

College of the Marshall Islands
9:30 A.M. Wednesday, September 21, 2016

Board of Regents Regular Meeting
Board Conference Room

Approved Minutes

The Board of Regents of the College of the Marshall Islands convened at 9:30 a.m. on September 21, 2016 in the CMI Board Conference Room.

Present: Regent Benjamin Chutaro, Regent Mona Levi-Strauss, Regent Luston Binejal, Regent Evelyn Konou, Regent Marie Maddison, Regent Jelton Anjain, Regent Patrick Chen and President Theresa Koroivulaono.

Excused:
None

Staff in Attendance: Dean of Academic Affairs, Va Savu; Dean of Student Services, Rachel Salomon, Dean of Faculty, Mary Van Auken, Director of Information Technology, Bonifacio Sanchez, Director of Human Resources, Agnes Kotoisuva; CFO Stevenson Kotton; Acting Vice-President of Academic and Student Affairs, Melinda Nish, Vice-President of Administration William Reiher, and Executive Director, Institutional Integrity and Effectiveness, Ruth L. Abbott- Recording Secretary

Guests:
None

Call to Order

Meeting was called to order at 9:30 by Chair Chutaro.

Opening Prayer

Prayer given by Dean of Faculty, Mary Van Auken.

Remarks by Chairman

Chair Chutaro gave brief remarks. Welcomed all back to the school year.

Regent Chen moved to approve the minutes of the June 14 -15, 2016 meeting. Regent Anjain seconded. Motion carried.

President's Report

1. President Koroivulaono introduced Dr. Melinda Nish to the Board. Dr. Nish joined us in August and will be serving as Executive Advisor to the President and Acting VP of Academic and Student Affairs.
2. President noted that her report was sent to the Board yesterday in tabular format and requested that she be allowed to focus on one aspect of the report in detail.
3. President presented a PowerPoint concerning how the College could take education out to the RMI.
 - a. The College was on the radio a few days ago giving a presentation to the Nitijela for the Budget Hearings.
 - b. Much of the report was focused on the new directions the College is taking. Senators have heard about our (distance learning) center in Ebeye and our plans for expansion in Jaluit and Wotje.

The President made the point that Distance Learning fails without adequate support.

Board Committee Reports

1. Strategic Planning Committee

Present: Chair Chutaro, Acting VP Nish, President Koroivulaono, VP Reiher, EDIIE Abbott

VP Reiher gave the report. The Committee reviewed the Revised Mission review timeline and the review of the new IPM. They further discussed accreditation issues. Follow-Up Report due October 1st. Draft will be circulated by e-mail. They discussed how to ensure transparent and sustainable processes. The administration formed a timeline to make sure all decisions taken come out of program review. The college was commended for completing its first integrated planning cycle. Next process is PMS which ties staff performance to the Strategic Plan. Evaluate and look at professional development through that lens.

2. Finance Committee

CFO Kotton provided report.

The Finance Committee discussed the college's audit report. Our fund balance is down. The audit findings are down to four. There were no material findings.

A summarized version of next audit report will be provided for use by Board as financial performance score-card with liquidity ratios, debt to income ratios, deficit reductions.

The committee discussed the budget and the Five-Year rolling budget. The rolling budget plan projects three years ahead and helps the college to see where it is and it is used as a tool to adjust budgeting.

Projecting break even middle of 2017.

3. Academic and Student Life Committee Regent Anjain, Regent Konou, Regent Anjain, Acting VP Nish, Regent Binejal, Dean Salomon.

The committee commended the senior leadership team for a job well done. The committee reviewed several proposed policies which are on the agenda today.

The college now has an Academic Honesty Policy for both employees and students. The college has updated the student academic honesty policy and created one for the employees.

The college also revised the policies for Probation and the Satisfactory Academic Progress (SAP) Policy. These changes do not lower our standards. The committee discussed of Enrollment information. The student count is flat (no increase).

The Board requested that the data be disaggregated by Credit/Developmental and also by High Schools.

The committee held a discussion about placement test and Dual-enrollment. The college has Dual Enrollment which allows students who meet requirements to take college coursework while in High School. Report will be available to all Regents via Email in the next two weeks.

4. Risk Assessment Committee

Regent Anjain, CFO Kotton, President Koroivulaono, Regent Chen, Chair Chutaro were present.

The committee discussed the budget and budget hearings. The committee felt we needed to have a program to convince the government to maintain funding at current levels.

CFO Kotton discussed how the rolling budget and Performance Based Budgeting works. The trust Fund will be a longer-term discussion.

Chair Chutaro stated we could use a business plan for how we raise money from Alumni, Foundation Day, commitments from the Government. Perhaps this would be a topic for the upcoming retreat.

Old Business

Academic Honesty and Integrity Policies. Academic Honesty and Integrity for Employees and for Students were introduced by HR Director Kotoisuva.

Regents have discussed in the last two board meetings and with staff.

Chair Chutaro moved to approve. Regent Chen seconded the motion. Motion was approved unanimously.

Board Policy 620.03. Creation, Review and Revision of Policies.

This policy was introduced by Executive Director Abbott. The policy is to replace a policy rescinded by a former board in September 2006. When section 620 replaced by new wording. This policy provides that the Board will review policy on a year cycle.

Regent Chen moved policy 620.03 be approved. Regent Konou seconded. Chair Chutaro called for the vote. Motion unanimously passed.

