



Executive Council

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
Website: ec@cmi.edu

Executive Council Meeting 11:10 January 20, 2021 BoR Conference Room

MINUTES

Present

Dr. Irene J. Taafaki

Chairperson/President

Members

William Reiher
Dr. Elizabeth Switaj
Stevenson Kotton
Stanley Lorennij
Balos Balos
Adedayo Ogunmokun
Desmond Doulatram
Ruthy Maun

Executive Vice President
Vice President for Academic and Student Affairs
Vice President for Business and Administration Affairs
Vice President of the Land Grant
Staff Senate President
Faculty Senate President
Faculty Representative
Management Group President

After a brief welcoming, the meeting was called to order by the Chairperson/President Dr. Taafaki at approximately 11:15am, followed by an opening prayer by the Faculty Senate President.

After the previous minutes from November 25, 2020 and December 2, 2020 were thoroughly reviewed, the VPASA made a motion to approve both minutes, seconded by the VPBAA. The motion was carried out and approved by the Council.

UPDATE FROM THE PRESIDENT:

Regional

1. **PPEC (Pacific Postsecondary Education Council)** meets every two weeks.
 - a. CMI's report to PPEC was submitted on time in December 2020.
2. **NASA Project**
 - a. UH is facing delays with the reconciliation of INCLUDES due to staff difficulties, however, this has been eased since the U.S. Department of Education's announcement:



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- i. The time span of closing out on projects have been shifted from 90 days to 120 days; also
 - ii. Grants no longer need to justify *any* direct costs.
- b. Travel funds that were unused in the Includes Prep Project, were reprogrammed and assigned to ACE to organize Physics Awareness programs such as:
- i. Pre-engineering Boot Camps
 - a. An instructor will start on February 22, 2021
 - ii. Creation of Learning Modules
 - iii. Pre-Engineering Awareness

3. REL (Regional Educational Laboratory)

- a. There will be two workshops that are to occur on Wednesday and Thursday, January 27th-28th 2021, therefore, faculties are strongly encouraged to attend.
- b. A meeting is scheduled to take place on Friday, January 22, 2021 from 1-3 PM to discuss future activity engagements with REL and a possible expansion of the Math Transition program.
 - i. CMI is in support of offering coaching sessions to postsecondary students through the use of technology-based on the document called [a guide on evidence-based strategies](#) of the Institute of Education Sciences.

4. NATIONAL

- a. The President attended the opening of the Nitijela on January 4, 2021;
- b. a 2020 progress report has already been submitted to the Minister of Education, Sports and Training as a predecessor to the Annual Report, which is currently being worked on by the EVP and the VP's. The VPASAs has already submitted in regards to Academic and Student Affairs.
- c. RMI Education and Skills Strengthening Project, through the aid of the World Bank
 - i. CMI is planning to offer 2 new accredited programs in August, once the needs assessments required by the WB are submitted for the curriculum development under the project. The 2 programs are:
 - 1. Maritime Engineering
 - 2. Deck Technology
- d. IQBE (Improving the Quality of Basic Education)
 - i. The 2021-2022 Implementation Plan and Budget is currently in development, in hopes to include a Hands-On Math Lab.
- e. RMI SPED Professional Development



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- i. Discussions have started, in association with the PSS and the Special Education consultants, in regards to the Special Education Professional Development Grant.
 - 1. Weekly meetings are scheduled to occur until the SPED Grant is submitted.
- f. MOSC (Majuro Ocean Sports Club)
 - i. Canoes are still available and should be taken advantage of for exercise purposes and so forth.

5. INTERNAL

- a. Board Meeting
 - i. On Monday, January 11, 2021, the Finance and Risk Committee met in regards to the Audit Report, which was submitted in December 2020 and was accepted on the day it was submitted.
 - ii. A Special Meeting is scheduled for Friday, March 5, 2021 in preparation for Accreditation's Virtual Visit, which's to occur on March 15-19 2021.
 - iii. The 1st Quarter Meeting is scheduled for Tuesday, March 30, 2021, after the accreditation visit.
 - 1. 2nd Quarter is scheduled for June 2021
 - 2. 3rd Quarter is scheduled for September 2021
 - 3. 4th Quarter is scheduled for December 2021
 - iv. Higher Education Relief Funding
 - 1. The second award to CMI has been received in the amount of \$3,719.492:
 - a. \$ 378,337 Minimum Amount for Student Aid
 - b. \$2,741,155 Maximum Amount for Institutional Portion.
 - v. New students were welcomed on January 12, 2021, as new staff and instructors will be formally welcomed by the SLT on Friday, January 29, 2021.
- b. SLT Matters
 - i. Continues to meet weekly on Wednesdays, keeping a close track of the Strategic Initiatives for 2021.
 - ii. Jerbal in Tol
 - 1. The Professional Development Structure review for the college is still pending.
 - iii. CMI's COVID-19 Plan is now on the website.
 - iv. The CMI community is strongly encouraged to attend the retreat on January 30, 2021.
- c. The Distance Education Grant for Higher Education Institutions in Insular Areas' progress is due on January 21, 2021.



