

**College Council Meeting
Summary for Tues, May 03, 2005
BOR Conference Room**

Present:

President Guerrero, Dean Barnes, Lorraine Cabrera, Greg Folta, Glenn Keaton, Raaj Kurapati, Jerry Smith, Dean Sablan as facilitator and Vera Pangelinan as recorder.

Special Guests: Bobbie Hunter

Agenda adopted w/minor changes.

Add under old business – e) Implementation of Employee Appraisal System

f) Policy & Procedure Review Committee

Under miscellaneous - make professional tip as item c

Add – a) NMC Commencement Exercises

b) AC Archivist/Recorder

Adoption of Meeting Summaries

Meeting of April 5, 2005 was adopted with the following changes:

- *Under Misc. – professional tip – change Glenn K. to Jerry Smith.*

Meeting of April 12, 2005 was adopted with the following changes:

- *Under excused absent: add Jerry Smith*
- *Under old business/evaluation instrument – change ‘action’ to ‘their information’.*

Meeting called to order at 1:35 p.m.

Old Business:

a. Workload & Compensation – Dean Sablan was asked to send an email to Danny Wyatt requesting an update to the College Council members.

b. Committee Assignments – Bobbie said she had emailed the College Council members the committee assignment. She said she continues to receive some updates from the staff, and is currently working with Danny Wyatt on the list because there are some that are not committees but actually a meeting the employee attended.

President asks to go through the Decision-Making Groups to update members in each committee. As indicated on the Decision-Making Group List, Tinian and Rota Administrators are members of the College Council. President suggests having the College Council meeting at room N-5 to include Tinian and Rota Administrators. President asks Vera to make the changes and then send the updated list to the College Council members and to HR.

Other discussion: OIE Director position was discussed. President asks HR to set a separate meeting on this issue because that is one of the recommendations with WASC. Also, President asked Elsie H. and Bobbie H. to attend weekly Dean’s meeting to review and to make a determination.

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c. Permanent Contract for Staff – Lorraine said so far there's no update. They are waiting for some things to be finalized with the workload & compensation, committee for staff. Lorraine said Danny Wyatt had made a suggestion, instead of having "Permanent", to change it to "Service" contract. President said if we are to bring it up to the Board, we need to have both, the staff and the faculty contracts ready at one time. Also, President recommends ensuring that both, faculty and staff are aware of what is being proposed in regards to the faculty and staff contract.

d. Comprehensive Evaluation – Item tabled. College Council requested for the HR Director to give an update at the next meeting.

e. Implementation of Employee Appraisal System – As discussed at the last BOR meeting, President said the Board wants to ensure that there is an orientation among the employees. President wants this implemented by Fall Semester, before the new school year begins. He said between now and summer session, there has to be a series of orientation so that all employees are aware of the new evaluation instruments.

Lorraine and Greg suggest including it in the agenda for professional development days. President wants HR to be conducting it at the departmental level. HR Director to bring before the council, due next week CC meeting, an implementation plan that includes dates and number of orientation to be conducted. He wants the orientation/trainings done by end of July.

f. Policy & Procedure Review Committee – President was inquiring for a status report from HRO. According to Bobbie, PPRC have not had its first meeting because two have declined. President said the committee have to start meeting and reviewing the policies because the Board is pushing us to complete HR policies by July. He wants HR to have an organizational meeting with the committee and to inform the committee to have their weekly meetings on their own. The College Council wants a progress report from HRO because we are really pressured by the Board to expedite the updating process of NMC Policies and Procedures.

New Business:

a. Job Ads – Bobbie reports that Tanya Songsong is working on the Job Ads. Tanya is communicating with American Association of Community Colleges and Community College Times. She is trying to get as much and then do a cost breakdown. Raaj mentions that based on the Faculty Senate meeting, HR was to submit a budget to PBEC concerning this.

Miscellaneous:

a. NMC Commencement Exercise – Saipan NMC's Commencement Exercise is on Saturday, May 21st at 4 p.m., MHS Gym. Tinian Campus will also be having its first ever Commencement Exercises on May 28th at 10 a.m., Tinian Dynasty Hotel. David Cohen will be the keynote speaker for Saipan, and Lucy Blanco Maratita for Tinian.

Adopted: 05/17/05

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b. AC Recorder/Archivist - Glenn said he really needs a recorder. Eric Plinske, who is working on the University of Hawaii Program, is asking for a list of course guides. Jack said we are eyeing on an individual from the CLS that's been with the institution. However, for now, he asks Glenn to work with Nenette in terms of identifying the needed resource.

President said to ensure for the upcoming comprehensive visit by WASC in Fall 2006 that all course guides must be updated for the last three years.

c. Professional Tip – Based on experience, Jack shared his professional tip. Three tips on “Ways to Prepare Ourselves to the Board”. Before going before the board: 1) Make sure that documents to be presented are given to the Board ahead of time for their review; 2) When the Board is giving recommendation, to bear the message/hint. Do not contradict or challenge because the whole intention is to make things better; and 3) Try to be well informed to the point but very informative. Read signals. Be more attentive to what's being presented to the Board.

Next facilitator is Greg Folta.

Meeting adjourned at 3:05 p.m.