

APPROVED MINUTES
for
THE REGULAR MEETING
of the
BOARD OF REGENTS
June 25, 1998

PUBLIC SESSION

People Present

Board Members

Interim Chairman Justin S. Manglona, Regent John I. Schwarz, Regent Teresa I. Taitano, and Regent Helen H. Abayare. Regent Manuel A. Sablan was off-island.

College Staff and Faculty

President Agnes McPhetres; Legal Counsel Jesse C. Borja, Esq.; School of Education Provost Roy Fua; Vice President Jack Sablan; Vice President Tee Abraham; Vice President Barbara Moir; Comptroller Harris Lawrence; Dean Antonio A. Santos; . Dr. Lewis MacCarter; Ray Macduff; Margarita Tudela; Dr. Aubrey Moore, Richard Maratita; Manual Mesa; Mark Brotman; Dr. Diana Greenough; Esther Kapileo; Linwood Seaver; Sid Cabrera; Ross Manglona; Ramon Dela Cruz; and Anthony Tudela. Allen Cameron was present as recorder.

Others

Reporter Sheila Amor of the *Saipan Tribune*.

I. Opening Procedures

A. Welcoming Remarks by Chair and Roll Call:

At 10:05 a.m. Interim Chairman Manglona called the meeting to order in the Board of Regents conference room, As Terlaje campus, Saipan, and asked the President to call the roll. As all four members of the Board listed above answered "Present," the President announced that a quorum was present for the conduct of business. Interim Chairman Manglona expressed appreciation to the Board members for their regular attendance. He reported that Regent Sablan was off-island at present, and that former Chairman, Vicente N. Santos, had submitted to the Governor his resignation from the Board of Regents. Because of Regent Sablan's absence, Interim Chairman Manglona proposed postponing agenda item "E," Election of a new Board of Regents Chairperson.

B. Review/Approval of Agenda:

ACTION #1: It was moved, seconded and unanimously approved to accept the agenda as amended which deletes item E, Election of Board of Regents Chair under V. New Business.

C. Review/Approval of Minutes: Regular Meeting: March 27, 1998; and Program Committee Meeting, June 24, 1998 (Tab 1)

ACTION #2: It was moved, seconded and unanimously approved to adopt the minutes of April 24, 1998 as presented. It was also moved, seconded and unanimously approved to adopt the Program Committee minutes of June 24, 1998, with the amendment that Election of the Chair of the Board of Regents be postponed.

II. Fiscal Committee's Report:

A. Financial Statement (Tab 2): Regent Schwarz presented to the members the financial statement for April, and mentioned that additional funding for the payroll has been transferred. He reported that Mr. Michael S. Sablan, the Governor's Special Assistant for Finance, is aware of the NMC payroll problem and is looking for possible transfers. He also reported that \$233,000 of the \$250,000 has been received from the Marianas Visitors' Bureau as seed money for the A & E for the construction of the Business and Tourism Learning Center (BTLC). The balance will be received in July. Regent Schwarz also mentioned that cash flow had not changed since the last meeting and was still critical.

Comptroller Harris Lawrence reminded the Board that some \$600,000 in Educational Assistance Funds were still owed the College by the Financial Assistance Office. He added that he had been assured that financial assistance for the summer session would be forthcoming as soon as the College submits its list of eligible enrollees.

Regent Schwarz stated that Honorable Karl T. Reyes, Chair of the House Ways and Means Committee, presented a balanced perspective College's financial situation in a recent newspaper article.

The President reported that she had spoken to the Vice Speaker, Honorable Jesus T. Attao who had suggested that an appropriation be introduced by the House which would provide the needed \$1.4 million to carry the College payrolls through to the end of fiscal year, September 30, 1998. The President said she is asking for a supplemental budget and will continue to keep the Board posted on the outcome.

Comptroller Lawrence said that he has provided the Vice Speaker with the results of the FY93-94 audit, and will soon be working on the FY97 audit. The FY98 audit will not be available till the end of FY98. The Honorable Heinz S. Hofschneider plans to do an analysis of these audits. He has also requested a list of all FY97 travel.

