



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 11:10am February 3, 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
Melina Riklon

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
SBA President

The meeting was called to order by the Chair/Madam President Dr. Taafaki at approximately 11:15 am, followed by an opening prayer from the Faculty Senate President.

After the minutes from the previous meeting on January 20, 2021, were reviewed and revised, a motion was made by the VPASA to approve, seconded by the VPLG. The motion was carried out unanimously with no abstentions.

Update from the President:

1. Regional

- a. PPEC
 - i. Meetings continue to be held on a bi-weekly basis.
- b. NASA's Final Project with Project Manager at UH
 - i. Planning Grant completed January 24.



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- ii. The concept for the larger project was submitted to NASA on January 2nd, however, the proposal deadline is April 23, 2021.
 - a. Funding for implementation may not be available until September 2021.
 - b. The President and the VPASA will meet with INCLUDES Project Manager, Melissa Onishi. The HAEA Academy:
 - i. will help build CMI's capacity to provide pre-engineering skills.
 - ii. 2020 travel funds were reprogrammed Pre-Engineering Physics intensive taught by Fereti Sefeti with mentoring by Nathan Karben.
 - iii. With the five students that have expressed their interest, this is expected to start this month.

2. REL

- a. The meeting, in regards to future engagements and activities, was deferred to March by the Minister.

2. National

- a. WB RMI Education and Skills Strengthening Project
 - i. This has now been approved by the World Bank, and the next steps are to be discussed in a meeting at PSS in the afternoon. This is a \$10 Million Project for the RMI, with CMI's Maritime Program and an expansion of vocational facilities at Arrak included.
- b. Collaboration with NTC
 - i. National Training Council is recognized as the "national coordinator" for vocational education as per NTC Act, while this coordination role is also stipulated in the CMI Act, something that has been brought to the attention of the Minister.
 - ii. An initiative is underway to bring the NTC in closer proximity physically. Further discussion by the President with the Minister will take place later this week.
- c. Kwajalein Campus Development
 - i. EVP will elaborate on this topic.
- d. Improving the quality of Basic Education (IQBE):
 - i. The Hands-On Math Lab establishment has been supported by the ADB team at PSS and we've received approval from the PIU to proceed with the budgeting.
- e. RMI SPED Professional Development
 - i. We've submitted our recommendations for the proposal and as of today, February 3, 2021, we've been confirmed that our proposed budget of \$79,483.80 has been accepted and approved.
 - ii. It includes a budget for a Special Education teacher.



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- f. Arrak
 - i. At a joint meeting on January 25, 2021 with MOHHS, the Ministry of Finance, and the NDC, CMI presented a proposal for a phased return to campus occupancy.
 - 1. The height of the fence at Arrak will be increased due to the “high risk” patients that will be brought to Arrak in the future if there should be any confirmed cases of COVID19.
- g. MOSC
 - i. The Dean of ACE and the Associate Dean of Student Engagement and Equity attended the meeting on Monday, February 1, 2021 for the half-mile sprint race to commemorate Nuclear Remembrance Day on March 1st.

3. Internal

- a. New Staff and Instructors
 - i. The President formally welcomed the new staff and instructors on Friday, January 29th.
- b. Retreat
 - i. On Saturday, January 30th, the Retreat was attended by 98 members of the CMI Community. This included students, staff, faculties, and Board of Regents members. The President also conveyed her appreciation to the VPASA and all who coordinated the Retreat.
- c. Board Meetings
 - i. A Special Meeting is scheduled for Friday, March 5, 2021, prior to the Accreditation Visit on March 15-18 2021.
 - ii. The 1st Quarter meeting, however, is scheduled for Tuesday, March 30, 2021.
- d. Higher Education Relief Funding

The second award to CMI is estimated to be \$3,719,492

 - i. \$2,741,155 is for the Institutional Portion as the remaining will be disbursed to students.
 - ii. Institutional funds have yet to be received.
- e. COVID Vaccination
 - i. The Moderna Vaccine is being administered by MoHHS at the CMI campus.

Accreditation

- 1. ALO/VPASA
 - a. Hard copies of the ISER were made for the Council members to each obtain at the end of the meeting. Each member was strongly urged by the ALO/VPASA to thoroughly read the report as they’re most likely to be called for an interview during the Accreditation Virtual Visit.
 - b. The ALO/VPASA also reported, in detail, the outcome of the Retreat that occurred on Saturday, January 30, 2021.



