



College of the Marshall Islands

Board of Regents' Retreat

8:30am, Tuesday, January 12, 2016

International Convention Center (ICC)

Minutes

Present

Brian Mallory (Facilitator)
Agnes Kotoisuva (Human Resources)
Angie Laaw (Human Resources)
Ben Chutaro (Chair, Board of Regents or BOR)
Biuma Samson (Land Grant)
David deBrum (Security)
Don Hess (Academic Affairs)
Edward Adiniwin (Maritime)
Elizabeth Switaj (Faculty Senate)
Emil deBrum (Physical Plant)
Ernest Canonigo (MATH)
Florence Peter (NURSING)
Gerald Zackios (Regent)
Henry O'Brien (Student Council)
Jeltan Anjain (Regent)
Jennifer Seru (DEV ED)

Johnny Silk (Physical Plant)
Marilyn Harry (Admin)
Mary Van Auken (Dean)
Meitaka Kendall-Lekkā (BUS)
Patrick Chen (Regent)
Rachel Salomon (Student Services)
Ruth Abbott (Academic Affairs)
Ruthy Maun (Staff Senate)
Stanely Lorennij (ARRAK)
Stevenson Kotton (FABS)
Theresa Koroivulaono (Admin)
Vasemaca Savu (EDU)
Wilbert Alik (MAR)
William Reiher (Admin)
Joseph Bigler (Regent)



Call to order

Brian Mallory, retreat facilitator, called to order at 9am

Opening prayer

Mary Van Auken

Recording Secretary

Marilyn Harry and Wilbert Alik

Review of Minutes & Agenda

Introductions, Ice Breaker, Grouping

- 1. Participants introduced themselves and the department they represented.**
 - a. Please, refer to the "Present" list with their respective departments included.



2. Formed groups

Group Number	Members
1	Biuma Samson Jennifer Seru Ruthy Maun Emil deBrum Joseph Bigler Theresa Koroivulaono
2	Benjamin Chutaro Donald Hess Johnny Silk Rachel Salomon Elizabeth Switaj Meitaka Kendall
3	William Reiher Boni Sanchez Ernest Canonigo Mary Van Auken Henry O'Brien Jelton Anjain
4	David deBrum Patrick Chen Wilbert Alik Florence Peter Richard Muller Stevenson Kotton
5	Agnes Kotoisuva Stanely Lorennij Vasemaca Savu Edward Adiniwin Ruth Abbott Gerald Zackios

3. Working groups worked on completing incomplete sentences

a. Groups reported their discussions in their little groups

Group Number	Sentences
1	I would like students to learn to... I would like adults to be...
2	I would like students to learn to... I would like adults to be...
3	I would like students to learn to... I would like adults to be...
4	I would like students to learn to... - be multicultural - communicate well, verbally and orally - be locally and globally competent



		- become self-reliant - be visionary and goal-oriented - contribute back positively to the society
	I would like adults to be...	- good role models - practicing healthy lifestyles - developing self-esteem - economically stable
	I would like students to learn to...	
5	I would like adults to be...	

4. Update on Action items from last retreat – Dr. Theresa

- Dr. Theresa presented an update on the outcomes and progress from the 2015 BOR Retreat.
 - The development of the BOR webpage –Introduction to the BOR, bylaws, policies and the reference guide.
 - Mission review process will be covered by Don Hess.
 - Strategic Plan – approved
 - Dr. Theresa's PowerPoint presentation is included in the Appendices 1 & 2.
- Accreditation Information – see the information that is now visible on the CMI website at; <http://www.cmi.edu/index.php/accreditation>
 - a. Introduced the outcomes and progress of action items
 - updates on
 - BoR Home Page
 - a. BoR members' biographies
 - b. Anything CMI Board
 - Review of Mission and Vision
 - a. Process being reviewed
 - Strategic Plan
 - a. Few changes
 - Accreditation
 - discussion on
 - distinction between "policy" as opposed to "rules/regulations"



5. Process for Board review of mission and vision – Don Hess

- a. Quick announcements
 - classes with very low enrollment definitely cancelled
 - classes with slightly low enrollment in danger of being cancelled
 - revenue & Expenditures issues (Budget Committee, SIS, advising coordinators etc)
- b. Presentation of process
 - proposed new Mission Statement
 - IPC
 - a. For prioritization
 - b. Review and approval
 - c. Forward to various shared governances
 - Shared Governance
 - a. Faculty Senate
 - b. Staff Senate
 - c. Student Leadership Council (SLC)/Student Body Association (SBA)
 - d. Forward to Executive Council
 - Executive Council
 - a. Review and determine if it needs to be approved by the BoR
 - b. Forward to BoR for approval
 - Board of Regents
 - a. Review
 - b. Approve
 - c. Forward to ACCJC
 - ACCJC
 - a. Review
 - b. Determine whether it needs “substantive change” or not
 - handout in folders (table)
 - to be on BoR agenda for January BoR meeting on Wednesday (13 Jan. 2016)
- c. Discussion
 - a diagram is needed
 - develop a diagram and share
- d. Summary of discussions
 - n/a



