MINUTES OF THE REGULAR MEETING
of the
Board of Regents
Thursday, September 25, 2008
3:52pm
CONTINUED October 09, 2008
CONTINUED October 15, 2008

I. PRELIMINARY MATTERS

Attendance:

Board of Regents: Chairperson Charles Cepeda, Vice-Chairperson Maria (Malua) Peter, Regent Dr. Rita Hocog Inos, Regent Elaine Hocog Orilla, Regent Agnes McPhetres, Regent Janet Han King via speakerphone in Tinian, Honorary Staff Regent Rep. Joyce Taro, Honorary Faculty Senate Regent Rep. Eric Plinske, Honorary Student Regent Ivan Mereb.

College Staff and Faculty: NMC President Dr. Carmen Fernandez, Director Office of Institutional Effectiveness William Castro, Dean of Student Services Daisy Villagomez-Bier, Accreditation Liaison Officer/Dean of Academic Programs Dr. Debra Cabrera, Acting CFAO Martin Mendiola, BOR Special Asst. Mark Mendiola and Helen Camacho (Recorder).

Others: Legal Counsel Jesse Borja, Kristi Eaton Saipan Tribune.

II. OPENING PROCEDURES

The Regular Meeting of the Board of Regents was called to order on September 25, 2008 at 3:52p.m., in the BOR Conference room, Northern Marianas College.

1. Roll Call
Chairperson Charles Cepeda called roll call. Six members of the Board of Regents were present.

2. Review and Adoption of Agenda
Motion: Regent McPhetres moved to adopt the agenda.
Second: Regent Dr. Inos seconded the motion.
Vote: Unanimous.

3. Adoption of Minutes – July 18, 2008 Regular Meeting
Motion: Regent Orilla moved to approve the minutes of the July 18, 2008 Regular Meeting.
Second: Regent Peter seconded the motion.
Vote: Unanimous.

III. PUBLIC COMMENTS/MISCELLANEOUS

Regent Peter announced that the Konferensian Chamorro will be held on September 26 & 27, 2008 at the World Resort Hotel. The entrance fee to the conference is $35, which includes meals and materials. Everyone is welcome to attend.

Honorary Faculty Senate Rep. Eric Plinske informed the Board about the upcoming annual Asia Pacific Fiduciary Studies Conference that will be held in Manila on October 08, 2008. This will be the third year that the Northern Marianas College will be allowed to send a student representative to attend this important conference. The costs (including airfare and hotel accommodations) will be paid by the conference organizers sending the student representative.

IV. BOR Standing Committees

1. Program Committee
   Regent McPhetres, Program Committee Chairperson, informed the Board that the committee discussed several issues, including the draft Strategic Plan and the draft Closure Plan, and that the Program Committee is prepared to make recommendations when these items are taken up later in the agenda.

2. Personnel Committee
   No report was given at this time. However, all the members have been given binders containing the personnel policy for future meetings. Regent McPhetres requested that the committee look into faculty contracts to ensure that employees will feel comfortable working for the College. President Fernandez stated that this personnel issue is undergoing NMC’s shared governance review process for due diligence and is not ready to be forwarded to the Board Committee.

3. Legislative Committee
   No report at this time.

4. Fiscal Committee
   Regent King, Fiscal Committee Chairperson, indicated that after an initial review of the proposed budget, the members of the committee realized that more time is needed to look at various parts of the budget. The committee also recommends on giving the College more time to review the recommendations and to incorporate the suggestions made by the Board.

V. English Learning Computer Lab
Chairperson Cepeda informed the Board that the committee also recommended approval of President Fernandez’s request to submit to the NMC Foundation a request for $100,870.00 to fund the English Learning Computer Lab.

**Motion:** Regent Peter moved that President Fernandez submit the funding request to the NMC Foundation to fund the English Learning Computer Lab.
**Second:** Regent Orilla seconded the motion.
**Vote:** Unanimous.

### VI. FY2008 Operations Budget Continuing Resolution

**Motion:** Regent McPhetres moved to allow the College to operate on a continuing resolution until the passage of FY2009 Operations Budget.
**Second:** Regent Peter seconded the motion.
**Discussion:** Revised Budget – due September 30, 2008
Fiscal Committee Meeting – October 03, 2008
BOR Meeting (Continuation) – October 09, 2008
**Vote:** Unanimous.

