Gmail

BENJAMIN CRUZ <speaker@senatorbjcruz.com>

Fwd: UOG BOR regular meeting boardbook for reporting purposes-Messages and Communications

1 message

BENJAMIN CRUZ <speaker@senatorbjcruz.com> Thu, Oct 5, 2017 at 8:22 AM
To: 34th Guam Legislature Clerks <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

10/5/2017	10/5/2017	University of Guam	Boardbook for the September 21, 2017 University of Guam Board of Regents regular meeting, submitted in compliance with PL 31-233. *	34-17-1037

---------- Forwarded message ----------
From: **Ms. LOUISE MCINTYRE TOVES** <lmtoves@triton.uog.edu>
Date: Wed, Oct 4, 2017 at 5:01 PM
Subject: UOG BOR regular meeting boardbook for reporting purposes
To: Hermina Certeza <hermina.certeza@senatorbjcruz.com>, "sandra.miller@guam.gov" <sandra.miller@guam.gov>, Christine Mabayag <ckamm@triton.uog.edu>, "Flora A. Weilbacher" <flora.weilbacher@guam.gov>, Jonas Macapinlac <jmac@triton.uog.edu>, Victorina Renacia <vrenacia@triton.uog.edu>, BENJAMIN CRUZ <speaker@senatorbjcruz.com>
Cc: David Okada <dsokada@triton.uog.edu>

Hafa Adai,

Please find the attached the Boardbook for the September 21, 2017 University of Guam Board of Regents regular meeting, submitted in compliance with PL 31-233.

Should you have any questions, please do not hesitate to contact me. Thank you, Louise

GL#34-17-103
Speaker Benjamin J.F. Cruz

OCT 05 2017
Time: 822 [x] AM [ ] PM File No. ____
Received By:

Louise M. Toves, Special Assistant

Office of the President

University of Guam

Tel. No. (671) 735-2995

Fax. No. (671) 734-2296

**Privileged and Confidential. This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged or confidential information. If you have received this e-mail in error, please notify me immediately by a return e-mail and delete this e-mail. You are hereby notified that any dissemination, distribution or copying of this e-mail and/or any attachments thereto, is strictly prohibited unless so authorized.

UOG is a Tobacco-Free Campus and is an equal employment opportunity provider and employer.

1037

2017 OCT -5 AM 9:39

OFFICE OF SPEAKER BENJAMIN J.F. CRUZ

Committee on Appropriations and Adjudication

I Mina'trentai Kuatro na Liheslaturan Guahan

Guam Congress Building | 163 C Kalan Santo Papa | Hagatna, GU 96910

T: (671) 477-2520/1 | F: (671) 477-2522 | www.senatorbjcruz.com

UOG BOR regular meeting Boardbook for 21Sept2017 for reporting purposes.pdf
3969K

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 21, 2017, 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 July 27, 2017**
Information	3.0	**CHAIRPERSON'S REPORT**
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. 17-20, Relative to Approving an Interim Stipend Scale for Instructional Overload Compensation for Full-Time Faculty**
	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. 17-21, Relative to Authorizing the President to Obtain FY2018 Insurance Program Coverage**
Action		**5.3.5 Resolution No. 17-22, Relative to Authorizing the Extension of the University of Guam Purchase Card Program**
Action		**5.3.6 Resolution No. 17-23, Relative to the Continuation of FY2017 General Operations, Special Appropriations, Student Financial Assistance Program, Auxiliary and Non-Appropriated Funds Budgets into FY2018**
	5.4	**Physical Facilities Committee**
Information		**5.4.1 Plant & Facilities Update**
	6.0	**AD HOC REPORT: ENDOWMENT FOUNDATION UPDATE**

7.0 NEW BUSINESS

8.0 OPEN PRESENTATION (3 Minute Limit Per Person)

9.0 EXECUTIVE SESSION

10.0 ADJOURNMENT

Acting Chairperson Elizabeth Gayle will call the meeting to order.

The BOR will vote on approving the meeting minutes presented.

UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN

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

Regular Meeting Minutes
July 27, 2017

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 20, 2017, 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. She noted that five BOR members are present, so quorum is established.

QUORUM:

Antoinette Sanford	**Chairperson**
Elizabeth Gayle	**Vice Chairperson**
Jillette Leon-Guerrero	**Member**
Mariflor Herrero	**Member**
Austin Terlaje	**Member**

ALSO PRESENT:

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

2.0 MEETING MINUTES

2.1 Regular Meeting Minutes of April 20, 2017

Regent Gayle moved for the approval of the Regular Meeting Minutes of April 20, 2017, which was duly seconded. The motion carried.

3.0 CHAIRPERSON'S REMARKS

Chairperson Sanford thanked everyone for their presence and welcomed former BOR Chairperson William Leon Guerrero and Ms. Sophia Chu, General Manager of the Hyatt Regency Guam, both of whom were invited by the BOR to be present at this meeting. She invited President Underwood to introduce another new attendee. President Underwood introduced Major Rivers, the new Professor of Military Science with the UOG Army Senior R.O.T.C. program.

Chairperson Sanford then asked for a moment of silence in recognition of the passing of the mother-in-law of Regent Elvin Chiang, BOR Treasurer. She noted that while he is not present tonight, he informed her that the mother of his wife, Alice, passed away peacefully in her sleep. She thanked the Vice President for Administration and Finance and the Comptroller on their work in managing the cash situation. She noted that the news regarding the many opportunities UOG's students are having, particularly involving travel off-island, is very exciting. She commended the President and the UOG team for their efforts in support of these opportunities, which meets, if not exceeds, those available at other universities.

She then asked President Underwood to proceed with his report.

4.0 PRESIDENT'S REPORT

President Underwood gave the President's 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. 17-17, 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's Grant Proposal "*Mane'lon I Mantitige':* Chamorro Writers Fellowship"

Regent Leon-Guerrero introduced Resolution No. 17-17, which was duly seconded. She reported on the purpose of the resolution. The motion carried.

5.1.2 Resolution No. 17-18, Relative to Approving and Adopting the University of Guam's Policy on the Protection of Minors

Regent Leon-Guerrero introduced Resolution No. 17-18, which was duly seconded. She explained the purpose of the policy. The motion carried.

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

Regent Mari Flor Herrero reported that the SASARHD committee did not meet this month and there are no action items to be presented.

5.3 Budget, Finance, Investments and Audit Committee

5.3.1 Financial Update

Comptroller Nace gave a brief report on the BFIA committee meeting at the request of Regent Chiang, due to his absence tonight.

5.3.2 Collections Report

Comptroller Nace noted the aggregate collection from Student Financial Assistance Programs is $651k, which is 217% of the total forecasted goal for the fiscal year.

5.3.3 Procurement Transactions and Contracts Report

Comptroller Nace reported that since February, there have been two contracts entered into that exceed $100,000. One is for the American Cancer Society, Inc., which is funded through the Guam Cancer Grant Trust Fund, and the other for an MOU with the Guam Department of Agriculture to benefit banana farmers and is funded through a USDA grant managed by RCUOG.

5.3.4 Resolution No. 17-19, Relative to the Presidential Search Process

Vice Chairperson Gayle introduced Resolution No. 17-19, which was duly seconded. She summarized the purpose of the resolution, which is to ratify the appointment of the Presidential Search Committee (PSC) and the PSC Advisory Committee, to approve the recommended PSC budget to cover expenses related to the search, and to authorize the Executive Committee to approve expenditures by the PSC as necessary. The motion carried. Chairperson Sanford thanked former BOR Chairperson Leon Guerrero for accepting the request to serve as PSC Chairperson and Ms. Sophia Chu for agreeing to serve as the community member on the PSC. She also thanked President Underwood for agreeing to extend his contract for an additional one year in order to fulfill the goals of the G2G initiative prior to his retirement.

5.4 Physical Facilities Committee

5.4.1 Plant & Facilities Update

Regent Gayle gave a brief report on the Physical Facilities Committee meeting. President Underwood provided an update regarding meeting with USDA to discuss funding for the Triton Engagement Center and a new Fine Arts building.

6.0 AD HOC REPORT: ENDOWMENT FOUNDATION UPDATE

UOG Endowment Foundation Board Executive Director Janiece Sablan reported that the Foundation is working on restructuring the capital campaign to include matching University needs with donor interest as a component of the campaign. She provided a brief report regarding the associated efforts, UOGEF activities and the UOGEF annual audit results.

