PEOPLE PRESENT

Board Members: Chairman Manuel Sablan, Regent Teresa Taitano, Regent Helen Abayare, Regent Abelina Cing-Cabrera, Regent Vincent J. Seman and Regent Justice Ramon Villagomez.

College Staff and Faculty: President Agnes McPhetres, Legal Counsel Jesus Borja, Esq., V. P. Tee Abraham, V. P. Barbara Moir, Jack Angello, Randall Nelson, Melody Actouka, Debbie Raumakita, Al Johnson, Herman Sablan, Kohne Ramon, Ray Mafnas, Vince Riley, and Jack Peters. Recorder was Allen Cameron.

Others:
Dan Nielsen, Special Advisor for Educational Issues; Sheila Amor, Saipan Tribune.

Chairman Sablan welcomed to Board membership the new member, Vincent J. Seman. Vice Chairman Justice Villagomez explained the Board's process of agenda formation prior to each meeting.

ACTION #11: Review and Approval of Agenda: The Board approved the proposed agenda for this meeting.

ACTION #2: Review and Approval of Minutes: The Board approved the draft minutes of the December 10 Regular meeting and the November 10 and December 20 Special meetings.

II. Financial Committee Report:
A. Financial Statement (Tab 2) Finance Committee Chairman Villagomez asked Comptroller Harris Lawrence to introduce the Financial Statement. Mr. Lawrence noted that the Finance Office was still sorting out some information that was lost in power outages in September. Mr. Nielsen, when asked by Mr. Lawrence regarding the second increment of financial aid from the Scholarship Office, attributed the problem, not to the process, previously decided upon, but to the continuing deterioration of revenue collection in the CNMI. Responding to a question of President McPhetres, Mr. Nielsen gave assurance that the Scholarship Office now knew how to avoid past mistakes relative to earmarking funds.

Mr. Lawrence reported that as of today's payday, the College had paid to the recent retirees their accrual vacation leave in amount about $100,000 from tuition and fees receipts, and must now identify the sources for the 30% bonus to be added. He said that at the next Board meeting he would have a better forecast for 1999. Mr. Nielsen said that meetings are being held to find ways of delaying the 30% bonus to recent government retirees. Finance Committee Chairman Villagomez noted that it may be to retirees' advantage to receive the 30% bonus first and the accrual vacation leave money later. Mr. Lawrence mentioned that it could be worked out with Retirement. Chairman Sablan stated his impression that the 30% bonus was not an obligation, but dependent on "availability of funds."
Finance Committee Chairman Villagomez stated that the Board would like to know from the Finance Office how money expended today will affect the College next September. Mr. Lawrence recalled that at the last registration the students paid more out of pocket since they knew that Financial Aid would be reduced. He then distributed an additional document, not included in the meeting binder, which was the September 30, 1998 annual report financial statement to the CNMI and the Legislature.

Responding to a question, Mr. Lawrence stated that we owed $2.5 million to vendors with whom the College has worked out an acceptable payment schedule. He noted that the College land and buildings were estimated at $16.5 million. We are the one of the few agencies in the CNMI to show a positive net worth.

Responding to a question of Finance Committee Chairman Villagomez regarding the category "other revenue," Mr. Lawrence reported that the term referred to Memorandum of Understanding (MOU) income, for instance, from the San Diego State and the University of Guam programs. He also noted that the 1998 figure of $2.7 million from tuition, fees and MOUs was projected at $2.3 million for 1999, but that we spend only $2.1 million, since the College is very conservative. The Finance Committee Chairman Villagomez thanked Mr. Lawrence for his report.

B. Scholarship - recent developments: Finance Committee Chairman Villagomez reported that if the money is available to the Scholarship Office, distribution will be done in 15 days. He thanked Mr. Nielsen for his help on this matter.

C. College Foundation - recent meeting: Finance Committee Chairman Villagomez reported that the Foundation Board had received a proposal from a money manager in Portland, Oregon. He added that the bill allowing the College to make more lucrative investments of the Foundation funds had passed both the House and the Senate, and was awaiting action by the Governor who had asked for written comments from the community.

D. Christmas Fund Raiser: Finance Committee Chairman Villagomez had signed a solicitation letter and an annual report from the Foundation to local businesses with the reminder that statutes allow tax exemption for donations of up to $5,000 to educational institutions.

ACTION #3. College Reorganization Chart: As a piece of unfinished business, it was moved, seconded and unanimously approved to accept the current College Reorganization Chart with the amendment of deleting the term, "Vice President for Administration," and inserting in its place "Vice President for Institutional Advancement."

Legal Counsel Borja asked for a progress report on the possibility of including "2+2" students in the Financial Aid program. The President answered that directions she had received from Maya Kara, Acting Attorney General, were that a resolution passed by the Board of Regents would facilitate the eligibility of "2+2" students for financial aid.

