

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
Seyoum Teshome, Faculty Senate President
Aluka Rakin, Staff Senate President
Heralds Lemari, Student Body Association President

CC: Task Force Chairs not on EC: David deBrum
Don Hess

From: Cheryl Jorban, Executive Assistant to the President

Re: Minutes of 5/21/03 EC Meeting

The Executive Council, combined with the Task Force Chairpersons for the College Planning Retreat (CPR), met at 3:05 p.m. on Wednesday, May 21, 2003.

EC Members present: Wayne Schmidt, Valerie Pierce, Richard Bruce, Ira Hecht, Raffy Nayon, Diane Myazoe, Cheryl Jorban, Jonathon Cassel

Task Force Chairs present: David deBrum

Absent: Jane Sam, Seyoum Teshome, Aluka Rakin, Tony Prout, Don Hess (Task Force Chair)

The meeting began with a period of silent reflection.

Approval of Minutes

The minutes of the meeting on May 7, 2003, were unanimously approved by the EC members.

Wayne provided updates on many CMI issues:

WASC Report

Wayne appreciated the feedback he received from the task force chairs regarding the Update Report to WASC on the recommendations by the Site Team. The report will be completed by Friday. The Board of Regents has asked that a "sign-off" page be

completed on all reports to WASC, indicating that the major contributors to the report have reviewed the report and concur with the contents.

A timeline showing core milestones for the different task forces, which Cheryl created, was distributed to the EC members. Wayne reiterated that Task Force #6, which consists of EC members, need to look at the longer-term plans for integrated planning. A CPR #2 is planned for sometime this coming fall.

Wayne asked the EC members to think about a couple of questions:

- How do the CMI standing committees work within the 6 task forces—i.e., Plant & Facilities Committee, Personnel Action Committee (PAC), College Coordinating Committee (CCC), etc?
- What are the core tasks for these committees?

Wayne gave the EC a couple of tasks to complete prior to our next meeting:

- Research (on the internet) to see what other community colleges have in terms of standing committees and see what guidelines they follow.

- Recommend any other standing committees that CMI might need to complete the tasks ahead.

Audits

Wayne reported that the 2001 draft audit was recently received. This audit contained 16 findings, reduced from 18 in 2000. One new finding stated that we did not have a signed FISAP report available. Since this report is done on-line, we didn't have a signed copy. In the future, we will request that a signed copy be available for our records. Another positive change in the 2001 audit was that the number of student financial aid findings were reduced. All of the other findings were repeat findings from the past 2 audits.

Correspondence from WASC

Copies of recent letters from WASC were distributed to the EC. Diane asked how many members were on the Commission. Wayne replied about 15. Diane also asked if there were any representatives from the Pacific region. Wayne replied that Jack Pond from Leward Community College in Hawaii (one of the site-team members) is on the Commission, as is Sue Moses from COM.

Grants

Wayne reported that we have or will submit 4 OMIP grants for funding through the U.S. Department of Interior. The 1st grant is for training for our Board of Regents. The 2nd grant is for training regarding the new Accounting Manual. The 3rd grant is for creation of a master plan for our physical plant. And the 4th grant is for student learning outcomes training. OMIP grants are fairly simple grants, and there are

matching funds available through the Ministry of Resources and Development.

Administrator Salaries

Wayne reported that he attempted to present the administrator salary proposal to the Board of Regents at their meeting today, but they were unable to officially meet due to lack of quorum. He did distribute to those Regents present a summary sheet outlining administrative capabilities.

Kwajalein Campus

Wayne indicated that we need to include our Kwajalein administrators in more activities at CMI. Jonathon needs to be on the Curriculum Committee, and Wayne will get out an appointment letter in the near future.

Ira reported that if we complete the Kwajalein Substantive Change Report prior to ACCJC's January 2004 meeting, we can use the current 10 standards. If the Substantive Change Report is submitted after the January 2004 date, we will need to use the new 4 standards. It will be to our advantage to get the report done prior to January 24 since all of our current reports have reflected the 10 standards. If we can get the Substantive Change Report done in a timely manner, perhaps we can also have the site team visit Kwajalein when the Board of Regents has their training.

The EC meeting adjourned at 3:50 p.m.