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College Council Meeting Summary
November 18, 2004
BOR Conference Room

Present: Dean Barnes, Lorraine, Raaj, Elsie, and Vera as Recorder.

Excused: President, Dean Sablan, and Dean P.

Agenda: Under New Business: *Add Thanksgiving Luncheon*
Under New Business: *Add Review BOR Agendas*
Under Miscellaneous: *Add Summary of Trip and Catalog Update*

Old Business:

- ***HRO Status Report on New Performance Appraisals*** – Elsie distributed copies of the evaluation forms and briefly updated members of the status. Elsie stated the evaluation forms have been reinstated. Dean Barnes tasked Elsie with finding out from the President on what the procedures are to make sure the forms is in effect. Elsie mentioned that the President would like all the evaluation instruments be implemented by January 2005. Raaj suggested that Elsie provide the names of the staff & faculty including their classification title and anniversary date for the next CC meeting.
- ***Status of Recruitment Team*** – Dean Barnes reported that the recruiting team (RT) visited MHS. RT went to Tinian. They had a few problems; THS was not ready for them. Rota trip went very well. Dean Barnes stated Rota Administrator did a very good job. RT will be visiting SHS and then KHS as well. Dean Barnes mentioned that RT would also be doing frequent visit but in smaller group to high schools and government offices to try and meet the 10% increase.
- ***Reminder Letter to Students*** – Raaj provided members a copy of the reminder letter. The letter summarized the agreement between NMC and the students reminding them the need to clear off their balances or risk being denied registration in Spring 2005. He reported that it's already been distributed to the students. Additional copies will be given to ASNMC, OSAL, Counselor's Office, and Department Chair to help distribute the letters to the students. Dean Barnes requested to include advisors in the circulation.
- ***Meeting between PBEC and CC*** – Raaj recommended to schedule the meeting with the PBEC and the college council on December 2nd, but needs to confirm with PBEC Chair Debbie Diaz. He stated the meeting is to get an understanding of what PBEC does and what it's going to do for supplemental budget request. Also, if the members have any item(s) that they want to add on to the meeting, to send him an email.

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- ***Phone Lines (emergency e.g. Typhoon)*** – On behalf of Al Johnson, Dean Barnes stated that Al Johnson would not proceed with the new phone system unless he is assured that there are funds available. Raaj suggested to request supplemental budget for the new system. He stated that after the meeting with PBEC and CC, he would recommend to PBEC Chair to schedule a meeting to entertain the supplemental budget, which is the 2nd week of December.

New Business:

- ***Thanksgiving Luncheon*** – Dean Barnes informed the members that Thanksgiving luncheon is scheduled on Wednesday, Nov 24th at noon behind the Gymnasium. .
- ***Review BOR Committee agendas to be presented to the Board*** – members present at the meeting briefly reviewed each BOR Committee agenda to be presented at nextweek's BOR Committee meetings.

Miscellaneous Item:

- ***Summary of Trip*** – Raaj reported that he went with the President to San Francisco to meet with SF Case Management Team. He stated that the meeting with Pell went very well. They have come to an understanding as to what else the college needs to do to get the college off reimbursement status. He also mentioned that Financial Aid Office is working diligently to meet the requirements set up by Pell. If all requirements are submitted as agreed to by November 30th, the College will be off from reimbursement in December 2004. Raaj reported that the meeting with DHHS to negotiate indirect cost rate was productive. He hopes to have the indirect cost rate for 2001, 2002, 2003 and 2004 in place by January 2005. He stated that once it's in place, the college would be able to work on getting some of the questioned cost resolved. Raaj also went to Washington, DC to meet with USDA and USDOE. His meeting with USDA, they have come to an understanding as to how to go about on getting about \$300K of questioned costs off the books. He is working on the necessary written agreements and he stated that once it's signed off by USDA, then it goes to the auditors which will be use as the basis of removing the questioned cost. He also met with USDOE and was joined by Ms. Jeannette Villagomez. The meeting was very productive. He also stated that they have come to an understanding on how to resolve some of the questioned costs and audit findings from the TRIO programs and ABE. He met with Max Rudmann, Chief Financial Officer as well who handles the TRIO programs and Talent Search. They agreed to work with the College to remove 1998 & 1999 findings, however, Raaj stated the College may have to pay back some of the money due to the College couldn't find all the documentation to support the questioned costs. As for FY2001, 2002 & 2003, he stated that they would also work with the College; however, they are waiting on the indirect cost rate because majority of the findings are indirect cost related.

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- ***Catalog Update*** - Raaj and Dean Barnes met after discussing with the President. Raaj stated that the new catalog for academic year 2004-2006 would be readily available by Nov 22nd at the Bookstore at \$2.00 per copy.

Raaj announced that \$200K first payment finally came in. He stated that the payment to HNS and CoCos would be process and send out ASAP -11/18/04.

Adjourned at 3:50 p.m.