

# Executive Council

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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  
Loretta Link, 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 2/11/02 EC Meeting

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The Executive Council of the College of the Marshall Islands convened at 3:00 p.m. on February 11, 2002.

EC Members present: John Tuthill, Don Hess, Wayne Schmidt, Loretta Link, Jane Sam, Seyoum Teshome, Rosita Capelle (representing Aluka Rakin), and Peter Macwhaleng.

The meeting began with a period of silent reflection.

## Approval of Minutes:

Corrections in the minutes from 1/30/02 were noted: PELL to Pell, and change the date for Floyd's return from March to Feb 15. The corrected minutes were approved.

## OLD BUSINESS:

Financial Matters

EC members agreed to increase tuition to \$115 at meeting on January 30, 2002. The Board of Regents is proposing an increase of \$105. The EC suggestion of \$115 will be presented to the BOR at their next meeting on February 25, 2002.

## Allotments:

Rosita reported from the Staff Senate, indicating that the staff do not want the allotments to utility companies discontinued. Many staff have promissory notes with these companies, and discontinuation of allotments would result in a cutoff of services. Rosita also reported the concern from staff that they are unable to leave their office to pay their bills.

Discussion ensued on pros and cons of discontinuing the allotments. Seyoum suggested that Business Office staff should be present for discussion.

**This item was again tabled pending further information from Business Office regarding number of staff who have promissory notes for utilities.**

## Bookstore Prices/Textbooks

**This item was tabled pending an inventory of books from the Business Office. Cheryl will request this information from Louiston/Risi.**

## NEW BUSINESS:

### EC Procedures:

John indicated that he intends to use the Executive Council differently. He wants to use the group as the President's "cabinet"—involving them through weekly meetings before decisions are made. This may entail longer meetings. He explained his open-door policy for all staff and students and encouraged all to feel free to come in to his office to talk with him whenever his door is open.

Search for New President

John reported that the job description prepared for the position of President was approved by the BOR. He shared the abbreviated version with the EC members, and this version was satisfactory to all. The abbreviated version will be placed in the Chronicle of Higher Education, and will refer to CMI's website for more detailed information. **Wayne and Peter will**

**work on placing the entire ad/job description on the website before next week's meeting.**

### Leave Policy

John reported that procedures for taking leave are not being followed by CMI employees in that advanced notice for annual and administrative leave is often not given, and sick leave is taken without prior notification to supervisors. At John's request, Jane drew up a memo to all CMI staff and faculty reminding them of the procedures. This memo was distributed to all EC members.

Discussion ensued. Don suggested that penalties be added to the memo for not following policy. Jane reminded EC members to make copies of their employees' leave forms for their records. Jane also suggested that she could keep an updated list of CMI employees currently off-island and post it under the glass in the administration office.

**It was generally decided that the issue of penalties for not following procedures for leave would be brought up at both Faculty Senate and Staff Senate meetings. Jane will rewrite the memo clarifying current policy and adding penalties when agreed upon.**

### Lateness

Loretta brought up another related issue of chronic lateness in employees. She asked what consequences there were for employees who continually came in late. Jane responded that a written reprimand could be placed in the employee's personnel file, and that the evaluation could reflect the problem of lateness.

Discussion ensued regarding the time clock and how the hours are calculated when an employee punches in late. Jane described the pay deductions as detailed in CMI's personnel manual. Rosita asked if Richard was actually looking at the clocked in hours when calculating time for the payroll. Jane explained that it is the supervisor's job to go over the biweekly hours from the time clock and make notations on the printout verifying missed time or incorrect punches. Don questioned the purpose of the time clock, indicating that supervisors should keep track of their own employees' time.

**It was generally agreed that supervisors could adjust the hours on the biweekly printout and write notations to Richard for deduction of pay for missed work due to chronic lateness. This printout must be signed by both employee and supervisor.**

### Budget Committee

John explained that because of shortfall in expected revenues and increased expenses due to past SS and income tax payments, the Business Office has come up with a draft revised budget which will eventually need BOR approval. Before the revised budget can be presented to the Board, it needs to go through the CMI Budget Committee.

John suggested that the EC members form the core of the Budget Committee, with the additions of a few more people such as Maxine, Raffy, Kenson, and Tony or David.

**John will ask Louiston for copies of the draft revised budget for next week's meeting so that every EC member can compare not only his/her own department's changes, but also the revisions made in other departments.**

Seyoum suggested that we need the financial statement in order to discuss the budget. However, it was pointed out that the financial statement would not be available until after the audit is completed for 1999 and 2000.

On another financial issue, Rosita asked if CMI is responsible for paying interest on allotments, which have not been paid for 2 months. It was generally agreed that CMI has a responsibility to pay interest on late allotment payments.

### Plant & Facilities Committee

John reported that the purpose of the Physical Planning Committee, or officially known as the Plant & Facilities Committee, is to approve/disprove any and all construction at CMI. In a procedure change, John indicated that he recently asked Mark Canney to draft a letter of approval from CMI for upcoming ADB construction. John also recently expanded the committee members to include Diane, Kenson, Maxine, and Aluka (replacing Rosita).

Loretta asked to be included as a member of this committee. **Cheryl will draft another letter for John's signature to appoint Loretta to the committee.**

**Wayne was also directed to ensure that the right people (i.e., guests) are represented at the Plant & Facilities meetings.**

Wayne asked how Gugeegue campus is represented at these and other meetings? John stated that this is a problem; obviously Troy is a member of the EC, but cannot financially travel to Majuro every week. There are serious communication issues between

main campus and Gugeegue, which will need to be addressed in the future.

The EC meeting adjourned at 4:40 p.m.