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PUBLIC NOTICE

Commonwealth of the Northern Mariana Islands

Filed this <u>22 nd</u> day of

ADOPTED REGULATIONS

Northern Marianas College

Authority

The Board of Regents, in accordance with Public Law 3-43, Section 203 (a)(b), wishes to advise the public that the following policies have been officially adopted for Northern Marianas College.

Subject Matter

The adopted policies include the following subjects:

- 1. Tuition and Fees
- 2. Refunds

Public Comment

During the period of time designated for public comment, no comments were received concerning any of the proposed policies.

The policies are adopted as originally promulgated except the price for the catalog which is \$2.00.

Esteven M. King Chairman Board of Regents

COMMONWEALTH REGISTER

TUITION AND FEES

Tuition and fee schedules are subject to change. All required tuition and fees must be paid at the time of registration. Students in need of financial aid may be assisted through the financial aid program of the College, or in unusual cases by short term emergency loans if available.

Tuition

Students enrolling for 11 credits or less will pay \$30.00 per credit hour. Students enrolling for 12 or more credit hours will pay the consolidated fee of \$360.00.

Other Fees

| Admission\$10.00 |
|--|
| Student Activity: |
| 12 credits and over (per semester)\$ 5.00 |
| 9 credits to 11 credits\$ 4.50 |
| 1 credit to 8 credits\$.50/credit to \$4.00 |
| Late Registration\$ 5.00 |
| Add/Drop (per course)\$ 2.00 |
| Credit by Examination (per credit hour)\$ 5.00 |
| Audit (per credit)\$15.00 |
| Independent Study\$40.00 |

Admission Fee

A fee of \$10.00 shall be paid at the time an application for admission to Northern Marianas College is submitted. This is a nonrefundable fee. This fee includes one free copy of the catalog.

Student Activity Fee

A student activity fee is charged according to this schedule: \$.50 per credit for 1-8 credits; \$4.50 for 9-11 credits; and \$5.00 for 12 or more credits.

Late Registration Fee

There is a specified cut-off date for registration each semester. Students registering after that date shall pay a late registration fee of \$5.00. This fee is refundable only in the event all classes for which the student registered are canceled.

Add/Drop Fee

An additional fee of \$2.00 will be paid for each transaction after the start of late registration. This fee will not be levied when changes are necessitated by College cancellation of courses or College rescheduling of classes.

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Credit by Examination Fee

A fee of \$5.00 per credit hour will be charged for credit by examination. Students must complete all application materials.

Laboratory or Material Fees

In addition to standard course fees, laboratory or material fees may be charged in some courses. These charges are listed in the class schedules.

Books, Supplies, and Tools

The cost of books and supplies for full-time students usually ranges around \$200 per semester. Students in certain occupational programs are additionally required to purchase personal hand tools which range from \$35 to \$625, depending upon the major. Students in need of financial assistance to absorb this cost may be assisted through the financial aid program of the College.

Graduation Fee

A \$15.00 fee is payable at the time an application for graduation is submitted. This fee includes the cost of diploma, and cap and gown rental.

College Catalog

The College catalog may be purchased at the College Bookstore for \$2.00. Postage must be added for mail orders.

Financial Obligations

The College reserves the right to withhold transcripts, diplomas, or final grade reports from students who have not paid all financial obligations. If a student is delinquent in payment of any amount due to the College, registration for succeeding semesters may be withheld.

REFUND

Students who are withdrawing from courses or cancelling enrollment must process a withdrawal or cancellation notice through the Registrar's office. Refunds will be made according to the following schedule:

- 1. One hundred percent refund of both tuition and fees will be made when a withdrawal is made prior to the first day of instruction for the semester or term or in the event courses registered for are cancelled by the College.
- 2. Ninety percent of the tuition will be refunded for withdrawals made after either instruction or the term begins and prior to the eighth calendar day.
- 3. Fifty percent of the tuition will be refunded for withdrawals made from the eighth day and prior to the fifteenth calendar day of the semester.
- 4. No refund will be made for withdrawals made on or after the fifteenth calendar day of the semester.
- 5. Claims for refund are processed by the Business Office once the appropriate paperwork is completed by the student. The date of withdrawal as indicated on the official withdrawal receipt will determine eligibility for a refund. Application for refund will be denied unless it is made before the end of the semester or term in which the student withdraws.
- 6. Campus activity, materials, and miscellaneous fees shall not be subject to refund.
- 7. The following refund policy applies to withdrawals from classes in Summer sessions and to less-than-full semester courses held throughout the year:
 - a. A full refund (100%) of fees is given if withdrawal is completed before the start of scheduled class sessions.
 - b. A 90% refund of fees is given if withdrawal is completed after the start of the first scheduled class session and before the start of the second scheduled class session.
 - c. A 50% refund of fees is given if withdrawal is completed after the second scheduled class session and before the start of the third scheduled class session.

d. No rotund of fees will be given if withdrawal occurs after the third scheduled class session.

Exception

- 1. For those classes of three days or less in length, refunds (full) will be given only if withdrawal is completed prior to the first scheduled class session. No refunds will be made for withdrawal after the start of the class.
- 2. For non-credit classes, students must complete a drop form in order to qualify for a non-credit fee refund. There will be a 100% refund prior to the first day of classes. No refund will be allowed after the first class.

COMMONWEALTH REGISTER

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Filed this 22nd day of 31 June 19 84 Office of Registrar of Corporations Commonwealth of the Northern Mariana I PUBLIC NOTICE

Proposed Adoption of

Northern Marianas College Policies

The Board of Regents of the Northern Mariana Islands, in accordance with Public Law $3-4\overline{3}$, Section 203 (a) and (b), is proposing to adopt policies for Northern Marianas College.

The proposed policies include the following subject areas:

- 1. Admissions
- 2. Academic Information
- 3. Programs

Copies of the proposed regulations may be obtained from Esteven M. King, Chairman of the Board of Regents, c/o Community and Cultural Affairs, Lower Base, Saipan, CM 96950 or Agnes M. McPhetres, President, Northern Marianas College, P.O. Box 1250, Saipan, CM 96950.

The Board of Regents is soliciting views, opinions, fact and data for or against the proposed College Policy from the general public.

Anyone interested in commenting on the proposed policies may do so by submitting comments in writing to the Chairman of the Board of Regents within thirty (30) days from the date this notice is published in the Commonwealth Register.

ESTEVEN M. KL

Chairman, Board of Regents

Filed this 22 minutes of

Office of Registrar of Corporations Commonwealth of the Northern Mariana Islands

NUTISIA PARA I PUPBLIKU

I MAPROPOPONI NA RIPARASION POT I RECULASION I ESKUELA GI HALOM I DEPATTAMENTON EDUKASION

Sigun gi Lain i Pupbliku numiru 3-43, i Board of Education i Sankattan siha na Islas Marianas, ha propoponi rumipasa i regulasion i Northern Marianas College.

I manmapropoponi siha na regulasion ni para u fanmaripasa ha inklulusu i manatatte siha na arean suhetu:

- 1. Hinalum (Admissions)
- 2. Infotmasion Akademia (Academic Information)
- 3. Programa

I kopian i manmapropoponi siha na regulasion sina manmachule' ginen as Sinot Esteven M. King, Chairman i Board of Regents, c/o Community and Cultural Affairs, Lower Base, Saipan, CM 96950 pat si Agnes M. McPhetres, Presidentan i Northern Marianas College, P.O. Box 1250, Saipan, CM 96950.

I Board of Regents lokkue' ha solilisita opinion, fakto, yan enfotmasion siha para osino kontra i manmapropoponi siha na regulasion eskuela ginen i pupbliku henerat.

Tody ayu siha i manenteresao manmanlaknus rekomendasion pot i mapropoponi na tinilaika gi regulasion siha, sina manmangge' guatu gi Chairman i Board of Regents gi halom i trenta (30) dias desde i fecha ni mapupblika este na nutisia gi Commonwealth Register.

21/84

ESTEVEN M. KING

Chairman, Board of Regents

GENERAL ADMISSION REQUIREMENTS

The Northern Marianas College (NMC) programs are designed for students who have received their high school diploma or equivalency certificate (G.E.D.), for high school students who choose to participate in the college early admissions program, and for adults not in high school who are 18 or older.

