



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 March 5, 2021

Members Present

Chairperson Kathryn Relang
Regent Marie Maddison
Regent Ione deBrum
Student Regent Jae Marie Mae Digno

Vice-Chairman Helmer Lang
Regent Julius Lucky
Regent Mark Stege

Regent Harden Lelet
Regent Claire Loeak
Regent Stiffney Paul

Member Absent

Regent Kino Kabua

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 of Land Grant
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 @ 9:00 AM

Agenda Items

1. Opening prayer & Roll call and call to order
2. Approval of the Agenda
3. Accreditation Series Videos (<https://accjc.org/educational-series/>)
4. Accreditation Visit - March 16-19
5. Matters for information
 - 2021 ACCT Virtual Governance Leadership Institute, March 30 - April 1, 2021
 - Board Regular Meeting: March 30, 2021
6. BOR requests for future items and information

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.
- The main focus of today's meeting is regarding the Accreditation virtual visit that we'll have a week from now, our preparatory meeting for that visit.



2. APPROVAL OF THE AGENDA

- **Regent Maddison moved to approve the CMI Board of Regents Agenda. Regent Loeak seconded the motion. The motion was unanimously approved.**

3. ACCREDITATION SERIES VIDEOS (<https://accjc.org/educational-series/>)

- These videos are specific to the next step of the Accreditation process. Below are the videos that the Regents watched.
 - Who and what is ACCJC?
 - ERs, Standards, and Policies
 - Accreditation Cycle
 - My role in Accreditation
- Regent Maddison: Usually they would ask questions but the important thing I went through was CMI's first Accreditation, we tried to involve the whole community to make sure that when they go visit the community they know what the College is all about. It's good to know a lot about our College if they asked especially in relation to the Governance.
- Chairperson Relang: The main point that Regent Maddison mentions is really knowing our College so when those questions come we are available to provide answers and convey the process made. We are also coming from the last accreditation where we ended up with a warning, resulting from a major issue.
- VPASA: Community members can come to the open meetings.

4. ACCREDITATION VISIT - MARCH 16-19

- Chairperson Relang: Focus on Standard IV, we wanted to do kind of a similar activity we did in the College retreat back in January. We break up into groups and divide the ISER report that we submitted, read through it, and look for the type of information that is missing or questions that we assume that the peer review might ask of us. We'll be divided according to our standing committees.
- VPASA: They can change it anytime, but we do already have their meeting requests, and they're requesting to talk to the Board, need to set a time. They can change things at any time or they can ask for additional meetings even in the middle of the visit.
- Virtual Visit: Meeting Requested:

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● President ● IT Committee ● IT Director ● Student Services personnel ● Board of Regents ● Student Leaders ● Director of Admissions and	● Department Chairs ● Deans and Institutional Effectiveness Committee Chair ● Institutional Effectiveness Committee ● Director of Financial Aid
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Records - Physical Plant and Facilities Committee - VPBAA - Curriculum Committee - Nursing Chairs and Dean	- Director of Human Resources - Arrak Campus Director - IRB Formation Committee - Participatory Governance Taskforce - Library Director
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- President Taafaki: Advertise this in next week's journal, EVP is working with the communication officer.
- Preparation Activity
 - Work in Groups:
 - Strategic Planning – IVA: Decision-Making Roles and Processes (pg. 143-151).
 - Finance and Risk Assessment – IVB: Chief Executive Officer (pg. 151-156).
 - Academic and Student Affairs – IVC: Governing Board (pg. 156-166).
 - Read the standard / Evidence of Meeting the Standard / Analysis and Evaluation.
 - Discuss questions you would ask the Board as a peer reviewer.
 - Questions to clarify or fill gaps.
 - Questions to confirm.
 - Repeat until the end of the document or time and return and share questions with the full Board.
- Standing Committee Report
 - Strategic Planning – IVA: Decision-Making Roles and Processes (pg. 143-151).
 - Committee Chair, Regent Lelet asked EVP to present their report. They went through the document and looked at all the evidence of how we're meeting each of the seven standards. There were some questions about time if there was a timeline for the decision-making process and when a policy comes to the Board what was that timeframe.
 - We didn't really have a timeframe for that process. EVP explains the process that sometimes it takes longer coming through the committees. By the time it comes to the Board it has gone through a thorough process, everyone had the chance to look at them. We try to get it to the Board before the meeting, they can choose to approve it then or defer to the next meeting.
 - There was another question on formal and informal avenues for all community members to contribute new ideas and participate in the decision-making. EVP stated that CMI does this when we do the recruitment on-island and off-island High School. But really having maybe a formal is probably something that we could do at CMI annually, just to have all members of the community if they have any idea to bring



up and contribute to this process, we can have it in the basketball court and call for a public forum. We meet the standards.

