MINUTES OF THE
BOARD OF REGENTS
Regular Meeting
Tuesday, February 14, 2012 – 10:35 a.m.
Continued Thursday, February 16, 2012 – 2:00 p.m.

I. Preliminary Matters

Attendance:

**Board of Regents:** Regent Juan T. Lizama, Chairperson; Regent Elaine Hocog Orilla, Vice-Chairperson; Regent Maria (Malua) T. Peter, Regent Frank M. Rabauliman; Regent Andrew Orsini; and Regent William S. Torres.

**Honorary Members:** Keoleonster Buenpacifico, ASNMC Vice-President; Marie Coleman, Staff Senate President; and John Cook, Faculty Senate President.

**College Staff and Faculty:** Sharon Y. Hart, Ph.D., Executive Secretary to the Board/NMC President; Galvin Guerrero, Office of Institutional Effectiveness Director; Accreditation Liaison Officer; Leo Pangelinan, Dean of Student Services; Barbara Merfalen, Dean of Academic Programs and Services; Bobbie C. Hunter, Acting Human Resources Manager; Dave Attao, Dean of Administration; Cynthia Guerrero, Director of Admissions and Records; Matt Pastula, NMC Library Director; Rachel Pangelinan, Financial Aid Office staff; Irene Tudela, Financial Aid Specialist; Colleen Villagomez, Financial Aid Specialist; Daisy M. Propst, Financial Aid Officer; Dawn Chrystal Revilla, Budget Office; Solita Barnes, Finance Office; and Frankie Eliptico, External Relations Office Director and Helen B. Camacho, President’s Office (Recorder).

**Others Present:** Jesse Borja, NMC Legal Counsel; Moneth Deposa, *Saipan Tribune* News Reporter.

The Regular Meeting of the Board of Regents was called to order at 10:35 a.m. on Tuesday, February 14, 2012, BOR Conference Room, NMC Saipan Campus.

a. Roll Call

BOR Chairperson Juan T. Lizama called roll call. Six members of the Board of Regents were present. A quorum was established.

Regent Torres informed the Board that the Student Regent was not aware that a meeting was scheduled for today. He asked if the student regent could be excused from today’s meeting. The student regent is in class and will not be available to attend. Regent Torres asked if the Board could work around his schedule as much as possible so that he is able to attend the
Board meetings. Regent Orilla indicated that the student regent could always send the Vice-President or one of the other officers to take his place. President Hart agreed and will follow up on this issue. President Hart said that this would be an internal procedure and not necessarily a policy. President Hart also believes that it would be very important to orient the members. Chairperson Lizama said that procedures should already be in place. Chairperson Lizama added that we should focus and work harder. Lizama encouraged everyone to resolve all conflicts internally within the institution.

b. Review and Adoption of Agenda

**BOARD ACTION**

**Motion:** Regent Peter moved to adopt the meeting agenda.

**Second:** Regent Orilla seconded the motion.

**Discussion:** Regent Orsini requested to amend the agenda and add under new business, Chief Financial Officer (CFO) position. Chairperson Lizama recommended that they take this up in the latter part of the agenda.

Regent Peter requested to move VI. New Business, Legislative Update: H.B. 17-041 for the latter part of the agenda. Regent Torres recommended that they address the order of business at the appropriate time.

Regent Rabauliman recommended the reinstatement of the BOR Committee structure. Regent Orilla agreed with the recommendation. Chairperson Lizama said that the policy allows him to appoint the committee at any time. He plans on doing so under item III. Board Chair’s Remarks.

Regent Torres also added that previous minutes show pending agenda items that have not be discussed but would like that it be reflected in today’s meeting agenda. Chairperson Lizama asked that old agenda items that were not discussed be automatically placed for the next board meeting.

President Hart indicated that there are some students present in the gallery today and would like to sing a little song signifying that today is Valentine’s Day! Amber Mendiola, one of the members from the NMC Music Club introduced the group and began the serenade. After the song ended, the board members thanked the students for the lovely song. Regent Orilla added that it was such a nice gesture.

The following is a list of pending agenda items submitted by Regent Torres:

1. Student Activity Fee.
2. Student Calendar of Events.
3. Memorandum of Understanding with the CNMI Scholarship.
4. Law that mandates the College to report to the Governor and the Legislature.
5. Pending Organizational Chart of NMC.
7. Financial management; Standard Operating and Administrative Procedures.
8. Closure on the discussion of the participation of the honorary regents in executive sessions with the exception of personnel matters.
9. Announcing the purpose for going into executive session.
Chairperson Lizama recognized Honorary Regent Mr. John Cook, Faculty Senate President. He thanked Regent Torres for raising the executive session issue again. Mr. Cook added that this is in his report for today’s meeting.

