NORTHERN MARIANAS COLLEGE  
BOARD OF REGENTS  
Regular Meeting Minutes  
September 02, 1999

PRESENT

Board Members: Chairman Villagomez, Regents Abelina Cing-Cabrera, Vincent J. Seman, Manuel Sablan, and Teresa Taitano.

College Staff and Faculty: President Agnes M. McPhetres, Legal Counsel Jesus C. Borja, V.P. Jack Sablan, Fred Hill, Al Santos, Janice Tenorio, Barbara Moir, Ray Mafnas, Kohne Ramon, David Atalig, Stanley Mar, Christine Matson, Rik Villegas, Tony Guerrero, Vince Riley, and Ed Camacho.

Others: Dan Nielsen, Special Advisor for Educational Issues;

Meeting Called to Order: 3:10 p.m.

l. Opening Procedures

A. Welcoming Remarks by Chair:
Roll Call: Chairman Villagomez asked President McPhetres to call roll. Five of the seven members were present. Regent Fermin Atalig had an excused absence. The President informed the Board that Regent Abayare would be submitting a letter to the Board.

B. Review and Approval of Agenda:
Regent Sablan requested to have an update of Melinda Matson case under the Miscellaneous. In addition, Regent Seman requested to add an executive session in the Agenda.

Action #1: Regent Sablan moved and seconded by Regent Cing-Cabrera to adopt the agenda which was unanimously approved with amendments.

C. Review and Approval of Draft Minutes:

ACTION #2: Regent Sablan moved to approve the minutes of July 30, 1999. Regent Taitano seconded the motion which was unanimously approved.

II. Committee Report:

A. Program Committee Report: Regent Cing-Cabrera reported that the Committee reviewed the Nursing Program and that there was a need to assess the program. The President assigned the Dean of Instruction, Dr. Barbara Moir, to initiate the assessment of the Nursing Program. Dr. Moir formed a committee consisting of individuals from various departments to assess the program. She would be presenting her findings and recommendations to the Program
Committee by mid September 1999. The assessment team would be addressing the following issues:

1. Goals, objectives, and brief description/history of the program,
2. Program expenditures (personnel + other costs) and their relation to program outcomes,
3. Number of graduates per year to date,
4. Number of graduates passing the NCLEX exam per year to date,
5. Employment status and location of program graduates,
6. Other measures of program effectiveness,
7. Cost of CNMI per degree/certificate student; per graduate,
8. Ethnicity and nationality of program graduates and of current students (excluding Pre-Nursing),
9. Challenges currently facing the program,
10. The extent to which the program is meeting its goals and objectives,
11. Other issues,
12. Recommendation/s: How can NMC best help the CNMI meet its needs for trained nursing personnel.

Once the assessment is completed, the Program Committee would schedule a meeting with the Nursing Board to share their findings.

The Program Committee also reviewed the Memorandum of Understanding with Northern Marianas Academy (NMA) and Grace Christian Academy (GCA) in order for their students to attend NMC classes.

Regent Seman asked how many students would be attending classes at NMC. According to Vice President Sablan NMA would have approximately 25 to 30 students and GCA would have approximately 15 to 20 students. Regent Seman noted that one contributing factor that led to the approval of the MOU between NMC and NMA was the fact that the number of students was small. According to the President, the number of students would continue to be small. She also explained that the students would not be responsible for tuition and fees. The schools would be charged for the tuition and fees. The tuition was set at $25 dollars per credit for the NMA and GCA students.

**ACTION #3:** Regent Cing-Cabrera moved to approve the MOUs for NMA and GCA. Regent Sablan seconded the motion which was unanimously approved.

**B. Fiscal Committee Report:** Regent Seman reported that the Committee reviewed and discussed Adjunct Instructors. Fall Semester 1999, NMC employed eight Adjuncts compared to 74 (Fall 1998 and Spring 1999).

The Committee also reviewed and discussed the Procurement Procedures. There was a need to increase awareness in saving money or spending money wisely. One example would be to purchase five computers at a lower version than to purchase 4 computers at a higher version. Both computers would do the same task.

Mr. Chas Algaier appeared at the Fiscal Committee meeting requesting tuition waiver for College Lab School students whose parents teach at the Lab School. The Committee felt that if there was to be an exception, it should be across the board. Approving such request would set precedence that could be too generous. Therefore, the Committee tabled the request. Mr. Algaier informed the Board that the waiver would amount to approximately $34K for the
remainder of the school year for the children of all NMC employees or $8K for the children of Lab School employees alone. Regent Seman was more concerned of the future and what it would amount to. Regent Sablan suggested that the issue go back to the Committee for further review.

Regent Sablan expressed concern on NMC’s cash flow. He pointed out that the financial statement showed that NMC would be paying $117K to University of Guam (UOG) during Fiscal Year 2000. He suggested that NMC obtain a 39 month payment plan to pay off the outstanding balance at UOG. He also suggested that Mr. Alvaro Santos ensure that bank accounts were reconciled so that NMC knows where it stands financially. Regent Sablan was particularly concern with the aging of accounts payable and receivable. Mr. Santos informed the Board that he expected improvements within the next 10 to 15 days on the issue of reconciliation.

C. Personnel Committee: The President reported that the Personnel Committee Chair, Helen Abayare, was unable to attend the Committee meeting. Regent Atalig was also unable to attend due to illness. Therefore Agenda items VI B, D, E and F were tabled until the next Board meeting.

Regent Sablan asked the President the status of applicants for the Presidential position. The President reported that two on-island applicants and about two dozen applicants from off-island were received.

ACTION #4: Regent Sablan moved and Regent Seman seconded to adopt the Legal Counsel Job Description (Policy 1010). It was unanimously adopted.

The President reminded the Board that during the last regular Board meeting, the Personnel Committee gave the Board a re-organizational chart to review and to make a decision whether or not to approve the re-organization.
Regent Seman pointed out that he did not understand why there was a need to make changes to the approved April organization.

**ACTION #5:** Regent Sablan moved and Regent Cing-Cabrera seconded the motion to adopt the proposed re-organization and to combine Agriculture and Life Sciences with Continuing Education. It was unanimously approved.

The Board recessed for an executive session which was closed to non-Board members.

**EXECUTIVE SESSION:** The Board instructed the Legal Counsel to review the existing Credit Card Policy and to make appropriate amendment to the policy.

The Legal Counsel updated the Board with the Melinda Matson matter.

Final Adjournment 5:05 p.m.

Respectfully Submitted By: Julie Ulloa-Heath, Special Assistant to the Board of Regents and the President.