

**College Council Meeting
Summary for Tues, July 12th, 2005
Room N5**

Members Present: Dean Jack Sablan, Jeannette Villagomez, Raaj Kurapati, Glenn Keaton, Jerry Smith, Severina Ogo, Jim Wedding, Jean Duenas for ASNMC, Anastasia Lynch for Faculty Senate as facilitator, and Vera Pangelinan as recorder.

Excused Absent: President Guerrero

NMC Staff: Bobbie Hunter

Agenda Adopted w/amendments

- Under Old Business – combine item a) & b).

Adoption of Meeting Summaries

- a.) June 21, 2005 Meeting – Tabled.
- b.) June 28, 2005 Meeting – Tabled.
- c.) July 5, 2005 Meeting – Tabled.

Meeting called to order at 1:40 p.m.

Old Business:

- a. **Comprehensive Evaluation/Implementation of Employee Appraisal System** – Bobbie Hunter said we plan to have an orientation on the week of July 18th for the 12-month faculty evaluation, which is the Library, CREES, and program coordinator/instructor, and then on the week of July 25th will be the comprehensive evaluation for department chairs and administrators. She said we have to go through the orientation again because there were some sessions that had modification, and now that the modification has been changed, we will be presenting it.

Dean Sablan said he thought the CC members were ready to vote on this because HR has gone through what was called orientation/assessment, which turn out to be a review process. So, all the reviews and comments have been taken into consideration. He said Elsie emailed out that final draft ready for the CC members to vote on it so that HR can actually start on the orientation. Reason why this is critical is that it has to go before the board.

Motion: Glenn K. moved to adopt all evaluation instruments. Jerry S. seconded.

All members voted in favor of adopting all evaluation instruments.

- b. **PBEC Update** – Dean Sablan said PBEC will be having a meeting on Thursday, July 14th to work on the FY2006 Budget.

Jim W. gave a statement for the PBEC to take into consideration on Thursday's meeting for those that have contractual services for ground keeping, maintenance, etc. He said due to the governor's directive, now everything has to be at \$6.25/hr. Originally, submitted line items for contractual are going to have to be increased.

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Raaj reported that PBEC met on July 11th and they continue to review what is necessary to bring our FY2006 Operations Budget within the level that is funded in FY2005. He said PBEC made some decisions and we are making progress. We are hoping to have the budget in order and request a special board meeting in August to consider and take action. He said there is one other issue by Al Johnson that was brought up to our attention that we need to renovate FS3 & FS4 so that we can return it back to Joeten Housing. As it stands, it is not a budgeted item, which is approximately \$24K. Debbie Diaz, Budget Officer will be calling a special meeting tomorrow, July 13th to address that issue.

- c. **Pell Grant Update** – Jeanette said they are trying to get a report together for the Board of Regents meeting. We will try to give the report to the CC members before the board meeting. She said again as we last requested, we requested to extend the deadline to August 15th for the approximately 186 files. Raaj said San Francisco office has already received our letter and they will get back to us as to their decision.

- d. **HR Policies Set 4 & 5** – Bobbie H. said no updates; awaits the CC members to concur set of policies.

Motion: Glenn K. moved to adopt set 4 & 5 of HR policy. Raaj K. seconded.

All CC members voted in favor of adopting set 4 & 5 of the HR policy.

- e. **Operational Facilities Usage** – Item tabled.

- f. **HR Policy Set 6** – Thorough discussion and recommendation was made on set 6 of HR policy.

Motion: Raaj K. moved to adopt set 6 of HR policy with amendments recommended by the CC members. Glenn K. seconded.

All CC members voted in favor of adopting set 6 of HR policy with amendments.

New Business:

- a. **BOR Preparation** – Vera emailed the BOR schedule of meetings and agendas to the CC members.

Raaj apologize to the CC members. He did not get the chance to have the materials available to request to the CC members to include on the agenda to be presented before the board. He asks to include an item for the board's consideration of 2004-2005 Pell files with exceptions.

Vera informs the CC members that she will need to send out the BOR packet on Friday, July 15th, which will give the Regents two weeks to review the materials prior to the board meetings. Again, this was at the request from the Regents from the last board meeting that they wanted their packets at least two weeks before the meeting.

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Dean Sablan said for his president's report, he requested from Glenn K. a summary on the accomplishment in regards to the Marine Science facility that was approved from MIHA. He also requested from Raaj K. the proposed summer enrollment summary. Lastly, he requested from Jeanette V. a summary on Pell. He said he will provide the summary on the two NMC Foundation events and all the house bills that requested for comments.

Raaj requested to include on the Fiscal-Legislative agenda under new business FY2003-2004 Audit Report.

Miscellaneous:

- a. **Professional Tip** - Anastasia's professional tip is to make sure to get enough sleep, eat well, and be really nice to your co-workers.

Next week's facilitator is Glenn Keaton

Meeting adjourned at 2:30 p.m.