



COLLEGE OF THE MARSHALL ISLANDS

Board of Regents Meeting

Board Conference Room

3:30 P.M. Thursday, December 1, 2016

Minutes

The Board of Regents of the College of the Marshall Islands convened at 3:32 p.m. on December 1, 2016 in the CMI Board Conference Room.

Present: Regent Bigler, Regent Chen, Regent Korean, Regent Ned, Regent Binejal, Regent Anjain, Regent Maddison, Regent Pinano and President Koroivulaono

Absent: Regent Relang, Regent Alfred

Staff in Attendance: VPASA Nish, VP Administration Reiher, CFO Kotton, Dean Van Auken, Director Kotosuva, Executive Director Abbott as Recording Secretary

Guests:

None

Call to Order

Chair Chutaro called the meeting to order at 3:32 p.m.

Opening Prayer

Mary Van Auken opened the meeting with a prayer.

Remarks by Chairman

Chair Chutaro welcomed Regent Pinano to the Board.

The Board members just joining us will receive a shortened orientation before the next full Board meeting.

I am requesting an executive session following this meeting.

Regent Bigler made the motion for an Executive Session of the Board of Regents following all discussions and presentations convened to discuss personnel issues. Regent Anjain seconded the motion. Motion passed.

There are matters of housekeeping:

You will find in your packets the Board Pledge, please sign and date.

Yesterday we held elections for the Chair and Vice-Chair, we need to hold election for the Secretary to the Board. Regent Anjain was nominated. **Motion to accept Regent Anjain as Board Secretary was made by Regent Chen and seconded by Regent Korean. Motion was unanimously passed.**

Reviewed Minutes of September 21 Board Meeting. **Chair Chutaro moved to approve the Board Minutes of September 21, 2016 without changes. Regent Chen seconded. Motion was unanimously passed.**

President's Report

1. The President made reference to the full report provided. All elements are in the report. Including the PMS, Strategic Planning, Integrated Planning, and Accreditation.
2. Presidential evaluation for 18 months is not complete. In order that you will be aware of how the President is now to be evaluated, the college has provided a portal. Elearning.cmi.edu. Elements of Performance Review. The portal will remain and all Board members are to have access. This Performance Review is based on the President's KPIs at the beginning of her tenure. She is putting in evidence linked to the KPIs. There is a discussion forum provided. Where I can provide information and clarification when asked. These links

are real time and up to date. So when they are checked, they will be up to date.

Board Committee Reports

A brief explanation of the standing committees was provided by the Chair including a review of members. New Board Members were asked where they would like to serve.

Today's meeting schedule was interrupted and prolonged.

1. Strategic Planning Committee

Report was given by VP Reiher. The Integrated Planning Cycle Timeline was reviewed. To let the Board understand the cycle of planning which starts with the Program Reviews which are due in November. They will be prioritized and then sent for budget.

The committee also looked at the strategic plan and the revised HR policies which we will cover under New Business.

2. Finance Committee

CFO Kotton reported for the committee. The committee reviewed the regular reports and financial statements, the FABS office also updated the prior year audit findings and questioned costs. There is only one finding remaining. Now we have zero questioned costs from 2010-2015.

Secondly, the committee looked at the Contingency fund in BOMI and the Endowment fund which is with Investor's Solutions.

The committee briefly discussed how we can resolve and fund the new system (PMS). We discussed a plan.

3. Academic and Student Life Committee

VP-ASA Nish reported for the committee.

We reviewed the items to go to ACCJC for Substantive change. They are the Bachelor of Arts in Elementary Education, two Advanced Specialization Certificates one in Deaf Education and the other in Severe Disabilities. Thanks were given to Regents Maddison and Pinano for the corrections to the budget. Which show lower expenditures. We also briefly reviewed the Certificate of Completion in Marine Science and explained the action item that was added to your agenda for materials for the one class. In new Business you will see we have draft resolutions which we ask the Board to endorse.

4. Risk Assessment/Audit Committee

CFO Kotton gave the report. The committee met and discussed the need to clarify the Role and Scope at its next meeting with perhaps a different alignment and deeper consideration of external environment on the College. The committee also reviewed the Audit Report 14-15 for the risks.

Chair Chutaro added that some of the items mentioned by CFO Kotton will be addressed in the action plan.

OLD BUSINESS

Chair Chutaro requested that Old Business and New Business be merged as they both concern the Action Plan.

