



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

REGULAR MEETING MINUTES

June 19 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 June 19, 2025, at 3:03 p.m. via registered Zoom conference. Notice of the meeting having been duly and regularly provided by the Board.

Quorum:

Anita Borja Enriquez, Chairperson
Sharleen Santos-Bamba, Vice Chairperson
Rachel Field, Acting Treasurer
Ryan Shook, Secretary
Artemio Hernandez, Member
Rachael Leon Guerrero, Member
Laurie Raymundo, Member
Janice Malilay, Member
Joanna Chun, Member

Also Present:

Michael Conner, Acting Executive Director
Danica Batac Samia, Acting Chief Business Officer
Sable Sablan, Human Resources Specialist I
Raeanne Concepcion, Human Resources Specialist III
Jennifer Tanghal, Human Resources Specialist I
Jammie Pamintuan, Accounting Analyst I
Ethane Cruz, Accounting Analyst I
Anthony Agustin, Accounting Analyst I
Enrique New Villamor, Accounting Analyst I
Engelica Ventura, Accounting Analyst II
Anthony Camacho, UOG General Counsel
Jolen Toves, KUAM Reporter

2.0 MEETING MINUTES



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2.1 Regular Meeting Minutes of March 7, 2025

Chairperson Borja Enriquez requested Board members to review the minutes. Motion to approve by Joanna Chun and seconded by Dr. Rachael Leon Guerrero. The motion carried.

3.0 CHAIRPERSON'S REMARKS

Chairperson Enriquez thanked everyone for attending the Spring 2025 graduation ceremony. She particularly highlighted the message and presence from two STEM-related valedictorians and Palau President Whippy Jr. Chairperson Enriquez discussed the flux in the federal government and landscape. Particularly on higher education and the University of Guam and the anxiety it has caused. Chairperson Enriquez discussed the impact on grant cancellations, suspensions, pauses and the possibility of indirect cost changes to a standard of 15%. Chairperson Enriquez thanked RCUOG Acting Executive Director Michael Conner, and ORSP Interim Vice Provost Pamela Peralta for their diligence monitoring all the federal changes and anticipated changes. Chairperson Enriquez discussed the amount of effort that UOG has had in both the legislative body, Congress and federal agencies to gain more information and also help protect the grants and assets we have.

Chairperson Enriquez also discussed the general audit from Ernst & Young and the audit of the UOG credit and purchase cards by OPA. The findings found in the UOG OPA audit are currently being researched and are taking measures to correct and improve. The Chairperson indicated that RCUOG's credit card audit has not been completed yet but any changes in UOG's policies may have an effect also on RCUOG's policies.

4.0 NEW BUSINESS

4.1 Executive Director's Report

M. Conner presented RCUOG key performance indicators up to 05/31/2025 in FY2025. Grant expenditures up 11.26% from FY24. Indirect Costs Revenue up 8.81% from FY24. Operations revenue remains steady at -4.8% less from FY24. Operations expenditures increased 13% from FY24. Full-time employees are 231, with 141 full-time, 90 part-time and 23 of the 90 being students. RCUOG supports 182 grants with annual budgets of 37 million and multi year budgets of 112 million. RCUOG has also already awarded 13 travel



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awards up to this point in FY2025 amounting to over 1 million miles given to students to travel.

M. Conner provided updates. M. Conner talked about attending and speaking at the Government Procurement Summit on June 12, 2025 and how it may have gained more attention for RCUOG. FY24 audit by Ernst & Young complete with no RCUOG findings nor questioned costs. OPA audit ongoing. Technology and software improvements include Fund Manager (release TBD), Chromeriver (launch delayed until August), RCUOG Chatbot (ready and to be launched by end of week). M. Conner went over the RCUOG Chatbot including providing examples of its use and how it help evolve RCUOG and give more time to employees to do other things rather than answer phone calls or emails on questions that the RCUOG Chatbot can answer. M. Conner went over briefly of the launch of an AFLAC benefit which is 100% paid by employee, with company prices and straight from the employee's bank or credit card. M. Conner also went over briefly on some grants that RCUOG has applied for directly since the last meeting.

