Joint College Council and
Budget and Finance Committee (BAFC)
Meeting Minutes
Friday, June 19, 2009
3:00 p.m., BOR Conference Room

1. Call to Order

NMC President, Dr. Carmen Fernandez, called the meeting to order at 3:38 p.m.

2. Roll Call (sign up sheet was circulated)

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Department</th>
<th>Representing College Council</th>
<th>Representing BAFC</th>
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<tbody>
<tr>
<td>Dr. Carmen Fernandez</td>
<td>Office of the President</td>
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<td>X</td>
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<tr>
<td>Dr. Debra Cabrera</td>
<td>Office of the Dean, Academic Programs and Services</td>
<td>X</td>
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<tr>
<td>Manny Castro</td>
<td>Office of Admissions and Records</td>
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<tr>
<td>William Castro</td>
<td>Office of Institutional Effectiveness</td>
<td>X</td>
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<tr>
<td>Cynthia DL.Guerrero</td>
<td>School of Education</td>
<td>X</td>
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<td>Frankie Eliptico</td>
<td>Office of Institutional Advancement</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Elena Hofschneider</td>
<td>Finance and Budget Office</td>
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<tr>
<td>Leo Pangelinan</td>
<td>Counseling Programs and Services</td>
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<tr>
<td>Dawn Chrystal Revilla</td>
<td>Finance and Budget Office</td>
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<tr>
<td>Malescelyn Rodriguez</td>
<td>Associated Students of Northern Marianas College</td>
<td>X</td>
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<tr>
<td>Duane Sablan</td>
<td>Procurement and Property Management Office</td>
<td>X</td>
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<tr>
<td>Frank Sobolewski</td>
<td>Social Sciences and Fine Arts Department</td>
<td>X</td>
<td>X</td>
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<td>Joyce Taro</td>
<td>Office of the Dean, Academic Programs and Services</td>
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<tr>
<td>Janice Tenorio</td>
<td>Office of the Dean, Student Support Services</td>
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3. Review and Adoption of Meeting Summary

None presented

4. Review and Adoption of Agenda

Motion: To adopt the agenda
Entered by: Duane Sablan
Seconded by: Cynthia DL.Guerrero
Approved: Unanimously

5. Announcements

a. President Fernandez introduced NMC’s new Budget Officer, Dawn Chrystal Revilla.

b. Payroll projection as of June 5, 2009. President Fernandez explained that NMC is facing a funding lapse of about $600,000. She sent a memo to the governor to request an additional $300,000 and will meet with the lieutenant governor next week to request for reimbursement
of approximately $200,000 in employer contributions that NMC previously paid to the Retirement Fund in order for former NMC employees to receive their retirement benefits.

c. President Fernandez updated the committees on her recent presentation to ACCJC. The commission was impressed with her presentation and, overall, she was pleased with the meeting.

6. Old Business

None presented

7. New Business

a. Employer retirement contribution for Cindy Tice. NMC needs to remit to the Retirement Fund approximately $40,727.89 to bring the employer contributions current for retiring nursing instructor Cindy Tice.

Motion: To approve $40,727.89 in employer contributions for Cindy Tice
Entered by: William Castro
Seconded by: Dr. Debra Cabrera
Approved: Unanimously

b. First Year Experience, Learning Community Consultation. The Office of the President requested the approval of $15,200 for the immediate implementation of the First Year Experience/Learning Community program as approved by PROAC and College Council. There is some funding for this program in NMC’s FY 2010 operations budget, but the approval of $15,200 will allow for the immediate implementation of the program.

Motion: To approve $15,200 for the First Year Experience program
Entered by: Frank Sobolewski
Seconded by: Cynthia DLGuerrero
Approved: Unanimously

c. Assessment Design Training. The Office of the President requested the approval of $18,700 for Accuplacer start-up consultation and support for developmental math and English programs and to identify means of assessment to collect information on students’ educational goals.

It was noted that TVC in the last row under the “ACCUPLACER START-UP SUPPORT” column should be VTC. There was discussion as to why the scope of work places more emphasis on English than on math. It was suggested that the consultants will focus on English for this particular consultation and math will be looked at in detail at a later date. There was concern as to the schedule listed on the funding request, as not all key faculties will be on island in July. The schedule will be ironed out a later date so as to best accommodate all key personnel.

Motion: To approve $18,700 for Accuplacer Start-up Consultation and Support
Entered by: Dr. Debra Cabrera
Seconded by: Duane Sablan
d. American Recovery and Reinvestment Act (ARRA). NMC is working with the Public School System to complete and submit the CNMI’s application to receive ARRA State Fiscal Stabilization Funds (SFSF). NMC stands to receive about $3.99 million over a three year period (FY 2009 – FY 2011). It seems that NMC will have some liberty in prioritizing the use of the funds. Because fiscal year 2009 is nearing a close, NMC will be allowed reimbursement for relevant FY 2009 expenses. The deadline to submit the application is July 1, 2009, and the funds should distributed no later than August.

A concern was brought up about the oversight and accountability of the use of the funds. The CNMI Department of Finance (DOF) will have the expertise to meet the reporting requirements. For NMC’s part, the Budget Officer will likely have the responsibility of internal monitoring of these funds.

The SFSF proposal will be submitted to the Budget and Finance Committee for approval prior to submission. This item was tabled and will continue at the next meeting.

e. PowerCampus Training. The Information Technology office requested $50,240 to procure the services of the consultant/trainer from SunGard Corporation to provide a system audit of NMC’s PowerCampus system and to conduct refresher training to faculty and staff. It was noted that there is a need for an additional 20 side user licenses, which will costs about $30,000 total.

Motion: To approve $50,240 for PowerCampus system and training plus an additional $30,000 for 20 side licenses for a total of $80,240.

Entered by: Janice Tenorio
Seconded by: Manny Castro
Approved: Unanimously

f. August 2009 PDD Training. The Office of the President requested to approve $24,163 for follow-up Student Learning and Assessment Training by Dr. Mary Allen and Dr. Fred Trap. The training will focus on general education work, rubrics, institutional learning outcomes/student learning outcomes, and student learning assessment for student and support services.

It was noted that the Training Fee column on the attached Projected Expense sheet should read Fred Trap instead of Ms. Allen in the third row, and Mary Allen instead of Amy Driscoll in the sixth row. Venue fees are listed at $8,700, however, these training sessions may end up being conducted in small groups on campus, eliminating the venue fees. It was suggested the PDDs be held on August 11-12.

Motion: To approve $24,163 for Student Learning and Assessment Training

Entered by: Milescelyn Rodriguez
Seconded by: Frankie Eliptico
Approved: Unanimously

8. Meeting Adjournment