



**NORTHERN MARIANAS COLLEGE
BOARD OF REGENTS
Regular Meeting of September 20, 2019**

Minutes

I. Call Meeting to Order

The regular meeting of the Board of Regents of the Northern Marianas College was held on Friday, September 20, 2019 in the BOR Conference Room, Saipan Campus. Regent Charles V. Cepeda., BOR Chairman called the meeting to order at 9:35 a.m. and called for roll of the members. Six members were present and a quorum was established. Chairman Cepeda welcomed everyone to the meeting.

a. Roll Call

Regents Present:

Regent Charles V. Cepeda, Chairman; Regent Elaine Hocog Orilla, Vice-Chairperson; Regent Michaela U. Sanchez, BOR Treasurer; Regent Irene T. Torres; Regent Michael N. Evangelista, Esq., and Regent Jesse Tudela.

Excused Absent: Regent Zenie P. Mafnas

NMC College Staff

Frankie M. Eliptico, NMC Interim President; Cynthia Deleon Guerrero, Vice President, Learning and Student Success; Maria Aguon, Executive Director Tinian Center; Charlotte Cepeda, Dean of Learning & Student Success; William Hunter, Director of Distance Learning; Christine Inos, Director of Counseling; Valerie Deleon Guerrero, Counselor; Polly Masga, Human Resources Director; Miguel Dandan, OIA Program Coordinator; Kaelani Demapan, Counselor; Jerome Ortiz, Network Specialist; Roxanne Torres, Counselor; Alexis Carbrera, Student Leadership Coordinator / Staff Senate President; and Helen B. Camacho, Board Secretary (Recorder).

BOR Legal Counsel

Tiberius Mocanu, Esq.

Chairman Cepeda called the meeting to order at 9:39 a.m. and welcomed everyone to the meeting.

Review and Adoption of Agenda

Regent Orilla motioned to adopt the agenda, seconded by Regent Sanchez. All members voted yes, the motion carried.

Review and Adoption of Minutes

- 1) June 24, 2019 regular meeting

Regent Sanchez motioned to adopt the meeting minutes, seconded by Regent Torres.

Discussion:

In response to a question about the FY18 Audit Report that was conditionally approved at the last meeting, IP Frankie informed the board that a copy of the final audit was shared with the Board. He went on to say that there were several issues that had to be resolved prior to the submission of the final audit to the Federal Repository. He added that there are corrective actions that needed to be made to address a couple of the findings that were identified in the FY2018 audit such as the release of payroll by giving the staff an additional day to process timesheets. CFO Reese also added some comments and explained that we are moving towards electronic timesheets and we are purchasing the software to address those concerns. IP Frankie stated that this will be implemented at the next fiscal year. CFO Reese also responded to Chairman Cepeda's inquiry about the bookstore issue on how they lost everything in the typhoon is no longer a risk because there is data backup now.

All members voted yes to adopt the June 24, 2019 meeting minutes, the motion passed.

II. Public Comment Period: Individuals may orally testify on items on the agenda during the Public Comment Period. Written testimony is also accepted. Oral testimonies are limited to five (5) minutes. - None.

Chairman Cepeda congratulated the college for the increase in enrollment and for all the ongoing work despite the destruction caused by Typhoon Yutu.

III. Reports and Action from Standing Committees

Finance Committee

Regent Tudela provided a report on the recent finance committee meeting held on September 16, 2019. The committee discussed the FY2020 Operations Budget, Projections and Appropriations from the central government. He indicated that the committee had a very fruitful discussion.

The summary of the final operations budget ceiling was provided. The committee will be making its recommendation.

Audit Committee

No report.

Human Resources Committee

No report.

Regent Nominating Committee

Regent Torres provided a report on the recent meeting held on September 16, 2019. The committee met about Board Policy 1005: Standing Committees of the Board. The committee will be making its recommendation to the full board.

Program Committee

No report.

