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Northern Marianas College Procedure

Procedure No.:	5010.4	Procedure Title:	Compensation and Classification
Issuing Date:	9/26/13	Adoption Date: 9/30/13	Effective Date: 9/26/13
Office of Origin:	Human R	esources Office	1800/
Procedure Appro	val Authori	iy: President	Peren
Board Policy No. Procedure:	Associated	l with this	5010
This Procedure S	upersedes	/Replaces:	2011 BOR Policy Part IV.A

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description

The President is charged with responsibility to maintain a classification and compensation system that will allow the College to attract and retain qualified personnel effectively, and to ensure that salaries are equitable and commensurate with the duties performed by each employee. All salaries and compensation, graded or ungraded, will be in accordance with a published salary schedule and related compensation program adopted by the President, which shall be commensurate with the College's approved budget approved by the Board of Regents.

Areas of Responsibility

The Human Resources Office together with each Dean, Department Head, and the President are responsible to ensure that compensation of all College employees is set in accordance with this procedure. The Human Resources Office and the President will conduct periodic reviews of the compensation program.

Procedure details

Classification Plan

Positions with similar duties and levels of responsibility are assigned to the same salary level. The current Classification Plan is attached as Exhibit 1 to this procedure, and may be modified from time to time by the Human Resources Office with approval of the President. The salary scales to which the classifications are applied is attached as Exhibit 2 to this procedure and shall be revised from time to time by the President to ensure equitable and competitive pay throughout the institution.

The Human Resources Office conducts periodic reviews of various positions when there is an indication that an employee is working above or below the established responsibilities of that position. These reviews are normally initiated at the request of a department, and are conducted in accordance with

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reclassification procedures. All reclassifications that would result in an increase in salary are subject to budgetary constraints and require the President's approval.

Reclassification Procedures

Revision of Position Descriptions and re-allocations within the classification plan shall be made as often as is necessary to provide current information on positions and classes. It shall be the duty of the Human Resources Office to examine the nature of all positions and to recommend allocations to existing or newly created classes, changes needed in the classification and/or compensation plans to accommodate changes in the duties and responsibilities of existing positions and similar matters. When deemed necessary by the Human Resources Director, a job or position audit shall be performed to measure the relative worth of a position and placement within the College's classification and salary schedule. This may be required for any reclassification request.

When a new position (not already classified) is requested by a Dean or Director, or when the duties of an existing position are substantially changed, the Dean or Director shall submit a written recommendation to the Human Resources Office including justification for the reclassification, and emphasizing changes in the position responsibilities or in qualification requirements (with documentary evidence to justify the change). The Human Resources Office will review the request. If the request is deemed by the Director of Human Resources to be justified, the budget impact will be determined, and a recommendation will be prepared for the President's review and approval. If approved, the Human Resources Office takes the necessary steps to effect the reclassification. No reclassification involving an upgrade or downgrade of salary not requested and approved as part of the budget process, will be implemented without the President's approval. If the President does not concur with the request, the Dean or Director will be provided reasons for the disapproval.

Any employee who considers his or her position improperly classified shall submit a request for reclassification to his or her department head or supervisor who will review the request and transmit it with a written recommendation (for or against) to the Human Resources Office.

The President shall have final decision authority for all reclassification requests.

Position Descriptions

The Human Resources Office shall maintain Position Descriptions and job specifications for all positions. The Position Descriptions shall include the following information: Class Title, Pay Level, Department, Division, Supervision received or exercised, examples of duties, minimum qualifications, and special requirements (if any).

The Position Description does not constitute an employment agreement between the College and Employee, and is subject to change as the needs of the College and the requirements of the position change and evolve. Examples of duties listed in the Position Description are intended only as illustrations of the various types of work performed. The omission of statements of specific duties does not exclude them from the position if the work is reasonably related to or associated with the position or if the employee's supervisor includes them as additional duties as may be assigned.

ESTABLISHING SALARY UPON APPOINTMENT. Upon appointment, salary shall be fixed using the following formula: Beginning at the first step of the appropriate pay grade, initial salary shall be advanced one step for each two years of creditable experience (as defined in the applicable vacancy announcement) up to and inclusive of step 8 of the appropriate grade. No salary, either faculty or staff, will exceed step twelve of the appropriate pay grade.

The salary, terms and conditions of employment for an employee hired for an ungraded position shall as negotiated and established by the President for that position.

<u>SALARY ADJUSTMENTS</u>. Salaries shall be adjusted annually (as permitted by budgetary constraints) at the beginning of each Fiscal Year to ensure College employees are fairly and equitably compensated, and that any increase in the cost of living in the Commonwealth is appropriately addressed.

Before the annual budget call, the Director of Human Resources, the Chief Financial Officer, and the President shall discuss the financial impact to the College of a one-step within grade increase to be given to all employees who receive a satisfactory performance appraisal. If the Chief Financial Officer certifies that sufficient budgeted funds are available, notice will be given to all employees, and one-step within grade increases will be implemented for all employees having satisfactory performance appraisals who have been employed by the institution for at least twelve (12) months on the first day of the fiscal year. No salary shall exceed step twelve of the appropriate grade. Additionally, a bonus pool may be established to be shared by employees rated Exceeds Expectations based upon pre-determined strategic, measurable, realistic, attainable and timely goals identified and agreed between manager and subordinate at the beginning of the previous fiscal year. Participation in the bonus pool shall be on a per-capita basis with appropriate bonus levels predetermined based upon salary grade or ungraded status.

<u>NO GUARRANTY</u>. While this procedure provides a mechanism for salary adjustment and performance bonuses, it shall not be construed to create an entitlement to the same. All adjustments and bonuses shall be at the sole

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discretion of the College.

