PRESENT

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

College Staff and Faculty: President Agnes McPhetres, Legal Counsel Jesus C. Borja, Esq., V.P. Barbara Moir; V. P. Jack Sablan; Roy Fua, Provost; Chas. Algaier; Ray Mafnas; Fred Hill; Ed Camacho, Melody Actouka; Kohne Ramon; Harris Lawrence; Recorder was Julie Ulloa-Heath.

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

I. Opening Procedures

A. Welcoming Remarks by Chair

B. Roll Call: Chair Sablan asked President McPhetres to call the roll. All seven members of the Board of Regents were present.

C. Review and Approval of Agenda:

ACTION #1: Review and Approval of Agenda: Regent V. Seman moved to accept the agenda. It was seconded and unanimously approved to accept. Motion carried.

ACTION #2: Review and Approval of Minutes: Regent V. Seman moved to accept the minutes of April 13 and April 30, 1999. It was seconded, and unanimously approved. Motion carried.

II. Committee Reports:

A. Program Committee Report: Regent Cing-Cabrera reported that the committee reviewed the Memorandum of Understanding between NMC and NMA. The MOU charges NMA students $25 per credit rather than the full rate of $65 per credit. NMA students will also assume the cost of books and fees. The difference of $40 is a High School Incentive Grant from NMC.

ACTION #3: Regent Cing-Cabrera moved to approve the MOU between NMC and NMA and that the Summer 1999 be included in the MOU. Regent Villagomez seconded the motion and the Board unanimously approved the move. Motion carried.
Regent Cing-Cabrera further reported that the committee continued to explore the Medical Assistant Program by Dr. Hocog. The committee will be meeting with the Nursing Board and the Medical Licensing Board for feedback on Dr. Hocog’s proposal.

In addition, the committee planned on meeting with the Board of Education to discuss and revive the School to Work Program which is federally funded. The program required collaboration between NMC and BOE to obtain funding and leadership support in the planning and implementation of STW.

Regent Cing-Cabrera informed the Board that a committee had been identified after meeting with the Radio Advisory Board to discuss issues of the radio station.

B. Fiscal-Legislative Committee Report: Regent Villagomez reported that Harris Lawrence recommended that NMC follow a Cash Flow Budget System for tuition and fees.

NMC’s fixed monthly payable is approximately $38K.

University of Guam alleged that NMC had an outstanding balance of $210K. The Fiscal-Legislative committee recommended that the President investigate the outstanding balance. According to NMC’s records, NMC had an unpaid balance of $151K to UOG.

The President informed the Board that she would be meeting with the President of UOG to discuss a payment plan. The President also pointed out that UOG had been routing their billing to various departments rather than the business office which caused delays in payments.

The Fiscal-Committee received and agreed to open positions after hearing the President’s justification as to why the positions should be opened. The committee therefore supported the President to open the following positions:

- Librarian
- 2 College Lab Teachers
- Education Instructor
- Health/PE Instructor
- Math Instructor
- SBDC Director
- Nursing Instructor
- Computer Instructor
- Business/Accounting Instructor

Dr. Fred Hill who was present at the Committee meeting recommended that the 10-66 statute be revised in order for the statute to be more practical.

The approval of the Finance & Procurement Policy had been postponed. The Finance Office had been asked to review the policy. The committee would report back again.
May 28, 1999

The Fiscal and Legislative Committee reviewed the Budget Manual and were comfortable with the guidelines.

**ACTION #4:** Regent Villagomez moved and seconded by Regent Seman to adopt the Budget Manual. The Board approved unanimously. Motion carried.

Regent Villagomez informed the Board that the committee deliberated Vacant Positions from the President. The Fiscal-Legislative Committee would consider opening the Assistant for Board Affairs, Planning & Assessment Director, SBDC Director, and the Distance Education Coordinator subsequent to the following conditions:

1. A position audit had been completed.
2. The position had been classified.
3. Level of salary had been identified/graded or ungraded.

Chairman Sablan expressed concern of the new position - SBDC Director. He questioned how was NMC saving by creating the new position.

Chairman Sablan inquired whether or not there was a change in policy requiring signatures from the Financial Office and Human Resource Office. The Chair asked Regent Villagomez to review the existing policy, which does not require certification of funds by the Finance Office, and have the Finance Office sign off on Personnel Actions to certify funds. Chairman Sablan implored that there be a change of policy.

**C. Personnel Committee meeting:** Regent Abayare reported that the Committee reviewed the Vacant Positions, presented by the President, to fill and announce so that the College continue to function efficiently.

**ACTION #5:** Regent Atalig moved that following positions be filled by Fall 1999:

1. Science Instructor
2. College Lab School Teacher
3. College Lab School Teacher
4. Education Instructor
5. UAP Coordinator
6. Math Instructor
7. Health/PE Instructor
8. Nursing Instructor
9. Computer Instructor
10. Business/Accounting Instructor
11. Librarian

and that the following positions be audited, classified, and have the level of salary identified:

12. SBDC Director
13. Assistant for Board Affairs
14. Planning & Assessment Director
15. Grants Manager
16. Distance Education Coordinator
17. Financial Aid Administrator
18. Student Advancement Director

and that the following position be suspended.
Regent Villagomez seconded and the Board unanimously voted in favor of the motion. Motion carried.

Regent Abayare informed the Board that Mr. McCollom had been granted sabbatical leave a year ago and because of the budget constraint the administration felt that his sabbatical leave should not be extended.