### VII. President’s Report – Tabled.

### VIII. Associated Students of NMC

Honorary Student Regent Ivan Mereb provided highlights regarding ASNMC’s progress for the Fall Semester. He reported that ASNMC recently held its election and the following officers were inducted to the organization. They are as follows:

- **President** – Ivan Mereb
- **Vice President** – Jose Camacho Tudela
- **Treasurer** – Miles Rodriguez
- **Secretary** – Lina Wabol

Honorary Student Regent Ivan Mereb informed the Board that September 22, 2008 was a significant day for ASNMC because it marks the 22nd birthday since its charter in 1986. This day was not only to celebrate the dedication of student excellence in education but also remembering student leaders in the past like Mr. Ben Babauta who was the Vice-President for ASNMC when it was first chartered.

### IX. Faculty Senate Report

Faculty Senate Regent Rep. Eric Plinske informed the Board that there are five active members of the Faculty Senate. The officers are John Jenkins (SOE), Larry Lee (Business Dept.), Leo Pangelinan (Counseling Dept.), Eric Plinske (Business Dept.) and Frank Sobolewski (Social Sciences). There are three vacancies at this time due to recent resignations. Eric Plinske mentioned that the issue of faculty and staff contracts has been a long overdue item that still needs to be addressed.
However, the Faculty Senate understands the higher priority right now is securing accreditation reaffirmation.

X. Staff Senate – No report at this time.

XI. CFAO Financial Report

Acting CFAO Martin Mendiola provided the Board with a comprehensive CFAO report that detailed the College’s financial position. In addition, the CFAO reported that the FY2009 Budget of $6.1 Million has been submitted to the Legislature as approved by the Board. Enrollment is at 785 and is anticipated to increase in the next few months. Staff recruitment is going very well and the President is continually tracking the progress. The CFAO further reported that the College would end the fiscal year in a sound financial standing.

Financial Status:
- The College’s FY08 financial balance will end in a surplus of about $200,000.
- Chairperson Cepeda requested that the College provide a report on the status of the College’s Endowment Fund.
- Regent McPhetres recommended increasing the salary of those critical positions, most especially the CFAO position in order to attract better applicants.
- President Fernandez requested to hold off until the next fiscal year because she needs more time to review the other critical positions such as the Academic Librarian that also needs an increase in salary ceiling. This would allow the College to come to the Board with a more comprehensive report.

XII. OLD BUSINESS

1. WASC Accreditation Update

President Fernandez provided the Board (handout provided) with the accreditation update for July and August. All of the updates can be viewed online (NMC website). She also handed out the September 13 update of the Compliance Action Plan task schedule. President Fernandez highlighted the important meeting times and dates for the Board.

President Fernandez reported that the college community has completed the program review process and has a draft report reflecting this accomplishment. The results of the program review recommendations were also used during the budget process.

The Strategic Plan was also used as part of the budget process. The linkages between the budget program review and strategic planning will be documented in the October 15, 2008 Show Cause Report. These major pieces of work will demonstrate NMC’s compliance with Team Recommendation #1 which has to do with liking budgeting with program review and the strategic planning. This also addresses Team Recommendation #2 which states that NMC must have institutionalized program review. All of this great work will demonstrate NMC’s compliance with those accreditation standards. The third recommendation has to do with Student Learning Outcomes. Dr. Cabrera worked with
faculty members to develop Student Learning Outcomes for course level, program level, and institutional level.

The January 31, 2008 Show Cause letter requires the College to draft a closure plan. This draft will go to the program committee and then to the full Board for approval. The College is also required to submit a corrective action plan for the FY2007 Audit Report.

President Fernandez emphasized the importance of the three major pieces of work that are ongoing right now and that will eventually culminate in the October 15 report. The College has made great progress and continues to stay focused on achieving this monumental task.

The WASC site visit will take place on November 3-5, 2008. The Commission will be here to validate the contents of the October 15, 2008 Report. The same team will be making a recommendation to the Commission. In January, the Commission will decide whether NMC will be reaffirmed or terminated.

President Fernandez mentioned that a tremendous amount of work would go on even after the October 15, 2008 Report. A campus wide education campaign will be conducted for the whole NMC Community. She also reported that the Supplemental Report is due December 31, 2008. This report will demonstrate more work completion. Further, the Facilities Master Plan will begin in November.

2. **BOR Program Review/Assessment** –

All of the members of the Board of Regents have completed and submitted their Program Review/Assessment instrument.

3. **PROA Strategic Plan 2008 – 2012**

Regent McPhetres, Program Committee Chairperson, informed the Board that the Committee reviewed the language of the 5-Column Model and is recommending that the Board approve it with changes from Dr. Cabrera.

