



College of the Marshall Islands

Board of Regents Regular Meeting **Board Conference Room** **Tuesday, December 4th, 2018**

The Board of Regents of the College of the Marshall Islands convened at 9:13 a.m. on Tuesday, December 4, 2018 in the CMI Board Conference Room.

Present: Chairman Benjamin Chutaro, Regent Jelton Anjain (through ZOOM), Regent Julia Alfred, Regent Alex Pinano, Regent Jabwil Ned, Regent Sultan Korean, Regent Marie Maddison, Student Regent Thurston Loeak, and President Dr. Theresa Koroivulaono.

Apologies: Vice Chair Joseph Bigler, Regent Kathryn Relang.

Staff in Attendance: Stevenson Kotton, Vice President of Business and Administrative Affairs (VPBAA); Dr. Elizabeth Switaj, Vice President of Academic and Student Affairs (VPASA); Bonifacio Sanchez, Director of Information and Technology, Agnes Kotoisuva, Director of Human Resources; and Sali Andrike, Special Assistant to the President.

Opening Prayer/Call to Order

Chairman Chutaro called the meeting to order at 9:13 a.m., following a moment of silence.

Remarks by the Chairman

The Chairman warmly greeted and thanked everyone for their presence in this meeting.

Approval of the Agenda and Minutes

The Chairman moved to approve the CMI Board of Regents Agenda. Regent Pinano seconded the motion, which passed with a unanimous vote.

Regent Alfred moved to approve the meeting minutes of September 25, 2018. Regent Korean seconded the motion to accept the September 25, 2018 minutes, which passed with a unanimous vote.

President's Report

President, Dr. Theresa Koroivulaono, presented the President's Report to the Board of Regents. This Report provided updates in the following two sections:

1. Matters for noting:
 - a. There was a courtesy visit by the Austrian Ambassador, Dr. Bernhard Zimbug to present his credentials to the RMI President Her Excellency Dr. Hilda Heine. He also met with USP and CMI to learn more about what kinds of education programs and opportunities we offer for graduates in terms of employment and further studies. He also shared the Austrian and European Model of Education.
 - b. Had the opportunity to visit the Ebeye Library at the Ebeye Distance Education Center, which opened on Monday, November 21, 2018. US Ambassador Karen Stewart presented some new books for this library for the American Corner.

2. Matters for information:
 - a. The Bachelor of Arts in Elementary Education (BAEE) Program orientation for the next cohort is being held currently at the Old Library.
 - b. The End of Semester Examinations will begin next week. This Fall Semester is ending on Friday, December 14, 2018.
 - c. Our Fall Semester enrollment came up to 1,119 students; it's inclining again, showing positive trends for the college. We have a significantly large amount of full-time students, and still a very good number of part-time students.
 - d. 2 CMI employees completed the ACCJC accreditation on-site team visit. The selected employees visited colleges in Hawai'i. The Institutional Researcher Cheryl was assigned to Honolulu Community College in Hawai'i (Big Island), and Dr. Theresa Koroivulaono was on the Kauai Community College team. These are always instructional experiences which have been hugely beneficial for the college in terms of the accreditation knowledge we can share with our colleagues and students.
 - e. There was a Regional Education Laboratory (REL) Pacific Board Meeting on college readiness that took place in Guam following the ACCJC on-site team visit.
 - f. There is now a new UH Sea Grant Extension agent, Mr. Max Sudnovsky, who arrived two weeks ago and has currently started his responsibilities at CMI; not just with the college but more importantly with outreach in relations to weather patterns and environmental impacts.
 - g. CMI had another visitor, Dr. Ray Somera, Vice President for Academic Affairs (VPAA) for Guam Community College, also currently the mentor for VPASA Dr. Elizabeth Switaj. He is mentoring her through the process of becoming an effective and efficient Vice President for Academic and Student Affairs. He did a presentation entitled "Students First, Mission Always." His presentation focused on all the key words of the mission of CMI.
 - h. With regards to improvement for assessing the CMI graduation and retention rate, two teams of CMI administrators visited Palau Community College to learn more about their revised Developmental Educational Model and A Career on Technical Education Program. This is a work in progress, and in the new year, CMI will be rolling out some new programs through the Adult and Continuing Education Department (ACE). These programs will focus on short certificates, for example, 6 to 10 weeks, on areas like renewable energy, welding, and clerical services.
 - i. CMI also assisted in developing the proposal for the first Bilingual Education Unit. This will be opened as part of the Customary Law and Language Commission (CLLC) in the new year. Its budget of \$250,000.00 was approved by the Cabinet.
 - j. Under the RMI-ADB funded project entitled "Improving the Quality of Basic Education (IQBE)" CMI has appointed Manny Mottelang as the new Learning Designer in-training. He's developed the first draft of the Course Design and Development (CDD) blue print. This initiative aligns directly with establishing more opportunities for open learning and the creation of hybrid courses at the College.
 - k. The Strategic Plan is currently in development, which will be further discussed by Consultant Mr. William Reiher in the "Information to the BOR" section of this meeting.
 - l. At the Distance Education Centers, there are encouraging numbers of students