Action #6: Regent Abayare moved that Mr. McCollom’s sabbatical leave not be extended. Regent Atalig seconded and the Board unanimously voted in favor of the motion. Motion carried.

The administration had informed the Personnel Committee that the interview for the position for VP had been completed and Mr. Jack Sablan was highly recommended and the President had appointed him. Under NMC policy, the Board needed to confirm such appointment.

Action #7: Regent Abayare moved to confirm Mr. Jack Sablan as Vice President for NMC. It was seconded and the Board unanimously voted in favor of the motion. Motion carried.

The President had informed the Committee that the position of the Dean of Instruction had gone through very rigorous interviews and evaluations. Based on results of the interviews, Ms. Barbara Moir was selected as Dean of Instruction. Dr. Van Der Veen was selected as Director for CREES.

The Committee reviewed the document prepared for the position of the President. The document had been reviewed by the accrediting commission and Douglas Ward. They had no problems with it. The Committee suggested that the members of Board and Vice President Sablan be involved.

Action #8: Regent Abayare moved to approve the announcement of the President. Regent Villagomez amended the motion to add “or otherwise eligible to be employed in the CNMI” after the word U.S. citizen. Regent Atalig seconded and the Board unanimously voted in favor of the motion. Motion carried as amended.

Regent Abayare informed the Board that the auditing team completed 60% of the Administrators, 40% of the Faculty and 40% of the Staff. The team’s target completion date is on July 16, 1999.

The Personnel Committee would table the Classification & Compensation Policy and the Recruiting and Hiring Practices on the next committee meeting and would report to the Board on its decision.

Regent Abayare reported that the Committee considered the reclassifications of Robert Suzuki, Veronica Palacios and Dorothy Roberto. Regent Abayare asked Kohne Ramon to justify the reclassification to the Board. Mr. Ramon informed the Board that these individuals had been working beyond their normal duties and had received their Associates Degree. An audit had been conducted during the Fall 1998. The audit supported the justification. The reclassification would increase their salary by about 10%. Regent Abayare informed the Board that the Committee supported the reclassification.
Chairman Sablan and Regent Seman asked if the reclassification could wait until the Personnel Committee completed the audit. President McPhetres informed the Board that the Federal fiscal year would start on July 1st therefore, the reclassification could not wait. If the request was not approved the reclassification would have to wait until the next fiscal year.

**ACTION # 9:** Regent Atalig moved and seconded by Regent Abayare to approve the reclassification of Robert Suzuki, Veronica Palacios and Dorothy Roberto. Chairman Sablan and Regent Seman voted nay. The other five members of the Board voted aye. Motion carried.

Mr. Frank Oliver reported that he had established funding from Bank of Hawaii of $125K for the Y2K compliance. There was a need for expedition due to the fact that it would take five months for the implementation process. Chairman Sablan instructed Legal Counsel Borja to review all documents relating to the Letter of Credit.

**III President’s Report:**

**Program Presentation:**
The President introduced Ed Camacho, Dean of Continuing Education, to present the Adult Basic Education Program. Mr. Camacho introduced Fe Calixterio, the Program Director. Mrs. Calixterio provided an overview of the GED, Family Literacy, and ESL programs under the ABE. The Federal Government would be providing more funds for the programs. However, funding of salaries would not increase. Chairman Sablan recommended that perhaps similar programs, such as the Land Grant’s extended program and the 2 + 2 program, work together with the ABE programs since they seem to have similar objectives.

**IV. Faculty Senate President’s Report:**

Dr. Fred Hill reported that he had met with the faculty senate for the last time for this school year. One of the discussion was the date of the Professional Development Day. There may be a possible change of dates to hold the Professional Development Day - from Spring semester to Fall semester. In addition, there would be an election come Fall to fill open positions in the faculty senate.

**V. Old Business:**
(The Board committees had addressed items under the old business)

**VI. New Business:**
The President reported that the gift policy would go to the Fiscal-Legislative committee for review and their findings/recommendation would be presented to the Board.

Legal Counsel Borja advised the Board that NMC’s current policy 1000, Article V., Section 10 be amended. The word “present” be deleted and replaced with “voting on an issue”. It should read “All other issues may be voted upon by voice vote. The act of a majority of the Regents present—voting on an issue at a meeting at which a quorum is present shall be an act of the Board of Regents.”
Action # 10: Regent Villagomez moved to suspend the rule of the Board in order to act on the issue of the Robert’s Rule of Order. It was seconded and the Board unanimously approved. Motion carried.

Action #11: Regent Villagomez moved to adopt the new policy of Article V., Section 10 striking the word “present” and replacing it with “voting on an issue”. It was seconded and the Board unanimously approved. Motion carried.

Action #12: Regent Villagomez moved to adopt Article XII. Robert’s Rule of Order which read “Unless otherwise stated in the Bylaws of the Board of Regents, the Board shall follow the most current issue of Robert’s Rules of Order in all its proceedings. The motion was seconded and the Board unanimously approved the motion.

Regent Abayare recommended to the Board to rescind Paula Sablan’s sabbatical leave and afford her four hours of administrative leave. Legal Counsel Borja advised the Board that their decision must be consistent. Regent Villagomez indicated that it would not be fair to other employees if Paula Sablan was to receive full pay and work half day. Regent Cing-Cabrera warned the Board that if Paula’s request was approved, it would set precedence and could the Board afford it.

Final Adjournment: 2:50 p.m.

Respectfully Submitted by: Julie Ulloa-Heath