MINUTES OF THE
BOARD OF REGENTS
Special Meeting
Friday, March 11, 2011
2:25 p.m.

I. PRELIMINARY MATTERS

Attendance:

**Board of Regents:** Regent Juan T. Lizama, BOR Chairperson; Regent Elaine Hocog Orilla, Regent Maria (Malua) T. Peter, Regent Frank M. Rabauliman, and Regent Andrew L. Orsini.

**Honorary Members:** Larry Lee, Faculty Senate President; Clarice DLG. Arriola, Staff Senate President; and Antonio Tiples, ASNMC President.

**College Staff and Faculty:** Lorraine T. Cabrera, Interim President; Martin Mendiola, Rota Campus Administrator (via video teleconference, Rota Campus); Maria Aguon, Tinian Campus Administrator (via video teleconference, Tinian Campus); Dr. John Griffin, Business Department Chair; Tim Baker, Counseling Director; Leo Pangelinan, Dean of Student Services; Cyndi Guerrero, Admissions and Record Office Director; Farah Younis, OIA Marketing Manager; Frankie Eliptico, OIA Director; Joyce Taro, Academic Programs & Services; John Manalo, HRO Manager; Bobbi Merfalen, Dean of Academic Programs & Services; Gerri Willis, President’s Office and Helen Camacho, OIA (Recorder).

**Others:** Jesus C. Borja, NMC Legal Counsel; Junhan Todeno, Marianas Variety News Reporter.

The Special Meeting of the Board of Regents was called to order on Friday, March 11, 2011 at 2:25 p.m. in the BOR Conference room at the Northern Marianas College, Saipan campus.

**A. Roll Call**

BOR Chairperson Juan T. Lizama 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.
**Second:** Regent Peter seconded the motion.
**Vote:** The motion passed unanimously.

I. **PUBLIC COMMENTS**

1. Larry Lee stated his concerns as a community member and employee of the College for the past 11 years. He quoted the following excerpt from the January 31, 2011 ACCJC action letter: “The failure of the College to demonstrate in its report full compliance to Commission standards will require the Commission at its June 2011 meeting to take action to terminate accreditation.” Lee pointed out that if NMC does not meet all the eligibility requirements and accreditation standards, the College’s accreditation will very likely be terminated. He also indicated that the College needs to hire a CEO before the March 15, 2011 NMC Show Cause Report deadline. Lee indicated that two of the 6 presidents that served the institution over the past 12 years have been a complete disaster to the College.

2. Timothy Baker, Counseling Programs and Services Director, was present to speak before the Board and share some concerns. He asked that the Board consider a local applicant to represent the community as President of the only college in the Northern Mariana Islands. He shared his personal and professional views on the importance of a CEO possessing diversity that will allow the CEO to better serve the students.

3. Clarice Arriola was present as a community member and alumnus of the College. She emphasized the importance of a “qualified president…preferably one that understands CNMI culture,” history of the region, and understanding of the legislative process.

4. Gerri Willis was present to speak as a private citizen. She shared some of her professional experience and believes that a local president is what the college needs.

Chairperson Lizama thanked the speakers for their comments.

II. **NEW BUSINESS**

**a. Student Development and Educational Programs Policies**

Regent Peter, Program Committee Chairperson, presented to the members of the Board the draft revisions to the Student Development and Educational Programs policies for adoption. She indicated that the Program Committee met earlier with the Interim President, Dean of Student Services, and the chair and representatives from the Student Records Policies and Procedures Task Force (SRPP Task Force) to review the proposed policy revisions.
Motion: Regent Peter moved to adopt the revisions to the following BOR Policies (Note: the description of the changes were based on discussion from the March 11, 2011 Program Committee meeting and the discussion during the March 11, 2011 Special Board Meeting). A hardcopy of the changes was provided to the Board members.

1. **8001 (Admissions & Enrollment):** Includes a provision for conditional acceptance. It also updates requirements for international students, and identifies the eight categories of admissions.

2. **8001.01 (Residency Classification):** Clarifies domiciliary requirement as 12 consecutive months immediately prior to enrollment. Further, the revised policy states that nonresidents who have lived in the CNMI for three or more years immediately prior to enrollment qualify for resident tuition.

3. **8001.03 (Registration and Enrollment):** Increases the number of times a student may repeat a academic credit course from one to two. A new section regarding census data is also added to formalize where institutional data can be sourced from.

4. **8002.03 (Access to Student Records):** New provisions strengthen the current policy regarding the handling of student records. It also strengthens the College’s compliance with FERPA guidelines. The new provision also specifies employee access to student records and the procedures for training and access rights for employees.

