

Executive Council

COLLEGE OF THE MARSHALL ISLANDS
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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 3/5/03 EC Meeting

The Executive Council convened at 3:05 p.m. on Wednesday, March 5, 2003.

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

Absent: Tony Prout, David deBrum, Heralds Lemari

The meeting began with a period of silent reflection.

Approval of Minutes

Richard indicated a correction in the minutes of February 26, page 3: Clarence Samuel met with the students regarding his college experience as opposed to the C.A.R.E Program. The minutes were corrected, and the amended minutes of the EC meeting on February 26, 2003, were unanimously approved.

OLD BUSINESS:

Accounting Manual:

Wayne stated that the draft Accounting Manual has been sent to Deloitte and Touche for their review, and we can review it again before the final version. Many of the tabled items from EC meetings—registration process and Pell policy—were not really business policies, but processes that would be included in other manuals and documents such as the

Pell “blue book.” Other sections that were tabled (pgs. 19, 22 and 24) are still being addressed by Raffy and will be included later. Jane added that the payroll portion of the leave requests procedures should probably be included in the manual.

President’s Evaluation:

All EC members should turn in their completed evaluations of Wayne to Jane. Jane will then tabulate the results and give them to Chairman Wilfred Kendall. Seyoum indicated that he asked Department Chairs to give faculty feedback to him, which he incorporated into his evaluation form. Jonathon indicated he did not receive his copy. Cheryl will email him the form, and he will then email it back to Jane.

Staff Evaluation Form:

EC members are also asked to give Jane feedback regarding the proposed performance-based evaluation form for staff. Jane will send a copy to Jonathon.

April 14th CPR:

The proposed College Planning Retreat (CPR) on April 14th was brought to the attention of the BOR at their meeting last week. No formal approval was granted by the BOR, but there was no disagreement either. CMI will go ahead with the retreat. Wayne will work on initial plans; EC members should give

any ideas to Wayne. Wayne is currently using ideas for this planning retreat from a book called *Courageous Leaders*.

Seyoum said that some faculty members have already indicated their preference for serving on the different task forces. Wayne said that Seyoum, as Faculty Senate President, should choose which faculty members serve on which task force, but that he could acknowledge and try to accommodate the different preferences, as long as all the task force committees had at least 2 different faculty members serving on them.

NEW BUSINESS:

Linking Self-Study Goals and Plans to WASC Recommendations:

The Task Force chairpersons should begin looking at all the sections of the self-study report to see which plans apply to their assigned recommendation. We have a responsibility to carry out all plans in the self-study report even though not addressed in the WASC recommendations.

The chairpersons should also make outlines of tasks to be completed and timelines for completion.

In addition, chairpersons are encouraged to collect information for other colleges by searching on-line or communicating and working with the WASC team member assigned to a particular standard or recommendation.

Wayne shared Jonathon's recommendations and timelines for Gugeegue campus with the rest of the EC members. Regarding employees, Wayne agreed with Jon's proposed plan to bring Mommity to Majuro to complete her degree and work/train at the Majuro campus, while keeping Jonathon and Kiorong at Gugeegue.

Other discussion of our Kwajalein Campus ensued. The Board of Regents will meet on Kwajalein sometimes towards the end of March. Valerie and Richard will also travel to Kwajalein to meet with Jonathon and Kiorong regarding plans for academic and student services at Gugeegue. The Board plans to hold a town meeting with the people of Ebeye in order to explain WASC recommendations and the need to postpone reopening of Gugeegue until 2004. The Board also agreed at their last meeting that construction on Gugeegue should continue as planned. Wayne questioned whether the proposed ADB classroom buildings were to be used strictly for

vocational classes; Jonathon and other EC members were uncertain. Wayne will verify. Jonathon stated that he was meeting with new contractors, KRS, and they were interested in working with CMI regarding vocational training.

Jonathon asked about the general feeling of Board of Regents regarding Gugeegue. Valerie and Cheryl relayed the general climate during the BOR meeting on Monday--the Regents recognized the importance of talking with the Ebeye community this month, and they are very committed to getting the campus up and running as soon as possible. Wayne also reiterated his commitment to Gugeegue Campus as President. A 3-4 member WASC team will mostly likely come out to visit Gugeegue campus prior to Fall Semester 2004, if our substantive change report is completed and accepted by WASC.

Other questions regarding WASC/Gugeegue were posed:

Jonathon asked for more resource information about CHEA. Wayne said CHEA stands for Council for Higher Education Accreditation, and information can be found at their website.

Jane asked for clarification on our financial situation if we keep the personnel at Gugeegue for another year without having classes. Wayne said that he and Raffy had already met; most of what is currently being done has been moved to the capital project budget. Jonathon's salary cannot be taken from Capital Project funds, but other costs and salaries can be taken from Capital Project funds. Additional grants can also be requested.

Kirt Pinho will submit a written report to Wayne regarding his recommendations and 2nd opinion on construction on Gugeegue. Discussion then switched to the boat on Gugeegue and options for rebuilding, getting other engines, purchase another boat.

Others:

Richard asked when there would be a meeting with the students regarding Gugeegue. Wayne stated this week. Valerie asked when a decision would be made regarding housing for Gugeegue students? Wayne stated after the BOR meeting on Ebeye. We can meet with the students and give general information, but no specific answers yet.

Wayne said that Heralds Lemari, SBA President, has indicated that the students are willing to help paint the buildings on Uliga campus.

Cheryl said that Florence Peter has agreed to chair Foundation Day this year.

Wayne informed EC members that on Monday the administrators and management level employees would meet to discuss salary pay levels and benefits.

Richard stated that the Ministry of Education has formally apologized for not recognizing CMI and our

President at the opening ceremony for Education Week last Monday.

There will be no EC meeting next week since it is Spring Break. The next EC meeting will be on Wednesday, March 19.

The EC meeting adjourned at 3:55 p.m.