



## *College of the Marshall Islands*

P.O. Box 1258  
Majuro  
Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/3236  
Fax: (692) 625-7203  
E-mail: [cmicao@ntamar.net](mailto:cmicao@ntamar.net)

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### **EXECUTIVE COUNCIL**

**To: Executive Council Members:**

Dr. Troy McGrath – Interim President and Dean of AA  
Richard Bruce – Dean of SCSD  
Diane Myazoe – Dean of CRE  
Raffy Nayon – Comptroller  
Jane Sam – Personnel Director  
Chris Spellman – Faculty Senate President & Associate Dean of AA  
David Kupferman – Assistant Dean of AA  
Seyoum Teshome – R&P Associate Director  
Tim Owens – R&P Assistant Director  
Tony Prout – Physical Plant Director  
Jim Hicklin – Director of Upward bound  
Stan McSwain – Assistant Physical Plant Director  
Robert Prescott – IT Director  
Damien Capelle – Staff Senate President  
Don Hess – Standing Committee Chairperson  
Barry Rilang – SBA President

**From:** Francis Carlos Domnick, CAO

**Date:** May 12, 2005

**Re:** Minutes of 04/06/05 EC Meeting

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The Executive Council of the College of the Marshall Islands convened at 1:00 p.m. on April 6, 2005.

**EC Members present:** Dr. Troy McGrath, Carlos Domnick, Richard Bruce, Diane Myazoe, Jane Sam, David Kupferman, Seyoum Teshome, Tim Owens, Robert Prescott, Damien Capelle,.

**Absent:** Raffy Nayon, Chris Spellman, Tony Prout, Stan McSwain, Don Hess and Barry Rilang.

**Guests:** None

**Approval of March 31, 2005 Minutes:**

The minutes were not done so will be looked at the next meeting.

No agenda items were also given to the CAO so the meeting will proceed without a set agenda.

Dr. McGrath informed the Council that he will be departing this coming Friday 8 April 2005 to go see his family and attend some business in New Jersey as well as attend the PPEC meeting in Guam. Mrs. Jane Sam will be acting President during Dr. McGrath's absence. Dr. McGrath mentioned that the Board has given its approval to start working on the climate survey. Mr. Domnick will be coordinating the work. A contingency plan committee has been setup by the Board. Efforts will begin to incorporate all parties' input to the plan. Dr. McGrath said that if there any suggestions forward them to Mr. Domnick.

### **Professional Development**

Dr. McGrath informed the Council that there is money for professional development. The sooner the proposals are sent in the better since budget is running out and fiscal year is almost over. Mrs. Sam said she send to Mr. Prout all the CDs/DVDs on professional development for physical plant workers. Personnel Office has management videos, how to run a meeting videos, refresher videos, safety issues, maintenance training in the States, etc.

### **School Minder**

Mr. Teshome gave out some handouts that showed the progress done on School Minder project. Data from Spring 2002 to now have been inputted into the system.

When asked about what's happening with the Teacher Quality Grant, Mr. Kupferman responded that there will be an article about it on the newspaper tomorrow.

### **Summer School Course Schedule**

Mr. Kupferman informed the Council that he has not received courses from only one instructor so once that is received the schedule will be completed. Regarding credit math, there is a need to figure out what the students need. Mr. Owens reported on what courses need to be offered in the summer. Mr. Kupferman reported

on what courses will be offered from the Education Department. We have yet to hear what courses need to be offered from the English and Liberal Arts departments. We need to know who is going to graduate and if there is a need to accommodate students with few credits left.

### **Vacant positions**

The positions that are vacant and needs from each department were aired. We need:

1. Director of R&P
2. Multiple English positions
3. TESOL Education Instructor
4. Business & Science need more instructors
5. Researcher – need job description for this

Dr. McGrath reminded everyone to update their CVs and give to Personnel Office for their records. Questions were launched by Mr. Domnick regarding the post of the Director of Research & Planning. Dr. McGrath responded that work will begin but keep in mind that our accreditation is a major stumbling block to getting people here.

### **Foundation Day**

Mrs. Myazoe reported on the Foundation Day activities. The Variety Show and Raffle have been pushed back a week to May 13 & 14. There will be a bike-a-thon and walkathon as part of the activities and our efforts to involve and strengthen our partnership with the community.

### **Other Issues**

Dr. McGrath informed the Council that the Board is waiting to hear our proposal for the hiring/retention policy.

Mr. Bruce informed the Council about a regional police training initiative that CMI should look into as part of our curriculum. Mr. Bruce met with some of the people involved with the program and he was pleased with the extensiveness of the program and believed that CMI has a lot to gain and offer if it considers being a party to this initiative.

The EC Meeting adjourned at 2:30 pm.