President Hart also noted that the Organizational Chart is in today’s agenda for the Board’s action. An action form was developed for this item. President Hart asked if we could add this to the agenda. Chairperson Lizama said we can’t do that now and we should start following procedures. After much discussion, Regent Rabauliman called for a vote of the meeting. Chairperson Lizama agreed and proceeded to ask for the board’s vote.

**Vote:** The motion passed unanimously.

### c. Review and Adoption of Minutes

1. December 16, 2011 – Regular Meeting

**BOARD ACTION**

**Motion:** Regent Orsini moved to adopt the meeting minutes of the December 16, 2011 Regular Meeting.

**Second:** Regent Rabauliman seconded the motion.

**Discussion:** Regent Torres made a correction: Page 2, last paragraph, line 6. Regent Torres added the word “not” in front of “everyone responded.”

Honorary Regent John Cook, Faculty Senate President also made a change to Item IV.c., page 5. He suggested that a new first sentence be inserted, to read: John Cook stepped in as honorary regent on behalf of Dr. John Griffin for the remainder of the meeting. Chairperson Lizama noted the items of concerns that will be reflected in the meeting minutes.

**Vote:** The motion passed unanimously to adopt the December 16, 2011 Regular meeting minutes as amended.

### II. Public Comment Period: Individuals may orally testify on items on this agenda during the Public Comment Period. Written testimony is also accepted. Testifiers are requested to limit their testimony to five (5) minutes.

*No public comments.*

Chairperson Lizama noted that public comments would not be accepted unless a request is made prior to the start of the meeting. It was also suggested that a policy existed and the Board will review the policy on public comments.

### III. Board Chair’s Remarks – Chairperson Lizama proceeded with some comments. He welcomed everyone to the meeting. Lizama informed everyone that the commission has informed the college that we have not met all of their requirements. He encouraged everyone to remain focused in achieving reaffirmation. He also believes that we should communicate fully with one another. Chairperson Lizama by acclamation reinstated the BOR Standing Committees as follows:
BOR STANDING COMMITTEE

1. Budget and Finance Committee  
   Chairperson: Regent Frank M. Rabauliman  
   Members: Regent Orsini  
             Regent Torres

2. Program Committee  
   Chairperson: Regent Elaine Hocog Orilla  
   Members: Regent Peter  
             Regent Torres

He noted for the record that honorary members are welcome to attend the board’s committee meeting. Chairperson Lizama also discussed about the possibility of reinstating the position of the Chief Financial Officer. He indicated that the position of the board is to reinstate it. Chairperson Lizama concluded his remarks and proceeded with the next item on the agenda.

IV. Reports

a. Associated Students of NMC – Honorary Regent and ASNMC President, Lawrence Camacho, was not ready to report and requested to go after the Staff Senate.

b. Staff Senate

   Honorary Regent Marie Coleman, newly elected Staff Senate President reported on the Staff Senate accomplishments during the past month (handout provided). Areas of focus include their weekly meetings, plans for a staff senate assembly and their commitment to the institution and the staff senate as a whole. The officers have also expressed their concern with accreditation and the future of the institution. Accreditation is of their highest priority. She indicated that the Staff Senate is composed of nine (9) senators. They are as follows:

   **STAFF SENATORS**

   - Marie Coleman – President
   - Daniel Kintol – Vice President
   - Ms. Christina Cruz - Secretary/Treasurer
   - Ms. Shirley Blas - Senator (Representing Academic Programs and Services)
   - Ms. Daisie Camacho - Senator (Representing President's Division)
   - Ms. Loly Kingzio - Senator (At-Large Representative)
   - Ms. Lisa Hacskaylo - Senator (At-Large Representative)
   - Mr. Floyd Masga - Senator (Rep. Division of Community Programs and Services)
   - Mr. Frank Norita - Senator (Representing Student Services)

Marie Coleman, Honorary Regent/Staff Senate President concluded her report. There were discussions about a report from the former staff senators. Regent Torres challenged the newly elected staff senate to revisit the prior report. It was a glowing report and requested the newly elected staff senators to revisit the report and to see what portions of that report has been implemented thus far. At the same time, he encouraged everyone to become constructive partners of this institution in meeting the needs of every part of the college.