OLD BUSINESS

Board Policy No. 1005: Standing Committees of the Board (Amendment)

Regent Torres informed the board that the committee met and discussed Board Policy No. 1005: Standing Committees of the Board. She noted the following amendments:

- 1) Section B: Membership
 - a. The Committee shall consist of seven (7) members instead of nine (9) members.
 - b. Strike through #8.
 - c. Committee Meetings: The committee shall conduct its first meeting within thirty (30) days instead of fourteen (14) days.
 - d. The vote of five (5) committee members shall be required for any action of the Committee instead of three (3) members.

In light of these changes, Regent Torres motioned to amend Board Policy No. 1005: Standing Committees of the Board with amendments, seconded by Regent Sanchez.

Discussion:

Regent Evangelista referred to the statement under Item D of the policy: Duties, “The Committee shall be responsible for submitting a list of at least one (1) and no more than three (3) qualified candidates for every vacancy on the Board to the Governor.” Regent Evangelista requested to revisit this statement and recommended to perhaps consider increasing this number to two (2) or

three (3) qualified candidates and no more than four (4) or five (5) candidates total to allow for a greater pool of candidates to include expiring members who may be interested in continuing service to the college.

Regent Torres stated that although it is an excellent recommendation, she also pointed out that in order to do this, Public Law 20-26 would have to be amended in order to make that change.

Chairman Cepeda also noted that there's a portion of the law under Section Four where the advice and consent of the Senate was taken out. He asked if the committee can look into that section of the law. Regent Torres agreed and legal counsel was tasked to do further research.

All members voted yes, the motion passed as amended.

NMC Executive Reports

Interim President's Report

Recovery Update

IP Frankie recognized the presence of the Rota Executive Director who is also attending the board meeting via zoom and Maria Aguon, Tinian Executive Director. He indicated that the report is included in the packet. The report captures the ongoing recovery efforts that continue to be made at the college. IP Frankie also talked about the short term projects and long term efforts. He noted the following:

Emergency Repairs / Renovations:

1. Bulding V – Temporary faculty offices for about 40 faculty members; Temporary Placement of Bookstore on the east end; Computer Labs and computer classrooms;
2. Building M Repairs is nearing completion and should be able to relocate faculty and staff;
3. Building J has been completed and is currently housing the CREES employees;
4. Student Transition Center has been cleared and construction of the deck was completed to temporarily house the students and the food vendor;
5. Construction Barricade is in progress around the campus, especially the main sections of the college for aesthetic and safety reasons;
6. Exterior Lighting installation at the T Pods and Building P parking lot were completed. Installation of additional lights at Y Pods are ongoing. The assessment of campus lighting continues to include upgrades as needed;
7. CREES Aquaculture Center repairs and restoration is ongoing. NIFA funding was secured to be able to rebuild and renovate the aquaculture building;
8. Dining options on campus continues to be limited. We currently have two vendors operating on campus. We also installed a couple of vending machines.
9. Demolition: Working on moving forward with the demolition of the damaged buildings; and

10. Pursuing Funding Sources:
 - a. FEMA Section 428 (Alternative Procedures for Public Assistance)
 - b. EDA (Workforce Development Center)
 - c. CDBG-DR
 - d. USDA

Long Term Recovery

IP Frankie informed the board about the long term recovery to include the following:

1. Classroom / Instructional Buildings
2. Student Resource Center Building (Student Hub)
3. Center for Innovation and Training (Workforce Development Center, Technology Center and Conference Space).
4. CREES / Natural Resource Management Building
5. Archives, Library, Bookstore Building
6. School of Business Building
7. Nursing Regional Training Center Building
8. School of Education Building
9. Community Event Center / Gymnasium
10. Student Housing & Parking Structure
11. Parking Structure
12. Facilities & Maintenance Building

Mitigation

IP Frankie shared details on mitigation. He stated that there are two types of mitigation such as the 404 funding which is used to provide protection to undamaged parts of a facility or to prevent or reduce damages caused by future disasters and 406 funding provides discretionary authority to fund mitigation measures in conjunction with the repair of the disaster-damaged facilities. NMC submitted a notice of intent forms for each campus (Saipan/Tinian/Rota) under these two funding categories.

Request for Qualification (RFQ) for Facilities Master Plan and New Buildings:

An RFQ was announced in August 2019 which was attended by both on-island and off island firms.

