



College of the Marshall Islands

Board of Regents

Meeting Minutes

Date: May 20, 2015
Time: 11:30 am
Location: Regents' Board Room, Administration Building, College of the Marshall Islands

MEETING TYPE:	☐ Regular	☒ Special
MINUTES TYPE:	☒ Proposed	☐ Approved

1. **Call to Order:** The meeting was called to order at 11:30 am.
2. **Opening Prayer:** Mary Van Auken opened the meeting with a prayer.
3. **Roll Call**

Theresa Koroivulaono, PhD	President	☒ Present	☐ Absent
Ben Chutaro	Chair	☒ Present	☐ Absent
Jelton Anjain	Regent	☒ Present	☐ Absent
Joseph Bigler	Regent	☒ Present	☐ Absent
Patrick Chen	Regent	☒ Present	☐ Absent
Evelyn Konou	Regent	☐ Present	☒ Absent
Marie L. Maddison	Regent	☒ Present	☐ Absent
Ramona Levi Strauss	Regent	☐ Present	☒ Absent
Gerald Zackios	Regent	☒ Present	☐ Absent
vacancy	Regent	☐ Present	☐ Absent
vacancy	Regent	☐ Present	☐ Absent
Sana Anien	Student/Regent	☐ Present	☒ Absent

Other Attendees: Stevenson Kotton, Don Hess, William Reiher, Ruth Abbott, Mary Van Auken and Bob Willson were also in attendance.

4. Approval of Agenda

Motion:

Support:

Ayes:

Nays:

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5. Remarks by the Board Chair

Chair Ben Chutaro opened the meeting with a welcome and *kabbokbok* for the College's new President, Dr. Theresa Koroivulaono in her first meeting with the Board as their chief executive officer. Chair Chutaro reminded Regents of the need to complete the Board Self Evaluation.

6. Approval of Board Meeting Minutes

December 12, 2014 Regular Meeting Minutes

Corrections: Minutes need to be edited to remove and separately and securely record the Executive Session conversation regarding candidates for the position of President.

Motion: Motion to table minutes to edit and place confidential info in a locked executive session report.

Support:

Ayes: 6 Nays: 0

December 30, 2014 Regular Meeting Minutes

Corrections: Need to amend to reflect electronic Regent input into the Self Study.

Motion: Motion to approve with amendments by Regent Chen.

Support: Seconded by Regent Zackios.

Ayes: 6 Nays: 0

The approved Minutes are available at:

<https://www.luminpdf.com/viewer/PbymfR8XZQr6TKWCj>

February 13, 2015 Regular Meeting Minutes

These minutes are incomplete and will be presented at the next meeting of the Board.

7. President's Report

The Board heard comments and updates from the President in her April Report to the Board. A copy of her April Report is available at: <https://www.luminpdf.com/viewer/wMPQbYSnHKSyWmKNe>

The President also made reference to her First Year Plan of Work, with Key Results Areas, Actions and Strategies and Key Performance Indicators (KPIs) which was submitted to the Regents in April on when she assumed the position of President. A copy of her First Year Plan of Work is available at:

<https://www.luminpdf.com/viewer/o5LEypD2nGdsxe6rj>

The President's First Year Plan of Work is submitted in draft pending approval by the Board.

Collaborative Partnerships and Initiatives

The President reported the following:

- Successful first meeting of the CMI management team with the USP management team. Opportunities for collaboration and sharing of resources were discussed. See email from Irene Taafaki to the President:
<https://www.luminpdf.com/viewer/zzpGoqpfAEgiJA2Jr>
- Recommendations coming out of the Board Retreat are being implemented. See Report of the Retreat:
<https://www.luminpdf.com/viewer/ipc8fyY7H7GSMjFyR>

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- Meetings were held with CLLC and Marshallese Studies staff regarding the formation of a Marshallese Institute of Language, Arts and Culture within CMI. See organization model:

<https://docs.google.com/presentation/d/1O3S51u2nmlp6OzZEB5XT4e0NmJYyEKtWMItEJahr3UM/edit#slide=id.p3>

Institutional Surveys and Application of Data

The Director of Institutional Research, Cheryl Vila, is developing capacity for data collection and storage. The need for this capacity became apparent in the recent Self Study. Director Vila will be sharing data, survey results and analyses as they become available. The College will be engaging the community through surveys in order to build community development programs.

