



**NORTHERN MARIANAS COLLEGE
BOARD OF REGENTS
Regular Meeting of June 24, 2019**

Minutes

Call Meeting to Order

The regular meeting of the Board of Regents of the Northern Marianas College was held on Monday, June 24, 2019 in the BOR Conference Room, Saipan Campus.

Regent Charles V. Cepeda., BOR Chairman called the meeting to order at 3:35p.m. and called for roll of the members. Six members were present and a quorum was established. Chairman Cepeda welcomed everyone to the meeting.

Roll Call

Regents Present:

Regent Charles V. Cepeda., Chairman
Regent Elaine Hocog Orilla, Vice-Chairperson
Regent Michaela U. Sanchez, Treasurer
Regent Zenie P. Mafnas
Regent Irene T. Torres
Regent Michael N. Evangelista, Esq.

Excused Absent: Regent Jesse M. Tudela

NMC College Staff/Faculty

Frankie Eliptico, NMC Interim President; Cyndi Deleon Guerrero, Vice President of Learning and Student Success; Patricia Coleman, Interim Dean of CREES; Solly Takai, Extension Agent of CREES; Arnold Route, Extension Agent of CREES; Charlotte Cepeda, Dean of Learning and Student Success; Polly DLG. Masga, Human Resources Director; William Hunter, Distance Education Coordinator; Ray Muna, Prior Learning Assessment; and Helen B. Camacho, Board Secretary (Recorder).

Others Present

Lyn Lirio, Marianas Variety News Reporter
Steve Nutting, Law Office
Gary Liddle, Micronesia Innovations & Development

Chairman Cepeda continued with the review and adoption of the agenda for the June 24, 2019 regular meeting as follows:

Review and Adoption of Agenda

The board reviewed and approved the agenda without changes.

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

Review and Adoption of Minutes

The board reviewed and adopted the following meeting minutes:

- 1) February 28, 2019 regular meeting
- 2) March 15, 2019 special meeting
- 3) April 23, 2019 special meeting

Regent Torres motioned to adopt the meeting minutes, seconded by Regent Sanchez. All members voted yes, the motion passed.

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.

NMC Executive Reports

Finance Committee

No report.

Audit Committee

FY 2018 Annual Audit

The Audit Committee reviewed and shared the FY 2018 Audit with the board. The committee chair outlined the key details of the Audit that the board would like to see addressed and for the staff to communicate these concerns with the Auditors.

CFO Reese shared with the committee the findings of the audit draft and explained his view of the severity of the findings. The preliminary determination of the draft indicated NMC would earn a “qualified” audit opinion. BCM Audit Manager Jocelyn Doreza indicated this was still subject to change if the college would be able to provide additional audit evidence about the bookstore’s finances in FY18. CFO Reese informed the Regents the Typhoon Yutu had destroyed all paper documentation but his team would work to provide sufficient evidence for the audit team. Regent Mafnas indicated she thought the report was overall positive if we were able to resolve the bookstore issue and earn an “unqualified” opinion.

Regent Mafnas motioned to conditionally approve the FY 2018 Audit pending the submission of the corrective action plan and applicable attachments; and to ensure that the bookstore issue is corrected in time to meet the June 30 Federal ClearingHouse deadline, seconded by Regent Torres. All members voted yes, the motion passed.

Human Resources Committee

NMC Faculty Minimum Qualification Requirement Policy - Proposed Amendment

The HR Committee considered and tabled this request but also asked the administration to provide the committee with an updated version that includes some of the recommendations mentioned during the committee meeting. The purpose of the proposed amendments to the alternative procedures in the recruitment of faculty specifically for hard to fill positions from Policy 5005 as it relates to minimum qualification requirements.

Regent Sanchez motioned to see an updated version, seconded by Regent Torres that includes:

- Establishment of the equivalency process and procedures and how this will be applied to the years of experience of applicants;
- Defined criteria and process for “hard to fill”;
- Identification of categories to which the “hard to fill” will be applied; and
- Criteria by which state licensure will be considered, as appropriate.

The recommendation is to revert it back to the college administration to incorporate the recommendations made by the committee.

Regent Nominating Committee

None.

Program Committee

None.

OLD BUSINESS

Presidential Search Committee

Chairman Cepeda indicated that it will be taken up in executive session.

NEW BUSINESS

CREES Agricultural Experiment Station

Patricia Coleman, Interim Dean of CREES provided a brief synopsis of the request for the proposed relocation of the Northern Marianas College Cooperative Research, Extension and Education Service (NMC-CREES) Center for Agriculture Development (Ag Experiment Station) from As Perdido to Kagman.

Ms. Coleman shared some background information that the CREES Agriculture Experiment Station was previously located in Kagman in the area which the Department of Lands & Natural Resources (DLNR) currently occupies. NMC did not have an Agriculture Experiment Station for many years since 2005. Since 2008 CREES has invested millions of dollars to develop the land and facilities. Currently, CREES has an approved agriculture research project/grant that requires the As Perdido Experiment Station. Furthermore, the development and improvement of the services to its CREES clientele has increased since it relocated to As Perdido. The concern they have is in the amount of funds that had already been spent in building and developing the As Perdido location and the potential impact of relocating back to Kagman. It will also impact services to clients.

