I. Preliminary Matters
   A. Roll Call
      Board of Regents: Regent Chair Kimberlyn Hinds, Regent Galvin Deleon Guerrero, Regent Margarita Olopa-Taitano, Regent Eloise Furey, Honorary Regent Jack Kiyoshi, and Honorary Regent Danny Wyatt.

      Legal Counsel: Jesus C. Borja

      NMC Staff & Faculty: President Kenneth Wright, Dean, David Atalig, John Griffin, Tony Dl Guerrero, Jack Sablan, Kurt Barnes, Raaj Kurapati, Chas Algaier, and Reina Camacho as recorder.

      Guests: Liberty Dones, Matt Smith

   B. Review & Adoption of Agenda
      Add Staffing for Board of Higher Education as item B under New Business

      Agenda was adopted as amended.

   C. Review and Adoption of Minutes
      Regent Furey referred to page 5 of the minutes and stated that we were more specific on the limitations on the overload hours. Regent Deleon Guerrero said we agreed that it would be forwarded to personnel committee and to direct to president to implement the 1999 policy.

      Regent Wyatt said that on page 2 where it says someone said, that someone is John Griffin.

      Minutes were adopted as amended.

II. Miscellaneous
   - Regent Furey asked the board what is the date for a December meeting.
   - President Wright said he would like to recommend that NMC host meeting on January 30 (Friday) and a December meeting is not called for but there is a need in January.
   - Regent Deleon Guerrero said we might have special meeting to discuss La Fiesta agreements.
   - Regent Hinds said she will be off island from December 5-15, 2003.
   - President Wright said he will be off island December 18 until January 9, 2004.
   - Regent Hinds said she will be gone the last week of January and would like to schedule the BOR meeting for the week before her trip, for January 22-23, 2004.
   - Regent Hinds said that she wants to bring the idea of rotating meetings on Rota and Tinian. Perhaps 2nd quarter meeting be held on Tinian and then rotate to Rota and Saipan following.

      It was agreed. The second quarter meeting on April 29-30 will be held on Tinian; the third quarter meeting on July 29-30 will be held on Rota and fourth quarter will be held on Saipan on October 28-29.

III. Public Input
   None.
IV. Reports

A. BOR Standing Committees

Fiscal-Legislative Committee – Regent Deleon Guerrero reported.

Regent Deleon Guerrero asked all board members to refer to the report from DFAS. Of interest is audit for 2002. We are making good points in auditing and we have complete report on what we are spending; it’s very detailed.

- Regent Furey asked under special programs is that where tuition and fees from the College Lab School go? In particular, what happens to money if there is more? David Atalig said if we increase budget we need to get board approval.
- Regent Furey said according to her recollection we’ve never done that. David Atalig said last FY is first year where we implemented based on collections and they used to spend more than actual cash collection. Last year, we only allotted based on projected cash collections. We did not collect over what was budgeted. President Wright said expenditures do not have influence over collection.

Personnel – Regent Olopai-Taitano reported.

No action to be taken by the board. Regent Olopai-Taitano reported that a new position has been established and that is the position of Executive Director for the NMC Foundation.

Regent Olopai-Taitano met with HR personnel on the concerns of last meeting, specifically the HR policies. The HR policies are in the review process. Also discussed is the faculty handbook.

Program – Regent Furey reported.

Regent Furey said the committee listened to a presentation on vocational technology and summary can be found in the packet. Basically the challenges are: funding, facilities, enrollment and focusing on academic programs and certification requirements to be set by statutes and the fifth concern is the special population on disabilities.

- Regent Hinds said in terms of mission of vocational education program is to include more academic programs.
- President Wright said that there is a tension that exists between academic and vocational education programs.

Regent Furey recommends adopting the Facility Management Policy. Legal Counsel Borja recommends finishing reviewing all draft policies and that the motion be submitted to register all policy changes for publication and notification to receive comments and after 10 days this will modify the motion to send the policy to AG office. Regent Deleon Guerrero seconds. No further discussion. Motion adopted.

Regent Furey reported that the student development policy is still under review and no action is needed.

Postsecondary Licensing Matters - Regent Furey reported.

1. Consultancy Services – Regent Furey has asked to process the contract for Dan Nielsen for 100 hours of consultancy work for BOR postsecondary licensing. Consultant work will be open and used on an as needed basis for licensing.

