

Executive Council

COLLEGE OF THE MARSHALL ISLANDS
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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
David deBrum, Acting Director of Physical Plant, Majuro Campus
Heralds Lemari, Student Body President

From: Cheryl Jorban, Executive Assistant to the President

Re: Minutes of 1/22/03 EC Meeting

The Executive Council convened at 3:00 p.m. on Wednesday, January 22, 2003.

EC Members present: Wayne Schmidt, Richard Bruce, Diane Myazoe, Raffy Nayon, Jane Sam, Seyoum Teshome, Aluka Rakin, Souvenir Ned (for Heralds Lemari), Cheryl Jorban, David deBrum, and Jonathon Cassel (via telephonic conference call).

Absent: Tony Prout

Guest: Tim Owens

The meeting began with a period of silent reflection.

Approval of Minutes

The minutes of the EC meeting on January 15, 2003, were approved.

Report from President:

Wayne reminded everyone of the no smoking/chewing policy at CMI and asked all EC members to assist in implementing the policy.

Wayne reported that the Executive Assistant to the President has decided she will not renew her contract when up for renewal in July.

Wayne reviewed the new housing policy as approved by the Board of Regents at their monthly meeting on January 20, 2003. He pointed out the main difference is that housing benefits will be afforded only to off-

island hires beginning February 1, 2003. Housing benefits currently afforded to employees not covered by the new policy will be grandfathered until such time as the contract is terminated or renewed. Utilities will also not be covered under the new policy. A copy of the new policy was given to each EC member.

Wayne reported on the following items concerning the college:

WASC: Wayne stated that at his recent meeting with WASC, the Commission thanked him for the thoroughness and candor of our Self-Study Report. They asked specific questions about the audits, student learning outcomes, and the Accounting Manual.

Louiston Trial: The trial is set to begin March 10, 2003. Wayne expects that it will last 3 to 4 weeks.

CMI Kwajalein Campus: No substantive change report is needed for beginning programs on Kwajalein as long as we only offer developmental and core credit courses (less than 50% of entire programs offered at CMI). The search committee for the new dean of Kwajalein will be formed soon. Construction is coming along with the installation of tin roof and sun domes.

Teacher Education: Two distance-learning teacher education classes through Northern Marianas College will begin in February. Lewis & Clark State College

is willing to work with CMI in the creation of a 4-year education degree whereby students can take classes through distance-learning on campus, with only 1 or 2 semesters at LCSC.

Grant Management: Wayne has begun to meet with all grant management groups in tracking federal grants at CMI.

Capital Improvement: Wayne reported that there is funding available from a variety of sources—RMI, U.S., Japan, ROC, New Zealand. He stated that CMI needs to develop a clear plan for the college in areas of academic, fiscal, staffing, and infrastructure.

Accounting Manual:

The EC members began a page-by-page review of the suggested changes and corrections made in the draft Accounting Manual. The manual was reviewed up through Section III-C: Disbursement Processing (page 27). All changes/suggestions were accepted except for the following:

Section II-A, pg. 10 & 11—Tabled until next week's meeting for more work on the registration process and collection of tuition/fees.

Section II-E, 1.4, pg. 18—Tabled until next week's meeting for more work on Pell policy.

Section II-E, 2.1 & 2.2, pg. 19—Tabled until next week.

Section III-A-1. Purchase Orders, pg. 22—Tabled until next week pending ideas on how to include follow-up for supplies not received.

Section II-B, pg. 24—Tabled until next week pending thoughts and ideas on an Aging Report generated whereby checks are only cut twice a month.

The EC members stopped their review of the Accounting Manual at page 27, Section III-C, Disbursement Processing. Further review will continue at next week's meeting.

Others:

A draft letter asking CMI community members for donations to purchase flowers and handicrafts for the WASC team members was distributed. No objections were made to the letter.

Wayne informed the EC members that Raffy will leave for vacation on Saturday, January 25, and return on February 11.

The EC meeting adjourned at 4:50 p.m.