

# Executive Council

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**To: Executive Council Members:** Wayne Schmidt, President  
Valerie Pierce, Dean of Academic Affairs  
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 Sam, Personnel Director  
Jonathon Cassel, Director of Academics, Kwajalein Campus  
David deBrum, Acting Director of Physical Plant, Majuro Campus  
Seyoum Teshome, Faculty Senate President  
Aluka Rakin, Staff Senate President  
Heralds Lemari, Student Body Association President

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

**Re:** Minutes of 2/5/03 EC Meeting

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The Executive Council convened at 1:10 p.m. on Wednesday, February 5, 2003.

EC Members present: Wayne Schmidt, Valerie Pierce, Richard Bruce, Jane Sam, Seyoum Teshome, Aluka Rakin, Cheryl Jorban, Jonathon Cassel

Absent: Tony Prout, Heralds Lemari, David deBrum, Diane Myazoe, Raffy Nayon (on leave)

Guest: Tim Owens

The meeting began with a period of silent reflection.

## Approval of Minutes

A typographical error in the last paragraph on page one of the minutes of January 29, 2003, was noted: the word "removed" was changed to "remove". The corrected minutes of the EC meeting on January 29, 2003, were approved.

## Report from President:

Wayne reported on two upcoming events that CMI is invited to participate in:

1. The Ministry of Internal Affairs will host the National Youth Congress February 10-14 at the Long Island Hotel. CMI is asked to present at a 30-minute panel discussion issues that are deemed crucial for our young leaders or issues that may be relevant to our youth, especially in

the outer islands. Wayne asked if any of the EC members were willing to participate, and Richard volunteered to have his Department present at this Youth Congress.

2. CMI has also been invited to participate in a Job Fair at SDA High School on February 20. Richard and the Department of Student Services will also be responsible for CMI's participation in this job fair.

Wayne also shared information regarding the Australian Scholarship Program and the process for students to apply for the scholarships. These are full scholarships including tuition, fees, airfare, and living expenses. EC members are encouraged to recruit CMI students and assist in getting their applications completed. The Expression of Interest form, available at the Ministry of Foreign Affairs, must be completed and received at the Australian Embassy in Pohnpei by March 31, 2003. Jane indicated that in addition to the Expression of Interest, 3 copies of everything (transcripts, etc.) is needed for the complete application.

## OLD BUSINESS:

### Accounting Manual:

The EC continued their review of the draft Accounting Manual.

Wayne suggested that we continue to table three items originally tabled from EC meeting of 1/22/03 – Section II-E-2.1 & 2.2, pg. 19; Section III-A-1, pg. 22; and Section III-B-1, pg 24 – pending Raffy’s input.

The section describing the registration process on pages 10 and 11 was clarified and amended to indicate the correct procedures.

One additional subsection for Section II-A, Tuition and Fees, is needed to address when and how CMI is to follow up with those students who still owe money prior to registration for the following semester. This item was tabled until next meeting.

Discussion also ensued as to the importance of and possible ways of collecting monies owed CMI from past years.

The EC discussed Pell Refunds, Section II-E-1.4, pg. 18. It was determined that refunds should be given according to the following priorities:

- First batch of refunds should be given to seniors, those students whose cumulative GPA is above 3.5, students on scholarship, students residing in the nursing and education dormitories, and new students.
- Second batch of refunds should be given to those students whose cumulative GPA is between 2.5

and 3.5. However, those students whose GPA is between 2.5 and 3.5 and who sign up for a payment plan (i.e., refund in 4 equal payments) will automatically go to the first group.

- Third batch of refunds will be issued to all other students.

One further item was again tabled for discussion at the next EC meeting: pg. 37, Procedures for Leave Requests. Jane indicated she would work on this for next meeting.

**Other:**

Patty McDonald shared with the EC members the letter she just received from the MOE Education Week Committee regarding Education Week, February 17-21. The parade will be held on Monday, February 17<sup>th</sup> at 9:00, starting from CMI campus and proceeding to the ECC (floats will begin from end of Rita to ECC), and the Opening Ceremony will be held at the ECC at 10:00 a.m. other events will be held throughout the week at individual schools.

Education Week occurs at the same time that CMI will have its accreditation review by the WASC Team.

The EC meeting adjourned at 2:30 p.m.