



## *College of the Marshall Islands*

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### **EXECUTIVE COUNCIL**

**To: Executive Council Members:**

Dr. Wayne Schmidt, President  
Troy McGrath, Dean of Academic Affairs  
Richard Bruce, Dean of Student Services  
Diane Myazoe, Dean of CRE  
Aluka Rakin, Staff Senate President  
Christopher Spellman, Faculty Senate President  
Raffy Nayon, Comptroller  
Ira Hecht, Director of Research and Planning  
Jane Taafaki Sam, Personnel Director  
Robert Prescott, IT Director  
Don Hess, Standing Committee Chairperson  
David deBrum, Standing Committee Chairperson  
Barry Rilang, SBA President

**From:**

Francis Carlos Domnick, CAO

**Date:**

20 September 2004

**Re:**

Minutes of 09/15/04 EC Meeting

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The Executive Council of the College of the Marshall Islands convened at exactly 3:15pm on 15 September 2004, at the President's Office.

**EC Members Present:** Raffy Nayon, Carlos Domnick, Jane Sam, Ira Hecht, Richard Bruce, Chris Spellman, Don Hess, Robert Prescott, and Jeffrey Jacklick.

**Absent:** Dr. Wayne Schmidt, Diane Myazoe, Aluka Rakin, and David deBrum.

**Guest:** Seyoum Teshome

The meeting commenced with a moment of silence reflection and prayer.

Minutes from last meeting were approved with minor corrections.

Item No. 1 on the agenda, i.e. School Minder, was put on hold until several members of the EC showed up to the meeting.

## **NEW BUSINESS**

### **1. IT Help Desk Ticket**

Robert Prescott informed the Council that he will be initiating a mechanism that will allow for better trouble shooting to all CMI computers and problem solving, in general, to all IT issues. This mechanism will streamline the process allowing the IT team to be more efficient and effective.

### **2. Debilitating Power at IT Command Post**

IT mainframe has been experiencing electrical surges the past few weeks. On Monday, the 13<sup>th</sup> of this month, the power went completely berserk and a “band-aid operation” was necessary to keep the system operational. Robert has talked to David on this and there are plans to extend 2 dedicated power lines to the IT office. Robert informed the Council that access to the Internet will not be available during weekends.

### **3. School Minder**

Robert has been examining the data that has been inputted on School Minder and he found a minimum of 15 errors on gender and birthday inputs. A resolution was agreed to a hands-on training be conducted on Friday the 17<sup>th</sup> September 2004 to train data enterers in order that data entries from now on are entered on a timely fashion and accurate. The Council recommended that this

matter be settled before WASC October visit.

### **4. Proposed 0.05/0.5/5% contribution to CMI Fund**

This is proposed Bill No. 21 which calls for all employees to contribute 0.05% of their gross annual income and their employers to match that to the CMI Fund.

According to Raffy:  
0.05% would yield around \$60,000  
0.5% would yield around \$600,000  
5% would yield around \$6MIL.

This bill also contemplates CMI administrators and the Board of Regents as tax collectors. The bill proposes to allow us to check companies’ books to see if they are complying with this proposed law.

### **5. 5-Year Budget Plan**

For Budget ’04-’05, RMI Government intends to give us Rollover funds from unexpended ’03-’04 MOE funds, Supplemental Education Grant, and earmarked Compact funds for CMI. What we are requesting is \$3.5 Million and this includes salary of new faculty and staffs.

#### Facilities Master Plan

According to Raffy, RMI Government focuses Compact spending for fiscal year ’03-’06 (Infrastructure Development) on schools in the outer islands. In Fiscal Year 2007, Infrastructure Development will be concentrated at the Old-to-New Hospital building.

According to Raffy, CMI submitted a proposal to JICA (Japan International Cooperation Agency) for possible funding of Phase I, II, and III of our Capital Improvement Plan.

Sources of funding identified so far for the Facilities Master Plan:

1. Compact of Free Association as amended
2. Republic of China (Taiwan)
3. USDA (loan)
4. JICA

## **6. Proposed BECA Fee for CMI Master Plan**

Raffy informed the Council that Department of Interior can assist this. We need to submit a proposal. All agreed that the fee of \$100,000 is too expensive.

## **7. Others**

Don Hess brought up concerns about Air Conditioning problems. These rooms need new AC or just need maintenance:

1. Sylvia Pinca's room
2. Don Hess's office

3. Conference Room (dysfunctional during the afternoon)
4. Room 102
5. Room 201
6. Room 205
7. President's Office
8. Administration Office – Lilly's office

## **OLD BUSINESS**

### **1. WASC Report/Update**

Ira informed the Council that minutes have not been received since March 15, 2004. He distributed a letter calling all committee Chairs to submit the minutes. We need to collate all documents regarding our progress since the 2003 Visitation. We need electronic copies of minutes, letters, etc. There are 27 recommendations that we need to address and these needed documents should give an indication of our progress. These documents will also facilitate the write-up of our next report.

The EC Meeting adjourned around 4:05pm.