MINUTES OF THE REGULAR MEETING  
of the  
Board of Regents  
Monday, September 24, 2007  
3:46pm

PRELIMINARY MATTERS

PRESENT:
Board of Regents: Acting Chairman Charles Cepeda, Regent Eloise Furey, Regent Elaine Orilla, Regent Joey San Nicolas, Regent Linsa Lizama.
Absent/Excused: Chair Dr. Rita Inos, Regent Malua Peter

College Staff and Faculty: NMC President Dr. Carmen Fernandez, Honorary Regent Frank Sobolewski, Honorary Regent Representative Becky Sablan, ASNMC President Ivan Mereb, BOR Special Asst. Mark Mendiola.

Others: Legal Counsel Jesse Borja.

I. OPENING PROCEDURES
   A. Welcoming Remarks by Acting Chairman Charles Cepeda
   B. Roll Call: Acting Chairman Charles Cepeda called roll call. Five members of the Board of Regents were present; quorum was established. Chair Dr. Inos and Regent Peter are excused absent.
   C. Review and Adoption of Agenda
      Motion: Regent Furey motioned to adopt the agenda.
      Second: The motion was seconded by Regent Lizama.
      Discussion: None.
      Vote: The agenda was approved for adoption by a majority voice vote. The motion passed.
   D. Review and Adoption of meeting minutes of May 24, 2007
      Motion: Regent San Nicolas moved to adopt the May 24, 2007 Board Minutes.
      Second: The motion was seconded by Regent Furey.
      Discussion:
      ☐ Regent Furey indicated that the minutes for a particular meeting were tabled at the last meeting.
      ☐ Mark Mendiola informed the Board that the minutes were voted on and unanimously passed with the recommended corrections.
      Vote: The minutes of the May 24, 2007 meeting were approved and adopted by a majority voice vote. The motion passed.
II. MISCELLANEOUS
Correspondence – BOR Special Asst. Mark Mendiola informed the Board that correspondence was transmitted (hand delivered) to all the Regents regarding the subpoena or the legal question that was raised by Representative Stanley Torres. Regent Furey recommended to discuss this matter in executive session. This matter will be taken up in executive session as indicated by the Acting Chair.

III. PUBLIC COMMENTS
A. Honorary Regent Frank Sobolewski introduced and welcomed the ASNMC President Ivan Mereb to the Board of Regents meeting as an honorary member. He also mentioned that Ivan was one of his students at the Rota Instructional site for several semesters and is also currently in some of his classes at the Saipan campus as well.

IV. REPORTS
A. BOR Standing Committees
Joint Fiscal & Personnel Committee – Regent Orilla, Chairperson of the Joint Fiscal & Personnel Committee, informed the Board that the members met on September 21, 2007 and discussed items on the agenda as listed in the packet. The committee has forwarded the following items for the Board’s consideration and approval.
- Procurement Policy
- Fiscal Year 2008 Budget
- Proposed Organizational Chart changes
- Programs Committee – Regent San Nicolas, Chairperson of the Programs Committee, informed the Board that on Friday, September 21, 2007, the members of the committee met and discussed items under old business, including the WASC update that was provided by Dr. Debra Cabrera. The committee also discussed the Student Learning Outcomes Comprehensive Implementation Program, also known as SLOCIP. These matters are in the agenda that the board will be discussing later in the meeting.

B. President’s Report
President Fernandez submitted a detailed report for the Board’s consideration. First, she commended the NMC Faculty and Staff for all their hard work and dedication in the last couple of weeks in addressing the accreditation concerns. She also apprised the Board that the College underwent two extensive days of assessment training and about 80 to 90 percent of the campus community was present. President Fernandez also mentioned that everyone on campus far exceeded her expectations and did a wonderful job. The other great news mentioned was the adoption of the SLOCIP, which now institutionalizes assessment at the College.

Regent Furey apologized for not attending the committee meetings on Friday, September 21. Regent Furey mentioned that she was particularly interested in knowing more about the SLOCIP. She wanted to find out if any handouts were available for those Regents who missed the meeting.
Acting Chair Cepeda also thanked all the members of the College community who worked on addressing the accreditation issues of the College and in the implementation of the corrections that were necessary in addressing the probation status of the college.

President Fernandez also reminded everyone about the training with Dr. Beno and Dr. Kehoe on September 25-26, 2007 at 9am at the Pacific Islands Club. In addition, three members of the Guam Community College will be joining them at the training.

C. Faculty Senate Report
Honorary Regent Sobolewski informed the Board that he has additional information for item number two under Faculty Senate vacancies and the Faculty Senate election that was held last week. The new Faculty Senate members elected in the election are Eric Plinske, Lynda Rowe, and Richard Waldo. The full membership for the Faculty Senate is nine (9). There is still one vacancy that is yet to be filled for the faculty in COMPASS.