Non-High School Graduates

Any Northern Marianas resident at least 18 years of age who has not graduated from high school or been awarded a high school diploma on the basis of GED and has not completed any previous college level work may be admitted. Such a student will become an associate degree candidate after completion of not fewer than 15 college semester hours of credit with at least a 2.0 (C) average.

High School Graduates

Any person who has earned a high school diploma or its equivalent is eligible for admission to an associate degree program. A specific GPA in previous high school or college work is not required.

High School Students

Any high school student possessing a GPA of 3.0 or above who wishes to be admitted to the College shall obtain written permission from his/her parent or guardian, and a letter of recommendation from the student's high school counselor or high school principal attesting to the student's ability to perform at college level. All pre-college students who are accepted for general admission will receive grades and a transcript and will be treated as other college students.

FORMAL ADMISSION TO DEGREE OR CERTIFICATE PROGRAM

Students may enroll in any course for which they meet the requirements; however, to be admitted to a degree or certificate program, and before they receive a degree, they must be formally admitted. To accomplish this formal admission process, students should complete the following steps:

- 1. Submit a completed application for admission and a \$10.00 fee to the Office of Admissions and Records; and
- 2. Arrange to have an official transcript from the high school or college previously attended submitted to the Office of Admissions and Records.

Failing and Placement

Students applying for admission to a degree program who have not yet met their Written Communications and Mathematic Computational requirements must take a placement examination. Students performing below a minimum level in one or more of these tests will be advised to take the equivalent preparatory course to improve performance in the deficient area. Students must have the placement results prior to registering for Communications or Mathematics courses.

Academic Advisor

When students are admitted to degree or certificated programs, they will be assigned an academic advisor. The advisor will help plan the student's program.

ADMISSION WITH TRANSFER CREDIT

Northern Marianas College will accept a total of 45 credits toward an associate degree from other accredited institutions.

Transfer credit evaluations are performed for students who have been formally admitted to a degree program. The College may accept, by transfer, credits from other accredited institutions when the grades of courses completed are "C" or above. Where possible, transfer credit will be equated with NMC courses. The College reserves the right to reject work of doubtful quality or to require an examination before credit is allowed.

Non-resident credit for a student will not be posted on a student's transcript unless each of the following criteria are met:

- 1. The student must be currently enrolled, or have completed at least one semester in residence at the Northern Marianas College;
- 2. The student must complete an application for admission, pay the \$10.00 admission fee, and be accepted for formal admission to a degree program;
- 3. The student must submit official transcripts from schools previously attended;
- 4. The student may be requested to furnish a college catalog from each school previously attended.

READMISSION PROCEDURES

Students previously enrolled in the College planning to return after an absence of one or more semesters must file a new application for admission.

Transports of the record of workerson leted in the interim are required.

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GENERAL DEGREE REQUIREMENTS

For the Associate of Arts, Science or Applied Science Degree the student must:

- 1) Complete at least 15 of the final 30 credits at NMC;
- 2) Earn at least 60 credit hours including transfer credits;
- 3) Have a Grade Point Average of a least 2.0 ('C' average).

GRADING POLICY

Only letter grades appear on the student's permanent academic record. These are as follows:

| Letter Grade | A Superior/Excellent | | | | | |
|--------------|---|-------|--|--|--|--|
| А | Superior/Excellent | 4.0 | | | | |
| В | Above Average | 3.0 | | | | |
| С | Average | 2.0 | | | | |
| D | Minimal Passing | 1.0 | | | | |
| F | Less than Minimal Passing | ç 0.0 | | | | |
| W | Official Withdrawal | | | | | |
| Ι | Incomplete | | | | | |
| Р | Passing: For courses challenged or approved workshops. Counts (if applicable) towards a degree but not computed into student's grade point average (GPA). | | | | | |
| CR | been earned but | | | | | |
| AU | Audit: No grade points gi | ven. | | | | |

+ UDITING

A student wishing to enroll in one or more courses for informational instruction only may register as an auditor. An auditor does not receive academic credit or have laboratory privileges and may not submit papers for grades and correction. Audit courses are not included in the computation of the study load for a full-time/part-time determination or for overload status. No credit is received for audited courses. Auditors must pay one half the total tuition rate.

CHANGE OF GRADES

Grades are submitted upon the completion of a course or at the end of the term. They are assumed to be the student's permanent record and may not be changed unless a calculation error has been made by the instructor. Changes must be in writing, and filed within 45 days after the grade has been submitted, and be approved by the department chairperson.

CREDIT BY EXAMINATION

Students presenting evidence that through experience and/or training they have learned the equivalent of a course but have not received college credit for it may apply for credit by examination. (Department chairman determines which courses may be credited by examination). If the department chairman grants approval, the student must enroll in the course during the regular registration period, then during the first week of the semester take the examination from an instructor appointed by the department chairman.

CONFERENCE COURSE

A conference course is a regular course not listed on the current semester's schedule. A student may enroll in a conference course and study with the instructor on an individual basis if the enrollment is approved by the instructor and chairman of the department.

INDEPENDENT STUDY

All independent study courses must meet established criteria. The responsibility for registering for an independent study course rests with the student. Each independent study must be recorded in the Office of Admissions and Records and must contain the approval of the department chairman.

OFFICIAL TRANSCRIPT

An official transcript contains the seal of the Northern Marianas College and the signature of the Director of Admissions and Records. Official transcripts of credits earned at other institutions, high school transcripts,

and other supporting documents which have been presented for admission and evaluation of credit become the property of the Northern Marianas College and are not reissued or copied for distribution.

CLASS STANDING

Class standing is determined on the basis of total credits earned. For Northern Marianas College students, the following indicates student classification:

FULL-TIME/PART-TIME STATUS, STUDY LOAD

Students who register for 12 or more semester hours of credit will be classified as full-time, and a study load of less than 12 hours is considered part-time.

The maximum study load allowable is 18 credits per semester. If a student desires to take more than 18 semester hours, he/she must obtain the approval of the Academic Vice-President. Non-credit courses are not included with credit courses when computing a study load.

GRADUATION REQUIREMENTS

A student may be awarded the Associate of Arts Degree, Associate of Science Degree, Associate of Applied Science, or Certificate of Proficiency upon the completion of the appropriate curriculum. Students must comply with the following:

- 1. PROGRAM REQUIREMENTS: The student must complete a prescribed program.
- 2. RESIDENCY REQUIREMENTS: A minimum of 15 credits must be taken at Northern Marianas College.
- 3. SCHOLARSHIP: A cumulative grade point average of 2.0 or better in sixty or more credits is required for graduation.
- 4. APPLICATION FOR GRADUATION: Degree candidates must formally apply for graduation. The application form and graduation fee of \$15.00 must be submitted to the Office of Admissions and Records no later than the specified deadline date for the May commencement.
- 5. GRADUATION WITH HONORS: Students who obtain a grade point average of 3.5 will graduate Cum Laude, 3.8 GPA will graduate Magna Cum Laude, and 4.0 GPA will graduate Summa Cum Laude, provided they meet the honors as well as the general residence credit requirements.

6. COMMENCEMENT ATTENDANCE: Degrees are awarded only at the annual commencement exercises. After applying for and being admitted to candidacy, it is expected that candidates will attend the commencement. Students can request an official excuse from the ceremony by writing to the Dean of Student Affairs. Students who receive official written permission may receive their degrees in absentia.

STUDENT RESPONSIBILITIES

The academic community, by its very nature, places emphasis on individual responsibilities. The necessity to maintain an environment which is conducive to learning and to the free exchange of ideas is commonly accepted. Students attending Northern Marianas College are expected to behave in such a way as to:

- 1. Show respect for the rights of others;
- 2. Preserve a social and academic atmosphere which promotes the College's goals;
- 3. Show care and respect for College property and for property of others;
- 4. Bring respect and good will to the College;
- 5. Show responsibility for all material covered in each course for which he/she is registered. In no instance does absence from class relieve the student of the responsibility for the performance of any of the course work;
- 6. Comply with any special attendance regulations specified by the instructor;
- 7. Initiate any request to make up work missed because of a class absence. The decision to assist the student with make-up work rests with the instructor.

