

Executive Council

COLLEGE OF THE MARSHALL ISLANDS
P.O. Box 1258
Majuro, Marshall Islands 96960

TELEPHONE: (692) 253394/3291
FAX: (692) 625-7203

To: Executive Council Members: Wayne Schmidt, President
Marilyn Salas, Interim Dean of Academic Affairs
Ira Hecht, Director of Research and Planning
Richard Bruce, Dean of Student Services
Diane Myazoe, Dean of CRE
Raffy Nayon, Comptroller
Jane Taafaki Sam, Personnel Director
Christopher Spellman, Faculty Senate President
Aluka Rakin, Staff Senate President
Don Hess – Standing Committee Chairperson
David deBrum – Standing Committee Chairperson
Tim Owens – Interim IT Director
Jeffrey Jacklick – SBA Vice President

From: Rutchel S. Taña
Interim CAO

Date: July 8, 2004

Re: Minutes of 7/7/04 EC Meeting

The Executive Council of the College of the Marshall Islands convened at exactly 3:06pm on June 30, 2004 in the President's Office.

EC Members Present: Wayne Schmidt, Marilyn Salas, Ira Hecht, Raffy Nayon, Christopher Spellman, Don Hess, Diane Myazoe, Tim Owens, David DeBrum and Ruth Taña.

Absent: Jane Sam, Aluka Rakin, Richard Bruce and Jeffrey Jacklick

The meeting commenced with a moment of silent reflection.

APPROVAL OF MINUTES 6/30/04

Chris moved to approve the minutes. Don voiced a second. The minutes were unanimously approved.

OLD BUSINESS

1. VEHICLE USAGE AND POLICY

Tim commented on the Normal Working Hours Vehicle Permit under the Vehicle Usage Policy Guidelines. He said that there are instances wherein the vehicle permits could not be presented to the supervisor before 10 am, but David said that if the circumstances are emergent in nature,

then they are exempted. There were some revisions and additions made to the policy guidelines on vehicle usage and David will present them to the committee for approval. Don moved to approve the changes. Chris voiced a second.

2. WASC DEADLINE ADJUSTED SCHEDULE

Ira said that the WASC deadline was moved back to November 1. He added that Dr. Barbara Beno is scheduled to visit sometime in August, 2004. Wayne mentioned that the letter of appeal was already faxed but Dr. Beno said in her email that only half of the letter made it through so the letter will be faxed again on Monday. He also said that Dr. Beno is presently in Washington D.C. working on providing technical assistance to the college and that one of the tentative people they're considering is Joyce Tsunoda.

3. STANDING COMMITTEE REPORTS

Tim said that he was still in the process of getting a line from NTA. David had nothing to report. Wayne gave an update on the NVTI status. He said that it will be run under CMI and that additional funding will be brought in. The program will be run in a 2 tier system; one is for elementary

level and the other for high school level. The facility for the program is projected to be operational in early August.

4. FACILITIES PLANNING

Facilities Planning was taken up last June 23, EC Meeting. And the Plant and Facility Committee has decided to adapt the CPR2 plan as general guideline to develop the campus facility master plan. Wayne also added that they are considering several people with engineering background who could provide technical assistance.

NEW BUSINESS

1. GRIEVANCE POLICY 490-494

Wayne pointed out some inconsistencies in the number of members in the sections of Grievance Committee and Committee Timelines. It was the decision of the Council that the matter be referred back to the Personnel Committee for review, after which, it is to be given back to the Council.

2. COLLEGE CATALOG

Marilyn said that she's still waiting for some revisions to come in before they can finalize the catalog. Don added that the description of the courses in the catalog should match the descriptions in the course outline. Wayne said that the catalog needs to be approved by the BOR. Don initiated a discussion as to why this current catalog needs the approval of the BOR and if this would be the case, then there might be problems in meeting the release date. Wayne said that he'll just single out the sections that underwent revisions and have them approved to facilitate the release of the catalog.

3. COLLEGE PLANNING RETREAT #3

Wayne initiated a discussion on several options for community awareness of and involvement in the college. Don said that the community is finally "awake" and that this would be a good time to introduce to the community the activities of the college. Several options were put forth, like having a roadshow, utilize various media, like radio and TV, or set meetings with different offices like MALGOV. A meeting with the Chamber of Commerce has been set on July 15, 2004.

4. DRAFT BUDGET 2004-2005

Raffy distributed copies of Combined Revenues and Expenditures- Unrestricted and Restricted for FY 2004-2005. He discussed the possible solutions for the deficit. Wayne said that whatever the Budget Committee approves on Friday, July 9, will be allowed to go straight to the BOR meeting for approval. Chris moved to approve the suggestion of Wayne. Don voiced a second. The EC agreed to hold a special EC meeting after the Budget Committee meeting just to approve whatever the Budget Committee arrives at.

5. SBA BY-LAWS

Wayne said that the Student Body Association is an officially recognized organization in CMI. SBA is seeking advise and inputs on their by-laws and what policies are missing and what policies are applicable for them .

The EC meeting adjourned at exactly 4:49 pm.