

College of the Marshall Islands
Accredited by the Western Association of Schools and Colleges

P.O. box 1258
Majuro
Marshall Islands, MH 96960

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Email:

Regular Executive Council Meeting
11:00 a.m. Wednesday, February 15, 2017
Board Conference Room

Approved MINUTES

PRESENT:

President
VP, Administration
Executive Advisor to the President/VP, A&SA
Chief Finance Officer
Executive Director, Institutional Integrity and Effectiveness
Dean of Land Grant
Dean of Academic Affairs
Dean of Student Services
Director of Human Resources
Director of Institutional Research
Director of Physical Plant
Director of Safety & Security
Director of Information & Technology
Director of Arrak Campus
Director of Customary Law & Language Commission
Student Representative
President of Faculty Senate
President of Staff Senate
Staff Senate Representative

Dr. Theresa Koroivulaono
William Reiher
Dr. Melinda A. Nish - **Excused**
Stevenson Kotton
Ruth Abbott - **Absent**
Biuma Samson
Vasemaca Savu
Rachel Salomon
Agnes Kotoisuva
Cheryl Vila
Emil deBrum
David deBrum
Boni Sanchez
Stanley Lorennij
Brenda Mellan - **Absent**
Luston Binejal - **Absent**
Nik Willson
Ruthy Maun - **Excused**
Sali Andrike

Recording Minutes – Mommity Subillie

CALL TO ORDER AND OPENING PRAYER

- President Koroivulaono called the meeting to order at 11:10 a.m.
- Land Grants Director Samson opened the meeting with a prayer.

REVIEW OF PREVIOUS MINUTES

1. Page 2, 1. ACCJC: The bylaws have been recently updated
2. Page 2, 1. Assessment & Committee Reports, Budget Committee:
3. Page 3, 4. Assessment & Committee Reports, Human Resources: The HR committee meets quarterly and the next quarterly meeting is in the first week of April.
4. Page 3, 5. Assessment & Committee Reports, Information and Technology: IT Director Sanchez reported that there has not been any meeting for ITC from December to January.
5. Page 4, 1. New Business, VP William Reiher: I do not think the president should be on IPC but instead the roles of IPC and EC should be looked at.
6. Page 4, FS President Nik Willson moved that EC form the _____ committee to investigate new roles of IPC and EC, and deliver a recommendation to EC.



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Faculty Senate President Nik Willson moved to adopt the January 18th minutes; IR Villa seconded the motion. The motion was unanimously approved.

UPDATE FROM PRESIDENT

1. ACCJC has removed the WARNING status from CMI. The President thanks everyone for putting great effort into removing CMI off the WARNING status.
2. Meeting schedule with the Acting Principal, Jaluit High School and the new Distance Learning Coordinator at the CMI Distance Learning Center, Thursday February 2, 2017. The transition agreement for the Coordinator is being sent to him; the VPASA and Dean of Academic Affairs are working with the faculty to confirm the first courses to be offered; need to do some maintenance and repair work and IT-related upgrades and maintenance; generally, the Center is in good condition and should be ready for summer classes.
3. CMI has received the revised UH Sea Grant Extension Agent Job Description with our recommendations included that will align the work more closely with STEM and STEM-related activities, the Land Grant and Sea Grant.

Faculty President asked about the connection to Jaluit: Is it a fiber optic or satellite?

IT Director Sanchez responded: It is a satellite connection.

VP Administration Reiher reminded President Koroivulaono about the mission statement that was submitted to the BOR for approval.

President Koroivulaono: The mission statement has been approved on the February 8th BOR meeting.

NOTE: This item will be an addition to the UPDATES FROM PRESIDENT section.

ACCREDITATION NEWS/REPORTS (ALO Ruth Abbott)

Dean Savu: Ruth asked me to bring the rewritten of the MST for endorsement.

President Koroivulaono: There were some minutes. Ask Dr. Melinda Nish for the minutes. President also added

that this item was listed in one of her reports as an ongoing activity.

President Nik Willson asked: It is my understanding, then, that there's being a new academic program

proposed via the curriculum committee?

Dean Savu: If in relation to the Marine Science, it is the same old program but it has been advanced where

course outlines have been updated and there are two new courses.

President Nik Willson: According to Faculty Senate bylaws, the curriculum committee reports to faculty

senate. The correct channel is the curriculum committee reports to the senate and then the senate would

recommend to EC.