Students who interfere with the personal rights or privileges of others or with the educational process of the College are subject to immediate disciplinary action. Acts specifically prohibited include possession, use or sale of alcohol, narcotics or illicit drugs on school property or at school functions; destruction of property; stealing; assault or vulgarity, and continued willful disobedience.

STUDENT RIGHTS REGARDING THEIR RECORDS

1. Students have a right to their "Education Records."

- 2. Students have a right to inspect and review the content of their records. Inspection and review may be done with an appointment during regular business hours.
- 3. Students have a right to obtain copies of their educational records at cost.
- 4. Students have a right to a hearing to challenge the content of educational records maintained by the College.

STUDENT APPEALS

An Appeal Committee serves any student who wishes to seek redress of grievance occurring in his/her relationship with the College, its faculty, or its staff. A grievance may concern a grade which is felt to be unjust or an action of the College which the student wishes to protest.

To initiate an appeal the student must register a written complaint within thirty (30) days after the occurrence of the action being protested. The written complaint must be received by the Office of the President and dated and signed by both the receiver and the student. The appeal must state what action is being appealed and the reason the student has for the appeal.

The Appeal Committee, appointed by the President, consists of five (5) people selected from the faculty, administrators, related agencies, and the community, who will be most qualified to consider the issue.

WITHDRAWAL FROM A COURSE

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A student is expected to complete the courses in which enrolled. The student may, if circumstances warrant, withdraw from one or more classes by completing an Add/Drop form. Courses dropped in the first two weeks of the semester will not appear on the student's permanent record; thereafter a mark of "W-P" will be entered on the record. A student who fails to withdraw formally from a course will receive a "W-F" on his/her permanent record.

Withdrawals are subject to Add/Drop fees.

The deadline for withdrawal is the end of the thirteenth week after classes begin, except in the Summer session, when the deadline is as indicated on the academic calendar.

A student wishing to withdraw from all classes should follow the procedure for withdrawing from the College.

WITHDRAWAL FROM THE COLLEGE

Withdrawal from the College is the official discontinuance of attendance prior to the end of a semester or session. An official withdrawal procedure must be completed according to the regulations of the College.

All withdrawals must be acknowledged by the student in writing. Students withdrawing from the institution are not charged Add/Drop fees.

COURSE NUMBERING SYSTEM

Northern Marianas College uses the following approach to identify its courses:

- 001-049 Continuing Education Courses
- 050-099 Preparatory Courses. These are usually intended to upgrade basic skills to the level required for college degree programs
- 100-299 Courses counting toward a degree
 - -90 Individual or independent study
 - -93 Special topics offered only during one academic year
 - -97 Seminars
 - -98 Practicum.

DEGREE PROGRAMS AND REQUIREMENTS

ASSOCIATE OF ARTS/SCIENCE AND ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Arts (A.A.), Associate of Science (A.S.) and the Associate of Applied Science (A.A.S.) are offered at Northern Marianas College. The A.A./A.S. require a greater number of general education courses from the areas of behavioral science, humanities and fine arts, and science. These degrees are designed for students who intend to continue their education in pursuit of a bachelor's degree. They are generally considered as fulfilling the first two years of a traditional college education.

The Associate of Arts program includes degrees in Elementary Education, Business and Public Administration, and Liberal Arts. Liberal Arts degrees can be earned with emphasis in Humanities, Social Science, or Science.

The Associate of Science program includes degrees in Agriculture and Office Administration.

The Associate of Applied Science requires more course work in the area of specialty and is an occupation-oriented degree.

All degree programs offered by the College consist of the following four components:

I. REQUIRED CORE COURSES

All degree programs require successful completion of five Core Courses (17 credits). These are:

| English: | EN 101 & 102 | 6 credits |
|------------------|------------------|-----------|
| NMI History: | HI 255 | 3 credits |
| Mathematics: | MA 112 or higher | 3 credits |
| Physical Educati | on/Health: | 2 credits |
| Speech: | CO 210 | 3 credits |

II. GENERAL EDUCATION REQUIREMENTS

In addition, degree programs require successful completion of selected courses from each of the three areas of Behavioral and Social Science, Fine Arts and Humanities, and Science. Specific General Education requirements are spelled out in the sections that follow.

III. DEGREE SPECIFIC REQUIREMENTS

Degree specific requirements vary according to the requirements of the particular degree. Requirements are spelled out under each separate degree listing in the sections that follow.

IV. ELECTIVES

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Courses to fulfill the Elective requirement must be chosen from courses eligible for degree credit. There are no subject/area restrictions on Elective courses.

AGRICULTURE

Agriculture and its related fields have been the foundation of island cultures for centuries. More and more emphasis has been placed on the tropical and subtropical regions of the world, including the insular areas of the Pacific, for production of the world's food and fiber.

Associate of Science Agriculture

The Associate of Science Degree is designed to include the fundamental principles in the science of agriculture. This Degree Program includes the education basics of reading, writing, and mathematics, and introductory courses in agriculture in order to prepare for advanced instruction. The degree requires a minimum of 60 credit hours selected from the following:

| I. | Core | Courses | 17 credits |
|-----|-------------|---|---------------|
| II. | Gene | eral Education | 24-26 credits |
| | Α. | Behavioral and Social Sciences and Law 1. Anthropology/Behavioral Science/Psychology/ Sociology 2. Economics/Geography 3. Law/Political Science | 9 credits |
| | в. | Fine Arts and Humanities Music/Art/Drama/ Philosophy/Literature/ Modern Languages/History | 9 credits |
| | c. | Science Agriculture/Biology/Chemistry/Natural Science/Physical Science/Health | 6-8 credits |
| III | . Sp | ecific Agriculture Requirements | 14-19 credits |
| | A A A | G 101 Introduction to Agriculture (3 credits) G 111 Principles of Animal Science (4 credits) G 181 Principles of Crop Production (3 credits) G 231 Agriculture Economics (3 credits) G 298 Practicum/Research/Internship (1-6 credit) | s) |
| IV | . Ele | ectives | 1-3 credits |

Associate of Applied Science Agriculture

The Associate of Applied Science Degree is designed for students already employed or interested in entering the profession upon completion of their degree. This vocationally oriented program emphasizes hands-on experience in agriculture while allowing additional training in specific areas. This degree requires a minimum of 60 credit hours selected from the following:

| Ι. | Core Cou | rses | 17 credits |
|------|--|--|---------------|
| п. | General H | 26 credits | |
| | 1. A So 2. E | avioral and Social Sciences and Law nthropology/Behavioral Science/Psychology/ ociology conomics/Geography aw/Political Science | 9 credits |
| | B. Fine Music Philo Mode | 9 credits | |
| | | nce culture/Biology/Chemistry/Natural nce/Physical Science/Health | 8 credits |
| III. | Specific | Agriculture Requirements | 21-26 credits |
| | AG 101 AG 111 AG 181 AG 220 AG 230 AG 231 AG 232 AG 298 | Introduction to Agriculture (3 credits) Principles of Animal Science (4 credits) Principles of Crop Production (3 credits) Plant Propagation & Seed Technology (3 cre Farm Management (3 credits) Agriculture Economics (3 credits) Farm Equipment Operation (1 credit) Practicum/Research/Internship (1-6 credits) | |
| IV. | Elective | S | 7-8 credits |
| | AG 212 AG 223 AG 240 | L <i>i i i i i i i i i i</i> | redits) |

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The Business and Public Administration Department offers a broad selection of courses to students interested in administration. Programs are oriented toward preparing students to assume management positions in business and governmental agencies in the Northern Mariana Islands.

An Associate of Arts Degree in Business and Public Administration and an Associate of Science Degree in Office Administration are offered.

