



# College Council

THE DULY RECOGNIZED PARTICIPATORY GOVERNANCE BODY OF THE  
NORTHERN MARIANAS COLLEGE

## Minutes

Friday, January 15, 2021, 9:00 a.m.

via Zoom

<https://marianas.zoom.us/j/91545292876>

- I. **Call to Order.** The meeting was called to order by the Chair at 9:03 am.
- II. **Attendance.**  
**Members Present:** Ms Polly Masga, Chair, Mr Ryan Calvo, Vice-Chair, Ms Patricia Coleman, Ms Geraldine Rodgers, Dr Mary Tabarsi Tsang, Dr Laura Taylor, Dr Yunzhi Zhang  
**Members Absent:** Ms Maly Castro, Ms Maia Pangelinan
- III. **Review and Adoption of Agenda.** Ms Rodgers moved that the Agenda be adopted as written with Dr Taylor seconding the motion. The motion passed unanimously.
- IV. **Review and Adoption of Minutes.** It was moved by Dr Taylor and seconded by Mr Calvo that the Minutes of the December 4, 2020 meeting be approved and this was passed unanimously.
- V. **Public Comments.** No comments were presented.
- VI. **Old Business.** There was no old business to discuss.
- VII. **New Business.**

### [Flextime Procedure](#)

**Background.** Ms Masga apologized for the delay in sending out the draft procedure. She stated that different departments have different rules about flextime and this makes it difficult for the Finance Office to keep track of things and for everyone to understand how it works. Ms Shelly Tudela (CFO), Ms Char Quintano (HR) and Ms Masga (HR) put together this draft to clarify the procedure.

**Requested Action.** Members were asked to take it back to their respective constituencies and get feedback. LSS Leadership may have already seen it.

**Questions and Consultation.** Ms Coleman asked if there was anything that had to stay in the procedure and could not be changed. She indicated that schedules at CREES have a lot of flexibility depending

on projects. She'll take it to CREES and discuss it. Dr Tsang and Ms Rodgers both indicated that there seemed to be some confusion between flextime and comp time. Several members thought it would be a good idea to have comments provided in writing before the next meeting and Ms Masga will send out a working copy so comments and feedback can be made.

**Agreement.** It was agreed that the comments and feedback should be submitted in writing no later than February 5.

VIII. **Comments/Announcements**

**Class Size.** Dr Taylor asked if it was a policy that there needed to be at least 10 students in a class. Ms Masga indicated that this has always been the 'rule' although she was uncertain if it was in writing. Both Dr Taylor and Dr Zhang commented on the need for a maximum number of students as well since some sessions are as large as 40 students. They stated that it was unfair to pressure instructors to take more students and instructors are being taken advantage of. Ms Masga stated that this was not a Human Resources issue. She will be meeting with Dean Char later in the day and will raise the issue.

**Meeting Location.** Ms Rodgers asked if future College Council meetings would be on Zoom or face to face on the campus. Ms Masga stated that space is very limited since HR lost the use of its conference room; however, Zoom should continue to be an option.

**Equipment Procurement.** Dr Zhang asked about the procurement procedure since people in her department have been waiting for months to get new computer equipment. Mr Calvo reported that interviews were ongoing for a new Department Head. Ms Coleman indicated that there is a lot of back and forth in the process with this risk-averse approach. Some changes will be coming at the beginning of February. Dr Zhang also raised concerns about long-term planning. She recommended that items purchased now should be able to continue to be used in the new buildings.

**Accreditation.** Ms Rodgers asked if there was anything the College Council needed to get done before the October visit. Ms Masga stated that only the Minutes of the meeting for the past three years were needed.

IX. **Time and Date of Next Meeting.** It was agreed to schedule meetings on the third Friday of each month so the next meeting will be February 19 at 9 am.

X. **Adjournment.** It was moved by Ms Coleman and seconded by Ms Rodgers that the meeting be adjourned at 9:55 am and all were in agreement.

Submitted by Dr Mary Tabarsi Tsang  
College Council Secretary