



Regular Executive Council Meeting
11:10 a.m. Wednesday May 15, 2019
Board Conference Room

APPROVED MINUTES

PRESENT:

Chairperson/President

Dr. Theresa Koroivulaono

Members

VPASA

Dr. Elizabeth Switaj -

Excused

VPBAA

Stevenson Kotton - **Excused**

Student Representative

Thurston Loeak

President of Faculty Senate

Moareita Ientaake

President of Staff Senate representative

Jimmie Akeang

Management Group

Ruthy Maun - **Excused**

BOR Executive Assistant

Jellesen Rubon - **Excused**

VPASA representative

Verenaisi Bavadra

Faculty Senate representative

Desmond Doulatram

Recording Minutes – Mommity Subillie

CALL TO ORDER AND OPENING PRAYER

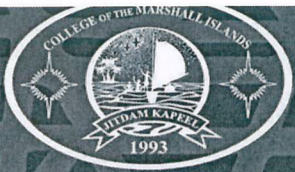
- President Dr. Theresa Koroivulaono called the meeting to order at 11:15 a.m.
- Faculty Senate President, Moareieta Ientaake opened the meeting with a prayer.

REVIEW OF PREVIOUS MINUTES

- EC approved reviewing last meeting's minutes at this meeting.

FROM PRESIDENT – Dr. Theresa Koroivulaono

- The first draft of the MOU between CMI and the Fiji National University (FNU) is in process. Services that have been requested by CMI and the RMI include learning designer training, the BSN and selected health professional services and CTE.



- **April**

- CMI Trial Balance: for the first time, the submission of our trial balance to the Auditor General, the Secretary of Finance and Auditor Chris Wolseley (Deloitte) was late. VPBAA Kotton and I were summoned to a meeting with the same three officials on Thursday April 25, 2019 at the Auditor

- General's Office. We were told that we were the only RMI entity holding up the RMI audit and the most serious consequence caused by our delay was the risk of RMI being labelled a high risk auditee.

- VP Kotton was assigned solely to work with the Business Office to prepare the Trial Balance from April 25 – May 5 for submission on Monday May 6 as agreed at our April 25 meeting.

- The Trail Balance was submitted on Sunday May 5, 2019.

- The Business Office is being restructured. The main change will be the appointment of a chartered accountant as the CFO to lead the FABS department including the Business Office.

- **May**

- First CMI presentation at an ACCJC conference. Presenters: President Dr. Theresa Koroivulaono,

- Vice President for Academic & Student Affairs, Dr. Elizabeth Switaj and Jaluit Center Coordinator, Kenneth Fernando. We were one of 56 successful submissions out of a total of 86 proposals. Our presentation was titled, *Resilient networked student and learning support for when the hyperdrive breaks down* and showcased the programs and support services CMI offers at the Jaluit Center.

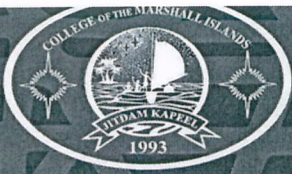
- Currently the Math transition course is being designed and developed by CMI and PSS Math instructors and in partnership with our REL (Pacific) colleagues.

- Dr. Ray Somera, Vice President for Academic Affairs, Guam Community College is currently at CMI, May 13 – 15 to conduct a workshop on student support and other student-related services.

- A Special BOR meeting was held on Thursday May 9. The Next BOR meeting will be on Wednesday May 22.

- GRADUATION: May 23, 2019.

- Work in Progress see attached report.



ACCREDITATION NEWS/REPORTS (ALO)

- In order to comply with ACCJC standard I.B.3, IEC is currently reviewing the college KPIs and Institution Set Standards. In particular, we need to ensure that we have set stretch goals and that we establish a regular mechanism for assessment of KPIs and remedial action where necessary. We will share the document we are working on once it is completed, but please do send any general comments to the committee through your representative.
- The President, Vice President for Academic and Student Affairs, Jaluit Distance Education Center Coordinator and Director of Institutional Research and Assessment attended the ACCJC Conference April 30-May 3. The first three gave a presentation highlighting the work of the Jaluit Center and how its practices create resilient student and learning support services. In addition, the team was able to attend a variety of sessions showing how different institutions conduct assessment, comprehensive review for accreditation, and distance education.
- Presenters from ACCJC emphasized that the Commission is continuing to strive to act as a partner for improvement rather than focusing on regulations and deficiencies. They also provided a preview of the formative/summative approach to comprehensive review, which is currently being piloted with full implementation expected for 2023 (and thus for CMI's 2028 review). This process will require that

