



**NORTHERN MARIANAS COLLEGE
BOARD OF REGENTS'**

Regular Meeting of September 24, 2021
As Amended to September 29, 2021.

Minutes

I. Call Meeting to Order

a. Roll Call

The regular meeting of the Board of Regents of the Northern Marianas College that was originally scheduled for September 24, 2021 at the NMC Tinian Center in Tinian was rescheduled due to inclement weather arising from the tropical storm watch that was in effect for Saipan, Tinian and Rota was rescheduled for Wednesday, September 29, 2021 in the BOR Conference Room, Saipan Campus in person and online (remotely) using the Zoom platform.

Board Members present in person:

Regent Elaine Hocog Orilla, Acting BOR Chairperson
Regent Charles Cepeda
Regent Michaela U. Sanchez
Regent Jesse Tudela
Regent Irene Torres
Regent Michelle Sablan

Board Members present via Zoom:

Regent Zenie Mafnas

NMC Staff in person:

Galvin Deleon Guerrero, Ed.D., NMC President
Frankie Eliptico, Vice-President of Administration and Advancement
Dr. Randy Yates, Dean of Academic Programs & Services
Charlotte Cepeda, Dean of Student Services
Patricia Coleman, Interim Dean of CREES
David J. Attao, Chief Financial Officer
Polly Masga, Human Resources Director
Sue Atalig, Tinian Center Acting Director
Dr. Laura Taylor, Faculty Senate President
Renedel Buno, Information Technology
Helen Camacho, Executive Board Secretary to the Board of Regents (Recorder)

BOR Legal Counsel

Tiberius Mocanu, Esq.

b. Review and Adoption of Agenda

Action: Regent Sanchez motioned to adopt the agenda with amendments: Move Item#7: Election of Officers to #3 and keeping the order as is, seconded by Regent Cepeda. All members voted yes, the motion passed as amended.

c. Review and Adoption of Minutes

1. August 17, 2021 – special meeting

Action: Regent Cepeda motioned to adopt the August 17, 2021 special meeting minutes, seconded by Regent Sanchez. All members voted yes, the motion passed.

II. Public Comment Period: Individuals may verbally testify on items on the agenda during the Public Comment Period. Testifiers are requested to limit their testimony to five (5) minutes. Written testimony is also accepted. – None.

III. Election of Officers

a. BOR Chairperson

Regent Orilla, Acting BOR Chairperson opened the nomination for BOR Chairperson.

Action: Regent Sanchez nominated Regent Cepeda to serve as Chairman of the Board, seconded by Regent Sablan. Regent Cepeda accepted the nomination. Regent Torres closed the nomination. Regent Cepeda is BOR Chairman.

Regent Orilla thanked everyone for their support during her time as Acting BOR Chairperson. She also thanked Regent Cepeda for his willingness to serve as a Regent and most especially as chairman. Regent Cepeda also took the time to thank everyone for their support and hard work. He is ready to move the college forward and is looking to do great things.

b. BOR Vice-Chairperson

Regent Charles Cepeda, assumed his role as chairman by opening the nominations for the position of BOR Vice-Chairperson.

Action: Regent Sablan nominated Regent Elaine Hocog Orilla to serve as BOR Vice-Chairperson, seconded by Regent Sanchez. Regent Sanchez closed the nomination. Regent Elaine Orilla is BOR Vice-Chairperson.

c. BOR Treasurer

Regent Orilla nominated Regent Sanchez to serve as BOR Treasurer, seconded by Regent Sablan. Nomination was closed with no objections, Regent Sanchez is BOR Treasurer.

IV. Reports from Standing Committees

a. Finance Committee

Regent Torres, Committee Chair informed the board that the committee met on September 21, 2021 where they discussed the FY2022 Operations Budget. The committee will provide a full report under New Business.

- b. Audit Committee – No report.
- c. Human Resources Committee – No report.
- d. Regent Nominating Committee – No report.
- e. Program Committee – No report.