The Board Action Plan gives us a list of what the board should be doing. It was developed with the President. It is something for us to discuss. I left a good deal of 2016 in there and you can see a lot of completed. On the back page you can see Dec. 1st we are going to talk about the action plan from that point.

1. Board Self Evaluation was sent to the former members of the board.
2. The evaluation of the President was sent out. I will seek input from the former Board members because we have to have people with a history with the president. When we do the next evaluation, we will do it based

on the KPIs and that will be done with the new Board members.

3. It is a new requirement that we do these evaluations regularly. Let's give a little history for the benefit of the new members. Back on Nov. 14th we had briefing in preparation for the ACCJC Accrediting Team Visit. Then, during the visit, I met with them as Chair. (As can be seen at the bottom of on page 1 of the document.) We did the Board Retreat yesterday.
4. Now if you look at the far left hand column. You see the Board Self-Evaluation. I want to get it done next week and get it out of the way.
5. Section 20 of the Public Law requires us to produce an annual report to the President of the RMI. It is listed as a discussion needed because the way we did it in the past did not line up with that. We have not yet been held tightly to the January 1 deadline that the law puts forward, but we want to be as compliant as possible. We would like an executive summary type of report to go to the RMI President and Nitijela.
6. January 10-13 is the ACCJC Commission Meeting where they will decide if the College gets off warning or not. The President, our VP's, our ALO and everyone at the College has done a great job.
7. The most important part of this is the Board Action Items. Everything else is self-explanatory. We have another meeting in February.
8. In April we have PPEC Board Training which is very useful because it is an opportunity to meet with other Board members at other colleges including the University of Hawaii, but also it helps by describing what changes are coming to the Higher Education Act.
9. In May another regular Board Meeting and the second Board Evaluation of the President using the

KPIs, and another Board Self-Evaluation using the Board KPIs. Of course. Graduation and another Accrediting Commission Meeting in June.

10. Back to the Board Action Items. Notice in bold "Pending and Under Development" All of these will be included in the BoR Corporate Plan. The Business Plan for the Board of Regents that will guide us for the next couple of years. All the items mentioned earlier will be included in the corporate plan. What we need to be doing? How are we going to do it? And the justification for the action. So instead of having an Action Plan like this, we will have a Corporate Plan for the Board.

This is for our discussion.

11. Once the corporate plan is developed it will go on the website for the board. We will be able to access it electronically.

Discussion? When are the regular Board Meetings? Jan/Feb, May to sign degrees, Sept.-budget, November-retreat.

Does this look realistic and appropriate? Can we develop all this and then approve it as a whole? (KPIs, revised bylaws, policies for the policies).

What is the difference between this and the Strategic Plan? This is for Board only. It answers what we will do about 2023. Bigger picture questions. Perhaps we could establish a working group of Board members and administrative staff who could flesh out a draft for February (which may be too soon), but hopefully have an outline for February and a draft for May. We can plan to exceed the minimum standards.

Draft outline so forth before February meeting.

Regent Chen moved to approve a working group of Chair Chutaro

and President Koroivulaono.
Regent Ned seconded.
Motion Passed.

NEW BUSINESS

1. SCUBA Fee.

Chair Chutaro moved to approve the SCUBA fee. Regent Chen seconded. This course could be audited. Motion Passed.

2. HR Policy Changes

Director Kotosuva explained the purpose and need to revise the following HR Policies:

- Performance Rewards and Recognition Policy (PMS)
- Probation Subsequent to Employee Evaluation (PMS)
- Conflict of Interest Policy
- Faculty Workload Policy retroactive to 2014 for Board Approval
- Review of the HR Handbook with changes noted.

The policy as presented was approved by the HR Committee and recommended by the Executive Council (EC).

Chair Chutaro moved to approve the HR policies presented. Regent Chen seconded. Motion Passed.

3. Resolutions of Support of Academic Programs

Chair Chutaro presented four resolutions to be approved. These are not new, we have been talking about the need for a Bachelor's degree for a while now.

Chair Chutaro moved to approve the resolutions for Bachelor of Arts in Elementary Education, The ASC in Deaf Education, the ASC in Severe Disabilities, and the Marine Science Certificate. Regent Maddison seconded. Motion Passed.

Executive Session started at 4:38 p.m. and ended at 5:17 p.m.

Meeting adjourned at 5:17 p.m.

Respectfully submitted by:



RUTH L. ABBOTT,
Recording Secretary

Approved by:



BENJAMIN CHUTARO
Chairman