

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. box 1258
Majuro

Tel: (692) 625-3394/5427
Fax: (692) 625-7203
Email: ec@cmi.edu

Regular Executive Council Meeting 11:00 a.m. Wednesday, March 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
Grant Writer
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
Faculty Senate Representative
President of Staff Senate
Staff Senate Representative

Dr. Theresa Koroivulaono
Vacant
Dr. Melinda A. Nish
Stevenson Kotton (Co-Acting VPA)
Vacant
Biuma Samson
Vasemaca Savu
Rachel Salomon
Agnes Kotoisuva
Cheryl Vila
Charlynn A. Andrike
Emil deBrum
David deBrum
Boni Sanchez
Stanley Lorennij (Co-Acting VPA)
Brenda Mellan - **Absent**
Luston Binejal - **Absent**
Nik Willson
Amanda Williams
Ruthy Maun
Sali Andrike

Recording Minutes – Mary A. Lanwi

CALL TO ORDER AND OPENING PRAYER

- President Koroivulaono called the meeting to order at 11:10 a.m.
- Physical Plant Director Emil deBrum opened the meeting with a prayer.

REVIEW OF PREVIOUS MINUTES

1. Page 1, 6. Review of Previous Minutes: FS President Nik Willson moved that EC form the AD HOC committee to investigate new roles of EC and IPC, and deliver a recommendation to EC.
2. Page 4. There was no motion.

Dean Savu moved to adopt the February 15th minutes; FS President Willson seconded the motion. The motion was unanimously approved. Abstention by Dr. Melinda Nish.

UPDATE FROM PRESIDENT

1. ACCJC has unofficially let us know that the 2 substantive change applications for specialized certificates in special education have been approved.
2. President Koroivulaono met with Chairman Chutaro and the BOR Corporate Plan working group to develop the Board Corporate Plan.

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. box 1258
Majuro

Tel: (692) 625-3394/5427
Fax: (692) 625-7203
Email: ec@emi.edu

3. CMI was visited by the University of the Virgin Islands Provosts and Assistant Provost: Dr. Camille McKay and Dr. James Maddirala. They met with President Koroivulaono, Director of USP Campus RMI, Dr. Tafaaki, and then with the EAP/VPASA, Dr. Nish; and the potential doctoral candidates, 3 from CMI and 1 from USP. UVI Ph.D. in creative leadership for innovation and change.
4. JEMFAC Meeting: President Koroivulaono and CFO Kotton attended this meeting. CMI will not attend the mid-year report in San Francisco but will continue to prepare for the RMI reporting meeting to JEMFAC in July 2017.
5. President Koroivulaono also attended selected sessions of the RMI Nuclear Legacy Conference,
6. President Koroivulaono met with the Wotje mayor, Mr. Ota Kisino to discuss CMI in Wotje. Mr. Kisino was very supportive and encouraging.
 - *CMI needs to consolidate plans for the Wotje DLC and work with the PSS and the high school Principal in Wotje to start setting up the CMI operation there.*

ACCREDITATION NEWS/REPORTS (ALO Vasemaca Savu)

1. The Accreditation working group met on Monday, March 13 2017, to look at the sub change proposal that was submitted; now working on supplemental information for the BAEE to be sent by March 31st 2017 and be reviewed by April 21st 2017.
 - There are three main areas that we need to work on which are: General Education Courses, Student Services Areas and the ISS; which the IPC has made a decision on last week on Wednesday, March 8 2017.
 - Also looked at the four standards and how each standard should be addressed.

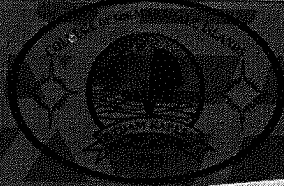
NOTE: The following people are asked to stay back after to discuss the four standards of the mid-term report:

HR Director Agnes Kotoisuva
IT Director Boni Sanchez
Physical Plant Director Emil deBrum
Arrak Director/Co-Acting VP Stanley Lorennij
IR Cheryl Vila
CFO Stevenson Kotton
Library Acting Director Lisa Jerran
President Theresa Koroivulaono
Student Services Dean Rachel Salomon

2. CMI is still awaiting official confirmation of the two Specialized Certificates, as mentioned by President Koroivulaono.
 - The Marine Science Certificate sub change was also submitted in early March 2017 and will be reviewed as well on April 21st.
3. The mid-term report for the college is unofficially due on March 15 2018. Dean Savu will report back when the official due date is confirmed.

ASSESSMENT & COMMITTEE REPORTS

1. **Budget – (Stevenson Kotton)**
 - There will be a college wide workshop conducted to inform those interested in the new system that has been implemented. This meeting will be conducted after EC members are trained to use this system.
2. **Curriculum Committee – (Nik Willson)**
 - According to the Faculty Senate By-Laws, the Faculty Senate President represents Curriculum Committee to EC.
 - Calling for a decision that the Curriculum Committee must follow the Faculty Senate By-Laws.