M. Conner provided updates on the summary of RCUOG grants in relation to President Trump's initiatives and executive orders. 5 grants affected amounting to 9 million (all terminated). 8 grants being closely monitored amounting to 16.65 million. NIH PIPCHE, DOE BES-Renew, DOI Serianthes, GovGuam EPA, NSF Navigating Home, USGS BTS and USDA Next Gen being the grants being monitored for various reasons. M. Conner pointed out that this looks better than the numbers reported in the last meeting as there's more information out there now that enables us to know what's going on and what to really monitor. M. Conner also points out there is hope for some of the affected grants. The USDA Climate Smart grant is undergoing review on a new submitted budget by the PI and there was a court case this same that struck down Environmental Justice grant cancellations by the federal government. What will happen still to be determined. M. Conner thanked the PIs and RCUOG HR team in their efforts to retain all employees that were affected by grant terminations or suspensions. As of this date, while some may have been temporarily furloughed for short periods, all were eventually found jobs in other grants. M. Conner iterated that RCUOG has done the following to all federal grants: 1) No new off island hires unless grantor establishes grant security and/or agrees, 2) travel is restricted to only essential travel and 3) more scrutiny on grant expenditures amidst desperate times. M. Conner emphasized that all grant expenditures should be



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allowable, allocable, reasonable and consistently treated as per Uniform Guidance under 2 CFR 200.

M. Conner discussed what to look ahead in RCUOG. Possible issues include additional grant pauses, suspensions or terminations, possible reduction in new grants, possibility of all agencies reducing indirect cost rates to a standard 15%, reduction in applicants due to job insecurities and federal fluctuations and an expected RCUOG new revenue drop in FY25 as opposed to the last few years. Possible opportunities include pivoting into different grant opportunities such as more business and workforce development grants and also applying for grants outside of the U.S. Pivoting into more contract & cooperative agreement opportunities, building relations with other agencies, non-profits to bring their grants to UOG or RCUOG, and exploring more technological solutions in workflow automation and AI.

Board Member Joanna Chun thanked M. Conner and the RCUOG team for proactiveness and finding ways to improve in technology but also navigating the current hardships well. Chairperson agreed with Board Member Chun and thanked M. Conner for his proactiveness in monitoring, keeping all up to date and his proactiveness in finding ways to use technological improvements in RCUOG and the possibility of applying these same to UOG.

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

M. Conner presented the resolution as an amended version of Resolution 25-04 that was previously presented in the previous board meeting on March 07, 2025, that did not originally get voted for to pass due to some language changes needed and some additional certifications. Key changes made on 25-04 include the addition of the Certified Public Procurement Officer (CPPO) and Certified Public Buyer (CPPB) certifications, both suggested originally by A. Hernandez, and also that only RCUOG employees that have job duties that directly correlate to the certification will be eligible for salary increases.

Motion to be approved by A. Hernandez and seconded by J. Chun A. Hernandez thanked M. Conner for the hard work to put this together and put forward and that the certifications presented are from reputable



organizations and well valued. Chairperson Enriquez called for a vote. The motion carried.

4.3 Resolution No. 25-05 Relative to Amending the Employee Handbook

M. Conner presented the resolution as a new resolution to include language in the RCUOG employee handbook that does not currently exist. M. Conner explained that the RCUOG employee handbook does not have an annual leave payout policy. Per M. Conner, RCUOG currently defers to UOG's policy to pay out annual leave upon termination or separation. M. Conner explained that the issue with continuing this practice is that 2 CFR §200.431(b)(3)(i) of the Uniform Guidance states that "payments for unused leave upon retirement or termination are unallowable as direct charges to federal awards, and, if made, must be funded through non-federal or general administrative resources in accordance with an established, consistently applied leave policy." M. Conner explained that this means annual leave payouts would need to be from other resources like from our indirect costs or non-appropriated funds. M. Conner continued by explaining that if a grant were to get suddenly get terminated, RCUOG or many of the units in UOG may not have the funding capacity in their non-appropriated funds to pay for all the annual leave payouts for employees that separate due to grant terminations.

M. Conner explained the 2 additions to be made to the employee handbook would be to not permit payout for unused annual or sick leave under any circumstances and that employees that transfer from one funding source to another, may only carry over a maximum of 80 hours of annual and sick leave. The rationale for the latter is that many grants are unable to absorb the amount of leave hours when employees are transferred from one grant to another. Particularly in today's climate where there's been more employee transfers due to grant pauses, suspensions and terminations.

Motion to be approved by J. Chun and seconded by J. Malilay.

