

**College Council Meeting
Summary for Tues, April 5, 2005**

Present:

President Guerrero, Dean Sablan, Dean Barnes, Raaj Kurapati, Lorraine Cabrera, Danny Wyatt, Jerry Smith, Glenn Keaton, Reina Camacho as facilitator/recorder.

Special Guest: Ed Propst, Larry Lee, and Elsie Halstead

Agenda adopted w/minor change

Under Old Business – add Comprehensive/360 Evaluation

Adoption of Meeting Summary

March 15, 2005 Meeting Summary adopted w/minor change.

- *change “minutes” to “summary”*

March 29, 2005 Meeting Summary adopted w/minor grammatical errors.

Meeting called to order at 1:30 p.m.

Old Business:

College Month/Charter Day Activities Update – Larry Lee and Ed Propst gave an update of the activities happening for the month of April. Student Take Over Day is set on April 15th. Sign up sheet for Student Take Over day is at the Student Center. Dean Sablan encourages people to show face on these activities. President recommends to the committee to be sending out an email reminder on each activity to the college community.

Ed said corporate sponsors for this event are Joeten Motors and Coco Cola. Admin Services Facilities & Maintenance workers are working very hard on the stage. Ed asks the administrators if they can throw a small gathering off campus on Friday, April 8 for the workers. Ed said we are getting a quote for the sound system. Coco Cola is paying \$1,500 for the PA system. College may have to pay a little bit more since it's a 2-day event. Need to provide pick up truck to help transport equipment. As for sponsorship, it continues to grow. He said we're looking at over \$11K from sponsorship. Ed said he would like nice plaques, not certificates, for the sponsors. Booths are almost sold out; 8 booths left.

Friday night events are the Marianas Idol II (Final 4 advance to Saturday, 4/30), dance competitions, & car show. For the burn out contest, we need the legal counsel to approve waiver/liability form. Also, we will be hiring extra security guards. President ask what's the stage background? Ed said the stage will be painted all white. Debbie is the Decoration Committee Chair and they envision doing a canoe and sail w/Taga in the middle, which will be made out of coconut husk. Also, Film School will be putting up two huge screens to show the stage. Joeten has offered to provide a large banner that will run across the street. Ed is asking if someone can call CUC to have the banner put up. President said Dean Sablan can coordinate with Al Johnson.

Workload & Compensation –Danny, chair for this committee said the committee is compose of 7 faculty and 2 staff, and meets every Friday at 2:00 p.m. at the HR Conference Room. The committee will bring their findings to the College Council. Dean Sablan asked for a representative from HR to join the committee in case there's inquiries in regards to contracts and policies.

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Committee Assignments – HR is to send via email the Finance & Administrative and other to the College Council members. President asks everyone to review respective areas. Goal is to update this by the upcoming school year.

Board Meeting Agenda -

Personnel Committee is at 9:00am and the Program Committee is at 11:00 a.m.

- Evaluation Instrument implementation will be given to the Board as an FYI along with the HR Policy. Reina said that at the last BOR meeting, the board has requested that the HR Policy be completed by the next BOR meeting. And also before presenting to the Board the HR Policy that the college already revised the policy and that comments already incorporated into the policy. President recommends giving the Board an update on the HR Policy and to share some of the delays.

Program Committee

- SMT Program Proposal; Angie is to submit proposal to Reina by Friday.
- Add to the agenda the status update on the Film, TV, Visual/Audio Dept.

Fiscal-Legislative

- Omit Supplemental Budget request
- Old business-update on RGM contract, management review desk audit update; update from Tuition & Fees Task Force
- New business-FY2006 Appropriation Budget for discussion only; propose summer 2005 Film & TV Budget request-for discussion.

Reina said the ultimate deadline for submission of reports to the Board is next CC meeting. *For the record, Raaj brought up that at the last CC meeting, it was agreed that all reports to be presented to the Board are to be submitted to the College Council by today's meeting and that we promised the Board their copy two weeks before the BOR meetings. Reina acknowledged.*

- Raaj submitted February 2005 Finance Status Report. Reina suggested providing the Board, before the BOR meeting, March financial update.
- Indirect Cost Rate Update - By the end of this month, we would have a signed indirect cost agreement in place and then we will be able to present to the Board. Raaj said we hope to have final resolution of \$750K in questioned costs.

Raaj will attend conference in Washington, DC – meet with USDA and USDOE to finalize finding resolution. We already received an audit resolution letter but there are some conditions.

LA Fiesta update on financial statement as of Feb 28. Final billing has already been submitted to Office of the Governor, requesting reimbursement of approx \$57K shortfall Dec 26 thru Jan 31, 2005.

- Desk Audit – President met with NMC Foundation President and had inform them of the Board's request and it is on the agenda for the Foundation meeting slated for this month pending confirmation for a quorum. Raaj passed out an update NMC Foundation report. President updated council members on the two projects. He said we are requesting the NMC Foundation to pay for the two projects which are RGM Contract \$35K and SDSU proposal for the Management Review Desk Audit \$32K. Based on the outcome of the meeting, an update will be presented to the Board of Regents.

Adopted: 05/03/05

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Comprehensive/360 Evaluation – College Council wants an update on this item by HRO.

New Business:

BOR/Foundation Meeting – passed out ETC Update of Foundation.

Miscellaneous:

Institutional Priorities –passed out formal report of Ad Hoc on I.P.

Strategic Master Plan Committee update – *no notes or hand outs.*

Professional Tip – Reina presented her professional tip that is “The Basic Principles of Teamwork.”

Reina appointed Jerry Smith to facilitate next meeting.

Meeting adjourned.

Prepared by: Vera Pangelinan

Note: Meeting summary is based on Reina’s notes.