Associate of Arts Business and Public Administration

This degree requires a minimum of 62 credit hours selected from the following:

| I. | Core | Courses | 17 credits |
|-----|----------|--|--------------|
| п. | Gen | eral Education | 26 credits |
| | Α. | Behavioral and Social Sciences and Law 1. Anthropology/Behavioral Science/Psychology/ Sociology 2. Economics/Geography 3. Law/Political Science | 9 credits |
| | В. | Fine Arts and Humanities Music/Art/Drama/ Philosophy/Literature/ Modern Languages/History | 9 credits |
| | c. | Science Agriculture/Biology/Chemistry/ Natural Science | 8 credits |
| III | . Ger | neral Business Requirements | 8-11 credits |
| | MC MC | 102 Computer Operations (3 credits) 231 Introduction to Business (3 credits) 232 Introduction to Case Analysis (1 credit) 190 Special Projects or ID290 Internship (1-4 cre | edits) |
| IV | . Spe | cific Business Requirements | |
| | Α. | Accounting (LW106 Prerequisite) AC 221a Accounting I AC 221b Accounting II MG 250 Small Business Management | 9 credits |

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| в. | Agriculture Management (EC211a Prerequisite) | 9-10 credits |
|----|---|--------------|
| | AC 221a Accounting I AG 101 Introduction to Agriculture AG 111 Principles of Animal Science or | |
| | AG 181 Principles of Crop Production | |
| C. | Computer Literacy (CS102 Prerequisite) | 9 credits |
| | AC 221a Accounting I CS 101 Introduction to Computers and Data Proce CS 104 BASIC and Business Applications | essing |
| D. | Personnel Administration (BE 101 or PY101 or SO101 and LW106 Prerequisites) | 9 credits |
| | OA 207 Report Writing OA 208 Personnel Supervision MG 250 Small Business Management | |
| Ε. | Small Business Management-Entrepreneurship (EC211a or EC211b and LW106 Prerequisites) | 9 credits |
| | AC 221a Accounting I OA 207 Report Writing MG 250 Small Business Management | |
| F. | Travel Industry Management (LW106 and EC211b Prerequisites) | 10 credits |
| | AC 221a Accounting I TS 200 Menu Analysis and Culinary Terminology TS 210 Transportation Services & Management TS 220 Hospitality Management | |
| G. | Public Administration (EC211a and LW106 Prerequisites) | 9 credits |
| | AC 221a Accounting I PA 210 Public Administration & Management PA 233 Government Regulatory Admin. on Bus. | |
| н. | Public Personnel Administration (BE101 or PY101 or SO101 and LW106 Prerequisites) | 9 credits |
| | OA 207 Report Writing OA 208 Personnel Supervision PA 210 Public Administration & Management | |
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Associate of Science Office Administration

This degree requires a minimum of 62 credit hours selected from the following: I. Core Courses 17 credits **II.** General Education 10 credits A. Behavioral and Social Sciences and Law 6 credits Anthropology/Behavioral Science/Psychology/ Sociology/Economics/Geography/Law/ Political Science/History **B.** Science 4 credits **III.** General Business Requirements 10-11 credits CS 102 Computer Operations MG 231 Introduction to Business MG 232 Introduction to Case Analysis ID 190/290 Special Projects or ID 298 Internship Specific Business Requirements 24 credits IV. (to be selected from the following) OA 101a,b Typing (3-3 credits) OA 103 Filing Systems (3 credits) OA 105 Calculating Machines (3 credits) OA 201 Machine Transcription/Word Processing (3 credits) OA 203 Records Management (3 credits) OA 204 Fundamentals of Bookkeeping and Accounting (3 credits) OA 206 Business Correspondence (3 credits) OA 207 Report Writing (3 credits) OA 208 Personnel Supervision (3 credits)

EDUCATION

The Education Program is designed to provide initial preparation and continuing education to teachers and other professional personnel engaged in educational activities in the Northern Marianas.

Associate of Arts **Elementary Education**

The Associate of Arts in Education degree is designed to provide the first two years of post secondary work leading towards a Bachelor of Arts degree in Education, and to provide a means by which teachers can obtain certification as defined by the Board of Education. The specific requirements of the Associate of Arts Degree in Education are as follows:

| I. Core Courses | 17 credits |
|---|---------------|
| II. General Education | 24-26 credits |
| A. Behavioral and Social Sciences and Law 1. Anthropology/Behavioral Science/Psychology/ Sociology 2. Economics/Geography 3. Law/Political Science | 9 credits |
| B. Fine Arts and Humanities Music/Art/Drama/ Philosophy/Literature/ Modern Languages/History | 9 credits |
| C. Science Agriculture/Biology/Chemistry/Natural Science/Physical Science/Health | 6-8 credits |
| III. Specific Education Requirements | 16 credits |
| ED 110 Introduction to Teaching (3 credits) ED 201 Human Growth and Development (3 credits ED 280 Introduction to Bilingual/Bicultural Edu.(3 ED 293 TESL Methods (3 credits) ED 299 Teaching Methods (4 credits) | |
| | |

IV. Electives

3 credits

LIBERAL ARTS

The Liberal Arts program seeks to prepare students for citizenship and leadership in the community. The general objectives are to gain an understanding of intellectual traditions in the humanities, to develop objectivity, to make inquiry into current problems of society and the individual, to provide information for further inquiry and study. Areas of concentration within this program are literature, language, art, music, drama, and philosophy.

> Associate of Arts Liberal Arts

The Associate of Arts Degree in Liberal Arts requires a minimum of 61 credits selected from the following:

| I. Core Courses | 17 credits |
|---|------------|
| II. General Education | 26 credits |
| A. Behavioral and Social Sciences and Law 1. Anthropology/Behavioral Science/Psychology/ Sociology 2. Economics/Geography 3. Law/Political Science | 9 credits |
| B. Fine Arts and Humanities Music/Art/Drama/ Philosophy/Literature/ Modern Languages/History | 9 credits |
| C. Science Agriculture/Biology/Natural Science/ Physical Science | 8 credits |
| III. Specific Liberal Arts Requirements, Electives | 18 credits |
| Selected in collaboration with academic advisor in the area of Fine Arts and Humanities. | |

CERTIFICATE PROGRAMS AND REQUIREMENTS

Certificate programs are designed to provide a student with a maximum of course work in a specialized area and a minimum of general requirements. A certificate requires between 25 to 30 credits, depending on the program, and offers students opportunities to: a) upgrade their skills in a specialized field of study; b) participate in college level course work for credit; and c) enroll in a continuing education program that offers recognition of educational achievements and selected work experience.

The College offers several certificated programs in Business Administration and Construction Trades.

BUSINESS AND PUBLIC ADMINISTRATION Certificates of Proficiency include:

Accounting Bank Management Computer Literacy Fire Science Health Services Management **Insurance Management** Personnel Administration **Police** Science **Public Administration Real Estate Management** Small Business Management **Travel Industry Management**

REQUIREMENTS:

| Ι. | Core Course Requirements | L2 | credits |
|------|---|-----|--------------|
| | English. .< | • | 3 cr 3 cr |
| II. | General Business Requirements | 7 | credits |
| | CS 102Computer OperationsMG 231Introduction to Business.MG 232Introduction to Case Analysis | • , | 3 cr |
| III. | Areas of Concentration | 6 | credits |

CONSTRUCTION TRADES Certificates of Proficiency include:

Carpentry Electricity Masonry Plumbing

REQUIREMENTS:

()

| Ι. | Core Cor | urse 1 | Requ | irem | ent | S | | | | | | | | | | | | | | | 9 | c | rec | lits |
|------|--------------------------------------|--------------|----------------|--------------|------------|-----|----|----|-----|-----|-----|-----|-----|---|---|---|---|---|---|-------------|----|------------|--------|---------------|
| | English Mathema HI 255 | tics | • • | | ••• | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | 3 | \mathbf{cr} |
| II. | General | Cons | true | tion | Tr | ade | es | Re | equ | 111 | ren | ner | nts | 3 | | | | | |] | 10 | c : | rec | lits |
| | CO 120 CO 130 CO 140 CO 150 | Basi Basi | e Plu e Car | umbi rpen | ng. try | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | 2 3 | cr cr |
| III. | Areas o | f Con | cent | rati | on | | | | | | | | | | | | | | 9 |) -] | L2 | C: | rec | dits |

Office of Registrar of Corporations Commonwealth of the Northern Mariana Islands

PUBLIC NOTICE

NOTICE OF EMERGENCY REGULATIONS

Pursuant to the provisions of 1 CMC §9104(b), the duties delegated by 1 CMC §8124(b), and the approval of the Governor, the Personnel Officer hereby promulgates emergency regulations setting standards of conduct for excepted service employees of the Executive Branch of the Commonwealth government. These regulations are effective retroactively to November 25, 1983, on filing with the Registrar of Corporations and will remain in effect for either one-hundred twenty days or until the proposed regulations covering this subject matter take legal effect, whichever date occurs first.