2. American World University – no application has yet to be submitted and received.

3. Saipan University – there was a meeting this morning and as required in the provisional license, they will submit updated reports on November 30 and Regent Furey will make sure
that all get copy of provisions and conditions. The BOR has asked for numerous documents i.e. terms of agreement signed by the students and Dr. park; the resignation letter of Dr. Ulloa-Heath, the appointment letter of Jess Taisague, updated brochures and the address location and names of all students. The Saipan University representatives have volunteered to give a copy of the letter to MCV and expect a report and then will give copies to all to determine meeting to settle matters. Regent Furey recommends no action until the report comes in.

Regent Olopai-Taitano asked if board wants to retain legal counsel, and if so, to ask Jesse Borja to be legal counsel on this matter.

Regent Furey further commented that at the last meeting, there are three concerns needed to be addressed by NMC with the School of Education. SOE& BOE matters and we need to work together.

President Wright referred to Dean Jack Sablan for the first matter and the other matter is administrative and the third matter is SOE developing mission for the next five years. And need update of programs from past meetings presentations.

B. President
President Wright said his report is a follow up to previous matters.

- Dean Jack Sablan is now using a 6-credit overload limit. This doesn’t mean that we won't always stick to this but it will be a practice to keep 6 as quality control measure. Other is the break-even point to run classes is 12 not 10 students. And this is because we need to run classes but does not affect Tinian and Rota campus. Most college use 15 but we use 12 because we are a smaller college.

- Want to promote several staff and regent activities: President Wright received a letter from Community College Leadership initiative citing a wave of college presidents reaching retirement and not enough people coming through the pipeline. And is expanding for June 19-25 and President recommends sending an administrator and a Regent and use Continental Airlines because these meetings are not our budget. Second, using same airfare grant would like to send the BOR to a January 12th meeting to be facilitated by David Wolfe and Bob Henry to be useful as this is attended by other community colleges and Barbara Beno could talk on licensing boards. Third, the best program in terms of teaching strategy is the NASAI, which is strictly oriented toward community colleges, and we'd take advantage of our continental grant and there is room for a Regent to go but this conference is more for faculty.

- Next, approached John Carver to conduct a presentation for the Board, but the price range may be out of our budget. If too expensive then get some other person.

Lastly, the Board asked for presentation on institutional effectiveness. These are three recommendations made by the WASC accrediting team back in 1999.

1. Integrate program evaluation, institutional effectiveness assessment and strategic planning and implementation. Well, we've got are planning, budgeting and evaluation council.
2. Direct sufficient resources and we created position
3. Institutionalize integrated systematic process to evaluate institutional effectiveness.

- Dean Papadopoulos said Institutional Effectiveness (IE) is like “looking under the hood” of your car. The Office of Institutional Effectiveness deals with standardizing categories and is responsible for reports to federal and local governments and is only useful if data is clean and accurate. There are 2 dimensions: institutional aspect and other is process. We need to assess progress of programs and whether we are meeting goals.
President Wright said we want a clean set of behaviors where we focus on outcome result and how will we know if the program is doing its job. With a listing of elements of success for a program and if not, what is deficient and what can be done to improve.

Dean Papadopoulos said IE deals with many levels from faculty to departmental to at program level developed distance education committee and reina refer to attachments. IE working on college image and play important role in PR and helps to facilitate multi-media CD and will begin another project to informative CD about NMC. Community participation is important and developed institutional effectiveness council composed of business sector, faculty, administration, the deans, and tack important questions like what constitutes an educated person in 2003 and hopefully work towards meeting that goal. What we'll be doing in future is getting to program evaluation and we have to work hard that when we talk about faculty evaluation it's not evaluative and a summary of where we are and know where we are headed.

Regent Furey asked what kind of reports?

Dean Papadopoulos said the local government wants to know compact-impact and 10-66 and annual report and participate in performance report at federal level IPEDS attached to title 3 or 4 money.

Chas Algaier said IE also responsible to provide quantitative data and any annual report for CNMI or creditors.

Regent Olopai-Taitano asked why is there a need for council of Institutional Effectiveness?

President Wright said need is because things can become controversial and we want everyone to participate and ask what we accomplish and why and how and what are all doing and asking them the change and much better chance of success if we ask them to participate in the process.

Legal Counsel Borja asked would part of the report include sending information to agencies or business on upcoming graduates and so businesses could hire ahead of time maybe we should tell them how many will be graduating with what degrees.

President Wright said the primary purpose is to help us do what we are supposed to do best. We can send updates to others to brag what were doing and show that we are improving.

