

# Executive Council

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

TELEPHONE: (692) 625-3394/3291  
FAX: (692) 625-7203

**To: Executive Council Members:** Wayne Schmidt, President  
Valerie Pierce, Dean of Academic Affairs  
Richard Bruce, Dean of Student Services  
Ira Hecht, Director of Research & Planning  
Diane Myazoe, Dean of Cooperative Research and Extension  
Tony Prout, Acting Dean of Kwajalein Campus  
Raffy Nayon, Comptroller  
Jane Sam, Personnel Director  
Jonathon Cassel, Director of Academics, Kwajalein Campus  
Seyoum Teshome, Faculty Senate President  
Aluka Rakin, Staff Senate President  
Heralds Lemari, Student Body Association President

**CC: Task Force Chairs not on EC:** David deBrum  
Don Hess

**From:** Cheryl Jorban, Executive Assistant to the President

**Re:** Minutes of 4/09/03 EC Meeting

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The Executive Council, combined with the Task Force Chairpersons for the College Planning Retreat (CPR), met at 3:10 p.m. on Wednesday, April 9, 2003.

EC Members present: Wayne Schmidt, Valerie Pierce, Raffy Nayon, Ira Hecht, Diane Myazoe, Jane Sam, Seyoum Teshome, Souvenir Ned (for Heralds Lemari), Cheryl Jorban

Task Force Chairs present: Don Hess

Absent: Richard Bruce, Aluka Rakin, Tony Prout, David deBrum, Jonathon Cassel (unable to reach via telephone)

The meeting began with a period of silent reflection.

## **Approval of Minutes**

The minutes of the meeting on April 2, 2003, were unanimously approved by the EC members.

## **OLD BUSINESS:**

### **Task Force Group Lists/Assignments:**

The list of groups for CPR was distributed and reviewed by the EC members. Jane requested that more faculty be included in Group 3 (Personnel).

Valerie also pointed out the Group 2 (Student Services) should have more faculty. Group 4, with the largest number of participants, can be broken up into subgroups.

It was decided that individual groups could progress through the 5 forms at a pace that was comfortable for the group. The set time frames did not have to be adhered to. In fact, some groups (such as Group 5) might begin working on specific end tasks.

Cheryl indicated that large writing pads and markers would be available for each group. In addition, every participant will receive a packet of the strategic planning forms, the CMI mission and goals statement, and paper and pencil.

Based on size, it was determined that the 5 groups would meet in the following areas:

- Group 1 -- Large Conference Room
- Group 2 -- Cafeteria
- Group 3 -- Science Lab
- Group 4 -- Cafeteria
- Group 5 -- Small Conference Room

Don suggested that the stools from Room 102 could be taken out to Arrak for use in the science lab, where one group will meet.

David and his maintenance staff will make sure that all chairs, water coolers, and other materials will be taken to Arrak on Monday, April 14.

Wayne reminded everyone of the guidelines for the planning teams, and encouraged all facilitators to make sure that all participants in their respective groups are included in the discussion at CPR. Don agreed that the ground rules are important, and everyone's opinion is important.

**Logistics: Lunch Preparation:**

Souvenir will help in organizing the students who will cook our lunch at CPR. Cheryl, Camilla, and Marilyn will make sure all the food is delivered to Arrak. Coolers will be taken out.

**Collection of Plans fro Self-Study Report from Task Force Chairs:**

Wayne indicated that it was unclear from last meeting what he expected the task force chairs to do regarding the Self-Study Report.

In addition to the recommendations listed in the draft evaluation report by Dr. Harris, each task force chair is to pull out the individual plans from the Self-Study Report for each substandard relevant to your group.

Between now and May 1, 2003, each task force chair is to submit a report to Wayne, in a bulleted format, indicating the core accomplishments since the Self-Study Report was completed.

In addition to the bulleted list of accomplishments, each task force chair is to submit to Wayne any documents, whether in draft or final form, that substantiate any progress to date in meeting the plans and recommendations.

The documents may include minutes of meetings, summaries of meetings, core decisions, drafts of programs, draft policies, and any core resources – short or complete versions. Wayne indicated “the more, the better”.

Wayne also passed out the “Evidence Guide” to all task force chairs, which gives guidelines for the use of evidence and documents for accreditation.

**Others:**

Wayne indicated that he will be working on his report to WASC on Thursday afternoon and Friday, and will not be available except for emergency purposes.

Don stated that the Board of Regents will hold a telephonic conference with Dr. Barbara Beno, Executive Director of ACCJC, on Saturday morning. Anyone with specific questions for Dr. Beno should let Don know.

Wayne indicated that there will be no EC meeting next week (April 16).

The EC meeting adjourned at 4:00 p.m.