



## *College of the Marshall Islands*

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### **EXECUTIVE COUNCIL**

**To: Executive Council Members:**

Dr. Troy McGrath – Interim President and Dean of AA  
Richard Bruce – Dean of SCSD  
Diane Myazoe – Dean of CRE  
Raffy Nayon – Comptroller  
Jane Sam – Personnel Director  
Ira Hecht – R&P Director  
Seyoum Teshome – R&P Associate Director  
Tim Owens – R&P Assistant Director  
Tony Prout – Physical Plant Director  
Stan McSwain – Assistant Physical Plant Director  
Robert Prescott – IT Director  
Chris Spellman – Faculty Senate President & Associate Dean of AA  
David Kupferman – Assistant Dean of AA  
Damien Capelle – Staff Senate President  
Don Hess – Standing Committee Chairperson  
Barry Rilang – SBA President

**From:** Francis Carlos Domnick, CAO

**Date:** March 8, 2005

**Re:** Minutes of 03/02/05 EC Meeting

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The Executive Council of the College of the Marshall Islands convened at 1:30 p.m. on March 2, 2005.

**EC Members present:** Dr. Troy McGrath, Carlos Domnick, Richard Bruce, Raffy Nayon, Jane Sam, Seyoum Teshome, Tim Owens, Stan McSwain, Robert Prescott, Chris Spellman,

David Kupferman, Damien Capelle, Don Hess and Barry Rilang.

**Absent:** Diane Myazoe, Ira Hecht, and Tony Prout.

**Guests:** Dr. Donald Lombardi and Moarieta Ientaake.

### **Introduction of Guest:**

President McGrath introduced Dr. Donald Lombardi and informed the Council that Dr. Lombardi will help develop CMI's Master Plan.

### **Message from the President:**

President McGrath informed the Council that there is an upcoming conference entitled "Critical Thinking Conference" in July. He mentioned that this would be good for both senates (faculty and staff) to discuss on possible candidates to send out.

President McGrath encouraged all members of the Executive Council to update their CVs as well as those of their subordinates. If there needs to be a session on how to develop CVs, President McGrath explained one can be arranged to train people how to do these.

President McGrath also encouraged that all faculty members update their syllabi. These updates will be necessary as we prepare for the upcoming WASC visit.

President McGrath reported on his trip to Hawaii. He said that he had initiated the dialogue with Dr. Tusi of Pacific Business Center. Pacific Business Center (PBC) is a branch of UH Manoa (UHM) that looks at architectural/engineering work among other things. PBC will be sending people here to do an assessment of CMI facilities. Professor Fred Creager at UHM will be leading the project. They will be here to look at land titles. Mr. Hess informed the Council that CMI now leases the whole land parcel that it now occupies including the land in front that accomodates the basketball court. The fee CMI will be paying PBC is around \$10,000-\$20,000 and U.S. Department of Interior will be asked to cover that cost.

### WASC Issues

President McGrath informed the Council that the site team is due to arrive on the 24<sup>th</sup> and they will leave on the 28<sup>th</sup> of this month. The Progress Report will be due on 22<sup>nd</sup>. The team members are Dr. Robert Harris, Ms. Margaret Manson, and Dr. Patricia Hsieh. President McGrath mentioned that CMI may perhaps host a dinner on Sunday.

Regarding the Eligibility Requirements, a bill is almost signed to take the three government officials off the CMI Board of Regents. There will be a Board Training Session around April and eventual three new members will be participating including Mr. Jack Niedenthal. President McGrath reported that the search for the new president is on track. A professional hiring agency will be hired to assist with the process. Regarding administrative capacity, there has been a reorganization of CMI structure to meet this requirement. Temporary positions of associate and assistant deans/directors have been created to strengthen the areas that need greater management. Mr. Capelle interjected saying that staffs should also be considered when deciding who to fill these posts. President McGrath answered saying that these are temporary posts and the people who occupies these posts can change.

Regarding Eligibility Requirement #17 – Financial Resources, President McGrath informed the Council that CMI has met most of the requirement except for PELL Grant which we are still updating.