Chairperson Lizama agreed with the comments and also added that it is important to have well knit organization in place, i.e. procedures, by-laws and to govern our-selves accordingly. Chairperson Lizama wished the staff senate the best of luck. Honorary Regent
Marie Coleman, Staff Senate President, added that the Regents raise a very good point. She reiterated the importance of shared governance. Chairperson Lizama agreed and said that it could be an arduous process especially coming from an island community like ours. However, Chairperson Lizama encouraged everyone to adhere to the processes that are in place. Honorary Regent Coleman agreed and indicated that she would do her best.

c. Faculty Senate

Honorary Regent John Cook, Faculty Senate President provided a written report (handout provided). Mr. Cook informed the board that due to the recent retirement of Dr. John Griffin, he assumed the presidency. He expressed his appreciation as a sitting honorary member and looks forward to working closely with the board. Honorary Regent Cook also thanked Dr. Griffin for his tremendous contribution as Faculty Senate President and for his guidance during his tenure at the college. Additionally, Honorary Regent Cook listed the following newly elected officers of the Faculty Senate as follows:

**FACULTY SENATORS**

1. John Cook - President
2. Roy Greenland – Vice President
3. Vacant
4. Vacant

John Cook also noted the following important highlights:

1. Elections to fill 2 vacancies.
2. Restructuring of the faculty senate members to reflect the dissolution of the COMPASS division.
3. Current Faculty members are at an even split between Instructional and Non-instructional.
4. Faculty hiring needs.
5. Raised two concerns: Uncertainty of 2-year contracts; Participation of Honorary Regents in executive sessions.

Honorary Regent Cook concluded his report and thanked the board for the opportunity. Chairperson Lizama thanked John for his report. Chairperson Lizama suggested a form of recognition for Dr. Griffin’s years of service to the college. John Cook, Honorary Regent, indicated it would be extremely fitting. He added that Dr. Griffin would be very grateful. Chairperson Lizama thanked Dr. Griffin for all his hard work and contribution to the college. Honorary Regent John Cook also took the opportunity to congratulate the newly elected officers of the Staff Senate.

**BOARD ACTION:**
By consensus, the Board Members supported to present Dr. Griffin, former Faculty Senate President, a resolution of appreciation.

d. Associated Students of ASNMC

Honorary Student Regent Lawrence Camacho provided a written report (handout provided). Mr. Camacho reported on the student
1. Inaugural Student Assembly was held on January 14, 2012 at the Student Center. The purpose of the assembly was to welcome and assist the students and families to the college.

2. ASNMC conducted an evaluation of the assembly and received positive feedbacks. The event was highly recommended by the students and faculty. It was encouraged that this type of event be a regular part of the program provided at the beginning of each semester.

3. Communication Issues:
   a. A Joint meeting was held on January 24, 2012 between the college management and the Legislative Committees (Senate and House of Representatives) on Education – Honorary Regent Camacho indicated that there were serious communication issues with the NMC leadership prior to the meeting. He indicated that the ASNMC was not invited to provide input or feedback. Honorary Regent Camacho believes that the college and the legislature should be concerned with student feedback and input. He noted NMC’s motto of “Students First.”
   b. A College Management Team Meeting was held on January 30, 2012 – Honorary Regent Camacho indicated that at the meeting, he had requested from Dr. Hart the opportunity to express his opinion and to answer any question regarding ASNMC’s position on pending legislations that was provided to the college during the joint legislative committee with the Senate and House on Education.
   c. On February 3, 2012, Dean Leo Pangelinan invited Honorary Regent Lawrence Camacho to the Management Team meeting. However, he was told by Dr. Hart that the meeting was only for the senior management team. On the same day, following that meeting, Mr. Camacho wrote (handout provided) to Dean Pangelinan expressing his disappointment over what had occurred and also informed the Dean that ASNMC will no longer be attending any college meetings without proper notification. To date, the ASNMC had not been provided any information regarding the WASC report nor were there any arrangements made to discuss this particular matter.
   d. Small Business Management - NG250 Course – Honorary Regent Camacho indicated that there were some issues raised with the ASNMC regarding the course. Honorary Regent Camacho wrote to Dr. Griffin, Business Department Chairperson about this matter. Dr. Griffin had responded that this matter was already discussed with the Dean of Academic Programs and Services. Mr. Camacho said that as the President of ASNMC, he is tasked with the responsibility to ensure that the well-being of all college students are advocated, both academically and their student life.