7.0 NEW BUSINESS

There was no new business presented.

8.0 OPEN PRESENTATION (3 Minute Limit per Person)

Chairperson Sanford opened the floor for open presentations.

Dr. Don Platt, Faculty Union President, noted that this will be the fourth presidential search that he has participated in, and that he is aware of the importance of the search and is honored to be able to participate in the process.

Major Rivers, the new UOG Army ROTC PMS, introduced himself and informed the BOR that this year is the 10th anniversary of the death of Major Henry Ofeciar, who the UOG ROTC scholarship was named for. He stated that the ROTC program will be planning a short memorial in honor of Major Ofeciar as part of the ROTC contracting ceremony and that invitations would be forthcoming.

The BOR entered executive session at 6:10 p.m.

9.0 EXECUTIVE SESSION

9.1 Tenure Recommendation for Dr. Peter Houk, Associate Professor of Marine Biology

9.2 Emeritus Professor Recommendation for Dr. Nicholas Goetzfridt, Professor of Library Science and Micronesian Studies

9.3 Presidential Evaluation Committee Report

10.0 VOTING FILE

10.1 Tenure Application of Dr. Peter Houk, Associate Professor of Marine Biology

Regent Leon-Guerrero moved to approve the tenure application of Dr. Peter Houk, which was duly seconded. The motion carried.

10.2 Emeritus Professor Application of Dr. Nicholas Goetzfridt, Professor of Library Science and Micronesian Studies

Regent Leon-Guerrero moved to approve the application of Dr. Nicholas Goetzfridt to grant him status as Emeritus Professor of Library Science and Micronesian Studies.

10.3 Presidential Evaluation Committee Report

Vice Chairperson Gayle moved to accept the Presidential Evaluation Committee Report and to accept the recommendations as presented to the BOR, which was duly seconded.

10.0 ADJOURNMENT

Regent Gayle moved that the meeting be adjourned at 6:37 p.m., Chamorro Standard Time, which was duly seconded and passed. Chairperson Sanford adjourned the meeting.

Antoinette D. Sanford, Chairperson

ATTESTED:

Dr. Robert A. Underwood, Executive Secretary

PRESIDENT'S REPORT
27 July 2017

1. Commencement

During the 2017 *Fañomnåkan* Commencement ceremony, UOG conferred 262 undergraduate and 63 graduate degrees. Douglas S. Chin, Attorney General of Hawaii, was the Commencement Speaker. Nine (9) students from the College of Micronesia in Pohnpei earned their Bachelor of Education in Elementary Education from UOG through an ongoing partnership between UOG's School of Education and COM to provide on-site courses. The COM commencement ceremony was held on May 11, 2017.

2. UOG Army Reserve Officers' Training Corps (ROTC)

The UOG ROTC program was recently awarded the prestigious MacArthur Award, which recognizes the values of duty, honor and country." Only 8 of the 275 Army ROTC units nationwide are presented with the award. Selections are based on academic abilities, military prowess, leadership capabilities, students' physical fitness, and a university's commissioning mission.

3. Student-Athlete of the Year

I am pleased to introduce to you, Shaeina Torres, who was selected out of over 70 student athletes as UOG's Student-Athlete of the Year for Academic Year 2016-2017. During that year, she served as the Captain of the UOG Women's Soccer team, starting every game, and scoring 14 goals total for the year. Under her leadership, in Fall 2016, the Women's Soccer Team had a 6-0-0 record in the 7 on 7 Guam Football Association (GFA) league. In Spring, 2017, she lead the team to a 4-2-0 record in the GFA Women's Division 2 League, taking the league championship. She was voted at the team's Most Valuable Player for 2016-17, and is a member of the Triton Athletics Academic Club's Triton Club, indicating that she maintained a 4.0 gpa for the academic year. There are only three student-athletes who have been named to the Triton Club.

Shaeina Torres is a senior at UOG, with a double major in Human Resource Management and Business Administration with an emphasis in marketing. She is the daughter of Arnold and Frances Torres and is from the village of Yigo.

4. NASA Space Grants

The National Aeronautics and Space Administration (NASA) has awarded a $750k Space Grant to the University of Guam through its Experimental Program to Stimulate Competitive Research (EPSCoR) program to study the geography of coral reefs in Micronesia. The funding is for three years. UOG also received a sub-award of $250,000 through a research partnership with the University of Hawaii under its NASA Space Grant EPSCoR award, bringing the total funding to $1M.

The UOG Marine Laboratory will spearhead the EPSCoR Space Grant project, which will create a geodatabase about coral reefs in Guam and Micronesia. Detailed geographic information about ocean and land conditions, including sedimentation, water quality and more will be analyzed in partnership with NASA Jet Propulsion Laboratory scientists. The data will be used to help predict and forecast reef fish spawning aggregation sites in Micronesia. The geospatial information gathered will further NASA research and technology development by contributing to the science and engineering requirements of coming NASA missions. The geodatabase also establishes the foundation of a cutting-edge resource for the study of coral reef health.

Under its NASA Space Grant EPSCoR award, the University of Hawaii at Manoa has partnered with UOG's Water and Environmental Research Institute (WERI) and College of Liberal Arts and Social Sciences (CLASS) to study coastal freshwater discharge from the Northern Guam Lens using thermal infra-red sensing and self-guided drones.

5. Students

UOG Sophomore, Joseph Casilia was one of 200, out of 2,000 from across the U.S.. tp receive the Outstanding Research Presentation Award at the Annual Biomedical Research Conference for Minority Students, held in Tampa, Florida in November, 2016. Joseph, who is triple-majoring in biology, chemistry and math, presented findings from research he conducted last summer at the National Institutes of Diabetes and Digestive and Kidney Diseases (NIDDKD) Diversity Summer Research Training Program in Phoenix, Arizona.

UOG junior biology major Jerilyn Calaor is spending this summer conducting research at Harvard University's Forest Summer Research in Ecology Program (REU).
The 11-week program selects top students from across the nation, offering opportunity for participants to engage in mentored, paid, independent research focused on the effects of natural and human disturbances on forest ecosystems. While at Harvard, Calaor is focusing on cow grazing and its affect on invasion dynamics's at the university's farm. Last year, Calaor participated in the Native American Pacific Islander Research Experience (NAPIRE) program in the jungles of Costa Rica.

Calaor was also nominated by Harvard to a fellowship run by the Ecological Society of America (ESA). The prestigious Strategies for Ecology, Education, Diversity and Sustainability (SEEDS) Fellowship helps promote diversity and inspire future ecologists. Although they had filled all six slots for the fellowship, the ESA made an exception and invited Calaor to be their seventh fellow. Calaor is expected to continue conducting research throughout the Fanuchånan/Fall semester and present the abstract of her findings at the ESA National Conference to be held in New Orleans next August.

6. R*ecogntion*

University of Guam School of Nursing and Health Sciences (SNHS) Instructor Veronica Alave was recently honored with the 2017 Nurse of the Year Award by the Guam Nurses Association. A nurse for 28 years, Alave has made significant contributions in the areas

of nursing education as well as nursing practice. Alave also serves as the SNHS Learning Resource Center Coordinator.

As anticipated in my April report to the BOR, Congresswoman Amata Coleman Radewagen gave the 31st lecture in the Presidential Lecture Series, entitled, "My Road to Congress went through Guam." The Congresswoman was elected in 2014 as American Samoa's 3rd member of Congress and the first woman elected to the U.S. House of Representatives from American Samoa. She holds the orator (talking chief) title of Aumua from the village of Pago Pago, and is commonly called Aumua Amata. She is also a UOG alumna, having graduated with a bachelor of arts degree in psychology in 1975.

A paper written by Dr. James Sellmann, Dean of the College of Liberal Arts and Social Sciences titled, " Field, focus and focused-field a classical Daoist world view and physiology," was recently published in International Communication of Chinese Culture (ICCC), a cross-disciplinary journal focused on the area of China studies, communication and cultural studies.

Dr. Stephen Kane, Associate Professor of Counseling at SOE, authored an op-ed piece published recently in the Guam Daily Post regarding the importance of positive caregiving for infants, titled, "How families ought to be." The article is related to a paper he wrote, "Bonding by Aggression: A Contextual Examimation of the Relational-Ethics and Anxious Attachment." Which was accepted by the 14th Annual Conference of the International Association for Relational Psychoanalysis and Psychotheraphy held in Sidney, Australia.