### Financial Update

Mr. Nayon informed the Council that the March money from Government has not been received. The Ministry of Finance has directly paid the US Department of Education a sum of \$472,419 for the withholding tax and other debt. This money was taken out of the CMI's Capital Fund (\$1 Million from ROC). The balance of this fund is \$527,581. The Ministry of Finance promised to replenish the fund the amount it has taken out (\$472,419).

Regarding PELL Submission, the Financial Aid Office has completed Fall 2004 and they are halfway done with Spring 2005 students. A US Department of Education representative in San Francisco informed Mr. Nayon that CMI is still on a reimbursement basis with DoE because of our accreditation status.

### **Approval of February 26, 2005 Minutes:**

Mrs. Sam moved to approve the minutes. Mr. Hess seconded and the minutes were unanimously approved.

## **OLD BUSINESS:**

### **1. School Minder Update**

Mr. Prescott informed the Council that the progress on School Minder is heading in the right direction but there has been some pitfalls in terms of students missing documents. He said they are working on pushing the error rate towards 0%. Active students are not done.

### **2. NTA Internet Usage and NTA Bandwidth**

Mr. Prescott informed the Council that NTA is happy with how much CMI has been able to control its usage of its given bandwidth capacity. He also informed the Council that CMI is still using 128-K bandwidth but is working with NTA to expand it to 512-K. This will allow us to include more lab computers to be hooked up to the Internet.

### **3. Web Page – Departments**

Mr. Prescott requested if Departments can provide a maximum 2-paragraph summary explaining the role and responsibilities of their departments. This will be incorporated on the CMI Website.

### **4. Employee Evaluation**

Mrs. Sam informed the Council that there has been some outstanding evaluations that are required to be turned in to the Personnel's Office. Mrs. Sam also mentioned that prior to handing in any evaluations, there should be a consultation between the supervisor and his/her subordinates and vice versa. Supervisors ought to train their staffs on the process.

## **NEW BUSINESS:**

### **1. Database Policy**

Mr. Teshome passed out a proposal for policy adoption regarding the database or School Minder. Mr. Prescott informed the Council that there has to be a stronger control and students should not be admitted until all their documents are in. The policy proposal will be discussed at the next EC meeting.

### **2. CMI Placement Test**

Mr. Owens informed the Council that the CMI Placement Test is still the same but it has been automated so it can be analyzed automatically and results can be downloaded into MS Excel.

### **3. New BOR Policy Re: Contracts**

Mr. Spellman informed the Council that the faculty is concerned about the new Board hiring policy. President McGrath responded by saying that he understands the concern and this matter should be thoroughly investigated and discussed among all members of both senates. Mr. Spellman said that the faculty has setup a committee to look into this matter and this committee will draw up a list of questions to take up with the Board. The committee's next meeting will be held on March 3, 2005, 11am at TEC.

### **4. CMI Email**

Mr. Prescott debut the CMI Squirrel Mail. The email addresses for staffs and faculty is their username (when logging on to their Windows Operating System) + @cmi.edu. E.g. [cdomnick@cmi.edu](mailto:cdomnick@cmi.edu). Mr. Prescott informed the Council that students' emails will be up and running soon.

### **5. SUS**

Mr. Prescott advised the Council that CMI computer system has in place a Software Update Service. Be warned that pop-ups on your computer screen will prompt you to update software programs on your computer.

### **6. Donations of Books from ADB**

Mr. Domnick informed the Council that ADB Consultant will be coming to CMI later that afternoon to donate books to CMI. President McGrath welcomed this and said he will be ready to accept the gifts on behalf of CMI.

### **7. Others**

Institutional Research was discussed and there was a consensus that survey questionnaires need to be centralized in order to avoid duplication.

Dr. Donald Lombardi informed the Council that they can reach him at the email address: [yokwebubba@yahoo.com](mailto:yokwebubba@yahoo.com)

The Master Plan will highlight these issues: how CMI is taking on a leadership role in the community, how it will strengthen institutional research and planning as well as community relations. There is an advisory council in place and they are all professionals. Dr. Lombardi is

hopeful that the Master Plan will come out very professionally.

The EC Meeting adjourned at 2:35 pm.