



**MINUTES FOR THE
REGULAR BOARD OF REGENTS MEETING
NORTHERN MARIANAS COLLEGE**

Thursday, January 14, 2016
9:16a.m.

Call Meeting to Order

The regular scheduled meeting of the Board of Regents of the Northern Marianas College was held on Thursday, January 14, 2016, in the BOR Conference Room, Saipan Campus. Chairperson Juan T. Lizama called the meeting to order at 3:20p.m. Chairperson Lizama welcomed everyone to the meeting and called for a roll call of the members as follows:

ROLL CALL

Board Members:

Present: Juan T. Lizama, Chairperson
Michaela U. Sanchez, Treasurer
Elaine Hocog Orilla, Regent
Frank M. Rabauliman, Regent
Cynthia I. Deleon Guerrero, Regent
Maria (Malua) T. Peter, Regent
Elizabeth D. Rechebei, Ed.D, Regent

NMC Staff & Faculty:

Sharon Y. Hart, Ph.D., Executive Secretary to the Board of Regents/NMC President
Charlotte Cepeda, Acting Dean of Programs & Services
Helen B. Camacho, Board Secretary (Recorder)

Board Legal Counsel:

Jesus C. Borja

The Regents took a moment of silence to honor the Late Governor Eloy S. Inos. Chairperson Lizama welcomed Regent Orilla back to the college and to the Board of Regents. Regent Orilla thanked everyone and indicated she is happy to be back. A photo was taken to acknowledge a full slate of the Board of Regents. Chairperson Lizama announced his resignation from the Board of Regents to be effective 15 days from today's date. He added that he'd remain as a member of the board.

Review and Adoption of Agenda

- **January 14, 2016 Regular Meeting Agenda**

BOARD ACTION: Regent Rechebei moved to adopt the agenda and seconded by Regent Peter. Regent Rechebei requested to add the following items. All members voted yes and the motion passed. The meeting agenda is adopted as amended.

1. NMTI Board Update
2. Student Achievement data and employment of graduates from NMC
3. Facilities status report from FEMA
4. Election of BOR Officers
5. WASC Update on Board membership issue
6. Transition Report
7. Tele-Medicine

Review and Adoption of Minutes

- **May 22, 2015 and continued May 26, 2015 – Regular Meeting**

BOARD ACTION: Regent Rechebei motioned to table the May 22, 2015 and continued May 26, 2015 Regular meeting minutes and seconded by Regent Rabauliman. All members voted yes, the motion passed. The May 22, 2015 and continued May 26, 2015 Regular meeting minutes is hereby tabled.

- **November 24, 2015 – Regular Meeting**

BOARD ACTION: Regent Sanchez moved to adopt the meeting minutes for November 24, 2015 Regular meeting and seconded by Regent Peter. All members voted yes, the motion passed.

Public Comment Period:

- No public participation.

Executive Session

BOARD ACTION: Regent Peter moved to go into executive session and seconded by Regent Sanchez. All members voted yes, the motion passed. Chairperson Lizama moved to rise from executive session and seconded by Regent Orilla. Executive Session ended at 9:55a.m. Chairperson Lizama called the meeting back to order. Upon convening the meeting, no action was taken in executive session.

- **Board Resolution No. 2016-01: Honoring the Late Governor Eloy S. Inos**

BOARD ACTION: Regent Peter moved to adopt Board Resolution No. 2016-01 Honoring the Late Governor Eloy S. Inos and seconded by Regent Orilla. All members voted yes, the motion passed.

A short break was called and the family of the Late Governor Eloy S. Inos was present to receive the Resolution from the College and Board of Regents.

- **Executive Session**

BOARD ACTION: Regent Peter moved to go into executive session and seconded by Regent Orilla. All members voted yes, the motion passed. Executive Session ended at 10:56a.m. All members agreed to rise out of executive session. No action taken. It was also noted that there is a security concern and asked for the president to look into those concerns.

Chairperson Lizama indicated that he is stepping down as Chair. He recommended holding a special meeting for this purpose.

Chairperson Lizama called for a short break was called at 11:00 a.m. Break ended at 11:10a.m. Chairperson Lizama called the meeting back at 11:13a.m. and seconded by Regent Orilla.

All members voted yes, the motion passed. Executive session ended at 11:51a.m. The following action was taken.

- **Compensation**

BOARD ACTION: Regent Rechebei moved and seconded by Regent Sanchez. A roll call vote was requested. All members voted, Nay, the motion failed. The motion did not pass.