OVERTIME AND COMPENSATORY TIME. When a need arises for an employee to work beyond the normal 40-hour workweek, a supervisor may preauthorize compensatory time for non-exempt employees. No person may accrue more than eighty (80) hours of compensatory time at any given time without the prior written approval of the President. Thereafter, overtime may be accrued with the prior approval of the expenditure authority and the President. Approval and accrual of compensatory time and overtime is as follows:

- 1. A payroll exception report is completed in advance of the pay period in which the time will be accrued. The employee, the immediate supervisor and the expenditure authority must sign the report.
- 2. At the end of the pay period, the number of hours worked are entered on the employee time sheet under "compensatory time" and in the summary report under "c/t earned." When all required signatures are secured on these forms, they are forwarded to payroll.
- 3. Compensatory time is accrued at a rate of 1.5 times the actual hours worked in excess of 40 hours in a workweek.
- 4. When an employee has accumulated 80 hours of accrued compensatory time, and only with the approval of the President and the expenditure authority, an employee may accrue and be compensated for overtime at a rate of 1.5 times the actual hours worked in excess of 40 hours in the workweek (minus any hours of compensatory time accrued).

FLSA-Exempt employees shall not be entitled to overtime or compensatory time. Overtime and compensatory time not pre-approved in accordance with this procedure will not be authorized or permitted.

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EXHIBIT 1 SEE ATTACHED

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		CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT
Grade	PAY LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	. STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
1	HOURLY BASE SALARY	2.84	. 2.98	3.13	3.28	3,44	3.61	3.79	3.97	4.17	4.37	4.58	4.81
	BIWEELY BASE SALARY	227.28	238.42	250.10	262,35	275.21	288.69	302,84	317.68	333.24	349.57	366.70	384.67
	ANNUAL BASE SALARY	5,909.25	6,198.80	6,502.54	6,821.16	7,155.40	7,506.01	7,873.80	8,259.62	8,664.34	9,088.89	9,534.25	10,001.43
		<u> </u>											
2	HOURLY BASE SALARY	2.98	3.13	3.28	3.44	3.61	3.79	3.97	4.17	4.37	4,58	4.81	5.04
<u> </u>	BIWEELY BASE SALARY	238.42	250.10	262.35	275.21	288.69	302.84	317.68	333.24	349.57	366.70	384.67	403.52
	ANNUAL BASE SALARY	6,198.80	6,502.54	6,821.16	7,155.40	7,506.01	7,873.80	8,259.62	8,664.34	9,088.89	9,534.25	10,001.43	10,491.50
				·									
3	HOURLY BASE SALARY	3.13	3.28	3.44	3.61	3.79	3.97	4.17	4.37	4.58	4.81	5.04	5.29
	BIWEELY BASE SALARY	250.10	262.35	275.21	288.69	302.84	317.68	333.24	349.57	366.70	384.67	403.52	423.29
<u> </u>	ANNUAL BASE SALARY	6,502.54	6,821.16	7,155.40	7,506.01	7,873.80	8,259.62	8,664.34	9,088.89	9,534.25	10,001.43	10,491.50	11,005.58
<u> </u>										1.04		- 40	
4	HOURLY BASE SALARY	3.28	3.44	3.61	3.79	3.97	4.17	4.37	4.58	4.81	5.04	5.29	5.55
<u> </u>	BIWEELY BASE SALARY	262.35	275.21	288.69	302.84	317.68	333.24	349.57	366.70	384.67	403.52	423.29	444.03
 	ANNUAL BASE SALARY	6,821.16	7,155.40	7,506.01	7,873.80	8,259.62	8,664.34	9,088.89	9,534.25	10,001.43	10,491.50	11,005.58	11,544.85
<u> </u>	WOUND A DE CAY ADM	2 44	261	2 70	3.97	A 17	4.37	4,58	4.81	5.04	5.29	5.55	5.82
5	HOURLY BASE SALARY	3.44 275.21	3.61 288.69	3.79 302.84	3.97	4.17 333.24	349.57	4,58 366.70	384.67	403.52	423.29	444.03	465.79
