Call to Order at 10:10 a.m.

I. Preliminary Matters
   A. Roll Call

   **Board of Regents:** Regent Kimberlyn Hinds, Regent Eloise Furey, Regent Galvin Deleon Guerrero, Regent Margarita Olopai-Taitano, Regent Abelina Cabrera and Regent Danny Wyatt

   **Legal Counsel:** Jesus C. Borja, Esq.

   **NMC staff/faculty:** President Wright, Jack Sablan, Lois Gage, Mark Haag, Philip Swett, Perry Conner, Al Johnson, Melody Actouka, Jerome, Ierome, Glenn Keaton, David Rumptz, Angie Sills, Jeff Wilden, Bill Bingham, Bruce Johnson, Larry Lee, Eleanor Cabrera, Daisy Bier, Susan Satur, Jeannette, Villagomez, Wilhelm Maui, Tomas Colton, Kurt Barnes, Dean Papadopoulos, Barry Wonenberg, Barry Wicksman, Jim Holan, Lynda Rowe, Reg Newport, Tina Ada, David Atalig, John Griffin, Perry Conner, Laura Kaspari Hohman, Dayna Techur, Vince Riley and Reina Camacho as recorder.

   **Guests:** Liberty Dones of Marianas Variety

   B. Review & Adoption of Agenda

   Agenda was adopted with the following amendments:
   1. Item IV Resolutions was moved to Item IV after Item III Public Input and all matters were renumbered accordingly.
   2. Under Item IV Resolutions, letter B of Item IV Overloads was moved to be letter A and letter A was assigned letter B. Letter C of Item VI Contingency Plan was deleted.
   3. Added to new business was Memorandum of Agreement as letter B of Item VI.

   C. Review and Adoption of Minutes

   Meeting minutes of September 26, 2003 and October 15, 2003 were adopted without changes.

   II. Miscellaneous

   Regent Hinds questioned President Wright if the Governor or his office will cover travel expenses to the Executive meeting in Palau. President Wright said his attendance is not for college business but the Governor wants the President to be there. President Wright expects to hear from the Governor’s office by today.

   III. Public Input

   Regent Hinds wished everyone a Happy Halloween.

   John Griffin said we should congratulate Sam McPhetres for putting information out about the candidates.

   IV. Resolutions

   A. Overload Payments.
   - Regent Hinds said it is an administrative matter and referred to the President.
   - President Wright said it’s going to be paid as earned with the understanding that in the unanticipated event if faculty has an under load in the spring semester that pay will be reduced as compensation.
   - President Wright asked when first payment for fall? David Atalig said we have to wait for the first 10 days and be informed of how many credits is taught and normally will make payments in late September.
Regent Deleon Guerrero said it would not hurt to reinforce the President’s actions with a directive. Regent Deleon Guerrero moved to pursue payment of overload as the regular pay period goes.

Regent Furey seconded the motion.

Discussion:

Regent Deleon Guerrero said if Board could be kept apprised of how that is progressing.

Regent Wyatt said the subsidiary issue relating to adjunct pay is that pay has been $550 for 15 years and one of the issues brought up is that it needs to be up to the 97 or 99 pay scale. And two faculty have earned degrees and should get higher salary the same way as staff when they get degrees, they move up. Further, the faculty senate will work with Dean of Academic Programs to teach what they are contractually obligated to teach. As of now, 24 instructors are going to teach what they are contracted. These (faculty) are less likely to teach an overload if they are given a higher salary. Lastly, faculty feels uneasy about the tenure and feels tenure will provide more job security.

Regent Hinds said to set up time to discuss with the committee on the issue of tenure ship and regarding to overload pay refer to personnel committee.

Regent Deleon Guerrero said there are two issues, one is to direct the President and the second, is the issue raised by faculty assembly and would like to open up the floor to discussion

President Wright said regarding an issue he wanted to make it part of President’s report and it was agreed. He will have a discussion on Nov 21 and one item is his field of study and that is the matter of organizational climate, via survey and this resolution led President Wright to other things…the fact that it (overload payment) grew as a result of organizational climate beyond the substance that it’s beyond glitches and beyond manifestations of that and is due to anxiety. Regent Deleon Guerrero said he looks forward to that meeting however as there are faculty present today and these are their valid concerns, he would like to open the floor and suggest moving towards what we can do.

Regent Wyatt asked if pay $700 versus $550 a possibility for each credit and raising at least the overload salary?

