



**NORTHERN MARIANAS COLLEGE
BOARD OF REGENTS
Regular Meeting of October 27, 2017**

Minutes

I. CALL TO ORDER

The regular meeting of the Board of Regents of the Northern Marianas College was held on Friday, October 27, 2017 in the BOR Conference Room, Saipan Campus. Regent Michael Norita Evangelista, Esq., BOR Chairman, called the meeting to order at 3:15p.m. and called for roll of the members. Five members were present and a quorum was established. Chairman Evangelista welcomed everyone.

a. ROLL CALL

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

Others Present: Dr. Carmen Fernandez, President; Andrew Reese, CFO; Keane Palacios, Office of Institutional Effectiveness; Floyd Masga, Director of UCEDD; Frankie Eliptico, Dean of Institutional Advancement; Lisa Haskaylo, Institutional Researcher; Charlotte Cepeda, School of Education Director; Alexis Cabrera, Student Leadership Coordinator; Timberley Ngewakl, Staff Senate; Catherine Villagomez, Staff Senate; Martin Mendiola, Executive Director, NMC Rota Center; Ohmoa Bunts-Anderson, Project Proa/Student; Marchie Fernandez, Project Proa/Student; Lisa Rafael, Admissions Counselor; Jennifer Fejeran-Hanson, Records Administrator; Manny T. Castro, Director of Enrollment Services; Hedwig Hofschneider, Project Proa Director; Daryl Songsong, Facilities Manager; Daisie Camacho-Renguul, Acting IT Director; Helen B. Camacho, Board Secretary (Recorder); Jesus C. Borja, BOR Legal Counsel.

b. REVIEW AND ADOPTION OF AGENDA

Regent Orilla moved to adopt the meeting agenda, seconded by Regent Sanchez. The motion carried.

c. REVIEW AND ADOPTION OF MINUTES

1. December 23, 2016 – special meeting
2. February 10, 2017 – regular meeting
3. March 10, 2017 – special meeting
4. April 25, 2017 – special meeting
5. August 11, 2017 – special meeting
6. September 22, 2017 – special meeting

Regent Sanchez moved to adopt the meeting minutes listed above, seconded by Regent Orilla. The motion carried.

II. PUBLIC COMMENT

There were no public comments made.

III. STANDING COMMITTEE REPORTS

a. Finance Committee

None.

b. Audit Committee

None.

c. Human Resources Committee

Report will be provided.

d. Regent Nominating Committee

None.

e. Program Committee

None.

IV. OLD BUSINESS

- a. Board Policy No. 6000: Compensation and Classification

Regent Orilla moved to table this item and to refer it back to the committee. The motion was seconded by Regent Torres. Regent Sanchez indicated that the staff is requesting to table the classification plan pending review by College Council. The action being proposed is to look at the proposed amendment that will be presented by the president. The request is to amend the existing policy with respect to the compensation plan to include the three new pay grades. There was also a recommendation that this matter be taken up by the Finance and HR Committee meeting. **Four members voted in favor of the motion, and one member voted to against. The motion carried.**

Regent Orilla moved that the Finance and Human Resource Committee meet to further discuss *Board Policy 6000: Compensation and Classification*. The motion was seconded by Regent Torres. Four members voted in favor of the motion, and one member voted against. The motion carried.

- b. Board Policy No. 1017: Conflict of Interest and Commitment

Regent Sanchez moved to adopt Board Policy No. 1017: Conflict of Interest and Commitment with amendments. The motion was seconded by Regent Orilla. Regent Orilla informed the board that this matter was tabled from a previous meeting for more research, specifically to clarify the word “perception.” There was a discussion that indicated that the term was too general and board members requested to reword the language. As a result, the president and counsel Borja were able to research a number of institutions with similar policies to look at specific language used; they are now ready present the revised version. **All members voted yes. The motion carried.**

c. Memorandum of Understanding Re: Board Secretary

Regent Sanchez moved to adopt the memorandum of understanding, seconded by Regent Cepeda. During the discussion of the motion, President Fernandez informed the board that in a meeting with former Regent Lizama, it was determined that the current arrangement and reporting structure were working and that the passage of the MOU was not necessary.

