Call to Order at 3:08 p.m.

I. Preliminary Matters
   A. Roll Call
      Board of Regents: Regent Kimberlyn Hinds, Regent Galvin Guerrero, Regent Margarita Olopai-Taitano, Regent Elaine Orilla, Regent Abelina Cing-Cabrera, Regent Eloise Furey, and Regent Danny Wyatt
      Legal Counsel: Jesus C. Borja
      NMC: President Tony Guerrero, Kurt Barnes, Al Johnson, Raajkumar Kurapati, Joyce Taro, Loly Kingzio, Dean Papadopoulos, Eric Plinske, Jack Sablan, Ed Lieberman, Elsie Halstead, Glenn Keaton and Reina Camacho as recorder
   B. Adoption of Agenda
      Agenda was adopted as proposed.
   C. Adoption of Minutes
      Minutes of October 4, 2004 was adopted without changes. Regent Furey abstained, as she was not present at the meeting.

II. Miscellaneous/Public Comments
   None.

III. Reports
   A. Standing Committee Reports
      Personnel Committee – Regent Olopai-Taitano reported.
      Regent Olopai-Taitano reported no action was taken, however the following was discussed:
      1. Ongoing appointments, resignations, and recruitments.
      2. Salary was mentioned and should be mentioned today as a factor in affecting employee morale.
      3. The desk audit will begin late this year or early next year. As soon as the audit is completed, the results will inform us what positions need to be retained, added or whatnot. From there on, there will be a priority of positions.
      4. In regards to feedback of the HR Policy, from employees to HRO, few were received. It needs to be said that we need to read the policy and provide input. The board needs to know where the staff/faculty stands and what policies need to be improved. The HR Policies are expected to complete the revision process by April 2005.
      Program Committee – Regent Orilla reported.
      Regent Orilla reported no action was taken however the following were presented or discussed:
      1. Fe Calixterio, Director, presented the Adult Basic Education (ABE) Program.
      2. Dr. Debra Cabrera presented the Self-Study Steering Committee. This committee has met twice and the board members have volunteered to join the subcommittees.
      3. The Oceania and Special Collection Policy and Procedure was introduced by presented by Laura Kaspari-Homan and Martin Gerbens. This item was tabled for further discussion at the next committee meeting.
      Postsecondary Education Licensing of the Program Committee – Regent Furey reported.
      No applications for review, only inquiry about establishing a nursing institution.

Adopted on January 20, 2005
Fiscal-Legislative Committee – Regent Guerrero reported.
Regent Guerrero reported no action was taken however the following were presented or discussed:

1. We are waiting for the budget as we are still operating on continuing resolution. By the next regular meeting, we will act on new budget.
2. Related to the discussion of budget, is establishing budget priorities and institutional goals. Part of the discussion included the allocation of resources based on institutional goals, which includes looking at all aspects of the college and not exempting instruction from budget cuts.
3. A report on Finance and Procurement was offered. One thing in particular of the discussion is the contingency plan if we are not placed on advanced status for the Pell grant. The committee agreed it is best left to the president as an administrative matter. We look forward to receiving the plan should we not get advance status.

B. President’s Report – President Deleon Guerrero reported.
1. NMC’s held a series of meetings with House representatives regarding the budget. The biggest concern is the supplemental budget that we have yet to receive. The House Leadership is rounding it off and we’ll be asking for half a million dollars.
3. The WASC team visit was held on October 28-29, 2004. We’ve received the draft team report forwarded to us by Dr.Romero. Overall, we are glad with the outcome of the findings and were commended on seven areas. We cannot disseminate the team report until the ACCJC meeting in January 2005. However, there is a concern and was reminded by Dr. Beno that we need to forward the documents of the La Fiesta transfer before December 8. President Guerrero reminded Governor today at lunch about this matter. The Governor reassured it will be done on time.
4. Western Pacific ACCJC Commissioner Sue Moses requested a report on NMC’s accomplishments. Board members will also get a copy.
5. We’ve recently created 2 committees: Strategic Master Plan Steering Committee and the Self-Study Steering Committee. The two committees are important in determining long term plans here at NMC.
6. Upcoming professional development training for NMC faculty and staff on learning assessment is set for January 4-6. All board members are invited to attend. It will be facilitated by faculty from Bakersfield College, via the RP group. The facilitators have done this multiple times. This was recommended by Dr. Barbara Beno and would be helpful to be aware of the assessment paradigm.
7. Celebrated International Education Week on main campus on November 15-19 and on the Rota campus last Friday. There was a lot of community involvement. The big draw was the international culinary exhibits and tasting, promoting different ethnic cuisine and for the chefs to promote field of culinary art to NMC.
8. NMC Tinian library received a book donation from SGI. This is a group from Japan promoting peace, culture and education and making their rounds in the Pacific Region.

