Final Minutes
for
an Informal Meeting
of the
BOARD OF REGENTS
October 14, 1998

PUBLIC SESSION

People Present
Board Members
Chairman Manuel A. Sablan; Regent Teresa I. Taitano, Regent Justice Ramon G. Villagomez, and Regent Abelina Cing Cabrera. Excused: Regent Helen H. Abayare, and Regent Justin S. Manglona;

College Staff and Faculty
President Agnes McPhetres; Legal Counsel Jesse C. Borja, Esq.; Vice President Jack Sablan; Vice President Tee Abraham; Vice President Barbara Moir, Provost Roy Fua; Comptroller Harris Lawrence; Faculty Senate President Rik Villegas; Janice Tenorio; Alvaro Santos; Fred Hill; Debbie Raumakita; George Pangelinan; Roger Madriaga; Julie Ulloa-Heath; Vince Merfalen; Al Johnson; Philip Swett; Malinda Matson; Ray Basa; Bob Scruggs; Rosa Igitol; Sarah Osborn; Kohne Ramon; Melody Actouka; Jim Ellis; and Vince Riley. Allen Cameron was present as recorder.

Others
Reporter Sheila Amor of the Saipan Tribune.

I. Opening Procedures

A. Welcoming Remarks by Chair and Roll Call:

At 4:20 p.m. Chairman Sablan called the meeting to order in the Board of Regents conference room, As Terlaje campus, Saipan, and asked the President to call the roll. As all four members of the Board listed above answered “Present,” the President announced that a quorum of 4 of 7 was present for the conduct of business.

B. Review/Approval of Agenda:
ACTION #: It was moved, seconded and unanimously approved to accept the agenda as presented. The Agenda was as follows:

I. Opening Procedures
   A. Adoption of Agenda
II. Old Business
A. Reorganization

II. Old Business:
Reorganization: Chairman Sablan reintroduced the issue of Reorganization which the last recent special meeting of October 8th had left unfinished. He asked Committee Chair, Julie Ulloa-Health, to update her committee’s report. Ms. Heath said the committee meets every day at 10:30 a.m. She then summarized the new Reorganization chart outlined today on the “white board.” She said the bottom line of savings envisioned was $719K and 19 FTEs.

I. Under the Board of Regents and the President were listed (1) Finance, (2) Planning and Budget, (3) the School of Education, (4) Human Resources, (5) Institutional Advancement, and (6) Rota and Tinian (including Administration, Instruction, Upward Bound, ALS research and extension), and V.P. for Instruction and V.P for Support Services.

II. Under the Vice President for Instruction were the following:
(1) Math/Science (Mathematics, Science, Computer, Fire Service);
(2) Health Science (Health, Physical Education, Nursing, Marine Technology, Emergency Medical);
(3) Humanities and Social Science (English, Foreign Language, Art, Social Science, Criminal Justice),
(4) Business and Hospitality (Business/Management, Tourism, Business Development);
(5) Continuing Education (Outreach [BA/BS & MA/MS], Non-Credit [Community Services, ABE/GED], Non-traditional [Human Resources training, Vocational, Academy programs]

III. Under the Vice President for Support Services were the following:
(1) Resource Center (Library, Curriculum, Archives, Technology Services [Distance Education, Media, Radio]);
(2) Student Services (Admissions and Records, Financial Aid, Student Enhancement [Counseling, Career Guidance, Student Activities], Educational Enrichment [Tutorial Services, Upward Bound, Talent Search]);Services).
(3) Administrative Services (Information Systems, Logistics [Facility Maintenance, Procurement, Mail Services]);
(4) Agriculture and Life Sciences (Research, Extension).

Questions were asked about possibly were privatizing “Collections, “ “Grants” and any other areas for possible privatization.

Ms. Heath referred to the directors of the various departments under the Vice President as “Coordinators.” A question was raised regarding dropping traditional academic titles such as Dean and Department Chair. Some NMC personnel had personally prepared their own alternative Reorganization charts and were verbally presented to the Board. Hesitation was expressed about publishing the committee’s
chart until it was referred to the teaching faculty. Ms. Health stated that the chart purposely did not touch faculty positions. President McPhetres noted that no questions were raised at this meeting about the Support Services division, but many were about the Instructional division on which Ms. Heath admitted more work had to be done.

Speaking on finances, Regent Villagomez mentioned that the CNMI Finance Department is visiting different agencies informing them that there may be a 20% shortage of funds this year. He said that, if the College has to cut, the sacrifice has to be made between now and September 1999. He also added that he heard that major changes were coming to the Scholarship program.

President McPhetres mentioned that the Accreditation Commission would be concerned whether cuts were made to “branches” or to the “trunk.”

Mr. Hill noted that (1) we need to limit our liability by being careful in making promises to students; and (2) some jobs in the hospitality industry do not appeal to local students. V.P. Moir suggested that perhaps we could attract students to the industry on a course-by-course basis.

Ms. Raumakita asked if small enrollment will cause a program to be cut. The response was that other factors also have to be considered.

Chairman Sablan made the following suggestions: (1) that Financial Aid cover only the first two attempts to pass a developmental course. A third try would have to be at the student’s expense; (2) higher tuition rates should be charged for 300- and 400-level courses, and (3) if we have large enough classrooms, we should teach “lecture” courses to larger classes.

President McPhetres suggested (1) making better utilization of classroom facilities by using alternative class schedules, e.g. some courses 5 days a week, others Monday-Wednesday-Friday, Tuesday-Thursday, Wednesday-Saturday, for example. (2) making more extensive use of Distance Education as is done at Honolulu Community College; and (3) emphasizing certain developmental courses which will attract foreign students.

Ms. Osborn brought attention to the fact that the present committee was charged solely with eliminating duplication of roles. The committee had not considered the enrollment issue or programs. Ms. Heath said that these factors have now been made the committee’s mission, since both the President and the Chairman of the Board have expressed the need to do so.

Chairman Sablan expressed the hope that a further update will be available before the next Board of Regents meeting which will be on Friday, October 30.
Regent Villagomez urged that, once the reorganization is close to the final stages of formation, the committee should allow the faculty and the student body officers to review and respond to the reorganization chart as it will then appear. Chairman Sablan hoped that everyone from bottom to top will have the opportunity to comment on the document as it develops, and that budget allocation will follow the reorganization chart accordingly. NMC, he felt, should become a leaner and more efficient institution in consequence.

In the process of reviewing recent cost-cutting proposals, President McPhetres has sensed that some people do not realize how much time NMC administrators dedicate to their work, after hours on workdays, and on weekends, Saturdays and Sundays.

Toward the end of the meeting, responding to suggestions of larger classes, Mr. Camacho and Mr. Riley reminded the group that a distinction has to be made between “skill classes” and classes in the “lecture format.” The former require a low student-to-teacher ratio for quality learning, whereas the latter can tolerate a higher ratio and still promote effective learning. V.P. Sablan reminded the group that today’s reorganization plan was only a first proposal. Subsequent plans will be more fine tuned and more in harmony with NMC’s position.

**Adjournment:** 5:50 p.m.