	BIWEELY BASE SALARY										11,005,58	11,544.85	12,110.55
	ANNUAL BASE SALARY	7,155.40	7,506.01	7,873.80	8,259.62	8,664.34	9,088.89	9,534.25	10,001.43	10,491.50	77,000,00	11,344.03	12,110.33
<u> </u>	HOURLY BASE SALARY	3.61	3.79	3.97	4.17	4.37	4.58	4.81	5.04	5.29	-5,55	5.82	6.11
		288.69	302.84	317.68	333,24	349.57	366.70	384.67	403.52	423.29	444.03	465.79	488.61
	BIWEELY BASE SALARY	7,506.01	7,873.80	8,259.62	8,664.34	9,088.89	9,534,25	10,001.43	10,491.50	11,005.58	11,544.85	12,110.55	12,703.97
<u> </u>	ANNUAL BASE SALARY	7,500.01	7,073.00	0,239.02	0,004.54	2,000.03	2,334,23	10,001.43	10,452.30	11,005.50	11,544.05	12,110.55	
	HOURLY BASE SALARY	3.79	3.97	4.17	4.37	4.58	4,81	5.04	5,29	5,55	5.82	6.11	6,41
	BIWEELY BASE SALARY	302.84	317.68	333.24	349.57	366.70	384.67	403.52	423.29	444.03	465.79	488.61	512.56
	ANNUAL BASE SALARY	7,873.80	8,259.62	8,664.34	9,088.89	9,534.25	10,001.43	10,491.50	11.005.58	11,544.85	12,110.55	12,703.97	13,326.46
	ANTIOAU DAUB GALANT	1,075,00	0,20,102										
8	HOURLY BASE SALARY	3.97	4.17	4,37	4.58	4.81	5.04	5.29	5.55	5.82	6.11	6.41	6.72
	BIWEELY BASE SALARY	317.68	333.24	349.57	366.70	384.67	403.52	423.29 .	444,03	465.79	488.61	512.56	537.67
	ANNUAL BASE SALARY	8,259.62	8,664.34	9,088.89	9,534,25	10.001.43	10,491.50	11.005.58	11,544.85	12,110.55	12,703.97	13,326.46	13,979.46
<u> </u>	AUNUAL DASE SALARI	0,237.02	0,00-1,5-1	2,000.05	2,00 11.2								
9	HOURLY BASE SALARY	4.17	4.37	4.58	4.81	5.04	5.29	5.55	5.82	6.11	6.41	6.72	7.05
	BIWEELY BASE SALARY	333.24	349.57	366.70	384.67	403.52	423.29	444.03	465.79	488.61	512.56	537.67	564.02
	ANNUAL BASE SALARY	8,664.34	9,088.89	9,534.25	10,001.43	10,491.50	11,005.58	11,544.85	12,110.55	12,703.97	13,326.46	13,979.46	14,664.45
										di.			
10	HOURLY BASE SALARY	4.37	4.58	4.81	5.04	5.29	5.55	5.82	6.11	6.41	6.72	7.05	7.40
	BIWEELY BASE SALARY	349.57	366.70	384.67	403.52	423.29	444.03	465.79	488.61	512.56	537.67	564.02	591.65
	ANNUAL BASE SALARY	9,088.89	9,534.25	10,001.43	10,491.50	11,005.58	11,544.85	12,110.55	12,703.97	13,326.46	13,979.46	14,664.45	15,383.01
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11	HOURLY BASE SALARY	. 4.58	4.81	5.04	5.29	5.55	5.82	6.11	6.41	6.72	7.05	7.40	7.76
	BIWEELY BASE SALARY	366.70	384.67	403.52	423,29	444.03	465.79	488.61	512.56	537.67	564.02	591.65	620.65
	ANNUAL BASE SALARY	9,534.25	10,001.43	10,491.50	11,005.58	11,544.85	12,110.55	12,703.97	13,326.46	13,979.46	14,664.45	15,383.01	16,136.78
										7.05	7.40	776	8.14
12	HOURLY BASE SALARY	. 4.81	5.04·	5.29	5.55	5.82	6.11	6.41	6.72	7.05	7.40 591.65	7.76 620.65	651.06
	BIWEELY BASE SALARY	384.67	403.52	423.29	444.03	465.79	488.61	512.56	537,67	564.02	15,383.01	16,136.78	16,927.48
	ANNUAL BASE SALARY	10,001.43	10,491.50	11,005.58	11,544.85	12,110.55	12,703.97	13,326.46	13,979.46	14,664.45 7.39	7.75	8.13	8.53
	HOURLY BASE SALARY	5.04	5.29	5.55	5.82	6.10	6.40	6.71	7.04 563.48	591.09	620.05	650.44	682.31
	BIWEELY BASE SALARY	403.13	422.89	443.61	465.35	488.15	512.07	537.16		15,368.34	16,121.39	16,911.34	17,740.00
	ANNUAL BASE SALARY	10,481.50	10,995.09	11,533.85	12,099.01	12,691.86	13,313.76	13,966.13	14,650.47	12,300,34	10,124.07	AU9/11/07	~1917000
				·		C 40	671	7.04	7.39	7.75	8.13	8.53	8.95
	HOURLY BASE SALARY	5.29	5.55	5.82	6.10	6.40	6.71	563.48	591.09	620.05	650.44	682.31	715.74
	BIWEELY BASE SALARY	422.89	443.61	465.35	488.15	512.07	537.16		15,368.34	16,121.39	16,911.34	17,7-30.00	18,609.26
	ANNUAL BASE SALARY	10,995.09	11,533.85	12,099.01	12,691.86	13,313.76	13,966.13	14,650.47	15,500,54	AUSTRAINS !	A097 X 3 10-17		

