



## *College of the Marshall Islands*

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### **EXECUTIVE COUNCIL**

**To: Executive Council Members:**

Dr. Troy McGrath – Interim President and Dean of AA  
Richard Bruce – Dean of SCSD  
Diane Myazoe – Dean of CRE  
Raffy Nayon – Comptroller  
Jane Sam – Personnel Director  
Chris Spellman – Faculty Senate President & Associate Dean of AA  
David Kupferman – Assistant Dean of AA  
Seyoum Teshome – R&P Associate Director  
Tim Owens – R&P Assistant Director  
Tony Prout – Physical Plant Director  
Stan McSwain – Assistant Physical Plant Director  
Robert Prescott – IT Director  
Damien Capelle – Staff Senate President  
Don Hess – Standing Committee Chairperson  
Barry Rilang – SBA President

**From:** Francis Carlos Domnick, CAO

**Date:** April 6, 2005

**Re:** Minutes of 03/31/05 EC Meeting

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The Executive Council of the College of the Marshall Islands convened at 1:00 p.m. on March 31, 2005.

**EC Members present:** Dr. Troy McGrath, Carlos Domnick, Diane Myazoe, Raffy Nayon, Jane Sam, David Kupferman, Tony Prout, Robert Prescott, Floyd Tonyokwe (in place of Damien Capelle), Don Hess, Nicholas Guavis (in place of Barry Rilang).

**Absent:** Richard Bruce, Ira Hecht, Chris Spellman, Seyoum Teshome, Tim Owens, and Stan McSwain.

**Guests:** None

**Approval of March 9, 2005 Minutes:**

The minutes were unanimously approved after minor corrections were made.

### **OLD BUSINESS:**

#### **1. Report from WASC Visit & Game Plan**

Dr. McGrath informed the Council about an email from Dr. Barbara Beno commenting on the visit of the WASC Site Team. She was pleased.

Dr. McGrath mentioned that the College still need to work on administrative capacity issues. The College needs R&P Director, Director of Assessment, Grant Writer, etc. There will be a climate survey conducted to check how things are going, how can work relationships be improved. If established, this type of work will be done periodically. The WASC Site Team was happy with the progress done on the School Minder but, however, they are not happy with how the College misled them during their previous visit. The team is happy with the presidential search progress. Probably the main concern the team had was with how the Teacher Quality Grant is being managed. Dr. McGrath said that since CMI is a party to the grant, we are also held accountable for its failure. The team was pleased with what is going on with the Facilities Master Plan. The Pacific Business Center working on the Facilities Master Plan should be coming sometime in April. The WASC team was also pleased with the work done by both consultants.

Dr. McGrath then went on to give a progress report about some of the tasks undertaken by the College. The Presidential Search Committee has been meeting and they presuming July should be the month to have the new president on board. Dr. McGrath mentioned that the search may go into September or December. It is not an easy work. Dr. McGrath mentioned that it is required by WASC that a college placed on “show-cause” should have a contingency/closure plan in place in case we lose accreditation. The plan should address what to do with the students and employees of CMI. The plan should be completed by the beginning of May.

Dr. McGrath has held good discussions with the Board. They talked about how the Board meeting are set. They also discussed how policies should be initiated within the college. Dr. McGrath said that we should review some of

the policies and start talking about them. The hiring/firing policy can be the first policy to talk about. This should be part of the review of all we are doing as we reevaluate all our work. Dr. McGrath said we need to work more as a team.

#### **2. School Minder Update**

Mr. Prescott reported on the progress of the work on School Minder. He mentioned that by the end of April, they should be completed with all inactive students.

#### **3. Foundation Day**

Mr. Domnick reported on the Foundation Day preparations. He said that the event has been pushed back to April 15 instead of April 1<sup>st</sup>. Committees are being set up to work on different activities for the event. It will be a very participative effort. This has generated strong interest across the board.

#### **4. Mailboxes, Etc.**

Mr. Domnick reported that there has been more incoming complaints regarding items being lost/stolen at the mailroom. It was decided that CAO will sit with the President and discuss this matter further and an action will be taken.

### **NEW BUSINESS:**

#### **1. Staff Development**

Mr. Prout brought up the issue that training opportunities are not readily available or visible to every CMI employees. Dr. McGrath commented that staffs and faculties can propose to attend any professional development opportunities that are fitting and they can be endorsed. Mrs. Sam responded that she has available brochures/documents providing information about training opportunities for more labor intensive work such as people working with chemicals, campus safety, custodians, etc. She mentioned that if there are training opportunities available locally, she will inform relevant departments.

Mr. Prout proposed that the Personnel Office’s mandate be enlarged to encompass training as well.

#### **2. Staff Assessment/Evaluation**

Mr. Prout proposed that an employee evaluation customized to Physical Plant Department be formulated. Dr. McGrath responded saying that Mr. Prout work with Personnel Department to work on this.

### **3. Others**

The Math and Science Computer Lab has problems with people chatting on the computer and the Math Icon.

Mrs. Myazoe requested if she could use one of the labs. This is needed as Land Grant will be

working on a nemotod survey. They need the lab from April 6-9, 2005.

Mr. Nayon informed the Council that the Business Office will be using the CMI Main Conference Room (April 6-10) as there will be a workshop on the new Public Accounting System.

Mr. Prescott reminded everyone that he needs brief summary explanation of each department. This is needed as they will be posted to CMI's website.

The EC Meeting adjourned at 2:35 pm.