



Appendix E

**Memo on FY 2009 Operations (Tuition & Fees and Other) Budget Call and
Appointment of Institutional Priorities Ad Hoc Committee**



Northern Marianas College

P.O. Box 501250, Saipan, MP 96950 U.S.A.


Phone: (670) 234-5498

Fax: (670) 234-1270

www.nmccnet.edu

MEMORANDUM

TO: All Budget Expenditure Authorities

FROM: Dr. Carmen Fernandez, President 

DATE: Monday, August 4, 2008

SUBJECT: FY 2009 Operations (Tuition & Fees and Other) Budget Call

The process for developing our Operations (Tuition & Fees) budget for FY 2009 (October 1, 2008-September 30, 2009) formally begins with this budget call. A timeline showing the activities and due dates throughout the process are attached – please review it carefully.

As you prepare your budgets this year, you need to keep these factors in mind:

1. All objectives and activities for which funds are requested need to be linked explicitly to the results of program review and the strategic plan. The Institutional Priority Ad Hoc Committee, in consultation with PROAC, will provide guidance in this area. The appointment of the Ad Hoc committee is attached to this memo.
2. The requirement that budget requests are tied specifically to the *Strategic Plan* and that budgeting be linked to assessment and planning results comes from recommendations in our self study.
3. Interim CFAO, Marylou Ada, will be contacting you shortly to notify you of your budget ceiling for FY 2009. **Your budget request should not exceed the amount you were allotted for FY 2008**, with the exception of those funds needed for carrying out the recommendations associated with the Institutional Priorities for FY2009. If you are requesting funds for one or more of these recommendations, you will need to submit a summary sheet which shows the total amount requested for addressing the institutional priorities and the total amount requested for your regular ongoing activities. Should your budget request for regular ongoing activities exceed this year's funding level, you will need to provide a detailed justification.
4. Budget Request Instructions and a sample for each of the four parts of your budget submission can also be found on the NMC network. For these documents, go to **Public Folder/ Budget Items/FY 2007-2008 OPS Budget/ Budget Request Instructions**.
5. This week, the Budget Office will provide (via e-mail or diskette) summary sheets for each department in your area and an overall summary sheet for your area. These sheets allow the Budget Office to compile all requests into worksheets for the Planning Budget and Evaluation Council (PBEC) meetings and, if necessary, departmental budget hearings.

Also, the Finance & Budget Office will provide Budget Workshops on the development of the Operations Budget. Specific dates and times for the workshops will be announced in advance. You are required to attend one of these sessions and to work with your dean or director as you prepare your budget. Be sure to download and bring with you to the workshop all relevant budget materials, as none will be available for distribution.

My expectation is that every person charged with preparing the Operations Budget for the upcoming fiscal year will be provided with all assistance necessary for carrying out this most important fiscal planning activity and will have a clear understanding of the budgeting process. As you are engaged in the process, please keep notes on how the process can be improved in the future. We will be asking for such feedback and comments at the completion of this task.

Please feel free to contact Marylou Ada at ext. 1013 or anyone in the Finance Office team if you have any specific questions or concerns. **This is a historical budget year for NMC as it will be the first time that we will comply with the accreditation standard of linking program review and planning to budgeting.** Thanks for your good work !!

Appointment of Institutional Priority Ad hoc Committee FY2009:

It is with pleasure that I appoint the following members to this Committee:

Ivan Mereb, ASNMC President
Frank Sobolewski, Faculty Senate President
Joyce Taro, Staff Senate
Wil Maui, Academic Programs and Services
Martin Mendiola, NMC Rota
Maria Aguon, NMC Tinian
Marian Tudela, Student Services
Kathy Palacios, Finance & Administrative Services
Dave Attao, Community Programs & Services
Lisa Haeskaylo, Institutional Effectiveness
Daisie Camacho, Information Technology
Mark Mendiola, Institutional Advancement

The committee is charged with developing the Institutional Priorities for FY2009 and shall work closely with PROAC. The committee and PROAC shall be guided by the results of the program review process (Form 1 & 2) and the institution's strategic plan. The Priorities will be forwarded to PBEC for adoption and action. Thanks to all members for their willingness to serve, it is greatly appreciated.



