

Executive Council

COLLEGE OF THE MARSHALL ISLANDS
P.O. Box 1258
Majuro, Marshall Islands 96960

TELEPHONE: (692) 625-3394/3291
FAX: (692) 625-7203

To: Executive Council Members: Wayne Schmidt, President
Valerie Pierce, Dean of Academic Affairs
Richard Bruce, Dean of Student Services
Ira Hecht, Director of Research & Planning
Diane Myazoe, Dean of Cooperative Research and Extension
Tony Prout, Acting Dean of Kwajalein Campus
Raffy Nayon, Comptroller
Jane Sam, Personnel Director
Jonathon Cassel, Director of Academics, Kwajalein Campus
Seyoum Teshome, Faculty Senate President
Aluka Rakin, Staff Senate President
Heralds Lemari, Student Body Association President

CC: Task Force Chairs not on EC: David deBrum
Don Hess

From: Cheryl Jorban, Executive Assistant to the President

Re: Minutes of 4/02/03 EC Meeting

The Executive Council, combined with the Task Force Chairpersons for the College Planning Retreat (CPR), met at 3:10 p.m. on Wednesday, April 2, 2003.

EC Members present: Wayne Schmidt, Valerie Pierce, Richard Bruce, Ira Hecht, Diane Myazoe, Jane Sam, Seyoum Teshome, Souvenir Ned (for Heralds Lemari), Cheryl Jorban, Jonathon Cassel

Task Force Chairs present: Don Hess, David deBrum

Absent: Raffy Nayon, Aluka Rakin, Tony Prout

The meeting began with a period of silent reflection.

Approval of Minutes

The minutes of the meeting on March 25, 2003, were unanimously approved by the EC members.

OLD BUSINESS:

CPR Form 1 – What Group Format?

After brief discussion, the EC/Task Force members agreed that the Group Format for CPR Form 1 will be the five task force groups. Although some argued that arbitrary grouping would allow for more involvement in the objective, it was generally agreed

that it would be better to have continuity from Form 1 through Form 5. After the Best/Worst exercise, the participants will break up into their assigned task force groups for the remainder of CPR.

What to do about CMI employees who don't attend CPR?:

Wayne stated that since this retreat is like a regular work day, the leave policy in the Personnel Manual will apply. The expectation is that all employees will attend, unless they are sick or have prior approved leave applications.

Logistics of Retreat :

Wayne suggested that we utilize the students at Arrak to cook lunch for us, since all employees will be involved in group participation at CPR. He said that we could pay them. Diane suggested using work-study students so that their duties for that day would be cooking and serving. Everyone agreed to that.

It was also agreed by everyone that if a particular group worked through the forms faster than the suggested time frame, that the agenda could be speeded up.

Don suggested that we use the following areas at Arrak for the 5 groups: the 2 conference rooms, the science lab, and the cafeteria. The cafeteria can hold two groups. The collective meeting for all participants can be held in the cafeteria.

Discussion was held as to the participants assigned to each group. Seyoum will get the list of faculty assignments to Cheryl next week. Souvenir and Heralds will assign the SBA officers to a group. Cheryl will ask administration and management (those not EC members/Task Force Chairs) which group they want to participate in. Cheryl will also follow up with Aluka regarding staff assignment. The list of participants in each group should be finalized by next week.

Wayne asked that all chairs/co-chairs look at the substandards for each recommendation and pull out plans from the Self-Study Report for an upcoming report.

Reorganization of CMI:

The EC members reviewed the revised organization chart. Wayne explained that only administrators' names were placed on the chart; managers or key staff positions were noted by title only. Wayne asked if there were any concerns or questions from the members regarding the chart.

Richard questioned putting the dorm at Arrak under the Arrak Coordinator as opposed to under Student Services with the other dorms.

Valerie expressed concern about the Mathematics Department being a separate department from Liberal Arts. Discussion ensued regarding pros and cons of Mathematics as a separate box under the Dean on the organization chart. Explaining that the lines showed direct supervisory authority as opposed to program structure helped clarify the issue.

Wayne stated that he hopes to implement this new organizational chart after graduation in May 2003.

The new Organizational Chart was unanimously approved by the Executive Council members.

Others:

Jane encouraged everyone to participate in the Foundation Day Activities, and to get their donations for the barbecue in to her. Wayne shared that he would play his accordion at the Variety Show on Saturday evening.

Due to problems with NTA and the phone lines to Kwajalein, Jonathon Cassel was cut off from parts of the EC meeting.

The EC meeting adjourned at 4:15 p.m.