- Regent Lelet: Here on Ebeye, I witness CMI participate in the Education Week, which is considered a formal outreach. We did discuss the evaluation of all the policies in the 600 series, every 6 years CMI does its policy review and had a brief discussion with Regent deBrum and EVP, there is a lot of policy CMI has and I'm a bit overwhelmed.
- Chairperson Relang: CMI's policies are relevant to all Distance Centers. It's how we enforce the policies in all our sites and inform people about the policies in the Distance Centers.
- VPASA: For the DE centers, they use the online modules and the coordinate fill-in for the social aspect of it.
- VPBAA: Three are specific policies that govern these DE centers and the whole institution.
- EVP: When we are going to offer new programs, we want to make sure they really fit the needs of the community. In Ebeye, we're trying to offer a new vocational program. We hired a consultant to go there and they're doing meetings with the community members to find out what we need to offer and prioritize.
- Finance and Risk Assessment – IVB: Chief Executive Officer (pg. 151-156).
 - Chairperson Relang presented their report. From the group, overall we feel a bit confident that we do meet the standard. We had a really strong CEO during the last cycle and then coming into this cycle and the fact that there is a Succession Plan in place. We did have some questions that were raised around the effective communication of a CEO into the community.
 - Other avenues that the CEO is able to communicate through, just as being a member of the NTC Board and knowing the work that NTC does in the community. The programs we have are in response to the community's needs.
 - The College newsletter will be out this month. Like the website, easy to maneuver, and to see how active the CMI's Facebook pages are, every day there is always something on it, Friday is CMI pride day.
 - We're thinking the peer review will certainly have questions around item 4, CEO has the primary leadership role for accreditation, ensuring that the institution meets or exceeds Eligibility Requirements, Accreditation Standards, and Commission policies at all times. Have a look at this section.
- Academic and Student Affairs – IVC: Governing Board (pg. 156-166).
 - ASA Committee chair, Regent Stege asked VPASA to present their report.
 - We started by looking at some of the questions the peer review team might ask the Board.



- They might have some questions about the Governance Wappepe, make sure the Board knows what's in it and how it came about.
- They might ask about the COVID-19 affected graduation we had last year.
- They may also ask about the presidential hiring process and how it went.
- Questions about the process for CEO evaluation we agree on.
- Functioning of the committees, how we might talk about some of the efforts that are being made to improve the functioning of the committees.
- Regent Maddison: The purpose of this is progress, and progress has to do with not just improving from within but outside, reaching in. In the past, we've been reaching out to the secondary or high school that students are prepared for College and expanding to the outer island community through the DE centers. The College was so quick to address the request from the government for the quarantine center, a major undertaking. Overall there has been progress.
- Regent Stege: From the governance standpoint, what really stands out is the committee level work and how we as a Board wish to see the committees resource and professionalize, in terms of taking minutes and extending our meetings. And having the meetings at the committee level, address some of the concerns Regent Lelet shared about the quantity of work, amount of review that we require of every policy. We can do those policies at our committee level that relate to our respected committee.
- Chairperson Relang: We have a process that is documented from our last recruitment process of the CEO compared to last time and we do have an evaluation process for the CEO by the Board.
- Virtual Visit: What we know so far.
 - March 16-19, with visits conducted via Zoom.
 - Campus and Community Meetings March 16th at 11 am and March 17 at 2:30 pm in the BOR Conference Room.
 - Exit Report March 19 at 11 am.
- After the visit:
 - The team completes their report to ACCJC, CMI can make corrections of fact.
 - The Commission decides at the June meeting.
- The Board Peer Review Meeting is on March 18, 2021 at 9 am.

5. MATTERS FOR INFORMATION

- 2021 ACCT Virtual Governance Leadership Institute, March 30 - April 1, 2021



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- Chairperson Relang: We'll be taking any volunteer that might want to participate, we don't have the schedule yet. Kindly let me know if you are interested.
- President Taafaki: During the PPEC meeting, they made a proposal for a meeting with Regents, Trustee Training which was well received. If there is interest in this, I'll communicate it back.
- Chairperson Relang: I support that, talk to Dr. Theresa about that, last time was just the chairs, have the learning experience platform to engage and learn from each other.
- Board Regular Meeting: March 30, 2021
 - Chairperson Relang: We'll try to have the agenda and the document out as early as possible before the meeting.
 - Regent Stege: ASA Committee for a quick meeting today and to organize and discuss our agenda for the next meeting.

6. BOR REQUESTS FOR FUTURE ITEMS AND INFORMATION

- Chairperson Relang: Update on the Trial Balance (current Audit)
- Regent Stege: Chamber of commerce is considering its monthly meeting, focusing on the Education sector, and would like to ask CMI to engage in the planning and preparation. Business and Administration side of the curriculum.
- EVP: We do have a software online called Asana that we use to manage a lot of our projects at CMI. We have a project called Strategic key performance indicators, if it's not a problem, I can share this with the Regents.

Meeting adjourned @ 11:39 PM

Scribe

Kelly Luce Sebastian,
Recording Secretary

Reviewed & Approved by

Helmer Lang
Acting Chair, Board of Regents

Date approved



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