



College of the Marshall Islands

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EXECUTIVE COUNCIL

To: Executive Council Members:

Dr. Wayne Schmidt, President
Troy McGrath, Dean of Academic Affairs
Richard Bruce, Dean of Student Services
Diane Myazoe, Dean of CRE
Aluka Rakin, Staff Senate President
Christopher Spellman, Faculty Senate President
Raffy Nayon, Comptroller
Ira Hecht, Director of Research and Planning
Jane Taafaki Sam, Personnel Director
Robert Prescott, IT Director
Don Hess, Standing Committee Chairperson
David deBrum, Standing Committee Chairperson
Barry Rilang, SBA President

From:

Francis Carlos Domnick, CAO

Date:

27 September 2004

Re:

Minutes of 09/22/04 EC Meeting

The Executive Council of the College of the Marshall Islands convened at exactly 3:05pm on 22 September 2004, at the President's Office.

EC Members Present: President Schmidt, Carlos Domnick, Raffy Nayon, Jane Sam, Ira Hecht, Richard Bruce, Dr. Troy McGrath, Aluka Rakin, Chris Spellman, Don Hess, David DeBrum, Robert Prescott, and Barry Rilang.

Absent: Diane Myazoe

The meeting commenced with a moment of silent reflection and prayer.

Jane moved to approve the minutes from last meeting. Don second and the minutes were approved with minor corrections.

NEW BUSINESS

1. Special Welcome

President Schmidt welcomed new members of the Executive Council and they are Dr. Troy McGrath (Dean of Academic Affairs) and Mr. Barry Rilang (SBA President).

2. CMI Administrative Organization

According to President Schmidt, WASC wants a clear and simple organizational chart. We are eliminating Gugeegue Campus from the chart. The Board of Regents has approved the new budget meaning they have approved the addition of 7/8 more staffs. Although the fate of the Adult Ed program was uncertain, Board of Regents' approval of the budget allows for some maneuvering in order to extend the Adult Ed program until May 2005.

3. Department Retaining Copies of Software for IT Items

Robert has proposed that all IT items including driver discs and other items deemed necessary to be in his care are stored at the IT department. Copies of these discs can be given to whoever is interested. This issue was raised in order to avoid the unnecessary loss of these crucial discs. It was recommended by members of the Council that this matter be included in the IT policy.

4. Continuing Discussions on School Minder Issues

There are problems still being found with the entry of student data. Chris explained that Faculty members are

only able to provide assistance on a short-term basis. They are busy too with their regular work. From the deliberations that went on, it was agreed that this issue will be settled once and for all this Monday (9/27) when a meeting was scheduled to review the School Minder process and come up with solutions.

5. Others

Don disseminated some documents entitled "Curriculum Committee Policies" and "Academic Program Review." Please review these, as they will be discussed on the next EC meeting.

President Schmidt informed the Council that the Gugeegue Campus will be transferred to the Ministry of Education. Regarding Tony Prout, it is not sure yet if he will stay with us or transfer to MOE as well.

Carlos proposed that there needs to be a clear and better directions at the campus. The door needs to be labeled; directions signs need to be put up to indicate how to get to a specific department/building. A campus map colored and life-like needs to be drawn up. President Schmidt tasked Carlos, David and Barry to work on this.

OLD BUSINESS

1. Master Plan

Dr. Hilda Heine will be helping Student Services with the write-up of their report to WASC.

Facilities Master Plan

President Schmidt met with EPPSO and BECA the day before EC

meeting and things are rolling. The new Administration Building will be the first building to be constructed. It has been brought to the attention of EPPSO and BECA that there **might** be plans to relocate main campus to Arrak. Costs for relocation and staying here in the downtown area will be determined for future decision-making. BECA has decided to lower its price tag for us.

2. WASC Progress Report

Ira informed the Council that minutes has been received from the Curriculum Committee. He needs electronic copies of minutes, letters, etc. He needs all of these by November 1st and he will be sending 1 electronic copy and 4 hard copies to WASC.

3. EC Meeting Time

All EC Meetings will now be convened one-hour earlier from the

previous time of commencement. So it is still on Wednesday but at 2 PM.

4. Others

Barry informed the Council that SBA has no money but they were supposed to have their Welcoming Party on Friday (9/24).

President Schmidt informed the Council that CMI has received its latest installment money from the Ministry of Finance.

President Schmidt also advised the Council that he met Dr. Barbara Beno in Hawaii the week before and she made it clear to him that CMI is looking at less than 50% chance of getting reaccredited. President Schmidt encourages the Council that it is time to get to work.

The EC Meeting adjourned around 4:10pm.