Counsel Mocanu said that the MOA seems more like a land conveyance and has stronger standing than just an MOA.

Chairman Cepeda asked IP Frankie to have administrative legal counsel review the MOA and to provide a legal opinion. He also asked for IP to draft a letter to the Government asking that the land be retained by CREES.

IP Frankie stated that we can also have other stakeholders (e.g. farmers, PSS) endorse the letter to the government.

Chairman Cepeda stated that a meeting should be set up between NMC and PSS to discuss this matter as well as the re-location of the two middle schools to As Perdido and how to best work with CREES when that happens.

NMC Executive Reports

Interim President's Report

Interim President provided an update, he noted the following important events:

- WASC Visit by Dr. Maureen Maloney to assist the college prep for the Institutional Report in January 2020.
- House Ways and Means Committee meeting was held on campus (May 08).
- University of Guam / NMC Bachelor's Degree in Criminal Justice MOA Signing held on May 09.
- NMC hosted a Career Fair for NMC Students on June 14th (Hyatt Sand Castle)
- School of Business: Sands of Time Ceremony was held on June 20th.
- Nursing Pinning Ceremony was held on June 22nd.
- NMC Info Session held on June 09.
- PTK Induction Ceremony was held on June 24th.
- Counselors Conference and for Seminar for Individuals with Disabilities
- SHEFA Meeting held on re: requirement for first year students
- Planning Summit
- Scholarships:
 - 1) Chamber of Commerce Scholarships
 - 2) Business Women of the Year Scholarship
 - 3) APIASF Scholarships
- DFEMS Certificate Recipients: Police Academy Cohort #4
- BUILD Exito Cohort
- Ongoing Repairs around Campus (Building J, V and M)
- Building V Faculty Office
- Fall Semester in August 2019
- Baccalaureate Mass is on June 25, 2019

- Commencement 2019 on June 29, 2019

FY 2020 Appropriations Budget Request

The FY 2020 Budget Request is attached.

NMC Tuition and Fee Structure

Comparison of tuition fees nationally, NMC is low at an average. The college will come back with a proposal.

Legislative Update

Frankie M. Eliptico, NMC Interim President (handout circulated).

CFO Financial Report

Andrew Reese, Chief Financial Officer provided an update. He noted some financial highlights.

FY 19 NMC Projected Personnel Cost (includes austerity measures):

- Personnel Costs: \$6.48 Million (includes CWAP)
- Appropriations Budget: \$5.274 Million divided equally every month (\$439k every month or split in two weeks).
- OMB Projection: \$4.3 Million
- Legislature Projection: \$4.4 Million

Operations Budget:

- Tuition and Fees (Operations Budget): Projection for tuition and fees was \$4.5M for FY19 and NMC is right on target, no need to revise.
- Total Adjunct Faculty and Overload cost is about the same.
- Travel decreased from last year. CFO indicated this was a combination of management endorsing less travel and also the decreased opportunity for travel due to Typhoon Yutu recovery.
- Capital Expenditures are quite high because of the typhoon expenses are listed in this category.
- Utilities are way down because of no power for months.
- Student Expenditures is significantly down because of budget cuts and other extenuating circumstances reducing demand related to the typhoon.

Federal Grant Revenue:

- Federal Grants Revenue continues to increase.
- CREES program continues to grow each year and their ability to spend their money is how they continue to grow their program.

Special Account (Department Driven Revenue): Community Projects/Live Stream

Overall, the CFO felt that these topics were relevant to share aside from the Audit and Austerity matters. CFO Reese indicated the college was in good fiscal condition outside of the government's lag in depositing appropriations.

Accreditation Update

Charlotte Cepeda, Accreditation Liaison Officer provided an update and highlighted some important details:

- WASC Visit: Met with the various constituent groups (Faculty, Senate, Board of Regents)
- January 2, 2020 Institutional Report Due.
- March 2020: Off-site conference call
- September 2020 Visit

Academic Program Feature: *Distance Education*

William Hunter, Distance Learning Education Coordinator presented for today's program feature and highlighted the following.

- The Distance Learning Education Office provides support and leadership in the effective use of information technologies in the classroom both physically and through NMC Online to advance the educational mission of Northern Marianas College.
- Three Types of Courses Available NMC Online Moodle: 100% Online; 50/50 Online and In-Class; 100% In-Class Web Enhanced Courses;
- How is NMC Online (MOODLE) used by Instructors and Students?
 1. Attendance
 2. Assignments:
 3. Resources: USDA NIFA DEG
 4. Personalized Learning Designer (PLD)
 5. Learning Tools Interoperability (LTI)

Ms. Polly Masga, New Human Resources Director:

IP Frankie introduced Ms. Polly Masga who is the new Human Resources Director. The board welcomed Ms. Masga back to the college. Ms. Masga was a former employee of the college. She was the General Manager for Marianas Medical Center. Welcome Polly!

Board Meeting Assessment

Done.

Miscellaneous

None.

Executive Session

Chairman Cepeda called for executive session, seconded by Regent Evangelista. All members voted yes, the motion passed. Upon convening the meeting, the board did not take any action.

Adjournment

Regent Evangelista motioned to adjourn the meeting at 6:10p.m, seconded by Regent Orilla. All members voted yes, the motion passed.