**Motion:** Regent McPhetres moved to adopt the language used for the 5-Column Model with the recommended changes from Dr. Cabrera.

**Second:** Regent Orilla seconded the motion.

**Discussion:** Regent McPhetres also mentioned the committee’s request for President Fernandez to allow the Office of Institutional Effectiveness Director William Castro to assist them in the data collection (collection and consolidation of questionnaire).

**Vote:** Unanimous.

4. **KRNM Radio Station**

**Motion:** Regent McPhetres moved to approve the assignment of the KRNM license to Marianas Education Media Services.
Second: Regent Dr. Inos seconded the motion.
Discussion: Mr. Bud White was present to address the Board regarding the assignment of the KRNM Radio Station. Mr. White assured the Board that this assignment will be very good for the community.
Vote: Unanimous.

5. Operations Budget FY2009

The Fiscal Committee requested to table this item and to give the NMC team more time to work on the budget.

RECESS CALLED

Motion: Regent Dr. Inos moved for a recess until October 09, 2008
Second: Regent Peter seconded the motion.
Discussion: None.
Vote: Unanimous

MINUTES OF THE REGULAR MEETING
of the
Board of Regents
CONTINUED October 09, 2008
3:30 p.m

I. PRELIMINARY MATTERS

PRESENT:
Board of Regents: Chairperson Charles Cepeda, Vice-Chairperson Maria (Malua) Peter, Regent Dr. Rita Hocog Inos (Via speaker phone from Honolulu), Regent Elaine Hocog Orilla, Regent Agnes McPhetres, Honorary Staff Regent Rep. Joyce Taro, Honorary Faculty Senate Regent Frank Sobolewski, Honorary Student Regent Ivan Mereb.
Excused Absent: Regent Janet King.

College Staff and Faculty: NMC President Dr. Carmen Fernandez, Director of Institutional Effectiveness William Castro, Dean of Student Services Daisy Villagomez-Bier, Accreditation Liaison Officer/Dean of Academic Programs Dr. Debra Cabrera, Acting CFAO Martin Mendiola, Director of Student Support Services Janice Tenorio, Director School of Education Cynthia Deleon Guerrero, Dean of COMPASS Tee Abraham, Director Information Technology Adrian Atalig, Consultant Juan L. Babauta, Director of Office of Institutional Advancement Mark Mendiola and Helen Camacho (Recorder).

Others: Legal Counsel Jesse Borja, ASNMC Vice-President Jose Tudela, ASNMC Secretary Lena Wabol, and NMC students Raymond Basa, Arnold Atalig, Andrew Roberto, and Werlly Quitugua.
II. **WASC Accreditation Update** – Tabled for Tuesday, October 14, 2008 at 3:30p.m.

III. **Closure Plan** – Regent McPhetres informed the Board that the Program Committee reviewed the Closure Plan and recommends its approval.

**Motion:** Regent McPhetres moved to approve the Closure Plan.  
**Second:** Regent Orilla seconded the motion.  
**Discussion:** None.  
**Vote:** Unanimous.

IV. **FY2009 Operations Budget**

1. **BOR Resolution 2008-02**  
   **Motion:** Regent Orilla moved to approve the FY2009 Budget by adopting BOR Resolution 2008-02.  
   **Second:** Regent Peter seconded the motion.  
   **Vote:** Unanimous.

Recess was called at 3:50p.m.; the Board meeting was scheduled to reconvene on October 14, 2008 at 3:30p.m.
II. WASC Accreditation Update – President Fernandez provided an overview of the October 15, 2008 Show Cause Report. She provided a summary of what is contained in the Report by highlighting the College’s response to each of the Team Recommendations specified in the January 31, 2008 Show Cause letter. Afterward, the primary authors of the responses to the Team Recommendations provided a more detailed summary of their respective sections. Office of Institutional Effectiveness William Castro explained the College’s response to Team Recommendation #1. Academic Programs and Services Dean Dr. Debra Cabrera briefed the Board about Team Recommendations #2 and #4. President Fernandez summarized the remaining sections of the Report.

Break Called at 5:20p.m.
Back at 5:21p.m.

Motion: Regent Orilla moved to accept the October 15, 2008 Show Cause Report prepared by President Fernandez and her staff.
Second: Regent McPhetres seconded the motion.
Vote: Unanimous.

IV. Adjournment – The meeting ended at 5:30p.m.