



CMI

BOARD OF REGENTS

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uliga Campus

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

Regular Board of Regents Minutes - Approved May 27, 2024

Members Present

Chairperson Kathryn Relang
Regent Salome Andrike
Regent Marie Maddison

Vice Chair Julius Lucky
Regent Joe Lomae
Regent Kino Kabua

Regent Benjamin Wakefield
Regent Jelton Anjain
Student Regent Marlin Hugh Doulatram

Member Absent/Excused

Regent Melet Jatios

Regent Nimata Nakamura

CMI employees in attendance:

Dr. Elizabeth Switaj, Interim President

Stevenson Kotton, Vice President for Administrative and Business Affairs

Dr. Adedayo Ogunmokun, Vice President for Land Grant

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

The meeting was called to order @ 9:11 AM

Agenda Items

1. Opening prayer & Roll call and call to order
2. Approval of the Agenda
3. Selection of Vice Chair
4. Review of the last BOR meeting minutes - Online Approval
 - 4.1. 240318 BOR Minutes
 - 4.2. 240408 BOR Minutes
 - 4.3. 240429 BOR Minutes
5. Board Chair Report
6. Student Story
7. President's Report & Accreditation Update
8. Standing Committee Reports
9. Report and Recommendations/Approvals/Action
 - 9.1. Kwajalein Campus Update
 - 9.2. Travel Policy & Resolution
 - 9.3. Purchasing and Accounts Payable Policy & Resolution
 - 9.4. Draft Wapepe Plans:
 - 9.4.1. Equitable Student Success Wapepe, 2025-2029
 - 9.4.2. Community Engagement Wapepe, 2025-2029
 - 9.4.3. Climate Change Wapepe



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- 9.5. Motion to Confer Degrees, Certificates, and Diplomas
- 9.6. Proposed Amendments to CMI Act
- 10. Matters for information
- 11. BOR request for future items and information
- 12. Executive Session

Minutes

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

Chair Relang commenced the BOR meeting with a moment of silence, followed by officially calling the meeting to order at 9:11 AM.

2. APPROVAL OF THE AGENDA

Regent Maddison made a motion to approve the Board's Agenda. Regent Kabua seconded the motion. The motion was unanimously approved.

3. REVIEW OF THE LAST BOR MEETING MINUTES

- 3.1. The minutes for the Board of Regents meetings held on March 18, 2024, and April 8, 2024, were [approved](#) online.

Regent Kabua moved to adopt the April 29, 2024, meeting minutes. Regent Wakefield seconded the motion. The motion was approved.

4. BOARD CHAIR REPORT

- 4.1. Chair Relang provided an update on the ACCT Joint Presentation with COM FSM and PCC:
 - 4.1.1. Applied and confirmed submission for presentation at the next ACCT conference.
 - 4.1.1.1. Waiting for selection confirmation.
 - 4.1.1.2. Co-presentation involving COM FSM and Palau Community College (PCC).
 - 4.1.1.3. ACCT organizes presentations under different tracks and we'll share our track once we get it.
 - 4.1.2. Conference dates: October 23-26, 2024, in Seattle, Washington, at the Sheraton Grand Hotel.
 - 4.1.3. Interested Board members are urged to confirm for an early bird registration and potential participation in the presentation.
- 4.2. Chair Relang reported that today was the last day to inform us if any Board members are interested in joining any of the Outer Islands Graduations.
 - 4.2.1. ABE: May 28, 2024 @ 10 AM
 - 4.2.1.1. Regent Anjain will deliver the Board Remarks, with assistance from the Interim President and Chair Relang in providing talking points.
 - 4.2.2. Wotje: June 4, 2024
 - 4.2.3. Jaluit: June 5, 2024



