



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 December 14, 2020

Members Present

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

Member Absent

Regent Ione deBrum	Regent Claire Loeak
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CMI employees in attendance:

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

The meeting was called to order @ 9:20 AM

Agenda Items

1. Opening prayer & Roll call and call to order
2. Approval of the Agenda
3. Action items for approval
 - ISER report for APPROVAL
 - Governance Wappepe for APPROVAL
 - Online Learning Policy for APPROVAL
 - Student Discipline Policy for APPROVAL
 - CMI Branding and Visual Style Guide for APPROVAL
 - Increase Minimum Wage Rate - \$4
4. Matters for information
 - Student Club Handbook
 - Safety and Security Manual
 - Procurement Manual
 - Marshallese Studies Concept
 - Maritime Training Center Program – Expansion
 - Participatory Governance Task Force Update



Minutes

1. OPENING PRAYER, ROLL CALL, AND CALL TO ORDER

- Chairperson Relang asked Vice-Chairman Lang to open the BOR meeting with a prayer, then called the meeting to order at 9:20 am.
- Chairperson shared the CMI Christmas Party Invitation to the Regents for Thursday, December 17, 2020.
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2. APPROVAL OF THE AGENDA

- President Taafaki added an additional item to the agenda, to approve the Increase Minimum Wage.
- **Regent Maddison moved to approve the CMI Board of Regents Agenda as amended. Regent Lucky seconded the motion. The motion was unanimously approved.**

3. ACTION ITEMS FOR APPROVAL

- ISER report for APPROVAL
 - There's a section in the report that identifies how the report was developed and each section was written by the committees and put together by the ALO, VPASA.
 - VPASA worked with IT to send this report to our Turnitin check to make sure it's not plagiarized elements.
 - Regent Stege: It matters who is on these committees, the primary authors behind the work.
 - The people who did the bulk of the work and deserve the credits are the standards committee chairs.
 - The ISER Report, page 25, shows the Accreditation Steering Committee Members.
 - Chairperson Relang: On the Board's section which captures the professional development of the Regents, requested acknowledgment that Regents attended training or other events that build their capacity, like ACCT training.
 - ACCJC does say we should only have 2 to 3 examples for the evidence. It would be good if we have that on reserve if they ask about it.
 - Chairperson Relang: Requests document too reflect how there is an annual declaration of conflict of interest. This annual disclosure and conflict of interest are done and can be added as an addition to the ISER Report.
 - Regent Maddison: Awareness for the public sector. Awareness of the report is important for the public.
 - **Regent Maddison moved to approve the ISER Report with the addition. Vice-Chairman Lang seconded the motion. The motion was unanimously approved.**



➤ Governance Wappepe for APPROVAL

- EVP reported that the SPC looked at this in the last meeting and he explained that since we're undergoing the Strategic Planning review, which means we'll also be reviewing the 5 Wappepes that feed down to the Strategic Plan.
- There was a workshop in early November to look at all the Wappepes, even though the Governance Wappepe is for the Board there were some suggestions from the workshop for some changes.
- The three recommended changes were:
 - Remove outcome 1.4 (Coordinate training and education programs and services currently being provided to adults and out-of-school youth of the Republic of the Marshall Islands by various public and private agencies), as the Board cannot implement activities to achieve this outcome.
 - **Regent Maddison moved to approve the removal of outcome 1.4 with the recommended changes. Vice-Chairman Lang seconded the motion. The motion was unanimously approved.**
 - Remove Outcome Area 2 KPI on the number of Board training KPI as it is not strategic, but more procedural.
 - **Regent Kabua moved to approve the removal of the KPI with the recommended changes. Regent Maddison seconded the motion. The motion was unanimously approved.**
 - Rewrite Outcome 2.1 (Review national priorities to ensure alignment of the CMI Mission), to: Review national priorities to ensure alignment of CMI Mission and Institutional Plans.
 - **Regent Maddison moved to approve the rewrite of outcome 2.1 with the addition. Vice-Chairman Lang seconded the motion. The motion was unanimously approved.**
- As this is part of the review process, it will be revisited. All the documents for today's meeting were provided during the week we had our regular meeting.
- Regent Stege: Identified the need for more discussion on Outcome 2.5: Ensure the well-being of students, faculty, and staff through the approval of appropriate policies procedures.
- Chairperson Relang: With the Student Discipline Policy or any Policy, whichever committee it goes to, we would expect that there's a review done by that committee and it comes to the Board with the committee's comments or recommendations.
- Chairperson Relang: There is a suggestion to move the Governance Wappepe and Online Learning for another time to be further discussed.
 - Regent Maddison: We can address these as ongoing agenda items for better understanding.
- As part of the review process, all the other Wappepes are under review, one has been approved that's the Enrollment Master Plan (EMP) and the other two are



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in process. It's a good idea to always be looking at them, it's part of our continuous improvement to maintain a reviewing cycle. The Strategic reviewing plan is annual.