6. Bujen Kallejar: Strategic Plan 2016 – 2018 – William Reiher

- a. Presentation of plan and introduction of Integrated Educational Masterplan
 - gave overview and brief background
 - Visiting team (WASC/ACCJC)
 - a. Lacking administrative planning
 - b. Approval of Strategic Planning
 - integrated Education Masterplan
 - Reviewed briefly
 - a. 5 goals
 - b. 21 objectives
 - c. 112 something activities
 - d. 65 key performance indicators
 - e. Get a copy of WR's PowerPoint presentation
 - Break out into groups
 - Discussion
 - a. How does "updated" mechanism work?
 - i. Monitoring system online
 - ii. IPC will meet twice a month or on special dates to get progress updates on KPI's and push for next steps
 - b. What is it with the relationship with government and partnering stakeholders to help to continue to work to accomplish the strategic plan and the activities?
 - c. Programs offering courses to advance students coming out of high school
 - i. Dual enrollment program

-----MORNING TEA BREAK-----

7. Bujen Kallejar: Strategic Plan 2016 – 2018 – William Reiher (continuation)

- a. Break out groups for gap analysis and prioritizing activities (one group each goal)
 - groups are to come up with recommendations based on the activities
 - groups are to recommend prioritization for activities
 - First five objectives & activities being ranked
- b. Discussions and Recommendations
 - groups made recommendations and prioritization of activities



Group Number	Rankings & Recommendations	
1	(need to get PowerPoint from Dr. Theresa)	
2	Rankings 1 – activity #1.3 - Add a communication protocol 2 – activity #3.4 3 – activity #4.1 & #4.2 4 – activity #8.3	Recommendations & Discussions - No recommendations - Hiring, retention discussion - Orientation - Whole 9 yards on faculty retention
3	Rankings 1 – activity #1.3 2 – activity #2.2 3 – activity #3.1	Recommendations & Discussions - Split activity #3.1 'National government...' under Objective 1 - how do we reach out to students if we have students from the outer islands in terms of dual enrollment?
4	Rankings Re-prioritized all activities under each objectives, 1 and 2	Recommendations & Discussions - how do we carry out these activities? - Cultural studies - Reach out to government to support - Self-power - Need money
5	Rankings - Objective 1 1 – activity #4 2 – activity #2 - Objective 2 – ok - Objective 3 1 – activity #3 2 – activities #2 & 3	Recommendations & Discussions - Gap for activity 1 – what other the rest from 2-7 - Gap for STeM - Look at all them and should be put together under one umbrella in the strategic plan - Propose to pull in vocational education programming - Where does vocational training fit in the academic programming?



- Further discussion on
 - Prioritization in terms of meeting the needs of the country
 - Updates from Director of Arrak Campus on on-going, developing, and completed projects etc
 - Proper teaching training
 - a. AA degreed students failed the literacy test.
 - b. Are they getting in an environment to get them to beef up literacy?
 - c. Should we lobby and pursue objective 1, activity 2?

-----LUNCH BREAK-----

8. Accreditation Update – Don Hess

- a. Update presentation
 - Briefed on June 29, 2015 letter of affirmation from ACCJC
 - Discussed the 4 critical recommendations and an additional 8 other recommendations
- b. Action items and timelines

9. Performance Management System – Agnes Kotoisuva

- a. Introduction of PMS and rollout plan
 - See Appendix 3 for Agnes's PowerPoint presentation
- b. Breakout session – Core Competencies
 - Select 4 attributes
- c. Recommendations & Discussions



Group Number	4 Attributions Selected			
1	4 – needs rewording 15	8 – cultural diversity 16	12 – integrity and respect	
2	2 – team work 17	8 – cultural diversity	12 – integrity and respect	
3	2 – team work 17	8 – cultural diversity	12- integrity and respect	
4	2 – team work 17	8 – cultural diversity	12- integrity and respect	
5	1 & 2 (collapsed), team work 9 - service-oriented	8 - cultural diversity	15 & 17 (collapsed)	

-----AFTERNOON TEA BREAK-----

10. Personnel Audit – Brian Mallory

- Presentation of Audit – overview, findings and recommendations
 - See Appendix 4 for Brian’s presentation

11. Conclusion: The Way Forward

- Action items & timelines
- Setting of date for next retreat

12. Meeting adjourned @4:48 PM

SCRIBE

W. Alik 2/25/2016

Wilbert Alik, Support Secretary

PRESIDENT

Theresa Korowulaono 02/25/16
Theresa Korowulaono (Ph. D)



