MINUTES OF THE
BOARD OF REGENTS
Regular Meeting
Wednesday, December 22, 2010
3:35 p.m.

I. PRELIMINARY MATTERS

Attendance:

Board of Regents: Regent Maria Paz C. Younis, BOR Chairperson; Regent Elaine Hocog Orilla, Vice-Chairperson; Regent Frank M. Rabauliman, Treasurer; Regent Maria (Malua) T. Peter, and Regent Andrew Orsini.

College Staff and Faculty: Lorraine T. Cabrera, Interim President; Dr. John Griffin, Business Department Chair; Dawn Chyrstal Revilla, Acting CFAO; Eric Abragan, Acting IT Director; Joyce Taro, Academic Programs and Services; Galvin Deleon Guerrero, OIE Director/Accreditation Liaison Officer; Leo Pangelinan, Dean of Student Services; Barbara Merfalen, Dean of Academic Programs and Services; Frankie M. Eliptico, OIA Director; Raynard Travilla, OIA Marketing Coordinator; and Skep I. Palacios, President’s Office.

Others: Jesus C. Borja, NMC Legal Counsel; Moneth Deposa, Saipan Tribune News Reporter.

The Regular Meeting of the Board of Regents was called to order on Wednesday, December 22, 2010 at 3:35 p.m., in the BOR Conference Room at the Northern Marianas College, Saipan campus.

A. ROLL CALL

BOR Chairperson Maria Paz C. Younis called roll. Five members of the Board of Regents were present.

B. REVIEW AND ADOPTION OF AGENDA

Motion: Regent Orilla moved to adopt the agenda with changes to add the NMC 30th Anniversary activities under New Business VI. (b).
Second: Regent Peter seconded the motion.
Vote: The motion passed unanimously.
II. REVIEW AND ADOPTION OF MINUTES

1. October 7, 2010 – Regular Meeting

Changes noted below:

a. Regent Orsini noted to change his motion from “subject to any further corrections” to “subject to typographical corrections.”

b. Clarification on page 5: specify the type of master plan and make the correction to state - Facilities Master Plan

2. December 10, 2010 – Special Meeting

No changes indicated.

Motion: Regent Orsini moved to adopt the minutes of the October 7, 2010 Regular Meeting and December 10, 2010 Special Meeting with the recommended corrections.
Second: Regent Peter seconded the motion.
Vote: The motion passed unanimously.

For the record, Counsel Borja indicated that for the purposes of form, when the board goes into executive session, the board needs to come back to the meeting and to have the minutes reflect whether or not an action needs to be taken.

III. PUBLIC COMMENTS

1. Regent Orsini was concerned about a recent news article that was not an official press release from the College. He indicated that individuals need to follow the College’s media procedures when disseminating news articles to the media.

Counsel Borja pointed out that the Board needs to include Regent Orsini’s concern under miscellaneous matters so that it can be taken under advisement.

Motion: Regent Peter moved to add under miscellaneous matters Regent Orsini’s concern on media procedures.
Second: Regent Orilla seconded the motion.
Vote: The motion passed unanimously.

Chairperson Younis requested that members of the board read aloud to those in attendance the NMC Mission. The following was read aloud by the Board members.
NMC Mission

As stated in Amendment 38 of the CNMI Constitution, “The mission of the Northern Marianas College shall be to provide the best quality and meaningful post-secondary and adult educational opportunities for the purpose of improving the quality of life for the individual and for the Commonwealth as a whole. The College shall be responsible for providing education in the areas of adult and continuing education, post secondary and adult vocational education and professional development for the people of the Commonwealth.”

IV. REPORTS

a. Associated Students of NMC – handout provided.
b. Staff Senate – handout provided.
c. Faculty Senate – Dr. John Griffin, Faculty Senate Vice-President, reported (handout provided) that the staff and faculty needed more time to review the proposed revisions to the Human Resources Policies. The joint Faculty and Senate assembly voted to delay the review until January 3, 2011.
d. President’s Report (CFAO Financial Report) – Interim President Cabrera provided a report (handout provided) on recent events. She noted the following items:

1. BOR FERPA Training
2. NMC October 15, 2010 Report was completed and submitted to the ACCJC Visiting Team members and to ACCJC
3. CNMI Energy Summit with NREL (National Renewable Energy Laboratory) Officials
4. Visiting Team Visit
5. NMC General Assembly
6. NMC Closure Plan submitted to ACCJC
7. Regular Institutional Meetings
8. Department of the Interior’s Forum on Economic and Labor Development (FELD)
9. Attended the PPEC Meeting with CAO’s and PREL in Honolulu
10. Attended the Quarterly meeting in American Samoa
11. Welcoming Remarks in Start Smart
12. NMC Foundation meeting
13. AYUDA Board meeting
14. NREL Kick Off at Governor’s Office
15. Energy Executive Steering Committee meeting at Governor’s Office
16. Meeting in Washington D.C. to meet with Granting Agencies to discuss/resolve audit finding
CFAO Financial Report:

Dawn Chrystal Revilla, Acting CFAO, provided a report (handout provided) on the current financial status of the College for current fiscal year 2011. She noted the following highlights:

1. $800,000 - Vocational Education received through legislative appropriation has been discontinued and the college has to absorb this amount under the general appropriation.
2. $1.8 million projected shortfall
3. $900,000 obligated to spend
4. $500,000 remaining for the first quarter allotment under the tuition and fees budget.
5. Monthly allotments received from the central government.
6. Accounts Receivable and Allowance for Doubtful Accounts Analysis were discussed during the Fiscal Committee meeting held on December 21, 2010. Figures were presented and the committee agreed with the staff’s recommendation not to change the allowance for doubtful accounts.

e. BOR Standing Committees
   1. Fiscal & Legislative Committee
      a. BOR Resolution No. 2010-04 – Bank Signatories
         Motion: Regent Rabauliman moved to adopt BOR Resolution No. 2010-04 to update bank signatories.
         Second: Regent Peter seconded the motion.
         Vote: The motion passed unanimously.
      b. BOR Resolution No. 2010-05 – Implementation of NMC’s Procurement Policies and Procedures – Action on this item was deferred.
   2. Personnel Committee
      a. Presidential Search BOR Resolution No. 2010-03 will be discussed in executive session.
      b. New and revised HR Policies for consideration – Action on this item was deferred.
   3. Program Committee
      a. New and revised BOR Policies for consideration
         Motion: Regent Peter moved to adopt the Standard IV Policies (listed below):
            1. Policy on Limits of Authority
            2. Policy on Board Training and Development
            3. Policy on BOR Policy Development and Review
            4. Policy on Disciplinary Action for Board member Misconduct
         Note: Hard copies of the policies were handed to each Board member.
         Second: Regent Orilla seconded the motion.
         Vote: The motion passed unanimously.
V. OLD BUSINESS

a. WASC Accreditation Update
   Galvin Deleon Guerrero provided an update and highlighted the following important details:
   
   1. Supplemental Report is in rough draft form and the college plans to submit the final report by Monday, December 27, 2010.
   2. WASC granted NMC an audience at the January 10 or 13, 2011 annual meeting.
   3. Begin or initiate the 2012 Self Study process

VI. NEW BUSINESS

a. NMC 30th Anniversary

Frankie Eliptico, OIA Director, informed the board that in a recent Foundation Board of Directors meeting, the members identified a date of November 19, 2011 for the NMC Gala event. The event will be a formal bow tie event. Other details will be forthcoming.

VII. MISCELLAEOUS MATTERS

a. Media Protocol

Regent Orsini was concerned that all press releases coming from the college should adhere to media protocol. Interim President Cabrera explained that the college does not discourage any member of the NMC faculty to speak with the media, but they need to specify they are not speaking on behalf of the College. A directive is in place and should be followed.

VIII. EXECUTIVE SESSION

(At any time during the scheduled meeting the Board of Regents may be required to enter into executive session to discuss matters deemed privileged and confidential)

For the record, the board discussed the WASC Accreditation update and the Presidential Search agenda items. Upon return from Executive Session, the following motions were made:

IX. Board Resolution No. 2010-03 (Amendment)

Motion: Regent Peter moved to adopt Board Resolution No. 2010-03 (Amendment).
Second: Regent Orsini seconded the motion.
Vote: The motion passed unanimously.

X. Presidential Search Committee
Chairperson Younis announced the members of the Presidential Search Committee listed below:

1. David M. Sablan, Saipan Chamber of Commerce
2. John O. Gonzales, Joeten Kiyu Library
3. Juanita M. Mendiola

XI. ADJOURNMENT

**Motion:** Regent Peter moved to adjourn the meeting.
**Second:** Regent Orsini seconded the motion.
**Vote:** The motion passed unanimously.

The meeting adjourned at 6:45 p.m. on Wednesday, December 22, 2010.