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- i. The Faculty Senate President stated his concern on the Faculty that did not widely attend the Retreat in regards to the ACCJC Visit
 - 1. The VPASA, again, strongly urged the ISER to be read thoroughly.
 - 2. The President and the VPBAA suggested the FSP and SBA coordinate with the presenters during the Retreat to organize a meeting in regards to the Faculties and Students that were not able to attend the Retreat.
- ii. ***The President's Recommendation/Suggestion on the Retreat***
 - 1. ***For the whole CMI Community to attend such important events such as the Retreat, it is suggested that future events not be held on a Saturday, due to religious and personal reasons that might affect some of the members in our CMI Community. As a result, the CMI calendar should not conduct any such consultative events on a Saturday.***
- c. Improvement Plan
 - i. The ALO/VPASA is still tracking this from the ISER.
 - 1. We have completed one part of our Improvement Plan in Participatory Governance, with the hiring of the Secretariat Officer. We also have 3 that are fully on track and 5 that have encountered some difficulties but are still moving forward.
- d. ACCJC Updates
 - i. For ACCJC news, updates, calls to action, Commission announcements, etc., the link is: <https://accjc.org/forms/news-signup/>
 - ii. The spring webinars for the ACCJC have been announced, however, information and recordings can be found at <https://accjc.org/webinar/>
 - 1. On Tuesday, February 16th the Annual Report and Annual Fiscal Report will be held.
 - 2. On Tuesday, March 23rd, the ACCJC Initiatives Updates will occur.
 - 3. On April 20-22, 2021, the 2021 Partners in Excellence virtual Symposium will virtually take place.
 - iii. *The Invitation to Field for Comment on Policy Revisions (First Read) and Notice of Adoption of Policy Revisions (Second Read)* has been released. All new, revised, and in-process policies can be viewed at <https://accjc.org/announcement/invitation-to-field-for-comment-on-policy-revisions-first-read-and-notice-of-adoption-of-policy-revisions-second-read/>
 - 1. On Monday, February 8th, the ALO/VPASA will lead an ACCJC discussion at CMI's BoR Conference Room, in regards to the new and revised policies.
 - iv. The deadline for accepting applications to serve as Peer Writer or Peer Reader for ACCJC's Review of Its Standard is on March 1st. To sign up, the link is:



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<https://accjc.org/announcment/accjc-standards-review-application-now-open-see king-peer-writers-and-peer-readers/>

- v. A brief clarification was given by the ALO/VPASA to the Council members for ACCJC's process in regards to CMI's progress report.
 - 1. After the Accreditation Team leaves, they will give a verbal "exit report" to CMI, then a written report. This will be the opportunity for our President to issue any corrections of facts to the ACCJC's report. This is the same report that will be considered in June at the Commission's Meeting.
 - 2. Further discussions took place on past Accreditation Visits and possible expectations during ACCJC's upcoming virtual visit next month on March 15th.
 - a. There should be 2 open forums during this visit, however, Senior Administrators **will not** attend.

ISSUES:

1. Student Representative

- a. Clarified on SBA Representative's absence in previous EC meetings.
- b. The students want an update on the meal plan caterer
- c. A follow-up concern with Physical Plant on toiletries if they could kindly be restocked in the student's restrooms?
 - i. The VPBAA strongly believes consistency is not being addressed and will look into this.
- d. Curriculum
 - i. Not all Faculties are using Moodle
 - 1. The VPASA explained that they're working with the Learning Designer this semester to have the Faculties more interactive in other activities.
 - 2. The VPASA also stated that at the end of last semester, we did an evaluation of the Online Learning Courses that CMI will be implementing. This will certainly improve concerning this issue.
 - ii. Course Syllabuses
 - 1. Unclear in terms of assignments
 - a. As per VPASA, the students should bring their concerns to their instructors, department chairs, and continue to higher levels until they get the response that they need.
- e. Volleyball Area
 - i. In the Student's Strategic Plan, Activity 1.10.3, it states to "integrate the Wellness Wheel or a similar programming model into the **Residence Hall's Programming...**"



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1. The SBA recommends this should be changed to “integrate the Wellness Wheel or a similar programming model into the **CMI Student’s Community...**”
 - ii. Students want an update on a location for a volleyball area?
 1. As per the VPBAA, since the grass in the courtyard is being preserved, we’re in collaboration with the Majuro Mayor in regards to the playground area next to the CLLC.
 - iii. If Volleyball Area’s going to be near CLLC, can it be enclosed for the Student Community only?
 1. According to Madam Chair/President and the VPBAA, “due to the close proximity with the community, CMI is in the process of trying to enclose more internal spacing, which will include the Student’s Center/Recreation.”
- f. Dormitories
 - i. Some of the rooms still do not have fans.
 1. The VPBAA will follow-up with the Physical Plant on this issue.
 - ii. The shared bathrooms need cleaning.
 1. According to the VPBAA, we’re doing a “pilot project” to bring in outsourced services that are to clean the bathrooms and dormitories on a monthly basis.
2. **Executive Vice President**
 - a. Grant Proposal for Associates of Science in Agriculture for Health and Sustainable Livelihoods
 - i. We were 1 hour late in submission
 1. Hopefully, the person in charge will contact us back in regards to our options or if they’ll be able to still reconsider the Grant Proposal.
 - b. Participatory Governance
 - i. The EVP is scheduling with all the leadership of the Senates in regards to their By-Laws
 1. The EVP has already met with the Faculty Senate President and the Staff Senate President; have already arranged to meet with the Management Group and SBA Senate.s
 2. The EVP is also scheduled to meet with the whole Staff Senate next week to further discuss their By-Laws and to share some new ideas that came up while meeting with the Faculty Senate President and Staff Senate President.
 3. There are also plans to reconvene the Task Force next week to share the outcome of the Retreat as well as all Senate’s recommendations to further develop the Handbook that’s currently in Draft Form.
3. **Vice President for Academic and Student Affairs**
 - a. Registrations: There are 1,168 students this semester