Board Bylaws

Two items in Article II of the Board Bylaws were found to need updating. Article 11 states that Mission review will be conducted every four years "in years divisible by four as the base." The recommended change removes the phrase "in years divisible by four as the base." The item will read: "Board Responsibilities. Article II, item 11. Clarify the mission of the College and conduct a review of the mission and purpose at least once every four (4) years." if approved.

Item 29. Likewise, it is recommended to the Board that the phrase "using even numbered years as the base" be removed from item 29. The revised language would read, Item 29. "Assess its own performance at least every two (2) years."

Regent Chen moved to approve, Regent Strauss seconded the motion. The motion was approved unanimously.

Budget Portfolio 2016-2017. The Secretary of Finance said we may not get cuts this year, but the draft government budget includes a cut. It is recommended that the Board approve the Budget for 2016-2017 as it is. We can discuss any necessary changes at a later Board Meeting.

JEMFAC brief. JEMFAC was attended by both CFO Kotton and VP Administration Reiher. They presented the Integrated Planning Manual framework and the reaction was very favorable.

Chair Chutaro commended CFO Kotton and VP Reiher.

A brief review of the Five-Year Rolling Budget Plan was given by CFO Kotton.

Chair Chutaro asked for an update on the Contingency fund. CFO Kotton explained that the Budget Committee approved that we have a 7% target. We are at 6.8% now and are on our way to having 7% which is above WASC requirements.

Regent Anjain moved to approve the Five-Year Rolling Budget Plan and the Budget Portfolio 2016-2017 as presented with the understanding that there may be a possible supplement. Regent Chen seconded. Motion passed unanimously.

Disclosure Forms.

Disclosure forms were requested of the Regents. They are required by Bylaws to be completed annually in October. Please indulge us and fill out another one and pass it to Executive Director Abbott at the end of the Meeting.

Board Action Plan 2015-2016

Chair Chutaro held a meeting with the President yesterday and a couple items will be updated and more time will spent on it at the Board Retreat in six weeks' time.

Board Vacancies

Cabinet Paper has been shared. Recommendations were made by the Chair of the Board. The college needs to act on this right away. The letter to the Cabinet needs to be sent in the next two weeks.

New Business:

Academic Probation and Suspension and Dismissal Policy. Dr. Nish requested Board consideration and approval of two academic policies, the first is Academic Probation, Suspension and Dismissal. Added a section on return after suspension to consider a semester GPA of 2.0 or better allowing the student to remain.

Satisfactory Academic Progress. The second policy is the Satisfactory Academic Progress policy (SAP). This policy was changed to reflect US Title IV wording. Including a change from number of credits earned to % to credits. Also, the

appeal/exemptions process was changed to reflect practice.

Regent Chen moved to approve these two policies. Regent Binejal seconded. Motion approved unanimously.

IT Policies and Procedures Manual.

The IT Policies and Procedures Manual has been updated. As there is a policy component to the Manual, the Board was asked to approve it. The new Manual allows for community users. Other changes are procedural.

Regent Chen moved to approve, Regent Levi-Strauss seconded. Motion was approved unanimously.

Document Management System Update
Information item. The Board of Regents in 2015 requested a document Management system. That system is being purchased. Board packets could be delivered via email as soon as EC approves. There is also a procedural component. Any institutional document before it is considered by EC will be checked for similarity to other documents on the internet and in print sources.

Arrak Campus Organizational Chart
Arrak is reviewing operations. This organizational chart is a reflection of the current organization at the Arrak campus.

Vocational Education
Question about the Jitok Kappel program for automotive, engineering, electrical and plumbing.

Chair Chutaro asked if there could be a motion to amend the agenda to include: Student Body Association Report, Integrated Planning Manual, and November Board Retreat.

Regent Levi-Strauss made the motion to amend the agenda, Regent Chen seconded. Motion passed.

Regent Binejal gave the SBA Report. A written report was read. Regent Chutaro asked Regent Binejal if there were additional student concerns. Transportation survey was conducted. SBA Bylaws are being written. Hut Houses need

repair, and the Student Cafeteria needs rethinking. Chair Chutaro suggested that the SBA bring forward formal proposals so that the board can make formal responses. These proposals could include background, concerns with explanation with proposals or recommendations for changes.

Regent Chen and Konou recognized the needs for bicycle racks to encourage bike riding.

Retreat.

Documents and changes are coming quickly. The Chair will be developing the agenda for the Retreat as a three day event. One day to meet with the President of the country and the Minister of Education to have a discussion about Education Policy and the college's position. The second day could bring forward concerns. There are many items the Board needs to go through. Agenda will be developed and sent out to everyone. Target dates and venues are not set.

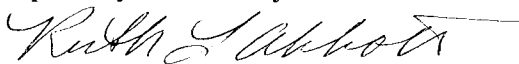
Accreditation Visit

We anticipate that the visiting accreditation team will want to speak with Board members and Board Chair. We will prepare the Board. The accreditors may want to speak to the board in a separate session.

Chair Chutaro called an Executive Session which began at 11:28. Regent Chen seconded.

Executive session and meeting adjourned at 12:04 p.m.

Respectfully submitted by:



RUTH L. ABBOTT
Recording Secretary

Approved by: 

BENJAMIN CHUTARO
Chairman