

Executive Council

COLLEGE OF THE MARSHALL ISLANDS
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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 2/27/02 EC Meeting

The Executive Council of the College of the Marshall Islands convened at 3:06 p.m. on February 27, 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.

Guest: Tony Prout, Director of Physical Plant

The meeting began with a period of silent reflection.

John reported that Ken Climan was doing better, and his medication arrived via Federal Express.

John asked to skip right to a new item of business as Jane needed to leave shortly:

Revision of Personnel Manual:

There is a huge need to rewrite the Personnel Manual. There are many loopholes in the current policy. Since its adoption in 1998, there have also been numerous changes, and no one can vouch for their accuracy. The Personnel Action Committee does not have time to revise the manual, so John suggested that a special committee be formed. Don suggested that at least 2 different manuals be written—one for faculty and a separate one for staff/administration. Jane also agreed with this idea.

John urged that all staff and faculty be involved in the revision of the Personnel Manual, recommending that broad participation is important from both Faculty Senate and Staff Senate.

It was ultimately decided that the committee to initially look at revision of the Personnel Manual and make suggested changes should consist of the members who are on the accreditation task force for Standard Seven. Cheryl also volunteered to serve on this committee.

Approval of Minutes:

The EC minutes of 2/11/02 were approved.

OLD BUSINESS:

Bookstore Inventory:

John has a completed inventory, and he faxed it to Gugeegue. Don requested that the inventory be distributed to instructors so that they might see what books are available to use in their classes.

Presidential Search:

John reported that the *Chronicle* has been contacted to “hold off” on the advertisement for President pending website update. Wayne is currently typing the information on the website; he should be finished by tomorrow. On the website will be employment announcements for President, I&T Director, and Financial Aid Director.

Vocational Education and the position of Director of Vocational Education will be on the agenda for next EC meeting.

Leave Policy:

The revised leave policy was again discussed. There was some question as to whether the revised sick

leave policy was approved by the Board of Regents in December of 2000. Cheryl will check in the archives to see if this was approved.

Revised Budget:

John asked if EC members had a chance to look at the draft revised budget. Not many had. Don reported that the Department Chairs suggested that all recruitment and repatriation expenditures be moved to the Personnel Budget, and also that all salaries (payroll) be moved to Personnel. Louiston commented that this was possible, but would make it more difficult for Jane to prepare her budget. Louiston also suggested that quarterly budgets for future fiscal years would better control the flow of money. John requested that the Budget Committee, whose members include all department chairs, directors, deans, and heads of departments, meet next week to discuss the revised budget. Louiston will chair the meeting and set the time.

Plant & Facilities:

John reported that he requested the latest architectural drawings from Mark Canny of ADB before any further decision on the proposed classroom buildings on main campus and Gugeegue is made.

Regarding Gugeegue, John reported that Troy and Jonathan disagree with Tony in that the buildings on Gugeegue are unsafe—they felt they had another 5 years in them. Tony agreed, saying that he was looking 5 years in advance to plan for new construction. Troy was asked to come up with realistic plans for Gugeegue before the next BOR meeting on March 4.

NEW BUSINESS:

Resolutions from Faculty Senate:

Seyoum reported that the Faculty Senate discussed several issues to be brought up to EC:

1. Vandalism – faculty members have reported vandalism (scratching names on vehicles parked in front of the campus), but nothing has been done. Seyoum asked if there was anything in writing regarding this problem. Faculty question the presence of security, and feel that they are not doing their job. Tony responded by saying it would be impossible for security to be at the exact place every time an act of vandalism occurred. Don said that uniforms for the security would help to make them more visible; Tony responded that uniforms are on order.

2. Faculty requested that the classrooms be painted to get rid of graffiti. Tony indicated that the classrooms had been recently painted, and there is currently more graffiti inside the classrooms than on the outside walls of the campus buildings. He urged that preventative measures be taken by all instructors.

3. Faculty are concerned about the increasing number of students chewing betel nut and tobacco, and the resulting unsanitary spit on the floors, walls, and stairways. Jane reported that everyone wants to help the “spit problem.” She described the effective way that COM/FSM has solved the problem—by designating areas on the campus especially for disgusting activities such as chewing and smoking. Signs are posted all around on the COM campus indicating that this activity is only allowed in the designated places, which contain proper receptacles for spit and cigarette butts, and the campus remains clean. The CMI Student Body Government has also submitted a request to Tony Prout for a designated place for smoking and chewing on the CMI campus. Tony again urged faculty to ensure that students follow the rules and not allow chewing tobacco or betel nut or even gum in the classrooms. Seyoum indicated that some faculty members are reluctant to do this.

In response to the concern about security, Tony reported that he has instigated new procedures for security. Security now have stations (indicated by the painted numbered triangles on campus) whereby they must make their rounds and remain for 30 minutes or less. Hopefully this will allow for more effective security, and it should be easier to locate them in the case of an emergency.

Tony also reported on improved custodial services since the instigation of evening hours for cleaning. The custodial crews now work from 2 pm to 9 pm, allowing them to clean after working hours and when the classrooms are empty.

Seyoum reported that the faculty have requested brooms so that they may clean their own offices.

John’s Trip to Gugeegue:

John reported that he met with Troy, staff, faculty, and students during his trip to Kwajalein. He asked Troy to come up with specific plans to deal with the many crises apparent on Gugeegue:

- ✓ Construction over the next 5 years.
- ✓ Recruitment of full-time faculty
- ✓ Library – ensuring that it is open and repaired
- ✓ Mission of Gugeegue Campus—prioritizing of programs with limitations of resources

John will provide a detailed trip report with his recommendations to the Board of Regents meeting on Monday, March 4.

John also reported that he will travel to Santa Rosa, California, to meet with WASC officials regarding the problems on Gugeegue. He will be gone for 2 weeks, from March 5 through March 19th. The second week he will attend a math/science conference in New Orleans.

Acting Interim President:

John indicated that his preference for acting Interim President is someone who answers directly to the President. During the first week, it was agreed that Don should be acting, since he won't be leaving until March 11. Discussion ensued as to who could be acting during the second week. Diane felt she was too new as dean, and would not be able to be effective if she were at Arrak. It was felt that Loretta was too new as a dean to serve as acting. Louiston originally declined, but he later agreed to serve as Acting Interim President during the second week—when Spring Break was in session.

Mission Statement:

The EC members all agreed with the proposed Mission Statement which was distributed. This Mission Statement will be presented to the BOR for approval on Monday, March 4.

Patrick Langmoir's Case/Grievance:

John reported that the Courts have requested CMI to go through the formal grievance procedure regarding Patrick's case. This formal grievance procedure, based on the Personnel Manual effective at that time, has been initiated.

Proposed Changes in Education Department:

John reported that the Education Department is proposing reducing the current 93-credit AA degree to 62 credits. There will be special sections of general education courses for teachers, along with block classes and evening classes to better serve our education students. It is proposed that Uliga Elementary School not be used as CMI's lab school. Secretary of MOE Biram Stege agrees with the proposal. The Ministry had not yet signed the MOU with Uliga Elementary School. CMI will focus on providing workshops and practicum experience for teachers at all elementary schools—both on Majuro and the outer islands.

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