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- i. Some students completed their registrations but did not turn up to attend the signed up course/courses.
 - ii. Some applicants didn't complete their placement test or orientation.
 - b. Items requested by the Red Cross are being built by Carpentry.
 - c. There is an increasing number of students being referred to the Counselors by the Faculties due to:
 - i. The increased cooperation between the department chairs and the counselors.
 - ii. Attendance issue is increasing
 - d. Department Chairs will be discussing the development of a Student Survey in regards to an evaluation of Online Learning, DE, and blended courses in accordance with the approved Online Learning Policy and Procedures.
 - e. The Club Rush was successful last week, however, there are fewer active clubs this semester than last semester.
 - f. As part of our Campus Wellness Plan, 116 people have signed up for the New Year New Me Competition.
 - g. With the University of Wisconsin-Madison, 9 of our Faculty have signed up for the Professional Certificate in Online Education.
 - h. As the Dean of Academic is currently on leave, the STEM and Developmental Education Chair has been delegated authority.
 - i. The VPASA wants to inform the Council that the acting ASP Director is Krystal Helkena.
- 4. Vice President for Business Administration and Academic Affairs**
 - a. Arrak Campus
 - i. The Physical Plant Director is in the process of conducting the Final Scoping of work required for the return to the campus.
 - 1. The raising of the height of the fence is in process.
 - ii. The goal is to have Land Grant move back to Arrak as early as next week Wednesday, February 10th, the will be Carpentry and Maritime the following week.
 - iii. Within the next 6-7 months, the residence for students will be available for Fall semester.
 - b. Power Backup
 - i. The VPBAA apologized, especially to the Academic Departments, for the power outage that occurred at CMI due to technical difficulties needed to jump-start the generator.
 - ii. The VPBAA also explained the need for the necessary tools to maintain and check the status of the batteries
 - 1. The VPBAA also notified the Council that a new battery backup has been purchased on Tuesday, February 2nd.
 - c. Hippo System
 - i. A training session will be held on February 11th.



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- d. COVID Relief Fund for Students
 - i. The students should be receiving an email from our Financial Aid Department starting next week Monday to start collecting their needed pieces of information.
5. Vice President of Land Grant
 - a. Recruitment
 - i. The University of Hawaii Graduate, discussed the last meeting, has already expressed interest in coming back and working for CMI Land Grant as the Agriculture Research Assistant.
 1. We should be receiving his employment documents this coming Monday, February 8, 2021.
 - b. 10x10 Weed 5 Initiative
 - i. We have our first client at Rairok and will start on Wednesday, February 24, 2021.
 1. VPLG also mentioned upcoming clients being in the proximity of Long Island, Delap, Uliga, Rita, Lomajurok, Ajeltake, Woja, and Arrak.
6. Faculty Senate
 - a. They were tasked to provide an Implementation Plan for the Assessment of Online Learning.
 - i. The Faculty Senate wanted further clarification on the “specific format”
 - ii. The Faculty Senate also requested a TOR.
 1. VPASA clarified that only the Chairs were asked to “review the content focused on the Online Learning.
 - b. IT Issues
 - i. Internet connection in the classrooms needs improvement.
 - ii. The faculty also have problems with the classroom projectors.
7. Staff Senate
 - a. Their first meeting is to be held next week Wednesday, February 10th.
8. Management Group
 - a. No Issue

New Business

1. Facilities and Security Wappepe

The minor modifications to the Facilities and Security Wappepe were reviewed. The VPBAA assured the ALO/VPASA that the update to the 20-year Maintenance Plan and the development of the 5-year Capital Construction Plan were reflected in the report. The VPBAA assured the ALO/VPASA and replied to the affirmative.

A motion was made by the President, Faculty Senate to approve the Facilities and Security Wappepe, and seconded by the VPLG. The motion was carried out unanimously with no abstentions.



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DECISION

The minor adjustments to the Facilities and Security Wappepe were approved as presented.

ADJOURNMENT

The Executive Council Meeting was adjourned at 12:35 P.M.

Submitted By:

Concurred By:

Approval Date:

February 17, 2021

Meria N. Bollong
Secretariat Officer

Madam President Dr. Irene J. Taafaki
Executive Council Chairperson