

College Council Meeting Summary
February 08, 2005
BOR Conference Room

Present: President, Dean Barnes, Tom C., Raaj K., Jerry S., Reina C., Danny W., Lorraine C., Agatha K., and Vera P. as Recorder.

Excused: Dean Sablan & Glenn K

Special Guests: Laura Hohmann & Herbert Del Rosario

Meeting called to order at 1:40 p.m.

OLD BUSINESS:

- ***SMT Program Proposal – TABLED.***
- ***Tuition Waiver*** – Item was introduced and tabled at the last meeting because it required the President’s view. As stated on the Tuition Waiver Policy, the President has the authority to grant exceptions.

The President stated that he met with HRO before the beginning of spring semester. He stated that the confusion was mixing the time off from work for professional development e.g. employees taking courses. Our policy states that all employees are granted two classes maximum per semester, one class during working hours (8-5) and then one after working hours.

Danny mentioned that HR recently sent out an email on tuition waiver, and it does not indicate the number of classes an employee can take, and suggested that it need to be clear on the policy. The college council recommended addressing the matter to HR so they can ensure that the policy and procedure on tuition waiver is clear and consistent.

- ***Procurement Regulations*** –Raaj mentioned that his office is still waiting for comments from the college community. He asked that comments be sent to Ignacia at Procurement and a copy to him. Raaj will email the amended procurement procedures to the college councils. Reina asked for a deadline on the procurement regulations. Raaj stated he would propose a deadline at the next CC meeting. Raaj also mentioned that he had already sent out an email to the campus concerning the clarification on the use of budget handbook.

OLD BUSINESS:

- ***Discussion of BOR agenda items for BOR Special Meeting***
 - FY2006 Budget Submission to OMB – For Board Action.
 - Supplemental Budget – Due to inadequate revenues to cover up the supplemental request, Raaj asked to include the item on the agenda for discussion only.

- Raaj gave a summary of what the Board's request from its last meeting, which was to recommend that the Administration include in the 2006 Appropriation Budget Request the implementation of the 1999 pay scale. He stated the budget was developed based on the request, but the findings indicated there were a lot of inequities. Raaj stated PBEC and CC members had a joint meeting and recommended proposing a flat 6% raise across the board for all employees instead. Recommendation by PBEC and CC members to submit the 1999 pay scale as requested by the Board as well as the proposed flat 6% increase as another option.
- BOR Operations Policy to include Honorary Staff Member and ANA Resolutions under new business
- For communication purposes, the President asked Reina to send out an email to all three campuses regarding special meetings and agenda items. As pointed out by the Board, department requesting to add an item on the agenda must planned ahead. Last minute request will not be considered unless it's an emergency.
- **Compensation for Staff & Faculty serving on long-standing committee** – Reina informed members that several people have brought up their concern about compensation for serving long-standing committee(s). With regards to the item, the inquiry is if there is going to be any sort of compensation. Discussion was made and it was determined to further look into the issue and then discussing it at another CC meeting.
- **ANA Grant Proposals** – There are two (2) Administrative Native American (ANA) grant proposals presented to the college council for review and requested action from the Board. 1) ANA grant proposal is on "Oral History Project" submitted by Laura and Herbert 2) ANA grant proposal is on "Inter-Island Distance Learning System Project" submitted by Jerry Smith. Jerry mentioned that it is part of the requirements of the grant application to have a Board resolution, meaning that the Board supports such project.

Herbert gave a background summary of the oral history project. He stated that he has been working on the project for the CNMI since 1990. He has done interviews and transcribed it in Chamorro and Carolinian on the Japanese Administration and World War II. He also stated that most of the books written are taken from foreigners' viewpoint and not from the indigenous people. He feels that the project is incomplete unless it is documented. Students and the community continue to use the documents on history.

Jerry also gave a brief summary, which is the main goal of the inter-island distance learning system project. He stated that the project's goal is to create new educational, cultural, economic, and social development opportunities for the indigenous people of the CNMI through a distance learning system, and to focus on delivering educational opportunities to the inter-islands. Jerry mentioned that he does not have a budget breakdown for the Inter-island Distance Learning System Project; however, he will have the abstract available for the Board.

President recommended addressing the item under new business as ANA Resolutions at the BOR Special meeting. He asked Reina if it could be included on the BOR agenda. The President informed Laura, Herbert, and Jerry to have the abstract and budget information of the grant available for the Board in case they ask for it.

MISCELLANEOUS:

- President proposed to create an ***NMC Policies & Procedures Review Committee*** due to the Board wanting the entire college administration to update all college policies. The committee will be responsible in reviewing and sending the policies out for comments to the difference decision-making bodies. Reina will have the ad-hoc and standing committees available at the next meeting.
- Jerry brought up that they have been trying to find space on the main campus for a Teaching Learning Center as well as an office space for 3 staff.
- Reina informed members that the Spirit Squad is having happy hour on February 11, 2005 at the Remington Club.

Meeting adjourned at 3:05 p.m.