D. Staff Senate
Becky Sablan, who was present on behalf of the Staff Senate, informed the Board that there is nothing to formally report. However, she announced that the Staff Senate is actively participating in assessment activities and by the next meeting they should have a productive and fruitful report to share with the members.

E. ASNMC President’s Report
ASNMC President Ivan Mereb informed the Board that in the packet is a report from the ASNMC student government which outlines their accomplishments and future plans that they wish to accomplish in the coming months. He also mentioned the ASNMC officers who were elected recently who are Ms. Semona Igama as the Vice-President, Jae Hee Kim as Secretary and Dixie Sumor as Treasurer. Ivan will share with the board their upcoming events as soon as it’s available.

F. WASC Update
Dr. Debra Cabrera shared with the board a report on the ongoing activities related to the WASC visit. In June 2007, WASC assessed the March 30 progress report from NMC and continued the college on probation. She also mentioned that WASC required the College to submit another progress report which is due October 15 that requires the College to report on the Accreditation Eligibility Requirement on administrative staffing, two accreditation commission recommendations, and six accreditation visiting team recommendations. The first commission recommendation basically requires the College to report to WASC in terms of how equitable services are to be provided to the Rota and Tinian sites. The second commission recommendation refers to the Board and it requires sufficient Board training in accreditation requirements. Dr. Cabrera assured the Board that various members of the College community have been working on drafting the portions of this report and the College should have a good draft to submit to share with them. Finally, this report will be certified with the signature of the President of the College before it is sent to the WASC Commission.

Dr. Cabrera mentioned the importance of the boardmanship training because it was one of the recommendations that the commission made in their report. In addition, she mentioned certain issues that the management team of the College would have to address before they can be brought to the Board.
V. OLD BUSINESS
A. Procurement Policy- Regent Orilla explained that the NMC community has reviewed the procurement policy and made recommendations with regard to procurement policies and is now ready for Board action.

**Motion:** Regent Orilla motioned to approve the proposed procurement policy as presented.

**Second:** The motion was seconded by Regent San Nicolas.

**Discussion:** Regent Furey commented on page 16, item (5) a of the procurement policy concerning “Alcoholic Beverages.” She recited the following: “Those purchased by the President or his or her designee for the entertainment of Official college guests.” Regent Furey indicated that when she became a board member in 2001, this section was allowed but then two years later it was not allowed (the previous Board changed it) and it is now being brought back to this current Board.

President Fernandez explained to the Board that although this may be the policy, she assured the Board that she will never purchase alcoholic beverages for any activity.

Counsel Borja said that his recollection of this provision is with regard to the President when there are off-island guests and the President takes them out for dinner, it would permit her then to buy alcoholic beverages. Furthermore, the legal counsel doesn’t see anything wrong with it but it’s up to the Board to decide. In addition, the procurement policy is very different from the other policy prohibiting alcoholic beverages on campus, so that while she may purchase alcohol in a situation where she’s entertaining guests in a hotel, she can’t purchase alcohol for use on campus because there’s another policy that prohibits it.

CFAO Kurapati explained the staff’s reason for bringing up this matter to seek the Board’s guidance. He said that on occasion the president invites off-island guests for dinner and they get to the table before she does and they purchase alcohol and the President arrives after the fact. The president would obviously have to separate that from the bill and pay for it with her own personal funds because the policy would not allow for the President to purchase alcoholic beverages.

Honorary Regent Sobolewski also added that separate from the discussion on this item, on page 19 lines 4 of text where it says “Finance & Legislative Committee,” the word finance is incorrect. It should be Fiscal to reflect the correct title.

Break called at 4:30pm
Reconvened at 4:40pm

**Amendments:** The first amendment is on Page 16, item 5(a), that all the items in parenthesis be removed. The second amendment is on page 19, item number 2, an approval of purchase orders; second paragraph should read as presented by Raaj.
Adopted on February 07, 2008

**Vote:** The Procurement Policy is approved by a majority voice vote and to include the two amendments indicated above. The motion passed.

**Motion:** Regent Furey motioned to make an amendment to the already approved agenda to add the Board Operations Policy under 5 (c) Old Business.

**Second:** The motion was seconded by Regent Orilla.

**Vote:** The motion to add the Board Operations Policy to the agenda was approved by a majority voice vote. The motion passed.

**B. Board Operations Policy**

**Motion:** Regent Furey motioned to delete item 3 which states “approve all contracts $25,000 and above issued by the college” in Policy number 1001.

**Second:** The motion was seconded by Regent Lizama.

**Discussion:** Regent Furey explained that the Procurement Policy addresses the same issue. On the other hand, the legal counsel advised that it would be best to delete this portion from the Board Policy and retain the one listed in the Procurement Policy.

