The Board shall form three standing committees: Fiscal & Finance Committee, Personnel Committee, and Program Committee. The Chair shall appoint the chairperson of the three standing committees.

**FISCAL AND FINANCE COMMITTEE RESPONSIBILITIES** (see p. 13 for proposed policy)

1. The Committee shall meet at the call of the Chair as necessary to fulfill its duties and responsibilities.

2. The Committee shall review recommendations made by the President in order to ensure financial integrity. These include:

   a. Recommend to the Board annual budget guidelines and spending priorities, annual salary increase policy, tuition and fee guidelines, and capital budget spending guidelines for the college, including priorities for new construction and major renovation;
   b. Review and recommend to the Board an annual operating budget for the college;
   c. Develop and recommend to the Board an annual budget for the Board;
   d. Develop and recommend to the Board a budget and financial related reporting format to be used by the Board;
   e. Develop and recommend to the Board funding mechanisms consistent with the College’s Strategic Plan and other CNMI priorities
   f. Annually review an overview of anticipated future internal audit activities from internal and/or external college auditors;
   g. Review internal audit findings;
   h. Review and recommend to the Board responses to financial, performance, operational, federal and other external audits of the college;
   i. Recommend to the Board policies necessary for enforcement of sound accounting, auditing and internal control practices;
   j. Recommend to the Board policies designed to encourage adherence to ethical standards within the college, including policies related to compliance with laws and regulations, ethics, conflict of interest and the investigation of misconduct or fraud;
   k. Review and recommend to the Board the college’s Annual Financial Report.
PERSONNEL COMMITTEE RESPONSIBILITIES

The Personnel Committee shall have the following responsibilities:

A. To review periodically the College's Classification and Compensation Plan and work with the President on an appropriate Plan for faculty and staff.
B. To monitor the implementation of equal employment opportunity (It is the policy of Northern Marianas College to offer equal employment opportunities to all qualified persons without regard to race, color, sex, religion, national origin, age, disability and veterans status) by the College.
C. Monitor compliance regarding implementation of HR policies.
D. Review the Appropriations budget.
E. To establish general terms of contracts for all employees to be executed by the President.

PROGRAM COMMITTEE RESPONSIBILITIES

The Program Committee shall review recommendations made by the president to ensure education quality. These will include:

A. To review and to make recommendations to the Board on matters concerned with the Board's function as the State Board of Higher Education for purposes of federal law, e.g. new federal program proposals.
B. To review and to make recommendations to the Board on matters concerned with the Board's function under law as the coordinating agency for all post-secondary education in the Commonwealth.
C. To review and to make recommendations to the Board on matters concerned with the issuing of diplomas, certificates, and other documents indicating successful completion of study established with the College.
D. To review and to make recommendations on proposals submitted by the President for the Board's approval or removal of programs and services, including programs leading to the award by the College of a certificate or degree.
E. To review and to make recommendations on matters presented to the Board by the President concerning requirements for degree and certificate programs.

TEMPORARY COMMITTEES OF THE BOARD

The Chair of the Board shall appoint such temporary and special committees, as may be deemed necessary or advisable by the Board and may be a member of any such committee.

The duties of each such committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when the duties assigned have been discharged.
Other Advisory Committees

The Board may appoint any of its members to serve on advisory committees or as liaisons to other public agencies or organizations when the Board deems such appointments desirable, contingent on acceptance of the appointment by the member.

HISTORY:
Replaces Board Policy No. 1008 (September 2003)