



CMI

BOARD OF REGENTS

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uluga Campus

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

Board of Regents Minutes - Approved May 25, 2021

Members Present

Chairperson Kathryn Relang

Regent Marie Maddison

Student Regent Jae Marie Mae Digno

Vice-Chairman Helmer Lang

Regent Julius Lucky

Regent Ione deBrum

Regent Harden Lelet

Regent Stiffney Paul

Member Absent

Regent Mark Stege

Regent Claire Loeak

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

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 @ 9:15 AM

Agenda Items

1. Opening prayer & Roll call and call to order
2. Approval of the Agenda
3. Review of the last BOR meeting minutes
4. Board Chair Report
5. President's Report
6. Accreditation Report
7. Standing Committee Reports
8. Report and Recommendations/Approvals
 - 8.1. Graduation candidates
 - 8.2. CMI Budget FY 2022
 - 8.3. Wapepe and Strategic Plan Revisions
 - 8.4. Faculty Workload Rate
 - 8.5. Retirement Plan
 - 8.6. Recommended Changes to KPIs
 - 8.7. Code of Ethics



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- 8.8. Course Waiver and Substitution Policy
9. Matters for information
 - 9.1. CMI Graduation - May 28, 2021
 - 9.2. Ebeye Graduation - June 2, 2021
10. BOR request for future items and information
11. Executive Session
 - 11.1. President's Evaluation
 - 11.2. Board Chair Election
 - 11.3. Board Self Evaluation

Minutes

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

Vice-Chairman Lang opened the BOR meeting with a prayer, then Chair Relang called the meeting to order at 9:15 am.

2. APPROVAL OF THE AGENDA

Regent Maddison moved to approve the CMI Board of Regents Agenda, with the change of moving the Board Chair and Vice Chair Election to its next BOR meeting in September/October. Regent Lucky seconded the motion. The motion was unanimously approved.

3. REVIEW OF THE LAST BOR MEETING MINUTES

3.1. March 30, 2021 Meeting Minutes

Vice-Chairman Lang moved to approve the March 30, 2021 BOR Meeting Minutes. Regent Lucky seconded the motion. The motion was unanimously approved.

4. BOARD CHAIR REPORT

- Received a resignation Letter from Regent Loeak, as the Board is aware, she has recently been appointed to the Court as one of our Traditional Judges and can therefore no longer serve as a Board member. The Cabinet will select a replacement Regent.
- Chair Relang thanked those who were able to join the Board session with the ACCJC Peer Review Team virtual visit.
- Chair Relang has registered for as Board Chair on the Parliamentary Procedures at the ACCT on June 3. President Taafaki has also registered.

5. PRESIDENT'S UPDATE

President Taafaki presented her report and it can be found and view on the Board google folder: https://docs.google.com/document/d/16yxEqpOD_KaNOXLDGt-VCCi3okCPR07/edit

6. ACCREDITATION REPORT

- VPASA Switaj presented three parts of the Accreditation Report.



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- Update on where we are in the cycle now and what we're doing now to make our accreditation process continuous quality improvement.
- Some of the recommendations that came from the team.
 - These recommendations are not final but dependent on review by the Commission, who will make its final decision in June.
- The commission will decide on our reaffirmation of accreditation on June 9 through 11.
- The CMI's Accreditation Steering Committee has been reformed and is meeting monthly to review progress on improvement plans, recommendations, and in general against the standard.
- VPASA Switaj presented details of the two recommendations to meet the standards. Her view is that CMI will almost certainly be required to prepare a follow up report on the Recommendations to Improve Quality.
- Regarding the retention of College Records: for Audit purposes, records must be kept for six years but for the student records the U.S. Federal rule is a maximum of three years. The EMC is looking at recommending seven years for the student records.
- ACCJC Standards Review: this review occurs every ten years. Dr. Elizabeth Switaj has been appointed to one of the teams rewriting Standard I. The Orientation/Launch of this initiative was May 7. Writing teams will develop drafts by fall 2021, Reading teams will review spring 2022. These will be presented to the field fall 2022-spring 2023, and adopted by Commission June 2023.

7. STANDING COMMITTEE REPORTS

7.1. Strategic Planning Committee

- EVP Reiher reported that the SPC discussed the revisions to the Mission, Vision and Philosophy and the 5 Wapepes which started with structured reviews in 2020, the following revisions cascade down to the CMI Strategic Plan 2019 - 2023.
- Internally at CMI we've approved changes to the other Wapepes that drive the strategic plan, which includes the HR Wapepe, IT Wapepe, and Facility Wapepe.
- CMI Employee Retirement Savings Plan with ASC Trust Corporation, Guam.
 - ASC Trust has been in the RMI since 1995 and their clients include NTA, MEC, Bank of Guam, K&K Island Pride, MIMRA and RMI Commerce and Investment.
 - CMI's matching contribution to commence at 3% initially and be reviewed every year thereafter for consideration to increase to 10% by 2025.
- All the changes are reflected as highlights in the Strategic Plan.
- For the employment rate, it has to be done by a survey and we can ask IR to disaggregate it. IR is doing surveys for the Graduates and Alumni Tracking.