Strategic Plan

Substantial additions have been made by the Institutional Planning Committee to the Plan since last viewed by the Board. See the current draft of the Strategic Plan:

<https://www.luminpdf.com/viewer/5nycAfRYLZu4eiBmi>

WASC Accreditation

The President noted that the *Draft of Visiting Team Evaluation Report* had been received and an *Errors of Fact Report* and *Supplemental Report to the Commission* had been timely generated by the Accreditation Liaison Officer (ALO), Don Hess. The President thanked the ALO for his work. See the referenced documents:

- Draft of Visiting Team Evaluation Report
https://docs.google.com/document/d/1y12ijm1BCy9kCS180o4FNOSAJtf_zTOuE_6TVaacCDc/edit
- Errors of Facts in the Visiting Team Evaluation Report
<https://docs.google.com/document/d/1vdfTopv4jDAa3II8iuJMn9eTrhbjjfL5CIU-zBJzLUE/edit>
- Supplemental Report to the Commission on the External Evaluation Report
https://docs.google.com/document/d/1FRgrMd-vXkIZdESELMan_NpVyjqXn-jXj3xjaC4_7s/edit

Innovative Programs and Services - Supporting Report from the VP of Academic and Student Affairs.

The President asked Don Hess, VP of Academic and Student Affairs to update the Board, as a part of her report on Innovative Programs and Services.

VP Hess reported that two new certificate programs are being offered by the new Marshallese Studies Department (See New Business and Resolution Agenda below). The certificates will be offered in Marshallese Language Arts (MLA) and Marshallese Social Studies (MSS). In reply to a question posed by Regent Zackios regarding a single degree as opposed to certificates, VP Hess noted that the certificate programs were requested by the Ministry of Education to improve the effectiveness of K-12 teachers. VP Hess noted that an Associate's degree offering is anticipated but planning for it is still under development in Academic Affairs.

VP Hess also noted that Program Sheets had been revised to increase contact hours for certificate

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and degree courses in Math and English to reflect actual contact hours with students in these courses.

Capital Construction and Renovation - Supporting Report from the VP of Administration.

The President next asked William Reiher, VP of Administration to update the Board as a part of her Report on Capital Construction and Renovation.

VP Reiher reported that:

- the College had purchased a Boom Lift to facilitate maintenance of roof and lighting of the Sgt Sam Sports Facility,
- the College is effectively using the new maintenance software, and
- the College has purchased of two containers to provide new housing for student activities.

Regent Zackios suggested that it might be more cost effective to rent a Boom Lift rather than purchase. He also noted that there will be 16 containers that will likely be available for bid from GE. Chair Chutaro noted that the bids for the containers will need to be submitted to the office of the Chief Secretary. Regent Bigler questioned the cost of installing and maintaining the containers. VP Reiher responded that the containers were \$7,000 and \$4,000 respectively. They are already insulated and will represent a lower maintenance liability than the current wooden structure. CFO Stevenson Kotton that his analysis confirmed that the containers are a lower cost solution for a student activity center.

Chair Chutaro asked for an update on the effectiveness of the new solar hybrid inverters. VP Reiher reported that effectiveness is monitored and that the installations are generating savings of 40 to 50% over the old inverters and that damaged inverters are replaced at no cost by the vendor.

Regent Maddison commended the College and VP Reiher for his presentation at a national forum as a part of an expert panel on sustainable energy.

Budget Reports - Supporting Report from the Chief Financial Officer.

The President next asked Stevenson Kotton, Chief Financial Officer to give a budget update to the Board as a part of her Report.

CFO Kotton indicated that he would provide the Board a full financial report, but pending that full report wished to report that as of May 19, 2015 the College was in receipt of \$4.9 million in revenue with obligations of \$4.4 million giving the College a surplus of \$570,000. CFO Kotton went on to explain that, despite the surplus, there continues to be cash flow issues because of annual accumulated liabilities of \$721,000 leaving the College currently \$151,000 in the red. Chair Chutaro questioned when these liabilities are due. CFO Kotton responded generally 90 days due. CFO Kotton observed that the College's liquidity ratio has significantly improved over the past two years. Chair Chutaro then asked if there were audit highlights that could be reported to the Board. CFO Kotton replied that the audit will be unqualified, with no material weaknesses and only four findings that he hoped to quickly resolve. VP Hess noted that the CFO and College were commended by the WASC visiting team for the financial recovery of the College. Chair Chutaro replied great job and *kabbokbok*.