Regent Deleon Guerrero asked if we have cost analysis?

President Wright said no.

Regent Wyatt asked we can figure it out.

President Wright said if Board and faculty can agree on something, then no one on island will stand in the way. Then we can march to the Legislature to get money for compensation of $500,000 and not engage in internal bickering about what needs to be done.

John Griffin said it is the perception that staff has gotten new jobs and increase in salary.

President Wright said it is only because of various job assignments and reorganizations and according to HR its been a practice to give a two-step increase when a person moves to new position when in fact, they should get the salary of that position. President Wright said he understands frustration of the faculty and said we are taking this issue before that issue and everyone needs to recognize that some positions need to be filled as they are critical positions and these are going to come in bits in pieces. What we need to do is be united. The Board had asked him why no faculty attended the protest at the legislature. [To faculty present] President said if you really want to get something done, then go to the Legislature and ask for $500,000.

Regent Deleon Guerrero said we are all on same page and would like to hear from faculty.

John Griffin said that in a study of community colleges the pay for instructors average $49,971 while NMC salary is $40,000 a difference of 9 and does not include cost of living and the cost of living in Saipan is 20 percent higher than mainland. If we took $40K plus the cost of living and come close to average salary, that is an option. He agrees that before we go to the Legislature we need to be united and do our homework.

Angie Sills said our main purpose here is to deliver quality education to students and we’ve been carrying over 15-credit workload. There is not enough time to do overload and do a good job educating students because we are spending our time teaching extra courses rather
than further developing programs and participating in community and college activities. When overload courses need to be taught, it is better to have current instructors teach rather than adjunct coming 3 weeks prior to the start of class.

- Someone said: that in December in 1997 the Board approved the overload pay increase but it was never implemented. The first year that they wrote that, the cost of living has steadily increased and many faculty teach overloads due to increase in student population.

- David Rumptz said that he teaches overloads because he needs the money. If we were making an appropriate salary he would not have to teach overloads and he would spend more time developing his class on theory and research and etc.

- Regent Deleon Guerrero said there are two issues and one is overload pay, and we need to comply with own policy of 1997 and the second issue is salary pay. And the numbers we’ve come up with is that we need half a million dollars to provide salary increases to comply with the reclassification policy of 1997. We need to work together for this and be prepared. We need to take concrete action beginning today. He believes that if we action today to comply with the 1997 policy on overload from $550 to $700 and if we do that now, then we can lobby the Legislature.

- President Wright said there is a third issue – it being academically unsound for faculty to teach overloads. That is not a healthy condition. If we are going to increase amounts, use it for salary not overload because then everyone can benefit.

- David Rumptz said it seems it will confuse more because we are not in compliance. Why can’t we get compliance with the 1997 policy? The entire summer program is based on adjunct pay and most faculty won’t teach in the summer if the pay stays the same.

- Reginald Newport said if we stick to doing our job and teach only 15 credits and course offerings will be reduced if other instructors cannot be found. If one thing is to be done, it should be an increase in overload effectively and faculty be encouraged to teach overloads and have enough course offerings.

- Sam McPhetres said that for as long as he is been teaching adjunct/overload pay has not changed.

- Angie Sills said in order to earn basic living, we still need to teach overload and this takes time away from course development and enrichments. Adjunct pay is 30 or 15 percent overload. We are all trying to do more; be full time faculty and fill vacant positions. And maybe we should not offer many sections because just we can teach but not at the cost of compromising the quality of programs. It is a big time stressor and it would be great to have extra adjunct pay but it will be forced upon us to be adjunct instructors in order to get paid and defeats the opportunities to get involved in workshops or meetings or trainings. Angie Sills said that we need 20-30 FTE in order to offer courses when we go to the Legislature.

- Bruce Johnson asked if the general salary increases come from the hill and if adjunct comes from operations? David Atalig said yes.

- David Atalig said that after doing a quick analysis we need an additional $100,000 for overload and adjunct pay as we did project a higher revenue stream for this year. However, we'll most likely ask for an increase in budget levels and should revenue stream not meet projections there will be cut in operations.

- Regent Deleon Guerrero asked about the percentage. David Atalig said 150 and Regent Hinds said no, we should look at numbers and directs President and David Atalig for special meting to discuss the specifics.

- David Atalig said he is assuming this will be implemented for next spring.

- Regent Hinds said we need faculty support to go to the Legislature especially since the Legislature has the attitude that NMC is not as important as PSS when it comes to funding.