- These elements were already approved when they were presented to the Board during the Orientation. But these are revisions that are up for approval, it's not the approval of the whole document. The whole system is the planning framework for the College.
- Online Learning Policy for APPROVAL
 - Chairperson Relang: There was a suggestion to move this to a later day until the ASA Committee can meet and have a deeper review of the policy, then it comes to the Board.
 - As we've now determined, the Board approves the Policy but the implementation is up to the Administration.
 - Regent Stege: Last meeting, December 1, the ASA Committee spent time discussing this and there were suggestions made and they're reflected in the current draft. The committee needed the policy to have a component about Instructor training.
 - Training for teaching online will be provided by CMI as part of Faculty professional development.
 - Regent Maddison: The important point from the committee's discussion, has to do with both teaching and learning, as to do with the resources that are relevant and integrated.
 - Chairperson Relang: The Policy is a College-wide Policy.
 - The term is Online, it's the universal expected definition for technology-assisted, digital, e-learning, whether is synchronous or asynchronous. It's the term from the Department of Education (DoE).
 - Chairperson Relang: Students would be offered laptops and Mifi, there is a process for this if the students don't have internet access.
 - **Regent Maddison moved to approve the Online Learning Policy with the amendment. Vice-Chairman Lang seconded the motion. The motion was unanimously approved.**
- Student Discipline Policy for APPROVAL
 - Regent Stege: Our committee just wanted to really highlight that sexual harassment under level one needed to be spelled out very clearly.
 - **Regent Maddison moved to approve the Student Discipline Policy as presented. Regent Kabua seconded the motion. The motion was unanimously approved.**
- CMI Branding and Visual Style Guide for APPROVAL



- EVP presented the CMI Branding and Visual Style Guide and the Media team developed it. It's been approved by the ITC and EC. It's coming to the Board as FYI, but because it's the image of the College we thought the Board should have a say before we start using it.
 - We wanted to institutionalize it, so it doesn't confuse the public.
 - **Regent Maddison moved to approve the CMI Branding and Visual Style Guide. Regent Kabua seconded the motion. The motion was unanimously approved.**
- Increase Minimum Wage Rate - \$4
- This came out of a consultation we had with SLT, that VPBAA and EVP consulted about it. The increase has been placed in the budget and we were working on the directive we received in 2017. But the Chief Secretary has kindly informed us that it's been deferred for implementation, pending an assessment. Most of the education institutions took the original letter seriously and worked on a plan to gradually increase. We would like to give our staff the increase being of January the 1st, the lowest pay workers. Asking the Board if we can go ahead and implement the increase.
 - Regent Kabua: The government minimum wage is kept at \$3.00 at the time being until an assessment is done to see what the impact would be if we increase up to \$4.00. We already received feedback from private sectors that they can't afford \$4.00 per hour. This working group was formed during the former Chief Secretary's time and don't think they ever got to do the assessment, I'm working with Finance and planning to pick that up again. Think it'll be good to complete the work and get that assessment done.
 - VPBAA: In 2017, we increased CMI's minimum wage from \$3.00 to \$3.45 an hour with the idea that in the next 3 or 4 years it'll increase. The \$4.00 an hour has already been budgeted in the last two year, we want to be ahead of everyone and that we're competitive in terms of maintaining our team because every year we train them and we don't want to lose them.
 - Chairperson Relang: There is a document that shows the name of people that are under the \$4.00 rate, their support staff. One of the justifications is that we have to retain the employee for a longer time, if we give them the increase there is an incentive to stay longer.
 - VPBAA: Only the minimum wage is going up but the pay level is not going to be affected because we have the PMS that is designed to move people accordingly. When we did the pay level at CMI, we defined the pay level based on professional and set of skills. The custodian, security, and cooks have their own classification pay level. Think the \$4.00 will not affect the College overall.
 - VPBAA can share their last 3 PMS with the President and Chairperson Relang. Through this process they slowly moved up from \$2.00 and because they are paid by hourly rate instead of annual rate, it's taking them a longer time.