C. Faculty Senate Report – Regent Wyatt reported.
1. Originally faculty have professional development days on Thursday/Friday. What we’re trying to do is change it to end of the semester, as the week between final exams and graduation is the “dead” week and is the optimum time. Steve Ewen is trying to bring out Ira Short. He is trying to pay for it using ABE money, and he’s got to use the money by April 6th. Student empowerment is his specialty.
2. Faculty evaluation is being developed. Currently, Counseling and Librarian evaluations are complete and have been submitted to HR. CREES and department chair evaluations are still
being revised. Other evaluations remaining are for program coordinators, directors and instructors.

3. Faculty assessment training is set for January 4, 5 and 6. Facilitators are from the Research & Planning Group (RP Group) from Bakersfield, California.

4. Faculty assembly met last Friday and meet regularly to discuss various college issues. The concerns raised are as follows:
   a. As of now, because we are on a 2-year contract, some employees cannot get a bank loan. We’ve got policy and procedure but we are looking for something more permanent. It’s a job security issue. It was suggested to have the first two years serve as the probationary period.
   b. Regent Hinds said this is to be included in the Personnel Committee agenda at the next meeting.
   c. Regent Furey said there are sections in the HR policy that relate to employment and we need the packet from HR.
   d. Ed Leiberman said he had immigration ask for his term of employment.
   e. A second concern was raised at the College forum. Faculty would like to see a 2-year course cycle schedule. This means we plan for courses by two years. No progress has been made on this issue.
   f. Regent Furey asked if this could be included in the educational policy, and for this policy to begin its review and revision process.
   g. A third faculty concern was the need for HR to conduct retirement meetings at least twice a year or once for faculty for are planning to retire. There is no continuity of information coming from the Retirement Fund. What is happening is each person goes individually goes to NMIRF and information provided is inconsistent. Would like NMIRF to come to NMC to make presentation.
   h. President Deleon Guerrero said they are bombarded by everyone due to the amendment and changes to retirement program. They’re reluctant to speak about it till their board decides.
   i. A fourth concern is on the 60-40 split. At the faculty assembly it was motioned, seconded and carried that the 60/40 split be abolished. The primary issue is the payment for adjunct classes. The department chair can work with dean to determine if class should go or not. This split means that for a class to go, it needs 13 students, if less than that we cancel class. But we [faculty] offer to teach if we get 60 percent of tuition. There are extenuating circumstances if a student is graduating and needs this one class. However, this is not following the existing board policy. In fact, there is no board policy on this matter. At the faculty assembly a motion was passed that the 60/40 split be eliminated and the department chair with the Dean can determine whether a class goes with fewer students or not.
   j. Jack Sablan said we had a series of courses that did not meet the minimum requirement and we cancelled classes. We are trying to accommodate students with classes. He consulted with UOG and they said their department chairs work with the dean. Adjuncts or faculty are not forced to teach class. If they want, these are the conditions. If is considered as an overload, he can see concern of faculty, but this is a tool to give the department chair the opportunity to negotiate.
   k. Regent Guerrero said this sounds like it is optional. If so, why is this a problem?
   l. Joyce Taro said there’s no policy on the pay rate. We, as the admin managers are bombarded to pay, but there was no memo or directive explaining the rates or the process.
   m. Regent Guerrero said if we are going to meet our institutional goals, if there’s a way to negotiate to keep our class to meet the needs of our students and community, then it’s also part of our mission as the college.
   n. Joyce Taro said we still need a contract. Could we have them sign something, and have establish a board policy to back up the contract.
   o. Regent Hinds requested this matter be referred to the Personnel Committee as well.
   p. Eric Plinske said is it a number issue or a dollar value.
q. Joyce Taro said it’s both, it is factored on the number of students and the amount to be paid to the instructor.

r. Raajkumar Kurapati said we need policy. There’s an administrative matter, but because there’s no policy, there’s discrepancy.

s. Regent Guerrero asked why is there nothing in writing. Sounds like it was only a verbal agreement.

t. Regent Hinds asked why was anything in writing.

u. Jack Sablan said we look at the enrollment of resident, non-resident, or international students; each category has a different rate. The calculation should be done by department chair. Once the agreement is made between the department chair and faculty, the department chair should have this in writing to be given to the admin manager. HR activates the contract as personnel action for finance to process the payment. He will talk to department chairs again and willing to put together policy and procedure for the personnel committee.

v. Raajkumar Kurapati said we still need something for now.

w. Regent Hinds suggested the current board policy be adhered.

x. President Deleon Guerrero said he would like for dean to revisit the issue with faculty. If the faculty want to abolish, so it may be. Maybe this is an administrative matter, as procedures were not done.

y. Regent Hinds requested that a draft be presented to the board in January and in the interim, we need to follow the existing policy.