Institutional Self Evaluation Reports be submitted a full semester ahead of the visit; the ACCJC team will read the report, identify areas of core inquiry, notify the college of these areas in order to provide an opportunity for the college to make improvements, and then focus only on these areas during their visit to the college. As a results, the visiting teams will be smaller, which will lead to reduced costs for the college.

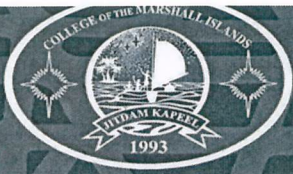
ISSUES

SBA

- SBA President mentioned that the SBA farewell party went well.

Vice President for Academic and Student Affairs

- Graduation on Majuro will be next Thursday at 10 am. The graduating students have chosen Meitaka Kendall-Lekka as the commencement speaker. Wut/Lei orders should go



through Takbar Ishiguro. Graduation fabric is available from True Value. Ebeye graduation will be May 28 and Jaluit graduation June 4.

- Final exams are today through Friday, so please be mindful that we are maintaining a quiet environment around classrooms and be encouraging of students you encounter.
- We are still conducting interviews to fill faculty vacancies in Liberal Arts for this fall.
- The first day of instruction for fall semester is August 19th. The three-year academic calendar is unfortunately still in draft form, but because we are working three years ahead, this will not be a problem in the future.
- Both current faculty fast track participants will be teaching this summer and are expected to complete their educational programs this year.
- The campus nurse for Arrak has resigned. Recruitment for this post is being prioritized as a campus nurse is needed to be available at all times for the summer Upward Bound program.
- ACE has held a second solar panel training and is gearing up for the summer construction trades boot camp in conjunction with Guam Community College.
- Computers are up for the student records digitization project, but Institutional Research is still looking for student workers.
- The math pathways project with PSS is developing two high school bridge courses, one that prepares STEM-oriented students for MATH 111 and one for non-STEM students that prepares them for MATH 160.
- The Nuclear Club is hosting a weekly radio show, Fridays at 7 pm on V7AB.
- Upward Bound has secured forward funding.
- 11/14 Upward Bound seniors have been fully admitted into Eastern Oregon University. Eight have made EOU their first choice and two have secured foundation scholarships.
- Lisa Jeraan, previously a library tech, is the new cataloger in the library.
- There are currently job openings listed on the website for the Career & Transfer Counselor, a Science Instructor, and the Ebeye Distance Education Coordinator.

Vice President Business and Administration Affairs

- President Koroivulaono delivered a summary report while VPBAA was unable to attend the meeting because he was working on the trail balance requirements with the Business Office.



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Faculty Senate

- FSP mentioned that the farewell lunch for 4 of the LA instructors whose contracts had ended went very well and also thanked President Dr. Koroivulaono for the lunch provided by the Office of the President.
- FSP also asked a question about the school calendar; if it was ready yet. Answer from the President: it is in process and she had viewed the draft.

Staff Senate

- No report.

Management Group

- No report

OLD BUSINESS

- Wellness Hour (VPBAA & VPASA): will be led by VPBAA at the next EC.
- Policy Development 620.01
The committee approved that this will be presented at the next EC meeting.
- Redesign SLO Assessment Cycle
The committee approved that this will be presented at the next EC meeting.
- Redesign Program Review Cycle
The committee approved that this will be presented at the next EC meeting.
- EMC RSA
The Chair asked for a mover to accept the EMC RSA. SSP Jimmie Akeang moved and was seconded by FSP Moareieta Ientaake. The RSA was approved unanimously.

New Business

The aforementioned items (above) have been forwarded to the next EC.

ADJOURNMENT: 12:31 pm

X

Dr. Theresa Koroivulaono
Madam Chair / President