PRESENT

Board Members: Chairman Manuel Sablan (late), 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 M. McPhetres; Legal Counsel Jesus C. Borja; V.P. Jack Sablan; Roy Fua; Fred Hill; Acting Dean of Instruction Edward Zehr; Kohn Ramon.

Others: Dan Nielson, Special Advisor for Educational Issues; Rene Acosta of Marianas Variety; Marvic Maran of Saipan Tribune;

Meeting Called to Order: 10:10 a.m.

I. Opening Procedures

A. Welcoming Remarks by Chair

B. Roll Call: Vice Chair Villagomez asked President McPhetres to call roll. Five of the seven members were present. Chairman Sablan called that he will be late for the meeting. Vice Chair Villagomez recognized Mr. Dan Nielson, the Ed.D candidates, the San Diego State University Professor and the Media.

C. Review and Approval of Agenda:

When Regent Seman moved to adopt the minutes, Regent Atalig requested to amend the agenda to include the Leave Without Pay Policy. The President informed the Board that she met with the Personnel Committee to place a limit on the Leave without Pay Policy.

ACTION #1: Regent Seman moved to adopt the agenda as amended. Regent Atalig seconded the motion and unanimously approved. Motion carried to consider the policy on leave without pay.

ACTION #2: Regent Atalig moved to adopt the minutes of May 28, 1999. Regent Seman seconded the motion.

The President directed the Board's attention to page 4 of the minutes. She pointed out that Mr. McCollum had not made a request for an extension for his sabbatical leave therefore, she appealed to the Board to rephrase the minutes to reflect that if Mr. McCollum should apply. Legal Counsel Borja advised the Board to place a comma after the word "extend" and include "should he request it". Dr. Fred Hill informed the Board that Mr. McCollum does not have to report back to work until August.

Approved: __________
Initial: __________
ACTION #3: Regent Atalig moved to place a comma after the word "extend" and add "should he request it". Regent Taitano seconded the motion and unanimously voted. Motion carried.

ACTION #4: Regent Atalig moved to adopt the May 28, 1999 minutes with the changes. Seconded by Regent Seman. Motion carried.

II. Committee Report:

A. Program Committee Report: Regent Cing-Cabrera reported that the Committee met on June 10, 1999. The Business Development Center and the Small Business Administration from Guam gave a presentation on the findings on a recent inspection. NMC needed to comply with the rules and regulations in order to continue to receive grants from Business Development Center. An issue that was presented to the Committee was the name. NMC’s Business Development Center should be called “Small Business Development Center”. NMC needed to continue collaborating with BDC and SBA. Regent Cing-Cabrera recommended that the Board meet at a separate time to address the issues that were brought up by the two agencies.

A meeting with the nursing board and the Physician would be scheduled some time in July. Confirmation of the meeting date had not been established.

The President informed the Board that she met with Jack Peters, VP Sablan, and Eric Plinski on the issues that were raised by BDC and SBA. The President further reported that NMC had been giving more than what was required for the matching funds.

B. Fiscal Committee Report: Regent Villagomez informed the Board that the Computer Program at the Finance Office had been changed. Fred Hill commented that the software had been installed and data had been converted to the new system. A three (3) hour session was conducted on Saturday for the staff to be familiar with the new program. Finance Office opted to use the new system at the end of the calendar year. The next six months would be dedicated to data input.

The President reported that the staff in Business Office were behind six weeks due to installation of the new program. There were still some bugs in the system. Having met with the staff in the Finance Office, the President decided to have them continue utilizing the old system until the next Fiscal Year. On October 01, 1999 NMC would be operating under the new system.

The College Foundation and the Fiscal Committee met concerning the letter of credit. The Fiscal Committee received the letter of credit in the amount of $166K and Regent Villagomez signed the letter of credit.

Regent Villagomez informed the Board that the Chair had asked the Committee to review the Finance Policy and require the Finance Office to certify funds. Having heard Comptroller
Harris Lawrence’s objection the certification of funds, the Committee decided not to pursue such policy and to file the proposal.

In reference to the Finance and Procurement Policy, the Committee decided to defer action until further review had been conducted.

The Committee reviewed the Gift Policy and that Legal Counsel Borja had reviewed the document and recommended some changes.

In regards to UOG outstanding bills, Regent Villagomez asked the President to report on the issue. The President reported that that NMC’s records showed double payments had been made to UOG. Reviews of MOU were ongoing and a payment plan had been established to pay off the outstanding bill. Regent Seman asked what measures had NMC taken to avoid the occurrence of the problem.

Regent Seman pointed out to the Board that one way that NMC would save money was on sabbatical leave. He expressed his dissatisfaction with the output of the sabbatical leave.