z. Regent Wyatt raised the fifth concern that there is no official policy on the College Council and Academic Council. The College Council was formerly the leadership team, which was formally the Management Council. The Management Council is included in the board policy.

aa. Regent Guerrero said it’s basically a name change.

bb. Regent Wyatt said the step increase is the sixth faculty concern. The step increase done between Oct 1, 2001 and Dec 1, 2001, several people got step increases due to the lag time before board action. The complaint is that some got increases and others didn’t. Further, the 52 lowest paid got increase, and adjunct instructors got increase. It should be everyone or no one. Also, cutting costs has also meant few benefits. Previously, there was housing for a few years, airfare home following contract fulfillment. Individual negotiation is the only way to get things done, but is unfair to those who mistakenly do not negotiate.

cc. President Deleon Guerrero said in going back to 2001, he recommends we complete the desk audit to come up with recommendations. We do not want a band-aid solution. We need fair policy.

dd. Regent Wyatt raised another issue on the inconsistency in advertising positions as well as an inconsistency in the hiring practices. Up until recently positions have only been advertised locally. As for the hiring practice, often times we settle for a warm body instead of high standards. We just find someone with a degree to run a class. This results in a denigrating opinion of college. Also, sometimes our “friends” get in.

e. Regent Wyatt said reliance on adjunct faculty is another problem. When we become reliant, we are in a bind.

ff. Regent Wyatt said another problem is the appointment of interim acting positions. Seems it’s a cost saving measure, but the person is not getting appropriate salary for ‘added’ responsibilities of that position.

gg. Regent Wyatt said another issue is the “revolving door impression.” Employees within the college move from position to position.

hh. Regent Wyatt said another faculty concern is the college not having a full time grant writer, even when there is funding for one. No grants have been identified or submitted. A grants writer would focus on finding new money for college and we are losing out.
ii. Regent Wyatt said we are expecting more retirees for both instructional and non-instructional personnel. Does the college have a plan for the vacancies?

jj. Regent Wyatt said the faculty are concerned that we are paying the film instructors with NMC money specifically, appropriations money.

kk. Raajkumar Kurapati said they are paid for by the WIA grant.

ll. Regent Furey said we did use appropriations to pay for summer costing $80,000.

mm. Regent Wyatt said there’s a concern on the finger-printing requirement for new employees. Is there a board policy for this?

nn. Elsie Halstead said there is a board policy for pre-employment for instructors.

oo. Regent Wyatt said faculty is also concerned about the lack of information coming from higher administration. What happened to PROA? Need to increase communication again. We’re back to learning about the college through the newspapers. Most recent misinformation is the change concerning the lab school. PSS teachers have asked NMC instructors when they are moving the lab school.

pp. President Deleon Guerrero said communication is a two-way street. The administration has done its job to communicate matters to the college community. We’ve offered opportunities for everyone to be involved and learn about matters affecting our college, like attending board meetings. Yet, the community does not all avail of the opportunities. He would like to see a dialogue among faculty on how to improve our college.

qq. Regent Guerrero said a lot of the concerns are valid and hope administration will follow through. As ones entrusted with teaching, he would hope that at future senate meetings there’s more discussion of learning and quality of learning and can’t lose focus or our mission. We need a balance by learning in the classroom, not only by faculty, but everybody.

rr. Regent Hinds thanked Regent Wyatt acknowledges the concerns of the faculty and hopes the administration follows up.

D. ASNMC Report
None.

V. Old Business
A. HR Policy – discussed in committee report.
Discussed in Personnel Committee report.

B. La Fiesta
Regent Deleon Guerrero said the transfer of documents is pending and the date is not yet confirmed. We’ve received the $200,000 for the first leasehold payment for La Fiesta.

VI. New Business
None.

VII. BOR Resolutions
None.

Regent Hinds asked if there are public comments or miscellaneous item for discussion before the board meets in executive session.

Discussion:
1. Legal Counsel said the Hofschneider case been dismissed. HRO gave communication on EEOC matter. All of the four cases are good for NMC.
2. Lorraine Sonoda said she is the President for the Staff Senate and was asked to be present in case the board wanted a report.
3. Regent Hinds said the staff senate should be included as part of the honorary board members.
4. Regent Furey said the board operations policy needs to be amended to reflect this change.
5. Regent Hinds said the board will entertain the request to include the staff senate as part of the membership and as Regent Furey mentioned, policy needs to be amended. Dialogue is very important for all aspects of the college.
6. Also the policy for min number of students is 10 in the policy.

VIII. Executive Session
Executive session was entered into at 4:20 p.m.

BOR Regular Meeting resumed at 4:35 p.m.
Regent Hinds reported miscellaneous matters relating to scheduling was discussed and no action needed to be taken.

IX. Adjournment
Meeting adjourned at 4:35 p.m.