

**College Council Meeting  
Summary for Wednesday, September 14<sup>th</sup>, 2005  
Room N5**

**Members Present:** President Guerrero, Dean Jack Sablan, Jeanette Villagomez, Jerry Smith, Raaj Kurapati, Lorraine Cabrera, Jim Wedding, Severina Ogo, and Vera Pangelinan as recorder.

**Meeting Facilitator: Glenn Keaton**

Anastasia Lynch for Faculty Senate

NMC Staff: Elsie DLC Halstead, Lisa Hacskaylo, and Doris Atalig.

**Agenda Adopted w/amendments**

- Add under announcement 1) WASC Communication - Fall 2006 Visit

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

**ANNOUNCEMENT:**

1. **WASC Communication – Fall 2006 Visit** - Dean Sablan announced that they have received a communication from WASC. Fall 2006 visit is set on October 16-19, 2006. He expects everyone involved being present on these dates.

**OLD BUSINESS:**

1. **PROA revisited** – item tabled. No new update.
2. **Proposed Workload Form** - As discussed at the last meeting, item can be omitted from the agenda because it is an administrative matter. Dean Sablan said the department will be using the form as proposed by the Ad-hoc Committee.
3. **Membership of Governance & Working Groups** - Nothing new to report since the last meeting. Vera is updating the list as she receives the updates from the College Council.
4. **WASC Progress Report Update** – passed out a copy of the WASC Progress Report Timeline provided by Dean Sablan. It shows the dates and activities for this project. He said the committee met and they came up with the 1<sup>st</sup> draft for ALO, which is due 9/14.
5. **Short Term Loan Proposal** – a copy of the short-term loan proposal provided by Raaj was passed out to the CC members. Because of short time constraint in providing the Board information prior to Board meetings, Raaj informed the CC members that the proposal has already been forwarded to the Board. He gave a brief overview of the proposal. Such proposal is to take a fully secured loan of \$250K and then pay it off in 2 years.

**MOTION:** Dean Sablan moved to approve propose short-term loan. Jeanette V. seconded. Unanimous voted in favor of the motion.

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**NEW BUSINESS:**

1. **Fall 2005 Enrollment** –a copy of Fall 2005 Enrollment summary updated as of September 6, 2005 was presented to the College Council members. Lisa HacsKaylo and Doris Atalig presented a brief update on the summary. Doris mentioned about coming up with a procedure in regard to programs falling under the MOA & MOU. She said this was one of the challenges they encountered. In addition, she wants to assist Tinian and Rota Campuses in getting their documents to Saipan on a timely basis as well as to provide orientation training to both campuses. Dean Sablan suggested working with OIE and CDI to schedule a professional development for administrative managers and faculty on pre and post training on the proper use of the PowerCampus. Doris suggested providing an update of enrollment data available to the administration in four segments: 1st before first day of instruction, 2<sup>nd</sup> 4<sup>th</sup> week into the semester, 3<sup>rd</sup> after the complete withdrawal and 4<sup>th</sup> at the end of the semester. Doris and Lisa were asked to include on the enrollment data i.e. fall 2004 and fall 2005 in order of making a comparison.

**MISCELLANEOUS:**

1. **Professional Tip** - Glenn's professional tip was to make a list of "Things To Do" to make things straight in life.

Next week's facilitator is Greg Folta.

Meeting adjourned at 2:55 p.m.