Tinian Campus

Temporary repairs started and FEMA project worksheet received for permanent work.

Appropriations Budget Update

IP Frankie provided an update on the appropriations budget. The house and senate passed the budget and it is now with the Governor's Office for review and approval. The budget proposes to appropriate \$5.9 million dollars to the Northern Marianas College but does not include the CW Fees and Board of Regents allocation. The most recent updates is a meeting with the chairman on the fiscal committee from the Senate to be able to voice our recommendations and suggestions on the proposed budget. A copy of the budget is in the packet.

In response to a question about the original budget request, IP Frankie stated that the college submitted a request of \$9.8 million dollars. The original request was \$8 million dollars and then it was increased to \$9.8 million dollars which was then packaged and submitted to the legislature.

Spring 2019 Graduation / Fall 2019 Enrollment Update

IP Frankie provided an update on the success of the Spring 2019 Graduation. The enrollment for the fall semester is over 1,300 students. This success would not have been possible if it were not for the hard work of the team members of the college, all the outreach activities, the one on one time with our external partners, all of our marketing efforts and most especially the staff and faculty of the Northern Marianas College.

Chairman Cepeda thanked the college for all the hard work. Regent Evangelista congratulated the college for a job well done!

Legislative Update

Report attached.

CFO Financial Report

CFO Reese requested to discuss the report under New Business as it is one narrative. Chairman Cepeda agreed and tabled the report for later in the agenda.

Accreditation Update

IP Frankie informed the Board that the Accreditation Reaffirmation Steering Committee (ARSC) team meets every Friday at 8am. He noted that there are several sub teams that have been assigned to address the different components of the institutional report that is due on January 2, 2020. The submission of the report is going to be followed by an offsite review by the accreditation team in March 2020. A copy of the timeline was provided.

Academic Program Feature: *Learning and Support Services (Counseling)*

Cyndi Deleon Guerrero, Vice-President for Learning and Student Success introduced the Learning Support Services group that will be presenting for today's academic program feature.

Those in the room are Ms. Kaelani Demapan, Early Intervention Counselor, Ms. Christine Inos, Program Manager and Ms. Roxanne Torres, Early Intervention Counselor.

Kaelani Demapan presented on the Starfish student monitoring system. She also shared that this software is an early warning and student tracking module. Kaelani gave an overview of the system to include the key benefits for faculty and staff, the early alert workflow and how it is processed. She also talked about some examples of tracking items from a faculty/staff standpoint and a student's perspective. The data so far shows that there are 457 student users and 57 faculty and staff users. There was a good question and answer session with the board members. A copy of the powerpoint was provided.

Chairman Cepeda called for a quick break. Break ended at 11:29a.m.

FY2020 Operations Budget

IP Frankie informed the board that the FY2020 Operations Budget packet is provided. The finance committee met earlier this week and the packet covers all of the departmental requests. CFO Reese provided an update of the current financial standing of the college and also provided details of the proposed FY2020 Operations Budget (handout provided). Details are listed below:

- 1) PL 20-68 Allocated for NMC: \$1 Million
July 31-Funds received YTD: \$142,857.14 funds received so far for PL 20-68
- 2) PL 20-67 Allocated for NMC: \$500k
CWAP Received YTD: \$250,000.00
- 3) Revenue expected at the beginning of FY19: \$6,774,207.00
Funds received in FY19: \$3,187,913.70
Percentage received: 47.1%
- 4) Funds expected after 15% austerity: \$5,983,075.95
Funds received in FY19: \$3,187,913.70
Percentage received: 53.3%
- 5) Funds designated to get out of austerity: \$500,000.00

Regent Tudela motioned to adopt the FY2020 Operations Budget (Tuition and Fees), seconded by Regent Evangelista. All members voted affirmative and the motion passed.

Interim President Term

Regent Orilla motioned to move into executive session, seconded by Regent Sanchez. All members voted yes, the motion passed. After the executive session concluded, there was no action taken.

Board Meeting Assessment

Done.

Miscellaneous

None.

Adjournment

Regent Orilla motioned to adjourn the meeting, seconded by Regent Sanchez. All members voted yes, the motion passed. The meeting adjourned at 1:00pm.