I. Preliminary Matters

Attendance: Juan T. Lizama, BOR Chairperson; Regent Elaine Hocog Orilla, Vice-Chairperson; Regent Andrew Orsini; Regent Frank M. Rabauliman; Regent William S. Torres; and Regent Michaela U. Sanchez (Via VTC).

Excused Absent: Regent Maria (Malua) T. Peter

College Staff and Faculty: Sharon Y. Hart, Ph.D., Executive Secretary to the Board of Regents/NMC President; Helen B. Camacho, Board Secretary (Recorder);

Others: Jesus C. Borja, NMC Board of Regents Legal Counsel; Mark Scoggins, NMC Legal Counsel; Alexis Cabrera, Community member.

The Regular Meeting of the Board of Regents was called to order at 9:50 a.m. on Tuesday, August 27, 2013, BOR Conference Room, NMC Saipan Campus.

a. Roll Call

Chairperson Lizama called roll call. Four members of the Board of Regents were present. A quorum was established.

b. Review and Adoption of Agenda – Regent Orilla motioned to adopt the meeting agenda and seconded by Regent Rabauliman.

c. Review and Adoption of Minutes – Regent Orsini motioned to adopt the July 31, 2013 Regular meeting minutes and seconded by Regent Orilla. All four members voted, the motion passed.

II. Public Comment Period: Individuals may orally testify on items on the agenda during the Public Comment Period. Written testimony is also accepted. Testifiers are requested to limit their testimony for five (5) minutes. – None.

III. Executive Session – Tabled.

IV. Board of Regents Report
a. **Board Leadership** – President Hart mentioned that the senior commission will be hosting a workshop in December. She recommended it to the board members. The workshop will be held in two locations in California.

b. **BOR Standing Committees**

1. **Fiscal and Budget Committee**
   Regent Frank M. Rabauliman, Committee Chairperson provided a committee update.

   i. **Board Resolution No. 2013-04**: Amendment to the Non-Profit Charter of Incorporation of Northern Marianas College

   **Board Action**: Regent Orilla motioned to approve the resolution for the amendment to the Non-Profit Charter of Incorporation of Northern Marianas College and seconded by Regent Rabauliman. All six members voted yes, the motion passed.

   ii. **BOR Fiscal Year 2014 Tuition and Fees Budget Justification** – Tabled.

President Hart recognized the presence of Dr. Pam Fisher, Mock Visit Consultant. Chairperson Lizama welcomed Dr. Fisher to Saipan. The board agreed to suspend the order of business to meet with Dr. Fisher.

Regent Torres introduced Ms. Alexis Cabrera. Ms. Cabrera is a recent graduate of Portland State University. She plans to pursue her graduate degree and return to the CNMI. The board members wished her much success.

Break called at 11:30a.m. Meeting with Dr. Fisher. Break ended at 1:40p.m. Chairperson Lizama called the meeting back to order.

V. **Legislative Updates**

Frankie Eliptico, ERO Director, provided an update and highlighted the following:

- Mission Statement – Rep. Roman Benavente, House Education Chairperson agreed to introduce the proposed H.B No. 18-115: in today’s session at 2:00p.m. The proposed bill will incorporate the new language in the statute.
- House Legislative Initiative (Elected Board members) – A public hearing is forthcoming.

VI. **Board of Regents Report**

a. **Program Committee** – No Report.

b. **AdHoc Committee** – Regent Torres provided an update and highlighted the following:

   - Overall, the standard committee met and identified the parameters of the report. The committee was happy with the progress and plans to meet again soon. The committee adjourned the meeting with the understanding that the report is an evolving response and as more information becomes
available, updates will be made to the report. A full draft of the report will be presented to the board at the end of September. The Final Show Cause report is due on October 15.

c. Personnel Committee – Regent Orsini provided an update and highlighted the following:

- Personnel committee met yesterday on only personnel matters. The evaluation committee did not meet. Lengthy discussions took place regarding HR policies. The drafts will be introduced as first reading. A proposed resolution pertaining to the draft policies will be presented to the full board. The resolution will also separate out the procedures from the policies. Dr. Tanya Rose was also able to review and provide her input on the proposed policies; however, an analysis was not provided except for a cursory review of the policies. Regent Orsini concluded his report and welcomed the members for any input or questions.

VII. NMC Executive Reports

a. NMC President’s Report - In addition to items that were provided to the Board, President Hart highlighted the following important details:

- Accreditation status update
- Dr. Polonio will not be available to meet with the Board during the week of August 26, 2013. Dr. Fisher, ACCT Consultant, will stay one more day to provide additional assistance and review to the Board. There was a recommendation to plan on a Skype meeting with Dr. Polonio in October.
- Dr. Grace Turner, Fulbright Scholar-in-Residence arrived on island on August 11, 2013. A feature story on the scholar will be in the press this week.
- Discussions on the Substantive Change – Guidelines for Colleges Seeking to Add a Bachelor’s Degree: Review and evaluation of a proposal to add a bachelor’s or baccalaureate degree program made in accordance with the ACCJC Policy on Substantive Change and the Substantive Change Manual.
- The college is still recruiting for new faculty.

