

# Executive Council

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**To: Executive Council Members:** Wayne Schmidt, President  
Ira Hecht, Director of Research and Planning  
Richard Bruce, Dean of Student Services  
Diane Myazoe, Dean of Cooperative Research and Extension  
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

**From:** Jane Sam - Recorder

**Date:** June 7, 2004

**Re:** Minutes of 6/7/04 EC Meeting

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The Executive Council of the College of the Marshall Islands convened at 10:00am on June 7, 2004 in the President's Office.

EC Members present: Wayne Schmidt, Diane Myazoe, Marilyn Salas, Richard Bruce, Jane Sam, Tim Owens, Raffy Nayon, Ira Hecht, Chris Spellman, Aluka Rakin.

Absent: Joseph Zechaias, David deBrum, Don Hess

Guests: Kenson Alik

The meeting began with a period of silent reflection.

## **Approval of Minutes of the 6/1/04 EC Meeting**

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

## **NEW BUSINESS:**

### **Welcome & Introduction: Dr. Marilyn Salas**

Wayne welcomed and introduced Dr. Marilyn Salas, Interim Dean of Academic Affairs to the EC. All EC members introduced themselves and their positions at CMI. A warm welcome was extended to Marilyn who will be the Interim Dean for 3 months. Marilyn is coming to CMI from UOG. She served at the Dean of the School of Education at UOG and has worked and traveled extensively in Micronesia. Marilyn thanked everyone and hoped they would be working closely together during her time here. Marilyn's email address is [mcsalas@yahoo.com](mailto:mcsalas@yahoo.com).

Wayne suggested that all EC members send Marilyn an email to update her address book.

### **Clarification of Work Hours for IT Assistants**

Wayne commented that some flex-time is needed as the IT assistants often work late and on weekends. Tim said that the nature of their jobs is different here and they are managing multiple projects at one time. Richard suggested that a schedule be given in advance so that other CMI faculty and staff know where to find them. He said that this would help when scheduling School Minder trainings or if there are problems with it. Jane said that the frustration stems from the fact that the IT assistants can rarely be found. The cell phone number for the IT office is 455-0131 and for Research & Planning is 455-1258. Wayne further explained that one-quarter of their time must be spent maintaining Peacesat in exchange for training.

Richard asked about the possibility of hiring an IT assistant for School Minder alone? Tim said that he would be in favor of that idea and suggested we get Hunter Systems advice first. Marilyn asked if students could assist? Wayne responded that the IT department does use Work-Study employees but their level of skill is not sufficient to meet CMI needs.

Raffy suggested that a white board be erected and their daily activities are indicated. It was agreed that the white board would be placed in the Research & Planning office and inquiries can be made of Ira.

### **Gugeegue Students at Arrak Campus**

Richard reported that this issue was raised at the CMI Budget meeting last Friday. He said that it has been 2 years since the Gugeegue students were transferred here and provided free housing at the Arrak campus and \$50/semester for the transportation service provided to them. He said that the cost has now become a strain on the College and the committee suggested that the issue be taken to the Board of Regents to now charge a dorm fee to the Gugeegue students staying in CMI dorms and to raise the transportation fee to \$160/semester. Ira said that after 2 years, CMI's obligation is complete and we should not be providing any other waivers. Jane further explained that the suggestion of the Budget committee was to bring the school bus from Gugeegue and use it to transport students and staff from Laura, Arrak, Ajeltake, Woja and Long Island. The other suggestion was to discontinue the current bus service and translate those funds and those collected from the bus into salary for a driver/maintenance technician as well as maintenance and gas for the CMI bus. Jane added that another idea from Richard was to bring the Arrak students into the Nursing dorm. Wayne clarified that only continuing students who were enrolled and transferred when Gugeegue initially closed are not being charged a dorm fee. He asked that Richard verify how many students still fall in this category. Wayne added that after 2 years of running on the causeway in Ebeye, the bus is not in great shape and may need maintenance. He also said that there is a possibility that the campus will be finished sooner than expected although CMI would still not be able to re-open for another 2 years.

Raffy agreed to draft a motion to be reviewed at the next EC meeting.

### **OLD BUSINESS**

#### **Registration Update**

Richard reported that a minor change has been made to the Registration process to allow continuing and returning students to pick up their form and meet with the counselors prior to paying the registration fee. All other locations will remain the same. Richard reported that he will be conducting a survey during registration to evaluate whether the current process is working.

#### **WASC Report – Timeline for Submission**

Ira mentioned that CMI will also need to compile the Resource File for the WASC report. Jane asked whether Ira would prefer minutes of Standing Committee meetings or reports. Ira responded that either format is fine. Short reports are fine for short meetings. Wayne said that this report will have a new format. He said that CMI must respond to each unresolved bulleted item. He asked that chairs consider any supporting evidence and reference everything as we will be sending everything along with this report to ensure that the Commission receives it.

### **Standing Committee Reports**

**Budget Committee** – Raffy reported that the Budget Committee met on Friday, June 4, 2004. The 2005 budget is still short around \$280k although a lot was cut. Raffy said that CMI will try and get a deficit budget passed by the Nitijela.

### **Other**

**CAO Hiring Update** – Wayne reported that the position will be re-opened as Kevin Tate, one of 2 finalists, as accepted another position and has withdrawn. Wayne added that we have an Interim possibility that he will finalize today.

**Next EC** – The next EC meeting will be held on Wednesday, June 16, 2004 at 3 pm. The schedule of EC meetings will shift to Wednesday's for the summer only.

**AAC&U** – Marilyn distributed copies of a draft Association of American Colleges & Universities statement with recommendations for campuses entitled "Our Students' Best Work: An Educational Accountability Framework Worthy of Our Mission" for EC members to read.

The EC meeting adjourned at 10:50 am.