The Personnel Officer finds that the public interest requires adoption of these regulations upon fewer than thirty days' notice for the following reasons: There are presently no standards governing the ethical conduct of those employees exempted from the Civil Service System under 1 CMC §8131(a). Interim regulations effective April 26, 1982 applied to both Civil Service and Excepted Service personnel; the Civil Service Commission adopted final regulations on November 25, 1983 but as a result of oversight, the regulations covered only civil service employees. In addition, Attachment 0 of OMB Circular A-102 requires, in order to obtain federal grants, a grantee to maintain a written code or standards of conduct which shall govern the performance of the grantee's officers, employees, or agents engaged in the award and administration of contracts supported by Federal funds. The absence of such standards for Excepted Service employees jeopardizes the award of federal grants to Commonwealth agencies. The Personnel Officer has accordingly determined that to insure unbroken and continuous coverage, these regulations shall take effect immediately and are retroactive to November 25, 1983; the Governor concurs.

The text of the regulations follows. The Governor has approved the text and requested the regulations be promulgated by the Personnel Officer.

JESUS P. MAFNAS Personnel Officer

PEDRO TENORIO Governor

Date

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Office of Registrar of Corporations Commonwealth of the Northern Mariana Islands

PUBLIC NOTICE

PROPOSED RULES AND REGULATIONS

The Personnel Officer, pursuant to the authority of 1 CMC §8124(b) and the approval of the Governor, and in accordance with the provisions of 1 CMC §9104(a), hereby gives notice to the public of its intention to adopt regulations setting standards of conduct for Excepted Service employees of the Executive Branch of the Commonwealth government. The proposed regulations are published herewith.

All interested persons will be given a reasonable opportunity to submit data, views, or arguments, in writing, concerning the proposed regulations. Written comments must be submitted to the Personnel Officer within thirty (30) calendar days following the date of publication of this notice.

July 2, 1984 JESUS P. MAFNAS Personnel Officer

COMMONWEALTH REGISTER

EMERGENCY AND PROPOSED REGULATIONS

Section 1. PURPOSE.

These regulations shall establish minimum standards of conduct for Excepted Service employees of the Executive Branch of the Commonwealth government.

Section 2. EXCEPTED SERVICE.

Excepted Service employees are those employees exempted from the Civil Service System under 1 CMC §8131(a).

Section 3. REGULATIONS.

Sections V.DI-17 and V.E1-5 of the Personnel Service System Regulations adopted on November 15, 1983 shall apply to Excepted Service employees of the Executive Branch. Those regulations, incorporated by reference and effective retroactively to November 25, 1983, follow.

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PERSONNEL SERVICE SYSTEM REGULATIONS

PART V, SUB-PART D RESPONSIBILITIES OF EMPLOYEES AND MANAGEMENT

V.D1 CODE OF ETHICS FOR GOVERNMENT PERSONNEL SERVICE.

All persons in government service should:

- A. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.
- B. Uphold the laws applicable in the Commonwealth of the Northern Mariana Islands and in all subdivisions thereof and never be a party to their evasion.
- C. Give a full day's labor for a full day's pay; giving to the performance of his duties his earnest effort and best thought.
- D. Seek to find and employ more efficient and economic ways of getting tasks accomplished.
- E. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or note; and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
- F. Make no private promises of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty.
- G. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.
- H. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
- I. Expose corruption wherever discovered.
- J. Uphold these principles, ever conscious that public office is a public trust. In addition, guarantees and custodians of Federal funds shall maintain a written code or standards of conduct which shall govern the performance of their officers, employees or agents engaged in the award and administration of contracts supported by Federal funds. No employee, officer or agent of the grantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparant,

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would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, his or her partner, or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

The grantee's and contractor's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

To the extent permitted by state or local law or regulations, such standards of conduct shall provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's officers, employees, or agents, or by contractors or their agents.

The Northern Mariana Islands Commonwealth Government expects its employees to be representatives of its legal self. Like any other employer, it has the right to expect the employees to foster its business and well-being. This government's first business is the maintenance of law and order at all times (even after working hours) because without law and order, the government's goals and objectives (to which employees are committed) cannot be realized. An illegal or dishonorable act of an agent or employee may degrade and embarrass the government and To protect its credibility and rapport in the lessen its effectiveness. community, the government has the right to take administrative action as necessary and justifiable against employees who violate its laws or detract from its policies. Such administrative action is aside from any court action which may ensue from a criminal act or omission. If employees in the Personnel Service System take pride in their service, it will reduce the number of formal disciplinary actions necessary. Disciplinary actions are wasteful of the time of many employees, who must sit on hearing committees and serve as investigators or witnesses, and such actions leave a residue of bad feeling which affects the entire department.

It is a mistake for anyone to believe that good discipline is simply a matter of enforcement by those at the head of the administration. Good discipline requires leadership, not enforcement procedures. Most of all, it involves enlisting the active support of the employees. The employees, as a group, have a greater stake in improving the quality of government service than any other interested party. An organization which treats all employees fairly, with consistency, is one in which they can take genuine pride and it will provide an opportunity to find a meaningful outlet for abilities, and an opportunity to advance in accordance with their contribution. Leadership which meets these needs of employees will have no difficulty getting employee support.

So that all employees will understand the standards of conduct that are expected of them, these principles are set forth. Officials and employees of the government are reminded that they must not only avoid wrongdoing in the conduct of their official duty, but must, with equal

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care, avoid the appearance of wrongdoing. Acts which have the appearance of wrongdoing to an honest observer are prohibited equally with actual acts of wrongdoing. The citizen forms his image of the government service from what he observes, and does not inquire minutely into the circumstance to determine whether appearances are deceptive.

V.D2 POLICY ON EMPLOYEE CONDUCT.

The maintenance of the highest standards of honesty, integrity, impartiality, and conduct by Personnel Service System employees is essential to assure the proper performance of government business and maintenance of confidence by citizens in their government.

Employees of the Commonwealth of the Northern Mariana Islands are expected to comply with all laws and regulations. Legal requirements are essentially concerned with official conduct, i.e., the behavior of the employee in the course of or in relation to his official duties. Personnel Service System employees are required to conduct themselves in such a manner that the work of the government is effectively accomplished and to observe the requirements of courtesy, consideration, and promptness in dealing with or serving the public or its clientele. Personal and private conduct of an employee (as opposed to official conduct), that reflects adversely upon the dignity and prestige of the Personnel Service System, is also a matter of concern to management. All employees are expected to cultivate those personal qualities which characterize a good civil servant--loyalty to our government, a deep sense of responsibility for the public trust, and a standard of personal deportment which will be a credit to the individual.

V.D3 SUBORDINATION TO AUTHORITY.

An employee is required to carry out the announced policies and programs of the Commonwealth of the Northern Mariana Islands Government. While policies related to his work are under consideration, he may, and is expected to, express his opinions and points of view; but once a decision has been rendered by those in authority, he will be expected unreservedly to assure the success of programs which it is his responsibility to effectuate. If he fails to carry out any lawful regulation, order, or policy, or deliberately refuses to obey the proper requests of his superiors having responsibility for his performance, he is subject to appropriate disciplinary action.

V.D4 MANAGEMENT RESPONSIBLITY.

Directors of departments shall establish and maintain internal procedures by means of which all employees are adequately and systematically informed of the content, meaning, and importance of the regulations in this Sub-Part. Copies of the Regulations in this Sub-Part shall be given to each employee within ninety (90) days from the effective date of the Regulations and to new employees upon entrance to duty. Each department shall remind its employees of the regulations in this Sub-Part periodically, at least once annually, through a publication or memorandum issued to all employees.

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V.D5 EMPLOYEE RESPONSIBILITY.

