



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

Special Board of Regents Minutes - Approved January 23, 2023

Members Present

Chairperson Kathryn Relang
Regent Stiffney Paul
Regent Yolanda Lodge-Ned

Vice-Chair Harden Lelet
Regent Marie Maddison
Student Regent Faith Mia Lanwi

Regent Helmer Lang
Regent Salome Andrike

Member Absent/Excused

Regent Kino Kabua

Regent Ione deBrum

Regent Julius Lucky

CMI employees in attendance:

Dr. Irene Taafaki, CMI President

Stevenson Kotton, Vice President for Administrative and Business Affairs

Dr. Elizabeth Switaj, Vice President for Academic and Student Affairs

Stanley Lorennij, Vice President for Land Grant

Kelly Sebastian, Executive Officer/Executive Secretary for the CMI Board of Regents (ESBOR)

The meeting was called to order @ 9:06 AM

Agenda Items

1. Opening prayer & Roll call and call to order
2. Approval of the Agenda
3. Chair Updates
4. Micronesian College Board Meeting Report
5. Report and Recommendations/Approvals
 - 5.1. Graduation Policy - A Resolution to approve New Policy #367.
 - 5.2. Policy 361: Grades and Grading - A Resolution to approve New Policy #361
 - 5.3. Policy 369: Quality of Textbooks and Supplementary Instructional Materials - A Resolution to approve New Policy #369
 - 5.4. Policy 370: Academic Honesty Policy for Students - A Resolution to approve New Policy #370
 - 5.5. Policy 390: Adult Basic Education Admissions - A Resolution to approve New Policy #390



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

- 5.6. Continuity of Learning and Teaching Policy - A Resolution to approve New Policy #375
- 5.7. Revised 5.3.19 Remote Work or Work from Home Policy - A Resolution to approve Revisions to Policy 5.3.19 Remote Work or Work From Home Policy.
- 6. Matters for information
- 7. BOR request for future items and information

Minutes

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

Chair Relang called the meeting to order at 9:31 am and asked the Regents and SLT to introduce themselves.

2. APPROVAL OF THE AGENDA

Regent Maddison moved to approve the CMI Board of Regents Agenda as presented. Regent Lodge-Ned seconded the motion. The motion was unanimously approved.

3. CHAIR UPDATES

- 3.1. A group of the CMI board (4) attended a Micronesia College Boards with PCC (President and a board member), CNMI (Chairperson and a board member), and COM FSM (chairperson and 3 board members).
 - 3.1.1. All welcomed the idea to establish a group to connect these board members.
- 3.2. We have common challenges and we like to come together and support one another on.
- 3.3. It's where we can strategize and be able to have a louder voice, not just within our region or nation but also abroad when we attend regional and international gatherings.
 - 3.3.1. Particularly in the spaces where community colleges from across the United States convene and there are opportunities to lobby and strategize support for other types of assistance for our individual colleges.
- 3.4. We thanked the COM FSM who hosted the Meeting.
- 3.5. We've been tasked to draft the bylaws and the articles of the corporation.
 - 3.5.1. Regent Lodge-Ned (Legal Regent) helped in drafting the bylaws.
- 3.6. The bylaws are ready to be circulated and it will be shared with all the board members for your input.
- 3.7. We're still figuring out which country we're going to be registering under for the articles of incorporation.
 - 3.7.1. Regent Lodge-Ned is looking into this.
 - 3.7.2. We're also asking the other colleges to also look into their countries and for inputs for the placement of the organization.
- 3.8. We've also looked at accreditation.
 - 3.8.1. We reported that we completed our accreditation 2 years ago and we did a follow-up. We're okay at the moment, waiting for our response from the follow-up.