President Carmen Fernandez
August 4, 2008

ATTACHED: Timeline FY2009 Ops Budget

Timeline for Development, Review and Approval of FY 2009 Operations Budget

8-4-08

Activity	Responsibility	Date
1. Appointment of Ad hoc Committee and Budget Call memo is distributed.	President	Monday, August 4, 2008
2. College Budget Workshops are held for all expenditure authorities and those who provide budget input.	Budget Office	August 14-15, 2008
3. Submission of institutional priorities to PBEC for FY 2009 OPS budget for adoption and action.	Ad hoc Committee	Monday, August 18, 2008
4. Departmental budgets are prepared in consultation with department members and deans (President, if appropriate); division heads prepare their office budgets and submits to Deans or President, as appropriate.	Department/Division Heads & Expenditure Authority	August 11, 2008 and ongoing
5. Budgets are submitted to Budget Office.	Deans/ President's Office	Friday, August 29, 2008
6. Budget submissions are compiled and sent to PBEC.	Budget Office	Friday, September 5, 2008
7. Compiled budget is reviewed, revised, and recommendations for funding levels are made to President. (Budgets are revised as necessary in consultation with departments, to be within the level of projected revenues.)	PBEC	Tuesday, September 9, 2008
8. PBEC recommended budget is reviewed and budget is submitted to the BOR Fiscal Committee.	President	Monday, September 15, 2008
9. Budget is reviewed by BOR Fiscal Committee.	BOR Fiscal Committee	Thursday, September 18, 2008
10. BOR approval.	Board of Regents	Thursday, September 25, 2008



Appendix F

NMC Board of Regents: Resolution No. 2008-02. Relative to Approving the
Operations Budget Request for FY 2008- 2009



NORTHERN MARIANAS COLLEGE BOARD OF REGENTS

RESOLUTION NO. 2008-02 Relative to Approving the Operations Budget Request For Fiscal Year 2008-2009

WHEREAS, the Board of Regents of the Northern Marianas College (hereinafter Board), as stated in Public Law 4-34, the Post-secondary Education Act of 1984, is charged with the fiduciary responsibility to “hold in trust for the Commonwealth the property and assets of the College;” and

WHEREAS, the Board, as stated in Public Law 9-53, the Higher Education Act of 1995, further charges the Board to “expend funds appropriated by the Federal or Commonwealth government or donated to the college by any other entity;” and

WHEREAS, in order to ensure compliance with the financial responsibilities set forth under Public Laws 4-34 and 9-53, Board Policy 2000 *Finance and Procurement: Fiscal Responsibility* provides that the College shall adhere to the following two key fiscal principles:

- I. Operate on a Balanced Financial Budget on an annual basis
- II. Plan for financial uncertainties by ensuring that an adequate reserve is maintained at all times

WHEREAS, the Board is committed by its mission statement to “provide the best quality and meaningful post secondary and adult educational opportunities for the purpose of improving the quality of life for the individual and for the Commonwealth as a whole. The College shall be responsible for providing education in the areas of adult and continuing education, post secondary and adult vocational education and professional development for the people of the Commonwealth;” and,

WHEREAS, the Board recognizes that the **Operations Budget Request for Fiscal Year 2008-2009** (FY 09) must be consistent with the mandates of local and federal law in addition to meeting the standards of accreditation as set forth by the Accrediting Commission for Community and Junior Colleges (ACCJC)-Western Association of Schools and Colleges (WASC); and

WHEREAS, the President, as Chief Executive Officer of the Northern Marianas College (hereafter College) herein submits the FY09 Operations Budget spending request of \$3,100,000.00 for and on behalf of the College; and,

WHEREAS, the Board acknowledges and appreciates that the proposed Operations Budget is the product of extensive deliberations by and between the College community inclusive of faculty, students, staff and the Fiscal Committee of the Board of Regents; and,

WHEREAS, the Board further acknowledges and appreciates that the main elements of the budget that differ from last year's submission is the clear and direct links to the PROA Strategic Plan 2008-2012, Institutional Priorities, in addition to many of the recommendations for action that emerged from Program Review.