Mr. Lawrence reported that the College's net assets were almost \$21 million. On the audits, he said, there would not be "just a disclaimer" as in the past, but that a real audit "opinion" which would be issued once a balance sheet is available which can be

audited. About \$300,000 in revenue has been realized for the summer session. President McPhetres said that she had issued a memorandum informing the College community that there would be no fourth quarter allotment, since the College has not yet received the money owed by the Scholarship Office. The \$233,000 received from Marianas Visitors Bureau (MVB) will go to reimburse the College for prior expenditures on the A & E for the Business and Tourism Learning Center. There had been a delay in MVB's disbursement.

Regent Schwarz, Chair of the NMC Foundation Board, remarked that the College Foundation has lost out on an opportunity to gain about \$800,000 through investments in the recent "bull market." The Legislature has not yet passed the requested legislation which would allow the College greater latitude in investing Foundation funds. Regent Schwarz also reported that the Foundation Board has lost one member with the retirement of Mr. Vicente N. Santos. He added that Interim Chairman Manglona could appoint a replacement.

III. President's Report:

A. PSS Distance Education Pilot Project: President McPhetres reported that the Public School System had approached Malinda Matson, Director of Information and Technology Services, for assistance in setting up a distance education pilot project in music education to selected elementary classrooms two mornings a week, 45 minutes each class. She then requested Ms. Matson to give the Board more detailed information about the project. Ms. Matson assured the Board that the pilot project would pose no financial burden on the College except for the use of its equipment and professional man-hours. This project will probably lead to greater collaboration on programs with the Public School System. PSS is receiving a substantial amount of Federal funds for distance education and if this project proves beneficial for the students, a more comprehensive program will be formulated and presented to both the Board of Education and the College Board of Regents. She added that NMC School of Education is involved in this project. Mr. Chas. Algaier, Chair of the Education Department, and students of the School of Education, will take the lead in making an evaluation of the project.

B. Agriculture and Life Sciences Program., Research and Extension:

Dean Tony Santos distributed copies of several brochures as follows:

- (1) *NMC Department of Agriculture and Life Sciences*, June 1998;
- (2) *Associate of Applied Science (AAS) degree program, Natural Resources Management Revised Curriculum*, June 1998;
- (3) *Recycling: A Continuous Resource*;
- (4) *Aquaculture Research and Extension Program*;
- (5) *Plant Pathology Research/Extension Program*, June 1998.

There followed several presentations on the Agriculture and Life Sciences Program,

- (1) *"Marketing Information Systems"* by Dr. Aubrey Moore, Entomologist/Research;
- (2) the *Capacity Building* by Ray Macduff, Agriculture Extension Agent III:

- (3) on *Swine Artificial Insemination* by Messrs. Sid Cabrera, Agriculture Extension Agent III and Richard Maratita, Animal Extension Agent detailed to NMC-Agriculture and Life Sciences to assist with the project funded by an Agricultural Development in the American Pacific (ADAP) Grant; and
- (4) on *Life Science's use of the Internet* by Dr. Lewis E. MacCarter, Horticulturist.

Recess was announced at 12:00 noon by Interim Chair Manglona with scheduled resumption of the meeting at 1:30 p.m.

When the meeting resumed at 1:30 p.m., the following items were the business at hand:

IV. Old Business

A. Recruitment and Hiring Practices, Administrative Procedure # 4008 (Tab 6)

Legal Counsel Borja suggested deleting the word, "labor," in the third line of the Policy, the word, "a recent" in the seventh line and the words, "if necessary" in the ninth line of the Administrative Procedure.

ACTION #3: It was moved, seconded and unanimously voted to adopt the Policy # 4352 as amended, and Administrative Procedure # 4352 as amended.

B. Academic Council, Board Policy # 3008 (Tab 7)

Action #4: President McPhetres asked that action on the policy and administrative procedure for the Academic Council be postponed till next meeting.