The following members voted as follows:

Nay – Regent Orilla
Regent Sanchez
Regent Rechebei
Regent Peter
Regent Rabauliman

President Hart requested for the motion to be restated. In response to Chairperson Lizama’s question about waiving the confidentiality rights because it is a personnel matter, president Hart agreed to waive the confidentiality of the person involved. Chairperson Lizama stated the motion whether to compensate the President under the premium compensation. The board voted and did not favor compensating the president. Regent Orilla stated that the board recognizes the hard work of the president but it’s the principle that the board is looking at.

Chairperson Lizama assigned Regent Sanchez to preside over the meeting. Chair Lizama has prior commitments that he has to attend to.

SUSPEND THE ORDER OF BUSINESS

BOARD ACTION: Regent Rabauliman moved to suspend the order of business and seconded by Regent Peter. All members voted yes, the motion passed.

School of Education – Program Presentation

Ms. Charlotte Cepeda, Acting Dean of Programs and Services. She introduced the following faculty members and also highlighted the following:

- Dr. Cherrie LoveJoy, Early Childhood Education
- Ms. Amanda Angel-Diaz, Elementary Education
- Rosaline Cepeda
- Dr. Dean Papadopolous
- Mr. Roland Merar
- Mr. Stanley Iakopo, Rehabilitation & Human Services Concentration
- Ms. Leann Bull, Special Education Concentration
- Ms. Belinda Norita, Administrative Assistant
- Ms. Charlotte Cepeda, Director

Other information provided:

- Why PRAXIS? It is used for program review and assessment. Additionally, it is used as evidence of skill competency.
- PRAXIS I – Pre – assessment /predictive tool
- PRAXIS II – summative /summarizes what was learned
- Meet NMC’s Guarantee
- Response to federal, state and accreditation standards
- Title II Report

- State Board of Education – Highly Qualified Teacher
- WASC Standards 2 and 4
- PRAXIS Support in Place
- PRAXIS Workshop Data
- 50 anticipated graduates for May 2016
- Financial constraints
- Tools
- Data requested for professional development for faculty

CHAIRPERSON’S REPORT

None.

Regent Sanchez moved to take a Lunch Break called at 12:42p.m. and seconded by Regent Deleon Guerrero. Break ended at 1:27p.m. Regent Sanchez called the meeting back to order and asked to suspend the order of business to proceed to the Election of Officers.

SUSPEND THE ORDER OF BUSINESS

BOARD ACTION: Regent Rechebei moved to suspend the order of business and seconded by Regent Deleon Guerrero. All members voted yes, the motion passed. Regent Sanchez opened the floor for nominations.

ELECTION OF OFFICERS

- **BOR Chairperson**

Regent Peter nominated Regent Frank M. Rabauliman to serve as BOR Chairperson and seconded by Regent Rechebei. By acclamation, the board voted Regent Rabauliman as BOR Chairperson. Regent Rabauliman accepted the nomination. Regent Frank M. Rabauliman is new BOR Chairperson.

Regent Peter moved to go into executive session at 1:34p.m. and seconded by Regent Deleon Guerrero. Regent Sanchez moved to go out of Executive session and seconded by Regent Orilla. Executive session ended at 1:48p.m.

Regent Sanchez made a statement: The chair has been elected as chair effective and immediately because our current chair has noted that he is resigning. He has asked that his resignation will be effective 15 days but he would accept whatever the board decided. The board has decided that the current chair resignation will be effective today at the time of the board’s election. Regent Rabauliman is new BOR Chairperson by acclamation. Regent Rabauliman thanked the board for their vote of confidence and urged everyone for a lot of hard work ahead of us.

- **BOR Vice-Chairperson**

Regent Rechebei nominated Regent Elaine Hocog Orilla to serve as BOR Vice-Chairperson. By acclamation, Regent Orilla is the new BOR Vice-Chairperson.

- **BOR Treasurer**

Regent Peter nominated Regent Sanchez to serve as BOR Treasurer. By acclamation, Regent Sanchez will remain as BOR Treasurer.

Reports and Action from Standing Committees

- **Personnel Committee Report** - Regent Deleon Guerrero, Personnel Committee Chair provided an update. She highlighted the following:
 1. Board Policy 5010 – General - The committee is recommending approval to the full board with amendments. The committee also agreed to have legal counsel review.
 2. Draft 2016 Workplan – The committee voted to table this item for further review by its members.
 3. Board Resolution No. 2016-02 – The Hiring of a President for the Northern Marianas College.

- **Board Policy No. 5010 – General**

Committee Recommendation: “Subject to approval by the Board of Regents in accordance with 3CMC section 1316, the president shall establish a classified compensation plan for all employees of the college and an organizational chart for the college that will include all employees of the college. The Board of Regents shall review and approve the classified compensation plan and the organizational chart every 4 years or as needed. These procedures are statements concerning internal management of the college and as such shall not be considered rules as defined in the administrative procedures act 1CMC subsection 9101m.”

