



College of the Marshall Islands

EXECUTIVE COUNCIL

To: Executive Council Members: Wayne Schmidt, President
Marilyn Salas, Interim Dean of Academic Affairs
Ira Hecht, Director of Research and Planning
Richard Bruce, Dean of Student Services
Diane Myazoe, Dean of CRE
Raffy Nayon, Comptroller
Jane Taafaki Sam, Personnel Director
Christopher Spellman, Faculty Senate President
Aluka Rakin, Staff Senate President
Don Hess – Standing Committee Chairperson
David deBrum – Standing Committee Chairperson
Tim Owens – Interim IT Director
Jeffrey Jacklick – SBA Vice President

From: Rutchel S. Taña
Interim CAO

Date: August 6, 2004

Re: Minutes of 8/04/04 EC Meeting

The Executive Council of the College of the Marshall Islands convened at exactly 3:10pm on August 4, 2004, in the President's Office.

EC Members Present: Wayne Schmidt, Marilyn Salas, Raffy Nayon, Ira Hecht, Richard Bruce, Jane Sam, Diane Myazoe, David De Brum, Mark Stege and Ruth Taña.

Absent: Tim Owens, Christopher Spellman, Don Hess, Aluka Rakin, and Jeffrey Jacklick

The meeting commenced with a moment of silent reflection.

APPROVAL OF MINUTES 8/04/04

Corrections on the minutes were done. Jane moved to approve the minutes. Raffy voiced a second. The minutes were unanimously approved.

1. REORGANIZATION PLAN

Ira recommended that IT should be allowed to operate on status quo for 3-6 months before converting it to an independent body so that the new director can settle in. Richard Bruce suggested the creation of a Dean of Finance position that would oversee the operation of the other departments like IT, Business Office, Personnel and others. Wayne and Jane said that this set-up has been tried several years back wherein a Senior Vice-president-like position was given this responsibility. This did not work out simply because the load was too much for one person to carry out. Marilyn added that the Academic Affairs needs an assistant due to the variety of academic responsibilities and there are a lot of research.

2. ACCREDITATION ASSISTANCE GRANT

Old Business

Wayne gave a brief summary of what the Accreditation Assistance Team recommended to be done in the different areas.

A. Administrative Capabilities

- to make sure that, upon their arrival, the college has a chart with a list of people who were hired
- To emphasize that all administrative employees signed an agreement
- To make sure that all positions that are vacant should have interims .

B. Financial

- To have a long range financial plan or an estimated annual budget ;
- To declare to WASC additional RMI government funding;
- To come up with a contingency fund, including the Endowment fund , that upon the declaration and approval of the BOR, can be utilized

C. Student Services

- To create a Program Policy Review Process
- To have data to support areas of student services like student retention and graduation;
- To create School Minder Plan in conjunction with Academic Affairs and IT and others.

3. CMI MASTER PLAN

Wayne said that this has to be completed immediately. It does not have to have all the supporting plans completely in there. Wayne, Jane and Tom will take care of writing the Master Plan as soon as they get the inputs from the standing committees; Wayne also said that he needs just a summary of the Financial plan to be incorporated in the Master Plan. On the Facility Plan, Wayne said that Mark Stege can send the draft out electronically for the others to review and give feedback on . Mark Stege added that the Facility Plan includes incorporating the library housing the Nuclear Institute and the RMI National library, among other projects. Marilyn suggested that there be rooms with computer accessibility and multimedia capability.

New Business

1. FALL ORIENTATION – FACULTY, STUDENTS

Marilyn reported that the faculty orientation will be on August 16, 2004. It will start at 9:00 am until 12:00 noon. She also mentioned that she has already prepared a draft of the Program in which

President Schmidt will give the welcome remarks, and Mr. Teshome will give a talk on the School Minder program, among others. Richard Bruce suggested, however, that a staff and faculty orientation would be more appropriate. Wayne concurred but added that the details of schedules and venue to accommodate both staff and faculty needed to be worked out first.

Richard Bruce said he's currently working on the Student Orientation. He is planning to trim down the groups into smaller units and conduct the orientation in parts to sustain the attention and interest of the students. He said that he has to meet with the SCSD staff and the details will be given out in the next EC meeting.

2. PROGRAM REVIEW PROCESS

Marilyn said that she is working on the Academic Program Review Process and this can not be distributed yet as this still needs to be discussed in the EC meeting and approved by the BOR. Jane added that the WASC Accreditation Assistance team requires that all activities and programs of the college should be in writing. Marilyn also mentioned that there are a number of faculty evaluation still undone and they're still working on them. Wayne said that in the next EC meeting, this matter will be first on the agenda. However, copies of the review should be distributed beforehand to give the EC enough time to review it.

3. PROFESSIONAL DEVELOPMENT PROGRAM

Wayne distributed copies of the Proposal for the Professional Development Program. This program constitutes In-House Courses, Workshops, Advanced Degrees, Conferences and other kinds of professional development. Jane said that one of the suggestions of the accreditation team is for CMI to come up with a Professional Development Program. There should also be justification for all professional development , especially the ones done off-island, because these programs utilize CMI funds. Wayne said that this matter would be further taken up in the next EC meeting.

The EC meeting adjourned at exactly 4:25 pm.