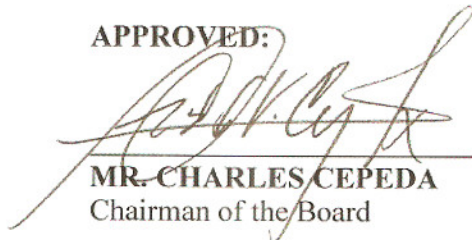
NOW THEREFORE, be it resolved that pursuant to public law and board policy the Board of Regents of the Northern Marianas College hereby approves the FY09 Operations Budget spending request of \$3,100,000.

BE IT FURTHER RESOLVED, that the Board of Regents of the Northern Marianas College affirms that the FY 09 Operations Budget includes realistic strategic and operational investments with clear expectations linked to the improvement of teaching and learning at NMC.


BE IT FURTHER RESOLVED, THAT THE BOARD OF REGENTS DULY ADOPTS RESOLUTION NUMBER 2008-02 ON THIS NINTH DAY OF OCTOBER, 2008.

BE IT FURTHER RESOLVED, THAT THE BOARD OF REGENTS HEREBY DIRECTS THAT COPIES OF THE SAME BE TRANSMITTED TO THE NORTHERN MARIANA ISLANDS LEGISLATURE AND THE OFFICE OF THE GOVERNOR.

APPROVED:


10/9/08
MR. CHARLES CEPEDA
Chairman of the Board

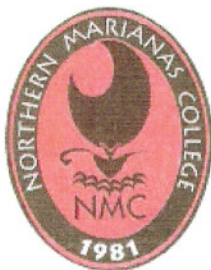
ATTESTED:


DR. CARMEN FERNANDEZ
President and Executive Secretary
to the Board of Regents



Appendix G

Memo on Appointment of Program Review and Outcomes Committee
(PROAC)



Northern Marianas College

Office of the President

P.O. Box 501250, Saipan, MP 96950
World Wide Web Site: www.nmcnet.edu
Phone: (670) 234-5498/99
Fax: (670) 234-1270

MEMORANDUM

To: NMC PROA Team
From: Carmen Fernandez, President
Date: Friday, July 13, 2007
Subject: Appointment of PROA Committee

As you all know, one important piece of our institutional assessment initiative is the appointment of the PROA Committee (PROAC). The **PROAC's mission** is to build and sustain a campus-wide culture of evidence, which promotes, fosters and improves student learning outcomes at the course, program and institutional levels.

Goals are:

- To lead in capacity building efforts that aim to raise the level of awareness of faculty, staff and others involved in assessment regarding perspectives and methods of effective assessment practice;
- To guide and assist campus constituents to fulfill their assessment requirements by disseminating useful assessment information, models, and examples;
- To monitor assessment compliance on campus, following a balanced system of incentives and sanctions;
- To model sound assessment practice through productive feedback (via the review of assessment plans and reports) that highlight the work of individuals, departments, and units; and
- To generate longitudinal data or evidence that helps the college meet its accreditation requirements via the integration of an ongoing cycle of assessment that is woven into the functioning of all aspects of institutional life.

It is with pleasure and thanks that I appoint the following members:
(I will serve as ex-officio member):

Jacklyn Echon, Student
Dr. Debra Cabrera, Accreditation Liaison Officer (ALO) CHAIR
Lisa Hacskeylo, for Director, Institutional Effectiveness
Pam Buckingham, School of Education
Dr. Dean Papadopolous, Academic Programs & Services
Chrislane Pangelinan, Student Services
Bobbie Hunter, Finance & Administrative Services
Frank Sobolewski, Faculty Senate

PROAC has a big workload; please give them your cooperation and support. THANKS ☺

~~~~~*PROA Team Spirit*~~~~~

A Land Grant Institution accredited by the Accrediting Commission for Community and Junior Colleges  
and by the Senior Commission for Colleges and Universities of the Western Association of Schools and Colleges