The UOG TRIO-Upward Bound college preparation program will receive $2M over the next five years to continue its services. Upward Bound, which has been provided by UOG since 1989, provides free academic support services to students who are first-generation college students or are from low-income families to assist them in graduating and pursuing post-secondary education. The program currently serves over 100 high school students on Guam, primarily from public schools.

UOG signed an MOU with the Kameda College of Health Sciences to allow the exchange of nursing and health science students from both institutions to study abroad.

UOG CNAS Extension and Outreach program was contacted by Guam Visitor's Bureau landscaping contractors to investigate what was causing the nanåsu plants to start dying, referred to as the Scaevola dieback, and to make recommendations to address it. Nanåsu plants, also known as beach naupaka or by its scientific name, Scaevola taccada is a major component of the beach strand community on Pacific islands, where it is also used as an ornamental landscaping plant. These plants are used as ornamental hedges throughout Tumon. UOG entomologist Aubrey Moore and extension agent Phoebe Wall collected plant samples and found tiny bark beetles inside of the branches. Experts at the University of Florida have identified the beetle. These experts include Dr. Jiri Hulcr, a world expert on bark beetles, and Andrew Johnson, the world's leading taxonomist in

Cryphalini or pygmy borers, which are a huge group of these beetles. Almost nothing is known about Cryphalini and the only previous record is from specimens collected in Saipan in 1944 and 1945. UOG and the University of Florida are continuing to explore the cause of the Scaevola dieback. Another potential suspect is a path pathogen, as many species of bark beetles infect plants on which they feed with a fungus, and it is the fungus that actually kills the plant. This is an example of the value that UOG brings to Guam and the region, and could possibly result in additional research that would contribute to world knowledge regarding this species of bark beetle.

CNAS needs the public's help in locating wild bee colonies. Chris Rosario, research associate with the Western Pacific Tropical Research Center at CNAS has been surveying bees on Guam and in the region. Funded by USDA-APHIS, the Honeybee National Survey has been extended for another year. Rosario's research will help Guam in its efforts to have Guam declared varroa-free in the future. Rosario would like assistance from the public in locating wild (feral) bee colonies on Guam, especially if they are causing a problem for neighborhoods or homeowners. He would like to remove the problem bees and give them a new home in a hive. When removed from the site they will be placed at UOG experiment stations and will support ongoing research.

Acting Chairperson Elizabeth Gayle 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 report on the AP&T Committee Meeting.

UNIVERSITY OF GUAM
UNIBETSEDÅT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 17-20

RELATIVE TO APPROVING AN INTERIM STIPEND SCALE FOR INSTRUCTIONAL OVERLOAD COMPENSATION FOR FULL-TIME FACULTY

WHEREAS, the University of Guam (UOG)) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges 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) which is responsible for approving budgets and plans, which together are primary controls to ensure effectiveness and financial well-being; and

WHEREAS, pursuant to 17 Guam Code Annotated §16112, the BOR is authorized to adopt rules and regulations governing the compensation of academic personnel; and

WHEREAS, the Salary Committee, as specified in Article VII, B. of the current BOR and UOG Faculty Union, Local 6282 of the American Federation of Teachers (Union) negotiated agreement (Board-Union Contract), is responsible for making faculty salary recommendations for both regular and overload compensation to the administration;

WHEREAS, it is UOG's practice that overload pay for adjunct faculty mirrors that of full-time professors; and

WHEREAS, the existing stipend scale has remained flat for more than 20 years and has made it difficult to recruit adjunct faculty and to motivate existing full-time faculty to take on overload classwork; and

WHEREAS, the Salary Committee has recommended a new pay scale for faculty performing instructional overload work; and

WHEREAS, the proposed scale is comprehensive, complex, has many implications and is undergoing thorough review and close scrutiny at the executive level before being recommended to the BOR for action; and

WHEREAS, the President proposes that an interim revision to the instructional overload/adjunct faculty stipend scale be adopted in order to assist the Deans in identifying and recruiting qualified professors in order to maintain academic excellence; and

WHEREAS, the estimated cost of implementing the proposed interim revision is approximately $500,000 per year; and

WHEREAS, while UOG continues to experience challenges with cash flow, the adoption of the interim revision is essential to the maintenance of the quality of education at UOG; and

WHEREAS, the President, together with the Academic, Personnel and Tenure (AP&T) committee and the Budget, Finance, Investments and Audit (BFIA) committee, recommend that the BOR approve the attached interim stipend scale for instructional overloads and adjunct faculty pay.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby approves the revised Faculty Salary Schedule to include instructional overload compensation for full-time faculty.

Adopted this 21st day of September, 2017.

for: _____
Antoinette D. Sanford, Chairperson

ATTESTED:

_____
Dr. Robert A. Underwood, Executive Secretary

MEMORANDUM

TO: FULL-TIME FACULTY AND ADJUNCT PROFESSORS

FROM: PRESIDENT

DATE: AUGUST 3, 2017

RE: OVERLOAD AND ADJUNCT PAY CHANGE

The stipend for overload and adjunct pay was established more than 20 years ago and has been unchanged since that time. It is clear the stipend level is due for a modification. The ability to attract and retain adjunct professors as well as to attract overload instruction has been impacted by the declining real value of the stipend over time.

I recently received a proposed model for adjusting the stipend from the Faculty Salary Committee. The model is very complex and has significant ramifications for the University. It will require some time for the University community and executive team to analyze and assess these implications. While this model is under review, I have decided to take an interim action to help address the situation. Until a final model is adopted the stipends for adjunct and overload three credit courses will be adjusted as follows:

Degree Attained	Stipend
Bachelor's Degree	$2,500
Master's Degree	$3,250
Terminal Degree	$4,000

These amounts are based on three credit hours per class. The attached sheet depicts how the change would be implemented for other than a three credit class.

INTERIM BRIDGE OVERLOAD AND ADJUNCT PAY

	Undergrad $210 CH	Min. # of Enrollees	Graduate $285 CH	Min. # of Enrollees
Terminal/Doctoral Degree				
1 Credit	$1,333.33	10	$1,333.33	8
2 Credits	$2,666.67	10	$2,666.67	8
3 Credits	$4,000.00	10	$4,000.00	8
4 Credits	$5,333.33	10	$5,333.33	8
Master's Degree				
1 Credit	$1,083.33	8	$1,083.33	6
2 Credits	$2,166.67	8	$2,166.67	6
3 Credits	$3,250.00	8	$3,250.00	6
4 Credits	$4,333.33	8	$4,333.33	6
Bachelor's Degree				
1 Credit	$833.33	6	N/A	
2 Credits	$1,666.67	6	N/A	
3 Credits	$2,500.00	6	N/A	
4 Credits	$3,333.33	6	N/A	

(Effective 2017 Fanuchanan (Fall/Rainy) Semester)

UNIVERSITY OF GUAM
UNIBETSEDÅT GUAHAN

May 19, 2017

MEMORANDUM

TO: Dr. Robert A. Underwood, President

FROM: BOR-Faculty Union Ad Hoc Faculty Salary Committee

RE: Faculty Salary Report and Recommendations

The purpose of this communication is to report findings of the University of Guam faculty overload compensation study conducted by members of the Ad Hoc Faculty Salary Committee during AY2016-2017. Committee members: for the administration — VPAF Randy Wiegand and CHRO Larry Gamboa; for the faculty — Dr. Bob Barber and Dr. Roseann Jones. The committee recognizes the assistance of the HRO Team and Ms. Frances Villaverde in the compilation of the data used for this study.

Overview

The committee notes that University of Guam faculty overload compensation: 1) has been in force since 1994, 2) is a two-tiered scale based on degree status ($3000 terminal/$2500 non-terminal), 3) is not integrated with the UOG faculty salary scale, and 4) is inadequate stimulus for increasing full-time faculty credit hour production. The committee assessed the financial impact of an instructional overload compensation model linked to the current UOG faculty salary scale. Data for Spring (old tuition rates) and Fall (new tuition rates) 2016 were used to analyze the full-time faculty overload course revenues and costs under conditions of the current model and the proposed compensation model to determine potential impact on net revenues.

