



# College Council

THE DULY RECOGNIZED PARTICIPATORY GOVERNANCE BODY OF THE  
NORTHERN MARIANAS COLLEGE

## Minutes

Friday, February 19, 2021, 9 a.m.

via Zoom

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

- I. **Call to Order** The meeting was called to order by the Chair at 9:01 a.m.
- II. **Attendance**  
**Members Present** Mr Ryan Calvo, Vice-Chair and Acting Chair in the absence of Ms Masga, Ms Geraldine Rodgers, Dr Mary Tabarsi Tsang, Dr Yunzhi Zhang, Mr Adam Walsh (as proxy for Dr Laura Taylor), Ms Charlene Quitano (proxy for Ms Masga) and Ms Malysa Castro.  
**Members Absent** Ms Maia Pangelinan, Ms Patricia Coleman, Ms. Polly Masga and Dr. Laura Taylor.
- III. **Review and Adoption of Agenda** Ms Rodgers moved that the Agenda be adopted as written with Dr Zhang seconding the motion. The motion passed unanimously.
- IV. **Review and Adoption of Minutes** Only four members who were present at the January 15 meeting were present at this one. The two proxies did not wish to approve the Minutes since they had not attended that meeting. It was moved by Ms Rodgers and seconded by Mr Walsh to table the January 15 Minutes until the next meeting.
- V. **Public Comments** No comments were presented.
- VI. **Old Business**

### [Flextime Procedure](#)

**Discussion** The drafted procedures were sent out and three sets of comments were received. These were from the Staff Senate, the Faculty Senate and from CREES. The Council members went through each comment which was submitted in addition to discussing in detail a number of issues and concerns. Procedure 5010\_4, page 4, was also reviewed in regards to overtime and comp time since there was some confusion about the interplay among them. After lengthy discussion and due consideration of the submitted comments, a consensus developed among the members present which also seemed to be in agreement with the submitted comments.

**Consensus** The items of consensus are included below:

- A. The procedure needs to be clarified and simplified.
- B. There is no need to involve the Dean and College President in such a procedure.
- C. Flextime can be approved by the immediate supervisor.
- D. There should be one policy and procedure which explains comp time, overtime and flextime including their definitions.
- E. Right now different departments have different procedures but things seem to be working well.
- F. Nothing seems to be broken and so nothing needs to be fixed.
- G. There should be no wait period. All employees should be eligible to have flextime from their first day on the job including during the probation period.
- H. Part-time and limited term employees should also be included in the policy from Day 1 of their employment.

**More Information Needed** Questions and concerns which were expressed and need to be specifically addressed include the following:

- A. The way that a one-person office can have flextime. This is particularly a concern if the person is supervising work-study students.
- B. The motive for introducing this procedure at this time remains unclear. Concern was expressed that these new guidelines are only being put into place to save money which may not be enough of a benefit to change the procedure.
- C. Another concern was that flextime might be put into place to supersede comp time and overtime and this needs to be clarified.

**Decision Not to Approve at this Time** The Council members were cognizant of the fact that the authors would like the procedure to be endorsed so that it could to the Interim President and then the Board of Regents. However, it was felt that there were too many questions and concerns which first needed to be addressed.

Ms Rodgers moved that the Council not endorse the procedure as written pending the simplification and clarification which is needed. Mr Walsh seconded the motion and it passed unanimously.

VII. **New Business**

There was no new business.

VIII. **Comments and Announcements**

**Accreditation** Ms. Rodgers indicated that WSCUC identified a number of Lines of Inquiry (LOI) from the Off-Site Review. The Leadership Team has identified a number of corresponding action items. The action items from LOI 4 will be shared with the Staff and Faculty Senates for their input.

IX. **Time and Date of Next Meeting** The next meeting will be held on Friday, March 19, 2021 via Zoom at 9 am.

X. **Adjournment** It was moved by Mr Walsh and seconded by Ms Castro that the meeting be adjourned at 10:19 am and all were in agreement.

Submitted by Dr Mary Tabarsi Tsang  
College Council Secretary