Honorary Regent Lawrence Camacho, ASNMC President concluded his report. In response to Regent Orsini’s question if he was filing a grievance, Mr. Camacho informed the board that these are concerns/update that he is bringing forth to the board’s attention. Chairperson Lizama said that although it is proper for Mr. Camacho to bring these matters of concern to the board, he encouraged him to handle these issues with due care. Chairperson Lizama added that these issues should have been raised and discussed through the appropriate channel before going to the media. Chairperson Lizama said that he learned about these concerns when it was published in the paper. We have to be mindful that we have to follow procedures. Additionally, Chairperson Lizama said that President Hart was also acting on what she felt was the best thing to do and that there was no ill intention on her part. Chairperson Lizama encourages everyone to think before reacting. We should all encourage academic freedom but
we should also be mindful of what steps to take. The institution should be at the forefront of everyone’s minds. Chairperson Lizama indicated that President Hart has an open door policy. We need to focus and achieve our accreditation. Honorary Regent Lawrence Camacho added that WASC encourages student involvement and it is the reason that he is bringing forward the concerns of the students. Chairperson Lizama said that it is not about the substance of what was reported but rather about the way it was handled. It is a procedural concern.

Regent Peter mentioned the importance of orientation. The Honorary regents should be given this opportunity. Chairperson Lizama agreed and recognized Regent Torres. Regent Torres recognized the student regent for his efforts and in bringing about these concerns. He also acknowledged the honorary regents for their presence and dedication to their constituent group members. Chairperson Lizama reiterated that the board members are policy makers and concerns raised within the institution should be addressed with the college President. Regent Orsini reminded everyone of the importance of involving the student government in all discussions. He supports the student representative in their efforts but also added that we need to follow proper protocol/procedures. Chairperson Lizama seriously recommended training and orientation for all honorary regents.

e. President’s Report

Dr. Sharon Y. Hart, President provided an update (handout provided) but preceded to comment on the reports made earlier. President Hart indicated that all representative groups are all represented in the management team. Dr. Hart was also in agreement that we all need to work on effective board leadership for all board members, including honorary regents. She also added that, internally, we have a great process in place that everyone has an opportunity to provide input. President Hart also informed the board that her office is collectively trying to meet with the different constituent group members. She recently met with the Faculty Senate President. President Hart agreed that we all need to work together. She also added that she has an open door policy and we should remind ourselves that we are all working for the students. We want to ensure that this institution moves forward and that we retain our accreditation. President Hart welcomed and congratulated the newly elected officers. The management team looks forward to their participation and continuing an open dialogue and discussion on any matters that they want to bring forward. Hart thanked Dr. Griffin for all of his contribution as an honorary regent and for overseeing the Business Department for many years. President Hart also noted the following important information:

1. Upward Bound Program
   Successfully re-submitted on February 1, 2012, the Upward Bound Grant Application and hope to secure a grant for the next round.
2. Start Smart/Recruitment Efforts was held on February 1, 2012 on Rota.
3. H1-B Visas for Employees were submitted and awaiting for the results of the visa application.
4. New Hires: Mr. Eugene Foels is the new instructor for the Social Sciences. Lost four (4) full-time faculty members; 1 from Language & Humanities, 1 from Business, 2 from Math (SMHA – Science, Math, Health, and Athletics dept.).
5. Conserving Energy is a top priority.
6. NMC Organizational Chart presented for board approval.

President Hart concluded her report. Regent Torres thanked President Hart for the update. However, he is interested to see future reports highlight the goals and priorities of the
institution and to what extent, if any, are the activities a reflection of the performance measures of those goals and priorities. President Hart said that it is an excellent recommendation and we will at the same time keep the board informed on how we are progressing. Chairperson Lizama asked about focuses on accreditation recommendations. President Hart responded that Galvin will be focused on providing updates at every board meeting related to accreditation matters.

Regent Rabauliman also agreed with the recommendations made about the focuses that we need to take with regard to accreditation. Additionally, Regent Rabauliman inquired about the international fees and indicated that so far $21,000 had been collected from the CW fees. He asked about the classification of the international students that were being assessed this fee. President Hart responded that the legal counsel had advised them to really focus on the F or M visas only for the collection of the international student fees. Because of this advice, the college chose to follow the recommendation made by the college attorney. Regent Rabauliman noted that he is looking forward to when the day comes when the office is fully implemented. President Hart indicated that the college plans to move forward with the Tuition and Fees recommendations. Input will be obtained from the different representative groups, most especially the students. Dr. Hart also mentioned that the college will be looking at the student tuition for international students.

Regent Orilla asked to receive an update at the next meeting on the education-spending plan. President Hart made a note of it but also added that a recent meeting with the legislature and this matter was brought to their attention in relation to NMC receiving these funds. Management Team plans to develop a report and to prioritize our needs in relations to these funds.