Appendix 1

Outcomes	BOR/Admin/Faculty/Staff/Students/?	Timeline for the first progress report
1. To identify, locate and easily access the relevant policies and procedures under which CMI and the BOR are constituted, operates, makes binding decisions and interacts with the CMI President, senior Faculty and administrative staff members.	Everyone but the students	First Inventory progress report on all of the CMI policies: Ask Ben for "the box" - Compliance Officer 1. Angie at HR has a spread sheet with all of the approved policies taken from the BOR minutes; cross-checked with Bob's list; there are a few policies that need to be verified in terms of the actual approval dates 2. Policies will now be formatted into a template prepared by HR that indicates approval/revision dates, policy numbers and so on. 3. Policies on the website (refer to the PPT)
2. To identify and propose solutions to close the gaps and remove the obstacles which prevent easy access to information at CMI.	Admin, Faculty, Staff	Communication Director/Officer (not a Team 2 but a general recommendation) Due to other pressing financial commitments this position is still on hold. Other initiatives that were either restarted or started in 2015 have addressed some of the gaps and contributed to information moving more freely for example, the President's cabinet, morning teas with the President and the Great CMI Challenge team-building activity.
3. To create and consolidate the protocols, for CMI to regularly update and provide reports to the BOR on CMI operations, and develop the relevant templates.	BOR, Admin, Faculty	Presidential reports submitted at every BOR meeting on all aspects of CMI operations.
4. To evaluate the performance management system at CMI, and make the appropriate recommendations.	Everyone	General agreement for ONE performance management/development system for CMI HR Director Agnes will provide the update.



Discussion facilitated/led by Don.

BOR, IPC

5. Articulate the process for reviewing the vision and mission of CMI.

6. Review the Mission of the CMI.

Everyone including non-CMI stakeholders

Refer to PPT

7. Review the Vision of CMI.

Everyone including non-CMI stakeholders

Refer to PPT

8. Identify the best way to complete the CMI Strategic Plan by June 2015

BOR, IPC + teams for the 5 goals

Completed

9. "WASC @ CMI.MH"

Everyone including non-CMI stakeholders

Refer to the Accreditation PPT
PPT

Appendix 2



Link 1: BOR Home page

The screenshot shows the BOR Home page. At the top, there is a navigation bar with links: Home, Students, Community, Academics, and Business. Below the navigation bar, there is a section titled "Meet the BOR Board of Regents". It lists the names and titles of the board members: President, Vice President, and several Regents. Each name is accompanied by a small portrait photo. Below this, there is a section titled "Board of Regents" which lists the names and titles of the board members: President, Vice President, and several Regents. Each name is accompanied by a small portrait photo.

Link 2: BOR Calendar

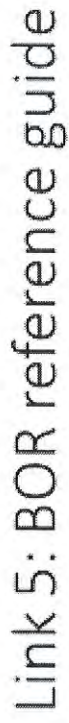
The screenshot shows the BOR Calendar page. At the top, there is a navigation bar with links: Home, Students, Community, Academics, and Business. Below the navigation bar, there is a section titled "Board of Regents Events Calendar - 2015/16". It lists the dates and topics of the board meetings: August, September, October, November, December, January, February, March, April, May, June, July, and August. Each date is accompanied by a small icon representing the topic of the meeting.

Link 3: BOR By-laws

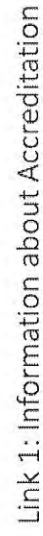
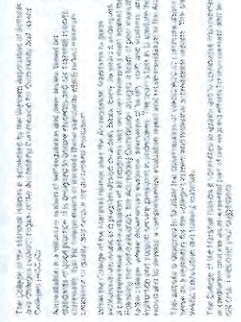
The screenshot shows the BOR By-laws page. It contains the text of the by-laws, which are organized into sections: Purpose, Scope, Membership, and Powers. The text is written in a formal, legalistic style.

Link 4: BOR Policies

The screenshot shows the BOR Policies page. It contains the text of the policies, which are organized into sections: Academic Policies, Administrative Policies, and Financial Policies. The text is written in a formal, legalistic style.



- Accreditation page on the CMI website





Mission

Existing Mission statement

The mission of the College of the Marshall Islands is to provide quality, student-centered educational services to Marshallese people who desire access to a postsecondary education.

1. As a community college we provide access to students from a wide variety of educational backgrounds and help them acquire the skills necessary to succeed in higher education, work, and in life.
 2. As part of the larger Pacific community we provide selective higher education programming to regional audiences.
 3. As the national college of the Republic of the Marshall Islands, the College serves as a research and intellectual resource to the nation and prepares students in our island nation to succeed in a global community.
- (Adopted 2009)

Revision of the Mission

The College of the Marshall Islands provides quality, student-centered educational services and intellectual resources to the community and those who desire access to a post-secondary education to succeed in higher education, work, life, and the global community.

Team 3

Vision

Existing Vision statement

The College of the Marshall Islands will be a model community college for the Pacific Island region.

The four major components of the Vision are that the College of the Marshall Islands will:

1. be a source of national hope and pride;
 2. provide tailored, quality, educational opportunities;
 3. provide a window on the global community;
 4. serve as a center for research and inquiry for national advancement.
- (Adopted 2007)

Revision of the VISION

The College of the Marshall Islands will be a model post-secondary institution for the Pacific Islands region. Our proud vision includes providing quality learning opportunities, serving as a center for research and inquiry, and opening doors to the global community.

Team 2