It is the responsibility of employees to familiarize themselves, and to comply with the Regulations in this Sub-Part. Employees are expected to consult with their supervisors and Personnel Officer on general questions they may have regarding the applicability of the Regulations. On specific matters and for guidance on questions of conflict of interest they may receive authoritative advice and guidance from the Personnel Officer and the Attorney General's Office.

V.D6 INTERPRETATION AND ADVISORY SERVICE.

- A. Channels for counseling. It is the government's policy to encourage responsible disposition of counseling requests by the Personnel Officer. Counseling provided by the Personnel Officer involving any question of conflict of interest shall be in cooperation with the Attorney General.
- B. In order that the Attorney General may be informed as to the content and scope of counseling at all levels, the Personnel Officer will be responsible for communicating a summary of each such counseling action to the Attorney General on a concurrent basis, provided, however, that such reporting is required only as to counseling in regard to conflict of interest questions.

V.D7 DISCIPLINARY AND OTHER REMEDIAL ACTION.

A. Violations of the Regulations in this Part by an employee may be cause for appropriate disciplinary action which may be in addition to any penalty prescribed by law.

After consideration of the statements of employment and financial interests submitted by the employee and the explanation of such employee as required in these Regulations in this Part, if the Attorney General or his designee decides that remedial action is required, he shall take immediate action to end the conflict or appearance of conflict of interest.

- B. Remedial action may include, but is not limited to:
 - (1) Changes in assigned duties;
 - (2) Divestment by employee of his conflicting interest;
 - (3) Disciplinary action; and
 - (4) Disqualification for a particular assignment.
- C. Remedial action, whether disciplinary or otherwise, shall be effected in accordance with any applicable laws or regulations.

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V.D8 ETHICAL AND OTHER CONDUCT AND RESPONSIBILITIES OF EMPLOYEES.

A. Gifts, entertainment, and favors. Except as provided in Paragraphs B and C of this Section, an employee shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value, from a person who:

- (1) Has, or is seeking to obtain, contractual or other business or financial relations with this government;
- (2) Conducts operations or activities that are regulated by this government; or
- (3) Has interests that may be substantially affected by the performance or non-performance of his official duty.

Except as specifically authorized by law, employees are not authorized to accept on behalf of the Commonwealth of the Northern Mariana Islands Government voluntary donations or cash contributions from private sources for travel expenses, or the furnishing of services in kind, such as hotel accommodations, meals, and travel accommodations.

B. The prohibitions of Paragraph V.8(A) of this Part do not apply in the context of obvious family or personal relationships, such as those between the parents, children, or spouse of the employee and the employee, when the circumstances make it clear that it is those relationships, rather than the business of the persons concerned, which are the motivating factors.

An employee may accept food and refreshments of nominal value on infrequent occasions in the ordinary course of a luncheon or dinner meeting or other meeting or on an inspection tour where an employee may properly be in attendance.

- C. An employee may accept loans from banks or other financial institutions on customary terms to finance proper and usual activities, such as home mortgage loans. An employee may accept unsolicited advertising or promotional material such as pens, pencils, note pads, calendars, and other items of nominal intrinsic value. An employee shall avoid any action, whether or not specifically prohibited by this Sub-Part, which might result in, or create the appearance of:
 - (1) Using public office for private gain;
 - (2) Giving preferential treatment to any person;
 - (3) Impeding government efficiency or economy;
 - (4) Losing complete independence or impartiality;
 - (5) Making a government decision outside official channels; and
 - (6) Affecting adversely the confidence of the public in the integrity of the government.

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- D. An employee shall not solicit a contribution from another employee for a gift to an official superior, make a donation as a gift to an official superior, or accept a gift from an employee receiving less pay than himself. However, this paragraph does not prohibit a voluntary gift of nominal values or donation in a nominal amount made on a special occasion such as marriage, illness, or retirement.
- E. An employee shall not accept a gift, present, decoration, or other thing from a foreign government unless authorized by law or by the Constitution.
- F. This Section does not prohibit receipt of bona fide reimbursement, unless prohibited by law, for actual expenses for travel and such other necessary subsistence as is compatible with this Part for which no government payment or reimbursement is made. However, an employee may not be reimbursed, and payment may not be made on his behalf, for excessive personal living expenses, gifts, or entertainment, nor does it allow an employee to be reimbursed by a person for travel on official business under government orders when reimbursement is prescribed by law.

V.D9 OUTSIDE WORK AND INTERESTS.

A. Policy. Outside work is permitted to the extent that it does not prevent an employee from devoting his primary interests, talents, and energies to the accomplishment of his work for the Commonwealth of the Northern Mariana Islands Government or tend to create a conflict between the private interests of an employee and his official responsibilities. The employee's outside employment shall not reflect discredit on the government.

B. Definitions:

- (1) The term "outside work" means all gainful employment other than the performance of official duties. It includes, but is not limited to self-employment, working for another employer, the management or operation of a private business for profit (including personally owned businesses, partnerships, corporations, and other business entities).
- (2) The term "active proprietary management" as used in relation to outside work refers to a business affiliation in which substantial ownership is coupled with responsibility for day-to-day management effort in making decisions, supervising operations, dealing with the public and otherwise discharging essential tasks in the direction of the business.
- (3) A situation which may involve a "conflict of interest" is one in which a Personnel Service System employee's private interest, usually of an economic nature, conflicts or raises a reasonable question of conflict with his public

COMMONWEALTH REGISTER

duties and responsibilities. The potential conflict is of concern whether it is real or only apparent.

C. Restrictions. An employee shall not engage in outside activity not compatible with the full and proper discharge of the duties and responsibilities of his government employment. Any activity involving an incompatability of interest is prohibited. Any work assignment or employment affiliation which might encourage on the part of members of the general public a reasonable presumption of a conflict of interest falls in this category. Incompatible activities include but are not limited to:

- (1) Acceptance of a fee, compensation, gift, payment of expenses, or any other thing of monetary value in circumstances in which acceptance may result in, or create the appearance of, conflicts of interest.
- (2) Outside employment which tends to impair an employee's mental or physicial capacity to perform his government duties and responsibilities in an acceptable manner. An employee shall not receive any salary or anything of monetary value from a private source as compensation for his services to the Commonwealth of the Northern Mariana Islands Government.
- D. Among other things, abuse of leave privileges to engage in outside work shall be treated as an interference with official performance. Active proprietary management of any except the smallest business is questionable because of the probability that such management responsibilities may interfere with the employee's obligations to his primary employer, the Commonwealth of the Northern Mariana Islands Government, Employees are especially urged to seek the advice of their Personnel Officer before committing themselves to such activities.
- Ε.

An employee shall not perform outside work:

- Which is of such a nature that it may be reasonably construed by the public to be the official act of the government.
- (2) Which involves the use of government facilities, equipment, or supplies of whatever kind.
- (3) Which involves the use of official information not available to the public.
- F. While an employee is not prohibited from performing outside work solely because the work is of the same general nature as the work he performs for the government, no employee may perform outside work:
 - (1) If the work is such that he would be expected to do it as a part of his regular duties.
 - (2) If the work involves active proprietary management of a business closely related to the official work of the employee.

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- (3) If the work for a private employer is of the same type or closely kin to that involved in the program responsibilities of the office in which he is employed.
- (4) If the work would tend to influence the exercise of impartial judgment on any matters coming before the employee in the course of his official duties.

C. This Section does not preclude an employee from:

- (1) Participation in the activities of political parties not prescribed by applicable law.
- (2) Participation in the affairs of, or acceptance of an award for, meritorious public contribution or achievement given by a charitable, religious, professional, social, fraternal, non-profit educational and recreational, public service, or civic organization.

V.D10 FINANCIAL INTERESTS.

A. An employee shall not:

- (1) Have a direct or indirect financial interest that conflicts with his government duties and responsibilities.
- (2) Engage in directly or indirectly, a financial transaction as a result of, or primarily relying on, information obtained through his government employment.
- B. This Section does not preclude an employee from having a financial interest or engaging in financial transactions to the same extent as a private citizen not employed by the government, so long as it is not prohibited by law, the Constitution, or the Regulations in this Part.

V.D11 GOVERNMENT PROPERTY.

General Responsibility. Employees shall be held accountable for government properties and monies entrusted to their individual use in connection with their official duties. It is their responsibility to protect and conserve government property and to use it economically and for official purposes only.

