Final Approved Minutes  
for  
THE REGULAR MEETING  
of the  
BOARD OF REGENTS  
August 28, 1998

PUBLIC SESSION

People Present
Board Members
Chairman Manuel A. Sablan; Regent Justin S. Manglona; Regent Teresa I. Taitano, and Regent Helen H. Abayare.

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, Vince Riley; Comptroller Harris Lawrence; Roger Madriaga; Provost Roy Fua; Chas Algaier; Malinda Matson; Jim Ellis; Faculty Senate President Rik Villegas; Robert Hegwood; Bob Scruggs; Ray Mafnas; Antonio Santos; Rose Igitol; and Jan Tenorio. Allen Cameron was present as recorder.

Others
Reporter Haidee Eugenio of the Marianas Variety.

I. Opening Procedures

A. Welcoming Remarks by Chair and Roll Call:

At 10:00 a.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 of the other three members of the Board listed above answered “Present,” the President announced that a quorum of 4 out of 7 was present for the conduct of business. Chairman Sablan expressed appreciation to the Board members for their dedication and regular attendance.

B. Review/Approval of Agenda:
ACTION #1: It was moved, seconded and unanimously approved to accept the agenda as presented.

C. Review/Approval of Minutes: Regular Meeting: July 31, 1998 (Tab 1)
ACTION #2: It was moved, seconded and unanimously approved to accept the minutes of July 31, 1998 regular meeting as presented.

II. Fiscal Committee’s Report
A. Financial Statement (Tab 2)
Comptroller Harris Lawrence presented a Summary Expenditure and Encumbrance Report, which verified that the College was still “within its budget level.” He stated that the Budget Authorization Level had not yet been adjusted to reflect the latest Budget revision for the summer session. The Budget level included collection from the Education Assistance Program (EAP), a payable which still remains outstanding. Comptroller Lawrence reported that the college had been informed that the $575,000 in EAP funds would be available for Fall Semester. The funds would be made in installments in November and December.

Mr. Lawrence reported that the College had saved $100,000 in its recent “rollback” of recent annual increments of employees. He said that the College faces three more payrolls at about $350,000 per payroll.

When Chairman Sablan asked how the financial statements of FY97, FY98, and the budget of FY99 compare, Mr. Lawrence responded all three were pretty much at the same level for tuition and fees.

FY96 Audit: Regarding these audit for FY96, Mr. Lawrence said that the independent auditor, David Berger, having just returned from off-island, will be able to finalize the audit by the end of next week. Basically, he said, there are no changes in the numbers from the draft audit.

President’s Report:
A. Program Presentations:
1. School of Education (SOE)/College Lab school. (Tab 3) President McPhetres introduced the Provost of the School of Education, Mr. Roy Fua. Mr. Fua presented to the Regents two documents, the first being the catalogue for the four-year School of Education program and the second being the College Lab School Handbook. He explained the contents of each.

Chairman Sablan inquired why are student-teachers sent to the College Lab School rather than to the Public School System (PSS) schools for their “internship.” The feeling was that the College is not preparing teacher-in-training for the “real” world of the public and private schools where there are twice the number of children in the classroom and a normal mix of the disadvantaged and special needs. He added that NMC is perceived by some people to be running its own elementary school for an elite clientele.

In answer to the concern expressed, President McPhetres made it clear that the Lab School is being used not only by teachers-in-training but also by other students who were taking psychology or sociology. Their instructors would sent them to observe children’s behavior and reactions. In addition, when the College did not have a lab school and the Public Schools were used, conflicts occurred regularly in the application of methods, philosophy, and evaluation of teachers-in-training. The School Administrators felt that the College was interfering in how their school should
be run or had no business evaluating their teachers. Unfortunately, their teachers were also our students. In addition, there are no schools presently in the Commonwealth that practices the holistic approach to teaching so that teachers-in-training could observe and learn from such methodology. In the future, when schools in the Commonwealth reach that level, then the continued existence of a lab school should be seriously considered. Furthermore, the public and private schools are being used to place teachers-in-training to do their student teaching.

Provost Fua reported that there have been 53 graduates since the inception of the 4-year program. These graduates are presently teaching in the public and private schools. He foresees that the SOE will be graduating 20-25 teachers annually.

Mr. Chas Algaier stated that in time there will no longer be a need of a College Lab School. He said there is a misconception among some in the community that the primary purpose of the lab school is for the sake of the children. Rather, it is for the sake of teachers in training. In order to diversify the Lab School student mix, Mr. Algaier recommended that scholarships be offered to disadvantaged children and those with special needs.

