



College of the Marshall Islands

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EXECUTIVE COUNCIL

To: Executive Council Members:

Dr. Troy McGrath – Interim President and Dean of AA
Richard Bruce – Dean of SCSD
Diane Myazoe – Dean of CRE
Raffy Nayon – Comptroller
Jane Sam – Personnel Director
Ira Hecht – R&P Director
Seyoum Teshome – R&P Associate Director
Tim Owens – R&P Assistant Director
Tony Prout – Physical Plant Director
Stan McSwain – Assistant Physical Plant Director
Robert Prescott – IT Director
Chris Spellman – Faculty Senate President & Associate Dean of AA
David Kupferman – Assistant Dean of AA
Damien Capelle – Staff Senate President
Don Hess – Standing Committee Chairperson
Barry Rilang – SBA President

From: Francis Carlos Domnick, CAO

Date: March 23, 2005

Re: Minutes of 03/09/05 EC Meeting

The Executive Council of the College of the Marshall Islands convened at 1:30 p.m. on March 9, 2005.

EC Members present: Dr. Troy McGrath, Carlos Domnick, Diane Myazoe, Raffy Nayon, Jane Sam, Seyoum Teshome, Tim Owens, Stan

McSwain, Chris Spellman, David Kupferman, Damien Capelle, and Don Hess.

Absent: Richard Bruce, Ira Hecht, Robert Prescott, Tony Prout, and Barry Rilang.

Guests: Mr. Bill Bridges

Approval of March 2, 2005 Minutes:

Corrections were made to the minutes from the March 2, 2005 EC minutes. After the corrections, Mrs. Sam moved to approve the minutes as corrected. Mr. Hess voiced a second and the minutes were unanimously approved.

OLD BUSINESS:

1. School Minder Update

Mr. Teshome gave a progress report. They are now working on Summer 2004 students and would like to be 100% updated on the active students prior to the WASC visit. President McGrath informed the Council that he will explain to WASC why we are where we are on the School Minder work.

2. Database Policy for Approval

Mr. Capelle questioned the credibility of the proposed database policy. He questioned why only two people will be authorized to view student records. He explained that it is the students' basic rights to view their information. Mr. Teshome corrected Mr. Capelle saying that only two people will be authorized to make changes on the database and those that are required to view student data will be authorized to view the data. Mr. Teshome will provide a flow chart that will show which area can be viewed and by who.

The policy was approved and to be forwarded to the board for their approval.

3. 4Faculty.org Report

According to Mr. Teshome, 4Faculty.org, an online professional development tool, will be utilized by 40 faculty members. 9 (nine) people have taken the classes already. The program is available also for staff and administrators. Those interested can email Mr. Teshome and he can explain and give the password to access the program. The program will be available for a year and we will have to renew our subscription.

Mr. Prescott requested if Departments can provide a maximum 2-paragraph summary explaining the role and responsibilities of their departments. This will be incorporated on the CMI Website.

NEW BUSINESS:

1. Presidential Search Committee Faculty Representative

Mr. Spellman proposed that Mrs. Korean and Dr. Mageehon be part of the Presidential Search Committee. Upon hearing this, Mr. Capelle proposed that two more staff senate members be part of the said committee. Mr. Kupferman explained that the search committee is only an advisory group not the one who will decide who is our next president.

2. Web Page – Departments

Mr. Teshome, on behalf of Mr. Prescott, reminded everyone to submit their short 2-paragraph summary describing their departments.

3. Employee Clearance

Mr. Nayon proposed a form that every off-island hires will have to fill out prior to their departure from CMI. This will allow CMI to reacquire its properties from the departing employee. This form will have to be approved by the Board.

4. Housing Issue

Mr. Nayon informed the Council that PII is withholding deposits worth \$5000 payable to CMI. The reason for this is because PII claims damages have been caused to the apartments by departing employees. Mr. Hess agreed to have a conversation with Mr. Bitten Lanki from PII to discuss this issue. Mrs. Sam proposed that employee deposit \$350 or Payroll can withhold their paycheck until the checklist or employee clearance form has been completed.

5. Mailboxes Etc.

Mr. Domnick informed the Council that there have been complaints regarding loss of mail/packages at the procurement office /mailroom. He explained that certain measures will have to be taken to address this problem.

6. AA Meetings

Mr. Domnick informed the Council that AA meetings will take place at Room 102 on every Tuesdays at 7:30pm.

7. Others

Foundation Day is fast approaching and the Council agreed that Faculty and Staff senates would jointly organize the day. Progress reports on the work will be forthcoming.

Mr. Hess informed the Council about the passing of Minister Kendall's mother. CAO was tasked to coordinate CMI funeral activities.

The EC Meeting adjourned at 2:35 pm.