Regent Peter raised a concern with regard to the CNMI Scholarship appropriations. She noted 6 EAP students that exhibited no financial need. Regent Peter noted that there seems to be a disparity between the CNMI Scholarship Office and NMC on the eligibility process for those students seeking scholarship assistance. Chairperson Lizama noted that there appears to be a larger issue and we should discuss this later in the agenda. Regent Torres congratulated the college for coming up with the surveys and assessments. Regent Torres listed some critical reports: report on student satisfaction, student satisfaction inventory, and the community college learning assessment. Chairperson Lizama agreed and conceded that everyone has their own parts to work on and reports on these areas will be forthcoming to the board. President Hart added that one of the goals for the year relates to upgrading the student management system because in the long run we should be able to generate reports in an instant. Furthermore, the student management system is a critical factor when making important decisions and most especially for continuous improvement.

1. Dean of Administration Financial Report – Tabled for the latter part of the agenda.

e. Program Highlights – Financial Aid

Ms. Daisy M. Propst, Financial Aid Director presented a power point presentation highlighting the different functions and services of the department. Ms. Propst introduced the following staff: Rachel Pangelinan, Financial Aid Counselor; Colleen Villagomez, Financial Aid Specialist; and Irene Tudela, Financial Aid Specialist.
POWER-POINT

1. Services Provided:
   Assist students in filling out the FAFSA and other financial aid applications.
   Assist student with questions regarding financial aid options and eligibility.
   Counsel students on their satisfactory academic progress (SAP) and other matters.
   Assist military veterans and reservists in their application for their military educational benefits.
   Conduct outreach activities to educate high school and college students on federal financial aid and other scholarship opportunities.

2. Duties and Responsibilities:
   Review and process FAFSA
   Package and award PELL grant, FSEOG, CACG, CNMI scholarship, Cari-Pac and other scholarships.
   Manage the Federal Work Study (FWS) Program.
   Process enrollment certifications for VA students.
   Outreach to government and private agencies and community service events.
   Participate in CACG sponsored events such as Cash for College and Start Smart Seminars on Saipan, Rota, and Tinian.
   Participate in program review and assessment.
   Participate in accreditation efforts.

3. Collaborations with various private and government sectors.
5. Challenges facing the office: Small office space, limited filing storage, funding for staff training and not fully automated.
6. Future Plans: Administer the TEACH grant, administer student loan programs, offer financial literacy workshops, make Pell an option for summer sessions and professional development relating to program areas.

Ms. Propst concluded her presentation and a question and answer session followed. After much discussion, Chairperson Lizama suggested a break for lunch.

BOARD ACTION:

Motion: Regent Torres moved to break for lunch at 12:30 p.m. on Tuesday, February 14, 2012. The board will resume its meeting at 1:30 p.m.
Second: Regent Rabauliman seconded the motion.
Vote: The motion passed.

Chairperson Lizama called the meeting back to order at 1:45 p.m on February 14, 2012. Ms. Propst was asked to come back and give highlights of all of the categories of awards and grants that the financial aid office processes annually. She listed the following:

Breakdown of the Cost of the Attendance:

1. Category One – Majority fall under this category; dependent students (i.e. recent high school graduates); considered dependent for being under their parents household.
2. Category Four – Non-traditional students; students with dependents, students who are married.
f. Peer Analysis and Quality Effectiveness Report

Mr. Galvin Guerrero, Director of Institutional Effectiveness/Accreditation Liaison Officer provided a report (handout provided). Mr. Guerrero highlighted the following items:

1. CNMI Appropriations to NMC
   - Experiencing decrease in appropriation in the CNMI; watching an increase in enrollment; if we divide the amount of appropriation by the amount of students, the amount per student decreases over time; compared financial data per student to the rest of the U.S. and WICHE; decrease has been substantially greater compared to most colleges; $6,200 average per student; the government of Guam had appropriated $12,000 per student; Guam Community College is getting $13,000 per student; NMC is below the average among our peer institutions in terms of funding per student/appropriation per student; state and local are experiencing a decrease in revenue but we are experiencing more cuts compared to other institutions;

2. Student Enrollment (FTE IPEDS)

3. State/Local Appropriations per Student FTE

4. FY 2009 State/Local Funding per FTE Student – State Level

5. FY 2009 State/Local Funding per FTE Student – Institution Level

6. Quality Effectiveness Report

   - Student Goal Attainment; Persistence; Graduation Rates; Student Satisfaction; Success in Subsequent and Related Course Work; Program Learning Outcomes and Mastery of Discipline; Demonstration of General Education Competencies; Regional Market Penetration Rates; Responsiveness to Community Needs; Placement Rates; Licensure and Certification Pass Rates; Employer Satisfaction with Graduation; Client Satisfaction with Programs and Services; Value Added to the Community; Transfer Rates; and Performance After Transfer.