BOARD ACTION: Regent Cynthia I. Deleon Guerrero, Personnel Committee chairperson moved to adopt Board Policy No. 5010 as amended and seconded by Regent Peter. All members voted yes, the motion passed. Board Policy No. 5010 is adopted as amended.

- **Board Resolution No. 2016 – 02: The Hiring of a President for the Northern Marianas College**

1. Page 1: Board Resolution No. 2016-02.
2. Page 1: Five (5) members constituting a quorum.
3. One (1) CNMI BOE Member or their designee.
4. Page 2: Second paragraph, second sentence (While the process is open to public scrutiny, names and applications of applicants will remain confidential “Until the final list of candidates is officially announced by the board.”
5. Procedures No. 1: Board Resolution No. 2016-02.
6. Page 3: entire paragraph has been changed; all applications must be received by NMC March 4, 2016 at 4:30p.m for full consideration. The administrative support committee shall forward print copies of all applications to the search committee members no later than March 11, 4:30p.m. CHsT.
7. Page 4: PSC to submit the top three candidates by May 13, 4:30p.m.
8. The Regents to receive and interview the final 3 candidates: May 19, 2016, 4:30p.m.
9. Page 1: Composition of the search committee – The search committee shall consist of one (1) member of the Board of Regents who is not the chairperson of the board of regents who shall preside.
10. Each except the chair shall have a vote within the committee
11. Letters and JVA need to go out by next week.

BOARD ACTION: Regent Rechebei moved to adopt the resolution as amended and seconded by Regent Sanchez. All members voted yes, the motion passed.

Break called at 2:53p.m. Break ended at 2:54p.m. BOR Chairperson Rabauliman called the meeting back to order.

Program Committee Report

Regent Michaela U. Sanchez, Committee Chairperson provided an update. No actions were taken in committee.

Fiscal Committee Report

Regent Frank M. Rabauliman, Fiscal Committee Chairperson provided an update. He highlighted the following:

- FY2015 Audit Entrance Conference
The committee met with the Representatives from Burger, Comer and Magliari.
- Board Policy No. 2007 - Naming Building
The committee voted to table this item and referred it back to the committee.

Regent Orilla requested for the presence of President Hart. Amanda Allen Dunn, Accreditation Liaison Officer indicated that the president left and asked her to sit in for her. Amanda informed the board that she is here to make her WASC Accreditation update. Chairperson Rabauliman indicated that the president mentioned that she was leaving today but she didn't say that she was leaving while the meeting was ongoing. President Hart is going on a trip. The board requested for the Acting President. Ms. Jackie P. Che is acting president. Chairperson Rabauliman called for a short break. After a quick break, Chairperson Rabauliman called the meeting back to order and called on Ms. Amanda Allen Dunn to make her WASC Accreditation Update.

EXECUTIVE SESSION

BOARD ACTION: Regent Peter moved to go into executive session at 3:15p.m. to hear the WASC Accreditation report from Amanda and seconded by Regent Rabauliman.

WASC Accreditation Update

Ms. Amanda Allen Dunn, Accreditation Liaison Officer provided an update.

- Board Policy No. 7001 – Audit
The committee voted to table this item.
- Board Policy No. 7004 – Reimbursement Expenses
The committee voted to table this item.
- Board Policy No. 7012 – Tuition and Fees
The committee voted to recommend approval to the full board.
- College Trust Fund (Endowment)
The committee voted to recommend to the full board a performance and financial audit of the foundation and the endowment.
- Draft Audit and Operations Committee
The committee voted to table this item.
- Draft Finance and Facility Committee
The committee voted to table this item.
- Board Policy No. 7006 – Travel
The committee voted to table this item.
- Draft 2016 Fiscal and Finance Committee Work plan
The committee voted to table this item.

OLD BUSINESS

- **Board Policy No. 2007 – Building Naming Policy**
Tabled and referred this item back to the committee.

NMC EXECUTIVE REPORTS

- **WASC Accreditation Update**

BOARD ACTION: Regent Peter moved to go into executive session at 3:15p.m and seconded by Regent Sanchez. All members voted yes, the motion passed.

BOARD ACTION: Regent Sanchez moved to rise from executive session and seconded by Regent Deleon Guerrero at 4:05p.m. All members voted yes, the motion passed. Upon convening the meeting, no actions were taken, however, the board requested for the President’s travel and all reimbursements.

Chairperson Rabauliman decided to appoint Regent Peter to review the president’s travel and reimbursements, contract updates from June 2015 to the present. The members are Regent Deleon Guerrero and Dr. Elizabeth Rechebei, Regent.