Recommendations

The committee recommends that the UOG faculty salary scale be used as a basis for instructional overload compensation beginning in Fall 2017. If approved, overload compensation will: 1) be based on the full-time faculty member's rank and step; 2) remain current with future salary scale adjustments; and 3) equate the value a .25 FTE instructional overload (for 3 contact hour course) to the faculty member's compensation. The committee further finds the increase in instructional overload cost reasonable (without significant revenue impact) and justifiable given tuition increases since 1994 when current overload compensation rates were revised from the prior policy of 10 percent of faculty salary. The committee recognizes the importance of the Comprehensive Faculty Evaluation System (CFES) in planning an annual work plan and defining instructional overload as exceeding what has been established by Board of Regents-Faculty Union Agreement 2013, page 35. In addition to regular Fall and Spring semesters, the committee also recommends the use of this compensation model for full-time faculty instruction during Winter Intersession and Summer sessions. The committee does not view instructional overload as overtime and has not calculated the compensation rate as such, typically time-and-a-half. The committee notes consideration of overload compensation as part of a faculty member's annual base salary and recommends further study.

Summary of Findings

During Fall 2016, revenue from full-time faculty teaching overload courses generated a net (total full-time faculty overload tuition minus full-time faculty overload payments) of $1,132,566 for the University (Table 1); demonstrating that overload courses have the potential to generate additional revenues for the University. Using the recommended faculty salary scale based compensation model, full-time faculty overload payments would have increased University instructional overload costs by $204,000 in Fall 2016, with net revenues at $928,871 (Table 1). However, with a credit hour production increase above 20 percent, the

University would balance net revenues and at 25 percent would show a gain in revenues as applied to the Fall 2016 full-time faculty instructional overload data. In Spring of 2016, when tuition rates were lower, the gross tuition from full time faculty overload teaching was $1,373,585, full-time faculty overload compensation was $284,774, and the University's net revenue was $1,088,811 from this source. Ninety-two (92) full-time faculty taught overloads and of these only 27% taught more than one. In 2016, full time faculty instructional overloads contributed a net return equal to approximately 8% of the appropriated funds from Government of Guam. There is potential revenue growth if this proposed model is adopted.

Data Presentation

The recommended faculty overload compensation model has three parameters: 1) the current UOG 9-month faculty salary scale; 2) CFES primary instructional allocation at 65 percent of the faculty's total workload; and 3) the current 9 month full-time instructional base FTE allocation of 24 contact hours (annual) as specified by BOR-Faculty Union Agreement. The overload formula derived from this model equates to 2.708 % of the annual 9-month base salary per contact hour or 8.125 percent for a 3 credit/contact hour course.

Overload data from Spring and Fall 2016 were used for cost impact analysis. Findings from Fall 2016 presented in Table 1 show a reduction in net revenues of $203,695 under the proposed overload compensation model. This assumes no other impact of the new compensation model, such as credit hour productivity. Impact estimates under a projected enrollment growth model using the recommended compensation model on Fall 2016 overload data are provided in Table 2. This analysis of the Fall 2016 full time faculty data shows net revenue gains with a 25 percent increase in credit hour production. Therefore, if full-time credit hour production increases by 25%, the increased faculty pay/compensation will be offset by the increased generation of tuition revenues.

The recommended overload model remains revenue positive for each course offered by paying the full-time faculty the lesser of: 65 % of tuition revenue, or the recommended faculty overload compensation.

TABLE 1: Revenue/Cost Summaries Under Current and Proposed Overload Compensation Models

Fall 2016 Actual				Proposed	
	Tuition	Cur. OL Exp	Cur. Net Rev	New OL Exp	New Net Rev
CLASS	$335,817	$83,284	$252,533	$125,622	$210,195
CNAS	$518,982	$78,867	$440,116	$138,519	$380,463
SBPA	$415,953	$73,500	$342,453	$145,787	$270,166
SNHS	$52,920	$11,500	$41,420	$21,102	$31,818
SOE	$85,545	$29,500	$56,045	$49,316	$36,229
	$1,409,217	$276,651	$1,132,566	$480,346	$928,871

TABLE 2: Impact on Net Revenue with Projected Credit Hour Increase Estimates, Fall 2016

	10%	20%	25%	30%	40%
CLASS	$231,215	$252,234	$262,744	$273,254	$294,273
CNAS	$418,509	$456,555	$475,578	$494,602	$532,648
SBPA	$297,182	$324,199	$337,707	$351,215	$378,232
SNHS	$35,000	$38,182	$39,773	$41,364	$44,546
SOE	$39,852	$43,474	$45,286	$47,097	$50,720
	$1,021,758	$1,114,645	$1,161,088	$1,207,532	$1,300,419
Net Revenue Change	$(110,808)	$(17,921)	$28,522	$74,966	$167,853

Overload data from Spring 2016 were similarly assessed for cost impact. Findings presented in Table 3 show a reduction in net revenues of only $237,014 under the proposed overload compensation model. Impact estimates under a projected enrollment growth model using the proposed compensation model on Spring 2016 overload data are provided in Table 4. This analysis of the Spring 2016 full time faculty data shows net revenue gains with a 28 percent increase in credit hour production.

TABLE 3: Revenue/Cost Summaries Under Current and Proposed Overload Compensation Models

Spring 2016 Actual				Proposed	
	Tuition	Cur. OL Exp	Cur. Net Rev	New OL Exp	New Net Rev
CLASS	$409,184	$96,044	$313,140	$146,251	$262,933
CNAS	$289,224	$61,000	$228,224	$130,256	$158,968
SBPA	$465,132	$76,000	$389,132	$148,056	$317,076
SNHS	$105,720	$19,500	$86,220	$37,230	$68,490
SOE	$104,325	$32,230	$72,095	$59,995	$44,330
	$1,373,585	$ 284,774	$1,088,811	$521,788	$851,797

TABLE 4: Impact on Net Revenue with Projected Credit Hour Increase Estimates, Spring 2016

	10%	20%	25%	30%	40%
CLASS	$289,227	$315,520	$328,667	$341,814	$368,107
CNAS	$174,865	$190,762	$198,710	$206,658	$222,555
SBPA	$348,784	$380,492	$396,345	$412,199	$443,907
SNHS	$75,339	$82,188	$85,612	$89,037	$95,886
SOE	$48,763	$53,196	$55,412	$57,629	$62,062
	$936,977	$1,022,157	$1,064,747	$1,107,336	$1,192,516

Discussion

The committee offers the following summary of its findings: 1) higher overload compensation may result in more courses offered with higher enrollments; 2) incentivized instructional productivity may draw time away from faculty research and service pursuits; 3) the model has been developed to address instructional overloads only and would not compensate for research and service endeavors*; 4) overload compensation would remain covered by tuition with prorating occurring below 65 percent gross tuition revenue for the course; and 5) application of the overload compensation model has been evaluated with regard to lab courses, thesis, internships, and enrollment variation and appears to hold in these special cases.

Action

The committee submits this report for review and approval with the goal of implementation in Fall 2017.

Respectfully submitted,

Randall V. Wiegand, VPAF

L. Bob Barber, PhD

Larry Gamboa, CHRO

Roseann M. Jones, PhD

Cc: UOG Faculty Union Executive Committee

* Research compensation is determined by federal guidelines and other contractual assignments; service compensation is defined in BOR-UOG Faculty Union Agreement for Division Chairs, Senate President, and Union President. Other administrative services are established by service contract, i.e. assistance with preparing accreditation reports and policies.