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	7	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT
Fra	de PAY LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
•													
15	HOURLY BASE SALARY	5.55	5.82	6.10	6.40	6.71	7.04	7.39	7.75	8.13	8.53	8.95	9.39
	BIWEELY BASE SALARY	443.61	465.35	488.15	512.07	537.16	563.48	591.09	620.05	650.44	682.31	715.74	750.81
	ANNUAL BASE SALARY	11,533.85	12,099.01	12,691.86	13,313.76	13,966.13	14,650.47	15,368.34	16,121.39	16,911.34	17,740.00	18,609.26	19,521.11
- 4.0	TOTAL TANGEN OF THE	F 92	6,10	6.40	6.71	7.04	7.39	0.05	0.12	0.53	0.05	. 9.39	9.85
10	HOURLY BASE SALARY	5.82 465.35	488.15	512.07	537.16	563.48	591.09	7.75 620.05	8.13 650.44	8.53 682.31	8.95 715.74	750.81	787.60
	BIWEELY BASE SALARY ANNUAL BASE SALARY	12,099.01	12.691.86	13,313.76	13,966.13	14,650.47	15,368.34	16,121,39	16,911.34	17,740.00	18,609.26	19,521.11	20,477.64
	ANNUAL BASE SALAKI	12,099.01	12,091.00	13,313.70	13,500.13	14,030.47	13,300.34	10,141,39	10,511,54	17,740.00	10,009.20	17,5221.11	20,477.04
17	HOURLY BASE SALARY	6.10	6.40	6.71	7.04	7.39	7.75	8.13	8.53	8.95	9.39	9.85	10.33
.,	BIWEELY BASE SALARY	488.15	512.07	537.16	563.48	591.09	620.05	650.44	682.31	715.74	750.81	787.60	826.19
•	ANNUAL BASE SALARY	12,691.86	13,313.76	13,966.13	14,650.47	15,368.34	16,121.39	16,911.34	17,740.00	18,609.26	19,521.11	20,477.64	21,481.04
													· ·
18	HOURLY BASE SALARY	6.40	6.71	7.04	7.39	. 7.75	8.13	8.53	8.95	9.39	9.85	10.33	10.83
	BIWEELY BASE SALARY	512.07	537.16	563.48	591.09	620.05	650.44	682.31	715.74	750.81	787.60	826.19	866.68
	ANNUAL BASE SALARY	13,313.76	13,966.13	14,650.47	15,368.34	16,121.39	16,911.34	17,740.00	18,609.26	19,521.11	20,477.64	21,481.04	22,533.61
	TOTIOT IN DACT CAY ADDY	6.71	7.04	7.39	7.75	8.13	8.53	8.95	9.39	9.85	10.33	10.83	11.36
19	HOURLY BASE SALARY BIWEELY BASE SALARY	537.16	563.48	591.09	620.05	650.44	682.31	715,74	750.81	787.60	826.19	866.68	909.14
	ANNUAL BASE SALARY	13,966.13	14,650.47	15,368.34	16,121.39	16,911.34	17,740.00	18,609.26	19,521.11	20,477.64	21,481.04	22,533.61	23,637.76
	AINTOAL DAGE SACRACE	15,500.15	21,000111	20,000.07								•	
20	HOURLY BASE SALARY	7.04	7.39	7.75	8.13	8.53	8.95	9.39	9.85	10.33	10.83	11.36	11.92
	BIWEELY BASE SALARY	563.48	591.09	620.05	650.44	682.31	715.74	750.81	787.60	826.19	866.68	909.14	953.69
	ANNUAL BASE SALARY	14,650.47	15,368.34	16,121.39	16,911.34	17,740.00	18,609.26	19,521.11	20,477.64	21,481.04	22,533.61	23,637.76	24,796.01
										****			10.54
21	HC AY BASE SALARY	7.39	7.75	8.13	8.53	, 8.95	9.39	9.85	10.33	10.83	11.36	11.92	12,51
	BJ LLY BASE SALARY	591.09	620.05	650.44	682.31	715.74	750.81	787.60	826.19	866.68 22,533.61	909.14	953.69 24,796.01	1,000.42 26,011.01
	AL . (UAL BASE SALARY	15,368.34	16,121.39	16,911.34	17,740.00	18,609.26	19,521.11	20,477.64	21,481.04	22,533.01	23,637.76	24,790.01	20,011.01
	The second secon	774	011	8,50	8.91	9,34	9.79	10.26	10.75	11.27	11.81	12.37	12.97
22		7.74	8.11		713.02	747.24	783.11	820.70	860.09	901.37	944.64	989.98	1,037.50
	BIWEELY BASE SALARY	619.46 16,106.02	649.20 16,879.11	680.36 17,689.31	18,538.40	19,428.24	20,360.80	21,338.12	22,362.35	23,435.74	24,560.66	25,739.57	26,975.07
	ANNUAL BASE SALARY	10,100.02	10,075.11	17,000,01	10,000110	15,120,2							
23	HOURLY BASE SALARY	8.11	8.50	8.91	9,34	9.79	10.26	10.75	11.27	11.81	12.37	12.97	13.59
	BIWEELY BASE SALARY	649.20	680.36	713.02	747,24	783.11	820.70	860.09	901.37	944.64	989.98	1,037.50	1,087.30
	ANNUAL BASE SALARY	16,879.11	17,689.31	18,538.40	19,428.24	20,360.80	21,338.12	22,362.35	23,435.74	24,560.66	25,739.57	26,975.07	28,269.87
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24	HOURLY BASE SALARY	8.50	8.91	9.34	9.79	10.26	10.75	11.27	11.81	12.37	12.97	13.59 1,087.30	1,139.49
	BIWEELY BASE SALARY	680.36	713.02	747.24	783.11	820.70	860.09	901.37	944.64	989.98	1,037.50 26,975.07	28,269.87	29.626.82
	ANNUAL BASE SALARY	17,689.31	18,538.40	19,428.24	20,360.80	21,338.12	22,362.35	23,435.74	24,560.66	25,739.57	20,913.01	20,207.01	27,020.02
				0.70	10.26	10.75	11.27	11.81	12.37	12.97	13.59	14.24	14.93
25		8.91 713.02	9.34 747.24	9.79 783.11	820.70	860.09	901.37	944,64	989.98	1,037.50	1,087:30	1,139.49	1,194.19
	BIWEELY BASE SALARY	18,538.40	19,428.24	20,360.80	21,338.12	22,362.35	23,435.74	24,560.66	25,739.57	26,975.07	28,269.87	29,626.82	31,048.91
	ANNUAL BASE SALARY	10,000.40	17,440,24	20,2000									15.55
26	HOURLY BASE SALARY	9.34	9.79	10.26	10.75	11,27	11.81	12.37	12.97	13.59	14.24	14.93	15.64
20	BIWEELY BASE SALARY	747.24	783.11	820.70	860.09	901.37	944.64	989.98	1,037.50	1,087.30	1,139.49	1,194.19 31,048.91	1,251.51 32,539.26
	ANNUAL BASE SALARY	19,428.24	20,360.80	21,338.12	22,362.35	23,435.74	24,560.66	25,739.57	26,975.07	28,269.87	29,626.82	31,040.71	34,337.40
						44.04	10.05	12.07	13.59	14.24	14.93	15.64	16.39
27	HOURLY BASE SALARY	9.79	10.26	10.75	11.27	11.81	12.37 989.98	12.97 1,037.50	1,087.30	1,139.49	1,194.19	1,251.51	1,311.58
	BIWEELY BASE SALARY	783.11	820.70	860.09	901.37	944.64			28,269.87	29,626.82	31,048.91	32,539.26	34,101.14
	ANNUAL BASE SALARY	20,360.80	21,338.12	22,362.35	23,435.74	24,560.66	25,739.57	26,975.07	40,407.01	27,020.02			
						·							
	<u> </u>	l										11.33	

