

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
Raffy Nayon, Comptroller
Jane Taafaki Sam, Personnel Director
Ted Stepp, Faculty Senate Vice-President
Aluka Rakin, Staff Senate President
Peter Macwhaleng, Student Body President

From: Cheryl Jorban, Executive Assistant to the President

Re: Minutes of 7/22/02 EC Meeting

The Executive Council of the College of the Marshall Islands convened at 3:30 p.m. on July 22, 2002.

EC Members present: Wayne Schmidt, Richard Bruce, Diane Myazoe, Ted Stepp, Jane Sam, Aluka Rakin, Cheryl Jorban.

The meeting began with a period of silent reflection.

Educational Leave:

The Executive Council decided that all new applications for off-island educational leave would not be funded for this year due to budgetary cuts and restraints. Jane will get out the policy to everyone. Those who are currently receiving approved financial assistance for classes taken at CMI or distance-learning programs while in full-time employment at CMI will continue to receive that assistance.

Projected Enrollment for Fall 2002

Wayne reported that we might have up to 900 students enrolled at CMI for Fall Semester 2002. This figure is based on a report prepared by Jenny Jarom indicating the number of students tested so far for entrance into CMI. We need to prepare for this increase by offering more classes/sections. Jane mentioned that in order to accommodate the increase and alleviate the stress on scheduling, CMI needs to look at offering classes in the evening. Wayne also indicated that we might offer classes at our facility at Arrak.

Wayne also explained that the Enrichment Program is dependent on funding from WIA. If WIA approves

the proposed grant, we will continue to offer the Enrichment Program at the MIHS facility. If WIA does not approve the grant, our current Enrichment Program will be cancelled. This will affect our Enrichment instructors as they will no longer have jobs with CMI.

Wayne also explained the new Technical Certificate Programs proposed for CMI. Beginning in January 2003 (Spring Semester), CMI will offer 3 Certificate Programs in Business—Accounting, Computer, and Business Studies. The certificate programs focus on developing and applying technical skills through hands-on training and are designed for those students who are unable to enroll in the degree programs. A Technical Certificate Program is also being proposed in Boat Building, possibly for Spring Semester of 2003. CMI will need to prepare a Substantive Change Report through WASC for approval for this program as it involves a new discipline currently not offered at CMI. Another Technical Certificate Program in Marine Sciences is projected for start in Fall Semester of 2003.

Schedule of Meetings with President

Wayne asked all EC members to think about what they want in terms of regular individual meetings with him and get back to him. Wayne is willing to meet with deans and directors individually on a weekly, bi-weekly, or monthly basis. Diane indicated she wanted to continue with her weekly Thursday-morning meetings. The presidents of both Faculty and Staff Senate will meet individually with Wayne either before or after their monthly meetings.

Updates

Audit—The Deloitte & Touche auditors will arrive this evening to begin the audit for 1999 and 2000. Reconciliation in preparation for 1999's audit is completely finished; CMI has hired Ricardo on a temporary contract to complete the reconciliation for the audit for FY 2000.

CMI vs. Louiston—Wayne said that the pretrial hearing is scheduled for August 2. CMI is also investigating whether the Bank of Hawaii had a legal responsibility to file certain forms when cashing such large amounts of checks to Louiston. We may have a weak case against BoH also.

Others

Wayne indicated he would be traveling to Gugegue on Thursday, returning on Friday. He will meet with Tony, Sandra, Jonathon, Irene, and Iroj Michael Kabua while there. Wayne will also take some personal leave time when his children come to Majuro—some half days and 4-5 full days of annual leave..

Troy has filed a grievance for being dismissed from CMI. Wayne is investigating his grievance and will respond to Troy per CMI policy and procedures. The Board is aware of Troy's formal grievance letter.

In response to a query by Jane, Wayne indicated that we are a foreign institution – a “U.S. accredited foreign school.”

CMI has received 2 shipping containers of goods from Johnston Island through Kwajalein Army Base and Colonel Wrenn. The 1st container is filled with mattresses; the 2nd container has desks and student lockers. World Teach has requested to borrow some of the mattresses for use by the volunteers during their 4-week training program. The mattresses and student lockers will be placed in the dorms, the desks will be used for the dorm students or faculty offices—wherever the need is greatest.

Ted indicated that his department—Developmental—will be most affected by the increase in enrollment. He asked for clarification on CMI's budget and in particular whether salary step increases needed to be calculated into the projected budget. Answer: yes.

Aluka brought up 2 concerns regarding CMI security:
1) The security need to have uniforms so that they can be easily identified, and 2) the security need to be more readily available and on-site during their shifts.

Aluka said that staff have commented that they do not see security on campus. He also indicated that Staff Senate members would like the security to be deputized. Cheryl commented that a previous order for uniforms for security was denied by Louiston because of the expensive cost of the uniforms. Uniforms can be sewn locally, and can consist of an identifying shirt only. A further concern involving security was mentioned regarding the recent theft of 2 VCRs from the faculty offices. There is speculation that whoever stole the VCRs had access to a key to the faculty offices. In finding solutions to these concerns, Jane offered to look for an inexpensive way to get our security in uniforms. Cheryl will follow up with David deBrum in getting the lock changed on the Faculty Office doors. Jane will confirm that the security are following their routes and filing reports while on duty.

Diane made the motion, seconded by Ted, to approve the EC minutes of July 9, 2002. Minutes were approved.

The EC meeting adjourned at 4:30 p.m.