

COLLEGE OF THE MARSHALL ISLANDS

Board of Regents Special Meeting

Board Conference Room

1:30 P.M. Wednesday, June 15, 2016

Approved Minutes

The Board of Regents of the College of the Marshall Islands convened at 1:30 p.m. on June 15, 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; 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 1:57 p.m.

Opening Prayer

Dean Savu opened the meeting with a prayer.

Remarks by Chairman- were heard the previous day.

The meeting continues with:

President's Report

The President's last report was given in January.

Accreditation. February the Follow-up Report was submitted. In March, there were issues raised about it. In April, we were issued a warning after there was communication between the Commission and the President. In May, the new Executive Director of Institutional Integrity and Effectiveness (EDIIE) was hired according to normal recruitment processes and additionally assigned the Accreditation Liaison Officer responsibilities. We created a plan for re-submitting the CMI Follow-up Report that is markedly different from the previous manner of creating the Report. This plan calls for college-wide engagement and is closely monitored by the EDIIE and the President who have weekly meetings which the EDIIE chairs and which will culminate in the new Follow-up Report. In June, last week we also found areas in which CMI needed help and CMI wanted to be sure that help could be available without touching college funds, so the President made a submission to the Land Grant Board for \$75,000 and that was duly approved June 6th.

Arrak Campus. The agriculture and aquaculture researchers arrived in January of this year and are engaged in getting projects in their respective areas up and running. These positions have been intermittently filled in the last five years. The major renovations are being made mainly to the aquaculture facilities. The facilities were demolished as unsafe. As per ACCJC recommendations concerning the Cafeteria roof damage and general safety, the tall coconut trees have been removed. These trees are being replaced with smaller coconut trees.

Boat repair has begun at Arrak Campus. There are three boats that had been in need of repair, but that has begun. A whole lot of materials are being thrown out as CMI prepares the campus for the new ideas that

CMI has. There are some delays which have to do with the arrival of materials.

Budget. We have already spoken about the budget, so I don't feel a need to go deeply into that now, but I would like to give CFO Kotton an opportunity to review the handouts provided.

The first page is a comparison statement between FY 2015-2016 Year to Date and FY 2014-2015 Actual. A ten-year rolling budget showing the running deficit was recommended by the Board to the CFO. As of May 31, 2016, the college's true finances are (\$107,254).

The second page is a request by the Board yesterday to provide a Reconciliation Report showing and increase in the Contingency Fund which is above the 5% requirement and nearing the 7% recommended. An additional deposit will be made in August which will bring us to 7%.

The third page is a Reconciliation Report of the Endowment Fund. A downturn was noted. Discussion was held on the Divestment Policy with a request to review the Divestment Policy and explore an Endowment.

The board requested that the president investigate the long term implications of Divestment with Investor's Solutions and to explore an Endowment Fund Standing Committee and provide possible Terms of Reference and being mindful of other institutions' examples.

President Koroivulaono continues:

NTC and Scholarship Boards. Emails show participation in the Scholarship Board. NTC brought the need of Yamaha small engine training which was run and NTC funded.

Enrollment Management. The Spring Enrollment numbers were down in comparison with Fall, which is normal. Total number of students 917.

Graduation. CMI graduation was held May 24th, 2016. GED graduations were held May 17th and 31st in Ebeye.

Grants. The college is investigating its grant management processes and will issue a comprehensive report concerning its grant management process.

Initiatives. Note that the College-wide Initiatives were presented yesterday.

JEMFAC. The JEMFAC presentation is included in the board packets.

Minister of Education. Also included in your packets are the emails between the President of the college and the Minister of Education showing communication.

Stakeholder Relations. Included in your packet is a copy of the president's calendar showing crucial meetings with stakeholders.

Students. The president has met several times with students and intends to continue with further meetings to encourage student participation.

A questions and a brief discussion was held following the President's remarks.

OLD BUSINESS

1. **Financial Report.** Because this item was discussed during Presidential remarks, no further comment was taken except to note that the Budget Portfolio for FY 2016-2017 has been provided to the Board for their input and will return as an action item at the next meeting.
2. **Board Policy Review**
3. **Board 12-Month Action Plan.** Items 2 and 3 were considered together. Board Action Plan provided by Chair Chutaro to the Board.

Policy Review and Self-Evaluation and Standing Committees and

Reference Manual are pending the Policy Audit by EDIIE.

