I. PRELIMINARY MATTERS

Attendance:

Board Members: Juan T. Lizama, BOR Chairperson; Regent Elaine Hocog Orilla; Regent Frank M. Rabauliman; Regent Michaela U. Sanchez; Regent Maria (Malua) T. Peter; Regent William S. Torres;

NMC Staff/Faculty: Sharon Y. Hart, Ph.D., NMC President; Jackie Che, OIE Director; Barbara Merfalen, Dean of Academic Programs and Services; Chris Timmons, HR Director/Legal Counsel; Channel Mendiola, ERO Staff; Charlotte Cepeda, SOE Director; Tracy M. Guerrero, Chief Financial Officer and Helen B. Camacho (Recorder).

Others: Jesus C. Borja, NMC BOR Legal Counsel; Romeo Cuellar, Community Member; Junhan Todeno, Marianas Variety News Reporter;

The Regular Meeting of the Board of Regents was called to order at 12:25 p.m. on Thursday, September 26, 2013, BOR Conference Room, Building P, NMC Saipan Campus.

a. Roll Call

Juan T. Lizama, BOR Chairperson called roll call. Six members of the Board of Regents were present. A quorum was established.

b. Review and Adoption of Agenda

Board Action: Regent Rabauliman motioned to adopt the agenda with an amendment to include the July 31, 2013 Regular meeting minutes and seconded by Regent Peter. The members also requested a resolution for the outgoing board member Regent Andrew Orsini. Regent Sanchez requested to take up the President’s
accomplishments during their October meeting. The members decided to discuss it further when the time comes.

c. Review and Adoption of Minutes

1. July 31, 2013 – Regular Meeting (As Amended)
2. August 27, 2013 – Regular Meeting

Board Action: Regent Rabauliman motioned to adopt the July 31, 2013 Regular meeting minutes and the August 27, 2013 Regular Meeting minutes and seconded by Peter. Regent Torres also added that the particular minutes of the fiscal committee meeting was also adopted and made as a reference to the board minutes. All members voted yes, the motion passed. The meeting minutes are adopted.

II. PUBLIC COMMENT PERIOD:

1. Romeo Cuellar was present to speak before the board. He referenced Board Policy No. 205.1. He noted some discrepancies with certain policies. He indicated that he had filed a grievance two weeks ago. Chairperson Lizama provided some comments and noted that this will be further addressed in executive session.

III. REPORTS AND ACTIONS FROM STANDING COMMITTEES:

a. Program Committee – Regent Maria (Malua) T. Peter, Program Committee Chair provided an update. The following actions were taken based on the committee’s review and subsequent recommendation to the full board.

1. Proposed Mission Statement

Board Action: Regent Peter motioned to approve the Proposed Mission statement and seconded by Regent Sanchez. All six members voted yes, the motion passed. Here’s an excerpt of the adopted revised mission statement.

The new Mission Statement reads:

"Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth."

2. Proposed Vision Statement

Board Action: Regent Peter motioned to approve the Proposed Vision statement and seconded by Regent Orilla for first reading. The motion did not pass.
Board Action: Chairperson Lizama motioned to adopt the Proposed Vision statement with an amendment and seconded by Regent Peter. All six members voted yes, the motion passed. Here's an excerpt of the adopted vision statement.

The Vision Statement reads:

"Northern Marianas College will serve as the engine to drive the economic growth and the social and cultural vitality of the Commonwealth."

3. Board Policies for Consideration – Second Reading

Section 4002 – Admissions

Board Action: Chairperson Lizama motioned to adopt the Student Affairs policy and seconded by Regent Orilla. All six members voted yes, the motion passed. The changes are all reflected in the copy that was provided in the board packet. This policy is adopted.

Section 4003 – Residency Classification

Board Action: Tabled and will be referred to the Fiscal and Finance Committee. It was noted that there’s a sunset clause and the law is expiring soon. A fiscal impact analysis was requested.

Section 4004 – Student Development

Board Action: Regent Peter motioned to adopt this policy and seconded by Regent Orilla. All six members voted yes, the motion passed. This policy is adopted.

Section 4005 – Student Activities

Board Action: Regent Peter motioned to adopt this policy and seconded by Regent Torres. All six members voted yes, the motion passed. This policy is adopted.

Move Policy Nos. 8003, 8007, 8009, 8010 and 8011 as Internal procedures

Board Action: Regent Torres motioned to move Policy Nos. 8003, 8007, 8009, 8010 and 8011 as internal procedures and seconded by Regent Peter. There was some discussion about Policy No. 8009 with respect to the commencement activity and the board’s involvement in planning the event.

All six members voted yes, the motion passed. The policies are now procedures.

Section 4006 – Student Educational Leave
**Board Action:** Regent Peter motioned to adopt this policy and seconded by Regent Orilla. All six members voted yes, the motion passed. This policy is adopted.

**Section 8013 - Government Employees Professional Development Assistance (GEPDAP)**

**Board Action:** Regent Peter motioned to table this item and assign this policy to the Fiscal and Finance Committee and seconded by Regent Orilla.