V.D12 MISUSE OF GOVERNMENT VEHICLES.

Employees shall not use or authorize the use of a government owned or leased motor vehicle for other than official purposes.

V.D13 INFORMATION.

It is the policy of the Commonwealth of the Northern Mariana Islands Government to accord the public access to information about its activities and to make available to the public records of the government except in the cases where the disclosure of the record is prohibited by statute or constitutes an invasion of privacy of any individual concerned, or the record is exempt from the disclosure requirements, and sound grounds exist which require application of an applicable exemption. An employee may not testify in any judicial or administrative

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proceedings concerning matters related to the business of the government without the permission of the department director, his designee, or the Governor or his designee.

V.D14 GAMBLING, BETTING, AND LOTTERIES.

An employee shall not participate, while on government owned or leased property or while on duty for the government, in any gambling activity including the operation of a gambling device, in conducting a lottery or pool, in a game for money or property, or in selling or purchasing a numbers slip or ticket. However, this Section does not preclude activities necessitated by the employee's law enforcement duties.

V.D15 USE OF INTOXICANTS.

An employee who habitually uses intoxicants or narcotics or dangerous drugs is subject to removal. Employees shall not use intoxicating beverages on government property except at officially sanctioned events.

V.D16 SPECIFIC TYPES OF CONDUCT.

- A. Misconduct. Any criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct on the part of a government employee is cause for his removal from the service of the government.
- B. Negotiations for Employment. It is the policy of the Commonwealth of the Northern Mariana Islands Government that employees shall not, without proper clearance, negotiate for future non-Personnel Service System employment with persons or organizations having business with the Commonwealth of the Northern Mariana Islands as to which the employee is called upon officially to render advice or make judgments. In the event an employee desires to negotiate for such employment, he shall inform his supervisor of his intentions. If the supervisor determines that the proposed negotiations will not adversely affect the government's interests, he may authorize the employee to proceed.
- C. Selling or Soliciting. Employees and other persons are prohibited from selling or soliciting for personal gain within any building occupied or used by the government without proper permission. This prohibition does not apply to:
 - (1) Authorized and installed business activities such as Employees Credit Union.
 - (2) Solicitation for health drives, the Red Cross and other purposes approved under the Governor's fund-raising policy.
 - (3) Token solicitations for floral remembrances, retirement gifts, and similar purposes.

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V.D17 COMMUNITY AND PROFESSIONAL ACTIVITIES.

Employees are encouraged to participate in the activities of professional societies and of civic organizations whose purpose and objectives are not inconsistent with those of the department in which they are employed. Affiliation with such groups may be mutually beneficial to the employee and to the Commonwealth of the Northern Mariana Islands Government; however, such participation must not affect adversely an employee's performance of his regularly assigned duties.

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PERSONNEL SERVICE SYSTEM REGULATIONS

PART V, SUB-PART E POLITICAL ACTIVITY

V.E1 POLITICAL ACTIVITIES.

The political activities of persons in the Personnel Service System shall be subject to the restrictions of this Section.

V.E2 RIGHTS OF EMPLOYEES.

All employees in the Personnel Service System shall have the following rights:

- A. To vote for the candidates of their choice and to express their opinions on political matters.
- B. To be active members of the political party or organization of their choosing.
- C. To make voluntary contributions to a political party for its general expenditures.
- D. To become candidates for political office while working in the Personnel Service System, providing their campaigning does not take place on government time.

V.E3 PROHIBITIONS.

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Employees of the Personnel Service System shall not:

- A. Use their office or official influence to interfere with an election or to affect the results of an election.
- B. Use their official authority to coerce any person or political party in reference to any politically related activity.
- C. Be obligated to contribute to any political fund or render service to any political activity.
- D. Solicit or receive political contributions from anyone while on government time or on government property.
- E. Campaign for any candidate for public office during official working hours.

F. Promote or oppose legislation relating to programs of the departments without the official sanction of the proper departmental authority. (It should be clearly understood, however, that nothing in this policy is to be considered as restricting or interfering with the obligation of employees to respond

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freely and candidly to any inquiries made of them in regard to appropriations or related matters.)

V.E4 PUBLIC OFFICE.

An employee who is an official candidate for public office shall take annual leave or leave without pay.

V.E5 PENALTY.

Any employee found guilty of a prohibited activity shall be subject to disciplinary action by management.

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Filed this _____



Commonwealth of the Northern Mariana Mariana Islande Office of the Governor

Dibision of Environmental Quality Dr. Torres Hospital Saipan, Mariana Islands 96950

Cable Address: Gob. NMI Saipan

PUBLIC NOTICE

NOTICE OF ADOPTION

HAZARDOUS WASTE MANAGEMENT REGULATIONS FOR PUBLIC LAW 3-23 DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENTAL SERVICES

The Director of the Department of Public Health and Environmental Services of the Commonwealth of the Northern Mariana Islands is adopting new regulations for the protection of the environment and public health through the control of use, transportation, and disposal of hazardous waste. These regulations will be used under the authority of CNMI Public Law 3-23.

The purpose of these regulations is to establish a program which identifies hazardous waste, regulates hazardous waste storage, treatment, handling, transport and disposal, and establishes capabilities of inspection and enforcement to ensure that hazardous waste management activities do not jeopardize human health and are carried out in an environmentally sound manner.

The regulations include the following subject areas:

- 1. Criteria for hazardous waste determination.
- 2. Standards applicable to hazardous waste generators.
- 3. Standards applicable to transporters of hazardous waste.
- 4. Hazardous waste management permit system.
- 5. Standards applicable to hazardous waste management facilities.
- 6. Right of entry, inspection, and enforcement.
- 7. Compliance schedules.

Copies of the regulations may be obtained from the Department of Public Health and Environmental Services, Division of Environmental Quality, Dr. Torres Hospital, Saipan, CM 96950. These regulations become effective within ten (10) days from the date this notice is published in the Commonwealth Register.

er. 1 JOSE T. VILLAGOMEZ, Director Public Health & Environmental Services

COMMONWEALTH REGISTER

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Commonwealth of the Northern Marine Marine Islan

Office of the Governor Díbision of Environmental Quality Dr. Torres Hospital Saipan, Mariana Islands 96950

Cable Address: Gov. AMI Saipan

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NOTISIAN PUBLIKO

NOTISIAN MA ADOPTA

REGULASION TROMPESON PILIGROSU NA INENKATGA PARA I LAI PUBLIKO 3-23 GINEN I DEPATTAMENTON HINELO' PUBLIKO YAN SETBISION <u>ENVIRONMENTAL</u>

I Direktot i Depattamenton Hinemlo' Publiko yan Setbision <u>Environmental</u> gi Commonwealth i sankattan na Islas Marianas ha adopta un nuebo na regulasion pot para umaprotehe i uriya na hinemlo' yan hinemlo' publiko para umasuheta i usu, transpottasion yan despueston piligrosu na trompeson. Este siha na regulasion para uma'usa komo patte gi Lai Publiko 3-23.

I propositon este na regulasion para uma establesi un programa ni aidentifika piligrosu na trompeson, manea sagan piligrosu na trompeson, kriansa, manea, transpotta yan despuesto yan establisa kapas na rikonosimento yan areklamento pot para uma asigura na i aktibidat i inenkatga na trompeson piligrosu ti chinichi'ot i hinemlo' taotao yan ma praktitika gi ginasgas yan sanu na manera.

I regulasion ha inklulusu i sigiente siha na asunto:

- 1. Ginagagao para i ditetminasion na trompeson piligrosu.
- 2. Aplikapble na ginagao para yenereta piligrosu na trompeson.
- 3. Aplikapble na ginagao para maloffan piligrosu na trompeson.
- 4. Sisteman lisensia para i inenkatgan i piligrosu na trompeson.
- 5. Aplikapble na ginagao para i fasilidat i piligrosu na trompeson.
- 6. Direcho na entrada, rikonosimento yan areklamento.
- 7. Compliance Schedules.

Kopian regulasion siha sina machule' ginen i Depattamenton Hinelo' Publiko yan Setbision <u>Environmental</u>, Dibision i Kualidat <u>Environmental</u>, Dr. Torres Hospital, Saipan CM 96950 gi halom dies (10) dias ginen ayu na fecha anai mapublika este na notisia gi Commonwealth Register.