- VPBAA: We consider these people our front line because if you look at the work they're doing, they're 24/7 hazardous. We want to make sure that we're providing them some incentive to remind them that we value them here at CMI.
- Regent Stege: Suggested and moved, given that the budget already has room for these pay raises, we should allow the administration to assess the performance and apply as an incentive and reward for good work these raises.
- VPBAA: There is already the PMS for these pay raises, but the proposal is to increase the minimum wage. If there is anyone that meets the PMS quota they may get the pay raise or bonus.
- Chairperson Relang: Like Regent Maddison says, It'll then impact those that are getting \$4.28 an hour. There will have to be a review of the pay scale.
- VPBAA: The challenge with doing the pay scale it's going to be totally different. There are three pay levels: Minimum, Mid, and Max and within them there are other pay levels in between. If we were to trigger one save in one level, we're talking from hourly rate all the way to the President's level and this it's going to cost us too much funding and we can not afford it. That is why the best way to do this is move them to the minimum and cap CMI's minimum at \$4.00. In a pay level there are a maximum of 4 steps in between pay levels.
- Chairperson Relang: **Suggestion, to save this for the next meeting and bring it back with the pay scale level and definition provided. The motion was unanimously approved.**

4. MATTERS FOR INFORMATION

- Student Club Handbook
 - It's an handbook that has been developed for how a Student club is run including how they handle any fund they bring in. It doesn't have a specific budgetary implantation because the amount of start up funds they get depends on what was allocated in the budget.
- Safety and Security Manual
 - For the Board's reading and comment, we need this especially now with all the challenges the security personnel are having with the ongoing activities with the drug incidents on campus. We already implement some of these processes but we want to make sure that there is a written guideline for us to follow.
- Procurement Manual
 - For the Board's first reading and in the next Board meeting we can go in depth and further discuss it.
- Marshallese Studies Concept
 - In the new Mission, there's a sentence that relates to the College is the center for Marshallese Culture. This flows from the College Mission and hope that the students will leave the College knowing more about their culture. This is the beginning look at the existing Marshallese Students and a proposal for the type



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of course we need to develop. We're continuing to develop it and hoping that next year with some new faculty and department chair will take a new form at the College.

- Regent Stege: In our mission, It will also provide intellectual resources and facilitate research specific to the needs of the nation. Think those are related and there's been some discussion on the Marshallese Institution. Looking forward to more discussion. Request, if we have the opportunity to engage and participate in this.
 - Marshallese Institution brings those involved in Marshallese culture together. At the moment we have to strengthen the faculty, and VPASA will be looking at that. The course development work will begin when we have the faculty, then the program will come together. First quarter next year we'll have the proposal for the Board to look at the facility, they don't have a home within the College, VPBAA is looking into this. It's something we'll be evolving in the College over the next two to three years.
 - Chairperson Relang: With the Marshallese Studies Concept, if there perhaps opportunity to keep bring this to the Board for advice and suggestions back to the team that is working on it.
 - Regent Stege: We created course material for students who already have the knowledge and then translated it to a western knowledge that is relevant to both worlds. With that many Marshallese in the States, they want to take meaning courses online that they could learn the Marshall culture. Lets provide it and it's digital for them, they don't need a facility.
 - Chairperson Relang: Lets see how and how much engagement we can have as Regents in this process. As information comes in that we are able to provide other information we may have and have the team working on this take them into consideration. If there is relevant information for this to be shared.
- Maritime Training Center Program – Expansion
- This week we'll be advertising for a consultant who will do the need assessment for the Maritime Courses. That's part of the project preparation fund to the World Bank project and we've been working closely with NTC and GIZ. GIZ will be constructing a Maritime Training Center at Uliga and CMI will have an arrangement with the Ministry of Transportation to hold its classes there. We'll first look at the need assessment, and then when the world bank education and skill project is launched in mid February we'll have a bigger proposal ready to develop the actual curriculum and to acquire some of the hardware/software necessary in order to have two courses in the College. The need assessment is supposed to be done now.
- Participatory Governance Task Force Update
- There is one member of the Board that's in this task force, Regent Maddison .



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- Regent Maddison: The committee met and it's chair by EVP.
- EVP: This is the structure that is concerned about the decision making processes of the College. It involves all the senate groups as well as all the standing committee of EC. At the moment we're having internal consultations and look at the Participatory Governance internally to see and get ideas from others, starting next year we'll see what we need in terms of documentation and to look at the recommendations as well. We agreed to send out a sample survey, which is still in circulation, only five questions looking at how aware everyone at the College is about the Participatory structure and processes.
- There is a plan for a retreat in January and we'll be discussing the initial Participatory Governance awareness survey. Depending on how aware people are at the College we'll restructure a workshop on where they are not aware about and then we'll develop a more in depth survey, which will be more qualitative.
- Chairperson Relang: We'll hear back after the survey and retreat in January.

Meeting adjourned @ 12:39 PM

Scribe

Kelly Luce Sebastian,
Recording Secretary

Reviewed & Approved by

Helmer Lang
Acting Chair, Board of Regents

March 30, 2021

Date approved