E. Personnel Committee: Regent Atalig recommended to the Board that Ms. Paula Sablan’s request to rescind her sabbatical be approved and to suspend all sabbatical leave policy.

ACTION #5: Regent Atalig move to rescind Ms. Sablan’s Sabbatical Leave. Regent Seman seconded the motion. The motion was unanimously approved. Motion carried.

ACTION #6: Regent Atalig move to terminate the Sabbatical Leave Policy. Regent Seman seconded the motion. The motion was unanimously approved. Motion carried.

President informed the Board that there were two personnel currently on sabbatical leave. Regent Atalig indicated that future request should not be entertained.

Dr. Fred Hill commented that sabbatical leave was good practice for an Institution. It provided benefit for individuals that wish to further their education. However, the sabbatical leave program should be for the instructors and not for the administrative staff.

The President clarified that administrative staff had a similar leave policy but was called professional development leave.

ACTION #7: Regent Atalig moved to terminate the professional development leave policy. Motion was seconded by Regent Seman. Motion was unanimously approved. Motion carried.

ACTION #8: Regent Atalig moved to extend the Personnel Audit report until August 16, 1999. Motion was seconded and unanimously approved. Motion carried.

- President’s Report: The President introduced Jim Ellis, the director of Learning Resource Center to the Board. Jim directed the Board’s attention to Paul Steere to brief
them on the MOU Automation. Paul Steere gave an overview of the MOU Automation program. NMC had an obsolete system which prompted the MOU with the Public Library. This allowed NMC access to all libraries. NMC would assist the Public Library spend the $50K matching grant. Paul pointed out that the Public Library may not spend the entire grant due to lack of funds (approximately 20K). NMC Library was linking the library to the outside world. NMC had more to gain by venturing in with the MOU Automation.

F. Faculty Senate: Dr. Fred Hill reported that he had nothing to report to the Board since majority of the faculty were off during the summer. Perhaps he would have a report by September once the faculty returns and the Faculty Senate holds its first meeting for the school year.

Action #9: Regent Seman moved to adopt the proposed gift policy along with the introduction paragraph proposed by Legal Counsel Borja. The motion was seconded and the Board unanimously approved. Motion carried.

G. BOR Annual Organization - Election of Officers: The President identified the three positions that the Board would be voting: Chairman, Vice Chairman, and Secretary/Treasurer.

ACTION #10: Regent Atalig nominated Regent Villagomez to be the Chairman of the Board. The nomination was seconded by Regent Seman. Regent Atalig moved to close the nomination. Regent Cing-Cabrera seconded the motion. By acclimation motion carried.

Regent Villagomez accepted the nomination and informed the Board that he was very active in other organizations. He saw the role of the Board of Regent to NMC similar to that of the Legislature’s role to the CNMI. He stressed that the function of the Board of Regents was to review policies. The President was similar to that of the Governor. They run the operations.

11:35 a.m. Meeting resumed from break.

Action #11: Regent Atalig nominated Regent Seman for Vice-Chair. Regent Seman declined and nominated Regent Atalig. Regent Cing-Cabrera moved to close the nomination. By acclimation Regent Atalig is the Vice Chair to the Board of Regents.

Action #12: Regent Taitano nominated Regent Seman for Secretary/Treasurer. Regent, Regent Cing-Cabrera moved to close the nomination. Regent Sablan seconded the motion. By acclimation Regent Vincent Seman is the Secretary/Treasurer to the Board of Regents.

H. New Business: The President introduced the Academic Council Policy to the Board to review for the next meeting.

I. Executive Session:
Chair Villagomez, informed the President that the Board would like a copy of the organization chart along with names of the positions. Regent Seman requested that the President work with Julie Ulloa-Heath on the summary of actions taken. Regent Seman would like to know what had been accomplished thus far. Regent Seman also requested the Fiscal Committee would like a copy of the Institutional Card’s monthly statements for the past twelve months.

Regent Sablan was appointed Vice Chair for the Fiscal Committee. Regent Sablan accepted the appointment.

The President requested that the Board adopt the amendment of Leave Without Pay. Currently the Leave Without Pay policy had no limits. The President requested to place a limit of not more than two years in the Leave Without Pay Policy.

Regent Sablan pointed out that NMC employees were on contracts. The question then, was NMC practicing Civil Services?

ACTION #12: Regent Atalig move to amend Leave Without Pay Policy and to include “not to exceed one year” in the policy. The motion was seconded and unanimously voted to approve the amendment. Motion carried.

Final Adjournment 2:10 p.m.

Respectfully Submitted By: Julie Ulloa-Heath