VILLAGOMEZ JOSE T. Direktot, Depattamenton Hinemlo yan Setbision Environmental

COMMONWEALTH REGISTER



Commonwealth of the Porthern Hariana Islands

Filed this _____

Department of Public Health & Environmental Services Division of Environmental Quality Saipan, Mariana Islands 96950

PUBLIC NOTICE

Cable Address: Gov. NMI Baipan Tel. 6984/6114

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NOTICE OF ADOPTION

AIR POLLUTION CONTROL REGULATIONS FOR PUBLIC LAW 3-23 DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENTAL SERVICES

The Director of the Department of Public Health and Environmental Services of the Commonwealth of the Northern Mariana Islands is adopting new regulations for the protection of the environment through the control of air emissions from stationary and mobile sources. These regulations will be used under the authority of CNMI Public Law 3-23.

The purpose of these regulations is to establish certain minimum standards to insure that air resources are protected against pollution and that air emissions do not constitute a public health hazard.

The regulations include the following subject areas:

- 1. The authority, purpose, and policy of the regulations.
- 2. Permitting procedures for new sources.
- 3. Registration of existing sources.
- 4. Sampling, testing, and reporting methods.
- 5. Prohibition of air pollution activities.
- 6. Public participation.

Copies of the regulations may be obtained from the Department of Public Health and Environmental Services, Division of Environmental Quality, Dr. Torres Hospital, Saipan, CM 96950. These regulations become effective within ten (10) days from the date this notice is published in the Commonwealth Register.

DR. JOSE T. VILLAGOMEZ, Director

Prolic Health & Environmental Services

COMMONWEALTH REGISTER



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Department of Public Health & Environmental Services Division of Environmental Quality Saipan, Mariana Islands 96950



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NOTISIAN PUBLIKO

NOTISIAN MA ADOPTA

MAPROPOSA PARA MASUHETA INAPPLACHA AIRE NA REGULASION PARA I LAI PUBLIKO 3-23 GINEN I DEPATTAMENTON HINEMLO' PUBLIKO YAN SETBISION ENVIRONMENTAL

I Direktot i Depattamenton Hinemlo' Publiko yan Setbision <u>Environmental</u> gi Commonwealth i sankattan na Islas Marianas ha adopta nuebo na regulasion pot para umaprotehe i uriya na hinemlo' yan para u masuheta i masottan aire ginen i sumasaga yan kalalamten na kosas. Este na regulasion para uma'usa komo patte gi Lai Publiko 3-23.

I propositon este na regulasion para uma establesi metton na mas takpapa' na ginagagao pot para u asigura na i guinaha gi aire man maprotehe kontra inapplacha', ya i malalaknos na inapplacha' aire ti u na' danu i hinemlo' publiko.

I regulasion ha inklulusu i sigiente siha na asunto:

- 1. I atoridat, proposito yan areklamento.
- 2. Areklamenton lisensia para i nuebo na guinaha siha.
- 3. Registrasion para i la'la'la' na guinaha pat kosas siha.
- 4. Mostra, tamtam yan ripotte.
- 5. Prohibision pot inapplacha' aire na aktibidat.
- 6. Pattisipao i publiko.

Kopian i regulasion siha sina machule' ginen i Depattamenton Hinemlo' Publiko yan Setbision <u>Environmental</u>, Dr. Torres Hospital, Saipan, CM 96950 gi halom dies (10) dias ginen ayu na fecha anai mapublika na notisia gi <u>Commonwealth</u> Register.

DR. JOSE T. VILLAGOMEZ

Direktot, Depattamenton Hinemlo' yan Setbision Environmental

COMMONWEALTH REGISTER



Commonwealth of the Northern Mariana Islands Office of the Governor Saipan, Mariana Islands 96950

July 6, 1984

FOR OFFICIAL USE CABLE ADDRESS GOV. NMI SAIPAN REPLY TO:

Rev. & Tax. DEPT. or ACTIVITY day of

Corporations Office of Régistrar of Commonwealth of the Northern Mariana Islands

Filed this

PUBLIC NOTICE

ADOPTED AMENDMENT NO. 40684 REVENUE AND TAXATION REGULATIONS NO. 8301

The Director of Finance, in accordance with 4 CMC §\$1811 and 1818, and 1 CMC \$2557, has published amendments to the rules and regulations identified as Revenue and Taxation Regulations No. 8301 of the Division of Revenue and Taxation.

The adopted amendments include the following subjects:

Section 1. Title and number of the amendment. Section 2. New §2.811.1.

The amendments may be inspected at the Division of Revenue and Taxation, Central Office, Capitol Hill, Commonwealth of the Northern Mariana Islands, Saipan, CM 96950. These amendments are published in the Commonwealth Register. Copies of the register may be obtained from the Attorney General's Office.

Certified By: ALDAN

Director of Finance

COMMONWEALTH REGISTER



Commonwealth of the Northern Mariana Islands Office of the Governor Saipan, Mariana Islands 96950

FOR OFFICIAL USE CABLE ADDRESS GOV. NMI SAIPAN REPLY TO: Rev. & Tax.

Julio 6, 1984

QEPT. or ACTIVITY dow of Filed this.

Office of Kegistrar of Corporations Commonwealth of the Northern Mariana Island

NOTISIAN PUBLIKU

MA ADOPTA NA AMENDASION NO. 40684 AREGLAMENTO NUMERO 8301 PARA I REVENUE YAN TAXATION

I Direktot i Finansiat, segun i 4 CMC §§1811 yan 1818, yan 1 CMC §2557, man publika amendasion gi areglamento yan regulasion ni ma rekognisa komo Revenue yan Taxation Regulasion No. 8301.

I ma adopta na amendasion ha-konsiste este siha:

Seksiona 1. Titulu van numeron i amendasion. Seksiona 2. Nuebo na §2.811.1.

I amendasion gi regulasion sina ma rikonosi gi ofisinan i Revenue yan Taxation gi Capitol Hill, Commonwealth of the Northern Mariana Islands, Saipan, CM 96950. Este na amendasion gi regulasion ma publika gi Commonwealth Register. Sina manule hao kopian este na publikasion gi ofisinan i Abogadon Gobietno.

Sinettifika As: TOMAS B. ALDAN

Direktot i Finansiat

COMMONWEALTH REGISTER

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VOL. 6 NO. 7 JULY 16, 1984

Filed this.

Office of Registrer of Corporations Commonwealth of the Northern Mariana Islands

RESOLUTION OF THE BOARD OF EDUCATION/REGENTS

WHEREAS, Employment Consultants, Inc. dba Western Pacific Business College has caused to be filed with this Board of Education/Regents an application for a charter to be approved and issued by the Board pursuant to Public Law 3-43, Section 701(a) in April of 1984;

WHEREAS, the Board reviewed said application in its regular meeting of May 9, 1984;

WHEREAS, the Board had responded by initiating an inquiry into the nature of said business to determine whether to issue a charter;

WHEREAS, the Board had addressed a written inquiry to said business for further information on May 15, 1984;

WHEREAS, the Board received the requested information on June 28, 1984; WHEREAS, the Board held a special meeting on June 28, 1984, to review the said application.

NOW, THEREFORE IT IS DETERMINED BY A RESOLUTION OF THIS BOARD:

1. The Employment Consultants, Inc. dba Western Pacific Business College is not an institution of higher education;

2. The use of the word "college" in Western Pacific Business College is misleading because it does not grant degrees nor transfer credits;

3. The Board has determined that it can neither grant nor deny said charter application because it is not an institution of higher education;

4. The Board shall cause this ruling to be circulated in order to alleviate any misinformation presently before the public.

COMMONWEALTH REGISTER VOL. 6 NO. 7 JULY 16, 1984 PAGE 2991

Northern Mariana Islands.

eche Esteven M. King, Chairman Rechebei, D. Vice-Chairperson aquin M. Juan N. Babauta Aguon J Sister Mary Louise Maximo L. Olopai Balzarini Isaac P. Palacios Uscar Q. Quitugua M Taitano еđ

COMMONWEALTH REGISTER

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