

Executive Council

COLLEGE OF THE MARSHALL ISLANDS
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To: Executive Council Members: John Tuthill, Interim President
Don Hess, Acting Dean of Academic Affairs
Wayne Schmidt, Director of Research and Planning
Rosita Capelle, Acting Dean of Student Services
Diane Myazoe, Dean of Cooperative Research and Extension
Troy Barker, Dean of Kwajalein Campus
Louiston Louis, Comptroller
Jane Taafaki Sam, Personnel Director
Seyoum Teshome, Faculty Senate President
Aluka Rakin, Staff Senate President
Peter Macwhaleng, Student Body President

From: Cheryl Jorban, Executive Assistant to the President

Re: Minutes of 5/7/02 EC Meeting

The Executive Council of the College of the Marshall Islands convened 4:14 p.m. on May 7, 2002.

EC Members present: John Tuthill, Don Hess, Wayne Schmidt, Rosita Capelle, Louiston Louis, Diane Myazoe, Seyoum Teshome, Peter Macwhaleng

Absent: Jane Sam, Aluka Rakin, Troy Barker.

The meeting began with a period of silent reflection.

Approval of Minutes:

The time of adjournment in the minutes of April 12, 2002, was erroneously typed as 9:20 p.m. This was corrected to indicate 9:20 a.m. The amended minutes of EC meeting on April 12, 2002 were approved.

OLD BUSINESS:

Patrick Langmoir Grievance:

John reported that Patrick asked for a 10-day extension to appeal the decision of the Grievance Committee. He wanted to throw everything out because Alfred left for New York prior to giving his deposition. The AG's office will deal with it.

Presidential Search:

The search committee has identified 7 top candidates. Of those 7, those with complete files will be contacted to set up telephonic interviews as early as Monday, May 13. The others will be contacted by email to request missing application information such as transcripts, letters of reference, etc.

Gugeegue Issues:

The BOR unanimously agreed to temporarily suspend academic programs on Gugeegue Campus. The Board will travel to Ebeye on May 10-11. They will address concerns and answer questions from students and community members there, and will hold their regular monthly meeting on Ebeye.

In response to the question regarding Troy's position, John reported that he will meet with Troy regarding the possible option of Research and Planning Assistant.

Gugeegue Audit:

Rosita reported that the student records from Gugeegue have been reviewed for Fall 2001, Spring 2000, and Fall 2000. No discrepancies were found. There was once incidence in which an instructor changed grades from incomplete without filing a grade change report; this report will be faxed to Majuro. John asked if we had received all the original grade sheets from Fall 2001. Rosita responded that we received all, but some were not signed by the instructors. John asked that the official class lists be compared with the grade sheets for Fall 2001.

The report to WASC is due June 1st. Wayne reported that he has started the report, having completed the background referencing. He needs to address eligibility requirements for all 10 standards.

Louiston reported on the Gugeegue financial audit. He said we do not have all records. Approximately \$100,000 in checks from 1999-2001 do not have invoices or supporting documentation.

Other:

Rosita asked what will happen to the files and student records on Gugeegue? John responded that we will maintain a skeleton crew of staff on Gugeegue to maintain the records there. We need to have a complete set of all student records here in Majuro, however.

Seyoum indicated that we need to send someone to complete an inventory of everything on Gugeegue. John agreed that we cannot have our equipment "looted" during the temporary suspension of classes. After some discussion, the EC decided that Johnny would be the best person to inventory and tag all the equipment and supplies on Gugeegue campus.

John reported that Jane was referred to Honolulu for medical reasons. According to Louiston, she will return to Majuro on Thursday, May 16.

Searches:

Dean of Student Services – Rosita reported that she has asked her staff to sit on the search committee for Dean. She said Richard Bruce, who has applied for the position, wants to know what CMI will offer in terms of benefits. He seems to be unsure whether CMI really wants him. John indicated he would give Rosita the benefits sheet. John also indicated that there should be someone from TRIO on the search committee. He asked that Rosita let him know in writing who is on the committee, and that they meet as soon as possible regarding the Dean's position.

Financial Aid Director – Rosita reported that there are quite a few applicants. The previous search committee decided to reopen the position. John again asked that the search committee meet to act on this vacant position.

NEW BUSINESS

Education Leave Policy:

John stated that according to the Education Leave policy, applicants for educational leave are to submit their applications by April 1st, and the Executive Council will review and advise the president whether leave is to be approved.

Three people have applied for leave:

1. Willa Aaron — There is some confusion as to the status of Willa's leave. She says RMI Scholarship Board pulled her funding, but the Scholarship Board says that she is still on scholarship. John reported that she is expected to finish by summer. Rosita indicated her friend was to email her with

answers to the questions regarding Willa. Willa's status was tabled until more information is received.

2. Kenson Alik — Kenson needs to finish his master's degree from UoG, and has one semester left. His program director says he will be able to complete his degree via distance education; however, Kenson wants to look into this option further. Kenson's application was tabled until he comes back from his trip to Georgia and provides more information to EC.
3. Patty McDonald—Patty is requesting educational leave to complete her PhD. A discussion of her request (copy attached) ensued with the following suggestions:
 - a. Cost for tuition needs to be put in Education Dept. budget
 - b. Some protection for CMI needed for commitment/extension of contract by Patty if approved.
 - c. Recommendation was made that if CMI pays the cost of tuition/fees for distance education, she must stay and work at CMI 1 additional semester for each semester funding is provided.
 - d. Money for tuition/fees depends on budgetary authorization.
 - e. Patty's request for reduced workload may be approved if there will be no effect on the students or Patty's responsibilities in the education department. The priority of the education department must be the students first.

It was finally decided that more information regarding the proposed Education Department restructuring was necessary in order to make a decision on Patty's request for educational leave. **Her application was tabled until a copy of the proposed plan was made available to EC members.**

Other:

Diane reported that the CMI radio program is reborn again. The radio program is every Thursday at 6:30 p.m. CMI Land Grant will be responsible for the CMI radio program.

The Executive Council meeting adjourned at 5:08 p.m.