Attachment A: Proposed Instructional Overload Compensation Schedule

Position Title	Step	Nine-Month Salary	Instructional Overload Pay Rate $/3 (credit/contact hour)	Instructional Overload Pay Rate $/1 (credit/contact hour)
I	1	$30,617.00	$2,479.98	$826.66
Assistant Instructor /	2	$31,549.00	$2,555.47	$851.82
Extension Agent I	3	$32,527.00	$2,634.69	$878.23
	4	$33,553.00	$2,717.79	$905.93
	5	$34,630.00	$2,805.03	$935.01
	6	$35,762.00	$2,896.72	$965.57
	7	$36,952.00	$2,993.11	$997.70
	8	$38,198.00	$3,094.04	$1,031.35
	9	$39,509.00	$3,200.23	$1,066.74
II	1	$34,169.00	$2,767.69	$922.56
Instructor / Extension	2	$35,264.00	$2,856.38	$952.13
Agent II	3	$36,418.00	$2,949.86	$983.29
	4	$37,629.00	$3,047.95	$1,015.98
	5	$38,899.00	$3,150.82	$1,050.27
	6	$40,234.00	$3,258.95	$1,086.32
	7	$41,633.00	$3,372.27	$1,124.09
	8	$43,105.00	$3,491.51	$1,163.84
	9	$44,648.00	$3,616.49	$1,205.50
	10	$46,272.00	$3,748.03	$1,249.34
	11	$47,976.00	$3,886.06	$1,295.35
	12	$49,764.00	$4,030.88	$1,343.63
	13	$51,645.00	$4,183.25	$1,394.42
	14	$53,623.00	$4,343.46	$1,447.82
	15	$55,703.00	$4,511.94	$1,503.98
	16	$57,892.00	$4,689.25	$1,563.08
	17	$60,195.00	$4,875.80	$1,625.27
	18	$62,622.00	$5,072.38	$1,690.79
	19	$65,177.00	$5,279.34	$1,759.78
	20	$67,869.00	$5,497.39	$1,832.46

Position Title	Step	Nine-Month Salary	Instructional Overload Pay Rate $/3 (credit/contact hour)	Instructional Overload Pay Rate $/1 (credit/contact hour)
III	1	$39,473.00	$3,197.31	$1,065.77
Assistant Professor / Extension Agent III	2	$40,805.00	$3,305.21	$1,101.74
	3	$42,205.00	$3,418.61	$1,139.54
	4	$43,673.00	$3,537.51	$1,179.17
	5	$45,218.00	$3,662.66	$1,220.89
	6	$46,837.00	$3,793.80	$1,264.60
	7	$48,539.00	$3,931.66	$1,310.55
	8	$50,326.00	$4,076.41	$1,358.80
	9	$52,203.00	$4,228.44	$1,409.48
	10	$54,169.00	$4,387.69	$1,462.56
	11	$56,237.00	$4,555.20	$1,518.40
	12	$58,409.00	$4,731.13	$1,577.04
	13	$60,689.00	$4,915.81	$1,638.60
	14	$63,084.00	$5,109.80	$1,703.27
	15	$65,596.00	$5,313.28	$1,771.09
	16	$68,237.00	$5,527.20	$1,842.40
	17	$71,006.00	$5,751.49	$1,917.16
	18	$73,917.00	$5,987.28	$1,995.76
	19	$76,974.00	$6,234.89	$2,078.30
	20	$80,183.00	$6,494.82	$2,164.94
IV	1	$43,703.00	$3,539.94	$1,179.98
Associate Professor / Extension Agent IV	2	$45,269.00	$3,666.79	$1,222.26
	3	$46,913.00	$3,799.95	$1,266.65
	4	$48,641.00	$3,939.92	$1,313.31
	5	$50,454.00	$4,086.77	$1,362.26
	6	$52,356.00	$4,240.84	$1,413.61
	7	$54,354.00	$4,402.67	$1,467.56
	8	$56,453.00	$4,572.69	$1,524.23
	9	$58,656.00	$4,751.14	$1,583.71
	10	$60,969.00	$4,938.49	$1,646.16
	11	$63,398.00	$5,135.24	$1,711.75
	12	$65,950.00	$5,341.95	$1,780.65
	13	$68,628.00	$5,558.87	$1,852.96
	14	$71,440.00	$5,786.64	$1,928.88
	15	$74,395.00	$6,026.00	$2,008.67
	16	$77,498.00	$6,277.34	$2,092.45
	17	$80,751.00	$6,540.83	$2,180.28
	18	$83,173.00	$6,737.01	$2,245.67
	19	$85,669.00	$6,939.19	$2,313.06
	20	$88,238.00	$7,147.28	$2,382.43

Position Title	Step	Nine-Month Salary	Instructional Overload Pay Rate $/3 (credit/contact hour)	Instructional Overload Pay Rate $/1 (credit/contact hour)
V	1	$53,399.00	$4,325.32	$1,441.77
Professor / Extension Specialist	2	$55,456.00	$4,491.94	$1,497.31
	3	$57,578.00	$4,663.82	$1,554.61
	4	$59,826.00	$4,845.91	$1,615.30
	5	$62,186.00	$5,037.07	$1,679.02
	6	$64,664.00	$5,237.78	$1,745.93
	7	$67,267.00	$5,448.63	$1,816.21
	8	$69,995.00	$5,669.60	$1,889.87
	9	$72,865.00	$5,902.07	$1,967.36
	10	$75,879.00	$6,146.20	$2,048.73
	11	$79,042.00	$6,402.40	$2,134.13
	12	$82,361.00	$6,671.24	$2,223.75
	13	$84,830.00	$6,871.23	$2,290.41
	14	$87,377.00	$7,077.54	$2,359.18
	15	$89,999.00	$7,289.92	$2,429.97
	16	$92,699.00	$7,508.62	$2,502.87
	17	$95,480.00	$7,733.88	$2,577.96
	18	$98,343.00	$7,965.78	$2,655.26
	19	$101,294.00	$8,204.81	$2,734.94
	20	$104,333.00	$8,450.97	$2,816.99

SASARHD Committee member Regent Elvin Chiang will give the committee's report.

BFIA Chairperson Elvin Chiang will report on the BFIA Committee meeting.

DRAFT/UNAUDITED

UNIVERSITY OF GUAM
Statement of Revenues, Expenses, and Changes in Net Position
For the month ending July 2017 (UNAUDITED)

	Cash Basis 7/31/2016	Cash Basis 7/31/2017	Variance July 2017 vs July 2016
A - OPERATING REVENUES			
Student tuition and fees, net	19,558,884	20,287,557	728,673
Scholarship Discount and Allowances	(9,498,586)	(10,228,875)	(730,289)
Federal grants/contracts	24,909,619	24,967,157	57,538
GovGuam grants & contracts	264,622	559,412	294,790
Nongovt. grants & contracts	907,765	970,981	63,216
Sales & services of education dept.	337,449	451,563	114,114
Auxiliary enterprises	1,229,867	1,015,596	(214,271)
Bookstore	555,870	597,286	41,416
Housing	475,110	278,333	(196,777)
English Language Institute	128,403	83,998	(44,405)
Other auxiliary enterprnses	70,484	55,979	(14,505)
Other revenues	4,053,514	4,845,889	792,375
Recovery of Bad debts	-	-	0
Total operating revenues	41,763,134	42,869,280	1,106,146
B - OPERATING EXPENSES			
Educational and general:			
Instruction	15,281,165	14,871,815	(409,350)
Research	9,360,838	10,156,786	795,948
Public service	7,807,281	7,443,599	(363,682)
Academic support	7,511,046	7,688,930	177,884
Student services (net of allowance)	3,038,549	2,552,678	(485,871)
Institutional support	7,657,486	6,758,139	(899,347)
Operations and maintenance plant	5,568,171	5,377,198	(190,973)
Depreciation	3,383,548	2,729,523	(654,025)
Scholarships & fellowships	9,819,167	8,894,149	(925,018)
Auxiliary enterprises	1,669,660	1,544,101	(125,559)
Bookstore	822,541	619,178	(203,363)
Housing	415,942	443,948	28,006
English Language Institute	221,765	163,792	(57,973)
Other auxiliary enterprises	209,412	317,183	107,771
Total operating expenses	71,096,911	68,016,917	(3,079,994)
Operating income (loss)	(29,333,777)	(25,147,637)	4,186,140
C - NON-OPERATING REVENUES (EXPENSES)			
GovGuam appropriations	17,169,851	20,228,983	3,059,132
Capital expenditure loan repayment	-	-	0
Retiree Health Care Cost	-	-	0
Investments income (net of expense)	1,404,560	2,039,487	634,927
Interest on capital assets - debt related	(444,000)	(562,545)	(118,545)
Contribution from Endowment Foundation **		-	0
			0
			0
Loss on abandoned projects	-		0
Other non-operating revenues/expenses	-	-	0
Net nonoperating revenues	18,130,411	21,705,925	3,575,514
Income before other revenues/expenses	(11,203,366)	(3,441,712)	7,761,654

