

College Council Meeting Summary

December 02, 2004

BOR Conference Room

Present: Dean Barnes, Lorraine C., Raaj K., Dean P., Reina C., Danny W., Glenn K., ASNMC Cathleen D., and Vera P. as Recorder.

Excused: President and Dean Sablan

Special Guest: PBEC Committee (Debbie D., Laura H., Elsie H., Raaj K., Dean Barnes, Dean P., and Danny W.)

Before the meeting, Reina asked those that were present the need to vote on the color for 2003-2004 Performance Report. Members voted ivory to be the next color for the report.

Old Business:

- HRO Status Report on New Performance Appraisals – Tabled.

New Business:

- ***PBEC – Supplemental Budget*** – PBEC Chair Debbie gave an update to the CC members on PBEC activities and what the BOR have requested. Debbie stated that the Board wants PBEC to submit supplemental budget request that incorporates resources which was not included in the budget for FY2005. She stated receiving \$127K requests from the department and gave them up to December 3, 2004 to submit their final request. Those departments that submitted their supplemental budget request includes OARFA, Film & TV, Finance & Procurement, Administrative Services, CDI, SBDC, and Student Development. So far, she stated receiving \$127K for operations and \$109 for special that totals up to \$237K requests.

Raaj asked Debbie to do an overview of what PBEC functions as requested by the President. However, Debbie stated she had recently done an overview of PBEC.

Debbie mentioned that she is currently working on the appropriation analysis, which the Board is requesting for the final version. She also stated she would work with Raaj to identify the funding sources as to where to get the extra funding for the supplemental grant. She informed the PBEC members that their package should be ready by next week on the entire analysis of all supplemental request including operations and appropriations budget.

Debbie informed CC members that PBEC is meeting on Dec. 10 and invites them to attend.

Dean asked with the money that NMC were to pay for the supplemental budget, if that would come out of cuts or additional revenue. Raaj responded that they're considering of going to the Foundation for additional funding.

Danny mentioned that he brought up at the BOR meeting the lack of salary increases and recommends including salary increase in next year's budget. He stated that unless the college starts putting salary increase in the budget, NMC is never going to get funding for it.

Dean Barnes stated that the college council need to take a stand and make sure PBEC includes salary increase in next year's budget.

Raaj stated that this fiscal year, the college is lucky to get continuing resolution because the legislature were actually going to cut the budget. He further stated that the President, Dean of Academics, and himself have lobbied several times for the additional \$438K.

Danny mentioned that PSS got 5% increase. Raaj suggested considering lobbying effort to get the attention of the legislatures.

- ***Institutional Communication*** – Dean P. informed members that the Director's weekly meeting with the President, the President asked the Directors to brainstorm ideas of how to improve communication to and from various sectors of the college. He stated that it was also brought up at the BOR meeting. Dean P. distributed copies of the functions of College Decision-Making Groups and Working Committees and asked members for suggestions to improve communication.

Dean P. made two suggestions. One was the expectation of what people should be receiving and what not. The other suggestion was the release of information and what not to be released.

Danny mentioned that he brought up to the Board the faculty's concern and that faculty's have been getting their information via local newspapers prior to finding out from the administration.

Dean summarized what the members concluded which is to continue improving communication through this method as well as remind ourselves and others that communication is a two way street and not only to expect but to go and try to receive and retrieve communication.

Reina brought up another form of communication, which was external communication. Reina informed members that she wanted to focus more on what NMC does and less on La Fiesta by having press releases. Also, President and BOR inquired about the PROA newsletter. Reina stated that PROA newsletter was one form of communication NMC had in previous academic year. Dean suggested taking some of the resources spent on PROA and using it to advertise at the movie theater.

Dean Barnes stated he would invite Edwin Propst next week Thursday to brief members its plans for the student newspaper.

- ***Christmas Party Update*** – Reina updated the members on the upcoming Christmas Party, which is scheduled for December 11, 2004, Saturday at the Hyatt Regency Hotel and tickets are being sold for \$18 per person. This year’s theme is “Rocking around the ages”. She also informed members that the committee is still waiting/asking for donations. Raaj stated that the President requested to invite the Board of Regents and NMC Foundation Board to the Christmas Party. Reina on behalf of the Christmas Party Committee asked the CC members for their endorsement to not give the retirees free entry to the Christmas party.

Another issue was the Retirement Party. Reina informed members that the committee has decided to separate the retirement and Christmas party. Retirement party is scheduled on Dec 10, Friday, a day before the Christmas party.

Elsie brought up payroll allotment. She stated that she’s been trying to convince the employees to be deducted \$1 bi-weekly, which will be use for NMC functions such as Christmas party, thanksgiving party, annual picnic, etc. Dean Barnes asked Reina to come up with a recommendation to the CC members for next CC meeting. Elsie also wanted to recommend payroll allotment to Rota campus as well.

ASNMC Katie informed the members that the ASNMC along with the Nursing Club is having a Christmas Drive from Dec. 1-17 for those less fortunate. Donation can be dropped off at the Student Center or Nursing. Dean Barnes asked where would the donations go. Katie stated that they’re still working on it. Also, ASNMC will be doing Christmas Carol on Dec. 17 during the day and Dec. 18 at night. They will be visiting government agencies, the legislature, the hospital, and the man amko (old age).

- ***Faculty & Staff attendance on the upcoming Assessment Workshop*** - Glenn stated four faculty members informed him that they would not be back on the date of the workshop. Reference to the President’s memorandum asking that everyone be back before the workshop. Because it is not mandatory, what will happen to those that do not attend? No punitive action has ever been taken. Dean Barnes stated he would bring it up to the President.
- ***NMC Policy*** – Reina stated that the President wanted the members to review the process of reviewing policy. The revision of the facilities management policy and student development policy are completed. HR Policies are still pending. Reina stated that the President also proposes to review Educational Policy.

Dean Barnes explained his understanding of the process of reviewing policy is that 1st - College Council review, 2nd – Email three campuses for comments, 3rd – Legal Counsel, 4th – Program Committee review & concurrence, and then 5th – Full Board for approval. After the board approves it, it goes to the Registry for 30-days which

anybody in the community have a right to make comments. After the 30-days and no one makes a comment, it becomes a policy at NMC and then placed in the N drive. He stated that procedures are different.

Reina stated that the President's concern regarding the process is the involvement of NMC staff & faculty. Further stated that the President want the CC members to come up with a way that can involve people so that when the revise policy are presented to the board, it ensures involvement.

Dean P. suggested using the decision-making groups and randomly rotate groups to be responsible for the set of policy. Dean Barnes suggested setting a side 15-20 minutes to go over the policies. He stated that he would do an outline of how student development policy was done and present it to the CC members, which may be use as a guideline for expediting future policies.

- ***Student Development Policy*** – Dean Barnes handout the student development policies and asked the members to review it for next CC meeting.

Next CC meeting is scheduled for Thursday, December 9, 2004, BOR Conference.

Meeting adjourned at 4:00 p.m.