



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 1, 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
Stevenson Kotton
Ruth Abbott
Biuma Samson – **Absent**
Vasemaca Savu
Rachel Salomon
Agnes Kotoisuva
Cheryl Vila
Emil deBrum – **Absent**
David deBrum
Boni Sanchez
Stanley Lorennij – **Excused**
Brenda Mellan – **Excused**
Luston Binejal
Nik Willson
Ruthy Maun
Sali Andrike

Recording Minutes – Mary Lanwi

CALL TO ORDER AND OPENING PRAYER

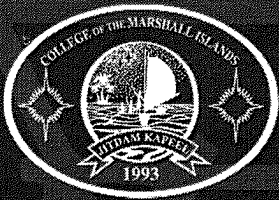
- President Koroivulaono called the meeting to order at 11:20 a.m.
- CFO Kotton opened the meeting with a prayer.

REVIEW OF PREVIOUS MINUTES

1. Page 2, 1. ACCJC: Only one day to get 3 programs submitted for approval.
 2. Page 3, 4. IR Vila suggested weekly updates to be uploaded to the website.
 3. Page 5, 6. Request to CFO Kotton for a temporary position. Please take out “whether”
 4. Page 5, first bullet point: change to discussion on Marshallese translation of policies.
- 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. President Koroivulaono reported that there isn't that much to report.



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2. The President also reported that draft meeting agendas and other meeting materials (hard copies) will be sent out for the Board of Regents meeting on the 7th and 8th of February. It will also be sent out to the college for notification.
3. President Koroivulaono also reported that a plan had been made to meet with the principal of Jaluit High School on the 31st of January but there was a delay due to AMI plane maintenance. The flight has been rescheduled to the 2nd of February. The timeframe for this Center to start offering classes is by summer.
 - Reports will be presented at the next EC meeting.
4. Acting VPASA Nish added to the President's reports stating that over the next couple of months there will be a transition period for a Jaluit High School instructor from a Jaluit High School employee into a CMI employee as the **CMI Jaluit Distance Learning Center Coordinator**.
 - During this transition, courses will need to be assessed and offered. Courses will begin in the summer, 2017.
 - Assure that the students at the Jaluit High School will have access to the internet from the Center.
 - A positive move for CMI because of the points of distribution of education including Ebeye, Jaluit and Wotje.
 - By Fall, hopefully we will have full a complement of courses such as we have in Ebeye.
5. President Koroivulaono continued and reported that CMI will be entering into a newly formatted Sea Grant Extension Agent Contract in the next few months.
 - Dr. Nish and President Koroivulaono have had e-mail exchanges with colleagues at the University of Hawaii Sea Grant program.
 - There was also a face-to-face meeting with the University of Hawaii's Sea Grant program coordinators.
 - Will work in alignment with the Land Grant program.
6. CMI will be separating from MICS on June 30, 2017. The MOU between CMI and MICS ended on January 5, 2017 and has not been renewed. CMI will transition out of ALL responsibilities and agreements with MICS on June 30, 2017.

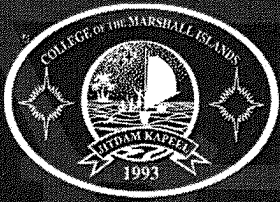
ACCREDITATION NEWS/REPORTS (ALO Ruth Abbott)

1. The bylaws of the ACCJC have been recently updated.

ASSESSMENT & COMMITTEE REPORTS

1. Budget Committee (Stevenson)

- The Budget Committee had a meeting on the 30th of January and discussed the following:
 - Tuition and fees for the students of CMI.
 - Invite two student representatives from the Student Body Association to join the committee so that the Budget Committee can get feedback from students' progression with the tuition fees.
 - CFO Kotton will report back on the next Board of Regents' meeting in May; still looking for two student representatives.
 - The Budget Committee also discussed the student dormitory policies for refunds. There hasn't been any dorm refund policy for students living in the dorms. A policy was forwarded but was sent back to the Budget Committee. This item will also be reported back on the next Board of Regents' meeting in May.
 - Auditing work is ongoing in the business office. Therefore, CFO Kotton sent an e-mail to CMICOM announcing that the Business Office will be limited in regards to access. HR Director Kotoisuva agreed with CFO Kotton.



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- CFO Kotton will be discussing the consolidation of the 2017-2018 Budget with VP Administration Reiher.

IR Vila suggested a look at how SIS is now set up before making the request to Manila and to form a policy or procedure for this movement. Timeframe: Work will be completed by March so that SIS can have time to work on it.

IR Vila also recommended that we stay with SIS.

