

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
Jonathon Cassel, Director of Academic, Kwajalein Campus
Aluka Rakin, Staff Senate President
Heralds Lemari, Student Body President

From: Cheryl Jorban, Executive Assistant to the President

Re: Minutes of 10/31/02 EC Meeting

The Executive Council convened at 3:15 p.m. on Thursday, October 24, 2002.

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

Absent: Heralds Lemari, Tony Prout, Jonathon Cassel

Guest: Tim Owens

The meeting began with a period of silent reflection.

Approval of Minutes

The minutes of the EC meeting on October 24, 2002, were approved.

Jane indicated that in the advertisement for Dean of Kwajalein Campus there is no information regarding the "special living conditions" of Gugeegue. Wayne will put this on the agenda for future meeting.

OLD BUSINESS:

Coordinating Committee:

Wayne explained that the Coordinating Committee chaired by Cheryl is still in the planning stages. As soon as the priorities for the college (as determined from the workshop/retreat at Arrak) are prepared, this committee will begin to meet.

Organizational Chart:

Wayne asked those present to share any draft organizational charts they had prepared. Seyoum and Cheryl both had prepared charts to share. Seyoum's chart was similar to the current chart, but added a Kwajalein Coordinator and showed lines of information flow and coordination between the two campuses. Cheryl's chart veered from the current chart and illustrated an all-channel or star network whereby each department was connected to each other through the central administration (President). Wayne then showed a diagram of his organizational chart, which short the Board and President at the top, but surrounded in a "U" shape by all campuses and departments, with information flow between the major ones.

The EC members all felt that the Library and TRIO (Upward Bound) should fall under the Dean of Academic Affairs, and the Physical Plant should be directly under the President.

Cheryl asked for input from the EC members for clarification of the job description of the Executive Assistant to the President under the new organization—glorified secretary or administrator? Wayne indicated that it is an administrative position, and suggested that the Executive Assistant serve as the "campus coordinator" among the 3 campuses—Majuro main, Kwajalein, and Arrak. Wayne said that the Executive Assistant would continue to supervise the communication at CMI—phones, mail, etc. He

also shared upcoming plans for restructuring of the central administration—moving the comptroller in the Business Office to the area directly next to the President’s Office and installing a door between the two offices; moving the Executive Assistant to the office previously occupied by the Director of Research and Planning; making a central reception area where the Administrative Assistant could receive visitors, direct traffic, and control the phones; and moving the offices of student accounts and payroll to the front of the office where the windows are so that students and staff could line up on the porch to do business. This would relieve the congestion in the administration office during registration, payroll, refund checks, etc.

A new and better telephone system was discussed, and Cheryl volunteered to talk with Al Fowler to see what NTA could provide for the college.

Jane suggested that signs for doors and buildings, along with a central directory, be installed so that visitors and new faculty/staff could be more easily oriented to the location of various offices around campus. Seyoum indicated that David deBrum already has a campus map drawn.

Wayne asked the EC members their opinion on the proposed organizational charts. The consensus was to go with the organizational chart that Wayne presented.

Revised Housing Policy:

Seyoum reviewed with the EC members the proposed housing policy resolution drafted by Faculty Senate, which supported keeping the same benefits (including housing) for those faculty hired on-island who meet the current criteria. Cheryl added that those administrators who are currently afforded housing should also be included.

Wayne suggested that a “benefits package” could be offered to CMI employees depending on their employment class. He explained that a variety of choices could be offered as “incentives” – retirement plan, housing options, supplemental health, cash incentive – and the choices/amount of benefits could vary depending on the position, degree, etc.

Wayne asked that for our next meeting, all EC members consider what options could be considered in a “benefits package” offered to prospective employees as incentives to work at CMI. He encouraged Aluka to bring this question to the Staff Senate and ask what the staff would want.

Some discussion was held on the issue regarding incentive vs. bonus. Wayne explained that as long as the incentive/bonus was in any way related to salary (such as a percentage of salary), it would probably be taxable. However, if a set amount were given for a class of employment, or years of service, than this amount could be separate from pay, and then non-taxable.

Diane asked if Land Grant Extension Agents who receive a B.A. would be eligible for housing benefits.

Jane commented that CMI could also include education benefits as part of the “package”.

Audit:

The draft audit for 1999 was received from Deloitte & Touche this past week. Wayne is working on a draft response to the findings in the audit. EC members are welcome to review the audit or the report at any time.

Boat Building Certificate Program:

The Substantive Change Report for the Boat Building Certificate Program will be ready to go to the Board at their meeting on November 12. Wayne asked if the EC as a group knew about the Boat Building Project. Response: No. He asked if the President should bring up academic programs for review at the EC meetings. Jane responded that she was happy to turn over the responsibility of academic programming to the Curriculum Committee, and didn’t feel the need for major review by EC. Wayne suggested “FYI” only. The rest of the EC members agreed.

Chief Accountant Position:

Wayne shared with the EC members the process in which the search committee for the Chief Accountant position came up with their recommendation. He indicated that he thought their search--using rating scales, interviews, and extensive input from references--was the most thorough search ever for a position here at CMI. The committee ultimately recommended Willy Cristobal, and the PAC confirmed the recommendation, although not unanimously.

Wayne indicated that he was concerned and wanted to make a fair/good decision. The EC members shared with Wayne their opinions and thoughts about the incident when Willy was adjunct instructor.

Ultimately, Wayne indicated he would do more research and interview Willy himself before making a final decision.

Others:

Wayne informed the group that he would be traveling to Saipan next week (Nov 7 through 11). CNMI is offering scholarships for Marshallese (and other Pacific area) teacher-education students to receive their 4-year degree from there.

Wayne will also be gone from December 2-18, personal leave and also administrative leave—meeting with administrators at the University of Idaho regarding our Teacher Education program.

During Wayne's absence, he will ask Richard Bruce to be Acting President, with help from Don and Cheryl.

The EC meeting adjourned at 4:55 p.m.