Regent Zackios did note that there should be ongoing concern regarding the issue of

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operating losses given the uncertainty surround the resources that will be available after 2023. The President agreed and mentioned her plan to provide added revenue through community development programs at Arrak. Regent Zackios added that the College needed a resource mobilization strategy to take advantage of resources such as the Green Climate Fund.

Trust Fund

After the report of the CFO Chair Chutaro suggested that the Board needs to review the CMI Trust Fund Act and develop an investment strategy. The Chair noted that a fund of \$300 million will be needed to generate an amount equal to the current \$3 million annual subsidy from the government in the event that the government cannot provide the annual subsidy.

Partnerships

The President highlighted her initiatives with respect to USP and the Office of Commerce and Industry as examples of community development initiatives underway at the College.

Degree Completion Rates

The President deferred to VP Hess who confirmed that there are issues related to degree completion rates and he is working on them with Student Services. The President and VP Hess will report on these issues in a future meeting.

Institutional Data and Document Management System

This is a work in progress. The need for a document management system became apparent in the development of the recent Self Study.

Other Updates

The President addressed the issue of morale at the College and highlighted her meetings with faculty and staff and the steps that she will be taking to restore morale across all categories of employees. After her consultations with faculty and staff, measures that will be taken by the President to address the issue of morale are:

- discontinuation of the Faculty Renewal Incentive Program (see Resolution in para 10 (b) of these Minutes),
- introduction of a single, College wide performance management system (PMS), and
- a College wide team building exercise led by Janet Hess. See the Great CMI Challenge: <https://docs.google.com/presentation/d/1FKx2JkWeINZpSUwAlbEnXa8Vv7vjRRPSaVH-HLdzRtY/edit#slide=id.p3>

Regent Zackios thanked the President for her report. He noted that the PMS system, founded on good job descriptions, will be critical to improving morale. Regent Zackios also asked whether the new position of Director, Institutional Integrity and Effectiveness will be a part of Human Resources. The President replied that the position is not a part of Human Resources and that VP Reiher is currently acting in the position of Human Resources Director.

Regent Maddison also expressed her thanks for the President's report and asked about the future of the Land Grant Program as it is featured in the National Strategic Plan. Regent Zackios added that the College may not be getting maximum value out of the Land Grant Program.

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8. Standing Committee Reports

Strategic and Planning Committee

No report given at this Special Meeting of the Board.

Finance Committee

No report given at this Special Meeting of the Board.

Academic and Student Life Committee

No report given at this Special Meeting of the Board.

9. Old Business

There was no old business on the Agenda for this Special Meeting.

10. New Business

a. 2015 Candidates for Graduation List

Discussion: Clarification, in response to Regents' questions, was provided as to why some names appeared multiple times on the grad list (multiple certificates and or degrees) and the meaning of the asterisks (honors indicator). Also in response to Regents' questions, it was pointed out that graduates don't actually receive the diploma or certificate until all obligations settled with the Business Office. See the official *2015 Candidates for Graduation List*:

<https://docs.google.com/document/d/1SUXaIvwMg643g9GFkUh3197VtJpMG5vSZPGiHe8XJA0/edit>

Resolution to Confer Degrees, Diplomas and Certificates

Motion: The President recommended acceptance of the *2015 Candidates for Graduation List* and *Resolution to Confer Degrees, Diplomas and Certificates*.

Support: Regent Zackios seconded the motion, noting that the word "recommended" should be changed to "recommends".

Ayes: 6 Nays: 0

A scanned copy of the executed resolution may be viewed electronically at the following link:
<https://www.luminpdf.com/viewer/MA4Pt527g5WsjuSe7>

b. Replacement of Faculty Incentives with College wide performance management system

Discussion: The target date for implementation of the new PMS is December 2015. VP Hess recommended that the Resolution be amplified to indicate that the College will honor all obligations incurred up to May 20, 2015 under the Incentive Program. Regent Bigler asked the amount of the remaining obligations under the Incentive Program. CFO Kotton replied that the obligation is \$202,000 through 2018.