- The Faculty Senate has not yet voted on this decision.
- Dr. Melinda Nish recommended that the Curriculum Committee RSA should not be in conflict with the Faculty Senate By-Laws.
- 3. Enrollment Management Committee – (Rachel Salomon)**
 - Working with CFO Kotton on the Enrollment Management Draft.
- 4. Human Resources Committee – (Agnes Kotoisuva)**
 - The HR Committee will be meeting on the 6th of April.
- 5. Information Technology Committee – (Boni Sanchez)**
 - Met on Tuesday, March 14 2017, to discuss the following:
 - A few concerns from faculty that the IT department has access to everyone's emails and has the potential to read them. It is impossible for the IT department to access other's emails because CMI email is hosted on the Gmail server. IT department can only create/suspend accounts and reset passwords.
 - IT seeking assistance from HR to revise and rewrite the privacy policy and the disciplinary policy.
 - President Koroivulaono raised a concern regarding a situation where the president violates the policy.
 - IT has scheduled every Monday and Friday from 2:30pm – 3:00pm, for anyone to join the web conference to ask questions or raise concerns about the new Moodle version. This is to explore more alternatives.
 - IT reported to CFO Kotton that the web hosting is paying too much at \$6,000 for a year. The normal price for web hosting is \$500. IT is planning to implement the transition during the summer.
 - The Power Tools app is soon to be ready for use. President Koroivulaono will be asked for approval on the workflows and structures within the software.
- 6. Institutional Planning Committee – (Stanley Lorennij)**
 - Met on Wednesday, March 8 2017, mainly to discuss the Institutional Set Standards.
 - Director Stanley Lorennij clarified that the ISS is a number that should be set and maintained or improved.
 - Director Lorennij reported that in 2016, CMI's ISS submission to ACCJC was 70%. Dr. Melinda Nish was not able to locate any document justifying this. 70% is the course completion rate.
 - IPC has agreed to use 85% as the ISS of a proposed five-year rolling average for certificate and degree completion as a starting point.
 - The ISS for degrees annually is 77. The actual completion rate for 2016 was 87. The ISS for certificates awarded annually is 31. The actual certificate for completion rate for 2016 is 43.
 - The IPC then agreed that an initial ISS will be set for annual bachelor degree completion at 10, anticipating that there will be 35 registered students per unit which will bring about a 40 % completion rate.
 - IPC recommends the given ISSs be included in the CMI Annual Report and Substantive Change Proposals to ACCJC.
 - For a two-year college, the rate that is now being used as a benchmark is 15% completion within three years. CMI's cohort for 2011 completed at 4%, for 2012 at 7%.
 - Cheryl informed everyone that she is conducting a Program Review Workshop and the ISS rates will be discussed.
- 7. Plants and Facilities Committee – (Emil deBrum)**
 - The PFC met on February 10 2017 and March 13 2017.
 - In one of those meetings, the PFC adopted the revised RSA to incorporate the ad hoc committee. The PFC is requesting approval from EC to approve the revised RSA.



FS President Willson moved to approve the request. Director Stanley Lorennij seconded. The motion was unanimously approved.

- On February 15 2017, there was an audit on campus and the feedback will be sent to all EC members. In progress: Implementation of Safety-Health Audit.
- In one of the meetings, PFC members discussed the diving and snorkeling gear rental agreement. PFC is still awaiting secure legal advice from Dr. Koroivulaono on the agreement and then will be reported to EC for the final approval

OLD BUSINESS

1. For approval

- EC RSA

FS President Willson moved to approve the amendment of the EC RSA. Director Agnes Kotoisuva seconded. The motion was unanimously approved. Abstention – Amanda Williams.

2. For noting

- EC Bulletin: all reports and updates will 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 with links to supporting documents.
- Good reports will be published in the bulletin and, Staff and Faculty Senates' and SBA's issues will be brought to EC for resolution.

FS President Willson moved that the Executive Council adopt the EC Bulletin. Director Stanley Lorennij seconded. The motion was unanimously approved. Abstention – Amanda Williams.

NEW BUSINESS

1. Motion: To approve the recommended Institutional Set Standards (ISS) for Course Completion, Associate Degree Completion, Certificate Completion and BA Program Completion.

Dr. Melinda Nish moved to approve motion. CFO Kotton seconded. The motion was unanimously approved.

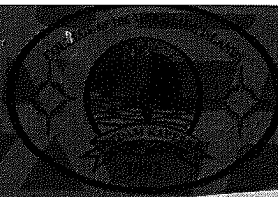
2. Resolution on Policy Creation and Distribution – (Nik Willson)

- Proposal to make some changes to the resolution.
- Dr. Nish added that EC should not edit the Senate's resolution.
- Staff Senate is not aware of point 26.
- CFO Kotton is requesting to get clarification for the Budget committee on points 7 and 19.
- Dr. Melinda Nish recommends this to Human Resources.
- HR will work on the resolution and report back to EC and then a decision will be made.

ADJOURNMENT:

Meeting adjourned at 12:08 pm

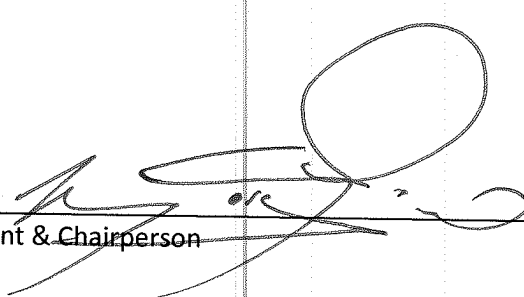
Signed:



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

P.O. box 1258
Majuro

Tel: (692) 625-3394/5427
Fax: (692) 625-7203
Email: cc@cmi.edu



President & Chairperson

Date:

03/29/17