VIII. Substantive Change

**Board Action:** Regent Orsini motioned to resolve and approve the college moving forward with a substantive change on its baccalaureate program with ACCJC and seconded by Regent Orilla. All five members voted yes, the motion passed.

IX. Northern Marianas College Revised fiscal year 2014 Operation Plan End Goals

**Board Action:** Regent Torres motioned to withdraw the Revised fiscal year 2014 Operational Plan end goals from the program committee so that the full board can entertain it and seconded by Regent Rabauliman.
**Board Action:** Regent Orilla motioned for the full board to adopt the NMC Revised fiscal year 2014 Operational Plan End Goals and seconded by Regent Orsini with the subsidiary motion to include the recommendations from ACCJC. All five members voted yes, the motion passed.

**X. CFO Financial Report**

Tracy M. Guerrero, CFO provided a financial update. She highlighted the following:

- FY2012 Funding Balance - $371,614  
  (Audited Financial Statements as of June 30, 2013)
- FY2013 Budget Funding Balance - $714,489
- Expenditure deadline is August 30, 2013.
- Significant Factors that will affect the budget: Mock Visit Consultant, Retirement Fund issues, Technology Needs, Facilities and Maintenance Plan, Instructional and Classroom Needs, Personnel (Increase in Salaries/Wages or Bonus, MQR Policy).
- Internal Control Measures.
- Format style preferred.

**XI. Executive Session –**

**Board Action:** Regent Orilla motioned to move into executive session at 3:25p.m. and seconded by Regent Orsini. All five members voted yes, the motion passed.

Executive Session ended at 3:31p.m. Upon convening the meeting, no actions were taken during executive session. The meeting recessed at 3:31p.m. and will resume on August 28, 2013 at 8:00a.m.
Attendance: Juan T. Lizama, BOR Chairperson; Regent Elaine Hocog Orilla, Vice-Chairperson; Regent Andrew Orsini; Regent Frank M. Rabauliman; Regent William S. Torres.

Excused Absent: Regent Maria (Malua) T. Peter; Regent Michaela U. Sanchez

College Staff and Faculty: Sharon Y. Hart, Ph.D., Executive Secretary to the Board of Regents/NMC President; Helen B. Camacho, Board Secretary (Recorder);

Others: Jesus C. Borja, NMC Board of Regents Legal Counsel;

The Regular Meeting of the Board of Regents that recessed on Tuesday, August 27, 2013 was called back to order at 10:30 a.m. on Wednesday, August 28, 2013, BOR Conference Room, NMC Saipan Campus.

a. Roll Call

Chairperson Lizama called roll call. Five members of the Board of Regents were present. A quorum was established.

II. New Business

Board Policies for Consideration - Proposed First Reading (Action Items)

1. Section 5000 – Personnel (Assigned to the Personnel Committee) – Tabled.

   Board Action: Regent Orsini motioned that the proposed Section 5000 – Personnel policies be introduced as first reading and seconded by Regent Rabauliman. There were some procedural concerns raised and Regent Orsini withdrew his motion. The motion did not pass.

2. Section 4000 – Student Affairs (Assigned to the Program Committee) – Tabled.


4. Section 8000 – Miscellaneous (Assigned to the Fiscal and Finance Committee) – Tabled.

III. NMCs Proposed Mission Statement

   Board Action: Regent Rabauliman motioned to move this item from the Program Committee and seconded by Regent Orilla. There were no objections, the motion passed. A proposed draft was provided to the board. Here’s an excerpt of the proposed mission statement:

   “Northern Marianas College is dedicated to providing the best quality and meaningful educational opportunities for the purpose of improving the quality of life for the individual and for people of the Commonwealth. The College is committed to fostering student learning and success through its programs and services, and seeks to enhance the intellectual, cultural, and economic vitality of our diverse community.”
After much discussion, the board agreed to refer this matter back to the Program Committee. Regent Orsini requested for a timeline of events.

IV. Executive Session

**Board Action:** Regent Orsini motioned to move into executive session at 3:25p.m. and seconded by Regent Orilla. Executive Session ended at 4:00p.m. Upon convening the meeting, there were no actions taken.