Deloitte Recommendations state that CMI develop Standing Committees and guidelines perhaps to include a written report discussing Audit findings and etc.

Comments from the Board were solicited on both the Action and Corporate Plans. Tabled in Draft form will be circulated once items are clearer. Meeting dates and reference manual will all be considered once policies are indexed and audited.

4. **CMI Endowment Fund/CMI Act.**
Direction was given to the administration to investigate on the sustainability issue for further investigation of including the CMI Endowment Fund into the RMI Trust Fund (an investigation of the CMI Act as it concerns investment options).

The Board requests that the administration additionally develop a discussion paper concerning the RMI Presidents' challenge.

NEW BUSINESS

Items 3, 4, and 6 are to be addressed in the Board Action Plan.

1. ***Revised Mission Statement from BoR Retreat***

Mission Statement did not change substantively at the retreat in Spring 15. We need to approve the process. Need to send the revised statement out for consideration through.

2. ***CFO Report on the status of the 2003 Cabinet Paper***

This issue has been cleared through a Cabinet Minute issued 2-3 months

ago which the Attorney General signed. There are currently no pending, on-going, findings. Future avoidance of this issue simply requires consistent payment.

3. ***Regular Meeting Dates for the Board of Regents***

This item is deferred for the Board Action Plan.

4. ***Regents Reference Manual (hard copy for meetings, electronic for online reference)***

This item is deferred for the Board Action Plan.

5. ***Board Membership***

The Board requests that the President write to the Minister of Education with an attached letter and a brief with recommendations.

6. ***Membership of Board Standing Committees***

This item is deferred for the Board Action Plan.

7. ***Updated Organizational Chart for CMI***

Discussion of Organizational Chart. Regent Zackios moved to validate the current organizational chart. Regent Maddison seconded. Motion carried.

8. ***Board Self-Evaluation Process***

Chair Chutaro expressed his desire to initiate process soon as a yearly activity. The, however, in order to clarify what will happen, the process is in need of formal approval. **The Board requests A Board Process Manual be compiled and that Board processes are codified in this Manual.** Bylaws revised May 2009 state that the process will be conducted at least every other year. **Regent Zackios moved to adopt the formalized Board Self-Evaluation**

Process. Regent Bigler seconded. Motion carried.

NOTED: that this process will be incorporated into the Board Process Manual when it is drafted.

9. Board Input on FY 2016-2017 Budget Portfolio

The President of the College requests that the Board take under consideration and provide input to the administration concerning the Budget Portfolio FY 2016-2017.

ACTION ITEMS

10. Performance Management System

Regent Zackios moved and Regent Maddison Seconded that the Board adopt both policies, one concerning the Performance Management System another concerning the Evaluation of the Performance Management System. Motion carried.

11. CMI Organizational Chart.
Approved above.

12. Mission Review Process.

Regent Zackios moved to approve the Mission Review Process as presented in the amended Integrated Planning Manual and presented to the Board. Regent Chen seconded. Motion carried.

13. Board Reminder

Regent Zackios and Regent Chutaro remind the college of the two requests made yesterday of administration for investigation into a secretariat and to provide the quarterly financial reports and the fund reports.

14. Board Meeting Schedule

Deferred for Board Action Plan.

15. Policy Review Process Schedule

Deferred for Board Action Plan.

To be done by proxy and coordinated with the Board Action Plan.

16. Housing Policy, Employee Outside Employment Policy, and Consultancy Policy

The Housing Policy has been brought forward from HR Committee to the EC and was recommended to the Board for Approval.

The Outside Employment Policy has been brought forward from HR Committee to the EC and was recommended to the Board for Approval.

The Consultancy Policy has been brought forward from HR Committee to the EC and was recommended to the Board for Approval.

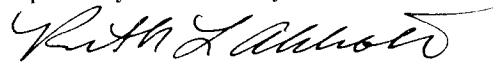
Regent Zackios moves to approve all three Housing, Outside Employment, and Consultancy Policies be approved. Regent Chen seconded. Motion carried.

Chair Chutaro made a motion for an Executive Session of the Board of Regents to discuss personnel matters. Regent Maddison seconded the motion.

Executive Session started at 4:13 p.m. and ended at 5:03 p.m.

Meeting adjourned at 5:03 p.m.

Respectfully submitted by:



RUTH L. ABBOTT –Recording Secretary

Approved by:



BENJAMIN CHUTARO
Chairman