enrolling, and the types of activities that will be taking place also include community outreach especially with the Land Grant. Mr. Vincent Enriquez, CMI Land Grant Agriculture Researcher, worked closely with the Jaluit DE Center and the community, definitely focusing on food security issues in two areas; agriculture and food technology.

Standing Committee Reports:

Finance/Risk Assessment/Audit Committee:

Regent Korean reported on behalf of the members of this committee. There was only one resolution discussed in this committee: *The CMI Employee Retirement Plan options*. HR Director, Ms. Agnes Kotoisuva further discussed the details of this proposal.

This proposal has come before the board twice in other forms, and this will be the third time it is put forward. This savings plan proposes to allow employees to choose to discontinue their supplemental health benefit with MOH and enroll in retirement savings with ASC Trust.

These are some elements of the rationale for this proposal:

- a. In terms of benefiting CMI, this will help effectively retain employees.
- b. Employees might not fully benefit from their social security when they retire.
- c. ASC Trust already has a presence here in the RMI; with 8 or 9 agencies/organizations that have already been using ASC Trust.
- d. This proposal will give employees the opportunity to save and invest, and their investments with ASC Trust will be transferable to another agency/organization if employees

transfer to another employer in the RMI.

- e. There is a minimum administrative cost as all functionality will be web-based.

This plan will take place from 2019 to 2023. Initially starting off with 6% in 2019, it will increase after review to 8% in 2021, and finally increase to 10% in 2023, also after review. After each stage, CMI will also review its ability to contribute for the next stage/level. Employee contributions can start as low as 1%, although the minimum proposed for the initial 2 years is 6%.

Chairman Chutaro raised the concern about the ongoing amount CMI will be contributing to this savings plan. The reason is regarding the importance of looking forward to the college's endowment fund after 2023.

Chairman suggested, with the permission of the BOR, that this plan be further discussed in the next BOR meeting. Some members of the BOR, including himself, will work closely with the CMI Finance team regarding the financial projections for this plan.

Academic and Student Affairs Committee:

VPASA Dr. Switaj presented the report on behalf of this committee.

This committee discussed the following draft resolutions to the BOR:

1. Financial Aid Policy
2. Library Collection Development Policy.
3. Registration Policy.

The Financial Aid Policy basically formalizes and writes down what we actually do.

The Library Collection Development Policy is new and somewhat unusual to see in community colleges, as it is normally seen in 4-year institutions; but, it is a way of regularizing practices on the collection in the CMI library. For instance, what materials to include in the collection. This is an area that excited the accreditation on-site visit team, in regards to our BAEE Program.

The Registration Policy is similar to the Financial Aid Policy, in that it also formalizes and writes down what we actually do with regards to the registration process.

Strategic Planning Committee:

President Dr. Koroivulaono gave a brief introduction of the newly and locally hired consultant, Mr. William Reiher, also the former VP of CMI. He is the first local hire in this capacity, being the former chairperson for the CMI Institutional Research Committee when CMI developed its first Strategic Plan in 2015. Mr. Reiher proceeded and discussed the following updates of the Strategic Plan:

The initial implementation of this current Strategic Plan was early 2019, but the timeline now has been extended. This 2019-2023 Strategic Plan will now be implemented in Fall 2019.