**Vote:** The motion to delete item number 3 in the Board Operations Policy #1001 was approved by a majority voice vote. The motion passed.

**B. HR Policies**

Regent Orilla informed the board that the HR Policies are still under review by the legal counsel and the President. She is hopeful that it will be ready at the Board’s next regular meeting.

The HR Policies were tabled for the next meeting.

**VI. NEW BUSINESS**

**A. Fiscal Year 2008 Operations Budget**

**Motion:** Regent Orilla informed the Board that after thorough review by the NMC Administration, she motioned to approve the Fiscal Year 2008 Operations Budget.

**Second:** The motion was seconded by Regent Lizama.

**Discussion:** Regent Furey indicated that after thoroughly reviewing the proposed budget, she noticed that there were sections in the budget that did not have any financial information, such as the CNMI Scholarship Office. She realizes that the CNMI Scholarship Office will be a new addition to the college; however, she would like to at least know what their objectives, goals, mission, and budget will be when they transfer to the college.

President Fernandez explained that the reason why the Operations Budget does not include that information for the Scholarship Office is because the transfer has not officially been approved yet. The procedure for the Scholarship Office would be that the Board adopts a resolution approving the transfer and then the governor would issue an executive order to establish the transfer.

Acting Chair Cepeda wanted to know if the College is going to be receiving funding for the transfer of the Scholarship Office, or will the college be responsible for funding the operations of the office.
President Fernandez explained that everything remains intact with the Scholarship Office. The only change would be that the Scholarship Office would now be reporting to the President’s Office instead of the Governor’s office.

**Amended Motion:** A motion to approve the budget minus the inclusion of the CNMI Scholarship Office.

**Second:** The amended motion was seconded by Regent Furey.

**Vote:** The amended motion to approve the Fiscal Year 2008 Operations Budget was approved by a majority voice vote. The motion passed.

**B. Proposed Organizational Chart**

**Motion:** Regent Orilla motioned to approve the proposed organizational chart to be the official organizational chart of Northern Marianas College inclusive of the change to exclude the CNMI Scholarship Office at this time.

**Second:** The motion was seconded by Regent San Nicolas.

**Discussion:** Acting Chair Cepeda asked the President a question regarding the Division of Community Programs and Services (COMPASS). The chart indicates that the head of COMPASS would be under the President, and in contrast with previous organizational charts, this position will be brought back as a Dean position. The Acting Chair indicated that an NMC Organizational chart with an implementation date of August 21, 2006 includes Community Programs & Services in a different way from what the President is proposing, and he would like to clarify the differences. Is it a Dean position that’s unfrozen, but in the organizational chart that was approved and implemented on August 21, 2006, would that position be eliminated because it’s in a different aspect of the organizational chart?

The President informed the Board that when she became President, the Dean of COMPASS position had been acting for a while, and the former Acting President had frozen the position and decided not to hire and fill the position. Since her coming on Board, she has been able to learn more about the organization and really began to fine tune and develop what she felt to be an optimal organization to be able to meet college standards. She explained that the master chart that the Acting Chair is looking at is a result of months of review since she became President. Furthermore, she felt that it was important to unfreeze the position and to make it as a separate division that’s going to carry a lot of weight.

The Acting Chair wanted to know if the position was frozen or eliminated as a Dean position.

The President said that to her understanding, the position was frozen, as reported to her by the Human Resources Office.

The Acting Chair wanted to know if the position ever changed from a Dean to a Director because the organizational chart shows that it was a Director.
Vote: The motion to approve the Proposed Organizational Chart minus the CNMI Scholarship Office was approved by a majority voice vote. The motion passed.

C. Student Learning Outcomes Comprehensive Implementation Program (SLOCIP)
Dr. Cabrera explained that SLOCIP is the Student Learning Outcomes Comprehensive Implementation Program. She informed the Board that this is actually a program (non-academically) and SLOCIP is actually guided by the Board Operations Policy on institutional effectiveness. This puts into motion the Board policy on evaluation and institutional improvements. Dr. Cabrera stated that the two goals of SLOCIP and assessment are accountability and improvement. Accountability because every single program and service on campus from maintenance to certificate and degree programs to the Foundation Board of Directors and the Board of Regents is involved in assessment and will be assessed. Furthermore, there are offices assigned to keep track of submissions where everyone is on a timetable tasked to complete for every semester. This whole process is guided by the President and the Office of Institutional Effectiveness and the actual working committee is called the Program Review and Outcomes Assessment Committee (PROAC).

President Fernandez also added that the college has also institutionalized the program by the fact that participation in PROA activities is included in all job announcements and all employment contracts.

Executive Session called at 5:25pm
Back at 6:15pm

VII. ADJOURNMENT
The meeting ended at 6:20pm.