

# Executive Council

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**To: Executive Council Members:** Wayne Schmidt, President  
Richard Bruce, Dean of Student Services  
Diane Myazoe, Dean of Cooperative Research and Extension  
Tony Prout, Acting Dean of Kwajalein Campus  
Raffy Nayon, Comptroller  
Jane Taafaki Sam, Personnel Director  
Seyoum Teshome, Faculty Senate President  
Aluka Rakin, Staff Senate President

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

**Re:** Minutes of 9/04/02 EC Meeting

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The Executive Council, in a joint meeting with the Steering Committee on Self-Study Report for Accreditation, convened at 3:00 p.m. on Wednesday, September 4, 2002.

EC Members present: Wayne Schmidt, Diane Myazoe, Raffy Nayon, Seyoum Teshome, Jane Sam, Cheryl Jorban. Additional Steering Committee Members present: Don Hess, Maxine Becker, Tom Lundstrom, David deBrum, Ted Stepp

Absent: Richard Bruce, Aluka Rakin, Tony Prout

The meeting began at 3:05 p.m. with a period of silent reflection.

## Approval of Minutes

The minutes of the EC meeting on August 27, 2002, were approved.

## Student Accounts Receivable

Wayne asked for input from the group regarding how we can improve on collection of past due tuition and fees from our students. How do we follow Federal regulations to get refunds back to students and still collect on the money they owe? Wayne is in the process of filing reports for WASC which will also go to the U.S. Department of Education regarding the procedures we follow.

Jane explained that after Raffy does a drawdown for a student's Pell grant, the student must be notified within 7 days of any refund due to the student. We can't hold anything back per Federal regulations. We

can collect only if the student agrees to sign over his/her refund check to pay for past tuition/fees. We cannot hold their refund from them just in case they withdraw. However, she will check the Federal regulations and "blue book" to make sure.

Don indicated that if the student agrees to sign a promissory note, CMI should be able to hold their money. He said we need to send the message to students that it is their responsibility to pay for tuition/fees when they withdraw. A first letter from Wayne and, if necessary, a 2<sup>nd</sup> letter from the attorney should be sent to all students who owe money to the College. We need to be aggressive and set examples, perhaps even scare students into paying.

Another area that needs to be improved is the way in which CMI explains Pell to our students. Maxine mentioned that students are overwhelmed at orientation, and perhaps CMI needs to set up a "Pell time" to explain the regulations and responsibilities, separate from orientation.

Jane indicated that some students, such as nursing, will not receive a refund but will end up owing CMI at the end of the semester because of dorm fees and an overload of credits.

Discussion continued as to what responsibilities CMI has and what responsibilities the student has. It was generally agreed that a promissory note be prepared whereby students who owe money agree to turn over their refunds to the College, keep their GPA up, and limit their full-time load to 12 credits.

## **Self-Study Report for WASC**

Wayne indicated that our WASC site visit for continued accreditation will be in February of 2003. Nine people will visit both the main campus and Gugeegue. By mid-November we must have our final self-study report mailed. This also includes a Substantive Change Report for Gugeegue campus if we plan to reopen the campus in Fall of 2003. By the end of September, drafts of the reports for all standards must be turned in to Wayne.

Wayne has on disk the Substantive Change Report for Gugeegue Campus completed in May of 2002, which can be a starting point for the self-study reports. This report has sections for each standard including a descriptive summary and self-evaluation. For each standard, the following format is needed on every section and subsection:

1. Descriptive Summary—What do we do/have done since 1996? (Objective)
2. Self-Evaluation—How well do we do/have we done it? (Assessment)
3. Plan—How do we hope to maintain, improve on what we do/have done?

Any material from the earlier report may be used in the self-study reports. The reports should be written in third person. Wayne will do the introduction of the report. Everyone should be meeting with individual committees in getting their particular standard started. Minutes of your committee meetings should also be maintained for WASC purposes.

Cheryl will email the pertinent standard of the Substantive Change Report for Gugeegue on disk to the appropriate Steering Committee chairs.

Jane expressed one concern regarding confidentiality when people such as auditors and accreditation teams request looking at our personnel records. She feels that by law confidentiality needs to be maintained and we should not release records to just anyone. Wayne said that for audit and accreditation purposes, there is a definite need to know, and we cannot withhold the records from them.

The EC meeting adjourned at 4:10 p.m.