7.2. Finance/Risk Assessment/ Audit Committee

- The Chairperson of the Finance Committee asked VPBAA Kotton to report the discussion in their meeting.
- The College reported Increased revenue savings from previous year due to unspent salaries and wages (due to COVID).
- Increased collection of tuition and fees this year is \$4,000.



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- Financial Aid savings have been made of 180,000 - the amount that we usually return to the Department of Education (DOE).
- As of April 30, 2021 it was reported at \$2.1 million, spendable unrestricted money.
- Corrective action plan on our Pell grant issues has been provided to DOE and we're waiting for the final audit determination.
- 2018-2019 corrective action plan for our system as it was reported in the ACCJC draft report. Our Financial system has migrated to a cloud system.
- New Jenzabar system replacing the current SIS system for registering is 60% completed. The system will be piloted in Fall 2021 and by Spring 2022 we will fully implement it. This system is expected to solve 99.9% of all the audit issues experienced prior with respect to enrollment and registration.
- FY20 audit: has been submitted including the trial balance that we have. The audit due date is December 31, 2021.
- CMI's 20 Year Maintenance Plan and Facility Master Plan are with BECA. CMI is waiting for BECA's proposals for the College to review it.
- To date CMI has not received the FY22 RMI Budget Circular from the government.

7.3. Academic & Student Affairs Committee

- VPASA Switaj reported that the committee reviewed the candidates for graduations and the recommended Changes to KPIs.
- For the Candidates list for CMI Majuro and Ebeye, we have 114 ABE and CMI 201.
- The two recommended Changes to Institutional KPIs, ISS, and Stretch Goals:
 - The Community College Survey of Student Engagement (CCSSE) benchmark scores.
 - The percentage of the associate of science and vocationally oriented certificate graduates who are working in their field of study within six months of graduation. The recommended Institutional set standards (ISS) is 25% and recommended stretch goal is 50%.
- The committee had a preview of some certificate programs that are still coming through the process of the College but will soon be ready to come to the Board: Agriculture and Community Health Workers.

8. REPORTS AND RECOMMENDATIONS/APPROVALS

8.1. Graduation candidates

Regent Maddison moved to approve the resolution to Confer Degrees, Certificates, and Diplomas Resolution. Regent deBrum seconded the motion.

The motion was unanimously passed.

8.2. CMI Budget FY 2022

- VPBAA Kotton recommended that we deferred until the next Board meeting. When the budget portfolio is ready there will be a call for a Board Special Meeting.

8.3. Wapepe and Strategic Plan Revisions

- The changes to the Strategic Plan 2019 – 2023 based on the following:
 - Revisions to the Mission, Vision and Philosophy,



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- Updating of the 5 Wapepes (which started with structured reviews in 2020), which cascade down to the Strategic Plan, and
- Revision of 2 Strategic Planning Key Performance Indicators.

Vice-Chairman Lang moved to approve the changes to the CMI Strategic Plan 2019-2023 Resolution and the change on the Strategic Plan activity 4.1.1. Regent Maddison seconded the motion.

The motion was unanimously passed.

8.4. Faculty Workload Rate

- The recommendation is to increase the Faculty Adjunct and Overload teaching rates by \$100 for each level.

Vice-Chairman Lang moved to approve the Increase to the Faculty Overload and Adjunct Teaching Rates Resolution. Regent Maddison seconded the motion.

The motion was unanimously passed.

8.5. Retirement Plan

- CMI's matching contribution to commence at 3% initially and be reviewed every year thereafter for consideration to increase to 10% by 2025.
- The Retirement Savings Plan is to commence from October 1st, 2021.

Regent Maddison moved to approve the establishment of a CMI Employee Retirement Savings Plan with ASC Trust Corporation, Guam Resolution. Vice-Chairman Lang seconded the motion.

The motion was unanimously passed.

8.6. Recommended Changes to KPIs

Regent Lelet moved to approve the additional Institutional KPIs, ISS, and Stretch Goals for Student Engagement and Employment in Field of Study Resolution. Regent Maddison seconded the motion.

The motion was unanimously passed.

8.7. Code of Ethics

- Item is deferred to the next meeting for more reading.

8.8. Course Waiver and Substitution Policy

- Course Waiver and Substitution Limit.
 - No more than 10% of a given program's requirements may be fulfilled through course waivers or substitutions.

Regent Maddison moved to approve the Policy 381: Course Waiver and Substitution Resolution. Vice-Chairman Lang seconded the motion.

The motion was unanimously passed.

9. MATTERS FOR INFORMATION

9.1. CMI Graduation and Party - May 28, 2021, Delap Park at 10am and Party in the evening at 7pm.

- Keynote: Mylast Bilimon.
- Two Valedictorian: Craig Worthleen Vila and Allan Keoni Murphy.



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9.2. Ebeye Graduation - June 2, 2021 at 3pm.

10. BOR REQUEST FOR FUTURE ITEMS AND INFORMATION

11. EXECUTIVE SESSION

- 11.1. President's Evaluation
- 11.2. Board Chair Election
- 11.3. Board Self Evaluation

Meeting adjourned @ 12:58 PM

Scribe

Kelly Luce Sebastian,
Recording Secretary

Reviewed & Approved by

Kathryn Relang
Chairperson, Board of Regents

August 31, 2021

Date approved