President McPhetres added that this is just the beginning of teacher education. Once the School of Education is Accredited, it could also prepare teachers to teach in the Secondary level with specialization in social studies, mathematics, English, and sciences.

Regent Abayare urged preparing the student-teachers for the realities of the PSS where there are 30 children in a class rather than 14 or 15. She urged that the same philosophy of education should permeate both the PSS and the School of Education. To this end she recommended that the President of NMC and the Commissioner of Education meet from time to time. President McPhetres added that it would also be good if the two Boards met occasionally, namely, the Board of Education and the Board of Regents. She reported that on September 4 the Commissioner, the Principal of Marianas H. S., and she would be meeting to make further progress on the 2+2 program.

Regent Abayare suggested that the SOE could also provide in-service training for veteran teachers, those 15+ years experience in the classroom. President McPhetres agreed adding that the SOE could also help update our own NMC instructors’ teaching methods.

2. Radio Station: (Tab 4) President McPhetres introduced Ms. Malinda Matson, Director of Information and Technology Services, and Mr. Robert Hegwood, Acting Radio Station Manager, who provided written documents giving Historical Information on the Radio Station, its Mission Statement, federal licenses, budget summary, projected funding, materials used in recruiting underwriters and in pledge drives for memberships, the names of current members, the daily programming schedule, and
a list of student volunteers. Ms. Matson reported that Mr. Perry Jeter, the Station Manager, has been slowly recovering from a disabling stroke suffered on April 11.

Mr. Hegwood spoke of plans to feature radio plays produced by the NMC drama students and instructors, to tape special issue public opinion programs, and to restore a special noon-time College Forum segment. He reminded the group that a 5-minute on-the-air program may require as much as 45 minutes in preparation. He added that Public Radio was an excellent way to keep the community informed of public events and issues.

V. P. Abraham expressed the need of more local programming, similar to Mr. Chas. Algaier’s show. Ms. Abraham reported that the station had received various suggestions for local programs related to, for example, (1) Women’s Issues, (2) Department of Youth Services, (3) the current Youth Congress, (4) the Legislature, and (5) Public Health, among others. She added that possibly these agencies could underwrite these programs.

When Chairman Sablan asked how we might generate more revenue, Ms. Matson replied that the station had planned a large fund raising/membership drive for October 19-24. She added that the station had also planned to hire a dynamic, energetic, experienced fund raiser who can devote his/her time to identifying underwriters. Ms. Matson spoke of her high hopes to achieve financial independence through periodic campaigns for Public Radio underwriters and memberships.

Chairman Sablan asked if a task force could be appointed to consider maximizing the public image of NMC possibly through consolidating the Public Radio Station and the Public Information Office. He also suggested providing a public service announcement program to assist other governmental agencies in recruiting personnel. Ms. Abayare proposed sponsoring programs for and by the Chamorro and Carolinian manamko, particularly in the form of oral history, and programs of and about local traditions, culture and legends. V. P. Abraham suggested a lawn and gardening show, as well as a program honoring Red Cross and Cancer Society volunteers.

B. Travel Reports: (Tab 5) Chairman Sablan commented favorably on the reduction in travel over the past month, and suggested that, whenever requesting travel authorization, the purpose of the travel should always be indicated, regardless of which program was providing funding. Perhaps, he said, the Internet or the telecommunications system could allow the traveler to stay at home. Any savings that might accrue could contribute to other needed projects. He did not feel we had to use every travel opportunity even if covered by the Federal funds. He reminded all that the thorough trip reports, if disseminated to the College community, would allow others to benefit from one individual’s experiences.

C. Leave Report (Tab 6) D. Personnel Activities (Tab 7) and E. Monthly Reports (Tab 8): President offered these reports for the Regents’ private reading.
IV. Old Business:
A. Repatriation Benefit (Tab 9): President McPhetres asked that consideration of this item be postponed until she receives feedback from the Quality Management Council.

V. New Business:
A. Cost Cutting Measures (Tab 10): President McPhetres and Chairman Sablan mentioned that they would be doing their own joint assessment on the cost cutting measures. Specific cost cutting areas discussed were:
   (1) the need to justify travel;
   (2) the need to consolidate, so that we better know where we stand financially;
   (3) the need to assure that expenses would be continually being reduced;
   (4) the need to be wary of “turf building” mentalities and competition for limited funds;
   (5) the need to cooperate with the President’s established priorities;
   (6) if possible, re-programming money which may be saved from Federal funds; and
   (7) making every effort to counteract apparent discrimination against NMC students who are entitled to EAP financial aid.

