



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

REGULAR MEETING MINUTES

March 7, 2025

1.0 CALL TO ORDER

The Regular Meeting of the Research Corporation of the University of Guam Board of Directors was called to order by Chairperson Anita Borja Enriquez on March 7, 2025, at 3:13 p.m. via registered Zoom conference. Notice of the meeting having been duly and regularly provided by the Board.

Quorum:

Anita Borja Enriquez, Chairperson
Marlena Pangelinan, Vice Chairperson (Acting)
Randall Wiegand, Treasurer
Ryan Shook, Secretary
Artemio Hernandez, Member
Rachael Leon Guerrero, Member
Janice Malilay, Member

Also Present:

Michael Conner, Acting Executive Director
Danica Batac Samia, Acting Chief Business Officer
Gloria Travis, Accounting Specialist
Sable Sablan, Human Resources Specialist I
Raeanne Concepcion, Human Resources Specialist III
Jennifer Tanghal, Human Resources Specialist I
Jayvee Cacal, Accounting Analyst I
Jammie Pamintuan, Accounting Analyst I
Ethane Cruz, Accounting Analyst I
Anthony Agustin, Accounting Analyst I
Precious Nagallo, Accounting Analyst I
Enrique New Villamor, Accounting Analyst I
Engelica Ventura, Accounting Analyst II
Karlyn Borja, Grant Assistant III
Jordan Elizaga, Guam Civilian



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2.0 MEETING MINUTES

2.1 Regular Meeting Minutes of October 25, 2024

Chairperson Borja Enriquez requested Board members to review the minutes. Motion to approve by J. Malilay and seconded by R. Shook. The motion carried.

3.0 CHAIRPERSON'S REMARKS

Chairperson Enriquez thanked everyone for attending the Charter Day celebration. She mentioned that it was successful, and some other related festivities are ongoing. Chairperson Enriquez took time to thank M. Conner for all his efforts in providing leadership, statuses and transparency of the grant portfolio during these turbulent times and continuing to update the UOG Executive team, ORSP's Dr. Pamela Peralta and others. Chairperson Enriquez mentioned to the board that M. Conner, herself and other UOG leadership are in direct contact with grantors and political leaders such as Guam's Congressman's Moylan. These direct communications are not just on grants but also on other aspects of the University including Pell grants, student loans and more.

Chairperson Enriquez continued to discuss the importance of UOG supplemental budget bill 58-38. Chairperson Enriquez maintained that regardless of the decision made by the legislature, we will find ways to navigate through.

4.0 NEW BUSINESS

4.1 Executive Director's Report

M. Conner thanks the board members for their time spent attending the meeting. M. Conner briefly went over the FY2024 Annual Report which was released in January. M. Conner highlighted the successes of RCUOG in FY2024 including the 10-year anniversary, reaching the 100 million grant milestone, how FY23 audit was difficult due to the amount of tests that the auditor had. 40% of grant expenditures were audited and being able to not have any questioned costs from all of that is a testament to RCUOG's documentation and compliance with laws and regulations.



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M. Conner presented RCUOG key performance indicators up to 02/28/2024 in FY2025. Grant expenditures up 14.95% from FY24. Indirect Costs Revenue up 28.14% from FY24. Operations revenue remains steady at 0.06% less from FY24. Operations expenditures increased 26.93% from FY24. Full-time employees is 243, with 143 full-time, 100 part-time and 21 of the 100 being students which is the highest amount of students RCUOG has employed in its history. RCUOG supports 144 grants with annual budgets of 33 million and multi year budgets of 101 million. RCUOG has also already awarded 10 travel awards up to this point in FY2025 amounting to over 855k in miles given to students to travel.

M. Conner provided updates. FY24 audit ongoing. OPA audit ongoing. Technology and software improvements include Fund Manager (release TBD), Chromeriver (soft launch on April 1), RCUOG Chatbot (launch as early as May). 2 new employees – Ethane Cruz, Accounting Analyst who replaced Heidee Bacani. The other is Engelica Ventura, Accounting Analyst II who was adopted from the NextGen grant which is currently suspended.

M. Conner provided updates on the summary of RCUOG grants in relation to President Trump's initiatives and executive orders. 13 grants affected amounting to 12.4 million (1 terminated). 19 grants being closely monitored amounting to 41 million. NIH, NSF, DOE, DEI, IRA and BIL grants in particular are being closely monitored. M. Conner iterated that RCUOG has done the following to all federal grants: 1) no non-essential purchases, 2) no non-essential travel, and 3) new hires frozen unless grantor approves. M. Conner emphasized it is important that we not spend unwisely, panic-buy, and continue to monitor the status of grants.

