

**College Council Meeting
Summary for Tues, May 10, 2005
BOR Conference Room**

Present:

President Guerrero, Lorraine Cabrera, Raaj Kurapati, Jerry Smith, Dean Sablan, Daisy Villagomez-Bier, Greg Folta as facilitator and Vera Pangelinan as recorder.

Special Guests: Elsie Halstead

Agenda adopted w/minor changes.

*Add under new business – a) Personnel Matters
b) PBEC Update*

Adoption of Meeting Summaries

- Meeting of April 19, 2005 – Tabled
- Meeting of May 03, 2005 - Tabled

Meeting called to order at 1:35 p.m.

Old Business:

a. Workload & Compensation – Dean Sablan said he met with Danny Wyatt, Chair for the Workload & Compensation Committee. Danny provided him a copy of the committee's meeting minutes to update the College Council members, which was passed out to the College Council. He said once the committee completes their findings and recommendations, they will bring it before the College Council.

Dean Sablan was ask to inform Danny the need for the committee to continue working all through the summer so they can come up with recommendations for the college council prior to presenting it to the Board for their approval. Once reviewed by the Board, the college council would like to implement it before the upcoming school year.

President recommends inviting a member of the Workload & Compensation Committee to attend the CC weekly meetings so they can be updating the College Council members.

b. Committee Assignments – Elsie said that Bobbie had emailed the College Council members the committee assignment at the last CC meeting. She suggested to the College Council members to go over the listing and to make any changes.

Dean Sablan said there are quite a few activities coming up and possibly a lot of request for institutional participation. With this committee assignment listing, he said he would use it with the department chairs to assign faculty's to committees.

Vera was asked to update the Decision-Making Bodies and then email it to Bobbie Hunter.

c. Permanent Contract for Staff – Lorraine said no updates. They are still waiting on the finalization of the workload & compensation.

d. Comprehensive Evaluation – Item tabled. Elsie said she has solicited Lorraine's help and hope to have something for the College Council at the next meeting.

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e. **Implementation of Employee Appraisal System** – Elsie gave a brief update. She is working with CDI on how to incorporate this training/orientation into the annual employee orientation. Before implementing the employee appraisal system, we need to have the orientation or professional development on how to do the evaluation. She said it's not only for supervisors but also for employees.

Greg asked Lorraine if the staffs are interested in having this training on the professional development agenda, which is on August 11 & 12. Lorraine said yes.

f. **Policy & Procedure Review Committee** – Elsie gave a brief update to the College Council Members. She said she facilitated the first PPRC meeting, which was on May 6th. The committee has decided to meet once a week, every Friday. She said they are working on the first set of policy, which is the HR policy. Because there are 61 policies, the committee is going to be reviewing 10 policies per week to try and come up with recommendations for the College Council to endorse and then to make recommendation for action to the Board at the Board meeting in July.

President asked Elsie to have the PPRC meeting minutes accessible online to the college community including Rota and Tinian campuses so they can provide input.

g. **Job Ads** – Elsie said as a result of the faculty assembly, she submitted a revised budget to PBEC to include national advertising, an increase of \$9,000. Dean Sablan suggests generating a medium as to where to place the ads. President also suggested doing it locally, regionally, and nationally. He said the faculty also has some very good suggestions about association. Elsie said the faculty also requested a status update and Tanya is working on that. It is now available on the website.

h. **Strategic Master Plan Committee** – passed out a copy of memorandum dated April 1st, 2005 from the SMP Committee of their recommendation to the College Council. SMP Committee would like to know what's the College Council position regarding their recommendation. President said overall, the committee is recommending for us to consider the various options but they're more less incline towards supporting option number 5 due to limited financial resources.

MOTION: Dean Sablan recommends to the College Council to endorse option number 5 so that the SMP Committee can initiate their plans towards the activities on the strategic master plan. Raaj seconded; motion carried.

Dean Sablan asked Lorraine to submit another name from the staff senate because Loly Kingzio has asked to be excused. President said Regent Sablan was recommended by Regent Furey to serve under this committee.

Dean Sablan said for now, the SMP Committee is comprised of the following individuals/representatives: Rob Schultz, David Attao, Regent Jose Sablan, Lisa HacsKaylo, 2 student representatives, Al Johnson, and 1 staff senate. He said he communicated with Rik Villegas and Phil Swett and they have agreed to assist this committee.

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President recommended that Dean Sablan communicate with the Steering Committee of the College Council's decision.

Miscellaneous:

a. Personnel Matters – President informs the members of the College Council that Dean Barnes' submitted a letter of his intent to retire early from NMC effective June 10, 2005. He said he has accepted Dean Barnes' early retirement and has relinquished him with his official duties and responsibilities as the Dean of Student Development effective immediately. He said he met with the Directors under Student Development concerning this personnel matter. President said in relation to this, he also received a letter of resignation from Ramon Basa, Director of Admission, Records, and Financial Aid Office effective 30 days from date of letter. President met with the OARFA staff informing them of Mr. Basa's notice.

President said he will be sending out an appointment memo to serve as acting Dean of Student Development and acting Director of OARFA.

b. PBEC Update – PBEC Update added on to the agenda. Raaj requested item to be a standing item since PBEC is in the process of reviewing 2006 Operations Budget. Also, this would keep the College Council well informed of any proceedings.

Raaj said they had their first meeting, chaired by Debbie Diaz. Their focus is on faculty. There are two issues that PBEC will be tackling: 1) Adjunct/Overload and 2) WASC Visit.

c. Professional Tip – Greg's professional tip to the members of the College Council was "To Be On Time".

Next facilitator is President Guerrero.

Meeting adjourned at 2:16 p.m.