- Al Johnson said that staff still needs increases as some are still underpaid.

- Regent Furey said if half a million is requested, then it should include everyone.

- David Atalig said every year we try to implement the salary schedule and every year it gets cut by the Legislature. He will be glad to show everyone the different budgets. It has always been for $500-$700 increase each year and it is the Legislature that makes the decision.

- Regent Furey said we do not need to wait for next FY for appropriations.
• Regent Cabrera said she hears concerns of faculty and would like to work together. Let’s get our act together and fix our problem for overload then salary increase and then go to the Legislature for the salary increase. As a teacher, she knows the life and teachers need and deserve to be paid appropriately. Regent Cabrera admitted that it has been the Board’s excuse that Legislature doesn’t appropriate the money we need.

• Regent Deleon Guerrero said we have a motion on the floor to act on. He doesn’t want to dangle overload/adjunct pay at the detriment of good courses and program development and quite frankly we are bound by policy to be comply with 1997 and it’s more practical at the moment and would be a great demonstration to faculty that we are doing our job.

• Regent Hinds said she knows people with master degrees and perhaps we can get them to teach if we increase the faculty salary.

• Regent Deleon Guerrero said while we don’t have enough exact numbers we could still act on it and find money.

• Regent Hinds said she wants to look at real, not estimated, figures first. [to the faculty, Regent Hinds said] We are going to do it, we need to look at figures.

• Regent Deleon Guerrero restated his motion to direct the President to follow through with the plan to ensure overload pay is paid out in the semester as they are taught. The motion was already seconded. Regent Hinds called the question. There were no objections. Motion was carried.

Regent Deleon Guerrero moved to direct the President to increase from $550 to $700 as passed in the 1999 policy and was seconded by Regent Furey.

Discussion
• Jack Sablan said that just so we understand that it is a across degrees Bachelors, Masters and Doctorate.
• Regent Deleon Guerrero amended his motion to implement the $150 pay increase for all categories.
• President Wright said he objects to the motion. He does not believe that the way to begin is with the overload problem. First, the money is going to the people who are carrying the worse academic loads. Second, it is not rewarding the people that need the increase. You’ll find greater deficiency with salary structure with the staff and asked for the Board not be held relic to something that happened in the past and recommends the Board to look for a salary increase and suggest to wait for recommendation analysis.

• Regent Hinds said that the IT position increase was granted so what is the issue here?

• President Wright said the effect would be that more faculty are going to want to teach overloads. Regent Furey said in reviewing the HR policy, she raised the issue of this (overload) missing and that the Board recommends it be a policy limiting the number of credits an instructor can teach. Regent Deleon Guerrero said we could agree on limiting the number.

• Regent Wyatt said that in his department, instructors choose if they want to teach overloads or not. Faculty don’t look forward to picking up classes, it’s not something to plan in life to do more credits. He doesn’t want to give the impression that instructors want to teach overload. It is time consuming.

• A question was raised in regards to the process of resolutions. It is his understanding that the Board makes resolutions and if it’s not passed then what happens?

• Regent Deleon Guerrero said that in regards to the 1999 policy it has the condition upon availability of funds and his motion is to direct President to implement by finding that way.

• President Wright said it was a package of compensation. His objection is not for academic and agrees to impose a limit and put a list of college some faculty will not benefit from this. What we are doing is rewarding the ones who don’t really need the increases.

• Phil Swett said to look at the numbers. It is all plan and never follow through.

• Regent Wyatt said by rewarding the lowest paid individuals that’s a reward in itself.

• Regent Hinds said it is not a reward system.
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- It is not a reward to get an increase, but it is difficulty to turn away students especially because they need that class for scholarship purposes or are near graduation.  
- President Wright said fewer than half of the faculty will benefit.  
- Jeff Wilden said the change in overload may seem as an incentive and would support going to the Legislature, but is unaware of the process and thinks that there should be meetings with faculty assembly for the purpose of going to Legislature with the support of the Board and President and would like instruction on how we can address this in faculty assembly.  
- Regent Olopai-Taitano said she doesn't want to move into a decision that is not for benefit of all and wants the matter to be addressed with peace.  
- Regent Deleon Guerrero said our general consensus is paying our faculty and if we can afford to reclassify certain positions to ungraded positions and find money to pay lowest paid staff, then we can do our share for faculty.

Regent Deleon Guerrero restated motion to direct President to implement the 1999 policy with the addition of implementing the scale and the limitations to be effective spring 2004. Motion was carried.

