



COLLEGE OF THE MARSHALL ISLANDS

Board of Regents Special Meeting

Board Conference Room

9:00 A.M. Tuesday, June 14, 2016

Approved Minutes

The Board of Regents of the College of the Marshall Islands convened at 9:07 a.m. on June 14, 2016 in the CMI Board Conference Room.

Present: Regent Benjamin Chutaro, Regent Joseph Bigler, Regent Gerald Zackios, Regent Marie Maddison, Regent Jelton Anjain, Regent Patrick Chen and President Theresa Koroivulaono.

Excused:

None

Staff in Attendance: Dean of Academic Affairs, Va Savu; Director of Human Resources, Agnes Kotoisuva; CFO Stevenson Kotton; Vice-President of Administration William Reiher, and Executive Director, Institutional Integrity and Effectiveness, Ruth L. Abbott- Recording Secretary

Guests:

None

Call to Order

Chair Chutaro called the meeting to order at 9:07 a.m.

Opening Prayer

CFO Kotton opened the meeting with a prayer.

Remarks by Chairman

Chair Chutaro introduced the agenda for the day remarking that there were a number of presentations to be given.

There was a question concerning the Board Sub-committees, but as they are a topic on the agenda they will be addressed later this meeting.

Regent Zackios moved to approve the minutes of the Regular Sept. 23, 2015 meeting; the Special Meeting January 13, 2016; and Special Meeting May 3, 2016. Regent Maddison seconded. Motion carried.

President's Report

1. This meeting has a change of format due to the large changes that the institution has undergone, it was thought important that presentations be made to the Board concerning the larger changes. Many of these presentations precede action items on tomorrow's agenda.

- HR Director Kotoisuva presented the CMI Performance Management System (PMS). See attached PowerPoint presentation as well as PMS documents provided.
- VP Administration Reiher presented the Integrated Planning Process which integrates institutional planning, initiative prioritization, resource allocation, implementation, program review and assessment into one cycle. The Mission drives the institutional processes and the development of institutional plans.
- CFO Kotton presented the summaries of the combined revenue and expenditure of the Unrestricted and Restricted Funds. He also presented the line items summary comparing FY 2016 and FY 2017 then continued on to present the Draft Budget Portfolio how the

Strategic Plan and the Program Reviews are driving the budgetary process. See page 15 of the Budget Portfolio. The Key Performance Indicators (KPI's) begin on page 21. Two types of activities are listed for each department (strategic activities and programmatic activities) are both listed in the budget portfolio for each department.

Chair Chutaro requests the quarterly reports be provided to the Board along with an overall Fund report.

Board Committee Reports

There were no Board Committee reports this meeting. Board Committee Structure was discussed and Regent Zackios noted that it would be better to have all committees meet the first day so that there is time to prepare a report to the Board.

Chair Chutaro presented a paper discussing the formation of a Secretariat. This was discussed.

Regent Zackios requested that the College Administration investigate the formation of a Secretariat.

- 1. Strategic Planning Committee**
- 2. Finance Committee**
- 3. Academic and Student Life Committee**
- 4. Risk Assessment Committee**

Regent Maddison moved to change the time of the continuation of the meeting to tomorrow at 1:30 pm and Regent Zackios seconded the motion.

Meeting will resume with continuation of the President's Report.

The motion was approved unanimously.

Meeting adjourned at 12:33 p.m.

Respectfully submitted by:


RUTH L. ABBOTT
Recording Secretary

Approved by:


BENJAMIN CHUTARO
Chairman