



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
Tony Prout, Physical Plant Director
David DeBrum, Standing Committee Chairperson
Barry Rilang, SBA President

From:

Francis Carlos Domnick, CAO

Date:

November 4, 2004

Re:

Minutes of 11/16/04 EC Meeting

The Executive Council of the College of the Marshall Islands convened at 3:05pm on 16 November 2004, at the Office of the CMI President.

EC Members Present: President Wayne D. Schmidt, Carlos Domnick, Dr. Troy McGrath, Richard Bruce, Aluka Rakin, Chris Spellman, Raffy Nayon, Ira Hecht, Robert Prescott, Don Hess, Tony Prout, Barry Rilang and Kimiko Keju.

Absent: Diane Myazoe, Jane Sam, and David DeBrum.

The meeting commenced with a moment of silent reflection and/or prayer.

Approval of Minutes:

Mr. Hess moved to approve the minutes. Mr. Spellman voiced a second. The minutes were unanimously approved.

OLD BUSINESS

1. Update on the latest from WASC Site Team

President Schmidt informed the Council that he has not received any news yet from the WASC Site Team. But before the team left, here were some of the issues they pointed out:

- a. CMI needs to have Programs and Services on the Master Plan,
- b. CMI may have another 6 months to prove that it can maintain the level of work it has been doing since the last WASC site team visit. President Schmidt mentioned that it is not sure yet what kind of status they will give CMI if the extension of another 6 months materializes. It might be “show cause” still or other status WASC deems appropriate.
- c. CMI should continue to work on areas that need more improvement or continued focus – School Minder, Master Plan, Facilities Master Plan, etc.

President Schmidt thanked everyone for putting the time and effort to make sure the site team had a very productive and enjoyable visit.

2. Standing Committees Membership

The Student Body Association has submitted names of their representatives on each standing committees. If the first person on the list cannot make it to the meeting, the second person or third person can go; just one SBA representative attending meeting is enough.

3. CMI Program Review Guide & Master Plan

President Schmidt informed the Council that the WASC site team liked CMI’s

Program Review Guide. He encouraged the Council to start using the guide and begin working on program reviews for each programs and departments.

The WASC site team stated that the current CMI’s Master Plan needs more work. It should contain a Emergency Preparedness Plan, Program and Services Plan, comprehensive sheet up-front that captures a good overview of the Master Plan, and a implementation timeline. Dr. McGrath informed the Council that the team liked the IT master plan.

President Schmidt informed the Council that the BECA people are anticipating getting the Facilities Master Plan completed by May 2005. President Schmidt informed the Council that CMI has not received the \$100,000 it has proposed to DOI. This money is to be used to pay BECA its fee for creating CMI’s Facilities Master Plan. Mr. Naylor showed dissatisfaction about the late date as to when the Facilities Master Plan will be completed. He said we need the plan in order to push RMI government to give CMI capital funding for the coming years.

4. School Minder Update

According to President Schmidt, CMI was praised for the work done to establish the CMI’s School Minder database system. President Schmidt emphasized the need to maintain the integrity, accuracy, and continuity of the data entry process. School Minder has eliminated some of the problems CMI has experienced with its reporting and it is hoped this program will prevent inaccurate information reporting submissions.

5. Others

None

NEW BUSINESS

1. Student Services Leave

There was a long discussion on this issue. It was agreed that Student Services Division work with whoever is affected by the leaves and resolve the matter. It was also recommended that a proposal goes to the Board of Regents to approve the carryover of unused annual leave hours to 2005.

2. Hiring Procedures

President Schmidt informed the Council that there have been many problems in following the hiring procedures. He said that departments are responsible for setting up search committees not the Personnel Office. Only the President is allowed to make emergency appointments in the absence of eligible candidates. All permanent positions need to be advertised. Dr. McGrath recommended that all Deans, directors, department heads be a member of the search committee. Mr. Hess recommended as well that before a person becomes a member of a search committee, he/she has to be trained to ask the right questions in order to avoid illegal questions.

3. Community Partnership

Mr. Bruce explained that the Community Partnership and Participation effort will be a way to get the community more aware of CMI's services and also get them more involved in CMI's educational initiatives. From this, Mr. Bruce hopes that the College will understand more the community's needs and try to cater and tailor our services to their needs. He requested all departments to start working on brief PowerPoint presentations. An invitation has been extended to Government ministries and agencies, Private sector companies, NGOs, etc., to attend a one-hour of presentation, Q&A, and creating action plans. This will take place on the 13 December 2004 at the Nitijela Conference Room. Please prepare and be there as well.

4. Others

None

The EC Meeting adjourned at 4:08pm.