V. Old Business - None.

VI. New Business

a. FY2022 Operations Budget Request

Regent Irene Torres motioned to present the FY2022 Operations Budget to the full board, seconded by Regent Sablan. Chairman Cepeda noted that they are now in discussion.

President Deleon Guerrero thanked the board's finance committee and the college staff (VP Frankie, CFO Attao and the BAFC) for all their collaborative engagement and involvement in preparing the proposed budget that is now before the board for its review and subsequent adoption. President Deleon Guerrero yielded the floor to the Chief Financial Officer to guide us through the budget proposal and provide more details.

David J. Attao, Chief Financial Officer made a brief of the proposed draft Budget 2022 that was circulated earlier to the Board. CFO Attao said that the information in the budget outlines the history, the overall financial plan and vision of the college. The budget also mentions challenges, financial projections, revenue and retention plans. The following is the operations budget ceiling that was approved by NMCs Budget and Finance Committee.

- 1) FY2022 Revenue Projection
 - a) Project Revenue FY 2022 Net Revenue - \$5,730,000
- 2) Approved Set Asides for FY2022
 - a) BAFC Set-Asides Subtotal - \$950,000
 - b) Revised Set Asides Subtotal - \$1,132,000
- 3) NMC BAFC Revised Net Available Resources
 - a) FY2022 NMC/BAFC Net Available Resources - \$4,025,000
 - b) Overall, the college is requesting \$5,157,000.
- 4) There were some questions that included the budget for travel and how it is driven by the needs of the respective department. The pandemic has also given the department the flexibility to decide how best to use these funds because of the current situation.

Regent Orilla thanked everyone for all the explanations provided by the staff. In response to Regent Tudela's comment with regard to the board's budget, CFO Attao explained that the college ensures that the board has funds or back up to be able to continue its operations. President Deleon Guerrero assured the board that the college always requests funding through the appropriations budget.

Action: All members voted yes, the motion passed. The FY2022 Operations Budget request is passed. Congratulations NMC!

b. COVID-19 Vaccination Plan for Employees

President Guerrero presented the proposal to require COVID-19 Vaccination Plan for Employees and similar to the request that was brought to the board for the students for its endorsement. The college is requesting to do the same for its employees. Chairman Cepeda thanked the college for sharing the proposal.

VII. NMC Executive Reports

a. *President's Report*

President Deleon Guerrero provided an overview of the ongoing activities at the college by sharing a PowerPoint presentation. He also featured the Tinian Center and Tinian CREES. This is the president's first quarterly executive report to the Board of Regents which he highlighted below:

Strategic Master Plan:

Categories:

- **Economic Development:** Summer academies and Career Pathways, New Pre-Engineering Program, Supporting Business Enterprise (SBDC, Tinian Kualidat Meat Processing Center, Community partnerships (Community Development Institute secured \$481,000 for Early Childhood Certificate Training).
- **Student Success:** Increasing Enrollment (enrollment increased 1,300 students); transition to safe in-person classes; Supporting Students (filling critical staffing needs and provided tutoring and mentoring to students); Students Succeeding (More nursing students are passing the NCLEX and 4-H Outreach).
- **Employees Success:** Prioritizing Mental Health (Fall 2021 Professional Development, trivia games, meditation room, walks on the beach to name a few; A Health Squad was formed to help take care of the mental, social and spiritual health; Academic Rigor (Academic Distinction, increasing research capacity); Accolades (2021 Employees of the Year, Periodic Staff and Faculty recognition).
- **Facilities Development:** Information Technology (Launched a new NMC Website, redundant resilience, completed renovations in Building V, expanding workspaces, working on the developing a facilities master plan for Rota and Tinian, working with the CNMI Infrastructure and Recovery Program to help the college move the projects along.
- **Financial Sustainability:** Budgeting (Appropriations and Operations Budget, continue to apply for federal grants); Sustainable Processes (Collaborative engagement, fiscal responsibility; Enhancing revenue (reinforcing community partnerships, expanding more PROA Perks members, reconstituting NMC Foundation).
- **Quality Assurance:** Efficiencies (Governance and Organizational Review), Streamlining processes; Effectiveness (Program Review and Assessment, instructional quality; Improving Outcomes (RNL Student Survey has given us a lot of rich and meaningful data, Renewed Focus on Outcomes).
- **Responsible Stewardship:** Empowering Leadership (New ASNMC Officers, Community Development; Meeting Community Needs (Community needs assessment and strategic planning, COVID-19 Testing and Vaccinations); Sustainable Future: CREES, more than

