Northern Marianas College
BOARD OF REGENTS

Minutes of the Regular Meeting
BOR Conference Room
25 February 2000

I. CALL TO ORDER: 3:00 p.m.

II. PRESENT:

A. BOR Members: Chairman Ramon G. Villagomez, Vice Chairman Fermin M. Atalig, Regent Manuel A. Sablan, Regent Abelina Cing Cabrera, Regent Vincent J. Seman, Regent Teresa Taitano, and Regent Kimberlyn King.

B. NMC Faculty and Staff: Acting President Jack Sablan, Jesse C. Borja, Esq. (Legal Counsel); Barbara Moir, Ed Camacho, Marlin Van Der Veen, Chas Algaier, Diana Greenough, Nestor Ablog, Floria James, Vince Riley, Esther Kapileo, Al Johnson, Stanley Mar, and Vince Merfalen (recorder).

C. Guests: Barbara Hunt, Tasha Boone, Sohale Samari, and John Cruz.

III. Chairman

A. Prior to the start of the Regular BOR Meeting, US and CNMI Census Bureau representatives gave a presentation on “Census 2000.” Presenting was Mr. Sohale Samari. Present and assisting Mr. Samari were Barbara Hunt, Tasha Boone, and John Cruz, of the US Census Bureau.

1. Local Census office now operational in the 2nd floor of the Dan Dan Building.

2. Census 2000 means approximately 900 full time and part time jobs at the cost of about $3.5 million (federally funded).

3. Census 2000 is a partnership between community, education, and government.

4. Expect to see notices by mid March 2000; questionnaires by the end of March 2000; canvassing 1 April 2000.
5. Strict confidentiality will be maintained at all times.

6. “This is your future, don’t leave it blank.” http://www.census2000.gov

7. Census leads to government decisions affecting such things as schools, hospitals, infrastructure, etc. It is a means of qualifying for certain federal grants.

B. Agenda was approved with the addition of an Executive Session.

C. Minutes of the Regular BOR Meetings of 1/26/00 was discussed and approved with amendments.

D. Chairman Villagomez thanked the Acting President and regents who participated in the BOR workshop in Guam. He expressed his appreciation of the insights and new knowledge gained on the responsibilities of a board and its members.

E. Chairman Villagomez and Regent Seman will be off-island (canoe trip) during the month of March. The Chairman will be away for approximately 15 days. Regent Seman will be away until April.

IV. Committee Reports:

A. Program Committee

1. Last Committee meetings were 2/17/00. Regent Cing-Cabrera submitted minutes and presented highlights of the meeting.

2. Mr. Tony DeLeon Guerrero is leading a competition to select a new logo and seal for NMC. The goal is to standardize the logo for all of NMC. The competition is open to students, staff, and faculty. A committee has been formed to organize the competition and prepare the recommendation for the Board of Regents. The winner shall be announced during the Charter Day ceremony on 1 Apr 00.

B. Fiscal-Legislative Committee

1. Last Committee meeting was 2/16/00. Regent Seman submitted minutes and presented highlights of the meeting.

2. Update on the Business Office transition to NPS: ongoing; new software training is scheduled for all new employees of the B.O.
3. PELL Grant draw-down delayed. Regent Seman set a goal of the end of the Spring Semester to make the final draw-down. Failure to do so would create a burden on the students.

4. Although the regents decided to consolidate its bank accounts at one bank, we still have open accounts at the Bank of Hawaii and Bank of Guam.

   a) Regent Seman is concerned that the BOR decision to consolidate accounts is beyond BOR responsibilities. He is also concerned that the action directs college administrators to do something which they are unable to comply with.

   b) **Motion:** to repeal the earlier board decision to consolidate accounts.

   c) **Motion Carried Unanimously**

   d) The Finance personnel will review the situation and make recommendations to the President. The President shall inform the board of any new decisions and changes.

5. Audits update:

   a) The Chairman inquired into the audit reports for 95, 96, and 97 on federal grants. Mr. Alvaro Santos explained that the 95 and 96 reports have been sent; 97 is still pending.

   b) Regent Sablan makes the following comments:

      (1) The Business Office must update all sub-ledgers before a certified financial statement can be made.

      (2) He requested an update from O.P.A. and Dave Berger on the 97 audit and a push to start the 98 audit.

         (a) Mr. Alvaro Santos reported on his follow-up with O.P.A. He is expecting a completed report by “next week”. A copy will be sent to Berger with a request for the overall report.

         (b) Mr. Berger was invited to attend the next Finance-Legislative Committee meeting.
FY98 and 99 have not yet been reviewed. An RFP will go out for a combined 98/99 audit. The announcement will run for approximately 1 month.

C. Personnel Committee

1. Last Committee meeting was 2/16/00. Regent Atalig submitted minutes and presented highlights of the meeting.

2. Compensation Plan Study is still ongoing. A final report will be given to the board upon its completion.

V. NMC President’s Report:

A. Written report submitted which summarizes the activities of various departments throughout the college.

B. Team appointed to study current Human Resources Practices and make recommendations for improvement.

C. Starting March 2000, the Marianas Variety will provide the “College Corner.” It is part of NMC’s marketing efforts and will feature bi-weekly highlights of the college. The first article will feature the Board of Regents.