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

- 3.8.2. PCC and COM FSM are gearing up for their Accreditation Review.
 - 3.8.2.1. President Taafaki is on the accreditation review team for PCC.
 - 3.8.2.2. VPBAA Kotton is on the accreditation review team for COM FSM.
- 3.9. Land Grant was on the agenda as well and they shared some of the concerns and way forward for the program. PCC President shared the historical information of Land Grants.
- 3.10. This was a long time coming.
- 3.11. One thing that kept being mentioned throughout the meeting was that we have to say COM FSM.
- 3.12. The Land Grant has gone through some issues and recently they've opened up the Executive Director position.
 - 3.12.1. Hopefully this person hired for the position will pick up the program and support the community colleges with their needs.
- 3.13. Minister Wilbur was in our meeting and was able to hear from the college board members.
 - 3.13.1. He understands that we have some common issues that we're all trying to address and support one another on.
 - 3.13.2. He was proud that the Meeting initiative was done by the College of the Marshall Islands.
 - 3.13.3. The retirement (end of term) for the CMI Regents was discussed and He asked that we prepare a cabinet paper to keep us on until at least the end of the current government
- 3.14. The next meeting would be before the next regular PPEC meeting, heard it's in April.
- 3.15. We'll follow the PPEC Meeting format/schedule:
 - 3.15.1. They meet face-to-face once a year.
 - 3.15.2. All this will become more clear once we get our bylaws reviewed and approved by everyone.
 - 3.15.2.1. Thanks to Regent Lodge-Ned for her support, assistance, and really quick responses in regard to the bylaws.
- 3.16. At the moment Chair Relang is the Captain and Sue is the Cocaptain.

4. MICRONESIAN COLLEGE BOARD MEETING REPORT

- 4.1. Student Regent Lanwi shared that she got to meet up with the COM FSM student leaders and they exchange ideas, especially when they don't have a student Regent.
 - 4.1.1. Shared during the meeting on having another Regent, should add the Student Leader President.
 - 4.1.2. Took a tour of the campus.
 - 4.1.3. The Student Leaders ask for advice on how to approach their Regents and Administration - Student Regent Lanwi told them that the power is with them because the school is for them.
 - 4.1.3.1. Hopefully they get in touch with the new President Dr. Theresa.
 - 4.1.4. It was great that they were open to my thoughts and ideas.



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

- 4.2. Regent Lang thanked the Board and Chair for allowing him to attend. One thing that he took from the meeting was getting to know each of the board members.
- 4.2.1. A lot of the things wanted to share were shared by Chair Relang.
- 4.2.2. Got to know the situation with our Land Grant better.
 - 4.2.2.1. The Land Grant had a contentious meeting.
- 4.2.3. Would recommend and encourage the other board members to attend.

5. REPORT AND RECOMMENDATIONS/APPROVALS

- 5.1. Graduation Policy - A Resolution to approve New Policy #367.
 - 5.1.1. Formalizing existing practices, taking things that have been in the catalog for a long time, and making sure that they've gone through the board and have that stamp of approval.
 - 5.1.2. One thing that is new in the policy is that the Board of Regents may elect to confer a posthumous degree or certificate on a student who has died while enrolled and on track to graduate.
 - 5.1.3. It's a common practice that we see in other colleges.

Regent Maddison moved to approve the Graduation Policy Resolution. Student Regent Lanwi and Regent Andrike seconded the motion. The motion was approved.

- 5.2. Policy 361: Grades and Grading - A Resolution to approve New Policy #361
 - 5.2.1. This is another one that is largely taking what's been in the catalog and in other places and bringing it into the formal policy.
 - 5.2.2. This narrows down and tightens up the rules around the grade changes because we've observed that sometimes 3-4 weeks after the end of the semester students go and turn in a paper, and then the faculty goes back and changes the grade which shouldn't be happening.
 - 5.2.3. This really clarifies the circumstances under which it should be changed.
 - 5.2.4. It also provides for incomplete grades to be automatically resolved after one year, if grades were not submitted.
 - 5.2.5. A formal step for grade appeal is pretty rare, but it's much more common for the students to go and resolve it with their instructors.

Regent Maddison moved to approve the Grades and Grading Resolution. Regent Lodge-Ned seconded the motion. The motion was approved.

- 5.3. Policy 369: Quality of Textbooks and Supplementary Instructional Materials - A Resolution to approve New Policy #369
 - 5.3.1. This essentially sets the guidelines from an academic perspective, it is expected of textbooks and other things that are brought into the classroom.
 - 5.3.2. This is to set some ground rules, for if there were a textbook that's problematic, we have a policy that we can refer to. But then it's also from the other side to protect the academic freedom.



