

**College Council Meeting  
Summary for Tues, July 5<sup>th</sup>, 2005  
Room N5**

**Members Present:** Dean Jack Sablan, Jeannette Villagomez, Glenn Keaton, Raaj Kurapati as facilitator, and Vera Pangelinan as recorder.

Excused Absent: President Guerrero

Anastasia Lynch for Faculty Senate

NMC Staff: Elsie DLC Halstead, Dee Sablan, and Lisa HacsKaylo

***Due to technical problems, Tinian & Rota Administrators were not able to join the meeting.***

**Agenda Adopted w/amendments**

- Under New Business – add item b) Hiring of Non-Resident Employee and c) FY 2003-2004 Audit Report
- Under Miscellaneous – add item a) 2005 NMC Foundation Golf Tournament and move Professional Tip to item b).

**Adoption of Meeting Summaries**

- a.) June 7, 2005 Meeting was adopted w/no changes.
- b.) June 14, 2005 Meeting was adopted w/ no changes

Meeting called to order at 1:55 p.m.

**Old Business:**

- a. **Comprehensive Evaluation** - Elsie DLC Halstead was asked to email the CC members the latest revision to the form for discussion at next CC meeting.
- b. **Implementation of Employee Appraisal System** - Elsie DLC Halstead said we are right on target. She will email the revised evaluation system to the CC members and appropriate departments especially the 12-month faculty for final review. Those employees affected have approved of their forms e.g. Library, CREES, and counseling. She said they will be another scheduling of orientation session this month because of the fact that last month orientation became an orientation/assessment.
- c. **PBEC Update** – Raaj said no major update. We have gone back to the department and asked them to review their budget increases. There are several departments that had requested substantial increase in their FY2005 Operations Budget. Budget Officer and PBEC Chair have requested that they review those increases. Budget Officer Diaz has received feedback from a majority of the departments that had to respond and she is now compiling the adjustments and expects to call the PBEC back to a working session.
- d. **Pell Grant Update** – Raaj said the college has written a letter at the request of the President informing them that although the deadline was agreed to June 30, 2005 to process the 2004-2005 files in which we were unable to meet the deadline. We have requested for 45 days extension from June 30<sup>th</sup> to August 15<sup>th</sup>. Raaj said he spoke to

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Martina from the San Francisco Office and he indicated that the letters are on its way. As of today, we have 150 files still need to be processed. We cannot afford not having these files reimbursed because that translates to approximately \$400K. Jeanette said if our request is approved, submission of files to RGM will be done weekly.

- e. **HR Policies Set 4, 5, & 6** – Elsie DLC Halstead reminds the CC members she is on a timeline and that the Personnel Committee and the Board will need draft copies of the HR policies for their review at least two weeks before the board meetings. If there are changes that need to be made, we need to do it quickly. Raaj proposes for the CC members to review set 4, 5, & 6 of HR policies for discussion and adoption at next CC meeting.

Elsie DLC Halstead was asked to send out an email to all three campuses as to the status of the HR policies and where to find or access it.

- f. **Operational Facilities Usage** – Item tabled.
- g. **HR Policy Set 6** – refer to item (e).
- h. **Faculty Employment Contract/Proposed Workload Form** – Dean Sablan said Danny Wyatt had already emailed the recommendations to the CC members. The CC members met on this. Raaj said he will be getting together with Glenn K. and Dean Sablan on this to present issues that need to be address on the HR policies.
- i. **2004-2005 NMC Annual Institutional Reports Timeline** – Lisa HacsKaylo said the report was first produced last April and was asked by the President for this item to be brought to the College Council to be institutionalized. She said the Leadership Team then proposed the dates and it was presented to the faculty, student development, and department chairs. She said as far she knows there's been no feedback to make changes to any aspect of this. At the request of the President, she presented this item so that it can be institutionalize and get input from the College Council.

**Motion:** Dean Sablan moved to adopt the 2004-2005 NMC Annual Institutional Reports Timeline. Glenn Keaton seconded.

**Discussion:**

Glenn Keaton said the information is to be disseminated to the Administrative Managers to be reminded to send it out every year.

As OIE continue to have only one staff, Lisa H. ask for the College Council to consider bringing in someone on board to contract to do the reports.

Raaj K. said the first submission date on this timeline; we will have someone in place that is by August.

Dean Sablan asked to make changes on the responsibilities of individuals and offices involved: separate "Dean of APS, COMPASS" and change it to "Dean of APS and Dean of COMPASS".

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All CC members voted in favor of adopting the timeline with amendments.

**New Business:**

- a. **BOR Preparation** – Vera reminds the CC members of the upcoming board meetings. She informs them of the tentative dates and times of meeting.
- July 28<sup>th</sup> – Personnel Committee at 9am
  - Program Committee at 10:30 a.m.
  - Fiscal-Legislative Committee at 2:30 p.m.
  - July 29<sup>th</sup> – Regular meeting at 10 a.m.

Vera reminds the CC members that at the request of the Regents, they would like to have their packets two weeks prior to the meeting to review the materials.

- b. **Hiring of Non-Resident Employee** – Glenn mentioned there are two applicants for Rota; both are not science but math. The best choice we have that fits the position is a science & math applicant but he is non-resident. He said received information from Tanya about the Saipan Tribune article, the bill proposing to extend 2012 hiring of non-resident workers. He thinks the person that we cannot look at is the most important one that we should be looking at.

Dean Sablan said on behalf of the directive of the President, he is forwarding a correspondence to Congressman Justo Quitugua, who is putting together the bill, requesting to exempt NMC. Glenn asked, what action can we take now? Can we hire non-resident workers? Elsie DLC Halstead said we cannot hire non-resident workers; it's a law. Raaj said until they actually provide that exemption. Elsie DLC Halstead said we only go to non-resident applicant if there's no qualified applicant for the position. Her recommendation is to wait until that House Bill has been passed. She advised Glenn if he not satisfied with two applicants that HR certified qualified, and then perhaps he would want to reannounce the position. Raaj said the other option would be to go adjunct.

- c. **FY2003-2004 Audit Report** – Raaj asked to tabled item. Raaj informs the CC members that there will be a review of the audit reports with the Board members on Wednesday, July 6<sup>th</sup> at 11 a.m.

**Miscellaneous:**

- a. **2005 NMC Foundation Golf Tournament** – Dean Sablan extends his appreciation to all the volunteers facilitating before and during the event. This is one of the biggest fundraising event co-host by our NMC Foundation every year. He said the college and NMC Foundation will be asking again for volunteers to assist with the upcoming Martin Nievera Fundraising Concert on July 10<sup>th</sup> to be held at the Hopwood Jr. High School.
- b. **Professional Tip** - Raaj did not have his professional tip but gave his piece of advice that we should always look at challenges as opportunities.

Next week's facilitator is Anastasia Lynch.

Adopted: 07/26/2005

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Meeting adjourned at 3:10 p.m.