Given that no action is necessary, counsel Borja recommended for withdrawal of the motion. Regent Sanchez withdrew her earlier motion. Regent Cepeda moved that the memorandum of understanding be taken off the agenda. The motion was seconded by Regent Torres. All members voted yes. The motion carried.

d. President’s Evaluation Form 2016-2017

Regent Cepeda moved to adopt the President’s Evaluation Form 2016-2017 with amendments to include #15 (facilities master plan) and #16 (expansion of NMC gym) long-term goals, seconded by Regent Sanchez. Regent Mafnas asked about the correlation between the facilities master plan and expansion of the NMC gymnasium with the president’s evaluation. Regent Cepeda explained that the form is the president’s evaluation that gives specific instructions on the specific objectives that is expected of the president. Regent Orilla also added that long-term goals typically accompany the evaluation and performance of the president.

President Fernandez clarified that the amendments to the form was to include the long-term goals as recommended by the WASC visiting team. Essentially, the evaluation of the president will be on a year-to-year basis. The committee has already reviewed this and is recommending approval of the form.

All members voted in favor of the motion. The motion carried.

V. NEW BUSINESS

a. NMCs Organizational Chart

Regent Cepeda moved to adopt the revised NMCs organizational chart, seconded by Regent Sanchez. Regent Torres requested for clarification on where the funding source will come from for the vice-president positions. In response to Regent Torres's question, Regent Cepeda explained that the overall budget of the college has already been approved and it will not impact the finances. President Fernandez explained that certain positions will be eliminated and the funding for these positions will then fund the new positions. For instance, the tasks of the Dean of Administration position will be shared between the two Vice-Presidents. President Fernandez also highlighted that she is appreciative that she will be able to reinstate the Vice-President positions and to show very clearly the seven critical positions of the college.

Chairman Evangelista and Regent Torres both felt very strongly that the board should have direct access to the CFO and visa versa. Regent Orilla indicated that in all of her board training, she learned that the board should not have access to any of the employees, including the CFO. The board has only one employee, which is the president, and that all communication with employee should be channeled through the president. Chairman Evangelista did not agree and also added that the commission did raise any issue with the CFO position reporting to the board. Regent Torres felt that the CFO should report directly to the president.

Counsel Borja agreed with Regent Orilla's comments and also added that historically this has been an accreditation concern. He added that the college has standards that need to be complied with. Chairman Evangelista called for a roll call of the vote.

Regent Orilla – Yes
Regent Sanchez – Yes
Regent Cepeda – Yes
Regent Mafnas – No
Regent Torres – No
Chairman Evangelista – No

Three members voted in favor of the motion and three members voted against. The motion did not pass.

VI. NMC Executive Reports

a. President's Report

President Fernandez provided her President's Report. Some important highlights include the following:

1. Distance Learning Grant - \$124k
2. Sexual Violence Prevention Grant - \$300k

3. Accreditation Update:
 - Ms. Charlotte Cepeda was appointed as the Accreditation Liaison Officer.
 - Special Visit Progress Report due November 01.
 - Interim report was accepted by the commission and the follow up report will be due in 2018.
4. Student Center renovation underway.
5. Legislative Update:

Frankie Eliptico, Dean of Institutional Advancement provided a list of all active legislations to include the inclusion of NMC in the casino gross revenue tax bill; The senate passed the NMTI bill and the concern with this bill is the duplication of duties and responsibilities, however, the bigger concern is funding.
6. Chief Financial Officer Report: Andrew Reese, CFO provided a report of the college's overall financial status. He highlighted some important details: FY2018 Budget was approved; entrance meeting with auditors coming up; expectations will be set high for the coming year to include requesting funding for the archives; matching fees for CREES; Board's budget was funded by the legislature.

VII. BOARD MEETING ASSESSMENT – Done.

VIII. EXECUTIVE SESSION

Regent Orilla moved to go into executive session, seconded by Regent Sanchez. All members voted yes, the motion passed. The board is in executive session. Upon returning from executive session, Chairman Evangelista noted that no actions were taken. However, noted the upcoming scheduled board retreat and the president's evaluation.

IX. ADJOURNMENT

Regent Orilla moved to adjourn the meeting. The motion was seconded by Regent Sanchez. All members voted in favor of the motion and the motion carried.

The meeting ended at 5:25p.m.