

Adopted: 04/05/05

**College Council Meeting  
Summary for Tues, March 15, 2005**

*Present:*

President Guerrero, Dean Sablan, Raaj Kurapati, Jerry Smith, Glenn Keaton, Lorraine Cabrera, Danny Wyatt, Agatha Ketebebang, Daisy Villagomez-Bier, Reina Camacho, and Vera Pangelinan as recorder.

Excused Absent: Dean Barnes

Special Guest: PBEC members, Lisa H., Larry Lee, Dave Attao, and Ed Propst

Agenda adopted w/minor change

- *Under Adoption of Minutes -change Jan 28, 2005 to Jan 25, 2005)*

Adoption of Minutes:

- January 25, 2005 Minutes adopted
- February 08, 2005 Minutes adopted
- March 01, 2005 Minutes adopted w/minor changes.
- March 08, 2005 Minutes adopted

Lorraine Cabrera, facilitator for this meeting, called meeting to order at 1:40 p.m.

**College Month Activities Update** – Dave Attao, co-chair of the committee, gave an update report on the committee's plans for College Month. He passed out to the College Council members a copy of the College Month Schedule of Activities. He said activities includes the proclamation signing, nmc open house, sports and health activities, student take over day, student competitions, guest presentations, college forum, community outreach events and the state of the college address. Tentatively, the venue for the proclamation signing will be at the NMC Student Center. The President's Office will confirm with the Governor's Office on the date, time & venue for the signing. Also, the President reminds ASNMC representative that they will be responsible in reading the proclamation.

Larry and Dave, co-chairs of the committee, propose having the state of the college address, in previous years, at the Multi-Purpose. He said the committee plans on having a carnival fair. However, before making any plans, the committee seeks the President and the members of the college council their approval to begin planning and preparing for this event. After further discussion, a motion was made, seconded, and carried. Committee will schedule a date and then advise the President and the members of the college council.

**Charter Day Activities Update** - Ed Propst reported that the committee is having a fundraiser for Charter Day on March 19, 2005 at the Propst Pit in Susupe. Tickets are sold at \$10/person. CC members were asked to help sell the tickets.

Raaj proposes that the college council sponsor this year's fundraiser. Mr. Ivan Propst agreed to provide the facility at no cost to the college. He proposes that the college council covers the catering bill for the appetizers. He said estimated cost is between \$250-\$300. Motion was made for the CC members excluding ASNMC Rep. to contribute \$30 each to cover the cost for the catering, seconded, and motion carried. \$30 contribution is due to Raaj no later than Friday, March 18, at noon.

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**Evaluations** – Danny reports the pending evaluation for program coordinators should be available at the next CC meeting.

**Overloads/Compensation** – Dean Sablan has sent out a memo to the department chairs asking them to appoint a key person to represent them on the Overloads/Compensation Committee. Once the names are turned in to Dean Sablan, he will send out appointment letters. Danny has accepted to chair this committee. President asked Lorraine the staffs' position. Lorraine said the staff did not want comp-time; they just wanted payment for overtime.

**Committee Assignments** – Dean Sablan provided the College Council members the committee assignments for Academic Programs & Services including COMPASS staff. President asks HRO Director to send out an email from the non-student development and non-academic compass to submit their committee assignments.

**PBEC** – at the request from the President to have a joint PBEC and CC meeting, the agenda is to re-visit the college revenue generating strategies and possible cost-cutting measures. Other discussions include the marketing plan as well as to discuss the status report on the operations budget. Debbie handed out to the members of the college council the breakdown summary compiled from last year December 2004 Brainstorming Session. Debbie welcomes suggestions from the members.

Another item brought up by Debbie is the institutional priorities. After thorough discussion, a decision was made which was to establish a committee to determine institutional priorities for FY 2006. In addition to that, the Strategic Master Plan Committee and representatives from NMC Governance Committee be tasked to spearhead this responsibility.

**Annual Reports** - President met with the Deans because of some concerns from external community members that reports are not being timely. President said the Deans were recommending setting up a deadline for such reports so everyone is aware beforehand on when the reports are due. It was recommended that Performance Report be submitted 30 days after school year, Sept 30<sup>th</sup>, 5-32/10-66 reports by law to be submitted 30 days after fiscal year, Oct 30<sup>th</sup>, and then NMC Annual Report deadline is on Dec 30<sup>th</sup>.

**Student Email Account** – Daisy Bier informed the members of the college council that the Registration Committee met regarding the student email account. The committee's recommendation to the College Council members is if the college can mandate everyone to utilize the student email account versus e.g. hotmail. Also, the Committee requests to use the student email account as an official means of communication to the students pertaining to NMC such as registration, placement test, etc. Jerry mentioned that ILT committee feels that there need to be a policy or procedure. Jerry and Daisy were task to come up with a procedure for the CC members to review and approve. Motion was made, seconded, and carried. President suggested making students aware of the email account available to them as well as to provide training during Summer Semester. Jerry suggested having a procedure to begin in Fall Semester. Also, it was suggested including the student email account information on the catalog or schedule of classes.

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**SMT Science Program Proposal** – Item was approved at the last meeting. Glenn wants to know what's the next step and who to present their PowerPoint presentation at the BOR meeting. He was asked to provide Reina the concept paper for the Program Committee in which it will be included in the BOR meeting packet for April BOR meeting. Also, SMT will be presenting their presentation to the Program Committee.

**Professional Tip** – Lorraine gave a copy of her professional tip called 'Reflective Assessment – A Tool For Learning, which she obtained from the Internet.

Lorraine appointed Raaj to be next facilitator.

*Meeting adjourned at 3:40 p.m.*