



NORTHERN MARIANAS

COLLEGE

BOARD OF REGENTS

Regular Meeting of September 27, 2018

Minutes

I. Call Meeting to Order

The regular meeting of the Board of Regents of the Northern Marianas College was held on Friday, September 27, 2018 in the BOR Conference Room, Saipan Campus. Regent Elaine Hocog Orilla., Acting BOR Chairperson called the meeting to order at 10:00a.m. and called for roll of the members. Five members were present and a quorum was established. Acting Chairperson Orilla welcomed everyone to the meeting.

a. Roll Call

Regents Present:

Regent Elaine Hocog Orilla, Acting Chairperson; Regent Michaela U. Sanchez; Regent Jesse M. Tudela; Regent Irene T. Torres and Regent Zenie P. Mafnas.

Regents Excused Absent:

Regent Charles V. Cepeda., Chairman; Regent Michael N. Evangelista, Esq.

NMC College Staff

Frankie M. Eliptico, Interim President; Cyndi I. Deleon Guerrero, Vice President of Learning and Student Success; Andrew Reese, Chief Financial Officer; Vince Merfalen, Facilities Director; Maria Aguon, NMC Tinian Center Executive Director; Charlotte Cepeda, Dean of Learning and Student Success; Becky P. Sablan, Executive Secretary (Recorder).

BOR Legal Counsel

Jesus C. Borja

Review and Adoption of Agenda

Regent Sanchez motioned to table New Business (b) Presidential Search, seconded by Regent Tudela. All members voted yes, the motion carried.

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

Review and Adoption of Minutes

June 22, 2018 regular meeting
August 17, 2018 special meeting

Interim President Eliptico requested to defer action of the minutes for the next meeting.

Regent Torres motioned to table this item. There were no objections, the motion carried.

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.

III. Reports and Action from Standing Committees

FINANCE COMMITTEE, Regent Irene T. Torres, Chair

On behalf of the Finance committee, Regent Torres provided a brief update. She informed the board that the finance committee met recently to discuss agenda items that are for today's meeting to include the FY 2019 Operations Budget and the board resolutions. Regent Torres will go into more details when the time comes to address the finance items.

AUDIT COMMITTEE, Regent Zenie P. Mafnas, Chair

No report.

HUMAN RESOURCES COMMITTEE, Regent Zenie P. Mafnas, Chair

On behalf of the HR Committee, Regent Mafnas provided a brief update. She indicated that the committee met recently to discuss the Employee Classification and Compensation Plan. The committee will share its review and discussion on this particular item later in the agenda.

REGENT NOMINATING COMMITTEE, Regent Irene T. Torres, Chair

None.

PROGRAM COMMITTEE, Regent Michael Norita Evangelista, Chair

None.

OLD BUSINESS

Board Resolution No. 2018-02: NMC debit/credit card

Interim President Eliptico began by providing some background information regarding this request. He went on to say that the college is requesting for the board to approve BOR Resolution No. 2018-02 which informs the bank that the board has authorized the college to proceed in obtaining a debit/credit card for the institution. Additionally, this resolution was passed in 2013 and because it's been several years, the bank is requesting for a new resolution. At the last meeting, some of the board members brought up some concerns regarding procedures and policy. At the committee meeting, some of these concerns were addressed to include the procedures and steps taken to ensure the responsible use of the debit/credit card. IP Eliptico reassured the board members that the procurement process will remain the same and that this is adding another payment method.

Regent Torres, Finance Committee Chair motioned to approve BOR Resolution No. 2018-02: NMC debit/credit card, seconded by Regent Mafnas. For discussion purposes, Regent Tudela referred to line three of the resolution and inquired if it would be prudent to include a specific timeframe. Counsel Borja indicated that it is the boards purview to insert a monitoring mechanism if it so chooses to do so. He also indicated that he doesn't see any problem with it and does not believe that it would deter or prohibit any banks or companies from accepting such authority from the resolution.

Andrew Reese, Chief Financial Officer indicated that the college does a monthly reconciliation with all bank accounts which would also include the debit/credit card. The monthly reconciliations would also ensure the monitoring the activity of this account. IP Eliptico also added that the monthly frequencies is already embedded into the procedures.

