

# Executive Council

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**To: Executive Council Members:** John Tuthill, Interim President  
Don Hess, Acting Dean of Academic Affairs  
Wayne Schmidt, Director of Research and Planning  
Rosita Capelle, Acting Dean of Student Services  
Diane Myazoe, Dean of Cooperative Research and Extension  
Troy Barker, Dean of Kwajalein Campus  
Louiston Louis, Comptroller  
Jane Taafaki Sam, Personnel Director  
Seyoum Teshome, Faculty Senate President  
Aluka Rakin, Staff Senate President  
Peter Macwhaleng, Student Body President

**From:** Cheryl Jorban, Executive Assistant to the President

**Re:** Minutes of 4/1/02 EC Meeting

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The Executive Council of the College of the Marshall Islands convened at 3:04 p.m. on April 1, 2002.

EC Members present: John Tuthill, Don Hess, Wayne Schmidt, Rosita Capelle, Louiston Louis, Diane Myazoe, Jane Sam, Seyoum Teshome, Aluka Rakin, and Peter Macwhaleng.

The meeting began with a period of silent reflection.

## **Approval of Minutes:**

The followed changes to the EC minutes of 3/25/02 were made: 1) Insert the word “technically” before “not accredited” in the first paragraph of the section on **Kwajalein Issues**. 2) Delete the last sentence of that paragraph beginning with “Because CMI has been administering...”, and 3) Change the 2<sup>nd</sup> paragraph of that same section to read “Jane stated that CMI has Federal aid approval...”

The amended EC minutes of 3/25/02 were approved.

## **OLD BUSINESS:**

### **Physical Plant Update:**

John reported that he met with Mark Canney of ADB over the weekend. Mark indicated that he has no problem authorizing the proposed ADB construction of classrooms and faculty apartments on Gugeegue campus. As long as CMI is closing our Kwajalein campus to get things in shape for reopening in fall of 2003, the proposed construction can begin.

The site of the proposed ADB construction of vocational classrooms in Majuro has again been changed. These vocational classrooms will now be

built near the WIA building (former MIHS cafeteria) at the high school campus. This change has occurred because the focus of MOE through the Vocational Project is now once again on providing vocational training in construction, welding, etc (similar to former JTPA program) to high school dropouts. John has not yet talked to Tony to call a meeting of the Facilities Planning Committee to once again discuss plans for our “chicken coops” on Uliga campus.

Jane questioned when we would get the Capital Improvement Fund (CIF) monies. John indicated that the request had just been finalized. Louiston reported that this money will be used towards Gugeegue and main campus physical plant. John added that approximately \$65,000 of the CIF money will go to Gugeegue, to begin renovation of the current maintenance plan facility there—changing it into classroom space.

### **Personnel Evaluations:**

Jane reported that she is still looking into other examples of evaluation forms. She said that having the entire department complete evaluations on employees might be tedious, and suggested that there be only 5 evaluations completed: 2 peers (coworkers) within the department, 1 outside the department, the supervisor, and the employee (self-evaluation). These 5 evaluations would then be incorporated into a final evaluation. All would be placed in the personnel file.

John asked who would select the persons responsible for completing the evaluations. Jane suggested that the supervisor would choose; or the employee could

choose 1 peer evaluator, and the supervisor choose the other(s).

## **NEW BUSINESS**

### **Dean of Student Services:**

John explained that Loretta Link resigned from her position as Dean of Student Services at approximately 3 pm on Tuesday, March 26. She stated health problems as the reason for her resignation. John asked her to submit her resignation in writing, and she indicated she would by 5 pm. No written resignation was received. However, she did not report back to work. At John's request, the paperwork terminating her employment at CMI was begun on Wednesday, along with 30-day notice for terminating the lease on her apartment. On Friday afternoon Loretta called John to request a meeting with him, and they met on Saturday morning. Loretta asked for her job back, John said "no".

