

**College Council Meeting  
Summary for Tues, May 17, 2005  
Room N-5**

Members Present:

Lorraine Cabrera, Raaj Kurapati, Jerry Smith, Dean Sablan, Jeannette Villagomez, Jim Wedding, President Guerrero as facilitator and Vera Pangelinan as recorder.

Excused Absent: Severina Ogo and Glenn Keaton

Anastasia Lynch and Danny Wyatt are representing Faculty Senate.

NMC Staff: Elsie Halstead and Joyce Taro

***Agenda adopted w/minor changes.***

*Under Miscellaneous make Professional Tip as item e..  
Add under miscellaneous – c) Business Group Competition  
d) PTK Can Food Drive*

***Adoption of Meeting Summaries***

- a. Meeting of April 19, 2005 was adopted with no change.
- b. Meeting of May 03, 2005 was adopted with no change.

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

**Old Business:**

a. **Workload & Compensation** – Danny reported that the committee has been meeting for about a month and a half. Committee has reviewed the department workload policy and with that, the committee made its decision. Danny presented the committee's recommendation and it does not include the Faculty Senate. He said the Faculty Senate has its own recommendation. A copy of the committee's recommendation will be emailed to the College Council members.

b. **Permanent Contract for Staff** – Lorraine said no updates. They are still waiting on the finalization of the workload & compensation. They did come up with a Board Policy & Procedure. Now, they need to come up with the actual language to insert into the contract. President asked if this is going to be in conjunction with the faculty. Danny said the faculty has already approved the faculty service contract. Lorraine said the staff senate wants to keep the contract as permanent contract, instead of service contract. President said he would like both faculty and staff contracts package together for July's BOR meeting. Lorraine said they are targeting to complete the contract by July.

Jim asked will present employee be grand fathered in or will they have to start from scratch? President said originally the discussion, which is still up for Board approval, when it is adopted, whoever's contract is expiring that is when the new contract will be implemented. He said it is going to take us a year to phase in everybody.

c. **Comprehensive Evaluation** – Elsie said she and Lorraine have identified two possible forms that they have downloaded. She said they will come up with a draft at the next CC meeting. Danny suggested that they work with Maryanne Campo on having the evaluation done online.

College Council Meeting  
Summary for Tues, May 17, 2005  
Room N-5

- d. **Implementation of Employee Appraisal System** – Elsie said they have come up with preliminary dates for the evaluation orientation. They are targeting the month of June. Schedule dates for the orientation:
- a. June 13 – Staff Evaluation
  - b. June 15 – Non-instructional
  - c. June 17 – Administrators
  - d. June 20 – General Information.

Also, we will make it available on Professional Development Day in August. Elsie said our big challenge is coming up with an overall evaluation handbook.

e. **Policy & Procedure Review Committee** – Elsie reported that the committee met twice already. HR Policies are being evaluated at this time. We have made some revision to the first 10 policies that we looked at, and it is available on the N drive: public folder/HR. President informed Elsie that for the College Council's review like the first 10 policies, to bring it in under new business. Have hard copies available for the College Council members. Also, email Rota and Tinian Administrators the policies as an attachment. The College Council will then have one week to review and take action. Elsie was asked to work with Jerry on having the policies available online.

f. **Job Ads** – Elsie said Tanya came up with a list of job ads and she will email it out to the College Council members today.

g. **Strategic Master Plan Committee** – Dean Sablan said he consulted with Rob Schultz. He said we need to consider the vice listing for this committee. The last time we looked at the names it was Rob Schultz, David Attao, George Sablan, Tanya Songsong, JoJo Tagabuel, Jean Duenas, Al Johnson, Phil Swett, and Rik Villegas. The following names were forwarded to the President's Office to consider and to appoint them to this committee.

h. **PBEC Update** – Raaj gave an update. He said we received approximately \$6M request for funding, but we brought it down. Some major things: 1) Consolidated Comprehensive Budget and 2) Adjuncts/Overload through the departmental level. Finally, PBEC will be having a budget hearing in a week or so.

**New Business:**

a. **Post College Month/Charter Day Wrap Up Report** – Tabled.

b. **Pell Grant Progress Report** – handed out to the CC members a copy of Pell Grant Program Summary report as of May 16, 2005. Jeannette gave a brief summary of the report. 553 total awards for Pell Grant 2004-2005. 210 applications total have been submitted. 200 applications are pending. Daisy Manglona-Propst is working on the 143 applications. Jeannette was asked to inform Daisy to break the 143 applications down weekly and then have it sent to RGM so they can start reviewing it.

President said this is the first time that we are seeing any money from Fall 2004.

College Council Meeting  
Summary for Tues, May 17, 2005  
Room N-5

**Miscellaneous:**

a. **Management Review Desk Audit** – President said he sent out a reminder to the Deans, Rota and Tinian Administrators, to make sure of having all the employees respond to the NMC Management Review Desk Audit Survey. Deadline for the survey is on May 19<sup>th</sup>. Reminder of the faculty focus group sessions is schedule for Monday, May 23<sup>rd</sup>. Also, the Board of Regents requested to have a briefing meeting with the SDSU on May 23<sup>rd</sup> at 3:00 p.m.

b. **NMC Commencement Exercises** – President reminds everyone of NMC's Commencement Exercises set on Saturday, May 21<sup>st</sup> at 4:00 p.m. at the MHS Gymnasium.

c. **Business Group Competition** – Dean Sablan said there are students that are in the Business Program that are developing a concept paper. The teams will all compete against each other. There were 9 groups. The Business Department did the screening and has selected the 5 finalists to compete. The five finalists will be presenting their business concept proposal tonight, May 17<sup>th</sup> at 7:00 p.m. in room D-1. Winners will be awarded cash at the Graduation Banquet on May 20<sup>th</sup>.

d. **PTK Can Food Donation** – Dean announced that the PTK are doing a canned food drive and are asking the college community for support. He said he would volunteer. He asked the College Council members if they have books, any canned goods, or monetary donations that they would like to donate to drop it off his office to Nenette by Friday, May 20<sup>th</sup>. He said he would ask Nenette to buy canned goods with the cash donated. Jim asked if we do that on the 28<sup>th</sup> of May, we can pouch it down to Angie Sills or is that already too late. Dean Sablan said no, to go ahead and do that.

e. **Professional Tip** – President gave his professional tip on “The Learning College Network” by Cynthia Wilson from the League of Innovation.

Next facilitator is Jim Wedding.

*Meeting adjourned at 2:55 p.m.*