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4.2.4. Ebeye: June 6, 2024

4.2.5. Santo: June 10, 2024

4.2.5.1. The graduation dates have been delayed following a request from the traditional leaders.

5. PRESIDENT'S REPORT & ACCREDITATION UPDATE

- 5.1. Interim President Switaj presented and respectfully referred Regents to the detailed report in the folder for the meeting and is happy to entertain questions: [PRESIDENT & SLT Qtr 2 Presentation](#)
- 5.2. The 150% completion rate refers to the program completion rate, while the course completion rate pertains to individual courses. These indicate that women are completing their courses but not necessarily their programs.
- 5.3. Chair Relang clarified that due to difficulties in recruiting researchers for the Land Grant, the idea is to utilize students who need to complete research projects to build up their interest in the field.
- 5.4. Chair Relang clarified that the issue with the Land Grant is that we have not been providing the Government matching funds over the years.
 - 5.4.1. The suggestion was to eliminate this requirement if possible.
 - 5.4.2. This situation is similar to other colleges, except for Guam, which only complies with the matching requirement.
- 5.5. Regent Maddison suggested that the Land Grant program look into Traditional Medicine, which was spearheaded by the late Dr. Irene.
 - 5.5.1. VPLG Ogunmokun reported that these are some of the things we believe we can do collaboratively, as they are all presented from different countries.
- 5.6. VPLG Ogunmokun reported that they are given a certain amount of money for research every year. That money must be spent within 2 years and we have an extension of spending it in 1 year, but if we don't spend it after 3 years, we must return it.
 - 5.6.1. We have 2022, 2023, and 2024, which is the extension money.
- 5.7. For collaboration, CMI and NRC have an MOU to connect with ministry branches.
 - 5.7.1. Land Grant is looking at both the research component and off-field collaboration. During RND trips, they invite Land Grant to participate.
 - 5.7.2. The Interim President Switaj emphasized that that's one of the reasons we want to get students involved so that they can build up and become qualified researchers.
 - 5.7.3. VPBAA Kotton explains how grants work in compliance, stating researchers must apply for grants specifically for projects, and if projects aren't approved, their salaries may be questioned, highlighting the necessity for land grant employee researchers to apply from available funds; VPLG Ogunmokun noted recent awareness of the ability to collaborate with other Colleges on Land Grant research projects.
- 5.8. VPBAA Kotton reported collaboration with the LSAMP program as well, covering COM FSM, PCC, Guam, CNMI, and all schools in Hawaii, with agreements among these institutions.
 - 5.8.1. Regent Lomae reported that one of the CMI Act proposed amendments is to allow CMI to coordinate with other educational institutions.



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- 5.8.2. Chair Relang reported on the relationship of the Land Grant program to colleges at a board meeting, noting it operates as a standalone program housed within colleges due to a separate treaty; CMI serves as an extension of the COM Land Grant program for Palau and RMI.
- 5.8.2.1. The Minister traditionally sat on the Land Grant Board, contrasting with college board chairs; efforts are underway to align representation so that the chair of the CMI Board matches those of COM FSM and PCC on the three-member Land Grant Board.
- 5.8.3. Chair Relang requested VPBAA Kotton to quantify the monetary value of the free video service provided by CMI.

6. STANDING COMMITTEE REPORTS

- 6.1. Finance/Risk Assessment/Audit Committee
 - 6.1.1. Vice Chair Lucky reported that VPBAA Kotton presented during their last committee meeting, which led to a lengthy discussion and a request for VPBAA Kotton to provide an update on the audit.
 - 6.1.2. VPBAA Kotton reported that despite significant progress, a major challenge remains in providing requested documents promptly, with approximately 90% of requests delayed due to difficulties locating them in the system.
 - 6.1.2.1. Initially aiming for a 24-hour turnaround, this goal was revised to ensure thoroughness in auditing, prioritizing accuracy over speed to prevent sample expansion and prolonged processes.
 - 6.1.2.2. One of the challenges in the Upward Bound Program is that in the 2021 fiscal year, all 9 randomly selected students out of 46 enrolled did not meet the required criteria, highlighting issues in document verification.
 - Efforts are now being made to correct these issues for 2022 and onward, with monthly grant meetings and improved oversight by the business and grant offices.
 - 6.1.2.3. Despite previous problems, corrections for 2024 and 2025 are in place, and a pre-audit for 2022 is being conducted to prevent recurrence.
 - 6.1.2.4. The auditors are not expanding their sample size, indicating progress.
 - 6.1.3. VPBAA Kotton reported discussing with the President the potential hire of a new accountant, who was given a December 20 trial balance to identify challenges and returned it corrected within 3 hours.
 - 6.1.3.1. The plan is to hire her remotely initially to assess her skills, with the possibility of bringing her on-site if she proves effective, particularly to assist with the 2022 tasks.
 - 6.1.4. Chair Relang reported that Interim President Switaj and VPBAA Kotton will handle the details and report back to the Board.
- 6.2. Academic & Student Affairs Committee
 - 6.2.1. Regent Maddison reported that the committee reviewed the Graduate resolution, the data presented by Interim President Switaj during the President's Report, and



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a briefing on WAVES workforce development and program extension, with hopes for a presentation to the entire board.

- 6.2.2. Chair Relang suggested considering a more in-depth examination of certain parts of the college programs, starting with the WAVES program, which is currently a hit with the government.