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

- 5.3.3. For anything that the school has to purchase there is a review and approval by the department chair.
 - 5.3.3.1. It'll go through the whole purchasing process.
 - 5.3.3.2. There is oversight for that.
- 5.3.4. We do have our course outlines recommended books.
- 5.3.5. Faculty do have within the guidelines, academic freedom to bring in supplementary materials.
- 5.3.6. We have to follow the law.

Regent Maddison moved to approve the Quality of Textbooks and Supplementary Instructional Materials Resolution. Student Regent Lanwi, Regent Andrike, and Regent Lodge-Ned seconded the motion. The motion was approved.

- 5.4. Policy 370: Academic Honesty Policy for Students - A Resolution to approve Revised Policy #370
 - 5.4.1. This takes the existing policy from 2016 and put it in the new format.
 - 5.4.2. This allows for a formal process with a panel that looks at any case of serious academic dishonesty.
 - 5.4.3. There's also clarification about the distinction between academic honesty and copyright.
 - 5.4.4. We have a few specific tools that we use to explain policies to students.
 - 5.4.4.1. New students are through New Student Orientation.
 - 5.4.4.2. Academic policies would be in the course syllabus.
 - 5.4.4.3. There is also in development a Student Handbook.

Regent Lang moved to approve the Academic Honesty Policy for Students Resolution. Regent Maddison seconded the motion. The motion was approved.

- 5.5. Policy 390: Adult Basic Education Admissions - A Resolution to approve New Policy #390
 - 5.5.1. We are working on developing the policies for the Adult Basic Education Program because they don't have any policies.
 - 5.5.2. This is in line with the current existing practice for admission to ABE.
 - 5.5.3. The ABE term is in the CMI Act.

Regent Maddison moved to approve the Adult Basic Education Admissions Resolution. Student Regent Lanwi and Regent Andrike seconded the motion. The motion was approved.

- 5.6. Continuity of Learning and Teaching Policy - A Resolution to approve New Policy #375
 - 5.6.1. This lay out responsibilities for and some possible responses to different levels of disruption - minor disruption (where faculty members being sick) up to severe disruption (something happens and we have to close the campus for 10 weeks).
 - 5.6.2. It does leave a lot of space for consideration of the specific circumstances.
 - 5.6.3. It's a general guideline and who is responsible at each level.



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

Regent Maddison moved to approve the Continuity of Learning and Teaching Resolution. Regent Lodge-Ned seconded the motion. The motion was approved.

- 5.7. Revised 5.3.19 Remote Work or Work from Home Policy - A Resolution to approve Revisions to Policy 5.3.19 Remote Work or Work From Home Policy.

5.7.1. The major change to the policy:

- 5.7.1.1. The President has to review and approve anyone who wishes to work from home either part-time or full-time.
- 5.7.1.2. Approval for remote or work from home arrangements for personal/family reasons will be considered on a case by case basis in the best interests of the college.

Regent Lang moved to approve the Revisions to Policy 5.3.19 Remote Work or Work from Home Resolution. Regent Andrike seconded the motion. The motion was approved.

6. MATTERS FOR INFORMATION

- 6.1. January 11th - President Taafaki, VPBAA Kotton, and VPASA Switaj (ALO) attended a meeting with the commission of ACCJC.
 - 6.1.1. It was an opportunity for us to make a brief presentation to ACCJC for the work done by Dr. Rachel Solemsaas and Ms. Roselle Togonon (COM FSM) on our follow-up report and remote meeting in October.
 - 6.1.2. According to Dr. Kevin Bontenbal it was well received and he'll be here on February 14th for the Uluga campus and Ebeye campus visit.
- 6.2. January 17th - CMI Audit team met with Chris Wolseley and Deanna on when we can resume the Audit fieldwork for both 2021 & 2022.
 - 6.2.1. They can not do any audit work until they complete the transition from Deloitte to Ernst and Young
 - 6.2.2. They're looking at the 16th of February to start reviewing our trial balances.
 - 6.2.3. We've asked them to put it in writing but they're reluctant because it's out of their control.
 - 6.2.3.1. VPBAA Kotton will try to reach out to Deanna to provide this in writing.
 - 6.2.4. They're the only ones who know and understand our books and it'll be a challenge to get a new auditor (it'll take 6 months - they'll need to study the organization first).
 - 6.2.5. Deloitte has withdrawn from auditing activities in the Pacific, it's only interested in corporate consultancies.
 - 6.2.6. According to what Chris told VPBAA Kotton, it wasn't quite as smooth a transition as they thought it was going to be.
 - 6.2.6.1. Originally they told us in November that we would be a priority and that they will start our audit before the end of January.
 - 6.2.6.2. But unfortunately, the transition wasn't as smooth as expected so we'll have to wait until mid-February.



