

**College Council Meeting
Summary for Tues, May 24, 2005
Room N-5**

Members Present:

Jeanette Villagomez, Severina Ogo, President Guerrero, Lorraine Cabrera, Greg Folta, Dean Sablan, Glenn Keaton, Jerry Smith, Jim Wedding as facilitator and Vera Pangelinan as recorder.

Excused Absent: Raaj Kurapati

NMC Staff: Elsie Halstead and Danny Wyatt.

Agenda adopted w/minor changes

Add under New Business – a) HR Policy

Add under miscellaneous – b) NMC's 25th Commencement Exercises

c) Summer Offering Updates & Information

Adoption of Meeting Summaries

a. Meeting of May 10, 2005 – Tabled.

b. Meeting of May 17, 2005 – Tabled.

Meeting called to order at 1:45 p.m.

Old Business:

a. **Workload & Compensation** – Danny reported that the committee met again on May 23rd for a final list of recommendations. He said he is waiting for the committee's feedback before working on the final list. The final list of recommendations will be presented at the next CC meeting. In addition, he mentioned that they are working on standardizing the workload form. He said he would be sending out a proposed workload form.

b. **Permanent Contract for Staff** – Lorraine reported that the Staff Senate met on May 20th and they came up with the wording to go into the draft contract. Along with the draft contract, they have policy & procedure for the workload & compensation. She said she would be emailing it to the assembly for their review, and comments are to be turned in by June 3rd. The staff assembly is meeting on June 10th to vote on the two items.

c. **Comprehensive Evaluation** – passed out the 1st draft comprehensive evaluation form. Elsie said the draft form is from bottom up evaluation. She said they benchmark from Western Kentucky University that is best applicable to our institution. She asked the CC members to go over the draft form and to provide comments. Danny suggested doing the evaluation on-line. Elsie said if the CC members approve it. President suggests standardizing the rating scale with what the college is using to be consistent.

d. **Implementation of Employee Appraisal System** – Elsie said no updates.

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e. **Strategic Master Plan Committee Update** – Dean Sablan said that he had already forwarded the names to the President appointing them to this committee. He said the letters had already gone out to the members already. The committee is now trying to schedule a meeting on May 26, Thursday at 10 a.m.

f. **PBEC Update** – Dean Sablan updated the member of the College Council that the committee is meeting on June 6th to look at cutting down the initial \$6M budget submission down to \$3M.

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

New Business:

a. **HR Policy** – Elsie reported that the Policies & Procedures Review Committee (PPRC) has review the first ten (10) HR policies. She said that Maryanne Campo has set up an ePortfolio for PPRC so that everyone can view the policies on-line. PPRC can be found under the Institutional ePortfolio. Elsie said the committee met on May 20th and they went over the next set of 10 policies.

Miscellaneous:

a. **NMC's 25th Commencement Exercises** – President wanted to extend his appreciation to all the Graduation Committee members. He said he heard very good comments and feedback from both internal college people and external community members that were present. He said a lot of people mentioned that it was one of the best graduation ceremony that they have participated.

President also announced that NMC Tinian Campus would be having its first ever commencement exercises on May 28th.

b. **Summer Offering Updates & Information** – Dean Sablan reported 78 courses scheduled for the summer. 23 of the 78 courses are meeting minimum enrollment. 3 of the 23 are secure for the 2nd session and then there are 12 more classes that need to be determined by July 5th. He said this has been very critical for the institution right now. He said the revenue generated versus the faculty salary is indicating some of the classes to be in the negative.

c. **Professional Tip** – Jim gave his professional tip on “Secret of Success” by David A. Thomas.

Next facilitator is Severina Ogo.

Meeting adjourned at 2:25 p.m.