**Section 4007 – Access for Students with Disabilities**

**Board Action:** Regent Peter motioned to adopt this policy and seconded by Regent Orilla. All six members voted yes, the motion passed. This policy is adopted.

**Section 8015 – Graduation Requirements**

**Board Action:** Tabled and referred back to the program committee. President will draft a brand new policy.

**Section 8200 – Non Discrimination**

**Board Action:** Tabled and referred back to the program committee.

**Section 4008 – Student Grievances/Complaints**

**Board Action:** Regent Peter motioned to adopt this policy and seconded by Regent Orilla. All six members voted yes, the motion passed. This policy is adopted.

**Section 4009 – Access to Student Records**

**Board Action:** Regent Orilla motioned to adopt this policy and seconded by Regent Rabauliman. All six members voted yes, the motion passed. This policy is adopted.

**Section 4010 – Student Education Rights and Privacy**

**Board Action:** Regent Orilla motioned to adopt this policy and seconded by Regent Rabauliman. All six members voted yes, the motion passed. This policy is adopted.

**Section 4011 – Student Discipline**
**Board Action:** Regent Peter motioned to adopt this policy and seconded by Regent Orilla. All six members voted yes, the motion passed.

**Section 4012 – Probation, Dismissal, and Readmission**

**Board Action:** Regent Peter motioned to adopt this policy and seconded by Regent Orilla. All six members voted yes, the motion passed.

**Section 8206, 8207, 8208, 8300, 8301 and 403.6**

**Board Action:** Regent Torres motioned to move all these policies to procedures and seconded by Regent Orilla. All six members voted yes, the motion passed. These policies are now moved to procedures.

**Section 4013 – Student Financial Aid**

**Board Action:** Regent Peter motioned to adopt this policy and seconded by Regent Orilla. All six members voted yes, the motion passed. This policy is adopted.

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Break called at 2:04 p.m. on Thursday, September 26, 2013. Break ended at 2:31 p.m. Chairperson Lizama called the meeting back to order.

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**Board Policy No. 1006 – Duties of the President**

**Board Action:** Regent Peter motioned to adopt this policy with amendments and seconded by Regent Orilla for second and final reading. All six members voted yes, the motion passed.

**Discussion:** Letter Q – To see if a language can be included that will fully reflect on the standards of the ACCJC.

Letter F: understand the aspect of the Role and duties of the president which was repeatedly advised and encouraged to bring to the body of building local capacity;

- Letter Q: “Consistent with applicable accreditation standards the president brings to the board plans for organizational changes”
- Letter M: remove the comma and the strike out “as”

**Board Policy No. 1011 – Meetings**

**Board Action:** Regent Peter motioned to adopt this policy with changes and seconded by Regent Sanchez. All six members voted yes, the motion passed.
Discussion: Anywhere where it requires us to publish our agenda in a newspaper of general circulation and television or radio station. Is this the requirement of the law.

“NMC shall comply with existing applicable law regarding notice to the public on all meetings” in lieu of paragraph three and all requirement for a meeting.

1015.3 – Construction of Agenda

“The President shall prepare and distribute to Board Members agendas no less than five days prior to regular meeting dates consisting of those items that have been previously identified at the last regular board meeting”

Strike out last sentence in last paragraph.

Strike out all numbers like 1015.3.

4. Policies that were adopted during the August 27, 2013 and Continued on August 28, 2013 Regular Meeting

Board Policy No. 1003 – Duties of the Officer

Board Action: No action taken and the policy stands with no changes.

Board Policy No. 1004 – Compensation of Board Members

Board Action: Regent Orilla motioned to adopt this policy with amendments and seconded by Regent Peter. All six members voted yes, the motion passed.

• Fixed fee of $60 per meeting.

Board Policy No. 1005 – Standing Committees of the Board

Board Action: Regent Peter motioned to adopt this policy and seconded by Regent Orilla. The motion did not pass. The policy is referred back to the committee for further review. The policy remains the same, no changes were made.

5. Personnel and Evaluation Committee

1. Board Policies for Consideration – Second Reading

Board Policy No. 5006 – Employee Grievances
Board Action: Regent Torres motioned to adopt this policy and seconded by Regent Peter. All six members voted yes, the motion passed. This policy is adopted.

Board Policy No. 5007 – Whistleblowers

Board Action: Regent Torres motioned to adopt this policy and seconded by Regent Peter. All six members voted yes, motion passed. This policy is adopted.

• Strikethrough all “Students”

Board Policy No. 5008 – Nepotism

Board Action: Regent Torres motioned to adopt this policy and seconded by Regent Peter. All six members voted yes, the motion passed. This policy is adopted.

Board Policy No. 5009 – Equal Opportunity: Sexual Harrassment, Diversity

Board Action: Regent Torres motioned to adopt this policy as amended and seconded by Regent Peter. All six members voted yes, the motion passed.

• Replace with his or her

Board Policy No. 5010 – General

Board Action: Regent Torres motioned to adopt this policy as amended and seconded by Regent Peter. All six members voted yes, the motion passed.

Board Resolution that rescinds the remaining BOR personnel polices:

Board Action: Regent Rabauliman motioned to approve the resolution subject to the format and number of the resolution and seconded by Regent Orilla. All six members voted yes, the motion passed.