After much discussion, Acting Chairperson Orilla called for the vote to adopt the resolution. **All members voted yes, the motion passed.**

Board Policy No. 6000 – Employee Classification and Compensation Plan

Interim President Eliptico explained that this is the college's ongoing efforts to streamline and improve the HR processes that affect the whole institution. For the last few years, the college has been working from three different classification and compensation plans. This proposal would also ensure that all current and incoming employees are all classified under one system that is updated and reflects current situation of the college. He went on to say that the proposal that was discussed at the committee meeting, however, the review is not ready yet but very close to completion. IP Eliptico indicated that this is an update of the status of the proposal and that the college will come back to the board once it is ready for its review and consideration.

VP Deleon Guerrero informed the board that the work of cleaning and updating of the compensation listing was necessary. There were concerns of the inequities between

employees having the same positions and carrying the same qualifications. The proposal would in turn fix this problem and align it with the organizational chart of the institution. But furthermore, this would also align the college with the rest of the CNMI government. Lastly, this proposal would ensure that the college could recruit and hire highly qualified individuals and be able to retain them. VP Deleon Guerrero also mentioned that some may realize a difference in compensation and some may not.

Acting Chairperson Orilla stated that so long as people don't expect to have a salary increase. Regent Tudela indicated that it's also important to note that the salary drop does not happen to those who are already making the salary that they already have.

Acting Chairperson Orilla informed the board that this is just the preliminary presentation of the proposal. The staff has a lot of work ahead of them to get this to its ready stage.

Counsel Borja recommended that to avoid any possible accusation of fairness, it would be a good idea to look at previous pay scales to ensure that there are no disparities. It is something we need to avoid when working on the proposed employee compensation and classification plan.

Acting Chairperson Orilla indicated that this concern was also discussed at the committee meeting and it will be part of the review process.

Regent Torres motioned to table this item, seconded by Regent Mafnas. The motion carried. This item is tabled.

FY 2019 Operations Budget

On behalf of the Finance Committee, Regent Torres informed the board that the finance committee met and discussed the FY 2019 Operations Budget. **Regent Torres motioned to approve the FY 2019 Operations Budget, seconded by Regent Sanchez.**

Discussion:

Interim President Eliptico thanked the finance team for all their hard work in putting the package together for today's meeting to include the changes that were recommended by the committee. The fiscal year 2019 operations budget is provided in the Board of Regents packet. The documents represents the current and best judgement of the college's anticipated revenues relative for fiscal year 2019. This information was based on what was available for today's meeting. The tentative budget projects a revenue of \$4,500,000 and expenditures of \$4,675,000 in the college's operating funds.

IP Eliptico also gave an overview of the budget request proposal as follows:

- 1) \$4.5 Million budget ceiling request for FY 2019.
- 2) \$4.5 Million revenue projection.
- 3) Detailed Breakdown: Facilities - \$800k; Academic Programs \$900k.

- 4) Reallocation: Funding for Professional Development activities; construction plans and some upgrades to include security cameras.

Furthermore, after the Budget and Finance Committee (BAFC) submitted its proposal, the college had a better sense of what the budget was going to look like for 2019. The college was able to free up some of the personnel deficit and also reallocated some of the identified resources that were taken out during the BAFC process that included some of the professional development activities. One of the biggest things that is coming up for the college is the preparation for our accreditation self study in 2019. Interim President Eliptico also added that there are also construction plans that were included in the budget.

Overall, he felt that it was the fairest process but believes that we can also make improvements in terms of tracing the budget allocation back to planning and program review. In the end, IP Eliptico stated that he is proud of the budget proposal and also thanked the CFO, Vice President Deleon Guerrero and BAFC members for all their hard work.

Regent Tudela asked about the budget for the Natural Resources Management (NRM) program because the budget proposal shows a budget cut from nine thousand dollars to five hundred dollars. CFO Reese explained that historically they have been functioning with federal grants. In the past, they have received zero dollars but in recent years BAFC gave them some money. As it turned out, the program didn't need it because they are receiving one hundred thousand dollars of federal funds.

Regent Mafnas also added that the committee requested to note those variances by adding an additional line.

IP Eliptico said that it was good suggestion. He also indicated that one of the goals for the next budget period is to show what departments are getting on both the operations and appropriations side of the budget that way the board can get a clearer picture of what the departments are getting in terms of for salaries and for programmatic purposes.

VP Deleon Guerrero added that one of the things that is a topic of discussion for her department as well is resource allocation and the importance of linking the budget back to the accreditation standard. Thus, by doing so, we develop the culture of accountability and transparency.

