amount would be needed to pursue proposed solution no. 3.

VPAF Solution

In an effort to try and avoid any of the unbudgeted solutions identified, the VPAF proposed an alternative solution wherein UOG would seek a temporary waiver from the Guam Environmental Protection Agency. With the waiver, UOG would divert the water from the outfall around Mr. Kinney's property and release the water before it reached the road. One iteration of this plan included distributing the water in smaller pipes to spread out the impact of water on the road. When construction of the Triton Engagement Center begins in 2018, solution no. 3 above would be implemented and the diversion pipe could be removed. UOG met with GEPA to discuss the feasibility of obtaining such a waiver. GEPA determined such a waiver would not be possible.

GEPA indicated that the Department of Public Works could potentially provide a waiver from their rules relating to storm water run-off. UOG met with DPW to discuss this waiver. DPW also determined that such a waiver could not be obtained.

Additional Comment

During the meeting with GEPA, UOG inquired as to what would happen if UOG refused to take any action with regards to the outfall and utilized the Caveat Emptor defense. GEPA indicated that as long as the situation remains status quo, UOG would not be subject to fines. However, they indicated that the property owner has a right to defend his property from the water. He could build an inexpensive retaining wall and prevent the water from crossing his property. If the retaining wall caused water to shift on to neighboring lots, that would represent a change in circumstance. UOG would then be subjected to fines for non-compliant storm water drainage and would be required to prevent the storm water from entering the neighboring properties.

Recommended Solution

The VPAF has proposed an alternative solution. UOG is planning on constructing the planned Triton Engagement Center in fall 2018. The Center is to be financed with a loan from the United States Department of Agriculture. The UOG Endowment Foundation has funds they have been investing in a challenging investment market where limited returns are available. The Foundation exists to foster and promote the growth, progress and general welfare of the University of Guam. The VPAF has recommended that UOG enter into a promissory note with the UOG Endowment Foundation in the approximate amount of \$1.2 million. UOG would pay interest to the Foundation at the rate of 3.5% of funds drawn. UOG would utilize the funds to implement solution no. 3 above which would be the beginning of the Triton Engagement Center project. In fall 2018 when UOG is ready to begin the remainder of construction for the Center, the funds would be paid back to the Endowment Foundation.

The solution represents a win for all parties. The private landowner would be able to begin constructing his planned home around the summer of 2017. The Endowment would be able to achieve reliable income during a period of very low interest rates. UOG would be able to avoid fines and penalties and a regulated remediation process with the Guam Environmental Protection

Office of the Vice President

Agency. The VPAF desires to bring forth this solution to the UOG Board of Regents and the UOG Endowment Foundation Board of Directors for disposition.

An update will be provided from the UOG Endowment Foundation.

New Business will be introduced at this time.



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

Resolution No. 16-35

RELATIVE TO EXPRESSING APPRECIATION TO HAGE-AE REDY PAUL FOR HIS SERVICE AS A MEMBER OF THE BOARD OF REGENTS

Whereas, on the completion of his term as a student member of the Board of Regents, the University of Guam community wishes to express its sincere gratitude to Hage-Ae Redy Paul; and

Whereas, Hage-Ae Redy Paul is the son of Antonia Redy and Herman H. Paul, and graduated from Xavier High School (Chuuk, Federated States of Micronesia) in May 2010; and

Whereas, Hage-Ae Redy Paul began attending the University of Guam in August 2010, graduated Magna Cum Laude with a Bachelor of Arts degree in Political Science on May 25, 2014, and graduated with a Master's degree in Public Administration on May 22, 2016; and

Whereas, Hage-Ae Redy Paul served as the Treasurer of the Political Science Student Association for AY2013-2014, during which time the organization successfully planned a toy drive for Guam Mom's Helping Moms and actively participated in a number of UOG activities; and

Whereas, in 2014, Hage-Ae Redy Paul was inducted into Upsilon Nu, the Guam Chapter of Pi Sigma Alpha, the National Political Science Honor Society, which has rigorous, competitive requirements that schools throughout the nation follow; and

Whereas, Hage-Ae Redy Paul, as a member of the Spring 2015 MPA graduating class, assisted with the capstone project, Project Foresight: Sexting and Cyberbullying Awareness Campaign which became a non-profit organization in September 2016 to continue the work that began as part of the capstone project; and

Whereas, Hage-Ae Redy Paul served as student regent from April 8, 2015 to May 2 2016.; and

Whereas, Hage-Ae Redy Paul has, during his term, served as a member of the Academic, Personnel and Tenure Committee and the Student Affairs, Scholarship, Alumni Relations, and Honorary Degree Committee.

NOW THEREFORE, BE IT RESOLVED, that the Board of Regents of the University of Guam, the administration, faculty, staff and students, convey to Hage-Ae Redy Paul, their sincerest gratitude for his dedication to the University and the people of Guam, for his service as a student member 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 Hage-Ae Redy Paul, to the University of Guam Student Government Association, to the Governor of Guam, and to the Speaker and members of the thirty-third (33rd) Guam Legislature.

Adopted this 22nd day of September, 2016.



Antoinette Sanford, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary

The floor is now open for presentations by the public. Each Presentation is limited to 3 minutes.

The BOR will enter Executive Session at this time to discuss personnel matters.

The BOR will discuss the Tenure Recommendation for Ms. Michelle Blas, Assistant Professor, Theatre Arts.

The documents presented here are confidential and not available for public review.

The BOR will discuss the Tenure Recommendation for Dr. Hyun-Jong Hahm, Associate Professor, Linguistics.

The documents presented here are confidential and not available for public review.

The BOR will discuss the Tenure Recommendation for Ms. Gena Rojas, Extension Agent III.

The documents presented here are confidential and not available for public review.

The BOR will discuss the Tenure Recommendation for Dr. Joseph Rouse, Associate Professor, Civil-Environmental Engineering.

The documents presented here are confidential and not available for public review.

The BOR will discuss the BOR Self-Evaluation committee report for calendar year 2015.

This document is confidential and not available for public access.

The BOR will vote on the recommendations presented during executive session.

The BOR will vote on the tenure application of Ms. Michelle Blas.

The BOR will vote on the tenure application of Dr. Hyun-Jong Hahm.

The BOR will vote on the tenure application for Ms. Gena Rojas.

The BOR will vote on the tenure application for Dr. Joseph Rouse.

Chairperson Antoinette Sanford will adjourn the meeting.