

Executive Council

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 Member: Wayne Schmidt, President
Richard Bruce, Dean of Student Services
Diane Myazoe, Dean of Cooperative Research & Extension
Raffy Nayon, Comptroller
Jane Taafaki-Sam, Personnel Director
Seyhoum Teshome, Faculty Senate President
Jonathan Cassel, Director of Academics, Kwaj Campus
Aluka Rakin, Staff Senate President
Heralds Lemari, Student Body President

From: Jane Taafaki-Sam, Recorder

Re: Minutes of 11/15/02 EC Meeting

The Executive Council and WASC Steering Committee convened at 3:25 pm on Thursday, November 14th, 2002.

EC Members present: Wayne Schmidt, Jane Sam, Raffy Nayon, Aluka Rakin, Richard Bruce, Seyhoum Teshome, Diane Myazoe. Heralds Lemari

Absent: Cheryl Jorban (off island)

WASC Steering Committee Members present: Don Hess, Tom Lundstrom, David deBrum, Tim Owens.

The meeting began with a period of silent reflection.

WASC Issues

Team Visit - Wayne distributed copies of the list of names on the Accreditation team that will visit CMI from February 18-20, 2003. He said that CMI needs to approve the list. He explained that the dates given do not include a trip to Gugeegue so the dates must be expanded so that all/part of the team can go to Ebeye for at least one day. Don suggested that they can go on Friday and return on Saturday. Wayne agreed and added that they could also go mid-week. Don asked why there was a vocational education representative on the team? Wayne said that we do have and have had vocational programs at CMI or associated with CMI. Wayne added that the logistics still need to be worked out. Don

asked if it was normal to have two members from the same place? Wayne responded that he has seen it before and it is not unusual. He added that the team will be able to give us a first response in their exit report but we will not get a full report until later.

WASC Report Review – Wayne asked the committee about how we can get the report reviewed in the next 1 ½ weeks so that he can hand carry it to the U.S. on December 2nd? Don asked that if it can fit on a floppy disk, give disks to everyone to view the report. Jane said that if people have comments/corrections to be made they can print out the relevant pages and make written notes. The committee agreed with this idea. Wayne said that he would make the floppy disk copies out to everyone. He noted to the committee that Standards 8 and 9 are incomplete but they will be done by November 22nd. The entire report will go to the Board of Regents for approval on December 2nd.

NEW BUSINESS

President's December Travel

Wayne reported that he will be leaving Majuro on 12/2/02 on personal and administrative leave. He intends on meeting with colleges, specifically the University of Idaho regarding teacher education. This is a part of the consortium of Micronesian colleges in association with NMC. He said that there is a \$53 million grant from the

ADB and the Northern Marianas Legislature to fund this program.

NTA Internet Bills

Wayne explained that we had had problems with our Internet bills from NTA in the past but the September bills were especially high with as much as ½ the bill being non-CMI usage. He added that no one has the password to the Research and Planning Office account and it is checked only twice a day but it's September bill was almost doubled. Jane shared her bill as an example of the problem – there are log ins at 5 & 6 am, over the lunch hour, on weekends, at night, all times when she is not in the office. She also said that Stan McSwain's home email bill was attached to hers. Jane recommended that CMI take this issue up with NTA and demand that our accounts are credited. Wayne recommended that we all change our passwords and try and get Peacesat up and running so that we can use it more. Tim said that Peacesat is close to being fully functional. He said that the dial-up modem is not working yet but it will soon. He suggested that we find a software to track Internet usage. Don objected saying that the problem is not on our end but is an NTA problem.

Use of Work-Study Students

Richard explained that he has observed students working with student and personnel files and feels that they should be allowed to have access to confidential information. Wayne said that he has discussed this with Chris Jacob who informed him that students should not be working in student files but if the student worker is a long term employee (i.e. more than 1 semester on the job) and has built enough trust to perform the task, then they should be allowed to do so. Jane said that in offices where there has been a high turnover rate of FWS students like the Admissions office, she could understand the problem. However the FWS in the FAO and Personnel had been there for a number of semesters and have been fully briefed about the confidentiality of files and information. She said that in the Personnel Office, students pull files only. She added that unfortunately, we are understaffed, and rely on student workers to do the more laborious tasks like filing and running errands. Wayne said that 1st semester student workers should not open files, but may pull them. Longer term employees may have tasks assigned to them. He added that students should

be given simple clerical training and the supervisor should know that they are ultimately responsible for all the information in their care. Ted said that the Work-Study program is good as it gives students an opportunity to learn responsibility and training. Richard asked whether he could stop student from going into student records in SCSD? Wayne responded affirmatively and that he would support it.

Physical Changes at CMI

Wayne explained that a door into the Business Office has been constructed in the Director of Research and Planning office and another will be built into the President's office. The Comptroller and Sepe will switch places and the new accountant will move into the back of the Business Office. Cheryl will move into the Director of Research and Planning office and service counters will be put in Cheryl's office to the outside for use during registration and other busy periods.

Telephone System - Wayne explained that they are working on getting the phone to roll onto the next line if one line is busy. He said that they are also looking into how to make a better central reception area where Marilyn and the faculty/staff boxes are.