

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
Aluka Rakin, Staff Senate President

From: Cheryl Jorban, Executive Assistant to the President

Re: Minutes of 8/27/02 EC Meeting

The Executive Council of the College of the Marshall Islands convened at 3:00 p.m. on Tuesday, August 27, 2002.

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

Absent: Tony Prout

The meeting began with a period of silent reflection.

Approval of Minutes

The minutes of the EC meeting on August 1, 2002, were approved.

In regard to the minutes, Jane reported that she had found a catalog with reasonable prices for shirts for CMI security. She shared different styles with the EC members, and the majority favored the light blue short-sleeved shirt similar to the policemen's shirts. It would be possible to also have the CMI logo sewn onto the sleeves. Jane also suggested that CMI purchase a couple of rain slickers for the security to have on hand in the Maintenance Office for when it rains.

Update from Student Services/Registration

Richard reported that 598 students had turned in their registration forms as of yesterday (Monday, August 26), but Raffy had calculated that 728 students had paid their registration fees. This indicates that approximately 130 students did not finish the registration process by turning in their completed

registration form to the Registrar. Student Services will place an announcement on the radio requesting that students turn in their registration forms. If students do not turn in their forms, it will cause problems with their Pell awards/refund. It was suggested that since this coming Friday is the last day to add/drop classes, this should also be the last day to turn in registrations forms. Faculty can help by announcing to all students that their registration forms should have been turned in to the Registrar.

Richard also reported that there are 153 new students registered for fall semester—mainly developmental students. He recommended that we need to hire more instructional staff for developmental studies as we are having to turn away students. Wayne responded that he met with Bill Huguélet, and CMI would like to hire an additional Developmental teacher, but there are no qualified instructors available at the moment.

Richard mentioned that the change made in schedule (time) for the Pacific Geography class on the first day of registration caused a huge problem. Many students had already registered for the class on MWF, and could not change their schedule because of conflicts.

Final day for late registration is today (Tuesday, August 27). The students auditing classes will register tomorrow.

Richard further reported that there are 19 students currently residing at Arrak campus. He is waiting for education students to fill the education dorm, but is frustrated with the slowness of that process. Jane

suggested contacting MOE to see if under the ADB provisions other students could reside in the dorm. Richard reported that there are 6 beds available in the men's wing of the nursing dorm, 3 beds available in the women's wing of the nursing. Currently only 4 men and 1 woman are residing in the education dorm. CMI has contracted with Saeko Shoniber to provide van service to and from Arrak campus.

A further suggestion regarding registration was to set up an additional computer for entering students' names into class lists. This problem will be solved once registration becomes computerized.

Further discussion ensued regarding streamlining the registration process. Having students prepay registration monies was suggested. This might prevent the long lines at the Business Office during registration.

Richard asked about the status of collecting on delinquent student accounts. Wayne stated that the CMI Board of Regents wants to hire an attorney to help us collect—either per letter or on a contingency basis. However, we are still waiting for an accurate listing from the Business Office. The earlier list had many inaccuracies because monies were not credited to student accounts when Pell grants were awarded. The true amount of monies owed to CMI is much less than earlier reported. Once the accuracy of our records is confirmed, the President could send a letter to all delinquent students stating that the student must pay, or be responsible for all legal fees incurred in obtaining the money owed. Raffy indicated that it is easy to get accurate accounts from records under Microsoft, but the DOS accounts are corrupted.

Further discussion ensued regarding collection of the 50% remainder of tuition to be paid by midterm for those students currently enrolled. Seyoum suggested posting the names of students who need to see Business Office (for payment) prior to the midterm exam period. Those who don't pay up will not be able to take their midterm exams. Regulations under Pell grants regarding refunds and requiring students to pay delinquent accounts with their refund money were also discussed.

Because of the time, Wayne asked to table further discussion until next meeting. Wayne asked all EC members to consider the following: What is a reasonable timeline for requiring students to pay the other half of their tuition? When are refunds due? How can we collect from the refunds?—a promissory note?

Press Releases

Wayne indicated that we need to get as many press releases and stories into the Journal as possible. This week's paper will have articles regarding Marine Science, USDA grants, CMI's response to the Louiston article, and increased expected enrollment at CMI. Next week's paper will have a story on Jim McClean and the Advanced Computer class at CMI, plus an article regarding the Enrichment Program (WIA) and Adult/Continuing Education.

Wayne asked for volunteers from EC members to write other articles. Jane volunteered to write an article featuring Richard Bruce as our new Dean of Student Services. Cheryl volunteered to write an article on the 5 languages being taught at CMI. Jane suggested an article on our CMI alumni-- where they work, where they are now. Richard volunteered to write this article by September 16, 2002, for that week's Journal. For the week of September 23rd, possible articles might be Teacher Education Program (Wayne volunteered Patty), dedication of the Oscar deBrum Hall, new personnel at CMI (Moarieta Ientaake, Jimmy Lewis). For the week of September 30th, articles could include the new computer labs and recruitment of non-traditional students, an idea Richard Bruce suggested in finding ways to improve community relations.

Jane also suggested that CMI could put out invitations or notices to employers in the Marshall Islands encouraging them to allow their employees to take/audit classes at CMI.

EC Meeting Times:

It was decided that regular EC meetings would be attempted weekly or at least 3 times per month. The next EC meeting will be on Wednesday, September 3, at 3:00 p.m.

Other Updates:

Wayne said that the retreat scheduled for September 5th has been postponed for sometime after October 1st, for budgetary purposes and also after the NTC meeting on September 16th. The results of the NTC survey will be helpful in our academic planning to determine what programs CMI needs to offer both at Kwajalein and main campus.

Personnel update: Camilla will be moving to the Arrak campus as secretary there effective next week. A workstudy student will be working in the Academic Affairs office to do the copying requests

for faculty. The search committee for Dean of Academic Affairs is planning to set up a video conference for the top candidate(s). Jane is working on that. Two local candidates have applied for the position of Director of Research and Planning. The search committee for Registrar and data entry clerk for Student Services is meeting tomorrow to conduct interviews for those two positions.

Jane mentioned that we are having trouble getting our Journal ads in lately because we have an outstanding debt of \$2000 from year 2000.

Wayne reported that Camilla has finished compiling the faculty evaluations done by students. A copy of the summary sheet of student comments will be given to each faculty member, and will also go in the faculty files in the Dean of Academic Affairs office.

Seyoum mentioned that there is a big problem with books this semester. Many classes do not have textbooks. He suggested that CMI open a separate account for the bookstore.

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