DRAFT/UNAUDITED				
UNIVERSITY OF GUAM				
Statement of Revenues, Expenses, and Changes in Net Position				
For the month ending July 2017 (UNAUDITED)				
	Cash Basis	**Cash Basis**	**Variance**	
	7/31/2016	**7/31/2017**	**July 2017 vs July 2016**	
D - OTHERS				
Expended for plant facilities, net	**(161,013)**	**(90,015)**	**70,998**	
Additions to permanent endowments				
Debt service - DOA bond	**(675,883)**	**(1,690,030)**	**(1,014,147)**	
Transfers-Agencies (YEC/Yamashita Educator Corps)			**0**	
Transfer - Agencies, net	**-**		**0**	
Total other revenues/expenses	**(836,896)**	**(1,780,045)**	**(943,149)**	
Capital Contributions	**-**	**0**	**0**	
Increase (Decrease) in net assets	**(12,040,262)**	**(5,221,757)**	**6,818,505**	
E - NET POSITION				
Net Position beginning (Per Audit Report)	**43,458,217**	**39,425,114**	**(4,033,103)**	
Adjustment - YEC				
Net Position ending YTD FY2017 Unaudited	**31,417,955**	**34,203,357**	**2,785,402**	
SCH-B				
Note 1:				
a. $5.22K DECREASE in net assets using CASH BASIS; $7.67M INCREASE in net assets using ACCRUAL BASIS. GOV GUAM is $12.89 in arrears for FY 2017 allotment.				
Breakdown of General Operations Appropriation Request:	**Budget**	**Requested**	**Received Pd.**	**Balance Due**
General Operations (from General Fund)*	30,740,431	25,617,025.00	16,790,991	**8,826,034.09**
Capital Improvement Fund - Debt Service	500,000	500,000	500,000	**-**
Special Appropriations (excludes CIP, KPRG & Guampedia & Soil)	8,401,708	7,001,421.00	2,937,992	**4,063,428.70**
Total Appropriations	**39,642,139**	33,118,446	20,228,983	**12,889,462.79**
Less: PMP Bond payment			-	

UNIVERSITY OF GUAM
Balance Sheet

	07/31/17
ASSETS	
Cash in Bank/On Hand	6,003,772
Short Term Investments	15,014,500
Due from Gov Guam	0
Accounts Receivable, tuitions net	8,767,729
Accounts Receivable, others- net	1,659,127
Accounts receivable grants/contracts	1,310,451
Due fr UOG Foundation	325,000
Inventories	782,505
Investment	13,135,888
Investments, endowments	15,904,206
Capital assets, net	68,751,779
Other current assets	494,389
Deferred Outflows from pension	17,352,340
Total assets	**149,501,686**
LIABILITIES	
Current portion of long term	230,631
Accounts payable & accrued liabilities	910,670
Unearned Revenue	7,977,784
Current portion of accrued annual leave	784,756
Accrued annual leave, net of current portion	1,065,683
Deposits agency	102,429
Net pension liability	77,244,313
Long Term debt	11,314,421
DCRS sick leave liability	3,325,268
Total liabilities and deferred inflows of Resources	102,955,955
FUND BALANCES	
Invested capital assets, net related debts	57,309,893.00
Restricted	3,530,000.00
Expendable	6,537,854.00
Unrestricted	(20,832,019.51)
Total fund balance end, 06.30.17	46,545,727
Total liabilities and fund balances	**149,501,682**

FY 2017 ALLOTMENT REPORT

As of August 31, 2017

Programs	Fund Source	Appropriation	Amount Paid	Unpaid from Total Appropriations		
UOG Operations						
DOA Payments						
Total for DOA Payments	General Fund	30,740,431.00	18,899,393.90	11,841,037.10		
Total UOG General Operations		**30,740,431.00**	**18,899,393.90**	**11,841,037.10**		
PMP Bond payments applied thru August 2017 ($169k/mo)			**1,859,033.00**	**(1,859,033.00)**		
			20,758,426.90	**9,982,004.10**		
			68%	**32%**		
Prior Year Allotment (FY16) - Booked as FY17 revenue			**1,991,757.51**			
			20,891,151.41			
Special Appropriations					pd (col M)	**unpaid approp (col Q)**
Student Financial Assistance Program	General Fund	3,599,358.00	2,099,625.50	1,499,732.50	64%	42%
Aquaculture Development and Training Center	General Fund	125,254.00	31,313.40	93,940.60	27%	75%
WERI - Guam Hydrologic Survey	General Fund	182,694.00	45,673.50	137,020.50	27%	75%
WERI - Comprehensive Water Monitoring Resource Program	General Fund	155,626.00	38,906.40	116,719.60	27%	75%
UOG Capital Improvements Fund - Debt Service	Guam Highway Fund	500,000.00	500,000.00	-	100%	0%
Total Special Appropriations		**4,562,932.00**	**2,715,518.80**	**1,847,413.20**		
			60%	**40%**		
Agency Funds					pd (col M)	**unpaid approp (col Q)**
Guam Cancer Trust Fund	Healthy Futures Fund	2,781,109.00	2,549,349.00	231,760.00	100%	8%
Northern & Southern Soil and Water Conservation Districts	General Fund	149,384.00	74,691.90	74,692.10	55%	50%
First Generations Trust Fund Initiative	General Fund	250,000.00	-	250,000.00	0%	100%
KPRG (Public Radio)	General Fund	125,000.00	72,916.20	52,083.80	64%	42%
Guampedia Foundation	Tourist Attraction Fun	200,000.00	183,333.15	16,666.85	100%	8%
UOG Capital Improvements Fund - Rental Payts	TEFF	1,158,283.00	-	1,158,283.00	0%	100%
Total Agency Funds		**4,663,776.00**	**2,880,290.25**	**1,783,485.75**		
Grand Total PL 33-185		**39,967,139.00**	**26,486,960.46**	**15,471,936.05**		
Less: FY16 collected in FY17			**(1,991,757.51)**			
			24,495,202.95			
		-	**61%**		**39%** <<overall	

28,478,717.97

University of Guam
Collections Report
For the Month of
AUGUST 2017

1. SFAP Receivables Data

	Principal $	Interest $	Paid $	Balance	
Service Credit	16.79M	N/A	6.41M	10.37M	
Paying	1.90M	423K	793K	1.53M	4.62
Non-Paying	3.05M	660K	624K	3.09M	

3. Combined Total Outstanding

	Aug 2017	Jul 2017	Jun 2017	May 2017
YEC	769,697	749,407	793,614	797,944
Merit	1,589,521	1,548,481	1,304,872	1,328,726
Nurses	182,656	183,066	199,901	203,748
DocFellow	356,406	357,406	357,906	359,406
Doc Sanchez	33,786	34,061	34,110	34,399
Pro-Tech	889,086	887,734	872,281	876,171
Student Loan	750,375	572,610	537,430	538,731
ROTC	37,033	37,033	37,033	54,138
AHEG	6,210	3,025	3,125	2,700
Social Work	4,369	4,369	4,369	4,369
Total	4,619,139	4,377,192	4,144,641	4,200,332

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

		Paying			Non-Paying			
	TOTAL	**0-30**	**31-60**	**61-90**	**90+**	**120+**	**180+**	**365+**
YEC	769,697	74,527	44,168	16,242	0	0	7,781	626,979
Merit	1,589,521	434,431	7,713	30,780	0	8,690	4,917	1,102,990
Nurses	182,656	98,614	0	16,663	0	0	18,100	49,279
DocFellow	356,406	218,105	0	0	0	0	40,928	97,373
Doc Sanchez	33,786	4,374	0	5,046	0	0	-	24,366
Pro-Tech	889,086	311,851	0	169,822	0	14,861	33,820	358,732
Student Loan	750,375	45,427	40,277	0	0	24,369	11,233	629,069
ROTC	37,033	0	0	0	14,783	0	-	22,250
AHEG	6,210	5,610	0	0	0	0	600	0
Social Work	4,369	4,369	0	0	0	0	0	0
Total	**$4,619,139**	**$1,197,309**	**$92,158**	**$238,552**	**$14,783**	**$47,920**	**$117,379**	**$2,911,037**
			Paying>>>	$1,528,019			Non-Paying>>>	$3,091,119