2. Curriculum Assessment Committee (Faculty Senate President Willson)

- Faculty Senate President Nik Willson reported that the Faculty Senate hasn't had any opportunity to receive any reports from committees. There is no official report from the Curriculum Committee.
- Dean Savu reported that the committee met on the 23rd of January to discuss the sub changes regarding the budget for the 300 level courses, and for the three programs sent by CMI to ACCJC.
- The substantive change application for the Marine Science Certificate (MSC) is also being developed.
- The first draft of the curriculum has already been posted on Google Docs.

Dr. Nish commented that the Curriculum Committee would like to work with the Business Office on updated budget forms for program proposals. There has been confusion as to how to budget a program. The Curriculum Committee will meet with the Business Office to develop a better template.

IR Vila added that she has not yet received any course outlines for updating to the website since last semester. VPASA Dr. Nish will fix it.

3. Enrollment Management Committee (Dean Salomon)

Dean Salomon reported on the following:

- Enrollment: 907 (Official): 53 (Unofficial)
please ask Dean Salomon for missing detail. Voice unclear on the recording.

4. Human Resources Committee (HR Director Kotoisuva)

- HR Committee meets quarterly and the next quarterly meeting is in the first week of April.

5. Information Technology Committee (IT Director Sanchez)

- IT Director Sanchez reported that there has not been any meeting for ITC from December to January.
- ITC will meet on the 14th of February.
- The policy for BOR e-mail distribution was approved and IT Director Sanchez will send a copy of the policy to EC.

6. Institutional Planning Committee (VP Administration Reiher)

- IPC had a meeting on the 25th of January to discuss the following:
 - Recommendation for the revised Mission statement. (This item was sent and placed in meeting materials but not under New Business).
 - This item is requested to be accepted by EC presented to the BOR at the next BOR meeting on the 7th and 8th of February.

Motion to accept the revised statement. The voting was unanimous.

- The prioritization for the affected program initiatives.
 - There are 22 initiatives that are being prioritized.
 - Timeframe: hoping to be done by next week.



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- IPC is meeting again on the 9th of February. By then, there should be a ranked list of prioritizations. Then it will be passed on to the Budget Committee for reconsideration.
- Education Master Plan
 - It should be the EC doing the Longer Term Plans and the IPC focusing on the Short Term Planning.
 - IPC should be getting direction from EC.
 - VP Administration Reiher has already discussed it with President Koroivulaono.

7. Plant and Facilities Committee (Physical Plant Director deBrum)

- The Committee has not yet had a meeting.
- When Director DeBrum is back from Leave, there should be a meeting to discuss the Emergency Action Plan.
- Still working on it.
- Timeframe: VP Administration Reiher will report back.

OLD BUSINESS

None

NEW BUSINESS

1. VP Administration Reiher thinks that the president should not be on the IPC but instead the roles of IPC and EC should be evaluated.
 - Faculty Senate President Willson suggested that the President could head IPC.
 - IR Vila agrees that the President is highly needed during IPC meetings.
 - CFO Kotton disagreed because it will be hard for members to speak freely about their ideas and suggestions.
 - Executive Director IIE/ALO Abbott agrees with CFO Kotton.
 - President Koroivulaono disagrees and suggests that the President should guide and/or decide when there are important matters to conclude.
 - Dr. Nish recommends to renew the RSA.
 - President Koroivulaono suggested that she and VP Administration Reiher will discuss the RSAs of the IPC and the EC and come back to EC.
 - President Koroivulaono also suggested that there should be a small team formed to have a look at the strategies between the two committees. Team/Group Members: Dr. Melinda Nish, Dr. Theresa Koroivulaono, VP Administration Reiher and Faculty Senate President Willson.

Faculty Senate President Nik Willson moved that EC form an _____ committee to investigate new roles of IPC and EC, and deliver a recommendation to EC.

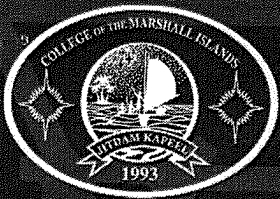
- Educational Master Plan (EMP)
- Terms of reference rather than a Request for Proposals for the consultant who will assist with the EMP.

The motion was unanimous.

ADJOURNMENT:

Meeting adjourned at 12:17pm

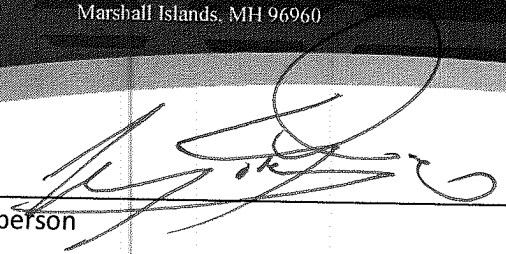
Signed



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President & Chairperson

Date:

02/15/17