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President Koroivulaono added, big gaps and incorrect processes in the sub changes. President Koroivulaono addressed a trending issue that should be stopped which is incorrect documentation (Submission of sub changes).

ASSESSMENT & COMMITTEE REPORTS

1. SBA

Note: Representative is absent

Dean Salomon reported: This week is education week therefore student body is having debates, math and spelling competitions, and finals.

2. Staff Senate – (Sali Andrike)

- Staff Senate had a meeting recently before this meeting. Major agenda discussed was the CMI Foundation Day: How to prepare for the event also considering alignment with students and their activities for the CMI foundation day.

4. Faculty Senate – (Nik Willson)

- Has not officially met for the entire spring semester.
- No official report

5. Land Grant – (Biuma Samson)

- Had a meeting with PREL. Land Grant is part of the Year 5 Planning
- There were 2 trips that we sent out our extension agent for Nutrition
- The president and Stanley sent out a proposal to Dr. Singeru Singeo's office in Pohnpei for agriculture and aquaculture programs.

6. Arrak Campus – (Stanley Lorennij)

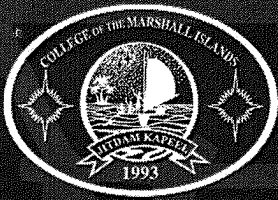
- Starting next week is just a matter of implementing
- Maritime Training Program extension funding has been approved until the end of May
- The blue boat was taken out last weekend. Vincent mentioned that new painting is needed for the flooring and should be mixed with sand to prevent from accidentally slipping on the boat. Already applied the coding and was mixed with sand. It was tested and good.

7. CLLC – (Brenda Mellan)

NOTE: Follow up after meeting.

8. DIIE – (Cheryl Vila)

- The IPED (Integrated Post-secondary Education Data system) reporting for this Winter Session is done and submitted. Still awaiting Dr. Melinda Nish's input. There are three periods for reporting session. But the winter session is the most important one because all submissions are completion submissions. Before, the graduation rate was 4%. Today the graduation rate is 7%. We need someone to work full time to track alumni students.
- Alumni Tracking Project: We have a list of all employees from the government and organizations who will be interviewed. We will soon have training for the interviewers. But we are still looking for the interviewers.



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- Working with Boni in moving all of our institutional documents to the Power Tools so that everyone will have access.
- There is an SIS Committee and Dr. Melinda Nish is the Chair of that committee.
- Power Tools is limited because it is still in the process of implementation.

9. Safety and Security – (David deBrum)

- Unauthorized access to our facilities.
- People using office space for sleeping
- Unsecure doors. Reminding everyone to securely lock their doors when leaving.
- The Safety and Security department will be involved in the Emergency Exit and Safety Plan, and the Safety and Health audit.

OLD BUSINESS

1. Revised functions of the Executive Council: what should decision-making at executive council level look like?
 - Agenda format: Institutional Master Plan and Institutional Goal-Setting;
Had an email exchange about the RSA's. Documentation was viewed on the screen along with comments from the BOR.
 - Recommending policy to the board.

NOTE: Next Meeting

2. The CMI Educational Master Plan.

NOTE: Still Underway

3. Revised EC RSA.

NOTE: Already talked about

4. Educational Master Plan.

- Working Groups.

NOTE: Next Meeting

NEW BUSINESS

1. EC Bulletin: Should all reports and updates be compiled and sent out by the EAA as an EC Bulletin on alternate weeks, e.g. Week 1: updates, week 2: reports and so on?
2. How should we restructure EC for the most efficient and effective use of time and resources given the proposed revision of the EC RSA?
 - Areas of Focus
 - Endorsement of Policies.

NOTE: We will discuss further about items under New Business on the NEXT MEETING.

ADJOURNMENT:

Meeting adjourned at 12:54pm

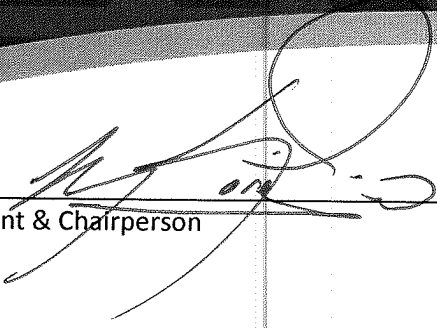
Signed



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President & Chairperson

Date:

02/29/17