8. Graduation Rates
   - Northern Marianas College; Guam Community College; Chipola College Florida; Great Basin College Nevada; Northern New Mexico College New Mexico.
   - Academic Year 2004-2005 -14% for Northern Marianas College; 2006-2007 NMC was at 24%; each year we are about 15 percent off the average of our peers; not great but not horrible; data compiled by IPEDS;

9. Transfer Rates
   - 2 transfer degrees (Liberal Arts and AA Business); 2005-2006-2009-2010 Liberal Arts has been doing well; 40% and above in transfer rates is good; Business degrees fluctuates.

10. Licensure Pass Rates
    - NCLEX and PRAXIS required tests.

11. Job Placement Rates
    - Started out at 44 percent to 75 percent job placement rate; very good numbers for community college.

Mr. Guerrero concluded his presentation and will share the program review documents to those who are interested. President Hart added that nationally, a majority of states now are funding their institutions based off of this kind of information. The State of Kentucky began determining the amount of appropriations to give to their institutions based off of their success rates.

g. Spring Enrollment Report
Leo Pangelinan, Dean of Student Services provided a report (handout provided). Dean Pangelinan introduced Ms. Cynthia Deleon Guerrero, Admissions and Records Director. Ms. Guerrero covered the following items through a question and answer session with the board.

3. NMC Fall Semester Enrollment 1994 to 2011.

After much discussion, Chairperson Lizama called for a short break on February 14, 2012. Break ended after 5 minutes. Chairperson Lizama called the meeting back to order.

**h. Board Policies 5 year Calendar**

President Hart presented the Board Policies 5 year Calendar (handout provided). She highlighted the importance of the calendar and hopes that it will help all of us stay on target. Chairperson Lizama recognized Regent Torres. Regent Torres raised the subject of underscoring the significance of documentation of the shared governance. He expects that there will be documentation of the shared governance meetings, especially with respect to policy development. He added that this is totally in line with the present accreditation recommendation. He recommended simple meeting minutes at the very minimum.

President Hart explained the process at which a certain policy will go through the shared governance of a minimum of a month up to six weeks. Regent Torres listed some policy recommendations: Student Grievance, Sabbatical Leave, Post-Secondary articulation/dual credit, early induction, and Prior learning credit. President Hart indicated that we are willing to look at additional policies beyond the 167 policies if needed. Hart said that there are two policies coming to the board next month that will interrelate with the board calendar.

**BOARD ACTION:**

**Motion:** Regent Rabauliman moved to recess on Tuesday, February 14, 2012 and scheduled to continue on Thursday, February 16, 2012 at 2:00 p.m. Regent Rabauliman also scheduled the Budget and Finance Committee for Wednesday, February 15, 2012 at 10am.

**Second:** Regent Torres seconded the motion.

**Vote:** The motion passed.
Board of Regents: Regent Juan T. Lizama, Chairperson; Regent Elaine Hocog Orilla, Vice-Chairperson; Regent Maria (Malua) T. Peter, Regent Frank M. Rabauliman; Regent William S. Torres; and Regent Andrew Orsini.

Honorary Members: Lawrence Camacho, ASNMC President; Marie Coleman, Staff Senate President; and John Cook, Faculty Senate President.

College Staff and Faculty: Sharon Y. Hart, Ph.D., Executive Secretary to the Board/NMC President; Galvin Guerrero, Office of Institutional Effectiveness Director; Frankie Eliptico, External Relations Office Director; Barbara Hunter, Human Resources Manager; Dawn Chrystal Revilla (DC); David Attao, Dean of Administration; Helen B. Camacho, President’s Office (Recorder).

Others Present: Jesse Borja, NMC Legal Counsel; Moneth Deposa, Saipan Tribune News Reporter.

The continuation of the Regular Meeting of the Board of Regents was called to order at 2:00 p.m. on Wednesday, February 16, 2012, BOR Conference Room, NMC Saipan Campus. Chairperson Lizama called roll and a quorum was established.

II. Old Business

a. WASC Matters
   1. WASC Accreditation Update (No action required)

President Hart called on Mr. Galvin Guerrero, Office of Institutional Effectiveness/Accreditation Liaison Officer. Mr. Guerrero informed the board that consistent with the Junior Commission’s policy on confidentiality and public disclosure, he respectfully asked that the board go into executive session to discuss these matters. Chairperson Lizama asked how much time will he need. Mr. Guerrero responded that he will only need ten minutes but it’ll all depend on the questions that the board might have. Chairperson Lizama recommended tabling this matter until the board gets to the executive session portion of their agenda. Regent Torres asked if the matters that are going to be discussed in executive session under accreditation is what were already previously made public already or are they something new.