M. Conner provided a list of possible issues looking ahead. 1) Additional grants pauses, suspensions or terminations, 2) Reduction in new grants, 3) Possible NIH reduction of I/C rate from 39% to 15%, 4) Reduction in applicants due to job insecurities & federal fluctuations, 5) RCUOG net revenue is expected to drop in FY25, 6) possible federal shutdown after 03/14 if no federal budget is passed.

M. Conner provided a list of possible opportunities looking ahead. 1) Pivoting into different grant opportunities like business and workforce grants, grants with the School of Engineering and WERI, and working with SBIRs. 2) Working



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with other U.S. territories and states to submit grants as a coalition and 3) Building relations with other agencies & nonprofits and bringing in their grants to UOG.

J. Elizaga raised his hand asking about bidding processes and how to add technological solutions to RCUOG. M. Conner responded that he could chat with him off the meeting to learn more about J. Elizaga's company and what they can potentially provide.

4.2 Resolution No. 25-01 Relative to Approving the FY 2024 Reserve Expenditure Plan

M. Conner presented the resolution and explained that the FY 2024 Reserve Expenditure Plan has not been formally approved to date, so in accordance to Resolution 22-01, this resolution was created to establish it. M. Conner's recommendation per the resolution was to spend the \$714,056 in reserves to 1) pay \$250,000 to UOG to support construction costs for the WERI building and Nursing Annex projects for FY2025 and 2) \$464,056 to be kept in reserve for RCUOG for purposes of salaries, fringe benefits, other essential expenditures and possible non-reimbursable expenditures from grants that are paused, suspended, terminated or shut down due to federal government closure. M. Conner emphasized the need to be liquid during a turbulent time in the current landscape of the federal government grants sphere. M. Conner also mentioned that the \$464,056 could be revisited should there be no federal shut down or there is more confidence that the funds can be disbursed elsewhere.

Motion to be approved by A. Hernandez and seconded by R. Wiegand. Chairperson Borja Enriquez called for a vote. A. Hernandez's motion based off the caveat that the 464k be revisited in the next board meeting should there be no federal shutdown. The motion carried.

4.3 Resolution No. 25-02 Relative to Amending the RCUOG Administrator Scale

M. Conner presented the resolution as a very simple one that is just meant to include language into the RCUOG Administrator Scale that "All RCUOG Administrators are Exempt from Overtime and Compensatory Time Off



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(CTO). A. Hernandez asked if there have been any complains, particularly any formal complains launched. M. Conner explained that there have been no formal complaints and any issues were handled appropriately but the resolution is just meant to make their exempt status apparent so that there are no questions later. A. Hernandez responded that it should be noted that just because this resolution is now created doesn't mean that the administrators were not already exempt before it.

Motion to be approved by R. Wiegand and seconded by R. Leon Guerrero. Chairperson Borja Enriquez called for a vote. The motion carried.

4.4 Resolution No. 25-03 Relative to Amending the RCUOG Travel Policy

M. Conner presented the resolution as an amendment to remove the phrase in section 5b of the travel "if their flight arrives 6PM or later and their conference or activity begins before noon the following day." Rationale provided by M. Conner is to align closer to UOG's travel policy which does not have that verbiage but also because it is very difficult to track under the current policy. For example, a traveler's boarding pass could say they arrive before 6 pm but they actually land beyond 6 pm. M. Conner also explained the addition of section 7a to include the following: "Overtime pay will not be allowed for employees on travel status. Per diem is available for travelers traveling on weekends or on holidays. Travelers will not be paid additional salary for travel or work that takes place on nights, weekends or holidays." Per M. Conner this again aligns with the UOG Travel policy and is also important as travelers have asked for compensation, particularly overtime, for time spent while traveling on weekends or on flights. Per M. Conner, weekends or time on flights have never been paid out as compensation by RCUOG but this language makes it clearer that it would not be paid.

J. Malilay asked if these two changes aligns more closely to the UOG Travel policy to which M. Conner responded that it does exactly that in those two sections. R. Leon Guerrero comments that she likes the fact that this is being added as she's had similar situations where employees tried to apply for CTO, OT or compensation for weekends or hours beyond 40 hours and it's good that the policy is now clearer. A. Hernandez commented that this resolution change does not give validity to prior claims as we've already been practicing this. This is just to make the policy clearer.



