

Executive Council

COLLEGE OF THE MARSHALL ISLANDS
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To: Executive Council Members: Wayne Schmidt, President
Valerie Pierce, Dean of Academic Affairs
Richard Bruce, Dean of Student Services
Ira Hecht, Director of Research & Planning
Diane Myazoe, Dean of Cooperative Research and Extension
Tony Prout, Acting Dean of Kwajalein Campus
Raffy Nayon, Comptroller
Jane Sam, Personnel Director
Jonathon Cassel, Director of Academics, Kwajalein Campus
David deBrum, Acting Director of Physical Plant, Majuro Campus
Seyoum Teshome, Faculty Senate President
Aluka Rakin, Staff Senate President
Heralds Lemari, Student Body Association President

From: Cheryl Jorban, Executive Assistant to the President

Re: Minutes of 3/19/03 EC Meeting

The Executive Council convened at 3:08 p.m. on Wednesday, March 19, 2003.

EC Members present: Wayne Schmidt, Valerie Pierce, Richard Bruce, Tom Lundstrom (for Ira Hecht), Diane Myazoe, Raffy Nayon, Jane Sam, Seyoum Teshome, Aluka Rakin, Cheryl Jorban, Jonathon Cassel

Absent: Tony Prout, David deBrum, Heralds Lemari

The meeting began with a period of silent reflection.

Approval of Minutes

The minutes of the meeting on March 5, 2003, were unanimously approved by the EC members.

Administrators' Salaries:

Wayne reviewed with the EC members a comparison of current faculty and administrator salaries. The comparison showed that if faculty salaries were prorated to equal 230 workdays, the number of workdays administrators work, faculty would make much higher salaries than any of our current administrators. Another page showed current administrator pay levels, but with two additional columns indicating administrators with Ph.D. degrees and a separate column for the President's salary. These two levels are not part of our current administrator salary guidelines. A third page showed

a proposed change to increase administrators' salaries at an equal prorated scale to current faculty salaries. This proposed change would amount to an increase in total budget of approximately \$120,000. We don't have the budget to afford this change now. Raffy concurred.

Jane asked if CMI could do a formal acknowledgement to administrators that their salaries are too low, with assurance that when our financial situation improves, the adjustments would be made—similar to what the faculty is requesting. Wayne said that technically administrators are not owed an increase under current policy, whereas faculty are owed because they were often placed incorrectly per current policy.

Jane also suggested a 5% increase every year for administrators, after the initial 5% increase due everyone is met. Again, we do not have the cash flow right now to accommodate this increase.

Valerie asked for clarification on the budget—whether our current deficit will be carried over to next year. Raffy answered that he is still relying on the RMI government to provide additional subsidy, but we cannot be sure of such help from them. Wayne stated that the Budget Committee would meet this week to attempt to balance the FY2002-2003 budget. Departments with vacancies will provide considerable savings in the revised budget. However,

CMI still has no repayment plan for our past due withholding taxes. Wayne is hoping that a balanced budget for FY2002-2003 will be ready for Board approval in April.

Seyoum asked for the account balances of social security and withholding taxes. Raffy answered that social security is approximately \$300,000, and withholding is approximately \$500,000.

Wayne also indicated that CMI expects to receive indirect costs for previous grants for the past 5 years, and as soon as the audits are complete Chuck Hester can input the figures to calculate the indirect cost ratio.

Seyoum formally thanked Wayne and Raffy for all their hard work in getting the audits completed.

CMI Reorganization

Copies of a draft organizational chart done by Cheryl were distributed to the EC members. The new organizational chart, based on discussion and changes recommended at the Academic Planning Retreat held in October, show all the departments, including Arrak and Kwajalein Campus, surrounding the central office of the President, with the Board of Regents at the top. A question regarding the absence of the Coordinating Committee on the chart was brought up. Wayne stated that another chart could be created for all the committees at CMI. Brief discussion of the layout of the chart ensued. Wayne asked that EC members circulate the chart and get feedback from their departments. Further discussion about the chart was tabled until early April.

Gene House Court Case:

CMI's attorney for the Gene House case, retained in Florida, filed a motion to dismiss this case based on lack of jurisdiction. A court hearing was held in mid-March, and the judge agreed that the case filed by Gene House did not have proper jurisdiction in the state of Florida. The judge, however, granted Gene House 10 days in which to amend his complaint.

Task Force Plans:

Wayne shared a couple of well-known techniques he hopes to utilize with the Task Force in addressing the WASC recommendations: CPM, which stands for Critical Path Method, and PERT, which stands for Program Evaluation & Review Technique. He shared a general outline of what CMI will do:

1. Create Task Force -- involving all administrators, faculty, staff, Board members, and SBA officers
2. Train Task Force Chairs
3. Consult/Utilize Experts – research the good practices and good resources; see what other colleges have done
4. Conduct “CPR” (College Planning Retreat)—April 14
5. Develop Plans/Refine Plans
6. Implement Plans/Refine Plans

The President then passed out forms and general guidelines in working through the forms for the strategic planning process to all EC members. Wayne also shared a draft agenda for the “CPR” on April 14:

1. Introduction
2. Best/Worst Scenario (mixed small groups)
3. Strategic Planning Sheets (Forms 1-5)
4. Summary Activity (Creation of Master Plan)

Further discussion and working through the process was tabled until next week's meeting with the Task Force chairs/co-chairs.

Others:

Wayne informed the group of the approval of the JICA Volunteer who will be the CMI's UNIX System specialist/engineer.

The EC meeting adjourned at 4:35 p.m.