

Executive Council

COLLEGE OF THE MARSHALL ISLANDS
P.O. Box 1258
Majuro, Marshall Islands 96960

TELEPHONE: (692) 625-3394/3291
FAX: (692) 625-7203

To: Executive Council Members: John Tuthill, Interim President
Don Hess, Acting Dean of Academic Affairs
Wayne Schmidt, Director of Research and Planning
Loretta Link, Dean of Student Services
Diane Myazoe, Dean of Cooperative Research and Extension
Troy Barker, Dean of Kwajalein Campus
Louiston Louis, Comptroller
Jane Taafaki Sam, Personnel Director
Seyoum Teshome, Faculty Senate President
Aluka Rakin, Staff Senate President
Peter Macwhaleng, Student Body President

From: Cheryl Jorban, Executive Assistant to the President

Re: Minutes of 3/25/02 EC Meeting

The Executive Council of the College of the Marshall Islands convened at 3:05 p.m. on March 25, 2002.

EC Members present: John Tuthill, Don Hess, Wayne Schmidt, Rosita Capelle (representing Dean of Student Services), Louiston Louis, Diane Myazoe, Jane Sam, Seyoum Teshome, Aluka Rakin, and Peter Macwhaleng.

The meeting began with a period of silent reflection.

Approval of Minutes:

The EC minutes of 2/27/02 were approved. Seyoum commented that the faculty had indeed supported solving the problem of betel nut and tobacco chewing/spitting through Ted's letter and notice. Don suggested that faculty senate resolutions be submitted for consideration at EC meetings.

OLD BUSINESS:

Kwajalein Issues:

John reported that he talked to WASC on his recent trip. He said that because CMI failed to complete a Substantive Change Report (which is necessary for any major change, including starting up a branch campus) for Gugeegue back in 1995, Gugeegue Campus is technically not accredited, and CMI is out of compliance with the rules of accreditation. John pointed out that this was also an oversight by WASC, because they indeed knew about Gugeegue Campus through various reports and documents; however, they did not follow up on this Substantive Change Report.

Jane stated that CMI has Federal aid approval for Gugeegue; that Gugeegue Campus was added to the Program Participation Agreement. John indicated that this was good news and asked for the paperwork.

John continued by stating that CMI cannot continue to operate our Gugeegue branch campus without the Substantive Change Report, which would entail an on-site visit by WASC. Our Kwajalein campus is in no condition to have WASC come out to do the site visit at this time. John's recommendation, therefore, is to temporarily close Gugeegue Campus at the end of this semester (May 2002), with plans to reopen in August of 2003. He feels we owe it to our Kwajalein students to do it right. John indicated that the following need to occur to prepare Gugeegue for an on-site visit by WASC:

1. Physical facilities need to be upgraded—we need to build new classrooms, office space, faculty housing, and bathrooms.
2. We need to recruit full-time faculty, and we need to determine the mission of Gugeegue campus—looking at resources and prioritizing needs of Kwajalein to come up with a viable program.
3. A policy manual needs to be written, whereby the responsibilities of Kwajalein administration and staff, with timelines and deadlines for submission of paperwork to CMI main campus, are made very clear.
4. The Substantive Change Report must be completed.

John is hopeful that Gugeegue will be ready for an on-site visit by WASC in February of 2003, the same time they come for their on-site visit for our self-evaluation.

John indicated that it is not his desire to close down Gugeegue; he realizes this will be a tremendous hardship for our approximately 150 Kwajalein students. However, the only alternative is to remain out of compliance with accreditation standards, and that is not acceptable. He is currently awaiting official word from WASC regarding their recommendation.

John spoke with the Board of Regents at their meetings today at noon about these Kwajalein issues and they are aware. After this afternoon's EC meeting, he will send an email to Troy informing him of the decision.

Jane asked about the budgetary implications to the decision to close down Gugeegue.

John reported that we will lose approximately \$40,000 in expected revenues from summer semester 2002, and \$160,000 for fall semester 2002. However, our expenditures will be somewhat reduced, although we will need to keep salaried staff on board to work on accreditation/Substantive Change Report and general maintenance of the campus. We also must build. We need to go to the Nitijela to beg for money to build.

Accreditation Update:

Wayne reported that he and Patty went to Hawaii for a 2-day conference regarding accreditation. The first day concerned issues of transfer and articulation. He reported that UoH-Manoa will not transfer any course which they do not have on the books. The 2nd day concerned 2-year colleges offering 4-year degree programs. Wayne reported that WASC has a new policy that allows for a 2-year college to offer only 1 4-year program. Both commissions (senior and junior) must work with the college on accreditation, but the site visit is tied in simultaneously. There are some conditions for a 2-year college offering a 4-year program: additional library facilities, more financial resources, and a lower teaching load for instructors of the 4-year program, with the expectation that they will do research.

Regarding our own self-study, Wayne reported that the new approved mission statement is now available. Wayne has met with many of the chairs of the committees on accreditation standards.

Personnel Issues Update:

Jane reported that she sent out memos to all administration/staff regarding leave (annual and sick) reminding them of the policies. She has seen some

improvement—especially with people submitting sick leave requests in a timely fashion. Jane also sent out a memo to all administrators reminding them that they should not leave early.

Don asked Cheryl whether she had located any decision from the BOR regarding the sick leave policy. Cheryl reported that although the BOR discussed the revised sick leave policy in December of 2002, the minutes do not state any directive or motion to approve the policy. Don asked that this be again placed on the agenda for next month's Board meeting.