just mitigate, RENEW.

President Deleon Guerrero concluded his report and yielded the floor to the Tinian Center for their presentation.

Program Feature: Tinian Center/Tinian CREES

Ms. Jesusa Atalig, Tinian Center, Acting Executive Director noted the following highlights:

- Introductions of the Tinian Center Employees.
- Fall 2021 Enrollment is at 34.
- Student Success: 2 students completed the Certificate Nursing Assistant (CNA) and are awaiting to take the national exam: ABE Student graduates started the first cohort in April; Fire Cadets are in Saipan for training; Ms. Patricia San Nicolas is an intern counselor at the Tinian High School.
- Partnership: Government Agencies and Private Business.
- Recruitment Activities: Mayor's Staff Training – Construction Tools; Career Fair
- NMC & Tinian Diamond Hotel; Final classes for ABE/Recruitment, Climb Higher for Enforcement Officers.

Ms. Atalig concluded her presentation and thanked everyone for giving her the opportunity to share their successes at the Tinian Center.

Tinian CREES Update

Ms. Patty Coleman, Interim Dean of CREES also shared some highlights about the Tinian CREES. She talked about some of the unprecedented challenges which she noted when the CREES Buildings & labs were destroyed and also when their grantor relocated from Washington DC to Kansas (NIFA moves and 85% change in personnel) that caused a lot of delays in the process. She also noted some important successes as well which include the following:

- FCYD: 20201 Camp Magalahi: successfully engaged, leveraged partnership and Friends of 4-H Marianas; MyPI & Ready in the Middle disaster preparedness in partnership with DFEMS, Homeland Security, and PSS; trained and certified 27 youths and working on a grant to examine "Disaster Response Advance First Aid" with the University of Colorado Emergency EMedicine department.
- Aquaculture Development Program: Just finished the rebuild and renovations for the aquaculture lab, Rabbitfish research; Initiating start of grant from Center for Aquaculture & Subtropical Aquaculture – NMC as regional training center. This proposal was reviewed by 70 scientists.
- Nutrition and Health Program: Completed Time 3 Children's Health Living Program study which includes: Food Cost Survey for Saipan, Tinian and Rota; Communities of Excellence in Nutrition, Physical Activity, and Obesity Prevention survey; and Anthropometry and other data collection from child participants and their families.
- Shared some recent publications on network pattern analysis.
- Pacific Tracker (PacTrac) where they tested 50 recipes specific for the CNMI.
- Nutrition and Health Program: CHL Food Systems – pending announcement.
- Beef Industry in Tinian: Bill Torres assisted with the Technical assistance grant to EDA and is waiting for word on this.

- Value added for the hot pepper (Donne' Sali).
- ONLINE Webinars in 2020 and 2021.
- Lead 21 Acceptance: Mike Ogo, Tayna Belyeu-Camacho, Virendra Verma.
- Food Science: Dr. Zaidul Sarker's background is in value added processing tropical medicinal plants and nutraceuticals; was in Rota recently; he has 5 patents. He is working on two proposals in the food science capacities, food processing and food quality control.

VIII. CIP Updates

Mr. Frankie Eliptico, Vice-President of Administration and Advancement circulated a handout with the board and highlighted some of the ongoing projects at the college. President Deleon Guerrero mentioned that they would like to also request to bring one item in executive session however, it can wait for later in the agenda. VP Frankie thanked the board for approving the facilities master plan and because of this action, the college can now move forward in terms of the location of the building, mapping, etc. The next step for the facilities master plan is to work on the plans for the Tinian and Rota centers. The college continues to collect the information needed for when they fly out to Rota and Tinian to engage in discussions with the staff and community at the respective islands.