- Regent Deleon Guerrero said in following up with his motion, he would like an ad hoc committee be formed to lobby Legislature and be a cross-section of NMC and be a board project under FL committee.  
- Angie Sills asked if faculty assembly could be invited.  
- Regent Hinds asked faculty to come to the Board meetings to express thoughts and concerns. Regent Wyatt added that faculty needs to attend NMC meetings and various committees.  
- Regent Wyatt said to send it to the Fiscal-Legislative committee.  
- David Atalig said the HR is addressing the recruitment process to fill all vacancies.  
- Angie Sills said thank you.

As the President had to leave the meeting early to attend the lunch meeting for the Bank of Hawaii CNMI Economic Report presented by Dr. Wali Osman, he asked to conduct the President's Report. The Regents agreed.

President’s Report – President Wright reported.
1. WASC Midterm Report - was submitted and included in the Board packet is the President’s written letter of response. We are also closing in on the PL 10-66 report.
2. Annual Report – There are six (6) highlights. Responsiveness to community needs, expansion in academic programs, emphasis on student development, modernized educational technology, achieved financial stability and completed audits, and of course, the gateway project.
3. Upcoming events - The first will be on November 21 on the issue of organizational climate. The second is the visioning conference set for December 2-4 for the general community, faculty, students and staff. Third, his attendance at the luncheon today with Wali Osman and will report back to what he has to say…

The meeting was in recess from 11:20 a.m. and reconvened at 11:35 a.m.

V. Reports  
A. BOR Standing Committees  
1. Personnel Committee – Regent Olopai-Taitano reported.  
   - Regent Olopai-Taitano mentioned that all matters pertaining to personnel need to be addressed at personnel committee meetings where recommendations need to be made, in order that such actions be taken up at the full board.  
   - Addressed the overload payments;  
   - Recommended to make ungraded positions of the IT and Library with a cap of $5000;  
   - HR policy is under review and recommend that all NMC faculty staff submit recommendations;
Faculty handbook was submitted in its draft form;
Discussed the employee survey recommendations was received and missing is the BOR result and include student in our future activities;
Discussed matters regarding personnel and perhaps move to larger room and be addressed in committee compared to today and hope in the future there is open communication with dept and faculty and pres and HRO. Salary problems are serious and do not want the BOR or NMC labeled as less worthy than PSS staff and we should find way to get the message across to whoever is elected. And we need to be assertive to the new leaders to reach our goal.
Scheduled meeting date for a brown bag meeting forum at student center with faculty and Board of Regents.
Regent Hinds questioned the active recruitment for 24 positions and directed the Personnel Committee to evaluate if critical positions are being filled.
Regent Cabrera asked if the positions are new or not.
Regent Olopa-Taitano replied that they are current positions.

2. **Program Committee** – Regent Furey reported.
   - Discussed and no Board action is needed;
   - Proposed policy is facility mgmt and student development and hopes that by November it will be finalized for approval;
   - Student Development policy was discussed and committee suggested to include residency requirements in to the policy and is under review;
   - The BOR policy is adopted and has been published however, waiting to clarify the date of its publication;
   - Legal counsel said it expired on October 15 and if the 30 days has passed, we need to publish that they’ve been adopted.
   - The Program committee asked David Atalig to get balance of the postsecondary licensing and net revenue is 10,824 and is pushing to get a consultant to assist on licensing matters.
   - American World University submitted a letter of intent and we need to send out letter to let them know of our policy.
   - The committee received presentations on the School of Education and the outcomes are: to work closely with SOE and administration and request President to direct SOE to work with the program committee and come up with position issues. Second, it appears the issues are administrative matters and directed the President to direct appropriate staff to work with SOE. Third, we need to come with a vision of school of education and the lab school. Present at meeting was Dr. Sarah Osborn, CLS Acting President and Director for SOE.
   - The committee added institutional effectiveness as part of the list of presentations. The next scheduled program is vocational technology.
   - In regards to the outcome of BOR/BOE joint meeting, all the issues will be addressed in the program committee and directed the President to work with the program committee on the issues and have position statement and plan of action.
   - Legal counsel clarified that at the BOR/BOE joint meeting matters will be addressed at the committee level.
   - Legal counsel asked about Pacific International University. Regent Furey said that the extension was granted, however payment of the $250 processing fee has not be made in order for the certificate and notice of decision to be released.

