

Northern Marianas College
Board Of Regents Policy

SUBJECT:	Board Operations	EFFECTIVE:	October 28, 2016
SECTION:	1005	POLICY NAME:	Standing Committees of the Board
WASC SCUC Standard/Policy:	Standards 1-4, IGBP		

The Board shall have five (5) standing committees: (1) Finance Committee; (2) Audit Committee; (3) Human Resources Committee; (4) Regent Nominating Committee; and (5) Program Committee. The Chair shall appoint the chairperson of the five standing committees. These committee structures ensure that the board as a whole is meeting its legal and fiduciary obligations of oversight of the College.

FINANCE COMMITTEE

Responsibilities:

- A. The Committee shall meet at the call of the Chair as necessary to fulfill its duties and responsibilities.
- B. The Committee shall review recommendations made by the President in order to ensure financial integrity. These include:
 - 1. Recommend to the Board annual budget guidelines and spending priorities, annual salary increases, tuition and fee guidelines, and capital budget spending guidelines for the college, including priorities for new construction and major renovation;
 - 2. Review and recommend to the Board an annual operating budget for the college;
 - 3. Develop and recommend to the Board an annual budget for the Board;
 - 4. Develop and recommend to the Board a budget and financial related reporting format to be used by the Board;
 - 5. Develop and recommend to the Board funding mechanisms consistent with the College's Strategic Plan and other CNMI priorities;
 - 6. Review and recommend to the Board responses to financial, performance, operational, federal, and other financial reports;
 - 7. Recommend to the Board policies necessary for enforcement of sound financial, budgeting, and accounting practices;
 - 8. Review and recommend to the Board the college's Annual Financial Report.

AUDIT COMMITTEE

Responsibilities:

The Audit Committee shall be responsible for reviewing and recommending to the Board policies affecting operational review, accountability and audit. The Audit Committee shall have access to auditors to assess their performance, the scope of audit activities and the adequacy of the system of

Northern Marianas College
Board Of Regents Policy

internal accounting controls to ensure compliance with CNMI and federal laws, regulations and requirements. Those performing internal auditing functions shall report to the President for administrative support and shall report to the Board as to the process and content of their internal audit reports. The Committee shall make reports to the Board.

The Committee's responsibilities shall include:

- A. Advise the Board regarding its responsibilities to oversee: the implementation by management of proper financial controls and procedures for preventing fraud and other misuse of funds; the quality and integrity of the College's compliance with legal, regulatory and policy requirements, financial reporting and financial statements, and internal controls related to risks; the function, disclosure, and performance of the College's compliance, internal control, and risk management systems regarding ethics and compliance, risk, finance, and accounting, and the adequacy of such systems; and, the independent certified public accountant's qualification, independence and performance, as well as performance of the internal audit function.
- B. Discuss the planned scope of the annual independent audit with the independent certified public accountants and review the results of the audit with the independent certified public accountants and the President.
- C. Recommend to the Board the certified public accountants to serve as the independent auditor, and their fees with advice of the President.
- D. Revise the scope of the annual audit, and approve any services other than audit and audit related services provided by the certified public accountants.
- E. Monitor the College's Plan of Corrective Action for all non-compliance findings and management letter comments provided by the External Audit and reports issued by the Internal Auditor to ensure that all findings are corrected in a timely manner.
- F. Monitor and evaluate the independent auditor's performance while fostering an environment of open and transparent communication with the auditor.
- G. Monitor complaints about financial mismanagement.
- H. Engage separate audit to review the net instructional costs of all NMC credit program and services.
- I. Ensure the inclusion of at least one member of the Committee with appropriate financial expertise as defined by the American Institute of Certified Public Accountants or Securities Exchange Commission and as recommended by WASC Senior College and University Commission (WSCUC).
- J. Ensure Committee member independence.
- K. Ensure Committee members receive continuing education about financial controls and risk management.

HUMAN RESOURCES COMMITTEE

Responsibilities:

The Human Resources Committee shall have the following responsibilities:

Northern Marianas College
Board Of Regents Policy

- 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. To review and recommend to the Board of Regents updates and changes to the organizational structure as needed.
- E. Review the Appropriations budget.
- F. To establish general terms of contracts for all employees to be executed by the President.

REGENT NOMINATING COMMITTEE

Responsibilities:

The Regent Nominating Committee shall have the following responsibilities:

- A. Identify, recruit, evaluate and nominate all qualified candidates for membership on the Board of Regents of the Northern Marianas College (NMC).
- B. Membership. The Committee shall consist of nine (9) members:
 - 1. One (1) member of the NMC Board of Regents to be appointed by the NMC Board of Regents;
 - 2. One (1) Mayor-member to be appointed by the Mayor's Council – the Mayors of Saipan, Rota, Tinian and the Northern Islands shall serve on a rotational basis;
 - 3. One (1) member of the Associated Students of Northern Marianas College to be appointed by the Associated Students of Northern Marianas College;
 - 4. One (1) member of the NMC Faculty Senate to be appointed by the NMC Faculty Senate;
 - 5. One (1) member of the NMC Staff Senate to be appointed by the NMC Staff Senate;
 - 6. One (1) member of the NMC College Council to be appointed by the NMC College Council;
 - 7. One (1) member of the NMC Alumni Association to be appointed by the NMC Alumni Association;
 - 8. Two (2) members of the community at large shall be appointed by the Regent Nominating Committee.

Northern Marianas College
Board Of Regents Policy

The seven (7) members listed in Subsections 1. to 8. shall serve for a term of one (1) year. The two (2) community at large members shall serve a term of two (2) years. No community at large members shall be employees or students of NMC or employees of the government of the CNMI.

C. The NMC Board of Regents member shall serve as chairperson, and shall convene the meetings of the Committee. At its first meeting the Committee shall elect from among its members a vice-chairperson. The chairperson shall preside at all meetings of the Committee, shall act as the spokesperson of the Committee, and perform such other duties as the Committee shall direct. The vice-chairperson shall succeed to the duties of the chairperson in the absence or inability of the chairperson to serve. From among its members, the Committee shall select a secretary and any other officers that the Committee may deem necessary.

D. Duties.

1. The Committee shall develop a statement of the selection criteria to be applied and a description of the responsibilities and duties of a regent, and shall distribute this to potential candidates.
2. In making its nominations, the Committee shall: consider 3 CMC § 1311: Board of Regents Establishment and the needs of the College; advertise; locate potential candidates; maintain a list of their names and contact information; match potential candidates with projected vacancies; review candidates' qualifications and references; conduct interviews; and carry out other recruitment and screening activities as necessary.
3. The Committee shall be responsible for submitting a list of at least one (1) and no more than three (3) qualified candidates for every vacancy on the Board to the Governor.

E. Committee Meetings. The Committee shall hold at least one (1) meeting quarterly and as often as necessary. The Committee shall conduct its first meeting within fourteen (14) days after approval of this Act. A majority of the Committee members shall constitute a quorum. The vote of five (5) Committee members shall be required for any action of the Committee. The Committee may adopt rules to govern its procedures.

F. The President of NMC shall provide administrative and support services for the Committee.

PROGRAM COMMITTEE

Responsibilities:

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

- A. To monitor the implementation of the College's Program Review and Outcomes Assessment (PROA) and institutional effectiveness activities.

Northern Marianas College
Board Of Regents Policy

- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. To review and to make recommendations on matters presented to the Board by the President concerning the additions or deletion of academic programs leading to credentials.

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; Revised by the Board on 10/27/16