In response to Regent Tudela, VP Frankie said that the money is no longer available from the Koblerville acquisition. The funds were not approved by the HUD office. The college continues to work with NMHC especially as we move now into the construction phase.

There was a discussion about the OMNI notice or waiver. The OMNI waiver is a pending matter and may require an act of congress. VP Frankie said that the college was asked to submit the Student Income data and to survey students who meet a certain percentage low-income threshold. VP Frankie mentioned that we still need clarification on this matter and asked if Regent Mafnas can help us with this information. Regent Mafnas believes it does not require an act of congress and only HUDs approval.

Chairman Cepeda called for a short break. Chairman Cepeda called the meeting back to order at 12:01p.m.

IX. Accreditation Update

President Deleon Guerrero informed the board that as a former ALO, the current ALO has done a wonderful job! Dean Cepeda has been working very hard to prepare all of us for the commission visit in October. He yielded the floor to Dean Charlotte Cepeda, Accreditation Liaison Officer to provide the accreditation update.

Dean Cepeda noted the following updates:

- a) The visit will be a remote visit.
- b) October 26, 2021: 8am – 12:00pm
- c) 4-day Remote Visit
- d) October 27, 2021 visit with Board Members: 9:00am – 9:45am
- e) Saturday, October 30, 2021: Exit Team Report – All are invited to attend and a link will be shared with everyone!
- f) We have an opportunity to look for factual errors and an opportunity to resubmit with the correction to those factual errors.

- g) Any institution that offers even one course that has an online component (Hybrid, Virtual, Asynchronous) we would have to submit an application to request for this.

President Deleon Guerrero also added that up until the pandemic, the US Department of Education (USDOE) has sort of waived the requirement for approval. But because that waiver is no longer in place, it is the reason for the request.

Chairman Cepeda thanked everyone for all the hard work and preparation for the visit. President Deleon Guerrero kindly asked the board to make themselves available for the time that was shared by Dean Cepeda during the commission visit.

X. NMC Strategic Master Plan

President Deleon Guerrero shared a copy of the draft strategic master plan. The college's plan expired last year and due to the typhoons and pandemic, it's been a challenge to get things going. However, despite the delay, the college is moving forward by forming a working group. The working group for the strategic master plan has been working on updating this plan to include collections from workforce to business surveys to name a few. The plan reflects years of stakeholder engagements. The strategic plan will be flushed out with more objectives for each goal and then based on those objectives we will develop an annual operational plan to fulfill the strategic plans annual goals. President Deleon Guerrero proposed taking this up at the board retreat and can return to it then. This is for first reading only..

XI. CFO Report

CFO Attao shared a handout with the board outlining the financial highlights of the college. He noted that overall, the college is in good financial standing. We are in line with the expenditure that was approved last year. In response to Chairman's query about SNILD 21-13, CFO Attao said that the issue is pending the Public School Systems's certified question that was filed with the courts. We will follow up on the status.

Legislative Update

A handout was shared with the board which listed some legislations that the college is tracking to include the CNMI Higher Education Act of 2021.

XII. Election of Officers – Done.

XIII. Board Meeting Assessment – Done.

XIV. Miscellaneous Items – None.

XV. Executive Session (At any time during the scheduled meeting of the Board of Regents may be required to enter into executive session to discuss matters deemed privileged and confidential).

Regent Orilla motioned to move into executive session, seconded by Regent Sanchez. All members agreed, the motion passed.

XVII. Upcoming Board Activities

a. Upcoming Events / Activities - None.

XIX. Adjournment

Action: Regent Orilla motioned to adjourn the meeting, seconded by Regent Sanchez. All members agreed, the meeting ended at 12:47pm.