Responding to Chairman Sablan’s request for feedback on the Cost Cutting Measures proposal, V. P. Abraham said that some employees manifested seeing a problem with the time-clock proposal contained therein. Supervisors should be the officials responsible when it comes to certifying a time sheet. Time clocks are not all that foolproof. Teaching faculty are required to post and observe specified office hours, along with their full 30 credit hours’ teaching load per academic year. President McPhetres expressed her preference to rely on supervisors to do their job in certifying time sheets.

Reflecting further on the Cost Cutting Measures proposed by the Chair, Regent Manglona acknowledged the importance of Chairman Sablan’s involving himself as Chair in College activities and taking on the extra work of signing off on College documents and purchase orders. However, he said it was necessary to distinguish the roles of the Chairman of the Board of Regents and the President. The former is the chief coordinator between the Board of Regents and the President, while the latter is the chief executive officer charged with full administrative responsibility for College operations. Regent Manglona warned that there may be a problem with accreditation if a clear separation of roles is not preserved. Chairman Sablan explained that, especially in this time of budgetary emergency, the President needs all the help and support she can get.

President McPhetres reported that the Foundation Board met on August 21 and elected new officers: Mr. Jerold F. Facey as President; Mr. Jesus M. Guerrero as Vice President; and Mr. Juan S. Tenorio as Treasurer. The Board had also voted to increase its membership from six to nine members. Mr. Tenorio offered to investigate ways that the Board of Regents might be able to float a bond working with the Commonwealth Development Authority and the government.
Lastly, Regent Manglona reminded the members that the term of office for Regent Helen H. Abayare expires on September 14. He therefore stated that, without Regent Abayare, the Board of Regents would not have a quorum. He therefore recommended that the Board meet before September 14.

**Noon Recess:** At 11:50 a.m. Chairman Sablan suggested a recess until 1:30 p.m.

**Resumption of the Meeting after Noon Recess:** Chairman Sablan noted that since there was no budget for 1998, the Commonwealth was operating “on continuing resolution” under the 1997 budget. He expressed his main concern that no College employee be laid off. He distributed a 3-page financial schedule and asked Comptroller Lawrence to review it, to check the figures, and to certify that, if the figures were correct, that the College had enough funds to last till December.

Mr. Lawrence stated that, as of that moment in time, the FY99 budget had passed only the House. The Senate was yet to act. He added that whether or not the College’s had enough funds till December depended not only on the FY99 Budget but also on what the government did about the $550,000 still owed the College in EAP financial aid funds for 1998. Furthermore, the CNMI has also set a limit of $575,000 for NMC students’ fall ’98 financial aid.

Vice President Abraham stated that, once the budget passed both houses of the legislature and been signed by the Governor, it was possible to know what College’s request should be for a Supplemental Budget from now till December.

President McPhetres noted that even if we could shift personnel from one program to another, the College would still be short. Chairman Sablan asked Mr. Borja, as legal counsel, to research whether or not it was legally permissible to shift funding between programs.

President McPhetres said that, while the College may be all right up to December, it would be necessary to take certain actions, since the anticipated deficit in personnel would be more than the current fiscal year.

Chairman Sablan reiterated that the College has to settle the $550,000 owed the College from 1998 EAP funds. He also asked Comptroller Lawrence again to certify the accuracy of the Chair’s 3-page financial schedule with all its implications. This would be in preparation for the executive committee meeting next Monday, August 31, at 8:30 a.m. and for a meeting with the Comptroller & the Director of Planning, Budget and CIP on September 2, at 3:30 p.m.

Mr. Lawrence replied that if the Government does not pay the scholarship funds it already owes, the College operation will certainly be in deficit. As far as payroll is concerned, after today, he said there are three more pay-period this current fiscal year at $350,000 per payroll.
Chairman Sablan recommended preparing a public statement of the College’s situation to be presented, first to the local community, then to the Governor, and finally to the College community.

**ACTION #4:** It was moved, seconded and unanimously approved to hold a special Board of Regents meeting on September 10 to discuss an agenda comprising (1) the Budget, (2) the FY 99 Budget for Operations, and (3) the midterm accreditation report.

**Adjournment:** 2:10 p.m.