3. **Fiscal-Legislative Committee** – Regent Deleon Guerrero reported.
   - At FL meeting Al Johnson reported that A&E is ready to start.
   - Procurement process will be moved under Department of Finance, including autonomous agencies.
   - The committee asked David Atalig and the President prepare an analysis of impact of operating on continuing resolution as opposed to budget submitted to governor.
Would like to congratulate the finance office and the director for good work on audits and working to be up to date.

Vision conference discussed

Regent Deleon Guerrero recommends to the full Board that the positions of Director of IT and Library Services be reclassified as ungraded.

Regent Cabrera asked why the positions are to be ungraded.

Regent Deleon Guerrero explained that at the currently advertised salary, the positions are difficult to fill.

Regent Furey seconded the motion.

Discussion:

Regent Wyatt asked how hard have we advertised? Regent Wyatt has suggestions on websites that could be used to advertise in.

Motion carried.

C. Faculty Senate
Regent Wyatt said thank you to the Board for support on salary issue.

D. Associated Students of NMC - Dayna Techur, ASNMC Secretary– reported.

International Education Week will be celebrated on November 17-22. The Proclamation signing will be on November 12. During the IEW, every student will come in dressed in a different costume, there are various events and on the last day, there will be booths for clubs to conduct fundraising.

Regent Deleon Guerrero said the event is a great tie in to Pacific Gateway because it promotes internationalism.

ASNMC Haunted house is ongoing at the 4-H building in Susupe. Tickets are $3 and $2 for kids under 12. It runs from 5 p.m. to 11 p.m.

Regent Deleon Guerrero said to ask legal counsel to check if external events are covered by insurance.

Al Johnson said that we have no insurance other than the CLS and vehicles.

VI. Old Business
A. NMC Official Mascot
Dayna Techur reported it is still under discussion.

B. Human Resources Policy
Regent Olopai-Taitano said the policy is under review at committee level.

C. Student Development Policy
Regent Furey reported that they have additions to include and then will forward to legal counsel. The policy is under review at committee level

D. Pacific Gateway

- Received an update that Eric Plinske and Tony Guerrero will work on an update on property management and recommends that we hold off on acting on the lease agreements. Regent Deleon Guerrero recommended that the draft be released to the current leaseholders.

- Legal Counsel said a statement from Board on similar matters is going to be useful but tenants would more likely want to know how much will be charged.

- Directed President and David Atalig to begin meeting with potential tenants and negotiate some pricing and agreements.

- USDA responded with its first positive response in NMC securing a loan and acknowledged that we are eligible for loan assistance. Regent Deleon Guerrero asked for legal opinion on our ability to incur a debt and legal counsel has responded.
• In regards to the probate, the committee has not received official correspondence and therefore the Board has no official recommendation or status until we get official offer.

Regent Deleon Guerrero motioned to name the shopping area, currently known as La Fiesta III, to be Pau Pau Plaza and was seconded by Regent Olopai-Taitano. Motion was carried.

VII. New Business
A. Tuition & Fees
Jack Sablan said recommends that the Board consider a consolidated fee schedule.
Regent hinds referred the matter to the Fiscal-Legislative committee.

B. MOA Template for Recruiting Agencies –
• Regent Deleon Guerrero moved to adopt the MOA template.
• Regent Hinds said to withdraw the mission so that it can be discussed in the committee level. Regent Hinds assigned it to the program committee.
• Legal Counsel said that additional safeguards are used in proposed template.
• A question was raised if there have been signed agreements with recruiters.
• Reina Camacho said that two MOA’s have been signed. An agency located in China and other in Korea. The reason that an MOA template is brought to the Board for consideration and adoption is to prevent future recruiting agencies to conduct false advertising that can affect NMC and CNMI reputation.
• Regent Hinds requested that Reina Camacho withdraw the MOA signed yesterday until the MOA template has been discussed.
• Regent Furey said she reviewed the template and does not have any problems in adopting the template today.
• Regent Deleon Guerrero requested to reintroduce the MOA to adopt template.
• Legal counsel said his only concern is to remove the word “appropriate” because it invites trouble and replace with to pay fees and fines as owed.
• Legal counsel said to pay fees and fines as determined by competent jurisdictions.
• Regent Deleon Guerrero asked what happens if they violate terms of the MOA?
• Legal Counsel said you could terminate or seek damages.
• There was no further discussion and motion was carried as amended.

VIII. Executive Session
None.

IX. Adjournment
It was moved and seconded. Meeting adjourned at 12:30 p.m.