

## Appendix B-1

### COLLEGE COUNCIL MEETING

Friday, December 22, 2006

8:00 a.m., Room N-5

**Facilitator:** *Danny Wyatt, Acting President*

#### **Members present:**

- Danny Wyatt (*Acting President*)
- Dr Debra Cabrera (*Acting Dean of Academic Programs and Services*)
- Lorraine Cabrera (*Staff Senate President*)
- Robert Churney (*Director of Institutional Effectiveness*)
- Raaj Kurapati (*Chief Financial and Administrative Officer*)
- Maria Aguon (*Program Coordinator, NMC Tinian*)
- Adrian Atalig (*Program Coordinator, NMC Rota*)

**NMC Staff and Faculty Present:** Mark Mendiola (Special Assistant to BOR and NMC Foundation); Linda Rowe (Instructor); Eric Plinske (SBDC Director); Ross Manglona (Director of CREES); Greg McCroskey (ILT Acting Director) and Becky Sablan (Executive Secretary to the President) as recorder.

#### **CALL TO ORDER**

Facilitator Danny Wyatt called the College Council meeting to order at 8:15 a.m.

#### **REVIEW AND ADOPTION OF AGENDA**

- Members of College Council moved, seconded and carried the motion to adopt the Agenda.

#### **REVIEW AND ADOPTION OF MEETING SUMMARY**

- December 1, 2006 - Tabled

#### **ANNOUNCEMENTS:**

**-Meeting with Acting Governor-** The Acting President reported that his meeting with Acting Governor Timothy Villagomez went well. The Acting President is scheduled to meet with the Secretary of Finance, Mr. Eloy Inos, next week Wednesday, to further address the college's funding need to fill the vacant positions recommended by WASC (Eligibility Requirement #5).

#### **OLD BUSINESS:**

##### **-PROPOSAL - ABE Adjunct Faculty Pay Increase – Lorraine Cabrera**

Ms. Cabrera brought to the council's attention that Adult Basic Education has not raised the salaries of faculty since 1997 and may lose outstanding teaching staff because of this. In the

past semester, ABE has seen higher enrollment and a significant increase in students taking and passing the National Test. She is very pleased with the learning outcome results from faculty and she hopes to keep them on board. The increase she proposes will come from the grant and not out of operations. ABE also plans to open other GED sites (WSR and Kagman) and will rely heavily on their assistance.

CFAO Kurapati raised that ABE's proposed rates should be equitable and fair to the current rates NMC pays faculty members.

**Tabled for further discussion** at the next College Council meeting. Ms. Cabrera will present the changes/amendments to Policy No. 4016 (Schedule D).

**-UPDATE - Planning, Budget and Evaluation Council (PBEC) Recommendations – Raaj Kurapati**

CFAO Kurapati provided members with PBEC's recommendations and summarized the actions taken in their meetings. PBEC was tasked to identify more budget cuts to assist the college with funding necessary to fill the vacant positions required by WASC (Eligibility Requirement #5). After deliberating on the 4<sup>th</sup> and 18<sup>th</sup> of December, PBEC brought the funding need down to \$325,000. If the government does not provide these funds, the College will have to allocate funds from the Bank of Guam Loan. It is the college's hope that we will not need to resort to such plan since the BOG loan is direly needed for renovations and repairs long overdue.

Mr. Kurapati also reported that Bank of Guam would be installing a new Automated Teller Machine (ATM) on campus.

**-Proposed Reorganization – Danny Wyatt**

Ross Manglona raised his concern about CREES falling under Student Services. He said that CREES would fit more under Academic Programs and Services since it ties into the Sciences program.

Gregg McCroskey also shared his concern that Information Learning & Technology (ILT) should fall under the Academic Programs and Services in lieu of Student Services. CFAO Kurapati disagreed and said ILT should be under Student Services just like KRNM.

**MOTION:** The College Council, at the recommendation of the Planning, Budget and Evaluation Council (PBEC), moved, seconded and passed the following changes to the college's organization structure in order to streamline operations and address the issues raised by the WASC visiting team and ACCJC President - Dr. Barbara Beno. **These changes will be forwarded to the Board of Regents at their next meeting for their review and approval:**

Position:	Action:	Rationale:
Vice President of Academic Programs and Services	Eliminate the position	The college has done well for 3 ½ years without that position, it is deemed unnecessary.
Dean of COMPASS	Eliminate the position	The duties are unnecessary and can be handled by the two remaining deans.

Executive Assistant to the President	Remain vacant	This should be a decision with input from the incoming president
Director of the Office of Admissions and Records	1) Eliminate Director Position, 2) Retain Registrar as highest office position; and 3) Hire Admissions Specialist to assist the Registrar.	PPEC institutions are not requiring Directors due to size and workload, the MDRA recommendation is too ambitious and identifying assistance will give the Registrar the opportunity to complete required tasks.
Human Resources Director	1) Eliminate Director Position; and 2) Replace with Manager Position	A director is unnecessary in this office.
Chief Accountant	Advertise and fill	This office has undergone repeated reductions in force so filling the position has become necessary.
Director of Library Programs and Services	Advertise and fill	This is just filling an open position.
Director of Maintenance	1) Eliminate Director Position; and 2) Replace with Manager Position	The Director Position is unnecessary, advertise and fill the more necessary manager position.
Director of Information and Technology	Advertise and fill	This is a pivotal position that must be filled to meet WASC concerns and, more importantly, to meet institutional needs.
Adult Basic Education, CREES and Community Development Institute	Report to the Dean of Academic Programs and Services.	They all have or are training/academic program oriented.
Rota and Tinian Instructional Sites	Report directly to the President	Better and clearer line of communication.
Instructional Technology, KRNM, Library Services	Report to Dean of Student Services	Better and clearer line of communication.

**-Board Policy – (Educational Program 3000 Series) - Dr Debra Cabrera**  
Tabled.

**-Board Policy – (Human Resources 4352) - Suspension and Termination: Procedures - David Rumpitz –**  
Tabled.

**-Board Policy – (Human Resources 4354) - Non-Renewal of Contract: Revise Policy and Procedure - David Rumpitz**  
Tabled.

**-Board Policy – (Human Resources 4360) - Employee Grievances Not Related to Termination or Suspension: Procedure – David Rumpitz**  
Tabled.

**-Board Policy – (Human Resources 4365) Employee Appeals Committee: Policy and Create Procedures - David Rumpitz**

Tabled.

**-Human Resources Policy-** *Raaj Kurapati*  
Tabled.

**NEW BUSINESS:**

None.

**MISCELLANEOUS:**

None.

**ADJOURNMENT:**

With no further business before the College Council, members moved, seconded and carried the motion to adjourn their meeting at 9:45 a.m.

**Plan for Next Meeting:**

Date: January 18, 2007

Venue: Room N-5

Time: 10:00 a.m.

Facilitator: Danny Wyatt, Acting President