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ACCREDITATION

ACCJC

- a. ACCJC has successfully received CMI's ISER, therefore, the VPASA strongly encouraged every member of the Council to attend the retreat on Saturday, January 30, 2021, in preparation for the upcoming virtual visit that's to occur on March 15th-18th 2021.
 - i. The ISER is available at <http://www.cmi.edu/about-cmi/annualreport/accreditation/>
 - ii. During the open session, ACCJC approved some policies mostly to revise to comply with federal policies and clarification on wordings.
 - iii. Some of the policies were going through their "first reading" but for more ACCJC updates/news, members can subscribe to ACCJC Connect linking to <https://accjc.org/forms/news-signup>.
- b. The VPASA advised EC members to be familiar with the Social Justice Policy.
- c. The VPASA also briefly informed the Council in regards to the process for revising the ACCJC Standards and strongly advised members to sign up for the Peer Readers and Peer Writer's roles. CMI needs to be well represented in the process of revising the ACCJC Standards.

ISSUES

1. **SBA**
 - a. Not Present
2. **Executive Vice President**
 - a. Updated the Council on the status of the Communications Officer
 - b. Moving in Allowance Policy
 - i. The EVP wanted to bring to the attention of the Council in considering a revision to the policy so it can apply to our employees that aren't residents on the atolls that have CMI's Distance Education Learning Centers.
3. **Vice President for Academic & Student Affairs**
 - a. Informed Council on the Student Enrollment for Spring 2021.
4. **Vice President for Business and Administrative Affairs**
 - a. With the large enrollment this semester, CMI needs more space for students and staff.
 - i. CMI is to work closely with MOHHS with their timetable in regards to Arrak.
 - b. COVID19 Relief Fund
 - i. CMI's been awarded \$3.7 million



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1. \$2.7 million for Institutional Support - still working on the budget breakdown
 - a. One of the main priorities is to improve technology at our student's centers and inside the classrooms.
 - b. ***Recommendation by the President: Have a bottom-up approach, having each VPs to find out what the departments under their portfolios need in accordance with the funding.***
 - i. ***To be discussed further in the SLT meeting and the outcome will be shared by the VPBAA electronically to the CMI Community.***
 2. \$978 thousand will be given directly to the students - is being worked on to be released as soon as possible to the students.
 - ii. Informed the Council of the distribution of the food supplies in the CMI JOKO to all the staffs before the expiration dates occur.
 - c. The Audit for FY2020 will commence next month, aiming to complete it by April.
 - i. The VPBAA also reported that the FY2019 Audit has been accepted by the US Federal Audit Clearinghouse and the Department of Education.
 - d. The report on the Construction and Maintenance Works on CMI will be given to Takbar to share electronically with the EC members.
 - i. The Coordinator's Office at the Dormitory Area has been completed and will have its soft opening on Friday, January 22, 2021.
 - ii. A reminder of the use of the Hippo System, starting from next month, every job order/maintenance work should be requested through the Hippo System for better data collection.
 1. An upcoming training on using the Hippo System will be conducted by the EVP in the upcoming weeks.
 2. A manual will also be available for faculties that will be unable to attend the Hippo System training.
 - iii. Brief discussions on the maintenance problems around campus were brought to the VPBAA's attention by the other Council members.
 1. VPBAA will be joined by the President to do a quick "walk around" campus and VPBAA will send out a brief report of the outcome to the EC.
5. **Vice President for Land Grant**
- a. Land Grant's made an appointment to get vaccinated on Friday, January 22, 2021.
 - b. On December 4, 2021, Land Grant submitted its Annual Progress Report.



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We've received positive results and feedback from NIFA reviewers.

- c. Extension Activities
 - i. The Extension Team did awareness activities at the Coop School, MIHS, Laura Elementary School, and Woja Elementary School.
 - d. Aquaculture and Food Technology
 - i. Researchers are back on the island after being stuck for 9 months in Fiji and are trying to update their progress reports that need to be put into the reporting system for NIFA.
 - ii. The Food Tech Research Assistant is not renewing his contract due to the reason that he's moving to the States. Therefore, the post will be open for recruitment.
 - e. Land Grant's still waiting for the Board of Regents regarding the proposal to use the carryover funds from the Central Office.
 - f. Still waiting for the Central Office to approve the Hatchery proposal.
 - g. The VPLG informed the Council of a graduated individual, with a BA in Agriculture, who has expressed an interest in being part of the Land Grant Agricultural Team.
 - h. President suggested possible grants available for Capacity Building in Agriculture for the Agriculture Program through NIFA/USDA.???
 - i. Agriculture and Sweet Potato Project Proposal has been granted by NIFA.
 - i. The researcher is in contact with his Land Grant's Team, however, the VPLG is trying to have him on Majuro in late February or March.
 - j. Is in communications with the Chief Secretary's Office in regards to extending our Land Grant's program to the outer islands, but with the precautions on COVID-19, this might not happen anytime soon.
 - k. Land Grant has also been participating in World Food's Day Activities in the previous years.
 - i. NRC has scheduled this event to October 19, 2021.
6. **Faculty Senate**
 - a. Will have their first meeting this coming Friday, January 22, 2021.
7. **Staff Senate**
 - a. Still need to schedule their first meeting.
8. **Management Group**
 - a. Will have their first meeting this coming Monday, January 25, 2021

ADJOURNMENT

Meeting adjourned at 12:25 PM



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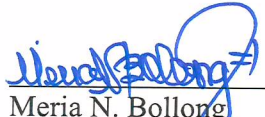
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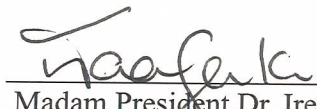
Submitted By:

Concurred By:

Approval Date:

February 3, 2021


Meria N. Bollong
Secretariat Officer


Madam President Dr. Irene J. Taafaki
Executive Council Chairperson