Regent Cing-Cabrera asked if IE can communicate with the division of employment services (at labor) because they need to know what we are doing to replace alien labor; what number can we replace and perhaps put emphasis on it.

President Wright added this is massive task. 10-20 years is not realistic effort to determine evaluation and success. This is an element of the evaluation. If we find out if graduate can improve from this, then we need to take back to the course to make changes. The process will never stop.

C. Faculty Senate
   No report.
   Regent Wyatt asked if the board has reviewed the guide to faculty and send back to faculty.
   - Regent Deleon Guerrero asked if a meeting for ad hoc committee on salary increase can be scheduled. Regent Wyatt said yes, to call him.
   - Regent Furey reminded Regent Wyatt to make sure the faculty handbook is consistent with new and current policies.

D. Associated Students of NMC
   Regent Kiyoshi referred to the report. Financial report is pending on how much the Haunted House generated.

V. Old Business
   A. Pacific Gateway
      Regent Deleon Guerrero made a motion to approve insurance policy acquisition process IRIS. Regent Furey seconded the motion.
Discussion.

- Regent Deleon Guerrero stated that he is unclear of the term, and believes it is only for the first term and will wait for Al Johnson’s confirmation.
- It was confirmed and Regent Deleon Guerrero said he qualifies his motion to approve only for the first term.

Motion was carried.

Regent Deleon Guerrero made a motion to approve the lease agreement template developed by the leadership team and legal counsel review, with the qualification that the college negotiates agreements in best interest of college. Regent Furey seconded the motion.

There was no discussion. Motion was carried.

Regent Deleon Guerrero reported title issues are being cleared up. A special meeting may be called to discuss the insurance and slight amendment to agreement for facility purchase.

B. Human Resources Policy
   Under review.

C. Student Development Policy
   Under review. And a copy of the policy has been provided to legal counsel for review.

D. NMC Official Mascot
   Regent Kiyoshi reported that the initial survey revealed 4 popular mascots: proa, fakpi, navigator, and typhoon. He is working for disseminating information/survey and will have student input by next meeting.

VI. New Business
A. NMC Foundation Executive Director
   Regent Deleon Guerrero moved that the BOR approve the creation of a new position of NMC Foundation Executive Director to be ungraded. And clarified that the position is to be funded by the college in first year only. Regent Olopai-Taitano seconded the motion.

Discussion:

- Regent Furey said she gets the impression that the Foundation thinks this is their FTE and the BOR members who were present at the Personnel committee said the concern was raised with Jerry Tan who was present at the Personnel committee meeting. Regent Furey wanted to make sure the Foundation understood that we are all here for NMC.
- Regent Deleon Guerrero stated amendments have been made to the position description. They are: 1) under nature of position, it should now read, develop, implement and manage fundraising and institutional strategies 2) under duties and responsibilities, Report to the President of NMC Foundation and liaise with BOR and NMC President on progress. 3) Add identify college alumni and cultivate ongoing relationships with college alumni. 4) State it is a minimum of 5 years of experience.

Motion carried.

B. Staff for Board of Higher Education
   Regent Deleon Guerrero moved to initiate correspondence to 14th Legislature and Governor Babauta to express concerns on behalf of the board of higher education to recommend the board
of higher education be adequately staffed and funded. Regent Olopai-Taitano seconded the motion.

Regent Deleon Guerrero asked to include "with the express understanding that board of higher education (also known as Board of Regents) is unable at this time to entertain new applications for postsecondary licensures.
Regent Furey seconded the amended motion.

Discussion.
- David Atalig asked if the BOR could ask Legislature to get funded.
- Regent Deleon Guerrero said yes, but we need to make separate request.
- President Wright said that it needs to be included in the college budget.

Motion carried.

VII. Board of Regents Resolutions
A. Facilities Management Policy
Per Legal Counsel advice, the Board will send the policy to AGO first then the Board of Regents will adopt it.

B. Tuition & Fees
Regent Deleon Guerrero moved to adopt the resolution. Regent Furey seconded the motion. No Discussion. Motion carried.

VIII. Executive Session
Executive session was entered into at 4:25 p.m. Everyone except the Board of Regents and President Wright was asked to leave.

IX. Reconvening of Regular Meeting
The regular meeting was reconvened at 4:44 p.m. Legal matters were discussed and no action needed to be taken.

X. Adjournment
It was moved and seconded. Meeting adjourned at 4:55 p.m.