The items on the left side of the timeline, presented in his power point presentation, are completed. It is mostly meetings with Wapepe Team leaders and the SWOT analysis.

The CMI's integrated planning model begins from the top with the mission of the college, which drives the long-term ten-year METO Plan, also known as the Educational Master Plan. The METO Plan drives the

Strategic Plan, which is a five-year plan and is more an operational plan for long-term goals of the METO. The Strategic Plan drives the Integrated Planning Cycle, which is an annual cycle of implementation and allocation of resources. It is a continuous quality of improvement cycle – called the Integrated Planning Cycle.

Currently, we are now at the data analysis and synthesis of the data phase that was accumulated from the SWOT. We still have one SWOT left to do, which is the Board of Regents, but awaiting a confirmed timeline. The SWOT analysis has been completed for the first round with the students, staff, and faculty.

In October and November 2018, we conducted the college wide SWOT workshops. There were 13 faculty members, 48 staff, and 48 students.

The SWOT workshop for the students was conducted at the Arrak campus. After the workshop, survey questionnaires of how we can improve the plan were also given to the students, which 43 of them completed and submitted. The five goals of the METO: student achievement, open learning, community and economic development, sustainability of our internal resources, and entrepreneurship were part of the questions students discussed and answered in groups. This workshop with the students sparked a lot of ideas for further discussions on how CMI should approach solving core issues, which also made students feel empowered in contributing to the College's plan.

The next Strategic Plan will be much more focused on students' needs and being student-centered. CMI's initial Strategic Plan, which will be expiring next year and did not really focus on education and students. It was our first ever Strategic Plan

and mostly focused on what we needed to improve in our delivery of student services; we included a lot of things into one strategic plan. The previous plan was missing the pieces of education and student-centeredness that we can now focus on more due to our first experiences of implementation.

Chairman Regent Chutaro asked if there had been an analysis of the current Strategic Plan, which is basically what has been completed and what has yet to be completed and how to improve for the next plan.

In response, Mr. Reiher stated that there's an online monitoring of the plan, which will show the progress of the objectives of the plan, whether they were completed or not, and other measures to take in completing them. But there are still pending processes to input in the online monitoring system which will help indicate the objectives or goals that were completed or those that are yet to be completed.

Action Items to Approve:

1. CMI Employee Retirement Plan options.

Regent Chairman Chutaro moved to defer this item to be further discussed and approved in the next BOR meeting. Regent Sultan seconded the motion, which passed with a unanimous vote.

2. The resolutions discussed by Academic and Student Affairs Committee:
 1. Financial Aid Policy.
 2. Library Collection Development Policy.
 3. Registration Policy.

Regent Pinano moved to approve the above resolutions. Regent Ned seconded

the motion, which passed with a unanimous vote.

Information for Board of Regents:

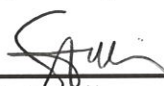
The Strategic Plan has been discussed during the Committee reports.

President Dr. Koroivulaono reported that the Corporate Plan of the BOR has been delayed due to the completion of the last piece of the Strategic Plan, in order to align it with all the other plans. A copy of this plan has been sent to Mr. Reiher for his consultation. Mr. Reiher pointed out some good suggestions and recommendations of this plan; one of which is the accreditation standard on governance, which will be the starting point of this plan. He also pointed out that the Key Performance Indicator (KPIs) need to be updated. The draft of the Corporate Plan for your consideration of approval will be coming along with the Strategic Plan.

Regent Chairman Chutaro asked for a motion to move into the Executive Session. Regent Alfred moved to approve this, Regent Pinano seconded, which passed with a unanimous vote.

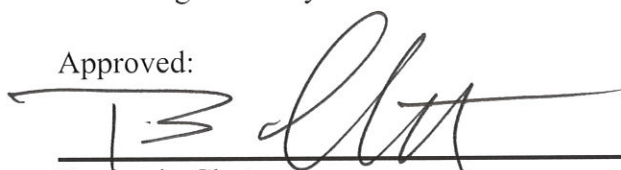
The Board of Regents' meeting adjourned at 11:55 a.m.

Respectfully submitted:



Sali Andrike
Recording Secretary

Approved:



Benjamin Chutaro
Chairman