Resolution to Replace the Faculty Incentive Program with a Performance Management System

Motion: Regent Bigler made the motion to approve the *Resolution to Replace the Faculty Incentive Program with a Performance Management System* with the amendment offered by VP Hess.

Support: Regent Zackios seconded the motion.

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Ayes: 6 Nays: 0

A scanned copy of the executed resolution may be viewed electronically at the following link:
<https://www.luminpdf.com/viewer/2sFkkCrSnu5wkkYgM>

c. College of the Marshall Islands Logo

Discussion: While it was agreed that a print quality, high resolution image of the Logo was needed, it was further agreed that there were departures in the new logo from the cultural images and ideas imbedded in the original logo. Regent Zackios recommended that there should be competition to create a new logo. It was the consensus of the Board that there should be a completion managed by College administration.

The issue of a new logo and related resolution will be deferred to a future meeting. In the meantime Chris Sebastian will try to upgrade the quality of the image of the current logo.

d. Marshallese Studies Department

Discussion: VP Hess articulated the rationale for the creation of the Marshallese Studies Department. Until now Marshallese Studies has been a component of the Liberal Arts Department and that since 2007 the Liberal Arts Department has been recommending creation of a separate, independent Marshallese Studies Department. Academic administration believes that the timing is right for this recommendation given the creation of a faculty position dedicated to Marshallese Studies and the demand for certificates in Marshallese Language Arts (MLA) and Social Studies (MSS).

Regent Zackios had the following observations, questions and comments:

- Creation of a Marshallese Studies Department is important for the RMI,
- Where does the Customary Law and language Commission (CLLC) fit in? Will the CLLC be a part of this new department?
- What are the cost implications of the creation of this new department?

VP Hess responded that CLLC will serve as an advisory board to the department, and also develop teaching materials for the department. Regarding cost, the proposal to create the Marshallese Studies Department, with related cost requirements, had been reviewed and approved in the College's participatory governance process, specifically the Institutional Planning Committee and the Budget Committee. The recommendation was further reviewed in the Executive Council which has recommended creation of the Marshallese Studies Department to the Board. VP Hess added that it is anticipated that the new department will generate revenue because of the MoE's need for instructors certified in MLA and MSS.

Regent Zackios then asked whether the Nuclear Institute will be a part of the new department. VP Hess replied that the Nuclear Institute, Marshallese Studies and a number of other programs will be included in the Marshallese Institute (See President's Report above).

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VP Hess recommended that the expression "under Academic Affairs" be added to the resolution.

Resolution for the Establishment of the Marshallese Studies Department

Motion: Regent Maddison made a motion to approve the resolution with VP Hess' amendment.

Support: Regent Zachios seconded the motion.

Ayes: 6 Nays: 0

A scanned copy of the executed resolution may be viewed electronically at the following link:

<https://www.luminpdf.com/viewer/N3LqrAivLDHyuEeXR>

11. **Extended Public Comment** (limited to 3 minutes per person on any item/matter not listed on the agenda)

There was no public comment at this special meeting of the Board.

12. **Other Business**

Board Vacancies

Chair Chutaro noted that the Board will need to soon confer with the President to develop candidates to fill current and expected vacancies on the Board. There also needs to be a review of the law and policy related to the manner in which Regents are appointed.

Fixed Meeting Schedule

Regent Zackios recommended that fixed dates be established for the four statutory meetings of the Board. This will facilitate Regent planning and preparation for meetings. Regent Zackios also suggested that Regents who are off island at the time of meetings of the Board could be invited to participate electronically. College administration will develop a recommendation for the dates of the four meetings that fit into the academic calendar.

13. **Adjournment**

Motion: Motion by consensus to adjourn.

Support:

Ayes: Nays:

14. **Minutes Certification:**

Proposed minutes respectfully submitted,

Robert W. Willson
Recording Secretary

PRESIDENT FOR RECORDING SECRETARY

02/23/16
Date

Approved by the Board of Regents on <Date of Meeting>.

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Ben Chutaro
Board Chair

2/24/16
Date