### **Pension Plan/Alternative Health Plans:**

Cheryl reported on a pension (retirement) plan which had been presented to John for consideration by CMI. This plan would allow CMI employees to pay a percentage of their salary, with CMI matching up to 6% of the base salary, into an account whereby the funds would then be placed into one or more investment accounts worldwide. A retirement/pension plan could be used as an additional benefit for recruitment/retention of off-island hire. After considerable discussion on the details and benefits of the plan, Don read the fine print on the back of the main brochure, saying that this plan was not available to U.S. citizens. Discussion was abruptly stopped.

Jane reported that she and John met with Edwin Lakien concerning the Iia Kwe Health Insurance Plan, an alternative to the RMI's supplemental plan, which is also . She said that Edwin was asking people to fill out the enrollment forms, but not sign them, in order to get an accurate number of interested CMI employees. He would then let us know what the premiums would be. The question was asked as to who would administer the plan. Jane responded that it would not be Edwin.

Don indicated there was no harm in looking into this plan without obligation; however, he suggested that we give Edwin a potential number of 60 participants, and see how much the premiums would be. Jane reported that RRE has agreed to enroll their employees, and there are currently more than 3,000 total enrolled in the program. Jane also indicated that there would be a 4-month grace period for this program. Don questioned the grace period since the

insurers (HMPR) are the same as currently under MISSA's supplemental plan.

Rosita reported that there is also another proposal for supplemental health plan from Hawaii which the Ministry of Health is looking at. She will talk with her husband, Donald, to see if we may invite the representatives to come to CMI and talk to us when they come to the RMI next week.

Jane will report back to the group after she determines the premium for 60 participants, who the administrator of the plan will be, and whether the grace period of 4 months will still be applicable for those currently under MISSA supplemental.

### **Education Leave Application:**

John reported that April 1<sup>st</sup> is the deadline for educational leave applications. Policy states that the EC members review the applications for educational leave. He asked whether any applications had been received.

Jane responded that Kenson knew about the deadline and she thought he would turn in his application in today.

Discussion ensued regarding Willa Aaron. Jane has requested current grade reports and plans for completion of degree from Willa, but has not received a response. Jane did ascertain that Willa is still currently on RMI scholarship. Louiston reported that Willa telephoned and indicated she would fax a copy of her current transcript/grades. John will also check with RMI Scholarship Board to see if they have recent transcripts. Jane will report back the findings to EC next week so that a decision on Willa's educational leave can be made.

Jane also reported that several people who received educational leave owe CMI money—Helen Jetnil and Charity Joel. Kim Konono also owes CMI, but she is still working on her degree.

John stated that the BOR has directed CMI to make an effort to collect on all monies owed CMI. Don suggested hiring a private attorney on a contingency basis to collect the money due. John questioned who? Don suggested Dennis Reeder, since he has done this kind of collection in the past. Don suggested that Louiston make a list of all receivables and ask Dennis Reeder to collect for us.

### **Student Account Balance:**

John also reported to EC members that our student receivables account currently stands at upwards of \$1,000,000. Louiston stated that many students who

owe money are currently registered—either here at main campus or in Gugeegue.

John said that Louiston had submitted for his approval a “notice to students” stating that unless they did not pay their bills by the end of the semester, they would not get credit for the classes. John asked what the group thought about this.

Everyone agreed that students should not be able to get credit for courses or have transcripts released until all money owed CMI is paid. Students who currently owe money will not be allowed to register for classes next semester until their bills are paid.

Jane reminded all that under Federal regulations we cannot hold their refund checks to pay off their bills. Students may subsequently turn over their refund checks to pay for outstanding bills, but CMI is not permitted to hold back refunds.

It was also determined that Louiston should inform Jenny of those students who owe money so that the graduating students may be notified at their next meeting that unless all bills are paid, they will not be able to graduate.

Louiston will also make a list of those students who owe money but are not currently in school, and that list will be submitted to the attorney.

The EC meeting adjourned at 3:56 p.m.