Regent Tudela inquired the reason personnel is not included in the worksheet. IP Eliptico explained that most of the non-federal are paid by appropriations.

Regent Tudela recently attended the Nursing Advisory Council meeting and there was conversation about charging the students clinical fees. The discussion came from the students that paid that fee and that CHCC has an MOU with NMC. The understanding is that the fees will be paid back if the student is hired by CHCC and passes the NCLEX. The discussion is who will hold that money until such time the student passes the test and is hired. IP Eliptico stated that he is not familiar with the discussion yet but will ask the

Vice-President and CFO to look into it so that we can minimize the impact to the student while going to school.

IP Eliptico noted that there is no line item for the Board of Regents because that is being funded through appropriations.

IP Eliptico informed the board that the budget process was a fair one and hopes to improve the budgeting process by also tracing the budget allocation back to planning/program review in the next budget cycle.

IP Eliptico recommended approval of the FY 2019 budget as presented.

After a lengthy discussion, Acting Chairperson Orilla called for vote of the agenda item, FY 2019 Operations Budget for adoption. All members voted yes, the motion carried.

BOR Resolution No. 2018-03 – Bank Signatures

Regent Torres motioned to approve BOR Resolution No. 2018-03: Bank Signatures, seconded by Sanchez. All members voted yes, the motion carried.

NMC Executive Reports

a. Interim President's Report

Mr. Frankie M. Eliptico, Interim President Reported:

- 1) Preparations for the FY 2019 Operations Budget
- 2) Appropriations Budget
- 3) Expecting an additional one million dollars supplemental funding.
- 4) Education Summit was a very successful event.
- 5) First time, partnered with the Saipan Chamber of Commerce for the Gubernatorial and Delegate debate. It was a successful collaboration.
- 6) Taniguchi Ruth Makio Architects (TRMA) close to presenting plans to the college. They are at ninety percent completion. The bid will be out soon and hope to start the project in January.
- 7) NMC and McREL Pacific fostered a partnership to work on developing a math course that will help incoming students place into college level math.
- 8) Upcoming Events: calendar events for board members via email accounts.

IP Eliptico informed the board that the college will feature a program at each board meeting. VP Deleon Guerrero recommended that we start this off with the Criminal Justice program. VP Deleon Guerrero thanked IP Eliptico for the introduction. She introduced Ms. Zerlyn Taimano who is the program coordinator. A handout was provided. See presentation below:

Program Feature: NMC Criminal Justice Program

Zerlyn Taimanao, Criminal Justice Program Coordinator reported that the Criminal Justice program was implemented in 1990 to provide training and technical support to the CNMI Department of Public Safety. The program has since expanded to include areas in basic law enforcement and fire science. The program offers two degree programs and two certificate programs. They are as follows:

Degree programs:

- 1) Associate in Applied Science in Criminal Justice (1990)
- 2) Associate in Applied Science in Fire Science Technology (2017)

Certificate programs:

- 1) Certificate of Completion in Basic Law Enforcement (1992)
- 2) Certificate of Completion in Fire Science Technology (1995)

Ms. Taimanao explained that the program's primary clientele includes the various government agencies to include the CNMI Department of Public Safety, Fire and Emergency Medical Services, the Commonwealth Ports Authority, Division of Customs, Department of Corrections, CNMI Homeland Security and the general public.

Overall, the program is funded through the NMC appropriations and operations. Enrollment for the degree program has grown over the years and graduation rates are slowly climbing. The certificate program is fairly new so there is no data at this time. In the meantime, the department is working with the department of fire and emergency medical services and the prior learning assessment program at NMC to identify a cohort to get this program started. Currently, the program is running the academy on Tinian through a memorandum of understanding with the Tinian Mayor's Office. The implementation of the program is in its early stages for Rota. She concluded her presentation by thanking the members of the Board of Regents, IP Eliptico, Dean Cepeda and VP Deleon Guerrero for all their support.

b) WASC Accreditation Update

Dean Charlotte Cepeda, Accreditation Liaison Officer provided an update on the ongoing accreditation efforts, she highlighted the following.

- 1) July 2018 - Substantive Change Screening Proposal Submitted to WSCUC
 - Purpose: To include Rota and Tinian as full instructional campuses. we are currently limited to offering less than 50% of any program to students at both of these sites.
- 2) September 20-21, 2018 Rota site visit and review (proposal will be completed, NMC review process, WSCUC submission).