	T												
l		CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT
	PAY LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
28	HOURLY BASE SALARY	10.26	10.75	11.27	11.81	12.37	12.97	13.59	14.24	14.93	15.64	16.39	17.18
	BIWEELY BASE SALARY	820.70	860.09	901.37	944.64	989.98	1,037.50	1,087.30	1,139.49	1,194.19	1,251.51	1,311.58	1,374.54
	ANNUAL BASE SALARY	21,338.12	22,362.35	23,435.74	. 24,560.66	25,739.57	26,975.07	28,269.87	29,626.82	31,048.91	32,539.26	34,101.14	35,737.99
29	HOURLY BASE SALARY	10.75	11.27	11.81	12.37	12.97	13.59	14.24	14.93	15.64	16.39	17.18	18.01
	BIWEELY BASE SALARY	860.09	901.37	944.64	989.98	1,037.50	1,087.30	1,139.49	1,194.19	1,251.51	1,311.58	1,374.54	1,440.52
	ANNUAL BASE SALARY	22,362.35	23,435.74	24,560.66	25,739.57	26,975.07	28,269.87	29,626.82	31,048.91	32,539.26	34,101.14	35,737.99	37,453.41
<u> </u>							<u> </u>						
30	HOURLY BASE SALARY	11.27	11.81	12.37	12.97	13.59	14.24	14.93	15.64	16.39	17.18	18.01	18.87
<u></u>	BIWEELY BASE SALARY	901.37	944.64	989.98	1,037.50	1,087.30	1,139.49	1,194.19	1,251.51	1,311.58	1,374.54	1,440.52	1,509.66
<u> </u>	ANNUAL BASE SALARY	23,435.74	24,560.66	25,739.57	26,975.07	28,269.87	29,626.82	31,048.91	32,539.26	34,101.14	35,737.99	37,453.41	39,251.17
	HOURLY BASE SALARY	11.81	12.37	12.97	13.59	14.24	14.93	15.64	16.39	17.18	18.01	18.87	19.78
	BIWEELY BASE SALARY	944.64	989.98	1,037.50	1,087.30	1,139.49	1,194.19	1,251.51	1,311.58	1,374.54	1,440.52	1,509.66	1,582.12
	ANNUAL BASE SALARY	24,560.66	25,739.57	. 26,975.07	28,269.87	29,626.82	31,048.91	32,539.26	34,101.14	35,737.99	37,453.41	39,251.17	·41,135.23
32	HOURLY BASE SALARY	12.37	12.96	13.57	14.22	14.89	15.60	16.34	<u>17.12</u> ,	17.93	18.78	19.67	20.61
	BIWEELY BASE SALARY	989.51	1,036.51	1,085.75	1,137.32	1,191.34	1,247.93	1,307.21	1,369:30	1,434.34	1,502.47	1,573.84	1,648.60
	ANNUAL BASE SALARY	25,727.29	26,949.34	28,229.43	29,570.33	30,974.92	32,446.23	33,987.43	35,601.83	37,292.92	39,064.33	40,919.89	42,863.58
											<u></u>		
33	HOURLY BASE SALARY	12.96	13.57	14.22	14.89	15.60	16.34	17.12	17.93	18.78	19.67	20.61	21.59
	BIWEELY BASE SALARY	1,036.51	1,085.75	1,137.32	1,191.34	1,247.93	1,307.21	1,369.30	1,434.34	1,502.47	1,573.84	1,648.60	1,726.91
$\overline{}$	ANNUAL BASE SALARY	26,949.34	28,229.43	29,570.33	30,974.92	32,446.23	33,987.43	35,601.83	37,292.92	39,064.33	40,919.89	42,863.58	44,899.60
						•							<u>-</u>
34	HOURLY BASE SALARY	13.57	14.22	14.89	15.60	16.34	17.12	17.93	18.78	19.67	20.61	21.59	22.61
	BIWEELY BASE SALARY	1,085.75	1,137.32	1,191.34	1,247.93	1,307.21	1,369.30	1,434.34	1,502.47	1,573.84	1,648.60	1,726.91	1,808.94
	ANNUAL BASE SALARY	28,229.43	29,570.33	30,974.92	32,446.23	33,987.43	35,601.83	37,292.92	39,064.33	40,919.89	42,863.58	44,899.60	47,032.33
									4 414			22.55	
35	HOURLY BASE SALARY	14.22	14.89	15.60	16.34	17.12	17.93	18.78	19.67	20.61	21.59	22.61	23.69
	BIWEELY BASE SALARY	1,137.32	1,191.34	1,247.93	1,307.21	1,369.30	1,434.34	1,502.47	1,573.84	1,648.60	1,726.91	1,808.94	1,894.86
	ANNUAL BASE SALARY	29,570.33	30,974.92	32,446.23	33,987.43	35,601.83	37,292.92	39,064.33	40,919.89	42,863.58	44,899.60	47,032.33	49,266.37