D. College Month begins 1 Apr 00. Mr. Carl Pogue is chairing this year’s College Month Committee.

E. Update on the Rota Campus move: The physical move of the NMC Rota Campus has started. The estimated completion date is 1 March 00. Additional space was negotiated at the cost of $500 per month. The total rental cost is $1.5k and can be supported by the current budget. CREES will remain in their current location which is on PSS facility and property.

F. Update on the SBDC close-out: The close out of the SBDC resulted in a reimbursement of $102k to NMC. This amount was applied to an NMC debt to the Univ. of Guam. The end result is a $72k reimbursement.

G. Regent Sablan announced that he received e-mail (from yahoo name: guadog) that he considers “damaging” to the college.

1. He feels that there are barriers to communication which are making employees uncomfortable with the management. He wants to build employee confidence and destroy these barriers.
2. The Chairman wants to have an atmosphere that provides freedom to express complaints. He also suggests that all correspondence must have a name or they be discarded without action. The Chairman proposed to write a letter to the “Word” encouraging this employee freedom.

3. Regent Sablan encouraged all regents to endorse the Chair’s letter.

4. Regent Cing-Cabrera suggests to add “no penalty or retaliation” as a statement of policy.

VI. Faculty Senate Report: None

VII. President of the Student Body: None

   A. Regent Seman expressed concern that the Faculty Senate and Student Body representatives have not made it to this and the last BOR meetings. He emphasized the need for the regents to remain grounded with student needs.

   B. Chairman Villagomez directed the Acting President to give focus on ensuring that representatives are present at regular BOR meetings.

   C. Regent Sablan requested that the presidents of the Faculty Senate and the Student Body endorse all actions submitted to the board.

VIII. Old Business:

   A. BOR Policy 4141 and 4142. Acting President Sablan explained that the NMC policies that gave off-island hires housing, expatriation, and repatriation benefits was replaced with a one-time relocation allowance of $10,000. The new policy was not implemented because NMC did not have the funds to support the change.

   B. Acting President Sablan advised the board that the former president intended to terminate the old policy and suspend the implementation of the new. Contrary to the former president’s intent, the college continues to use the old policy. Mr. Sablan intends to get affidavits from former President McPhetres and former BOR Chair, Manny Sablan then discontinue the use of the old policy.

   C. Motion: to ratify the status quo for a period of 60 days and allow the Acting President to develop a new solution.

   D. Motion Unanimously Carried.
IX. New Business:

A. Sabbatical/Education Leave. The termination of the sabbatical and education leave policies last summer is currently affecting students.

1. Because of austerity measures, the regents terminated the NMC sabbatical and education leave policies.

2. Education majors who are enrolled in the student teaching course are required to work full-time in a school. Their only options at this time is approved annual leave, leave without pay, and resignation.

3. Ms. Elsie Cabrera (currently student teaching) and students in the San Diego Ph.D. program are requesting administrative leave with pay in order to complete their last requirements of the programs.

4. Regent Sablan suggested to support Ms. Cabrera’s request. Regent Seman expressed concern that the board will be inconsistent in their decisions if the request is approved. There have been similar requests in the past which the regents have denied. In one particular case, an NMC employee’s education leave was terminated (while attending the Univ. of Guam) and the employee was returned to full-time work status in Saipan.

5. Mr. Chas Algaier, Dean of Education, commented that there are more employees in the education program who will soon be required to do their student teaching.

6. Dr. Barbara Moir, Dean of Instruction, commented that when employees take off (for education reasons) their work they perform still have to be performed. Temporary hires or temporary reassignments of employees are used to cover the work.

7. Dr. Diana Greenough commented that accreditation standards require the development of personnel from within (the institution). She explains that prohibiting further education also means prohibiting further development. This she says is like “cutting our throats” in the future.

8. Mr. Vince Riley commented that replacing employees who resign is costly.

9. Regent Seman suggested that the Management Council develop a proposal.
10. Chairman Villagomez commented that the reasons for terminating the sabbatical and education policies may no longer exist.

11. **Motion**: to direct the Management Council to review the situation and propose a solution.

12. Discussion: Chairman Villagomez explained that a waiver of college tuition for NMC employees is discriminatory and therefore illegal. As such, this should not be an option to consider.

13. **Motion Unanimously Carried**.

B. **BOR Policy 1702 - Institutional Governance.**

   1. Returned to committee and Legal Counsel.

   2. The definition of the word “governance” must be made clear.

   3. The roles of the BOR and the college administration must also be clearly defined.

   4. Limits of each one’s responsibility in the governance of NMC must be established.

X. **Miscellaneous:**

   Upon returning to the regular session, from the Executive Session, Acting President Sablan enters into the minutes that an update on the Oden case was presented.

**Adjourn:** 5:00 p.m.