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Motion to approved by R. Leon Guerrero and seconded by A. Hernandez.
Chairperson Borja Enriquez called for a vote. The motion carried.

4.5 Resolution No. 25-04 Relative to Approving an Incentive for RCUOG Employees Who Earn Grant or HR Certifications

M. Conner presented the resolution as an addition to existing Resolution 18-01 which gave a one-time, two step increase awarded to those who earn the following accounting certifications: CPA, CGFM, CFE or CIA. M. Conner explained that the new resolution is to the SHRM Certified Professional (SHRM-CP), Professional in Human Resources (PHR) and the Certified Grants Management Specialist (CGMS) to the list of certification pool that would be eligible for the same salary increase. Per M. Conner, this is to align that RCUOG not only values accounting certifications but also HR and grant certifications and to compensate employees who earn these certifications, which would be very helpful in RCUOG to have these credentials.

Motion to approve by J. Malilay and seconded by A. Hernandez. A. Hernandez commented that he's very supportive of this resolution but to consider also adding procurement certifications into the pool as well. Chairperson A. Enriquez commented that because this is not adopted by GovGuam and would only be in RCUOG, there could be a spillover effect in terms of the University of Guam. Chairperson A. Enriquez questioned whether it would be affect all RCUOG employees or just for those in specific positions. M. Conner responded that as constructed the resolution would be available for all RCUOG employees. Chairperson A. Enriquez indicated that they have had situations in UOG where there's been cases where previous employees have tried to take accounting certifications in effort to get the raise even though their jobs did not deal with accounting. J. Malilay questioned where RCUOG has this in budget to allow for this or if there are any freezes. M. Conner responded that the resolution indicates that all increases are subject to the availability of funding. A. Hernandez commented that the previous resolution and the GovGuam law requires that the person who earns the certification must be essential for the preparation of financial statements in order to be eligible. A. Hernandez continued that it would be prudent that this resolution include similar language and be positional based to who is allowed to avail. M. Conner agrees with comments that there needs to be changes and perhaps we can make the changes and revisit in the next RCUOG board meeting.




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Motion carries to table this resolution and discuss in the next board meeting after verbiage changes. 5 voted to table and 1 abstention. Motion fails and resolution does not pass.

5.0 ADJOURNMENT

Chairperson Borja Enriquez adjourned the meeting at 4:19 p.m. 1st by R. Wiegand, 2nd by J. Malilay.


Anita Borja Enriquez (Jun 23, 2025 12:35 GMT+10)

Dr. Anita Borja Enriquez, Chairperson

ATTESTED:


Shook Ryan (Jun 23, 2025 14:16 GMT+10)

Ryan Shook, Secretary









RCUOG Meeting Minutes - 03.07.25

Final Audit Report

2025-06-23

Created:	2025-06-22
By:	RCUOG HR (rcuoghr@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgXhCakrFtvUGc12yqAQz2yfKo2_D7AVE

"RCUOG Meeting Minutes - 03.07.25" History

-  Document created by RCUOG HR (rcuoghr@triton.uog.edu)
2025-06-22 - 11:58:17 PM GMT- IP address: 168.123.140.47
-  Document emailed to abe@triton.uog.edu for signature
2025-06-22 - 11:59:00 PM GMT
-  Document emailed to Shook Ryan (shookr@triton.uog.edu) for signature
2025-06-22 - 11:59:00 PM GMT
-  Email viewed by abe@triton.uog.edu
2025-06-23 - 2:34:48 AM GMT- IP address: 209.164.184.0
-  Signer abe@triton.uog.edu entered name at signing as Anita Borja Enriquez
2025-06-23 - 2:35:14 AM GMT- IP address: 209.164.184.0
-  Document e-signed by Anita Borja Enriquez (abe@triton.uog.edu)
Signature Date: 2025-06-23 - 2:35:16 AM GMT - Time Source: server- IP address: 209.164.184.0
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2025-06-23 - 4:16:00 AM GMT- IP address: 202.128.68.67
-  Document e-signed by Shook Ryan (shookr@triton.uog.edu)
Signature Date: 2025-06-23 - 4:16:49 AM GMT - Time Source: server- IP address: 202.128.68.74
-  Agreement completed.
2025-06-23 - 4:16:49 AM GMT