FACULTY - 12 MONTH

	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	
Grade PAY LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	
1 HOURLY BASE SALARY	10.85	11.39	11.96	12.56	13.19	13.85	14.54	15.27	16.03	16.67	17.34	18.03	26 I
26 BIWEELY BASE SALARY	868.00	911.40	956.97	1;004.82	1,055.06	1,107.81	1,163.20	1,221.36	1,282.43	1,333.73	1,387.08	1,442.56	٨٨
AA ANNUAL BASE SALARY	22,568.00	23,696.40	24,881.22	26,125.28	27,431.55	28,803.12	30,243.28	31,755.44	33,343.21	34,676.94	36,064.02	37,506.58	
2 HOURLY BASE SALARY	11.39	11.96	12,56	13.19	13.85	14.54	15.27	16.03	16.67	17.34	18.03	18.75	27 II
27 BIWEELY BASE SALARY	911.40	956.97	1,004.82	1,055.06	1,107.81	1,163.20	1,221,36	1,282,43	1,333.73	1,387.08	1,442.56	1,500.26	AA
AA ANNUAL BASE SALARY	23,696.40	24,881.22	26,125.28	27,431.55	28,803.12	30,243.28	31,755.44	33,343.21	34,676.94	36,064.02	37,506.58	39,006.84	
3 HOURLY BASE SALARY	11.96	12.56	13.19	13.85	14.54	15.27	16.03	16.67	17.34	18.03	18.75	19.50	29 III
29 BIWEELY BASE SALARY	956.97	1,004.82	1,055.06	1,107.81	1,163.20	1,221.36	1,282.43	1,333.73	1,387.08	1,442.56	1,500.26	1,560.27	BA/BS
BA ANNUAL BASE SALARY	24,881.22	26,125.28	27,431.55	28,803.12	30,243.28	31,755.44	33,343.21	34,676.94	36,064.02	37,506.58	39,006.84	40,567.11	
4 HOURLY BASE SALARY	12.56	13.19	13.85	14,54	15.27	16.03	16.67	17.34	18.03	18.75	19.50	20.28	. 30 IV
30 BIWEELY BASE SALARY	1,004.82	1,055.06	1.107.81	1.163.20	1,221.36	1,282,43	1,333,73	1.387.08	1,442.56	1,500.26	1,560.27	1,622.68	BA/BS + 15
BA ANNUAL BASE SALARY	26,125.28	27,431.55	28,803.12	30,243.28	31,755.44	33,343.21	34,676.94	36,064.02	37,506.58	39,006.84	40,567.11	42,189.80	
5 HOURLY BASE SALARY	13.19	13.85	14.54	15.27	16.03	16.67	17.34	18.03	18.75	19.50	20.28	21.09	· 31 V
3/ BIWEELY BASE SALARY	1,055.06	1,107.81	1,163.20	1,221.36	1,282.43	1,333.73	1,387.08	1,442.56	1,500.26	1,560.27	1,622.68	1,687.59	BA/BS + 30
BA ANNUAL BASE SALARY	27,431.55	28,803.12	30,243.28	31,755.44	33,343.21	34,676.94	36,064.02	37,506.58	39,006.84	40,567.11	42,189.80	43,877.39	
•								40.00					40.77
6 HOURLY BASE SALARY	13.85	14.54	15.27	16.03	16.67	17.34	18.03	18.75	19.50	20.28	21.09	21.94	32 VI MA/MS
32 BIWEELY BASE SALARY	1,107.81	1,163.20	1,221.36	1,282.43	1,333.73	1,387.08	1,442.56	1,500.26	1,560.27	1,622.68	1,687.59	1,755.10	WA/NS .
MA ANNUAL BASE SALARY	28,803.12	30,243.28	31,755.44	33,343,21	34,676.94	36,064.02	37,506.58	39,006.84	40,567.11	42,189.80	43,877.39	45,632.49	
7 HOURLY BASE SALARY	14,54	15,27	16.03	16.67	17.34	18.03	18.75	19,50	20,28	21.09	21.94	22.82	33 VII
	1,163.20	1,221.36	1,282.43	1,333.73	1,387.08	1,442,56	1,500.26	1,560.27	1,622.68	1,687.59	1,755.10	1,825.30	MA/MS + 15
33 BIWEELY BASE SALARY MA ANNUAL BASE SALARY	30.243.28	31,755.44	33,343.21	34,676.94	36,064.02	37,506.58	39,006.84	40,567.11	42,189.80	43,877.39	45,632.49	47,457.79	
			·										
8 HOURLY BASE SALARY	15.27	16.03	16.67	17.34	18.03	18.75	19,50	20.28	21.09	21.94	22,82	23.73	34 VIII
34 BIWEELY BASE SALARY	1,221.36	1,282.43	· 1,333.73	1,387.08	1,442.56	1,500.26	1,560.27	1,622.68	1,687.59	1,755.10	1,825.30	1,898.31	MA/MS+30
MA ANNUAL BASE SALARY	31,755.44	33,343.21	34,676.94	36,064.02	37,506.58	39,006.84	40,567.11	42,189.80	43,877.39	45,632.49	47,457.79	49,356.10	
	·		17.34	18.03	18.75	19.50	20.28	21.09	21.94	22.82	23.73	24.68	35 IX
9 HOURLY BASE SALARY	16.03	16.67				1,560.27	1,622.68	1,687.59	1,755.10	1,825.30	1,898.31	1,974.24	Terminal Degree
35 BIWEELY BASE SALARY	1,282.43	1,333.73	1,387.08	1,442.56	1,500.26 39,006.84	40,567.11	1,022.00	43,877.39	45,632.49	47,457.79	49,356.10	51,330.34	Termini Degree
PHD ANNUAL BASE SALARY	33,343.21	34,676.94	36,064.02	37,506.58	39,000.84	40,507.11	42,109.00	43,077.35	45,032,49	47,457.75	45,550.20		
1: AA/AS; or journeyman or	certification + 5	years exp.						Salaries for All C					
2: AA/AS Degree + 30 Sem. C	redits	•							Accounting, Bus	ness			
3. RA/RS								Salary for Scienc					
A. BA/BS Degree + 15 Gradu	ate Semester Cre	dits or 12 years e	xp. + 5 credits in	education			Step 4: Starting	Salary for Nursh	ng ·				
5: BA/BS Degree + 30 Gradu	ate Semester Cre	dits or 15 years e	xp. + 15 credits in	education				·					
6: MA/MS				·								-	
7: MA/MS Degree + 15 Grad	nate Semester Ci	redits						<u> </u>					
8: MA/MS Degree + 30 Grad	uate Semester Ci	redits			<u> </u>		[·			
9: Terminal Degree													