5. **8002.4 (Student Educational Rights and Privacy):** The revision includes a policy for deceased students’ records. It also provides for the use of a directory release form, exceptions allowed by FERPA, and also requires the institution to maintain a record of disclosure, as required by FERPA.

6. **3017 (Changing Student Grades):** The revised policy articulates acceptable reasons for grade changes and provides for an appeal process for changes of grades. It also places a time restriction on when students can file appeals for change of grades.

7. **3021 (Student Educational Rights and Privacy):** The revised policy ensures that the handling of student records is consistent with FERPA guidelines. It also stipulates further limitations to the process of posting grades, the use of personally identifiable numbers, and articulates specific rights for students concerning their academic record.

Second: Regent Orsini seconded the motion.

Discussion: A discussion ensued regarding the specifics of each of the policies. Regent Rabauliman also raised a concern about changing policies that may affect the generation of funds.

Vote: The motion passed unanimously.

b. BOR Policy No. 8002.10 (Changing Student Grades)

Motion: Regent Peter moved to delete BOR Policy 8002.10 (Changing Student Grades).

Second: Regent Orilla seconded the motion.

Vote: The motion passed unanimously.
c. BOR Policy Numbering System

Motion: Regent Peter moved to change the numerical system policy to have numbers with decimals replaced with a whole number system.

Second: Regent Orilla seconded the motion.

Vote: The motion passed unanimously

d. 2009 – 2012 NMC General Catalog Update

Motion: Regent Peter moved to adopt the updates to the 2009-2012 NMC General College Catalog (the changes are noted in the handout distributed by the Dean of Student Services)

Second: Regent Orilla seconded the motion.

Vote: The motion passed unanimously.

Dean Pangelinan stated that the updated catalog meets Accreditation Standard II B.2 that requires the College to have the “the most accurate and updated published catalog” with the last update done during the summer 2010. Dean Pangelinan stated that key changes will note the recent adoption of the policies, academic program requirements, and updated listing of new employees.

III. OLD BUSINESS

a. HR Policy Revisions

Regent Orsini, Personnel Committee Chairperson, presented the proposed revised changes to the HR Policy for the Board’s review. Interim President Cabrera informed the Board that there are other HR policies that were tabled and will require further review; they will be brought to the Board at another time. The policies that are being presented to the Board today for approval have gone through a thorough review by staff, faculty, the BOR Personnel Committee and legal counsel.

PART I INTRODUCTION

PART II ADMINISTRATION
A. Personnel Files
B. NMCnet Usage

PART III STAFFING
A. Vacancy Announcements
B. Eligibility for Employment
C. Recruitment and Hiring Practices
D. Employment Contracts – Staff and Faculty
E. Externally Funded Employees
F. Relocation Allowance
PART IV  WORK/COMPENSATION
A. Classification and Compensation
B. Establishing Salary Upon Appointment

PART V  EMPLOYMENT
A. Types of Appointments
B. Nepotism
C. Orientation Program
D. Work Schedule
E. Annual Evaluation of Employees
F. Employee Separation Clearances

PART VI  BENEFITS
A. Insurance Benefits
B. Tuition Waiver
C. Annual Leave
D. Sick Leave
E. Sick Leave Bank
F. Administrative Leave
G. Leave Without Pay

PART VII  CONDUCT/RULES AND EXPECTATIONS
A. Commencement Attendance
B. Employee Discipline
C. Gratuities and Contributions
D. Intellectual Property Rights
E. Outside Employment
F. Political Activities
G. Drugs and Alcohol
H. Workplace Violence Prevention
I. Professional Image and Dress Code
J. Smoking and Tobacco and Betel Nut Chewing
K. Media Relations Protocol
L. Program Review

PART VIII  ORGANIZATION
A. Delegation of Authority

Motion: Regent Orsini moved to adopt the proposed changes, and to review the policies that have been tabled at a later date after the research has been completed.
Second: Regent Orilla seconded the motion.
Discussion: Chairperson Lizama stated that the policies will be adopted until proper clarification has been obtained on whether there is a need to publish the policies in the commonwealth register.
Vote: The motion passed unanimously.
b. Presidential Search

BOR Chairperson Lizama provided a brief summary of the presidential search process and the numerous hours of review that the board undertook to in evaluating the final candidates advanced by the Presidential Search Committee. He indicated that the Board is unable to make a selection of the final candidate at this time because the background and reference checks are still ongoing by ACCT. No action was taken.

IV. EXECUTIVE SESSION – The Board did not enter into 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)

V. ADJOURNMENT

Motion: Regent Orilla moved to adjourn the meeting at 4:05p.m. on Friday, March 11, 2011.
Second: Regent Peter seconded the motion.
Vote: The motion passed unanimously.