- 3) September 24-25, 2018 Tinian site visit and review (proposal will be completed, NMC review process, WSCUC submission).
- 4) October 30-31, 2018 WSCUC Liaison Officer visit for tech assistance for 2018 Off-Site Review Report.
- 5) November 1, 2018 Progress Report Due - Ongoing.
- 6) May 31, 2019 - Annual Report Due (updated Student Achievement Data to include this 2018).
- 7) August 8, 2019 - Off Site Institutional Report “Self Study” Due (Reaffirmation Steering Committee has met twice)
- 8) October 17, 2019 - Off Site Review (OSR) with Commission (Probably teleconference or video conference with President, ALO and others to be determined with guidance from WSCUC Liaison Officer during visit in October 2018).
- 9) November 1, 2019 - Program Report Due (Components will be determined by correspondences from WSCUC).
- 10) January 14, 2020 - Additional documents requested by the Team after Off Site Review (Additional document requests will stem from October 17, 2019 OSR).
- 11) March 10-12, 2020 Accreditation Reaffirmation Site Visit (Visiting team will be at NMC, will receive special requests for meetings based on the OSR and/or additional needs).
- 12) June 24 or 25, 2020 Accreditation Commission Review (NMC must send President, ALO and other key personnel to meet with the Commission).
- 13) July 2020 - NMC Accreditation Status will be determined by WSCUC.

c. Legislative Update

Interim President Eliptico provided an update (handout circulated). He highlighted some key updates.

- a) H.B. 20-133: To Rename NMC Building P the “Agnes McPhetres as the “Agnes McPhetres Administrative Building” has passed the House of Rep and is currently with the Senate. The Senate is meeting this afternoon and its on their agenda. NMC provided comments.
- b) H.B. 20-173: FY 2019 Appropriations Budget is currently with the Governor for his signature.

- c) H.B. 20-187: Appropriates \$1M to NMC from the Special Casino Gross Revenue Tax Account passed the House of Rep earlier this week and it's the Senate's calendar for passage.
- d) S.B. 20-71: Bill that provides the Nursing Profession Scholarship for students who choose to pursue Nursing as a career.
- e) S.B. 20-17: To establish the NMTI as a government entity. NMC learned that there was a Senate version, however, that version is not ready. The college has reached out to the Senate to give us the opportunity to review the amendment and to comment on it. Senator Justo Quitugua is the author of the bill. VP Deleon Guerrero mentioned that some of the issues faced with the bill is the issue on the availability of resources to ensure that NMC gets its share to be able to operate and function. Secondly, in reading the two versions of the proposed bill, the only difference is that the Senate bill actually expands further to include language on the regulatory authority that is being proposed for this entity should NMTI become a public entity. VP Deleon Guerrero went on to say that from a programmatic standpoint, the language for both bills state that it is not intended to supplant or replace any established programs at NMC and PSS. The bills are not clear as to which specific career programs they're going to offer. The college is concerned about duplicating programs which would then result in a competition for resources.

Counsel Borja informed the board that he did render an opinion regarding the constitutionality of the original bill on this assistance to NMTI. He believes that the language that refers to replacing established programs at NMC may be a result from his opinion that it was unconstitutional because the constitution gives to NMC the jurisdiction on educational education.

Acting Chair Orilla thanked IP Eliptico for his report. At this time, she recognized Counsel Borja. Counsel Borja commented on the ALO's report regarding accreditation. He reminded the board that when the college was under the ACCJC Junior Commission, the board was cited for not referring to the Rota and Tinian instructional sites as "campuses." IP Eliptico mentioned that ten years ago, we did suspend the programs on Rota and Tinian because we weren't able to offer the full complement of students services at that time. The move that the college wants to take is in the direction that would expand the programs and services to Rota and Tinian so students do not have to leave their respective island to be able to access NMC services.

VP Deleon Guerrero said that as mentioned during the criminal justice program presentation earlier that because of accreditation requirements, the program had to be split up the way it is (some on Saipan, On-Site and On-Line) because there is a limitation by how much we can offer to both Rota and Tinian. We are currently limited to offering less than 50% of any program to students at both of these sites. Although the demand is there, we have to go through the process.

V. Board Meeting Assessment – Done.

VII. Adjournment

Regent Torres motioned to adjourn the meeting, seconded by Regent Mafnas. The motion carried. The meeting ended at 5:10pm.