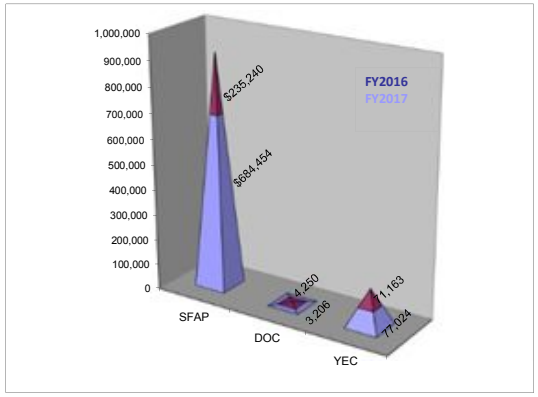
A C T U A L C O L L E C T I O N S

	FY2012	FY2013	FY2014	FY2015	FY2016	Forecast by Bursar FY2017	Actual FY2017
SFAP	501,629	415,140	258,704	416,499	250,072	220,000	684,454
DOC	4,445	4,000	2,451	4,275	4,500	5,000	3,206
YEC	109,950	74,092	76,222	53,291	81,334	75,000	77,024
	616,024	493,232	337,377	474,065	335,906	**$ 300,000**	**$ 764,684**
PROJECTION:	**625,000**	**550,000**	**525,000**	**300,000**	**300,000**		255% Actual (see Note 1 below
						275,000	92% Forecast

2. Collections Data

	FY2016 Month ending Aug-16	FY2017 Month ending Aug-17	FYTD FY2016 Aug-16	FYTD FY2017 Aug-17	
1 SFAP	$ 21,401	$ 22,125	$ 235,240	$ 684,454	Note (1)
2 DOC	275	$ 275	4,250	3,206	
3 YEC	20,979	$ 4,016	71,163	77,024	
Total	**$ 42,655**	**$ 26,416**	**$ 310,653**	**$ 764,684**	

Collections Comparison 2016 and 2017 YTD ending AUGUST 2017



Note (1) **1/2017 - collected Merit + Protech = $172K**
3/2017 - collected Merit $52K
4/2017 - collected Merit + Yamashita $32K
5/2017 - collected Nursing $10K
6/2017 - collected Merit + Protech $107K
7/2017 - collected Yamashita + Merit $60K

Prepared By: Tanya Santos
Bursar Supervisor
Updated: 9/16/2017



UNIVERSITY OF GUAM
UNIBETSEDÅT GUAHAN

Administration and Finance
Office of the Comptroller

FY 2017 Procurement Report
As of August 2017

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 $100,000.00.

	Purchase Order > $100k			
	Count	**$ Value**	**Vendor**	**Description**
October 2016	1	$104,400.00	Lagu Sanitation	Annual trash collection service UOG BID P07-16
November 2016	None	$0	NA	NA
December 2016	None	$0	NA	NA
January 2017	None	$0	NA	NA
February 2017	None	$0	NA	NA
March 2017	None	$0	NA	NA
April 2017	None	$0	NA	NA
May 2017	1	$455,288.00	Ellucian	Renewal of the Annual Service Maintenance for UOG Financial System Colleague.
June 2017	None	$0	NA	NA
July 2017	None	$0	NA	NA
August 2017	None	$0	NA	NA
September 2017				
	Contracts >$100k			
October 2016	None	$0	NA	NA
November 2016	1	$140,000.00	Department of Public Health and Social Services Division of Public Health	MOA Guam CEDDERS – Bureau of Family Health and Nursing Services to provide the development of the Guam Affordable Care Act Maternal, Infant, and Early Childhood Home Visiting Program
December 2016	1	$253,685.00	UOG Cancer Research Center	To perform the following: HPV vaccination , health forums, counseling, phone hotline, case management education and outreach
	2	$126,709.00	UOG CNAS/CES & OUTREACH	Cancer support services to promote education and outreach for cancer screening, treatment and support
January 2017	1	$298,721.64	Guam Department of Education	MOU 1st Amendment to the original Memorandum of Agreement to reduce the amount of $325,000.00 to $298,721.64. 4H Youth Development Program (CNAS-CES) to continue, formulate new programs and sustain existing STEM programs in public schools from K-12
	2	$152,184.00	Department of Public Health & Social Services Division of Public Welfare (DPHSS/DPW)	To assist DPHSS/DPW to conduct and deliver an evidence-based Supplemental Nutrition Assistance Program-Education (SNAP-ED) that communicates, teaches and demonstrates the benefits of making healthy dietary choices.
	3	$115,735.00	Public School System, Commonwealth of the Northern Mariana Islands, Capital Hill (PSS)	With GUAM CEDDERS – Technical Support to the PSS Special Education and Early Intervention Program. To provide on-site technical assistance and support to PSS Special

				Education and Early Intervention programs.
	4	$210,938.97	Guam Department of Agriculture, Agricultural Development Services (ADS)	CNAS – to implement the "Production of Fusarium Wilt resistant bananas for Guam Farmers, small scale & backyard growers
	5	$105,651.00	Republic of Palau	CEDDERS – To provide Technical Assistance and Consultative Services to the Special Education program of the Ministry of Education on capacity building to improve operational activities & services to children & youth with disabilities.
	6	$736,823.00	Guam Cancer Care	Cancer support services – means services that may be required to access treatment, including but not limited to: off-island transportation and temporary housing etc.
February 2017	1	$210,938.97	Guam Department of Agriculture, Agricultural Development Services (ADS)	With CNAS for "Production of Fusarium Wilt resistant bananas for Guam Farmers, small scale and backyard growers".
	2	$325,000.00	Guam Department of Education	With CNAS-CES Amendment to the MOA with GDOE to decrease amount from $350,000.00 to $298,721.64 to provide non-formal instructional programs in 4-H Science, Technology, Engineering and Math program (STEM) for at-risk economically challenged students with GDOE's J.P. Torres alternative school and other GDOE school
	3	$152,184.00	Department of Public Health & Social Services Division of Public Welfare	With CNAS to conduct and deliver an evidence-based Supplemental Nutrition Assistance Program – Education (SNAP-ED) that communicates, teaches and demonstrates the benefits of making healthy dietary choices
March 2017	1	$100,378.00	College of Micronesia –FSM	SNHS, UOG Amendment to the contract #BC160377 AHEC Point Service Maintenance & Enhancement an increase of $21,000.00 from $79,079.00
	2	$100,379.00	Guam Community College	SNHS, UOG Amendment to THE contract #BC160331 AHEC Point Service Maintenance & Enhancement an increase of $21,000.00 from $79,079.00
April 2017	1	$110,975.00	American Cancer Society, Inc.	Cancer support work – Provide financial support for cancer patient to cover airfare expenses for patients who must leave Guam for treatment
	2	$210,938.97	Guam Department of Agriculture, Agriculture Development Services (ADS)	MOU to implement the "Production of Fusarium Wilt resistant bananas for Guam farmers, small scale and backyard growers
May 2017	None	$0	NA	NA
June 2017	None	$0	NA	NA
July 2017	1	$210,650.00	United States Department of the Interior National Park Service	Coral Recruitment and Early Survival along a Gradient of Anthropogenic Impacts on the Southwest Coast of Gaum
	2	$419,025.00	Offices of Homeland Security and Civil Defense	UOG Subrecipient Award and Agreement Article reflecting the grant subaward to your UOG Pre-Disaster Mitigation Project in reference to Guam's FY2014 Pre-disaster Mitigation Competitive Grant.

	3	$700.000.00	Department of Public Health and Social Services	MOU Cooperative Extension & Outreach and the Research Corporation of UOG Walk to Wellness Program under PL 32-179 Getting Guam Healthy Incentive Funds
August 2017	1	$175,000.00	Guam Department of Education	2nd Renewal term of agreement btw GDOE and UOG CEDDERS for services for the implementation of the State Systematic Improvement Plan
	2	$235,577.00	Guam Department of Education	2nd Renewal term of agreement btw GDOE and UOG CEDDERS for services pursuant to GDOE RFP 012-2015. To provide Professional Development for State Performance Plan and Technical Support for Special Education Part B.
	3	$131,017.00	Guam Department of Education	1st Extension for the agreement btw GDOE and UOG CEDDERS for services pursuant to GDOE RFP 016-2016 to provide professional services to Support the Implementation and Expansion of the Positive Behavior Intervention and Supports.
September 2017				

UNIVERSITY OF GUAM
UNIBETSEDÅT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 17-21

RELATIVE TO AUTHORIZING THE PRESIDENT TO OBTAIN FY2018 INSURANCE PROGRAM COVERAGE

WHEREAS, the University of Guam (UOG)) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges 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's insurance program provides liability coverage and protection for its assets, which are vital for student learning; and

WHEREAS, UOG and its risk manager have prepared insurance specifications for the following policies: primary liability, educators' legal liability, limited professional liability, umbrella liability, property, property terrorism, comprehensive crime, automobile, and automobile excess liability; and

WHERERAS, UOG is currently soliciting quotations for insurance coverage for the policy year beginning October 1, 2017, and will not available for review at the September BOR meeting; and

WHEREAS, the President seeks authorization to identify a provider(s) and obtain insurance coverage after receiving and reviewing quotations for the identified policies, in compliance with procurement regulations and subject to review and ratification by the BOR at its next regularly scheduled meeting; and

WHEREAS, the Physical Facilities Committee and the Budget, Finance, Investments and Audit Committee have reviewed and recommend this plan of action to the BOR for approval.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby authorizes the President to obtain the proposed FY2018 Insurance Program coverage, subject to review and approval by the BOR at its next scheduled meeting.

