

**College Council Meeting
Summary for Tues, May 31, 2005
Room N-5**

Members Present:

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

Excused Absent: Raaj Kurapati

NMC Staff: Elsie Halstead

Agenda adopted w/minor changes.

- Add under New Business – a) H.B. 14-335*
- b) Set 2 of HR Policies*
- c) Pell Grant Progress Report#2*

Adoption of Meeting Summaries

- a. Meeting of May 10, 2005 was adopted with no change.
- b. Meeting of May 17, 2005 was adopted with changes.
 - Add under excused absent: Glenn Keaton*
 - Delete under NMC staff: Anastasia Lynch and Danny Wyatt*
 - Add new line: Anastasia Lynch and Danny Wyatt representing Faculty Senate.*

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

Old Business:

- a. **Workload & Compensation** – Greg said Danny suppose to report today on the final recommendation. He requested to table item.
- b. **Permanent Contract for Staff** – Lorraine said she had sent out the contracts and the workload compensation to the assembly last week. She said they have a deadline this Friday, June 3rd to turn in comments to be ready for the assembly meeting scheduled on June 10th.
- c. **Comprehensive Evaluation** – Elsie said she made the changes to the draft form on the rating scale. Instead of strongly agree, strongly disagree, agree, and no opinion, she said she changed it to match the current evaluation form. She said she would schedule a meeting with Maryann Campo to see if they could get it on-line.
- d. **Implementation of Employee Appraisal System** – Elsie said she is having her staff work on the schedule for the eight (8) new evaluation forms.
Temporary dates:
 - a. June 13 – 9am CREES
2pm Counseling
 - b. June 15 – 9am Staff
2pm Librarian/Archivist
 - c. June 17 – 9am 10-Month Faculty
2pm Instructors/Program Coordinators
 - d. June 20 – 9am Department Chair

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2pm Administrators

She said she is trying to get the key people who contributed to the evaluation factor to be there and help out in explaining the process.

President asked Severina and Jim to send an email to Elsie as to when is the best time to have the orientation at their respective campuses.

e. Strategic Master Plan Committee – Dean Sablan said that after turning in all the names, the appointments went out. He said the President met with the committee and was not able to attend the meeting.

President said the SMP Steering Committee's concern about 3 members from the faculty, which are Rik Villegas, Rob Schultz, and Phil Swett. With the exception of Rob Schultz, were not present at the meeting. He said it was Rob Schultz that recommended for Dean Sablan to talk to the three faculty members and perhaps assign on an interim basis for the summer department chairs to represent the faculty during the summer meetings. He said Dean Sablan should be following up on this. He also said the committee will be meeting on a weekly basis. In addition, the committee will be developing an updated timeline on the remaining task for the group and they are targeting completion of the new Strategic Master Plan by November, distribution in December and implementation in January 2006. He also said that for Rota and Tinian, they would be scheduling an internal focus group session with our NMC employees from our two campuses as well as external focus group session for your community members.

Dean Sablan said at the next meeting he would update the CC members after that he suggested having a committee member to update the CC members.

f. PBEC Update – Tabled.

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

h. HR Policies Set 1 – Elsie said she handed out set 1 of HR Policies at the last CC meeting. She asks the members of the College Council if they had any other recommendations from the HR Policies that was passed out last week. CC members did not have any feedback yet. However, they will review set 1 of HR policies and then provide comments to HRO.

New Business:

a. H.B. 14-335 – passed out to the CC members a copy of HB 14-335. President updates the CC members that they have been lobbying at the House of Representatives. He said the \$518K that is being proposed would come in as a supplement budget for the college. \$208K is to cover the adjunct and overload pay for the summer. He said they have added through the lobbying efforts of the nursing students and faculty, \$310K for the nursing program. He said the House has already passed the bill and it is being sent up to the Senate for their review and approval. The Senate meeting is scheduled to review the bill on June 8th. There's an indication that this bill will be passed by the Senate and then go before the Governor for final approval.

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b. **Set 2 of HR Policies** – Elsie passed out copies of set 2 HR policies for the CC members review and she hopes to receive comments for next week meeting. She informs the CC members that they can download the policies on-line. Set 3 of HR policies is also available on-line.

Severina and Jim were asked if they could find the most effective way for their respective campuses to disseminate and share this information and then to get feedback from their employees. President Guerrero highlighted that the Board wants to make sure that we get a college wide communication in terms of changes and updates of HR policies.

c. **Pell Grant Progress Report #2** – Jeannette said she had emailed her report to the President and apologizes for not forwarding a copy to the CC members. However, she said she would email a copy of her report to the members after the meeting. Jeannette gave a brief summary of her report. She reported that from Batch 1 & 2 of the \$182,815 that was received, \$98,206 would be applied to tuition & fees, book charges, & cost of reimbursements, \$2,480 will be reimbursed for work-study wages, \$77,019 will be reimbursed to the students, and \$5,109 will be reimbursed to students from SOEG grants. She said Pell refund checks were released Friday, May 27th. In summary, 240 files sent to RGM, 115 files for the next submission, 144 files pending, and 54 files for batch #8, a total of 553 applicants eligible for Pell 2004-2005.

Miscellaneous:

a. **NMC's Commencement Exercises Graduation Committee Appreciation Picnic** – Jeannette announced that there would be an appreciation picnic on June 4th at Paupau beach from 11:30 a.m. to 3:00 p.m. She reported that they are soliciting for donations. Spirit Squad will be sponsoring the drinks.

b. **Professional Tip** – Severina gave her professional tip on “Gifts I’d Like to Give to Professionals like You” by Douglas Richards.

Next facilitator is Lorraine Cabrera.

Meeting adjourned at 2:35 p.m.