BOARD ACTION: Regent Peter moved to add the following items in today’s meeting agenda and seconded by Regent Deleon Guerrero. All members voted yes, the motion passed.

1. Board Policy No. 5010 – Compensation
2. Board Policy No. 7001 – Audit
3. Board Policy No. 7004 – Reimbursement
4. Board Policy No. 7012 – Tuition and Fees

BOARD ACTION: Regent Peter moved to reaffirm the adoption of the following policy and seconded by Regent Rechebei. All members voted yes, the motion passed.

1. Board Policy No. 5010 – Compensation

BOARD ACTION: Regent Peter moved to adopt the following policies as amended and seconded by Regent Deleon Guerrero. All members voted yes, the motion passed.

1. Board Policy No. 7001 – Audit
2. Board Policy No. 7004 – Reimbursement
3. Board Policy No. 7012 – Tuition and Fees

- **College Trust Fund (Endowment)**

Regent Rechebei informed the board that the Board of Regents affirms that it has the ultimate fiduciary of the trust and all fiscal matters including the foundation.

- **Chief Financial Officer Report**
No report.

EXECUTIVE REPORTS

- **President’s Report**
Report provided.
- **Board Policy No. 7003 – Financial Accounts**
This item is tabled.

- Board Policy No. 7011 – Accounting
This item is tabled.
- NMTI Board Update
No report.
- Student Data achievement
No report.
- *Transition Report*
No report.
- *Telemedicine Report*
No report.
- *Program Accomplishments Report for Rota and Tinian Campus & Vacancies*
The Regents requested for this report.

Facilities Status Report

Dean Dave J. Attao provided an update. A breakdown is listed as follows:

Update on Facilities: (As of January 13, 2016)

1. FEMA Reimbursements:

- Part A and B: (Estimated \$290K for debris removal and emergency protective measures)
- Photocopying Evidence as requested by Governor's Office
- Letter for reimbursement to be drafted and submitted along with evidence.

2. Others:

- Part of NMC's request was denied due to past typhoons and past claims. NMC has requested FEMA to reconsider and the FEMA field agent is looking into our request.
- All other requests are pending
- Governor's Office is requesting that NMC not do alternative projects due to the fact that NMC is highly likely to lose 25% of the value of its claims.
- Governor's office is requesting that NMC repair the existing buildings using such funds and a combination of other grant funds (if approved).

3. Funding via Local Laws

a. Communications with CNMI Department of Finance (DOF).

- Saipan Delegation-House Local Bill 19-10/Saipan Local Law 19-06
- CNMI DOF is requesting that NMC use a CNMI DOF account to draw the \$1M appropriated to NMC.
- Issue with such is whose procurement regulations to use and who is liable to pay for such expenses, including warranties.
- CNMI DOF will seek clarification with the Secretary of DOF
Pending
- Saipan Delegation-House Local Bill 19-21/Saipan Local Law 19-21
- CNMI DOF is seeking clarification on such local law and will respond to NMC's inquiry as soon as possible.

4. Construction Projects

- a. Procurement announcements are being revised for Building J
- b. Funding and procurement regulation issues remain in relation to CNMI CIP or FEMA Projects
- c. Delay in securing contractors due prior commitments to other contracts and shortage of construction laborers.

5. Facilities Committee

- a. Revised listing in progress. Representatives include:
 - i. BOR Member, Academics, Student Support Services, Administration, Finance, CREES, IT, Faculty Senate, Staff Senate, ASNMC
- b. Function and expectations of committee being revised
- c. Timeline is pending

BOARD ACTION: Regent Peter moved to support the priority as laid out by Dean Attao and to prioritize the student center and seconded by Regent Deleon Guerrero. A subsidiary motion was made to direct the local funds to go into new buildings and the FEMA funds to go to renovations. All members voted yes, the motion passed.

NMTI Board Update

Dean David J. Attao provided an update as follows:

- Base \$500,000 to NMC and NMTI
- Secretary of Labor suggested that NMC meet with NMTI
- A memorandum of agreement is forthcoming.

Upcoming Board Activities

1. Regent Orilla tasked to set a date and plan for a Board of Regents Retreat.
2. National Legislative Summit in February.
3. ACCT National Trustee Conference in April.
4. Fiduciary training (APAFS) – connect with MPLT
5. Tentative BOR Meeting – March 10.

ADJOURNMENT

BOARD ACTION: There being no more discussion before the board, Regent Sanchez moved to adjourn the meeting and seconded by Regent Orilla. All members voted yes, the motion passed. The meeting ended at 5:25p.m.