Γ		CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURREN	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	
Grad	PAY LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	
1	HOURLY BASE SALARY	9.78	10.27	10.78	11.32	11.89	12.48	13.11	13.76	14.45	15.17	15.93	16.73	26 I
26	BIWEELY BASE SALARY	782.40	821.52	862.60	905.73	951.01	998.56	1,048.49	1,100.92	1,155.96	1,213.76	1,274.45	1,338.17	AA
AA	ANNUAL BASE SALARY	20,342.40	21,359.52	22,427.50	23,548.87	24,726.31	25,962.63	27,260.76	28,623.80	30,054.99	31,557.74	33,135.63	34,792.41	
						 	 	<u>-</u> -		,	,	,	, , ,	
2	HOURLY BASE SALARY	10.27	10.78	11.32	11.89	12.48	13.11	13.76	14.45	15.17	15.78	16.41	17.07	27 II
27	BIWEELY BASE SALARY	821.52	862.60	905.73	951.01	998.56	1,048.49	1,100.92	1,155.96	1,213.76	1,262.31	1,312.80	1,365.31	AA
AA	ANNUAL BASE SALARY	21,359.52	22,427.50	23,548.87	-24,726.31	25,962.63	27,260.76	28,623.80	30,054.99	31,557:74	32,820.04	34,132.85	35,498.16	<u> </u>
3	HOURLY BASE SALARY	10.78	11.32	11.89	12.48	13.11	13.76	14.45	15.17	15.78	16.41	17.07	17.75	29 III
29	BIWEELY BASE SALARY	862.60	905.73	951.01	998.56	1,048.49	1,100.92	1,155.96	1,213.76	1,262.31	1,312.80	1,365.31	1,419.93	BA/BS
BA	ANNUAL BASE SALARY	22,427.50	23,548.87	24,726.31	25,962.63	27,260.76	28,623.80	30,054.99	31,557.74	32,820.04	34,132.85	35,498.16	36,918.09	_
													40.44	
4	HOURLY BASE SALARY	11.32	11.89	12.48	13.11	13.76	14.45	15.17	15.78	16,41	17.07	17.75	18.46	30 IV
30	BIWEELY BASE SALARY	905.73	951.01	998.56	1,048.49	1,100.92	1,155.96	1,213.76	1,262.31	1,312.80	1,365.31	1,419.93	1,476.72	BA/BS + 15
BA	ANNUAL BASE SALARY	23,548.87	24,726.31	25,962.63	27,260.76	28,623.80	30,054.99	31,557.74	32,820.04	34,132.85	35,498.16	36,918.09	38,394.81	
					10.77	14.45	45.15	15.50	16.41	18.08	10.05	10.46	10.20	31 V
	HOURLY BASE SALARY	. 11.89	12.48	13.11	13.76	14.45	15.17 1,213.76	15.78 1,262.31	16.41 1,312.80	17.07 1,365.31	17.75 1,419.93	18.46 1,476.72	19.20 1,535.79	BA/BS + 30
	BIWEELY BASE SALARY	951.01	998.56	1,048.49 27,260.76	1,100.92	1,155.96	31,557.74		34,132.85	35,498.16	36,918.09	38,394.81	39,930,60	DA/DS + 30
ВА	ANNUAL BASE SALARY	24,726.31	25,962.63	27,200.70	28,623.80	30,054.99	31,357.74	32,020.04	34,132.03	33,490.10	30,910.09	30,394.01	39,930,00	
	TOTAL SECUL A DAY	10.40	13.11	13.76	14.45	15.17	15.78	16.41	17.07	17.75	18.46	19.20	19.97	32 VI
	HOURLY BASE SALARY BIWEELY BASE SALARY	12.48 998.56	1,048.49	1,100.92	1,155.96	1,213.76	1,262.31	1,312.80	1,365.31	1,419.93	1,476.72	1,535.79	1,597.22	MA/MS
		25,962.63	27,260.76	28,623.80	30,054.99	31,557.74	32,820.04	34,132.85	35,498.16	36,918.09	38,394.81	39,930.60	41,527.83	
MA	ANNUAL BASE SALARY	23,902.03	21,200.70	20,023.00	30,034.33	31,331114	32,020.04	54,152.05	33,170120	30,7 20.02	20,05	03,300,00	12,021105	
	HOURLY BASE SALARY	13.11	13.76	14.45	15.17	15.78	16.41	17.07	17.75	18.46	19.20	19.97	20.76	33 VII
	BIWEELY BASE SALARY	1,048.49	1,100.92	1,155.96	1,213.76	1,262.31	1,312.80	1,365.31	1,419.93	1,476.72	1,535.79	1,597.22	1,661.11	MA/MS + 15
	ANNUAL BASE SALARY	27,260.76		30,054.99	31,557.74	32,820.04	34,132.85	35,498.16	36,918.09	38,394.81	39,930.60	41,527.83	43,188.94	
MA	ANNUAL BASE SALAKI	21,200.10	20,023.00	50,00-1,55	01,007171							· · · · · · · · · · · · · · · · · · ·		
-8	HOURLY BASE SALARY	13.76	14.45	15.17	15.78	16.41	17.07	17.75	18.46	19.20	19.97	20.76	21.59	34 VIII
	BIWEELY BASE SALARY	1,100.92	1,155.96	1,213.76	1,262.31	1,312.80	1,365.31	1,419.93	1,476.72	1,535.79	1,597.22	1,661.11	1,727.56	MA/MS + 30
	ANNUAL BASE SALARY	28,623.80		31,557.74	32,820.04	34,132.85	35,498.16	36,918.09	38,394.81	39,930.60	41,527.83	43,188.94	44,916.50	
172.72	AINTOALI BADE BALLACE	20,020.00	20,000 100							*	,			
9	HOURLY BASE SALARY	14.45	15.17	15.78	16.41	17.07	17.75	18.46	19.20	19.97	20.76	21.59	22.46	35 IX
	BIWEELY BASE SALARY	1,155.96	1,213.76	1,262.31	1,312.80	1,365.31	1,419.93	1,476.72	1,535.79	1,597.22	1,661.11	1,727.56	1,796.66	Terminal Degree
			31,557.74	32,820.04	34,132.85	35,498.16	36,918.09	38,394.81	39,930.60	41,527.83	43,188.94	44,916.50	46,713.16	
	1: AA/AS; or journeyman or o	certification	+5 years ex	p.				Step 1: Star	ting Salaries	for All Oth	er Fields			
	2: AA/AS Degree + 30 Sem. C	redits						Step 2: Star	ting Salary i	or Math, A	ecounting, B	usiness		·
	3. RA/RS		~					Step 3: Star	ting Salary i	for Nursing	Biology, etc.		·	
	4: BA/BS Degree + 15 Gradua	te Semester	Credits or J	z years exp	+ 5 credits	m education		otep 4; otar	ting Salary	or rintains				•
	5: BA/BS Degree + 30 Gradua	ite Semester	Credits or J	o years exp	, + 12 credit	s in enderty	V314							
	6: MA/MS	ato Samart-	n Crodita					-						
	7: MA/MS Degree + 15 Gradu	ate Semeste	r Credits											
	8: MA/MS Degree + 30 Gradu	ate Semeste	r Credits											
	9: Terming Degree		L				_			-,			,	· 为)