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

- 6.2.6.3. It was not anything to do with CMI but due to the availability of the auditors.
- 6.3. Our Subsidy from the government is held up because of multiple factors:
 - 6.3.1. Latest VPBAA Kotton received, they'll sign and release it but the secretary wasn't at work.
 - 6.3.2. We had to resubmit the subsidy (twice) because they lost it.
 - 6.3.2.1. The submission of the subsidy has to be an original signed document.
 - 6.3.3. We have not received Quarter 1 and 2 contributions.
- 6.4. VPBAA Kotton will email the Audit and Subsidy updates.
- 6.5. Regent Maddison attended the RMI Ambassadorial Consultation at the Boardroom.
 - 6.5.1. After hearing all the complaints, what they heard from the Ministries and agencies of the government, they were really depressed and some were emotional.
 - 6.5.2. They were impressed with CMI's presentation.
 - 6.5.3. Some complain that there's so much pressure put on them from the government but the government here is not pressured.
- 6.6. Chair Relang and Acting President/EVP Reiher had a meeting with Minister Wilbur and Chief Secretary Kabua about the number of faculty (Marshallese) here at the College and steps to increase the number of Marshallese faculty.
 - 6.6.1. We talked about the fast track program and how it's been kind of difficult to recruit Marshallese.
 - 6.6.2. There's currently a review of the recruitment process.
 - 6.6.3. Looking at allowing the government employee to apply through the fast track program with the intention that if they go through, they'll have to change jobs and be faculty here.
 - 6.6.4. For some of the CMI positions, the qualifications are set high because we want qualified instructors.
 - 6.6.4.1. But if there are 2 applicants (Marshallese and Foreigner) with the same level and qualifications the priority will go to the Marshallese.
 - 6.6.5. We've also talked about the BAEE graduates that end up working in the administration offices and not back in the classrooms teaching.
 - 6.6.6. Chief Secretary Kabua was to work with PSC on the regulation: government employees aren't allowed to take up other jobs.
 - 6.6.6.1. We can have them (bachelor, experience, and expertise) work as adjunct instructors.
 - 6.6.7. Minister Wilbur has called for another meeting but we're waiting for a confirmed date and time.
- 6.7. CMI had a meeting with MOHHS Leadership on the HIPPO System.
 - 6.7.1. It's a system where each department can register their maintenance problem and then the system is configured so that the responsible maintenance officer can proceed with the work.



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

- 6.7.2. They want to go with it and we'll probably help them a bit.
- 6.7.3. We don't actually know where that sin tax money is. We don't see it when the budget is out - just merged into tax.
- 6.8. Ebeye Campus - we'll wait until EVP Reiher is back because we haven't seen the final EDA grant yet, and then we'll update Iroj Michael, Minister, and Senator.
 - 6.8.1. The search is on the way and the position is being upgraded to director.
 - 6.8.2. The lease of the old hospital has been signed.
 - 6.8.3. EVP Reiher is working with the consultant on the EDA Application for the vocational facilities.

7. REQUEST FOR FUTURE ITEMS AND INFORMATION

Meeting adjourned @ 11:06 AM

Next Board Meeting: March 6, 2023

Scribe

Kelly Luce Sebastian,
Recording Secretary

Reviewed & Approved by

Kathryn Relang
Chair, Board of Regents

Date approved