

**College Council Meeting
Summary for Tues, August 16, 2005
Room N5**

Members Present: Dean Jack Sablan, Severina Ogo, Jim Wedding, Daisy Villagomez-Bier for Acting Dean of Student Development and Vera Pangelinan as recorder.

Meeting Facilitator: President Guerrero

Danny Wyatt for Faculty Senate and Jean Duenas for ASNMC

NMC Staff: Bobbie Hunter

Excused Absent: Lorraine Cabrera and Raaj Kurapati

Agenda Adopted w/amendments

- Add under old business item 3) Permanent & Probationary Contracts, Proposed Workload Form, and Workload/Overload Ad Hoc Committee Recommendations
- Add under new business on item 1) insert ...and Working Groups

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

ANNOUNCEMENT:

1. **Reminder of BOR Special Meeting** - President wanted to remind everyone of next week BOR Special meeting.
Aug 25th - Personnel Committee @ 9 a.m. & Fiscal-Legislative Committee @ 2:30 p.m.
Aug 26th – Originally Special Board of Regents Meeting was scheduled at 10 a.m. but was moved to @ 3:30 p.m. so that Regent Guerrero and Regent Cing-Cabrera can attend the meetings due to the opening of the school year.
2. **Completion of the 2004 Annual Report** – a copy of the 2004 Annual Report was passed out to the CC members for their information. Jim W. and Severina O. were asked to send an email to Daisie Camacho as to the number of copies they would need. President said he received good comments about the report, but the only concern received of it that it was very late. He said part of it was due to Reina Camacho's resignation and that this project was put off until recently.

OLD BUSINESS:

1. **Weekly Institutional Update** – At last week's meeting, the President said the CC members discussed the issues of trying to improve communication on a college-wide basis. It was recommended that the Office of the President come out with a weekly Institutional Bulletin or Update from major college activities and accomplishments that various programs would like to share with the entire college community. Last week the President sent out the summary of accomplishments from January to this summer. He asks the members of the College Council to submit major activities and events to the President's Office every Wednesday morning. The first weekly update will be coming out this Friday, August 19th and everyone was asked to submit major activities and events by Wednesday morning, August 17th to ensure that it is sent out on Friday.

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For the 1st Bulletin

- Academic Division was asked for information. Glenn Keaton requested if the NRM sub change approval by WASC could be included as well as the Marine Demonstration Center Project at PauPau Beach. In addition to that, the NMC and UOG Memorandum of Agreement to launched the Military Science Program in Saipan. Dean Sablan was asked if he could contact appropriate department chairs to inform them to sent updates to Daisie Camacho at the President's Office.
 - Student Development was asked to provide an update on the Pell status.
 - COMPASS – Dean Sablan was asked to contact department chairs/directors.
 - HRO was asked to include information on the new hires and highlight the new employees orientation that was conducted last week.
 - Tinian and Rota Campuses and ASNMC were also asked to provide major activities and accomplishments.
2. **PROA revisited** – Jerry was not present, however he was asked last week to explore the possibilities of making this available electronically. Vera was asked to follow up with Jerry to take the lead on this project and to create his own committee, and then if he could share with the College Council an update on how to resurrect the PROA.
3. **12-Month Contract, Workload/Overload Ad Hoc Committee Recommendations, & Proposed Workload Form** - In the past, Danny said he distributed the contracts. One is the probationary contract, which is a two-year contract and the other is the permanent contract. What they did was divided faculty into instructional faculty and non-instructional faculty. Both instructional and non-instructional faculty was passed at the faculty assembly. Now, it will be forwarded to the Board of Regents for action. The Conditions of Employment was also passed but with minor changes concerning the evaluations. Vote was 32 to 2.

Another thing that was presented to the faculty assembly was the Workload/Overload Ad Hoc Committee Recommendations. Passed the faculty assembly – 30 to 0.

Revised workload form was passed through the faculty assembly basically by default.

Since a lot of the CC members are absent and it requires action, President requested to leave the item under old business for next week's agenda.

NEW BUSINESS:

1. **Memberships in Governance & Working Groups** – Handout was passed out to the CC members for review and update of information.
- College Council – lacking COMPASS rep.; Dean Sablan will provide Vera name of COMPASS representative at the next meeting.
 - Academic Council – Daisy asked if Counseling could be added to the Academic Council. Daisy was asked to check with Glenn.
 - President will give Vera the change of names and the names of the office.
 - Alumni Association – Daisy V. Bier was asked to check with Ed Propst or Jeanette V. with an update of the formation of the Alumni Association. President requested that

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whoever is chairing the Alumni Assoc. that this association be created formally with bylaws, article of incorporation, etc. by the end of Fall 2005.

- ASNMC – Jean Duenas said election of officers is scheduled on September 14th. They already emailed and sent out flyers to all the students. They also wanted to do a survey during the election on best means of communication e.g. emails, text messaging, etc. Severina asked what could be done to involve students from Rota and Tinian Campuses on the ASNMC. Jean D. said right now, ASNMC is working on the constitution amending it to include Tinian and Rota representatives for Fall 2005. ASNMC was asked to send to Rota and Tinian Administrators the proposed amendments, and for them to share it, get inputs from students, and then send it back to Saipan ASNMC. Adrian Atalig, Student Advisor is the contact person for Rota Campus and Maria Aguon for Tinian Campus.
 - Accreditation Core Team – Lorraine Cabrera for Staff Senate. Jean D. will check with ASNMC.
 - Assessment Task Force – include Dean P.
 - Recruitment – President wants names instead of department chairs. Dean Sablan was asked to provide the names. Daisy V. Bier said to include the names of all the Counselors.
 - PowerCampus – add Eleanor Cabrera for CPS.
 - Marketing – include ASNMC representative.
 - Succession Planning Committee and Strategic Master Plan Committee are to be added on to the list. List is still a working document and needs update from everyone.
2. **New Student Orientation** - Jean D. updated the CC members. New Student Orientation is scheduled for two sessions on Thursday, August 18th, morning and evening, and then on Friday, August 19th at 10:00 a.m. followed by a barbeque. President informed Jim W. and Severina O. that Daisie Camacho will be sending them new student orientation packets.
3. **Strategic Initiatives for Fall 2005** – a copy of the initiatives was passed out to the CC members. President said he shared it last Friday with the general assembly. Due to the delay in their work in completing our new strategic master plan, the Strategic Master Plan Steering Committee requested if we could continue using the strategic initiatives that we developed for last school year. He informed the CC members to share the seven goals with their people and to continue making progress in these strategic areas.

MISCELLANEOUS:

1. **Professional Tip** - President Guerrero shared his professional tip on “Kaizen”, a Japanese word used in terms of Japanese quality management form principle. It literally means mold incremental improvements. He said it is a very worthwhile management concept that if we take it into our own respective areas and try to practice it, it would lead us into continuously improving our programs and services here at NMC.
2. **Plan for next meeting** – tabled.

Next week’s facilitator is Jeanette Villagomez

Meeting adjourned at 2:50 p.m.