



College Council

THE DULY RECOGNIZED PARTICIPATORY GOVERNANCE COMMITTEE OF THE
NORTHERN MARIANAS COLLEGE

Minutes

Friday, October 09, 2020

Amended by Geri Rodgers, Acting Secretary 11.13.20

9:00 a.m. via zoom

Attendance: Amanda Diaz, Malysa Castro, Polly Masga, Jerome Ortiz, Kimberly Bunts-Anderson, Patricia Coleman, Daisie Camacho-Renguul, Geraldine Rodgers, Victoria Matinoya **Matsunaga**
Guests: Adrian Atalig and Yunzi Zhang (proxy for Randy Yates).

Meeting was initially delayed as attendees waited for enough members to arrive to meet the quorum. During the interim Chair Amanda Diaz suggested that the attendees start to review the minutes from past meetings. Chair-Amanda Diaz asked Vice Chair-Kimberly Bunts-Anderson if she would take minutes as Secretary-Geraldine Rodgers could only attend intermittently as she was required to attend a PROAC meeting scheduled at the same time. Kimberly agreed.

Members began reviewing past minutes.

Quorum was met and the meeting began at 9:20 am.

Call to Order: Amanda Diaz called the meeting to order. She asked members to review the agenda.

Amanda: Stated that we might want to consider tabling the item "Elections" as the faculty senate elections were ongoing and the new faculty senate officers would be elected later that afternoon. She explained that she, Kimberly and Randy would no longer be on the Faculty Senate so College Council might want to postpone elections until the faculty senate had elected new officers and appointed new members. Amanda stated that she had also termed out of College Council that Kimberly was close and that Randy might be able to remain.

Kimberly: Concurred with Amanda stating that both of them were termed out of the faculty senate and that due to the new limited terms agreed on for the updated College Council Bylaws she and Amanda would also be termed out of the college council too. She suggested that as both of their positions (hers and Amanda's) on the council would be open it might be best to wait until the next meeting for elections. Kimberly explained that in the past some faculty representatives on the council were not senators and that Randy Yates had only served 1 year on the council. According to the current Bylaws it would seem that he would be eligible to stay on the council if appointed again by the faculty senate and of course if he would like to continue. However, as he was represented by a proxy today Kimberly thought it might be best to postpone the elections to have the opportunity to ask him if he would like to remain and also allow Faculty Senate to appoint replacements for the two faculty openings.

Amanda: Yes, I think it might be best so that the new representatives for faculty could vote on the new officers as well. Everyone agreed to table item A “Election of Chair, Co-Chair, and Secretary AY 2020-21” until the next scheduled meetings.

Amanda: Asked if there were any additional changes or additions for the agenda.

Polly: Moved to adopt the agenda.

Kimberly: Seconded.

Unanimous approval.

Amanda moved to item II- Review and adoption of minutes.

- [5/20/20](#)
- [9/04/20](#)
- [9/11/20](#)

Polly: Moved to adopt the September 24th minutes.

Malyssa: Seconded

Amanda called for a vote. **Unanimous approval.**

Polly: Moved to adopt the September 11th minutes.

Geri: Seconded

Amanda called for a vote. **Unanimous approval.**

Amanda: Asked if we could move down to the next item of business as she was having difficulty sharing the minutes for May.

Everyone agreed.

Patti: Stated that leadership was currently updating the IE Guide and that they would like to initiate the process with participatory groups.

Kimberly: Asked for clarification as to how this would impact the College Council Bylaws process.

Patti: Stated that leadership would appoint a sub-committee to work on the IE guide but any new language changes would likely impact the by-laws plus the group would like to consider the councils bylaw amendments while going through the revisions.

Amanda: Stated that as the College Council had already agreed on the amendments we could proceed in that manner until we received Leaderships comments.

Geri: Moved to table item V “Bylaws”.

Kimberly: Seconded.

Amanda called for a vote. **Unanimous approval.**

Amanda: Introduced/shared the May minutes. Members reviewed.

Polly: Moved to adopt.

Malyssa: Seconded.

Amanda called for a vote. **Unanimous approval.**

Amanda moved to the next item on the agenda “New Business”.

Geri: Moved to table the elections until the following meeting.

Patti: Seconded.

Amanda called for a vote. **Unanimous approval.**

Polly: Presented the amended **policy 5055 5005** Minimum Faculty Qualifications.

She thanked members for representing their individual constituencies. She highlighted a suggestion to change the 18- credit requirement to “procedures”. She then pointed out three changes to the current policy.

Change 1: Reflected a change in accreditation to WASC senior.

Change 2: Directed the minimum teaching qualifications to be outlined in the procedures.

