

**College Council Meeting
Summary for Tues, June 28th, 2005
Room N5**

Members Present: Dean Jack Sablan, Jerry Smith,, Severina Ogo, Jeannette Villagomez, Tina Salas for Raaj Kurapati, Glenn Keaton, Vera Pangelinan as recorder

Excused Absent: President Guerrero, Raaj Kurapati, Jim Wedding

Anastasia Lynch for Faculty Senate

NMC Staff: Elsie DLC Halstead

Agenda Adopted w/minor changes

- Under New Business – add item b) 2004-2005 NMC Annual Institutional Reports Timeline and c) Faculty Employment Contract.

Adoption of Meeting Summaries

- a.) May 24, 2005 Meeting was adopted w/no changes.
- b.) May 31, 2005 Meeting was adopted w/ no changes

Meeting called to order at 1:53 p.m.

Old Business:

- a. **Comprehensive Evaluation** - Elsie DLC Halstead said no updates. She is waiting for Maryanne C. and Greg M. to set up the form on-line.
- b. **Implementation of Employee Appraisal System** - Elsie said that they are working on scheduling next month's set of orientation. She said this month schedule of orientation became an orientation/assessment session. She said she made the changes to the instrument and then need to send it back to the department. Dean Sablan recommended that once the changes are made, to bring it to the College Council for approval and implementation.
- c. **PBEC Update** – Item tabled.
- d. **Pell Grant Update** - Jeanette said no updates.
- e. **HR Policies Set 4 & 5** – Elsie DLC Halstead asked the members of the College Council their feedback on set 4 & 5 of HR policy. Discussion and recommendations was made on set 4 & 5 of HR policy. Elsie DLC Halstead asked the College Council members to forward their recommendations made to her so she can make the changes.
- f. **Operational Facilities Usage** – Item tabled.

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New Business:

- a. **Set 6 of HR Policies** - Elsie DLC Halstead asked the CC members to review set 6 of HR policy and for discussion at next CC meeting.
- b. **2004-2005 NMC Annual Institutional Reports Timeline** – passed out a draft copy of the reports timeline that came out from the Office of Institutional Effectiveness. He asked the CC members to review the handout for approval at next CC meeting.
- c. **Faculty Employment Contract/Workload form** – Anastasia said Danny Wyatt sent to Vera the faculty contract and workload form. She asked the item to be on next week's agenda for review and discussion. Vera will email to the CC members the propose draft faculty contract and workload form.

Miscellaneous:

- a. **Professional Tip** - Jerry said his professional tip is a reminder to everyone to take advantage of atomiclearning.com, which is an on-line quick tutorial. It is a good resource for staff, faculty and students.

Next week's facilitator is Raaj Kurapati.

Meeting adjourned at 2:43 p.m.