Adopted this 21st day of September, 2017.

Antoinette D. Sanford, Chairperson

ATTESTED:

Dr. Robert A. Underwood, Executive Secretary

UNIVERSITY OF GUAM
UNIBETSEDÅT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 17-22

RELATIVE TO AUTHORIZING THE EXTENSION OF THE UNIVERSITY OF GUAM PURCHASE CARD PROGRAM

WHEREAS, the University of Guam (UOG)) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges 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's Good to Great (G2G) initiative includes goals aimed at increasing efficiency and effectiveness in business office operations; and

WHEREAS, the UOG purchase card program was introduced, increasing responsibility at the program level, streamlining processing requirements and facilitating use of grant and other funds in a timely manner; and

WHEREAS, the purchase card program was successfully piloted with the College of Natural and Applied Sciences and has resulted in desired improvements; and

WHEREAS, the expansion of the purchase card program to allow participation by interested programs is now recommended; and

WHEREAS, the President, together with the Budget, Finance, Investments and Audit Committee, recommends that the BOR authorize the extension of the UOG purchase card program.

NOW, THEREFORE BE IT RESOLVED, that the Board of Regents hereby approves the extension of the purchase card program to other programs within UOG; and

BE IT FURTHER RESOLVED, that the BOR authorizes the UOG administration to solicit and take all steps necessary, in accordance with UOG policies and applicable mandates, to enter into a credit card agreement with a local financial institution to facilitate the extension of the program.

Adopted this 21st day of September, 2017.

Antoinette D. Sanford, Chairperson

ATTESTED:

Dr. Robert A. Underwood, Executive Secretary

UNIVERSITY OF GUAM
Small Purchase – Purchase Cards

1. PURPOSE

One of the initiatives of the Good to Great process was to move some activities away from the Business Office and under the control of Deans and Directors. The creation of a purchase card program for small purchases allows Deans and Directors to have more control over these purchases and will improve some efficiencies at the Business Office by allowing them to focus on higher value transactions. This should also help alleviate pain points experienced by various units whose performance has at times been impacted by processing lags that can occur in the Business Office. Purchase card programs are very common in higher education and this change will enable the University to move in alignment with best practices for the industry. The University has conducted a pilot project for the program at the College of Natural and Applied Sciences and the results have been favorable.

Purchase cards per se are not available from Guam banks and therefore, UOG has determined to utilize a credit card as a purchase card in order to complete this initiative.

2. LIMITED ISSUANCE

Up to three credit cards may be issued to a unit requesting to be included in the program.

3. PROCUREMENT REGULATIONS

The Board of Regents has adopted a procedure for small purchases requiring one quotation for purchase of less than $1,500 in value. Thus, a purchase card threshold of $500 is a conservative amount for this program and will ensure that more significant purchase amounts will still receive the full review and scrutiny of Business Office professionals.

4. LIMITATIONS ON USE OF CREDIT CARD

- The credit card may only be used for purchases of $500 or less.
- A purchase may not be artificially divided into two or more segments in order to fall below the $500 threshold
- The card may be used only for valid University requirements
- The card may be physically used only on Guam
- The card may be used only by the person whose name appears on the card
- The card may be used only for which an established list price is available for review and verification
- The card may not be used for meals for University employees
- The card may not be used for the purchase of alcohol products
- The card may not be used for any personal purpose
- The credit limitation for each card may not exceed $10,000

5. DOCUMENTATION AND REVIEW

The user of the card must submit corresponding invoice and receiving report detailing the purchases amounts and item descriptions certifying the amounts were authorized and received. These documents are due to the Business Office within five working days from the date of the purchase. Note that credit card statements are normally received in the second week of each month with a due date of the 21st of the month. The credit card financial institutions assess the University a late payment fee at 6% and the credit cards are subject to cancellation for non-payment. A sample document will be provided to users.

6. BUDGET

The Deans and Directors are responsible to ensure that sufficient budget is available for the contemplated purchase as there will be no requirement in this program for a formal budget certification from the Business Office.

7. VIOLATIONS

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

8. LOST OR STOLEN CARD

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

UNIVERSITY OF GUAM
UNIBETSEDÅT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 17-23

RELATIVE TO THE CONTINUATION OF FY2017 GENERAL OPERATIONS, SPECIAL APPROPRIATIONS, STUDENT FINANCIAL ASSISTANCE PROGRAM, AUXILIARY AND NON-APPROPRIATED FUNDS BUDGETS INTO FY2018

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

WHEREAS, the UOG Board of Regents (BOR) is responsible for approving and adopting budgets and plans that together serve as the primary controls to ensure the effectiveness and financial well-being of the University; and

WHEREAS, the general operations budget, special appropriations budgets, auxiliary budgets and the non-appropriated funds (NAF) budgets enable the expenditure of resources for the academic and support expenses of UOG and the Student Financial Assistance Program (SFAP) budget enables the student financial aid programs to provide benefits to new and continuing recipients ; and

WHEREAS, at the time that the Student Affairs, Scholarship, Alumni Relations and Honorary Degree (SASARHD) committee and the Budget, Finance, Investments and Audit (BFIA) committee held their respective meetings in preparation for the September 2017 BOR meeting, the FY2018 budget appropriation had not been passed into law; and

WHEREAS, the UOG Rules Regulations and Procedures Manual Article II.G.1 (i) requires that after a budget bill becomes law, if the appropriated sum is less than requested, the President shall submit a proposal to the BOR on the reapportionment of UOG's appropriations; and

WHEREAS, there is insufficient time prior to the start of FY2018 for the administration to conduct the reapportionment process, if necessary, for submission to the BOR for review and approval; and

WHEREAS, the continuation of FY2017 budgets into FY2018 will meet UOG's academic, fiscal and operational requirements until the FY2018 budgets can be reapportioned; and

WHEREAS, the President, together with both the Budget, Finance, Investments and Audit committee and the Student Affairs, Scholarship, Alumni Relations and Honorary Degree committee, have reviewed the administration's proposal in this matter and recommend it to the BOR for approval.

NOW, THEREFORE BE IT RESOLVED, that the FY2017 general operations budget, all FY2017 UOG special appropriations budgets, the FY2017 SFAP Budget, and all FY2017 Auxiliary and NAF budgets will be rolled over as the continuing budgets for budgetary, accounting and certification purposes until the BOR approves the respective FY2018 reapportioned budgets; and

BE IT FURTHER RESOLVED, that the President, Senior Vice President for Academic and Student Affairs and Vice President for Administration and Finance are authorized to prepare guidelines, procedures and funding for the administration of said continuation budgets, as needed; and

BE IT FURTHER RESOLVED, that the Board of Regents hereby authorizes the President, in consultation with its BFIA Committee, to reallocate funding as necessary to the highest priority areas and to realign and reduce UOG operations and personnel costs as required to meet cash shortfalls, and to reapportion and balance the FY2018 budgets.

Adopted this 21st day of September, 2017.

Antoinette D. Sanford, Chairperson

ATTESTED:

Dr. Robert A. Underwood, Executive Secretary

Acting Chairperson/Physical Facilities Committee Chairperson Elizabeth Gayle will report on the Physical Facilities Committee meeting.

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

An update will be provided regarding UOG Endowment Foundation activities.

New Business will be introduced at this time, if any.

The floor is now open for presentations by the public. Presentations are limited to 3 minutes per person.

The BOR will enter Executive Session at this time if necessary.

Acting Chairperson Elizabeth Gayle will adjourn the meeting.