



**NORTHERN MARIANAS COLLEGE
BOARD OF REGENTS
Regular Meeting of December 12, 2019**

Minutes

I. Call Meeting to Order

The regular meeting of the Board of Regents of the Northern Marianas College was held on Thursday, December 12, 2019 in the BOR Conference Room, Saipan Campus. Regent Charles V. Cepeda., BOR Chairman called the meeting to order at 9:31 a.m. and called for roll of the members. Seven (7) 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., Regent Jesse Tudela and 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

Stephen Nutting, Esq.

Review and Adoption of Agenda

Chairman Cepeda requested to move item IV. Old Business - Presidential Search to the end of the agenda under executive session; move VI. (a) 1. Program Feature - Adult Basic Education up in place of number

IV on the agenda. Regent Orilla motioned to adopt the changes, seconded by Regent Evangelista. All members voted yes, the motion passed.

Review and Adoption of Minutes

1. September 20, 2019 regular meeting

Regent Sanchez motioned to adopt the September 20, 2019 regular meeting, seconded by Regent Orilla. All agreed, the motion passed.

Public Comment Period

1. Ray Muna addressed the board about an item on the agenda. He first thanked and expressed his appreciation to IP Frankie for leading the college especially at a very difficult time. Mr. Muna asked the board to consider looking locally to fill the position of president.

Reports from Standing Committees

- a. Finance Committee: Regent Tudela provided an update of items that were discussed to include the A&E, Multipurpose Center (Gym), Building V renovation and financial report. The committee will be making its recommendation to the full board.
- b. Audit Committee - No report.
- c. Human Resources Committee - No report.
- d. Regent Nominating Committee - No report.
- e. Program Committee: Regent Evangelista provided an update on items that were discussed at the committee meeting to include the NMC Academic Calendar (2019-2023) and the Credit Hour Policy. The committee thanked the college for preparing the academic calendar as it covers four years of important dates for the academic years. IP Frankie also shared that this calendar captures key and relevant dates. The credit hour policy as explained by Charlotte Cepeda, Dean of LSS that the Code of Federal Regulations mandates that every institution is required to have one and that the policy defines the contact hours for every course at the college. The committee will be making its recommendation.

Executive Session (NMC Institutional Report)

Regent Orilla motioned to move into executive session, seconded by Evangelista. The purpose of the executive session is to hear the presentations from the college employees who have been diligently working on the report. All members agreed, the motion passed. After much time, the presentations concluded and Regent Tudela motioned to rise out of executive session, seconded by Torres. All members agreed, the motion passed.

Upon rising from executive session, Chairman Cepeda informed everyone that the members of the board is endorsing the NMC Institutional Report that was presented.

Program Feature: Adult Basic Education

IP Frankie introduced Ms. Lorraine Cabrera Maui who is the state director for the adult basic education program. Ms. Maui held this position for 15 years. She outlined the services that the program offers and also shared some data to include the funding, eligibility, enrollment, priorities and state strategies. A handout was shared with the board. Ms. Maui concluded her presentation and also answered some questions from the Board Members. Regent Tudela asked if students are being tracked whether they are employed after completing the program. Ms. Maui responded that the program does track them for a year at which they are asked about their place of employment, position and the wages they are making. Regent Mafnas also asked about the funding level for the program. Ms. Maui said that for the current year (2019-2020) is \$218,000 and previous years were at \$500,000. The formula is based on population. Ms. Maui concluded her report and thanked the members for their time.

NMC Academic Calendar 2019-2023

Regent Tudela motioned to adopt the NMC Academic Calendar 2019-2023 as presented earlier by the program committee, seconded by Regent Sanchez. All members voted yes, the motion passed.

Credit Hour Policy

Regent Sanchez motioned to adopt the Credit Hour Policy, seconded by Regent Tudela. All members voted yes, the motion passed.

Property Request by Tinian Leadership

IP Frankie informed the board that the request that came in from the Tinian Leadership is a request from the NMC Tinian Center. There is some new information that has come in the last couple of days and respectfully ask the Board to defer action at this time to go over that information and also engage with some of the offices that may be affected by the request. In addition this will also allow the staff to look at alternative solutions from what was considered.

Regent Sanchez motioned to table this item, seconded by Regent Orilla. All members agreed, the motion passed.

NMC EXECUTIVE REPORTS

Interim President's Report

IP Frankie provided an update and also highlighted the following:

- 1) Funding Sources
 - a. FEMA Section 428 (Alternative Procedures for PA)
 - b. EDA (Workforce Development Center)
 - c. CDBG-DR (Disaster Recovery)

d. USDA

- 2) Building W Demolition
- 3) Completed the insulation of the ADA Ramps
- 4) Transition Center
- 5) CREES (Aquaculture) is nearly complete.
- 6) Campus Engagement
- 7) Employee Recognition (Velma Deleon Guerrero, Kaelani Demapan, Alexis Cabrera)
- 8) Phi Theta Kappa Induction Ceremony held recently for about 30 students
- 9) Student Activities: Volleyball Tournament and Beach Fest
- 10) Community Events: Domestic Violence Awareness Silent Walk, 4H Marianas Wins \$20k, International Food Fair, and Climb Higher Summit
- 11) Submitted NMCs Citizen Centric Report
- 12) Launched the PROA Perks Program
- 13) New NMC Website will be launched soon
- 14) Launched a NMC Mobile App.
- 15) Gearing up for Spring Semester
- 16) Public-Private Partnership Conference March 18-19, 2019 hosting it with GCC, USDA

A&E (Facility Master Plan and New Campus Buildings)

IP Frankie informed the board that these items are still in the procurement stages.

Multipurpose Center (Gym) and Building V

IP Frankie provided a status update on the college projects to include the (a) Multipurpose Center (Gym) and (b) Building V which he indicates are still in the early stages of the procurement process.

CFO Report

Shelly Tudela, Interim CFO provided an update on the current financial status of the college. A handout was provided. Shelly also highlighted some important information below:

- 1) FY2019:
 - Received \$1Million on October 25, 2019.
 - Received \$250k on November 26, 2019.
 - Total Funds: \$1.3 Million
 - Total Pending Funds for FY 2019: \$500k
- 2) FY2020:
 - No funds received from Appropriations to date but the college was just notified that it will be receiving \$500k.

Overall, the college is in good standing and will continue to advocate for the transfer of those funds. Regent Evangelista asked how much is owed to NMC. Shelly Tudela said that the remaining funds owed to the college for FY2019 is \$500k.

Legislative Updates

IP Frankie noted two bills that are making its way to the legislative process (1) Behavioral Health Scholarship and (2) Raise the ETC limit from \$5k to \$10k for educational institutions who qualify for ETC. The status of the other legislations are listed in the handout provided.

EXECUTIVE SESSION

Regent Torres motioned to move into executive session, seconded by Regent Orilla. Upon convening the meeting, the board did not take action.

MISCELLANEOUS

ACCT National Legislative Summit

ADJOURNMENT

Regent Torres motioned to adjourn the meeting, seconded by Regent Evangelista. All members voted yes, the motion passed. The meeting ended at 1:05pm.