



**NOTICE OF MEETING
NORTHERN MARIANAS COLLEGE
BOARD OF REGENTS' REGULAR MEETING
Wednesday, March 23, 2016
9:25a.m.**

Call Meeting to Order

ROLL CALL

Board Members:

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

Excused Absent: Regent Juan T. Lizama

BOR Legal Counsel:

Jesus C. Borja

NMC Staff/Faculty:

David J. Attao, Acting President
Bobbie Merfalen, Dean of Academic Programs & Services
Dr. Brady Hammond, Languages and Humanities Department Chair
Helen B. Camacho, Board Secretary (Recorder)

Regent Frank M. Rabauliman, BOR Chairperson called the meeting at 9:25a.m. Six members of the Board of Regents were present, a quorum was established.

REVIEW AND ADOPTION OF AGENDA:

March 23, 2016 Regular Meeting

BOARD ACTION: Regent Orilla moved to adopt the March 23, 2016 regular meeting agenda and seconded by Regent Deleon Guerrero. All members voted yes, the motion passed. The agenda is adopted.

REVIEW AND ADOPTION OF MINUTES:

May 22, 2015 and continued May 26, 2016 – Regular Meeting

BOARD ACTION: Tabled.

January 14, 2016 – Regular Meeting

BOARD ACTION: Regent Orilla moved to adopt the January 14, 2016 Regular Meeting minutes and seconded by Regent Peter. All members voted yes, the motion passed.

February 3, 2016 – Special Meeting

BOARD ACTION: Regent Sanchez moved to adopt the February 03, 2016 meeting minutes and seconded by Regent Peter. All members vote yes, the motion passed.

February 25, 2016 – Special Meeting

BOARD ACTION: Tabled.

Regent Sanchez moved to adopt the meeting minutes and seconded by Regent Peter. However, there were some clarification requested and it was tabled pending further review. Tabled at this time.

- Page 2: The last board action listed does not indicate who seconded the motion.
- Page 3: Clarify if the organizational chart was adopted as a draft for submission with the budget or adopted as a full brand new organizational chart. Need clarification from the ALO and if this an accreditation concern.
- Legal Counsel was present at the meeting.

PUBLIC COMMENT PERIOD:

No public participation.

AMENDMENT TO THE AGENDA:

BOARD ACTION: Regent Peter moved to suspend the order of business and include the following item as follows. The motion was seconded by Regent Orilla. All members voted yes, the motion passed.

1. Ad-HOC Audit Committee Report
2. Facilities Plan Report

Facilities Plan Report

Mr. John Guerrero, Facilities Manager presented on the TY Soudelor Repairs and Facilities Upgrade (handout provided).

SUSPEND THE ORDER OF BUSINESS:

BOARD ACTION: Regent Peter moved to add to the agenda Board Resolution 2016-03: FEMA Alternate Pilot Program under Old Business, Facilities Plan (Item III) and seconded by Regent Orilla. All members voted yes, the motioned passed.

Board Resolution No. 2016-03 – FEMA Alternate Pilot Program

BOARD ACTION: Regent Rechebei moved to adopt Board Resolution 2016-03 that the board after due deliberation resolves that the FEMA Alternate Procedures Permanent Pilot Program offered by FEMA is the best option for the college for the repair, renovation, rebuild adopts it and further authorizes the administration to prepare the exact wording of such resolution to be signed by the Chairman of the Board, the Acting President and Legal Counsel was seconded by Regent Peter. All members voted yes, the motion passed.

Break was called at 11:00a.m. Break ended at 11:20a.m.

Chairperson Rabauliman called the meeting back to order at 11:20a.m. and proceeded to the next item on the agenda.

Chairperson's Report

Chairperson Rabauliman offered some comments. He acknowledged the hard work and efforts of Regent Lizama during his term as Chairperson.

STANDING COMMITTEE REPORTS:

Fiscal Committee Report

Regent Rechebei, Fiscal Committee Chairperson provided an update. She highlighted the following items:

- Naming Building Policy: Tabled.
- Board Policy No. 7003 – Financial Accounts: Tabled.
- Board Policy No. 7011 – Accounting: Tabled.
- Board Policy No. 7006 – Travel: Tabled.
- Draft Finance Facility Committee – Tabled.
- Cost of Instruction: Preliminary research was done last year; a final recommendation to be presented before the beginning of the next semester or before the budget call.
- Funds we have on reserve or savings.
- Facilities Plan Update – Presented by John Guerrero, Facilities Manager.
- Salary Adjustments – Tabled.
- Audit Status – Referred to the Ad-HOC Audit Committee.
- Nursing Program (\$14,000) – Review the minutes and determine the boards' decision with respect to the action taken when it decided to give \$14k to the Nursing program.
- The board was apprised of the BOR Budget balance for the rest of the fiscal year.