Don reported that an answering machine will be placed in the Dean of Academic Affairs office for instructors to leave messages when they are sick and unable to teach classes. Copies of leave slips will also be kept on file in the Dean's office.

John asked Jane whether supervisors were monitoring their employees and ensuring compliance of leave policies. Jane responded that she feels that supervisors are not keeping very good records of employees who chronically come to work late. A paper trail of warnings—either verbal or written—is not being done.

Jane also reminded everyone that administrators (deans and directors) do not get comp time. According to the personnel manual, only classified employees are eligible for overtime or comp time—and then only within the guidelines.

Jane reported that James Phillip has been hired as the Library System Specialist, replacing Joniton Lometo.

Physical Plant Update:

John reported that Mark Canney is off-island and he has no further information regarding the ADB project. He will meet with Biram Stege tomorrow morning regarding the Vocational Program.

Regarding the problem of betel nut/tobacco chewing and spitting, John indicated that the Facilities Planning Committee did receive a proposal to build some kind of structure. He wanted to find out from this committee their thoughts on where? what kind of structure? how to make it work?

Don stated that he thought it was a waste of money and a waste of space.

Seyoum indicated that a "local" type of building—opensided—is what the faculty had in mind, and near the big tree in back of the library would be a good spot. He also reported that at the last Faculty Senate meeting, Tony Prout was a guest and the Faculty

Senate asked if it would help to post signs around campus. Tony agreed.

Jane stated that another possible place would be next to/behind the Personnel Office. She also suggested that students who do not comply with any proposed rules for spitting should be referred to the Student Conduct Board for appropriate consequences.

Rosita expressed concern as to how the area would be kept clean—who would be responsible for cleaning up the spit, and would there be drums or containers?

After further discussion, John stated that any policy change or construction proposal needs BOR approval, and he would like a motion from the EC regarding this issue.

The motion was finally agreed upon in this format:

Betel nut chewing, tobacco chewing, and smoking on CMI campus will only be allowed in designated area(s) – to be determined by the Facilities Planning Committee.

Don so moved, Louiston seconded the motion, and the motion carried by majority vote, with only 2 members disagreeing.

Patrick Langmoir Update:

John reported that the grievance committee has been selected: Kenson Alik, Rosina Korean, and Hannah Lafita.

When questioned about Hannah's suitability since she is no longer employed by CMI, John indicated that the 1992 Personnel Manual, under which this particular grievance falls, does not specify that the committee members must be CMI employees.

The committee now has 10 business days in which to meet on the grievance. John will push the committee to get going.

NEW BUSINESS

Vocational Education:

John reported that he feels we have an undertrained work force in the RMI, and we need to address the needs through services vocational training. ADB has funded a \$9 million vocational program, for which one level is specifically aimed at high school graduates. However, this program is moving slowly for the following reasons:

1. This particular project plan won't be funded until the next to last year of the grant.

2. The results of the labor market survey have not yet been announced by NTC
3. Mark Canney has been off island for the past 3 months due to medical problems

John said that we have advertised for a Vocational Education Director, but he cannot justify hiring a person to run a program when it is still in its developing stages, so he is stalling on filling this position.

Jane recommended that we stop advertising for it; and all agreed.

Wayne asked when we will be ready? John replied maybe October 1st (begin of new fiscal year).

John also stated that Alfred had originally wanted someone to supervise the current WIA program; however, with the inability of CMI to provide the required number of students for the WIA program, he is not sure that this grant will continue in the future.

Louiston mentioned that OMIP funding is also available to fund recruitment and partial salary of the Director of Vocational Education.

Don said we need the survey results before we can go ahead with any vocational plans. John stated that we know we need accountants and computer repair/maintenance people, but our current programs fulfill that need.

Further update on Vocational Education will be on the agenda for next EC meeting.

Purchase of New Vans:

Louiston reported that Tony asked if we could replace the old white, blue, and green vans that are all over 5 years old. He received a price quote from Gibsons for 3 new Mazda vans for \$54,000. Louiston said that we will attempt to sell the old vans for \$6500-\$7000, and use a portion of the CIF funds to cover the cost of the new vans.

Majority of EC members agreed that we need to purchase new vans. Rosita and Jane both stressed the importance of cleaning and maintaining the vans, and using them appropriately. Seyoum also agreed that there should be a set schedule for regular maintenance of CMI vehicles.

John agreed with the group, but said he was concerned about the "looks" of purchasing new vans, especially in the midst of all of CMI's financial difficulties. He would approve the purchase of new vans **only** after the old ones were sold—estimated

selling price of \$18,000-\$21,000. If one van sold, one new van could be purchased, etc.

Personnel Evaluations:

Jane reported that the current employee evaluation is not done correctly and is therefore meaningless. The evaluation form does not tell us what we need to know.

Cheryl suggested that employees should do self-evaluations as part of the process. Don suggested that a videotape of an instructor teaching a class could be made, and a committee review it for evaluation purposes. John indicated that we need to come up with a better evaluation form, and incorporate peer evaluations into the process. Jane also agreed that self-evaluations, anonymous peer evaluations, and supervisory input are all important for effective personnel evaluations.

John tabled further discussion of this topic until next meeting and asked the EC members to think about ways of changing our personnel evaluation process.

Foundation Day:

Cheryl reported to the group what was happening regarding Foundation Day and asked for everyone's help and support.

The EC meeting adjourned at 4:15 p.m.