J. Chun asked M. Conner what his expectations on the impact are that this may have on employees by having this change. M. Conner explained that it's not a change that he wants to make since many would be affected, including himself, but that it was a necessary action. M. Conner continued by



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explaining the necessity by explaining that a) 2 CFR does not allow for it and b) RCUOG does not have the administrative funding capability to always pay out annual leave. M. Conner explained a worry that he has is if multiple grants get terminated and 10, 15 or 20 employees are terminated, how can we afford to pay out annual leave? M. Conner further explained that it was important that RCUOG does this also to mitigate the risk of what could happen.

Vice-Chairperson S. Santos Bamba thanked M. Conner and added that as administrators, we have to make tough and unpopular decisions for the organization, and that she was glad M. Conner was able to put this forward. R. Leon Guerrero added that she's been proactive with her employees on a cancer grant that is ending also and having them take their leave as they don't have the means to do any annual leave payouts. Treasurer R. Field says the unfortunate part is that this does make more of a distinction between a UOG and RCUOG employee but likes that this policy makes it clear that UOG will not pay out annual leave for an RCUOG employee, which is already difficult as is for them to be able to accommodate. J. Malilay gave kudos to M. Conner for being able to make a hard decision and do it. A. Hernandez asked about potential impact and whether employees may have time to utilize leave. M. Conner responded that about 30% of employees have over 80 hours of leave and that effectiveness would be after the resolution passes. M. Conner continued by stating that technically, no employee is truly affected unless their grant gets paused, suspension, termination or they resign so they do have time to utilize their leave now. It also does not obstruct an employee from utilizing their leave before they resign. Chairperson Enriquez explained concerns if this may be problematic with the Faculty approved benefits and General Counsel Camacho indicated that it would not be because faculty's job is with UOG and that any work with RCUOG is outside of UOG employment. Per M. Conner, faculty actually do not earn annual or sick leave from RCUOG employment currently so this would not affect them.

Chairperson Enriquez called for a vote. The motion carried.

4.4 Resolution No. 25-06 Relative to Amending the RCUOG Travel Policy

M. Conner presented a new resolution to include language into the RCUOG travel policy. Per M. Conner the aim is to reduce the travel authorizations where purchases are done before the travel authorization is approved. The



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first amendment is to include language to allow “fare-hold services (e.g. United Airlines’ Farelock). Per M. Conner, 2 CFR 200 allows for fare-hold services as long as the organization has a policy on it, which this would be. Per M. Conner, the #1 reason that travelers pay for their flights before a travel authorization is approved is because of the fear prices going up. This helps alleviate that while they wait for the travel authorization approval. M. Conner continued by putting language in the travel policy that specifically prohibits booking airfare, lodging or any other major travel-related expenditures prior to full approval of a Travel Authorization. M. Conner explained a new provision to add ramifications for those that do not follow the policy of waiting for approval before expending. M. Conner emphasized that the goal is just to prevent or significantly reduce the amount of travelers from spending before approval. Lastly, M. Conner introduced a new provision in the travel policy that travelers may only pay for their own travel expenses, unless extenuating circumstances exist or written approval is granted by the RCUOG Executive Director. The reason explained by M. Conner, is that he’s seen controversies in other GovGuam agencies about travelers building miles or points, particularly on behalf of others by paying using their own credit card. This inclusion into the policy is to be proactive in not allowing that.

Motion to be approved by J. Chun motioned to approve, seconded by R. Shook.

J. Chun asked M. Conner if travelers are doing this to speed up the process as paperwork may not be as timely. J. Chun asked M. Conner if the farelock would help with this. M. Conner responded by saying yes and that it would very much help. M. Conner also indicated that travelers that spend before authorization is approved is not a common occurrence and that it is only meant to continue to strengthen policy to deter travelers from doing so.

Chairperson Enriquez called for a vote. The motion carried.



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5.0

ADJOURNMENT

Chairperson Borja Enriquez adjourned the meeting at 4:07 p.m. 1st by Vice-Chairperson S. Santos-Bamba, 2nd by J. Chun.



Anita Borja Enriquez (Jan 16, 2026 15:37:40 GMT+10)

Dr. Anita Borja Enriquez, Chairperson

ATTESTED:



Ryan Shook (Jan 16, 2026 10:22:25 GMT+10)

Ryan Shook, Secretary

RCUOG_Meeting Minutes - 06.19.25

Final Audit Report

2026-01-16

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