

College Council Meeting Summary
December 09, 2004
BOR Conference Room

Present: President, Dean Barnes, Dean P., Raaj K., Lorraine C., Reina C., Daisy Baer, and Vera P. as Recorder.

Excused: Dean Sablan and Danny Wyatt

Special Guest: Al Johnson.

Agenda: Under Miscellaneous item: Add 1) *Registration* 2) *Retirement* 3) *X-Mas Party*

Minutes for December 02, 2004 was adopted with minor changes on grammatical errors.

OLD BUSINESS:

- ***Student Development Procedures*** – From last week’s meeting, members were given a set of Student Development Procedures to review. Before New Business Item, members went through some of the procedures. Dean Barnes pointed out the need to review and approve the Grievance Procedure. President stated using the current grievance procedure for now until the new procedure is adopted.

President mentioned having the entire college community including students to be involved in the review process of new/amended policies & procedures.

- ***60/40 Issues – Tabled:*** *Dean Sablan designated by the President to lead the development of solutions to address the “60/40” Issues & Concerns.*

Follow-up discussion from last week’s (12/02) meeting.

Institutional Communication – Discussion on the dissemination of CC minutes. Members concurred to SPAM all three campuses advising them the accessibility of draft CC meeting summary on the N Drive.

Reina brought up the suggestion made by Dean P. using the decision-making groups to be responsible for disseminating information.

Dean Barnes provided the members a sample copy of the Policy and Procedures Creation Steps that was used on the Student Development Policy and Procedures. Thorough discussion was made and members came to an agreement to add a step after no. 6 to say “Share policy & procedure being reviewed to the College Council members and other governing bodies at NMC to review and comment on.” Also, members agreed to rename the process to say “Policies & Procedures Development & Amendment Process (PPDAP)”

Dean Barnes was asked to revise and to disseminate the PPDAP process to the governing bodies as well as STaR campuses to get feedback prior to sending it to the board for approval.

NEW BUSINESS:

- **Governing Council – Policy/Procedure** – At the last BOR meeting, Reina stated a concern was raised about the various NMC governing bodies (i.e. college council) not being official. She stated it was determined that when the BOR Operations Policy was revised, corresponding procedures was not established. Therefore, in order for the College Council and other governing bodies to be official, procedures to the newly adopted BOR Operations Policy need to be created and implemented.

However, the President suggested looking at the conditions of the policy before adopting the procedure. Dean was asked to provide Reina the Decision-Making Groups list to be attached with the BOR Operations Policy. President also mentioned that the description on the decision-making groups list should specify the representatives of the governing body. He asked Dean to verify the representatives and include it on the description.

- **Facilities Planning** – Al Johnson briefly addressed NMC's CIP Major Renovation Plan that was put together back in 2002. He pointed out that the current campus needs a lot of work. He handed out an assessment plan to renovate the current campus. He suggested that before taking any action on any renovation/construction, to decide on what NMC needs and what NMC wants to offer five years from now, and then come up with a plan to meet its facility goals. He gave some recommendations to the members to consider before taking any action. Because renovation/construction is estimated at \$32 million, President stated it would require more in depth discussion and planning at various levels throughout the college.

Miscellaneous:

- **Registration** – suggestion was made by Danny Wyatt for the Registration Committee to consider changing early registration and to have it after grades are due. President recommended that the Registration Committee should be assessing its registration process after every semester and to come up with recommendations to improve the registration process.
- **Retirement Ceremony** – The President announced that there is a Retirement Ceremony scheduled December 10, 2004 at 10:30 a.m., Room D-1. Everyone is encouraged to attend.
- **Christmas Party** – Our Spirit Squad is looking for volunteers to help decorate on Saturday, Dec. 11, 2004 at Hyatt Regency Saipan.

Due to the upcoming Holidays, members decided to hold the last College Council meeting for 2004 on Thursday, Dec. 16, 2004 and to resume on January 13, 2005.

Meeting adjourned at 3:50 p.m.