V. List of Agenda Items for Next Meeting

1. Board Policies for Consideration
   a. Section 4000 – Student Affairs (Program Committee)
   b. Section 5000 – Personnel (Personnel Committee)
   c. Section 7000 – Financial Affairs (Fiscal and Finance Committee)
   d. Section 8000 – Miscellaneous (Fiscal and Finance Committee)

2. NMCs Proposed Mission Statement (Program Committee)
3. Vision Statement (Program Committee)
4. President’s Annual Accomplishments covers the period: October 1, 2012 through September 2013 (Evaluation Committee)
5. FY2014 Tuition and Fees Budget (Fiscal and Finance Committee)

   Committee Meetings:
   a. Fiscal and Budget Committee Meeting / September 19, 2013 / 3:30p.m.
   b. Program Committee Meeting / September 20, 2013 / 9:00a.m.
   c. AdHOC Committee, Standard IV.B. (Substantive Change) / September 20, 2013 / 3:30p.m.
   d. President’s Evaluation – September 23, 2013 at 9:00a.m. (Personnel and Evaluation Committee)
   e. First Review of the Full Show Cause Report – September 23, 2013 at 11:00a.m (Full Board)
   f. Next Regular Meeting – September 26, 2013

VI. Old Business

   a. Adopted Board Policies from the July 31, 2013 Regular Board Meeting

   1. Board Policy No. 1003 – Duties of the Officer

      **Board action:** All members agreed to defer this item. There were discussions on the duties of the Treasurer; there was a recommendation to clarify its function. Defer for further clarification from the CFO.

      **Board Action:** Regent Orsini motioned to adopt Board Policy No. 1003 – Duties of the Officer and seconded by Regent Torres on second and final reading as amended.
So noted, the changes to be reflected is the deletion of Roman numeral No. IV: Duties of the Treasurer and the current Roman numeral No. V will be renumbered accordingly.

2. Board Policy No. 1004 – Compensation of Board of Regents Members

**Board Action:** Regent Orsini motioned to adopt Board Policy No. 1004 – Compensation of Board of Regents Members and seconded by Regent Torres on second and final reading as amended.

So noted, the substitution of the word, “through the Treasurer” will be replaced by “through the Board Chair.”

3. Board Policy No. 1005 – Standing Committees of the Board

**Board Action:** Regent Orilla motioned to approve Board Policy No. 1005 – Standing Committees of the Board and seconded by Regent Orsini as amended. All five members voted yes, the motion passed.

**Recommended Changes:**

a. **Add a second line on the first paragraph:** “The Chair shall appoint the chairperson of the three standing committees.”

b. **Fiscal and Finance Committee Responsibilities**
   1. Delete the letter L from number two (2); Number two (2) became number one (1);
   2. Letter G: Delete “including suspected fraud or other illegal activities” and it will read as “Review internal audit findings;”
   3. Delete letter L: “Review and approve the college’s audit engagement letters”
   4. Delete “Performs other related duties as assigned by the Board.”

c. **Personnel Committee Responsibilities**
   1. Letter A. Reword as “College’s Classification and Compensation Plan;
   2. Delete letter D: To sit as the Employee Grievance/Appeals Committee. It was recommended President should come up with a separate policy;

d. **Program Committee Responsibilities**
   1. Letter D: Reword to read as “To review and to make recommendations on proposals submitted by the President for the Board’s approval or removal of programs and services, including programs leading to the award by the College of a certificate or degree.”

4. Board Policy No. 1006 – Duties of the President - Tabled.

**Board Action:** Regent Orilla motioned to recess at 3:32p.m for Thursday, August 29, 2013 at 10:00a.m. There were no objections, the motion passed. The meeting is on recess.
MINUTES OF THE
BOARD OF REGENTS
Regular Meeting
Tuesday, August 27, 2013
Continued Wednesday, August 28, 2013
Continued Thursday, August 29, 2013
12:45 p.m.

I. Preliminary Matters

Attendance: Juan T. Lizama, BOR Chairperson; Regent Elaine Hocog Orilla, Vice-Chairperson; Regent Andrew Orsini; Regent Frank M. Rabauliman; and Regent William S. Torres.

Excused Absent: Regent Maria (Malua) T. Peter; Regent Michaela U. Sanchez

College Staff and Faculty: Sharon Y. Hart, Ph.D., Executive Secretary to the Board of Regents/NMC President; Helen B. Camacho, Board Secretary (Recorder);

Others: Jesus C. Borja, NMC Board of Regents Legal Counsel; Dr. Pam Fisher, Mock Visit Consultant.

The Regular Meeting of the Board of Regents that recessed on Wednesday, August 28, 2013 was called back to order at 12:45 p.m. on Thursday, August 29, 2013, BOR Conference Room, NMC Saipan Campus.

a. Roll Call

Chairperson Lizama called roll call. Five members of the Board of Regents were present. A quorum was established.

II. Executive session

Board Action: Regent Orilla motioned to go into executive session and seconded by Regent Orsini. Executive session ended at 2:30 p.m. Upon convening the meeting, no actions were taken.

III. Adjournment

The meeting ended at 2:31 p.m. on Thursday, August 29, 2013.