III. Program Committee Report: Chairman Villagomez indicated that the Chair of appropriate BOR Committees needs to decide when the meetings are to be held and to be present. President McPhetres reported that an informal Program Committee meeting was held yesterday on today's agenda and that revisions recommended were contained in the yellow folder entitled "Program Committee Revisions" distributed today.

IV. President's Report
A. Program Presentations

1. Nursing Program (Tab 3): President McPhetres and Vice President Moir introduced Ms. Debbie Raumakita, Director of the Nursing Program. Ms. Raumakita reported that English and math requirements must be satisfied before entering the Nursing Program, which consists of a semester of training for acute care nursing assistants (NA), and a complete two-year program for a hospital acute care floor nurse. In response to a question of Vice Chairman Villagomez, President McPhetres indicated that NMC's two-year program will be articulated with the four year program at the University of Guam. She also reported that she had asked V.P. Abraham to investigate the possibility of articulation with California State University.

Ms. Raumakita reported that enrollment was 38 in the several Nursing courses being offered this fall, and that 11 are expected to graduate as floor nurses in May. All are guaranteed jobs at CHC. She indicated that the low success rate in the Board of Nursing exam (NCLEX) was due to the facts that (1) many students do not take the review course, and (2) the hospital has not required it in the past. She said that one can do the review course by computer now, but that the department's computers cannot handle the new NCLEX material being produced.

Ms. Raumakiia attributed the low enrollment to discouragement with the English and math requirements, and consequent poor preparation in science. She said Nursing is a very strenuous and demanding program. Though the program is difficult, she added, NMC needs to market the nursing program as the first choice for nursing students in the CNMI. Chairman Sablan mentioned that there was the high pay in the fields of Medical Technician, Pharmacy, and Medical Billing, by the by noting that the CHC loses $2 million a year for lack of an adequate medical billing staff.

Vice Chairman Villagomez offered his experience in successfully setting up a summer Pre-Law program at NMC to stimulate interest in the equally demanding profession of the Law. Mr. Vince Riley suggested establishing Nursing Clubs in the high schools, similar to the Teachers' Academy to recruit interested candidates. Ms. Raumakita said she had given plans and a curriculum for a high school Nursing Academy to Mr. Patrick Tellei. She also recommended telecasting video clips of our own students at work as a marketing tool. Young people would recognize their own friends preparing for a nursing career.

ACTION #4: Late January Meeting to be scheduled to stimulate interest in the Nursing Program: It was moved, seconded, and unanimously passed to request the President and the Commissioner of Education to arrange for a meeting in late January for the President, the Board of Regents, the Commissioner of Education and the PSS Board of Education to explore ways to stimulate interest in the Nursing Program and profession.

There was a brief recess at this point.

2. Film & TV Production Apprenticeship (Tab 4): V.P. Moir introduced Dr. Jack Angello, Director of the Vocational/Technical program. Dr. Angello presented this Film and TV Production Apprenticeship as an avenue to a new profession in the CNMI, and a stimulus to employment as well as tourism. All the College needs to do is to provide space, presently not being used, for a small lab for computers and equipment dedicated to editing, mixing and dubbing, the work of a full-fledged film production team. Instruction is to be provided by film professionals as adjunct faculty. Dr. Angello hopes to be able to provide this program to "2+2" students in the 11th and 12th grade as well. The film people are willing to meet with the Board of Regents to go more in detail on this proposal.
Vice Chairman Villagomez voiced a concern of some in the Legislature that the College program is overloaded. He said the College will face some criticism on this score which needs to be answered. Some on Capitol Hill will not see this proposal the way we see it. Dr. Angello remarked that, if there is a need to attract new industries to the Commonwealth, this would be a step in that direction. Vice Chairman Villagomez then suggested that the proposal be made directly to the Legislature. Chairman Sablan asked Dr. Angello to prepare a summary to be used for the presentation. V.P. Moir suggested that all resumes and the background of the film people involved in this program should be explained. Chairman Sablan said that consideration must be given to where those who complete this program would be employed, and that, before endorsing it, we should get the reactions of the Legislature and the Chamber of Commerce.

B. Travel Reports (Tab 5)
C. Leave Report (Tab 6)
D. Personnel Activities (Tab 7)
E. Monthly Reports (Tab 8)
The President offered all of the above for private reading by the Board of Regents.

V. Old Business:
A. Travel (Policy & Administrative Procedures #2150) (Tab 9)
B. Reimbursement for Travel (Policy & Administrative Procedure # 2155) (Tab 10)
C. Travel within the CNMI (Policy & Administrative Procedure # 2156) (Tab 11)
President McPhetres said that the above three documents were revised at the informal meeting of the Program Committee yesterday, and have merged travel for the Board of Regents and travel for NIVIC employees. Stress is placed on reimbursement for expenses.

ACTION #5: It was moved, seconded and unanimously approved to adopt Board Policies and Administrative Procedures # 2150, 2155, and 2156.

D. Board of Regents Self Evaluation (Board Policy & Administrative Procedure # 1602) (Tab 12)
ACTION #6: It was moved, seconded and unanimously approved to adopt Board Policy and Administrative Procedure # 1602 as amended (deleting italics on Administrative Procedure # 1602, page 1).

