



NORTHERN MARIANAS COLLEGE
Regular Meeting of December 11, 2024
3:30p.m BOR Conference Room, Saipan

Board Members: Board Members: Regent Charles Cepeda (Chair); Regent Elaine Hocog Orilla (Vice-Chair); Regent Zenie Mafnas (Member); Regent Dr. Jesse Tudela (Member); Regent William (Bill) Cing (Member); Regent Michelle Lin Sablan.

Minutes of the Regular Meeting of December 11, 2024

In compliance with the Commonwealth's Open Government Act, to fulfill this requirement of this regular meeting was provided as follows to all stakeholders:

- (a) On December 06, 2024, advance written notice of this regular meeting was posted in the Marianas Variety News and Views.
- (b) On December 06, 2024, a copy of this advance notice of the meeting was uploaded on the college's website at www.marianas.edu.
- (c) On December 06, 2024, advance written notice of this meeting was emailed to the College campus.
- (d) Any individuals who has requested notice of this meeting has been forwarded a copy of the notice of such meeting.

I. Call Meeting to Order

Chair Cepeda called the Board of Regent's regular meeting on Wednesday, December 11, 2024, at 3:30pm in the BOR conference room of Northern Marianas College, Saipan. Chair Cepeda welcomed everyone to the meeting and called for roll.

a. Roll Call

Board Members: Board Members: Regent Charles Cepeda (Chair); Regent Elaine Hocog Orilla (Vice-Chair); Regent Zenie Mafnas (Member); Regent Dr. Jesse Tudela (Member); Regent William (Bill) Cing (Member); Regent Michelle Lin Sablan (Member).

NMC Attendees: Galvin Deleon Guerrero, EdD (President); Frankie Eliptico, Vice-President (Administration & Advancement); Lorraine Maui (Interim Dean) Academic Programs & Services; Charlotte Cepeda (Dean) Student Support Services; Kevin Bautista (Director of President's Office); Diana Hocog (Rota Center Director); Lupe Camacho, Staff Senate President; Polly Masga (HRO Director).

Attending on Zoom: Rachel Fusco (CIP Director); David Attao (Chief Financial Officer); Vilma Reyes (OIE Director); Lisa Hasckaylo (OIE Director); Fermin Delacruz (Enrollment Specialist/Military & International Student Support Coordinator).

b. Review and Adoption of Agenda

BOARD ACTION:

The December 11, 2024 regular meeting agenda was reviewed and adopted with a motion by Regent Elaine Orilla, seconded by Regent Michelle Sablan. The agenda was adopted with no changes.

c. Review and Adoption of Minutes

- December 12, 2023 - Regular meeting
- February 23, 2024 – Special meeting
- June 27, 2024 – Regular meeting

BOARD ACTION:

The meeting minutes for December 12, 2024 regular meeting, February 23, 2024 special meeting and June 27, 2024 regular meeting was reviewed and adopted with a motion by Regent Michelle Sablan, seconded by Regent Zenie Mafnas. All members voted yes, the motion passed.

II. Public Comment Period: Individuals may verbally testify on items on the agenda during the Public Comment Period. Testifiers are requested to limit their testimony to five (5) minutes. Written testimony is also accepted.

Chair Cepeda confirmed that no requests for public comments were received for this meeting.

III. Reports from Standing Committees

a. Finance Committee

Regent Mafnas, committee chair, informed the board that the committee met earlier and discussed the FY2025 operations budget. The committee will be reporting later in the agenda.

b. Audit Committee

No report.

c. Human Resources Committee

Regent Cing, committee chair, informed the board that the committee met and discussed the President's evaluation for July 1, 2024 to June 30, 2024. The committee will present the evaluation results and will be making its recommendation to the whole board for approval.

d. Regent Nominating Committee

The committee recommends meeting again to submit another nomination to the governor for his consideration.

e. Program Committee

No report.

f. Facilities Committee

Chair Tudela informed the board that the board went on a tour of the student center construction site. Further details to be provided in the facilities report by President Dr.G and updates included grants from EDA, NMHC, EDA, HRSA and FEMA projects. An appreciation was expressed for the facilities committee's work, the student center building is progressing quickly.

g. Ad Hoc Committee

Regent Orilla, committee chair said that there is no report for today, but the members are committed to have one at the next meeting.

