

**College Council Meeting
Summary for Tues, March 29, 2005**

Present:

Dean Sablan, Dean Barnes, Raaj Kurapati, Lorraine Cabrera, Danny Wyatt, Agatha Ketebebang, Reina Camacho, and Vera Pangelinan as recorder.

Excused Absent: President Guerrero

Special Guest: Dave Attao and Ed Propst

Agenda adopted w/minor change

Under Old Business – move up item#4 as the 1st item

Item 3 change overload to workload

Under New Business – Add BOR Agenda

Raaj, facilitator for this meeting, called meeting to order at 1:40 p.m.

College Month Activities Update – Dave Attao, co-chair of the committee, passed out a copy of the latest College Month Schedule of Activities. The proclamation signing is set for March 31st 2005 at 1:30 p.m. at the Student Center. Also confirmed is the State of the College Address, which is scheduled on April 27th 2005 at 10:00 a.m. at the Multi-Purpose Center.

Dave reports that there are over 20 activities set for the month of April. Marketing activities include using NMC email system to inform both students and employees. Reina and other committee members are working on the newspaper advertisement articles. Dave said he is working with James DLG on MCV video presentation based on the President's request in which the President will present the video to WASC. Dave said it's not yet confirmed but hopes that MCV can give us a spot. Also, flyer distribution is being circulated through ASNMC, various departments, and NMC's agency partners.

Charter Day Activities Update - Ed Propst reports that the Charter Day fundraiser was better than last year. He commends everyone who helped out, most especially to ASNMC, College Council members, Raaj and Kyumi. Raaj also gave a brief summary of the fundraiser event. He said out of the 200 tickets, 183 were sold. Raaj said the fundraiser event total revenues generated including bar sales was \$2,855.54 less total expenses of \$1,035.54 for a net income totaled at \$1,820. Raaj expresses thanks to Mr. & Mrs. Ivan Propst for providing the venue for the event. Raaj said a copy of the fundraiser finance is available upon request.

Ed provided additional update. He said together with Lynette Castro, Marketing & Advertising Chair, and Agatha, they met with Laila Younis from Marianas Variety and were given a good deal for the ads. He said \$2,000 worth of ads for \$1,000. Posters included. He also mentions getting the tents for the booths from UR Rental.

Evaluations – Danny reports he has already submitted the evaluation for program coordinators to HRO. Dean Sablan said HR would write up a guidebook on how to use the instrument and to work with CDI for professional development training for supervisors. Reina also asks as an FYI to the Board saying that the two pending evaluations are completed so they can close the item on the agenda.

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Workload & Compensation – Dean Sablan said he already sent out the appointment letters to serve on this committee. He said the first organizational meeting is set Friday, April 1st at 2 p.m. Danny has accepted to chair this committee. Dean Sablan states that the idea behind this is to assess the workload of faculty. Raaj wants to clarify because there was an issue raised from the staff as well. He asks if the committee is also open to staff. Dean Sablan said the meeting is open for anyone to attend. Raaj asks if they can consider including staff members on the committee as well. Dean Sablan said it's not a problem but to submit the names so he can send out appointment letters.

Committee Assignments – HR representative was not available, however, Reina said she spoke to Bobbie and that they have not receive everybody's information yet. Raaj asks Vera to follow up with HR so they can provide an update at the next meeting.

Board Agenda - Reina reminds the College Council members that the Board is meeting at the end of next month. She reiterates the practice to review materials as early as three weeks in advance so that the College Council have a week and a half to thoroughly go through the materials before it gets presented to the Board. The BOR meetings are tentatively set on April 26th & 27th on Saipan, and not on Tinian. Raaj informs the CC members to submit to Reina their agenda items to be presented to the Board by Monday, April 4th for discussion at the next CC meeting.

Annual Report Cover - Reina wants the consensus from the CC members for the annual report cover. She presented them two sample covers. However, the CC members want to see colored samples on both. Reina suggests emailing the samples to them and asks the CC members to email their preference.

Professional Tip – Raaj's professional tip is an understanding on how to read a financial standing. He passed out a copy of last year's audited financial statement and provided a quick lesson in reading financial statement.

Raaj appointed Reina to facilitate next meeting.

Meeting adjourned at 2:30 p.m.