EXHIBIT 2 SEE ATTACHED

Procedure No./Title: 5010.4, Compensation and Classification Page No. 6

Northern Marianas College Position Audit and Job Evaluation August 1999

Classification Title		Minimum Education	Minimum Years of Experience	Total Weighted Points	Proposed Pay Level Opt.#2	Classification Approved On
Academic Records Specialist I	20	AA	2			8/1/2003
Accountant I	26	AA	2	44	18	·
Accountant II	28	BA	2	50	21	
Accountant III .	32	BA ·	4	. 54	24	
Accountant, Chief	35	BA	6	68	33	
Accounting Technician I	22	HS+15	5	33	10	
Accounting Technician II	24	AA		35	12	-
Administrative Assistant I	14	HS+15	3	26	6	
Administrative Assistant II	17	HS+30	4	28	7	
Administrative Assistant III ·	19	ĀĀ	2	30	8	
Administrative Manager I	20	AA	4.	37	13	
Administrative Manager II	-24 · · ·	AA+30	4	- 39	14	
Administrative Manager III	26 .	ВА	2	42	16	
Administrative Manager IV	30	BA	4	52	23	-
Administrator, Campus (Tinian & Rota)	UNG	BA/MA	4/2	70	35	 -
Admissions Specialist I	20	AA	2		- 00	8/1/2003
Admissions Specialist II	24	BA	2 .			8/1/2003
Archivist	34	BA	6	60	28 .	0/1/2003
Archivist Fechnician		AA	· · ·	37	13	<u> </u>
Archivist Technician II	25	BA		44		
Assistant to the President	UNG	BA/MA	4/2	70		
Assistant Registrar	26	AA/BA	2		- 65	4/9/2002
Assistant to the Vice President	35	MA	5	67	33	5/17/2001
Bookstore Assistant I	18	HS/AA	4	- 0,	- 50	4/10/2003
Bookstore Assistant II	20	AA	2			4/10/2003
Budget Analyst	32	BA	3	49	21	-71072000
Budget Officer	34	BA/MA	4/2	71		
Budget Technician	26	AA	2	37	13	
Business Consultant I		MBA		57	26	
Business Consultant II		MBA	3	63	30	
Clerk I	9	HS		18		
Clerk II	10	HS	2	21	2	
Clerk III	14	HS	3	23		
Comptroller	UNG	BA+CPA	6	74		
Computer Lab Supervisor	28	AA	2	40		8/3/2001
Computer Lab Supervisor II	30 .	AA+30	4		-	8/3/2001
Computer Lab Supervisor III	32	BA	4			8/3/2001
Database Administrator I	32	HS + 30	2		<u> </u>	2/1/2001
Database Administrator II	34	AA	2			2/1/2001
Dean I		MA	. 4	68	33	2/1/2001
Dean II		MA/PhD	6/0	73		
Director I	30	BA	4	·67		
Director II	33	BA/MA	6/4	70	100	
Director III	35					
1		MA/PhD	6/4	. 76		40/47/0004
Director, Business Development Ctr. Executive Secretary I	UNG	MBA	8 7	70	35	12/17/2001
•	30	AA/BA	2			4/4/2001
Executive Secretary II	32	BA	2		1.5	4/4/2001
Extension Aide I	10	HS	<u> </u>	32	1	
Extension Aide II	22	HS+30	2	34		
Extension Aide III	26	AA	4	36		
Facilities Maintenance Coordinator	23	AA	4	44		
Facilities Maintenance Specialist	19	HS	4	36		
Financial Aid Specialist I	21	I AA	2	37	13	7/24/2003

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Classification Title	Current Pay Level	Minimum Education	Minimum Years of Experience	Total Weighted Points	Proposed Pay Level Opt.#2	,
Financial Aid Specialist I	21	AA	2			7/18/2003
Financial Aid Specialist II	25	BA	2	42	16	7/24/2003
Financial Aid Specialist III	28	BA/MA	4/2			7/24/2003
Grants Writer	34	BA	4	. 60	28	
Institutional Researcher I	. 26	AA	4			12/7/2000
Institutional Researcher II	28	BA	3			12/7/2000
Institutional Researcher III	32	BA/MA	2			10/30/2002
Institutional Researcher/Evaluator	32	MA	2			12/7/2000
Librarian Aide I	13	HS		30	8	1=172000
Librarian Aide II	15	HS	2	32	10	
Library Technician I	18	AA ·		37	13	
Library Technician II	26	AA+30	2	39	14	
Marketing Manager		BA/MA	4/2	59	27	700
Media Specialist I	10	HS+30	-172	32	10	
Media Specialist II	18	AA	 	34	13	· .
Media Specialist III	25	BA		48		·. ·
Network Specialist I	32	HS	- 2	43		
Network Specialist II	33	HS+30	2	45		
Network Specialist III	34	AA	2	51	i de la companya de	
Operations Coordinator	0.7	HS+15	6	44		
Operations Manager	UNG			66		•
Personnel Specialist I	24	AA/BA	4/0	49		12/26/2001
Personnel Specialist II	26	BA	√3 .	59		12/26/2001
Personnel Specialist III	32	BA/MA	3/2/	63		12/26/2001
Procurement & Property Officer	25	BA	4	50		12/20/2001
Program Coordinator I	24	AA	2	42		, 15
Program Coordinator II	26	BA		43		
Program Coordinator III	28	BA/MA	4/0	55		
Program Manager I	28	BA	<u></u>	43		
Program Manager II	30,	BA	4	48		
Program Manager III	32	BA/MA	6/2	59		-
Public Information Officer	32/34	BA	2			11/18/2003
Public Relation Specialist	32	BA	2	53	23	
Radio Station Manager	30	BA	4	58		-
Registrar-Assistant (Graduate Evaluator)	26	AA	2			4/9/2002
Registrar	28	BA	2	,		4/9/2002
Research Assistant I	10	HS	,	31	9	· · · · · · · · · · · · · · · · · · ·
Research Assistant II	22.	HS+30		33		-,
Research Assistant III	24	AA		35		
Statistician	24	AA/BA	5/3	39		
Supply Specialist I	20	HS+15	2	34	<u>. </u>	
Supply Specialist II	22	AA	2	41	1	
Teacher Aide I	20	HS+30	1	28		
Teacher Aide II	22	AA	2	32		
Director of Finance & Administration	UNG	MA	UNG	UNG	UNG	
Vice-President I	UNG	MA	UNG	UNG	UNG	
Vice-President II	UNG	PhD	UNG	UNG	UNG	
President !	UNG	MA	UNG	UNG	UNG	
President II	UNG	PhD	UNĠ .	UNG	UNG	
Provost	UNG	BA/MA	6 or 4	UNG	UNG	2/4/2004