IV. Old Business

a. Honorary Regents Policy

The committee will meet before the next regular meeting on the honorary regent's policy. The draft policy is also being circulated among the college stakeholders for input. The college will work with the BOR Adhoc committee to wrap up this matter. The policy will remain in committee.

b. President's Evaluation: July 1, 2023 - June 30, 2024

A review of the president's evaluation was conducted in executive session. The overall discussion is that the leadership team and board are in sync regarding the evaluation terms. The recommendation is to continue using the evaluation tool.

Regent William Cing motioned that the committee recommends that the Board accept the evaluation of Galvin Deleon Guerrero, EdD, NMC President from July 1, 2023 to June 30, 2024, seconded by Regent Elaine Orilla. All members voted yes, the motion passed.

The president thanked the committee and HR for facilitating the evaluation. He assured the board that he takes suggestions for improvement seriously and he appreciates the alignment. He commended the board for conducting three consecutive evaluations.

Chair Cepeda acknowledged Polly Masga, HR Director for their hard work and guidance. The president also recognized the teams' contributions.

V. New Business

a. Tuition and Fees Policy

The president introduced a tuition and fee policy for first reading. The policy proposes to delegate the authority to the president to approve and establish tuition, fees and all other charges levied by the College that is reasonable, transparent, and aligned with the College's mission. The board retains the authority to suspend any increase or fees. The goal is to develop procedures for gradual tuition increase.

The Chair assigned the tuition and fees policy to the finance committee. The finance committee will review and work with the president and college administration.

b. Organization Chart Policy

The president presented the organizational chart policy to the board for first reading. The policy clarifies current board policies regarding the organizational structure. The college administration seeks flexibility to adjust the organizational chart as needed. This includes moving or renaming offices based on budget considerations. The Chair assigned the Organizational Chart policy to the HR committee.

c. BOR Policy Review Schedule

The president presented the proposed three year review cycle for board policies. This is a proactive approach rather than reactive in policy changes. The proposal will be reviewed by the Vice-chair and her Adhoc committee. The Chair assigned the board policy review scheduled to the Adhoc committee

d. FY2025 OPS Budget Matters

BOARD ACTION:

Regent Mafnas motioned to recommend the approval of the FY2025 Operations Budget to the full board, seconded by Regent Orilla to include the supplemental budget. All members voted yes, the motion passed.

VI. NMC Executive Reports

a. President's Report

1. Facilities Update

The college informed the board that some of the members took part in the student center and other project updates. Here are some key points:

- Finding more funding
- Student Center completion in April;
- Offsite offices

2. Accreditation Update

The college presented the accreditation updates. The Midterm report is next year 2025.

Dean Charlotte Cepeda, ALO presented a powerpoint slide and

- a) Operationalize the strategic plan: WASC Commission approved Nov 19, 2024, online program. Pending review dates for the AALA and BBSM online program.
- b) Facilities Master Plan: Student Center; CRED Building; Workforce Development & Training Center; and two classrooms.
- c) IE Guide: completed the NMC Governance guide.
- d) Recruitment and Retention: Cultivating employees; recruitment and retention efforts; professional development.
- e) President's Onboarding, development and support
- f) Recommendation 5: Information Technology
- g) Recommendation 6: Standardized, centralized, reliable data for decision-making

3. CFO Report

The college informed the board that as discussed during the finance committee, the only item is the FY2025 OPS budget unless there are any other questions. The board approved the request under new business. The college thanked the board for its passage.

4. Legislative Update

The college presented legislative updates. Here's a list of important legislations:

Adopted on May 1, 2025

- a) HB 23-32: To establish a scholarship for residents attending international colleges/universities education programs.
- b) HB 23-120: To impose a 3% surtax on gross revenues derived from construction projects that cost \$350,000 or more.
- c) Schedule a Meeting with Honorable Kimberlyn Hinds, Congresswoman Elect this week; arrange for the board to also meet with her.

VIII. Executive Session – No executive session.

IX. Upcoming Board Activities / Miscellaneous Items

- (a) Upcoming Events / Activities

Chairman Cepeda thanked everyone for all the hard work and shared his recent appointment to the ACCT committee.

X. Adjournment

BOARD ACTION:

Regent Orilla motioned to adjourn the meeting, seconded by Regent Sablan. Meeting ended at 4:55pm.