Program Committee Meeting Report

None.

Personnel Committee Meeting Report

Regent Cynthia I. Deleon Guerrero, Personnel Committee Chairperson provided an update. She highlighted the following:

- Committee met on March 22, 2016
- Reviewed the Draft Compensation Policy
- Reviewed Board Policy No. 6000 – Compensation: No Action taken; Review the policy further and to provide updates on actions taken since the adoption of the policy back in March 2015.
- Draft Succession Policy No. 1025 – A copy was distributed for the board's review.

Succession Policy – Board Policy No. 1025

BOARD ACTION: Regent Peter moved to adopt Board Policy No. 1025 – Succession Policy and seconded by Regent Rechebei. Some changes to the draft were made as follows. All members voted yes, the motion passed as amended.

- Policy Name: Succession Policy
- Number 2: The use of the word / title Vice-President or Deans be repeated in the language used on number 4.
- Number 5: Strike out at the end of the sentence after the word “Northern Mariana Islands.” \
- Number 5: the Board Chairman “may”
- Keep the definition:
Acting President – less than 90 days.
Interim – decision by the board; 90 days or more.
- Salary Adjustment
Tabled and for the college to prioritize this item in alignment with Policy 6000; provide further clarifications to the committee.

Ad-HOC Audit Committee Report

Regent Maria (Malua) T. Peter, Ad-HOC Audit Committee Chairperson provided a report. She highlighted the following:

- The committee met with Mr. Burger on the fieldwork of the auditors.
- Audit Committee Policy – Tabled for more review and other resources.
- Tracy will provide the members with training or overview of the audit processes.

Lunch called at 12:29p.m. Lunch break ended at 1:33p.m.

Chairperson Rabauliman called the meeting back to order at 1:35p.m. All members were present. The board proceeded to the next item on the agenda.

EXECUTIVE SESSION

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

BOARD ACTION: Regent Orilla moved to rise out of executive session and seconded Peter. All members voted yes, the motion passed. Executive session ended at 2:56p.m. Upon convening the meeting, the board took the following action.

Interim President

BOARD ACTION: Regent Orilla moved to change the job title of the Acting President to Interim President to be effective Monday, March 28, 2016 and to commensurate salary and benefits minus housing and repatriation. Regent Rechebei seconded the motion. All members voted yes, the motion passed.

Acting President Dave Attao thanked the board for their vote of confidence and is humbled by their decision today. He acknowledges the hardwork of everyone and looks forward to working with them on matters that are of great importance and top priority.

President's Report

David J. Attao, Interim President provided a report. He highlighted the following:

- Upcoming Events: Graduation; Charter Day; Softball Tournament; Foundation Golf Tournament; March Against Cancer
- Student Achievement Data: Graduation rates; transfer rates; job placement; benchmarks
- Management Team Initiatives: Strategic Plan; Student Support; Presidential Search Committee; Salary Adjustments; Facilities; Audit process
- Marketing, Social and Fundraising activities: 35th Anniversary Events; Best Sunshine Inc; Remodeling Building F & G; positive response from the community for donations towards the college; Tan Siu Lin Foundation plans to donate more to the college in the future; Career Fair (39 Businesses); Vocational & Technical Month Proclamation Signing; Coffee Connections; Commonwealth Development Authority Business Plan Competition; PROA Power Campus events; Softball Tournaments; Charter Day Activities; State of the College Address; NMC Golf Tournament in April 2016; March Against Cancer in May; NMC Commencement Exercise; Data Collection, Benchmarks and Data Usage; Information Technology; Nursing (NCLEX Training);
- Legislative Matters: Senate Bill No.19-26; House Bill No. 19-52; House Bill No. 19-61; House Bill No. 19-81 (2plus2 program); Higher Ed Bill.

- Facilities Report: Buildings that need to Repair, No. of Buildings that need to be demolished and total cost.

Legislative Updates

Handout provided.

WASC Accreditation Update

No Report.

CFO Report

Tracy Guerrero, Chief Financial Officer provided an update on the college's overall financial standing. She highlighted the following:

- 2015 Audit Report: Write-Offs due to Typhoon Soudelor; Adjustment on the fixed assets; \$1.5M
- Overall Total Number of Assets: Balance sheet (Cash, Investments, Fixed Assets): \$43M
- Expected Spring Enrollment 8% drop.
- Revenue projection: Program revenues usually come in at the end of the year.
- Revised Revenue Projection:
- Budget Hearing with Ms. Vicky Villagomez

ADJOURNMENT

BOARD ACTION: There being no more discussion before the board, Regent Peter moved to adjourn the meeting and seconded by Regent Sanchez. All members voted yes, the motion passed. The meeting ended at 4:50p.m.