C. Fee Structure for Adult Basic Education & Adult School, Administrative Procedure # 3036 (Tab 8)

Amendments were made: (1) on the "Tuition Rate Proposal, page 2, line 10, adding before "are interested," the words "meet Federal requirements and..." (2) line 16, delete the: "Puerto Rico" and on line 18, delete "and Virgin Islands; (3) finally, on line 23, delete the expression, "proper authority," and insert in its place "Board of Regents," and on the last line of first page of GED Testing Fees, delete "proper authority," and insert in its place "Board of Regents."

ACTION #5: It was moved, seconded and unanimously voted to adopt the fee structure for both local students and foreign nationals, and the GED testing fees as amended.

D. Conditions of Employment for Faculty, Board Policy # 4020b (Tab 9)

ACTION #6: It was moved, seconded and unanimously voted to adopt the Policy and Administrative Procedure # 4020b, as presented with all amendments already included in tab 9, there being no further amendments proposed at this meeting.

E. Sabbatical Leave, Board Policy # 4314 (Tab 10)

ACTION #7: It was moved, seconded and unanimously voted to adopt the Policy (page 1 of 1) and Administrative Procedure (page 1 of 9) # 4314, with amendments as proposed.

NO ACTION: Note Well: There was no vote on the proposed written *Agreement* between College and the faculty member who would be requesting the Sabbatical Leave, i.e. on Administrative Procedure # 4314, pages 4 - 9.

F. Educational Assistance Program Agreement, Administrative Procedure # 5311 (Tab 11)

Legal Counsel Borja offered his opinion that the wording, as it stands, suffices to protect the College.

ACTION #8: It was moved, seconded and unanimously voted to adopt the Educational Assistance Program Agreement, as presented.

V. New Business

A. Educational Assistance Program (EAP) proposed policy (Tab 12)

Since this was “New Business” no action was taken at this meeting and the item is deferred to the next meeting of the BOR Program Committee.

B. Contracts of Employment, Board Policy # 4020a (Tab 13)

Since this was also “New Business,” no action was taken at this meeting and the item is deferred to the next meeting BOR Program Committee.

C. College Vehicles to be Surveyed (Tab 14)

The President presented a list of old vehicles which the College proposed to be surveyed. She noted that on the list was a Cherokee Jeep, whose ownership title had not yet been cleared up. She requested the it be deleted from the present list. The College had obtained the Cherokee from Guam Navy surplus yard and was marked with a CNMI Procurement tag upon arrival on Saipan.

ACTION #9: It was moved, seconded and unanimously voted to survey the 1st, 3rd, and 4th vehicles listed at the bottom of page 1. Decision on the 2nd vehicle, the Cherokee Jeep, was postponed until title could be cleared.

D. CIP Projects 1998 - 2004 (Tab 15)

President McPhetres explained that the listed Capital Improvement Projects (CIP) had been presented to the Governor’s CIP Task force for inclusion in the Executive Branch’s CIP projects. Not all projects in the plan can be funded by CIP such as the electrical upgrade nor projects that have already been initiated. The President pointed out that the cost estimate in the plan may not be accurate. She also stated that NMC needs to update its already outdated facility Master Plan.

Regarding the Multi-Purpose Gymnasium, the President reported that Public Works, has had to redesign the structure to make it more attractive and appropriate as a college gym. It will be pre-fab and relatively easy to build. The company that built the museum was the one awarded the contract to construct the gym.

NO ACTION: No action was needed on the CIP at this meeting.

VI. Executive Session

VII. Miscellaneous: President McPhetres shared with the Board the progress being made for the College/Public Library on Rota. The librarians and college administrators will be meeting to ensure that specifications and requirements for a public/college library are met. The President expressed the need to develop a Master Plan for Rota campus. She said she would appreciate some direction from the Board on this matter. She also stated that an appraisal of the Tatachok land on Rota has been made and that she will be meeting with the Legal Counsel and the Rota Campus Administrator to finalize acquisition of the land. Interim Chair Manglona said that we can support the Mayor in his efforts on this matter.

VIII. Adjournment 2:45 p.m.