

**College Council Meeting
Summary for Tues, June 21, 2005
Room N-5**

Members Present:

Dean Jack Sablan, Lorraine Cabrera, Glenn Keaton, Severina Ogo, Jim Wedding, Jeanette Villagomez, Tina Salas for Raaj Kurapati, President Guerrero as facilitator and Vera Pangelinan as recorder.

Excused Absent: Jerry Smith

Danny Wyatt representing Faculty Senate

NMC Staff: Elsie Halstead, Al Johnson, Loly Kingzio, Joyce Taro, Ignacia Villaluz, and Duane Sablan

Agenda adopted w/minor changes

Under Miscellaneous – add item b) – PDD Faculty & Staff

Adoption of Meeting Summaries

- a. Meeting of May 24, 2005 – Tabled.
- b. Meeting of May 31, 2005 – Tabled.

Meeting called to order at 1:45 p.m.

Old Business:

a. Workloads & Compensation Update – Danny Wyatt passed out to the members of the College Council the Workload/Overload Ad Hoc Committee Recommendations. Dean Sablan recommended having a separate meeting to discuss the material handed out by Danny Wyatt. The CC members agreed to have the meet on Monday, June 27th at 1:30 p.m., room N-5.

b. Permanent Staff Employment Contract – Lorraine Cabrera said the item was discussed at the staff assembly on June 10th. The staff assembly pending slight wording on compensatory time approved the permanent staff employment contract. Duane Sablan said he did a research on compensatory time and there was no wording in any of the Board policy or HR procedures about converting comp time to anything.

President asked if our legal counsel has already reviewed the contract. Lorraine said no. This is just a draft and then once we finalize it, then it goes to the legal counsel for review. President Guerrero suggested working item by item with HRO so that we can be consistent with our HR policy.

Severina said for clarification purposes, for example an employee is retiring and has excess amount of comp time, will that change into dollar value at the end of his/her employment? Tina Salas explained that as far as she is aware of, when a person retires, he or she is allowed a maximum of 416 hours of annual leave. Anything excess of that will be converted to sick leave hours in which that information will be passed on to the Retirement Office and then converted or used as service to the government. As for comp time, it is not addressed in our policy.

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President asked if the comp time have an allocation or monetary value. Tina Salas said no, only time off from work. Tina Salas was asked to provide the CC members comp time summary of all the employees.

c. **Comprehensive 360 Evaluation** – Elsie said no updates. She is still waiting on Greg M. and Maryanne C. to have form on-line. Elsie said we are planning on having another set of orientation in July.

d. **Implementation of Employee Appraisal System** - Elsie Halstead said we are working toward implementing this by fall of this year. She has already made the revision on the evaluation as needed and then will send it out to the department for their review. Tinian and Rota Campus would like to have their orientation/assessment session done 1st week of August. President said for information purposes, we plan on reinstating the employee appraisal system by the beginning of fall semester.

e. **PBEC Update** – No updates.

f. **Pell Grant Progress Update** - Jeanette gave a summary as of 6/21. The Financial Aid Office has processed 310 files for reimbursement. There are still 108 student files that are incomplete and pending, and 135 files that are going through the final review process by NMC's FAO. The total number of student eligible for Pell 2004-2005 was 553 applicants.

g. **Set 3 of HR Policies** – Elsie said she awaits the members of the College Council to concur policy. Dean Sablan said the CC members reviewed set 3 of HR policy at the last meeting and recommended to approve set 3 of HR policy.

Motion: Dean Sablan moved to adopt Set 3 of HR Policies. Glenn Keaton seconded. Motion carried.

h. **Set 4 & 5 of HR Policies** – Elsie said set 4 & 5 of HR policy was passed out at the last meeting. Dean Sablan recommends to the CC members to review set 4 & 5 of HR policy for action at next week CC meeting.

i. **Operational Facilities Usage Policy** – Al Johnson gave an update on the policy. He said the change is basically paragraph two, highlighted – “arrange with administrative services” changed to “respective department head”. The change was recommended by PPRC. CC members were asked to review the policy and to provide feedback to Al Johnson.

New Business: None.

Miscellaneous:

a. **Management Desk Audit** – Lorraine Cabrera said there were some concerns about what has been going on with the management desk audit. She asked if there is anyone going to respective offices and doing interviews.

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President informed Severina that Dr. Fred Macfarlane would be going down to Rota to gather more information. He said people were asked to respond to the survey, which is one way they were gathering information. His response to Lorraine's question is no, there is not going to be separate meetings. Duane Sablan said that it actually says in the purpose and scope of work for this audit that the auditors will be going around interviewing and to determine if the actual task of each individual is concurrent with the job description that they are working under. If not, they will make recommendations. Lorraine said that is what we thought. Duane said the scope of work is different than what is actually happening in those work groups. President said they are taking this in multiple ways in gathering information, and one of them is that everyone was given the opportunity, the detail aspects which were on the survey. When Bill Piland was here, everyone was given the opportunity to attend a session with him or set up a one to one meeting. Likewise, he said Dr. Fred Macfarlane will be having various focus group sessions. Once this is done, the recommendations will be given to the Board and then we will be review it again as to what is appropriate recommendations for us to implement. Duane said he participated in everything that was given out or was asked to participate in, and in the electronic survey, it really does not give us much guidance as to what to put down as far as our task and responsibilities. President said people were given the option to expand and write what ever they wanted to share. Al Johnson asked if the report will be made available to everybody. President said the report will be given to the Board, and then the Board will give us direction.

b. Faculty & Staff PDD – Professional Development Day is set for 2-days, August 11 & 12, 2005

c. Professional Tip - none

Next facilitator is Jerry Smith.

Meeting adjourned at 3:00 p.m.