Chairperson Lizama responded that it’s a good question and referred the concern to Mr. Guerrero. Galvin Guerrero indicated that it’s something different because it’s all about what is going to go in the October report and all of that remains confidential until such time the Junior Commission takes action and make all that information public. Regent Orilla agreed that it would be best to discuss these matters in executive session. President Hart added that it would be in our best interest to discuss these privately because the discussions that will take place will most likely be on how we will be responding to the Commission’s Eligibility Requirements.

b. NMC Foundation Update

Regent Frank M. Rabauliman provided a brief update. He informed the board about the recent resignation of President Ben Babauta. Ivan Quichocho, who was the Vice-President, has recently accepted the position of President of the Foundation Board. The appointment was made by acclamation. Chairperson Lizama also added that there was a discussion at the last meeting regarding the status and future of the Foundation. Chairperson Lizama indicated that because we are a part of the Foundation, the board should give them the support. To date, the Foundation Board does not have an Executive Director. The board should encourage and support their
decision should they choose to hire a director to manage the Foundation. Additionally, there is the concept of developing a separate foundation but will have to meet the legal 501c requirement. Guam has this type of foundation. The existing NMC Foundation was created by legislation.

Chairperson Lizama paused for a moment to recognize the Tinian staff present via VTC to attend the BOR Regular meeting.

Regent Orilla requested for clarification of the role and responsibility of having two foundations. The first foundation will be the custodian of the land grant endowment and the other foundation will serve as the fundraising arm of the college. President Hart explained that the reason why a 501c is created and separated from an institution is that there is no government oversight. Regent Orilla is not in support of having two foundations. Regent Torres talked about having an audience with the Foundation Board members. Regent Torres recommended to refer this matter to a committee and also requested a cost analysis.

III. New Business
   a. Legislative Update
      1. H.B. 17-041 – To rename NMC the “Governor Carlos S. Camacho, Northern Marianas College” (Action Item)

Mr. Frankie Eliptico, External Relations Office Director, provided an update (handout provided). Director Eliptico informed the board that the college recently met with the members of both the House and Senate of the Legislative Education committee and had provided them with the college’s position of the board that is pending in the legislature. Additionally, the board has not taken a position on H.B. 17-041. The bill aims to rename NMC the “Governor Carlos S. Camacho, Northern Marianas College.” This is the second time that this bill is being introduced. The first time was back in the 16th Legislature.

Director Eliptico provided a brief history. He indicated that the former ASNMC President had conducted a campus wide survey with the students and got an overwhelming opposition of the bill. Furthermore, any name changing of the college needs to go through a substantive change procedure with WASC. Galvin Guerrero, Accreditation Liaison Officer confirmed that this type of change requires the approval by WASC. The bill is brought back to the board for their review and input. President Hart reaffirmed that we cannot make any substantive changes at this time. Galvin Guerrero who was in the gallery also echoed Dr. Hart’s sentiments. Regent Peter recommended public input. President Hart said that it could be costly to the institution. Chairperson Lizama recommended naming a building or a facility of the campus. Regent Torres supports the bill to rename the college. He shared some of the history and pioneering that the former governor single handedly crafted a vision for this institution.

After much discussion, Chairperson Lizama referred this matter to the Program Committee for further review.

**BOARD ACTION:**
Motion: Regent Peter moved to refer this matter to the Program Committee.
Second: Regent Torres seconded the motion.
Vote: The motion passed unanimously.

Chairperson Lizama called for a break. After ten minutes, Chairperson Lizama called the meeting back to order.
b. Board Policy for Consideration – First Reading

1. Board Policy No. 801 – Campus Facilities Planning (Action Item)

Regent Frank M. Rabauliman informed the board that the Budget and Finance Committee met recently but did not act on this particular matter. This matter was tabled and referred back to the committee.

c. Board Resolution No. 2012-01: To update bank signatures (Action Item)

Regent Frank M. Rabauliman presented the Board Resolution No. 2012-01 requesting to update the bank signatures. Regent Rabauliman indicated that there are some recommendations but requests to defer this matter at this time.

d. Accounts Receivables Debt Write Off (Action Item)

Regent Frank M. Rabauliman informed the board that it is the recommendation of the Budget and Finance committee to refer this matter to the President. President Hart will handle this administratively.

e. 2013 Budget Submission (Action Item)

Regent Frank M. Rabauliman informed the board that the college submitted a revised 2013 Submission. The copy that they have is different from what was provided earlier.

