

College Council Meeting
Minutes for Tues, March 1, 2005

Present:

President Guerrero, Dean Barnes, Raaj Kurapati, Jerry Smith, Glenn Keaton, Lorraine Cabrera, Danny Wyatt, Agatha Ketebebang, Tom Colton, Vince Riley, Jojo Tagabuel, Sarah Osborn, Richard Puhalla, Elsie Halstead, Bronte Dahiel and Reina Camacho.

College Lab School – the task force submitted its recommendation to the President and members of the college council. President Guerrero informed the task force members present the tentative date for the BOR special meeting is March 21st. Sarah Osborn said the meeting date is not timely. Vince Riley said parents need to know early March, as registration is going on now. President Guerrero said he'll consult with the board on their time availability and asked the task force what data or statistics was used to make the recommendations. Richard Puhalla said enrollment figures were used as well as the financial data provided by Raaj. President Guerrero advised the task force to submit any data used to Reina Camacho for inclusion in the BOR meeting packet. President Guerrero suggested the task force also provide historical information, especially regarding finance. The majority of the task force members preferred a meeting time of 9 a.m. on March 10, 2005.

SMT Proposal on Allied Health – Glenn Keaton provided an update to the program proposal. President Guerrero suggested the proposal be reviewed by the Academic Council. He also wants an endorsement or comments from the Dean of APS. Glenn said he is submitting the proposal for approval of the program concept. After further discussion on the program concept proposal, a motion was made, seconded and carried. President Guerrero said he would like to review the proposal in detail and will be included in the meeting of the board in April.

Evaluations – Danny Wyatt reported he's completed the department chair performance evaluation. Pending is the evaluation for program coordinators. President Guerrero requests all the evaluations are completed in the very near future for implementation. He would like to send one notice that an evaluation for every position will be implemented; anticipates implementation no later than spring semester.

Comprehensive Evaluation – Danny provided a sample of a bottom-up evaluation. President Guerrero tasked Elsie, as HRO director, to circulate the evaluation for feedback. Lorraine said she'll include this on the agenda of the staff assembly.

Overloads – Danny said faculty is concerned with the inequities or inconsistency regarding overload payments. President Guerrero recommends Danny speak with the Dean of APS regarding the concern. Danny said part of the problem affects staff when they participate in more and more committees or college functions without any compensation. Lorraine said whenever the issue of staff compensation is raised, the reply is "it is part of the other duties as assigned." The staff senate is requesting if the position description for staff could be more specific i.e. participate in at least one college committee. President Guerrero said we need to understand that we cannot equate staff with faculty because faculty get paid by the credit and staff are on salary. We need from

the staff more information on justifying overload/compensation. Lorraine said some that serve on several committees end up working after hours or on weekend to catch up to their regular duties. President Guerrero suggested the staff carry on with the proposal and use the faculty workload sheet as a reference. He expects a presentation on the matter, proving that staff role in committees affects the 80 hours work week.

Committee Appointments – Dean Barnes said a new committee was developed, Tuition and Fees. Elsie Halstead she was tasked by the President to organize a new committee, Policy and Procedure Review.

HRO was tasked to provide information on who served in college committees and other organizations last year; this information has been provided for the performance reports in years past. Danny said if you assign someone, they will show up. President Guerrero prefers the request of volunteers. Sometimes people do not show up, if so, this is something that could be included in their annual performance evaluations.

Sign Language Interpreter and Teaching a Second/Foreign Language Certificate Program – Tom Colton said in order to submit the request for substantive change for WASC, this program needs to be presented to the President and Board of Regents. President Guerrero asked when was the program initiated. Tom said sometime in late 2002 or early 2003; both programs have been through the Academic Council and are included in the current course catalog. President Guerrero said we need to meet with Dean Sablan regarding this matter; there are programs that follow the procedure while others do not; we need consistency.

Decision Making Groups – President Guerrero wanted to update the individuals serving on the various decision-making groups. For both the BOR honorary member and CC member, we need ASNMC to formally inform the groups who is the representative. When Dean Papadopoulos was serving in the CC, he was representing the assessment Team. Jerry Smith is now that representative and would like to sit in the CC to also represent Technology, not just assessment. Faculty Senate elections are to be held this month and the new month will take over in May. Staff Senate has a vacancy in student development and nominations are on going. President Guerrero asked about the Alumni Association. Dean Barnes said the organizing committee is working on the constitution and by-laws.

Professional Development/Professional Tip - President Guerrero requests that CC rotate the facilitators of meetings. Each facilitator is asked to share something of value at the beginning of the meeting. Dean Barnes volunteered to facilitate next week's meeting.

Pell – Raaj Kurapati said DOE would like to modify our reimbursements by eliminating one of the review processes. They suggest that we continue to utilize the service of RGM; as they are not yet 100% comfortable with NMC alone reviewing the files. NMC will be placed on full reimbursement, just not at this time. Right now, it's approx 2-3 weeks for RGM to review the files and another 2-3 weeks for DOE. Dean Barnes said NMC is allowed to submit a batch every week, and not have to wait until RGM has

Adopted: 03/15/05

completed its review and thus, speeds up the process. Raaj said it will cost the college an additional \$30,000 to maintain RGM. DOE usually does not return institutions to advance status until they've completed a site visit, so this is a compromise: we get advance status, yet maintain RGM. We should still plan for a site visit before the end of this year.

AC Recorder – Glenn Keaton raised the issue of not having a permanent recorder for the Academic Council. The workload for this is approximately 5 hours a week. President Guerrero recommends the Dean of APS hold a meeting to look into the matter, especially in utilizing existing staff and faculty.

Meeting adjourned.