



CMI

P.O. box 1258
Majuro, Marshall Islands, MH 96960

College of the Marshall Islands
Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843
Fax: (692) 625-7203

Board of Regents Special Minutes - Approved October 13, 2020

Members Present:

Chairperson Kathryn Relang	Vice-Chairman Helmer Lang	Regent Harden Lelet
Regent Marie Maddison	Regent Julius Lucky	Regent Claire Loeak
Student Regent Jae Marie Mae Digno	Regent Stiffney Paul	Regent Kino Kabua

Apologies:

Regent Ione deBrum Regent Mark Stege

CMI employees in attendance:

Dr. Irene Taafaki, CMI President
William Reiher, Executive Vice President
Stevenson Kotton, Vice President for Administrative and Business Affairs
Stanley Lorennij, Vice President for Land Grant
Dr. Elizabeth Switaj, Vice President for Academic and Student Affairs
Agnes Kotoisuva, HR Director
Kelly Sebastian, Executive Officer/Executive Secretary for the CMI Board of Regents (ESBOR)

The meeting was called to order @ 9:04 AM

Agenda Items

1. Opening prayer, Roll call and call to order, and Welcome (Chairperson)
2. Approval of the Agenda
3. Action items for approval
 - Proposed New Policies
 - Library Cataloging Policy
 - New Student Orientation Policy
 - 5.6 Remote work or Work from Home Policy

Approval

1. A Resolution to Approve the Library Cataloging Policy
2. Resolution to Approve Policy 320.01: New Student Orientation
3. A Resolution to Approve the New Remote work or Work from Home Policy
4. Updates



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Minutes

1. OPENING PRAYER, ROLL CALL AND CALL TO ORDER, AND WELCOME (CHAIRPERSON)

- Chairperson Relang asked Vice-Chairman Lang to open the BOR meeting with a prayer, then called the meeting to order at 9:19 am.

2. APPROVAL OF THE AGENDA

- **Regent Maddison moved to approve the CMI Board of Regents Special Meeting Agenda as proposed, with the additional item added. Regent Loeak seconded the motion. The motion was unanimously approved.**

3. ACTION ITEMS FOR APPROVAL - Proposed New Policies

- Library Cataloging Policy
 - This policy is how the Library organizes itself and how they treat different types of materials.
 - The old books are covered under the collection development policy and procedures, but it does depend on the book. If it has a use-value, it might get donated, but if outdated, it's disposed. If it has continued value, it'll be archived.
 - The librarian knows if there is a most recent edition and if they need to call on the specialized faculty for that as well. We have a qualified librarian.
 - Chairperson Relang: We're just looking at the policy, and the procedural items are for Dr. Irene and the team.
 - **Regent Loeak moved to approve the Library Cataloging Policy. Vice-Chairman Lang seconded the motion. The motion was unanimously approved.**
- New Student Orientation Policy
 - The key point of this policy is to make Orientation mandatory. If the new students did not attend the in-person orientation, they have to complete an online orientation. These students will meet their advisors during this orientation.
 - We'll have someone in the classroom to guide the students who don't know how to use the online orientation.
 - We had very good recruitments and inferior retention. One of the reasons for the low retention rate is that students attend or don't attend their classes during the first-day student. They feel lost from that first day.
 - It gives the student the tool and awareness they need.
 - In this semester, 58 didn't attend the in-person, but they all completed the online.



- Student Regent Digno: It was fun, there were student leaders, and they were welcoming. We had group games, and we got to know each other more and create new friends. And very helpful to know what courses to take. I decided to take Business Management courses until I discovered that they were an Accounting course. We took a campus tour. Overall it was very nice.
- Title IX is the gender equality law. It includes everything from athletics to how we handle gender-based violence.
- **Regent Loeak moved to approve the New Student Orientation Policy. Regent Lucky seconded the motion. The motion was unanimously approved.**
- 5.6 Remote work or Work from Home Policy
 - This policy was developed because of the current situation we're in and not knowing what point lockdown will occur.
 - In response to COVID-19 and the board shutting down, these are guidelines for those stuck out of the RMI. This is prolonged and ongoing. There is a need to formulate this policy because we've now gone to the second semester that we've been using the guidelines. This is to cover those instructors who are working remotely.
 - 1 - U.S. teaching remotely, EVP was one of them, and 3 - Fiji (researcher)
 - 4 - Honolulu (leave without pay)
 - Regent Kabua: Concern about these workers and what plan is in place because there are over 300 stranded on the list, and we're only able to bring 20 or 30 a month to Kwajalein.
 - HR Director: Their families are on the island, and we have them on everything else.
 - Chairperson Relang: Everything is uncertain, the border would possibly be open, and there are plans for repatriation. We are still unclear if CMI faculty and staff are part of this repatriation plan anytime soon.
 - Regent Kabua: From the government side, PSC approved a policy that government workers who are stranded continue to get pay to help them.
 - We have an online clock-in system so that we can run their hours in payroll.
 - We provided the list of employees to the Chief Secretary Office.
 - All the essential staff from the President down will work remotely from home, and because all our systems are electronic, we'll run the school remotely.
 - Our staff that will stay in our Uliga campus are student service (dormitory), security, and physical plant. They are aware of and have been trained twice.
 - President: the decision not to pay salary was in early March. It's the Board's responsibility to direct the President if necessary if we pay the salaried employee.
 - Chairperson Relang: If we can direct some work for them to do so, they can support their departments.
 - HR Director: it's possible for the ASP staff.



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- VPBAA: We have a solution we'll discuss with the SLT, and the President can inform the Chairperson after the meeting.
- **Regent Maddison moved to approve the 5.6 Remote work or Work from Home Policy. Regent Kabua seconded the motion. The motion was unanimously approved.**

4. UPDATES

➤ President Dr. Irene

- We had the NASA project launch initiated from the University of Hawaii, Engineering Department. They included the University of Guam and CMI in the first grant (seed money). We consulted them last week for the means of it for our College. It's to encourage more of our students to go into engineering and provide academic opportunities for them. We're planning to move forward with this project.
- On Friday, we had the data submit meeting, another opportunity for those head section and key staff to learn from the data and close the loops of improvement.
- Maritime, TIDA responds to the advertisement and asks us to work on it, and we resend it.
- Moving forward for two new positions, Internal Auditor and secretariat for the standing committees.
- We are continuing to work on the Policy of Policies. From the study of the ACT and Bylaws, we'll separate the Governance and Operation. The board's responsibility is to determine and differentiate those just management policies that don't need the board's attention.
- We received a notice for all presidents of Colleges that received federal funding. This document is in the Board folder for reading.

➤ VPBAA:

- The Endowment fund is at 1.998 Million (if we make our first deposit, it'll put us at 2 Million). The world market is performing well.

Next Meeting: December 1, 2020

Meeting adjourned @ 10:34 AM

Scribe

Kelly Luce Sebastian,
Recording Secretary

Reviewed & Approved by

Kathryn Relang
Chairperson, Board of Regents

Date approved

Dec. 1, 2020