

# Executive Council

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**To: Executive Council Members:** Wayne Schmidt, President  
Richard Bruce, Dean of Student Services  
Diane Myazoe, Dean of Cooperative Research and Extension  
Tony Prout, Acting Dean of Kwajalein Campus  
Raffy Nayon, Comptroller  
Jane Taafaki Sam, Personnel Director  
Seyoum Teshome, Faculty Senate President  
Jonathon Cassel, Director of Academic, Kwajalein Campus  
Aluka Rakin, Staff Senate President  
Heralds Lemari, Student Body President

**From:** Cheryl Jorban, Executive Assistant to the President

**Re:** Minutes of 11/21/02 EC Meeting

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The Executive Council convened at 3:15 p.m. on Thursday, November 21, 2002.

EC Members present: Wayne Schmidt, Richard Bruce, Raffy Nayon, Jane Sam, Seyoum Teshome, Aluka Rakin, Cheryl Jorban.

Absent: Diane Myazoe, Heralds Lemari, Tony Prout, Jonathon Cassel

The meeting began with a period of silent reflection.

## Approval of Minutes

The minutes of the EC meeting on October 31 were amended to change the date in the beginning paragraph from October 24 to October 31.

The minutes of the EC meeting on November 14 were amended as follows:

1. Date changed from 11/15/02 to 11/14/02 in "Re:" section of memo.
2. Word "not" inserted in the first paragraph of section entitled Use of Work-Study Students, to read: "...they should not be allowed to have access...."

The minutes of the EC meetings on October 31 and November 14, 2002, were approved as amended.

## OLD BUSINESS:

### Update on WASC Visit:

Wayne stated that the WASC team will not visit Kwajalein as part of their team visit in February. The ACCJC feels that Kwajalein campus is not yet for approval of reopening; they will most likely make another site visit in August 2003.

In addition, the CMI Board of Regents has changed the makeup of the Coordinating Committee. The President will head this committee as chair, with equal representation from each of the campuses. Other administrative staff may be called upon to sit on subcommittees.

The WASC team, composed of 10 members, is in the initial preparation process for their visit February 15-21. A teleconference with the leader of the team, Dr. Bob Harris from Sacramento City College, some of the other team members, and CMI administrators will be held on December 19 at 9:00 a.m. The team will most likely stay at the Long Island Hotel, since the Outrigger is completely booked during that week for an RMI FAA workshop/conference.

### Update on Work Study Students

Wayne explained that he outlined the guidelines for use of Work Study students to the Department Chairs at their monthly meeting this morning. They had no objections to the guidelines. Both Personnel and Student Services support the new guidelines in how to more effectively use work study students without

sacrificing the integrity of student and employee files.

### **NEW BUSINESS:**

#### **Pell Refund Draft:**

Wayne reviewed the basic steps of the draft Pell Grant Policies with the EC members. He indicated that missing from the draft was the process for Pell awards for Developmental students and for students whose GPA is below 2.0.

Discussion ensued regarding Pass/No Pass grades for Developmental students and how this may affect Pell awards, GPA, etc.

Jane asked how the new policy would affect cash flow. She also indicated that she was able to find some policies and procedures on line.

Wayne asked that the EC members think about the draft policy and come up with suggestions. How will this work for our college? He indicated that we can try out the policy and implement the plan during spring semester to see if it works prior to BOR approval.

Further discussion on the Pell Grant Policy was tabled until next meeting.

#### **Kwajalein Students' Academic Progress**

Wayne told the EC that Janet Hess was collecting data regarding the seemingly poor academic progress of our students from Kwajalein. She will then summarize the information. It appears that there are different reports—some faculty indicate that the Kwajalein students are making adequate process; other faculty indicate that the Kwajalein students are

failing in many classes. We need to set up a plan to accommodate the academic needs of these students.

Discussion ensued regarding possible reasons for the poor academic progress: classes not meeting regularly on Gugeegue in the past, not having appropriate objectives, etc. Richard indicated it could be a matter of attitude; the Kwajalein students are different, they expect more. He suggested that the counselors give a workshop on study habits and encourage them to attend tutoring sessions.

Wayne asked EC to advise him in how to best help our Kwajalein students.

#### **Others:**

Wayne brought up a concern about students who took courses under the old CCM quarter system—how do we give credits under the new semester system? Jane asked how COM converted their own students when making the changeover from quarter to semester? Wayne tasked Richard to find out that information.

The question of how many students are affected by this concern was raised. If only a few (5-10), a case-by-case basis is adequate; if closer to 100, than a policy is needed. Wayne indicated we can deal with the situation on a case-by-case basis until more information is gathered and a decision is made.

The question of weekly EC meetings during Wayne's absence was brought up. It was decided that Richard, as Acting President, would determine if an EC meeting was necessary.

Jane asked if there would be another meeting of the WASC steering committee prior to Wayne's departure. Wayne indicated he hadn't planned on it.

The EC meeting adjourned at 4:17 p.m.