

College Council Meeting Summary
January 11, 2005
BOR Conference Room

Present: President, Dean Barnes, Dean Sablan, Reina C., Danny W., Lorraine C., Glenn K., and Vera P. as Recorder.

Excused: Raaj K.

Guest: Elsie Halstead

Agenda: Board Meeting Preparation

Meeting called to order at 10:00 a.m.

In preparation for the upcoming board meetings scheduled in Rota on January 20-21, 2005, the College Council discussed and reviewed the list of items on the BOR Committee agenda.

▪ ***Program Committee Agenda***

- 1) Student Development Procedures – Item needs to go through the Policies & Procedures Development Amendment Process (PPDAP) before presenting it to the Board. PPDAP is on going.
- 2) Ocean & Special Collection Policy – PPDAP is on going.
- 3) Learning Assessment Workshop – The President requested a recap of the workshop. He suggested developing an institutional assessment plan that identifies the steps on what the college plans to do. Reina was asked to set up a meeting for next week with the Assessment Team, Self-Study Steering Committee, and the CC members to identify the next step regarding the Learning Assessment Workshop.
- 4) La Fiesta Transfer – For the record, La Fiesta officially transferred to the Governor's Office on January 7, 2005. Reina reported that the signed transfer agreement as well as financial statements relating to La Fiesta were faxed to WASC on January 7, 2005. Original documents were sent via Federal Express on January 8, 2005. The President wants the NMC Community informed regarding the official transfer of La Fiesta, and also to develop a PR communication plan for possible utilization of the La Fiesta.
- 5) Honorary Award – President recommended presenting an honorary award to Dr. Daisaku Ikeda, founder of SGI. Dean Sablan suggested addressing the item under executive session.
- 6) BOR Retreat – For the record, the President mentioned that BOR Chair also wanted Dean Sablan, Dean Barnes and Raaj K. to attend the retreat. Item to be discussed under executive session.
- 7) PPEC – Training is scheduled on March 16-23, 2005. All expenses are covered by PPEC. Item to be discussed under executive session.
- 8) Strategic Planning – Item to be discussed under executive session.
- 9) Educational Policy – Reina requested from Dean Sablan a short status on the policy for the Board info.

▪ ***Personnel Committee Agenda***

- 1) HR Policies – Reina brought up to Elsie's attention that the board wants an explanation; an update on what has been reviewed and what not. Elsie reported that they are saving the policies into a CD in which the board still needs to review. She stated the policies are not ready for the board's action. PPDAP is on going. The President suggested that the CC members' proposal is to prioritize the old HR policies.
- 2) Evaluation Instruments – The CC members would like for the Board to take action on the instrument so that it can be reinstated and implemented this Spring 2005 Semester.

- 3) Management Review Desk Audit – Draft RFP is done. The President stated that it was the Board that recommended the external audit. There are no funds identified. However, based on the proposal received, the CC members would then get back to the board. The President asked Elsie to email the RFP to the members for their review.
 - 4) 60/40 – The Board requested to include the 60/40 and 2-year contract on the agenda as a result of the Faculty Senate report from the previous meeting. Reina stated that the Board wants the College Council to officially come up with a stand on the 60/40. The President stated that before the College Council entertains this item, the faculty, department chairs and the administrative staff needs to submit a proposal to the College Council for them to address the 60/40 issues.
 - 5) Proposal for Permanent NMC Employee Contract – Danny to provide Reina a brief description of the item.
- **Fiscal & Legislative Committee Agenda**
 - 1) Supplemental Budget – Reina mentioned that Raaj and Debbie requested to include item in the agenda but not for action. Recommended to put item under new business for information and discussion only.
 - 2) 2005 Continuing Resolution Personnel Appropriation Level – For the record, Raaj requested to remove the item from the agenda.
 - 3) Procurement Procedures – Recommended to tabled item until the next BOR meeting. The College Council needs to review and discuss the draft procedure as a council before the next BOR meeting.
 - **BOR Regular Meeting Agenda** – The Board requested to include an item on the agenda, which is Honorary Staff Board Member. They wanted a staff member on board to present information at the board meeting. Reina stated that it is still unofficial until the Board changes their policy to have an honorary staff member.

President asked Dean Barnes to have the enrollment figures for Spring 2005 available for the board meeting.

Members present agreed on having the College Council weekly meeting set for every Tuesday at 1:30 p.m. at the BOR Conference Room.

Meeting adjourned at 11:20 a.m.