BOARD ACTION:

Motion: Regent Orsini moved to approve the proposed 2013 Appropriations Budget for the Northern Marianas College.

Regent Torres interjected and recommended that the board address the organizational chart. Regent Orsini agreed and withdrew his motion.

1. NMC Organizational Chart

BOARD ACTION:

Motion: Regent Torres moved to adopt the organizational chart as presented by President Hart. Second: Regent Orsini seconded the motion.

Discussion: Chairperson Lizama referred to President Hart so that she can discuss in detail the proposed organizational chart. President Hart informed the board that she was not aware in the beginning that the organizational chart needed to be approved by the board. Hart noted that this process is very unusual because management of organizational charts normally falls to the President. However, somewhere along the way, there is a CNMI requirement that boards approve organizational charts. Regent Rabauliman affirmed that it is also outlined in the President’s duties and responsibilities. Chairperson Lizama asked if this is the legal counsel’s understanding of this matter. Counsel Borja responded that it is not and asked for more time so that he can look at the statute. Regent Torres suggested to continue and called for the vote.

BOARD ACTION:
Motion: Regent Torres moved to approve the proposed NMC Organizational Chart as amended to include the stipulated items listed below.

Second: Regent Rabauliman seconded the motion.

Discussion:

Regent Orsini recommended that the Chief Financial Officer report to both the President and the Board of Regents. Mr. Galvin Guerrero, Accreditation Liaison Office noted that as per Accreditation Standards having an employee report both to the President and the Board might be seen as micromanagement.

Chairperson Lizama called for a short break on Thursday, February 16, 2012. After a few minutes, Chairperson Lizama called the meeting back to order.

Chairperson Lizama indicated that after a quick conference with the board members the following stipulations were made:

1. Board Staff (left side of the chart)
2. Alignment of the Chief Financial Officer will be left to the administration because the board does not want to get involved with administrative matters.

Regent Torres wanted the assurance that there will be checks and balance. Chairperson Lizama responded that we should leave that up to the institution to provide checks and balance. President Hart assured the board that the administration will work diligently with the Finance and Budget committee to ensure that we adhere to our responsibilities to the institution.

Chairperson Lizama reiterated the recent creation of the Budget and Finance Committee of the Board of Regents. This committee will oversee that the institution is heading in the right direction. President Hart informed the board that her duties and responsibilities would be forthcoming.

Chairperson Lizama recognized Counsel Borja. Counsel Borja informed the board that after review of the statute, he does not think that the provision makes that indication. Counsel Borja shared an excerpt of the provision, it states “To propose as the president may deem appropriate to the board for its review and approval policies in pursuit of the goals and general direction set by the board.” Counsel Borja said that it is really stretching it to say that it includes the organizational chart. He added that under the statutory duties in section 1316, it states that the board appoints the president. Additionally, the constitution states that the board of regents appoints the president only. Chairperson Lizama agreed that the better policy is to follow the constitution.

Vote: The motion passed unanimously.

2. 2013 Budget Submission

Regent Frank M. Rabauliman provided a brief update. He outlined the following:

1. Original submission included the CIP and it was recommended to the Dean of Administration to separate the two. Provided here is the revised version to reflect those changes.
Regent Rabauliman informed the board that the Committee recommends adoption of the 2013 Budget Submission.

**BOARD ACTION:**

**Motion:** Regent Rabauliman moved to adopt the 2013 Budget Submission.

**Second:** Regent Torres seconded the motion.

**Vote:** The motion passed unanimously.

For the record, the passage of the 2013 Budget Submission includes the Organizational Chart.

**f. Board Resolution No. 2012-01: To update the bank signatures**

**BOARD ACTION:**

**Motion:** Regent Orilla moved to adopt Board Resolution No. 2012-01 with the amendment to add the word “Acting Dean of Administration.”

**Second:** Regent Torres seconded the motion.

**Vote:** The motion passed unanimously.

**g. NMC Foundation – Organizational Matters**

Chairperson Lizama noted that this matter was already discussed earlier in the agenda.

**h. 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 Torres raised the matter of allowing the honorary members to participate in executive sessions. He added that this has been an ongoing issue and should be resolved. Honorary Regent Coleman registered that it is her position not to be part of executive session.

After much discussion, the Board voted to go into executive session to discuss WASC Accreditation Matters. The executive session ended on Thursday, February 16, 2012. Upon reconvening, the board did not take any action.

**IV. Adjournment**

The meeting ended at 6:30 p.m. on Thursday, February 16, 2012.