

Executive Council

COLLEGE OF THE MARSHALL ISLANDS
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To: Executive Council Members: Alfred Capelle, President of CMI
Dr. John Tuthill, Dean of Academic Affairs
Cheryl Jorban, Acting Dean of Student Services
Diane Myazoe, Dean of Cooperative Research and Extension
Troy Barker, Dean of Kwajalein Campus
Louiston Louis, Comptroller
Stan McSwain, Personnel Director
Seyoum Teshome, Faculty Senate President
Rosita Capelle, Staff Senate President
Peter Macwhaleng, Student Body President

From: Cheryl Jorban, Executive Assistant to the President

Re: Minutes of 10/8/01 EC Meeting

The Executive Council of the College of the Marshall Islands convened at 3:00 p.m. on October 8, 2001.

EC Members present: President Alfred Capelle, John Tuthill, Diane Myazoe, Louiston Louis, Stan McSwain, Seyoum Teshome, Rosita Capelle, and Cheryl Jorban.

President Capelle indicated there were only two items to discuss at today's meeting: Kwajalein Campus and Dilip Nandwani's renewal contract and concerns.

Kwajalein Campus:

President Capelle reported that he and Louiston visited Kwajalein campus last week, and the situation there needs proactive attention right away. He explained that his solution, which he discussed with Troy, was to appoint Kiorong as administrative assistant, and try to relieve Troy of his teaching duties so that he may attend to administrative affairs. Faculty for Kwajalein Campus need to be hired immediately.

After discussion of possible solutions, the following decisions were made:

1. Alfred will write a letter to Troy asking him to a) actively search for teachers to cover the classes Troy and Kiorong are teaching, b) recruit and hire a financial manager/bookkeeper as soon as

possible, and 3) promote Kiorong to the position of Executive Assistant to relieve Troy of some of his administrative duties.

2. Hire a Maintenance Supervisor for Kwajalein Campus. Since this is a new position, it will need to go before the Board first.

Dilip Nandwani

Stan reported PAC concerns regarding Dilip's renewal contract and also Dilip's concern regarding the hiring process of the Developmental Math position for which his wife applied.

After discussion, the executive council members agreed that:

1. The PAC will meet again regarding Dilip's renewal pending peer program reports and submit their recommendation to the President.
2. There was no discrepancy in the hiring process of the Developmental Math Instructor.

Regular Meetings

The Executive Council will meet weekly at 3:00 p.m. on Mondays, per the Personnel Manual.

The meeting adjourned at 4:05 p.m.