



College Council

THE DULY RECOGNIZED PARTICIPATORY GOVERNANCE BODY OF THE
NORTHERN MARIANAS COLLEGE

Minutes

Friday, June 11, 2021, 10 a.m.
via Zoom

- I. **Call to Order** The meeting was called to order by the Chair at 10:14 am.
- II. **Attendance**
Members Present Ms Polly Masga, Chair, Mr Ryan Calvo, Vice-Chair, Ms Malysa Castro, Ms Patricia Coleman, Dr Mary Tabarsi Tsang. Ms Castro served as the proxy for Ms Rodgers.
Members Absent Ms Geraldine Rodgers, Dr Laura Taylor and Dr Yunzi Zhang
- III. **Review and Adoption of Agenda.** Two items were added under Comments/Announcements. The first one was an update on the accreditation visit occurring in October 2021 and the second one was a PETF progress update. Ms Coleman moved that the Agenda be adopted with these additions and Ms Castro seconded the motion which passed unanimously.
- IV. **Review and Adoption of Minutes.** The Minutes of the April 23, 2021 meeting were adopted with Ms Coleman initiating the motion and Ms Castro seconding it.
- V. **Public Comments.** No comments were submitted to the Council for consideration.
- VI. **Old Business**
 - A. **Flextime Procedure.** Ms Masga, in her capacity as Director of Human Resources, stated that the recommendations which were made have now been implemented with the procedure being more condensed and easier to follow. This is being referred to as the June 1 revision. Since Council members need time to review the revisions as well as to take the revised procedure back to their constituencies, the draft procedure was tabled until the next meeting. Dr Tsang expressed concern that some staff have accrued flextime and that they would need advanced notice of the changes since staff will lose the ability to take previous flextime once this streamlined process is implemented. Ms Masga indicated that she will bring this up at the next Leadership meeting so departments can be informed that there will be no grandfathering of previously earned flextime hours once this revised procedure is approved.

- B. **Institutional Excellence Guide.** Ms Masga gave a brief update stating that the guide has been reviewed by a number of governing bodies and departments. Once everything is complete it will be presented to the College Council. The name has now been changed to Institutional Governance Guide.

VII. **New Business**

- A. **PPMO A&E Supplemental Procedures.** Ms Anita Camacho introduced this new document to the Council regarding the selection of and contract negotiation with prospective architects and engineers engaged in construction projects at the College. There was a need to clearly state the project goals and steps required with 5 projects already using the forms included in the document. Review and feedback have already been received from major shareholders such as CIP and the CFO. Ms Coleman asked if the deciding factor was the bid amount and Ms Camacho indicated that the major focus was on the bidders' qualifications. It was decided that Council members needed some time to review the lengthy document and to take it back to their constituencies for any comments. Council members also requested that Ms Camacho highlight in the document the major changes that will be made when the document is approved. This item was tabled until the next meeting.
- B. **Gender-Based Violence Policy and Procedures.** Ms Christine Inos and Ms Caroline Agulto first discussed the need for a standalone policy and procedure regarding gender violence. Ms Castro expressed concern that the policy and procedures, while being very good, did not address any protocol for when a faculty or staff member witnessed a problem. There is no indication of what that person should do and how he/she should report it. Ms Inos stated that there is a procedure where Campus Security should be called and that they have been trained to handle this type of problem. Ms Agulto agreed that all faculty and staff need to have the existing and any new policies and procedures communicated to them and trainings should be conducted. Dr Tsang inquired about the part where off-campus conduct can be reported to the on-campus program. It was stated that incidents occurring off campus can affect students' studies and academic performance. Since some substantive comments and suggestions were made, Ms Inos and Ms Agulto were asked to go back and review the policy and procedure so this item was tabled until the next meeting.

VIII. **Comments and Announcements**

- A. **Accreditation Visit in October.** Ms Masga mentioned that the site visit scheduled for October 26 to 28 will be a physical one where WASC representatives will come in person to see the campus and interview a range of administrators, faculty, staff and students. Everyone must be prepared.
- B. **Procurement Efficiency Task Force Update.** Ms Coleman indicated that progress is being made and there will be changes to the procurement procedures. She expressed concern that some academic departments have not submitted the completed questionnaire. She requested that if a department does not have any feedback that they should state this on the questionnaire and submit it to the Task Force.
- C. **Transition Plans for the New President.** Meetings are already being scheduled for when Dr Deleon Guerrero starts on July 1. Mr Calvo opined that it would be good for the Council to meet with him as early as possible. Ms Masga agreed to reach out to Ms Sablan regarding this since a schedule is already being made for his first few days.

- IX. **Date of Next Meeting.** The next meeting will be held on Friday, June 25 via Zoom at 10 am.
- X. **Adjournment.** It was moved by Ms Castro and seconded by Mr Calvo that the meeting be adjourned at 11:31 am and all agreed.

Minutes prepared by Dr Mary Tabarsi Tsang, College Secretary