Change 3. Note 140-60.1-930 reflected an update in CNMI added regulation.

Polly: Described the changes as needed for recruitment. She mentioned that she wanted to assure those that currently were teaching that they could continue to teach and that the review of minimum requirements was not meant to replace people. She stated that the changes were needed for recruitment as some of the MQ’s had been too stringent while others had been unclear. She stressed that the intent was not to disqualify anyone that was already teaching.

Patti: Asked if the council was being asked to have the policy be presented to the board.

Polly: Confirmed that this was the case.

Kimberly: Moved that the policy be moved on to the IP so that it could be presented to the Board.

Patti: Seconded the motion.

Amanda called for a vote. **Unanimous approval.**

Adrian Atalig: Presented the Digital Content policy. He explained that leadership had asked for revision to closer follow policies content.

Polly: Asked to confirm that College Council was being asked to remove procedural language.

Adrian and Jerome: Confirmed this was correct.

Amanda: Defined the difference between policy and procedure and stated a concern that in the present form there was too much detail in the policy and that the rapid changes in technology in general as well as updated policies would entail that the policy would need to be changed frequently in the future.

Adrian: Stated that he would disagree. He stated that the language states the web requirements. That these national requirements are standard.

Yunzi: Stated that the language did represent the standard requirements in place for many years and that it mimicked the policy at many institutions.

Daisie: Agreed stating that the language aligned with section 508 required by all universities. And that the IT department has used published policies currently existing at other institutions to guide the amendments.

Yunzi: Supported the current amended version as it indicates our compliance.

Patti: Stated the need to change the month “May”. She described the document as containing language and some of the information that should be more procedural.

Adrian: Explained that the federal documentation was similar to a huge manual and that although it was lengthy some of the detail was necessary to show our compliance.

Polly: Asked if the focus was to be in compliance with the disabilities act.

Adrain: Agreed that it was but that it also included a template explaining accessibility for all users of our website.

Daisie: Stated that the policy was a concise summary of the federal policy and that they had used and discussed the format with two collegial bodies to make certain that the amendments kept NMC in compliance.

Yunzi: Asked to be excused.

Amanda: Stated that she had a concern that the policy be formatted in such a way that it continued to reflect Federal standards as they updated.

Kimberly: Thanked the IT representatives for their hard work. She stated that she was in agreement with Yunzi and with what Daisie and Adrian were saying. That she could see that the current format had carefully indicated the steps that NMC would be able to refer to when accessing and using the web. She said she understood that the policy was very detailed and long and perhaps the format was lengthier than usual. But she suggested that the federal information that had been summarized was huge and it would be unlikely that anyone wanting to refer to federal requirements in the future would take the time to look those up in detail as IT had attempted to do and summarize in steps for easier usability as well as conformity.

Amanda: Stated that in the current format any simple language change could entail a lengthy process for updating the policy. She explained that the detail presented would be more appropriate to the procedure. Those following the policy could refer to the procedure.

Patti: Mentioned that they needed to change “May” and that they could use links to cite where the information comes from.

Adrian: Stated that NMC currently had no one procedure that reflected all the requirements needed.

Patti: Suggested that the policy be tabled until a few more changes had been made.

Kimberly: Asked if IT was clear on what changes needed to be made?

Jerome: Confirmed the changes were understood.

Amanda: Stated that every policy needs to be aligned with a procedure.

Polly: Stated that the policy is long but it covers a lot of material that is required and that not all policies have a procedure. She provided the example of NMC’s smoking policy which is a stand-alone policy without a procedure.

Adrian: Agreed. He stated that the procedures at some institutions is a manual.

Daisie: Stated that the initial policy had developed from a single website to covering everything digital. That this had occurred through consultations with Riverside Community College and Sonoma Community College. She believes that the policy will keep us in compliance until a procedure is put in place it is a living instrument.

Patti: Moved that we table it until it has been updated.

Kimberly: Asked if it could be clarified as a living document and refer to a published manual?

Adrian: Answered we need to come up with a procedure/ manual that indicates that.

Amanda: Moved to second Patti's motion. She stated that a special meeting could be called to review the changes.

Amanda: Stated that we should adhere to the current policy procedure formatting and it is important to have a procedure in place for every policy. That the policy should state only the policy and that the procedure should contain the detail and information regarding laws, processes etc.,

Jerome: Inquired if we (IT) could clarify what the changes are?

Discussion ensued and October 23rd was mentioned as a possible next meeting date.

Amanda: Replied to Jerome that he could use the transcript of the meeting which he had access to and the minutes to clarify the changes.

Polly: Moved to adjourn.

Malyssa: Seconded it.

Meeting ended 10:35am.