



College of the Marshall Islands

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EXECUTIVE COUNCIL

To: Executive Council Members:

Dr. Wayne Schmidt, President
Troy McGrath, Dean of Academic Affairs
Richard Bruce, Dean of Student Services
Diane Myazoe, Dean of CRE
Aluka Rakin, Staff Senate President
Christopher Spellman, Faculty Senate President
Raffy Nayon, Comptroller
Ira Hecht, Director of Research and Planning
Jane Taafaki Sam, Personnel Director
Robert Prescott, IT Director
Don Hess, Standing Committee Chairperson
Tony Prout, Physical Plant Director
David DeBrum, Standing Committee Chairperson
Barry Rilang, SBA President

From:

Francis Carlos Domnick, CAO

Date:

November 4, 2004

Re:

Minutes of 11/4/04 EC Meeting

The Executive Council of the College of the Marshall Islands convened at 2:05pm on 4 November 2004, at the CMI Main Conference Room.

EC Members Present: President Wayne D. Schmidt, Carlos Domnick, Dr. Troy McGrath, Richard Bruce, Aluka Rakin, Chris Spellman, Raffy Nayon, Ira Hecht, Robert Prescott, and Tony Prout.

Absent: Diane Myazoe, Jane Sam, Don Hess, David DeBrum, and Barry Rilang

Guests: Kimiko Keju

The meeting commenced with a moment of silent reflection and prayer.

The minutes from last meeting were approved.

OLD BUSINESS

1. Standing Committees Membership

The lights went out in the President's office so was not able to print the documents for discussions. Tabled for next EC meeting.

2. WASC Progress Report

President Schmidt informed the Council that the Progress Report did get finished and sent. He gave special note of appreciation to all those who helped out.

3. CMI Program Review Guide & Master Plan

Same problem as agenda item #1. President Schmidt informed the Council that he will send electronic copies of the Program Review Guide and department heads or those involved should try to implement as much as possible.

4. School Minder Update

Dean Richard Bruce commended IT and Mr. Teshome for the assistances provided. He stated that School Minder saga is a prime example of success if differences can be put aside and all unit work together as a team.

5. Preparation for WASC Team Visit

Mr. Domnick has distributed the latest draft Program of Visit for the WASC Accrediting Team. President Schmidt advised the Council that everyone should be prepared since the team can visit/quiz any administrator/faculty/staff whenever they please.

6. Others

NEW BUSINESS

1. Backing up of Master Plan etc. on CMI Servers

Mr. Prescott informed the Council that he can save electronic copies of the Master Plan as well as other important documents on the server. He also can create shared folder/public folder so all will have access.

2. NAV

Mr. Prescott informed the Council that the Norton Antivirus Enterprise Edition that would be used to protect all computer units against incoming virus has not arrived yet. He has went ahead and installed his personal antivirus software that is working great at the moment. He informed the council that he will be coming in and out to check any computer connected to the server. So just be aware of this.

3. What time is it?

Mr. Prescott informed the Council that the server time, which all computer units follows, is synchronized to internationally accepted time for Majuro.

4. Playing Games

Mr. Prescott asked the Council's approval to disable all Windows preinstalled games such as Solitaire, Minesweeper, etc. Council unanimously agreed that all games are disabled since the College's computers should be solely used for academic/business purposes only.

5. On-the-job-training

Mr. Bruce asked whether the College can look into providing on-the-job-training programs for the students. Dr. McGrath replied saying there should be a student survey carried out before exploring this kind of possibility. If there is great interest, Dr. McGrath said he is willing to listen to any proposal.

6. Others

Dr. McGrath mentioned that there is a problem with faculty members not following grading policies. He said that some faculty members are dropping students after the withdrawal deadline and still give some students “W” or withdrawal grade. Dr. McGrath said that this problem should stop and there needs to be good coordination between Student & Community Services Division and Academic Affairs to report this type of problem if it occurs.

Mr. Bruce mentioned that the SCSD does not give excuse slips anymore but some faculty members still require that students go to the Nursing department to get excuse slips.

Mr. Spellman wanted clarification when a faculty member reaches the ceiling of his/her salary scale, what happens then? President Schmidt explained that that’s it, the person does not get a higher salary unless they get higher educational degree.

Mr. Spellman informed the Council that Room 205a, 206 and 207 are in bad shape. There is water leaking from the air conditioner and the rooms should be closed prior to WASC visit.

Mr. Spellman also informed the Council that the CMI community/people are stressed out and they just need some activities where they can take their minds away from work/school. President Schmidt proposed that a lunch on Monday be organized in order for people to get together and just relax. This proposal was unanimously accepted. It was also agreed that everyone would bring his or her own lunch.

Mr. Hecht requested that the AC in the Conference Room be fixed prior to WASC visit. Mr. Nayon responded saying that that AC will be replaced with a new one.

Ms. Kimiko Keju brought forward some questions from the Adult Education faculties. They want to know what happen to 5% salary increase that they were supposed to receive. President Schmidt responded saying this was brought to the Board’s attention but they wanted to put it off until January when we hear the decision from Accrediting Commission for Community and Junior Colleges/WASC.

The EC Meeting adjourned around 3:00pm.