Break called at 4:38p.m. Break ended at 4:47p.m. The meeting was called back to order.

Executive Session was called at 4:47p.m. Executive Session ended at 5:30p.m. Upon returning from executive session, no actions were taken. The board recessed its meeting for tomorrow, September 27, 2013 at 8:00a.m.
MINUTES OF THE
BOARD OF REGENTS
Regular Meeting
Thursday, September 26, 2013
Continued on Friday, September 27, 2013
8:00a.m.

I. PRELIMINARY MATTERS

Attendance:

Board Members: Regent Elaine Hocog Orilla, Acting Chairperson; Regent Frank M. Rabauliman; Regent Maria (Malua) T. Peter; Regent Michaela U. Sanchez; Regent William S. Torres;

Excused Absent: Juan T. Lizama, BOR Chairperson

NMC Staff/Faculty: Sharon Y. Hart, Ph.D., NMC President; Chris Timmons, HR Director/Legal Counsel and Helen B. Camacho (Recorder).

The Regular Meeting of the Board of Regents that recessed on Thursday, September 26, 2013 was called back to order on Friday, September 27, 2013 at 8:00a.m., BOR Conference Room.

Regent Elaine Hocog Orilla, Acting BOR Chairperson called roll call. Five members were present. A quorum was established.

II. Review and Approve the ACCJC Substantive Change Report

Board Action: Regent Torres motioned to adopt the NMC Substantive Change Report and seconded by Regent Peter. All five members voted yes, the motion passed.

III. Proposed Revised Minimum Faculty Qualifications Procedure

Board Action: Regent Torres motioned to adopt Board Policy Procedure 5005.1 as amended and seconded by Regent Sanchez. For the record, the first major change deals with the general education courses in the School of Education; the
original procedure had only addressed the specialty courses. All five members voted yes, the motion passed.

**Note:** President’s Annual Accomplishments covers the period: October 1, 2013 through September 2013 – Tabled for next meeting.

V. FY2014 Tuition and Fees Budget
Tracy M. Guerrero, Chief Financial Officer presented the proposed FY2014 Tuition and Fees Budget. She highlighted the following:

1. Recommended allocations (handout provided).
2. A budget ceiling of $3.8 Million dollars.
3. Total departmental budget allocation of $3 million for the departments.

**Board Action:** Regent Rabauliman motioned to adopt the Operations Tuition and Fees budget for FY2014 and seconded by Regent Peter. Regent Torres made a subsidiary motion for the board to reserve the right to review its budget. All five members voted yes, the motion passed. The FY2014 Tuition and Fees budget is approved.

IV. Section 7000 – Financial Affairs Policies

7001, 7002, 7003, 7004, 7005, 7006, 7008, 7009, 7010, 7011

**Board Action:** Regent Peter motioned to adopt Financial Affairs Policies No. 7001, 7002, 7003, 7004, 7005, 7006, 7008, 7009, 7010, 7011 and seconded by Regent Rabauliman with the exception of no. 7007 which was agreed to be tabled for next meeting. All five members voted yes, the motion passed.

V. Section 8000 – Miscellaneous

**Board Action:** Regent Rabauliman motioned to adopt the following policies and seconded by Regent Peter. It was recommended to appropriately place Policy No. 8007 under Technology. All five members voted yes, the motion passed. The following policies are all adopted.

VI. Chief Financial Officer Report

Tracy M. Guerrero, CFO provided an update on the college's overall financial condition to date (handout provided).

The members called a short break to attend the Professional Development being held in Building D-1 with staff and faculty of the college. An hour later, Regent Orilla called the meeting back to order.
VII. Chief Financial Officer Report (Con’t)

There were more discussions and inquiries from the board. It was recommended to note some items for the next fiscal committee meeting such as improving the monitoring, tracking, projection, forecasting of our fiscal affairs.

VIII. Adhoc Committee

Regent Torres, Adhoc Committee Chair provided a brief update. He praised the hardworking group of Standard IV.B. He added that the committee will meet on October 04, 2013 to finalize the draft report. The two standing items left to be included in the report is the President’s evaluation, President’s contract and the revised board calendar on policy review.

IX. Board Planning Session

a. Upcoming Board Activities
   1. October 14, 2013 next meeting
   2. President’s Annual Accomplishment
   3. President’s Evaluation/Contract
   4. Revised 5 year board calendar
   5. Pending Policies
   6. Board Resolution for Mr. Orsini
   7. Standard I: Mission and Vision update
   8. Closure Plan
   9. Final Approval of the Show Cause Report

X. Legislative Update

Frankie Eliptico, ERO Director provided an update (handout provided). He noted some important highlights such as the H.B. 18-115, Mission bill has been transmitted to the governor. There was an inquiry on the bill pertaining to an elected NMC Board of Regents. Frankie indicated that that particular bill is still in committee.

XI. Adjournment:

**Board Action:** Regent Rabauliman motioned to adjourn at 12:04p.m and seconded by Regent Sanchez. The motion passed. The meeting ended at 12:04p.m.