E. Personnel Committee (Board Policy # 1016) (Tab 13)
ACTION #7: It was moved, seconded and unanimously approved to adopt Board Policy # 10 16 as amended (Adding items F. and G.).

F. Fiscal & Legislative Committee (Board Policy # 1015) (Tab 14)
ACTION #8: It was moved, seconded and unanimously approved to adopt Board Policy # 1015 as amended (Adding items G. and H.).

At this point President McPhetres presented the Four Resolutions as follows:

(1) The Board of Regents resolves that Board Policy No. 5310, which establishes a Supplemental Educational Grant policy and procedures for the purpose of administering locally-funded grants and scholarships to eligible residents of the Commonwealth of the Northern Mariana Islands who desire to pursue their educational goals in the Commonwealth, shall take effect fall 1998.
The Board of Regents resolves that all purchases made by the College for $5,000 and above must bear the signatures of the President and the Chairperson of the Fiscal & Legislative Committee of the Board. (cf. Board Policy # 2310)

(3) The Board of Regents resolves that the Chairpersons, or in their absence a Committee member, of the three Board Committees shall meet, in so far as possible, with the President's Executive team at least twice a month to discuss and to assist in resolving pending issues confronting the College.

(4) The Board of Regents resolves that the President ensure that a retreat be conducted for the Board of Regents on Tinian and assistance be sought from the Executive Director of the Accrediting Commission to facilitate this retreat.

Resolution (2) referred to Board Policy # 2310 entitled "Check Signatures." Vice Chairman Villagomez mentioned that Resolutions (2) and (3) were not intended to involve the Board of Regents in the day-to-day working of the College. Chairman Sablan asked the President in January to set up a schedule for these semimonthly meetings in advance. Regarding Resolution (3) it was recommended that at these meetings there be a maximum of three agenda.

ACTION #9: It was moved, seconded and unanimously approved to adopt the first three Resolutions with this amendment to Resolution (3): that the obtaining of the necessary signatures on Purchase Orders should be accomplished within 48 hours and that no purchase shall be made without a Purchase Order (P.O.)

NO ACTION was taken on Resolution (4): It was recommended to wait until the seventh member of the Board of Regents was on board before scheduling the Tinian retreat. The President is to organize it not later than January.

G. Supplemental Education Grant (Board Policy # 5310) (Tab 15)
Legal Counsel Borja said that the change in wording of sections 2J and 2K would permit the inclusion of "2+2" students in the SEG policy.

Legal Counsel Borja also reported on the status of the question of the definition of “students” – Weather high school students who are currently attending NMC are high school or college students? The President added that her conversation with the Acting Attorney General, indicated that PL 9-53 gave the Board of Regents the authority and power to review eligibility and award funds for financial assistance who are attending higher education in the CNMI. The Board should be the one to clarify the definition of “students” and that she would support the Board’s policy.

ACTION #8: It was moved, seconded and unanimously approved to adopt Board Policy # 5310 as amended (Sections 2J and 2K were reworded so as to include "2+2" students. "Business Office" was deleted where it occurred, and "Finance Office" inserted in its place).

VI. New Business
A. Vacation Leave (Board Policy # 1301) (Tab 16): President McPhetres stated that the changes in the Vacation Leave policy were to make the NMC policy consistent with the policy of other CNMI government agencies

VII. Executive Session: There was no Executive Session.
Vill. Miscellaneous:

A. Annual Public Hearing: The President urged that the public hearing be scheduled for approximately Friday, February 19th at 9:30 a.m. in the Multi-Purpose Building, Susupe. The topic would be "The State of the College." The President is to issue invitations.

B. Breakfast meeting with members of the House HEW Committee: The nearest the Board members could come to a time frame for this meeting was some day next week at 8:00 a.m. in the private room of the Hyatt.

C. Report on Progress of Construction of the College Gym: Mr. A[ Johnson, Acting Director of Administrative Services, reported that changes to make the gym a stronger building and to confirm to MIHA standards, had caused some delay.

D. New NMC site on Tinian: Herman Sablan, Tinian Extension Administrator, reported that the requests for a proposal (RFP) will go forth in a couple of weeks. The local Tinian money has already been re-programmed. Optimistically work will start no later than February, and NMC will relocate by fall of next year.

E. Reduction-! n -Force Following Re-organization: President McPhetres reported that Kohne Ramon, Human Resources Director, and Legal Counsel Jesse Borja had xeroxed and distributed at the meeting a Procedure Checklist spelling out the steps the College would have to go through to in case a RIF were required. She said the steps were adequate and would prevent lawsuits. Comptroller Lawrence stated that if the 3d quarter's allotment is cut, then the College would be in a crisis situation. Vice Chairman Villagomez offered another alternative, namely, temporary salary reductions for the duration of the crisis.

IX. Admournment: 1:30 p.m.