6.3. Strategic Planning Committee

- 6.3.1. Regent Wakefield reported on behalf of Regent Kabua:

- 6.3.1.1. The committee reviewed three draft Wapepe plans presented by the interim President.

- 6.3.1.2. **Equitable Student Success Objectives:** Focused on analyzing segregated enrollment data.

- 6.3.1.3. **Community Engagement Objectives:** Aimed at implementing wide-ranging programs involving students, faculty, and the public, with specific annual targets.

- 6.3.1.4. **Climate Change Objectives:** Emphasized climate change awareness in curriculums and monitoring greenhouse gas emissions, offering opportunities for collaboration with the RMI Government through training and awareness programs, aligning with the national adaptation plan, electricity roadmap, and the 2050 strategy.

- 6.3.1.5. All plans align with RMI Government targets, facilitating partnership opportunities.

- 6.3.2. Interim President Switaj reported that the draft Wapepe plans are open for any feedback from the board.

- 6.3.3. Regent Wakefield reported that the loss and damage fund was approved at the last COP in Dubai, with major emitters starting to contribute.

- 6.3.3.1. The next step is identifying an accredited agency to manage the fund, with the World Bank being a candidate.

- 6.3.3.2. If approved, RMI, as one of the most vulnerable countries, could be among the first to apply for these grants.

7. REPORT AND RECOMMENDATIONS/APPROVALS

- 7.1. Motion to Confer Degrees, Certificates, and Diplomas

- 7.1.1. The Interim President reported that the list of graduates follows the resolution, maintaining consistency with prior years' practices documented in the same format.

Regent Maddison moved to approve the resolution to Confer Degrees, Certificates, and Diplomas. Regent Lucky seconded the motion. The motion was approved.

- 7.2. Proposed Amendments to CMI Act

- 7.2.1. Chair Relang reported that a special committee, chaired by Regent Lomae, was established to review and propose amendments to the CMI Act.



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7.2.2. Regent Lomae proposed deferring to a special session for the board to review these amendments.

7.2.2.1. The suggestion included seeking legal counsel from CMI's legal advisor, David Strauss, to ensure all legally significant documents are reviewed appropriately.

Regent Lomae motioned to defer the Proposed Amendments to the CMI Act. Regent Lucky seconded the motion. The motion was approved.

7.3. Purchasing and Accounts Payable Policy & Resolution

7.3.1. VPBAA Kotton reported on updates to address changes in Federal guidelines and the RMI procurement code, notably the 2023 update setting the threshold at \$50,000. Changes include aligning with Federal grant practices and local college policies, with three categories established:

7.3.1.1. **Micro Purchases:** Applies to purchases under \$10,000 for federal grants and under \$3,500 for CMI general funds.

7.3.1.2. **Small Purchases:** Applies to purchases over \$10,000 but under \$50,000 for federal grants, and over \$3,500 but under \$25,000 for CMI general funds.

7.3.1.3. **Big Purchases:** Applies to purchases over \$50,000 for both federal grants and CMI general funds.

7.3.2. A procedure is forthcoming which, once approved by the EC (Executive Committee), will be presented to the Board for informational purposes.

7.3.3. In discussions with the Finance Committee, it was emphasized that the Board must thoroughly examine areas of weakness to prevent potential fraud.

7.3.3.1. This includes ensuring the college has adequate internal controls and professional oversight to detect and prevent fraud proactively.

7.3.4. According to the guidelines, requesters are explicitly prohibited from splitting quotes, underscoring the existing rule against this practice.

7.3.5. Chair Relang shared that SPC itemizes all potential services and products needed, submitting the list to vendors for pricing annually due to price fluctuations.

7.3.5.1. Regent Wakefield reported the Procurement Supply office was instructed to obtain price quotes from each vendor for all items.

7.3.6. Chair Relang motioned to defer the matter to gather input from all board members and receive comments from legal counsel.

Chair Relang motioned to defer the Purchasing and Accounts Payable Policy & Resolution Resolution. Regent Andrike seconded the motion. The motion was approved.

7.4. Travel Policy & Resolution

7.4.1. VPBAA Kotton reported an increase in per-diem rates, with adjustments as follows:

7.4.1.1. All other locations: \$ 200.00

7.4.1.2. Republic of Belau (Palau): \$ 175.00



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- 7.4.1.3. Jaluit: \$ 150.00
- 7.4.1.4. Wotje: \$ 150.00
- 7.4.2. VPBAA Kotton noted that other colleges, including Land Grant, are using the Federal Grant Guidelines for their travel rates.
- 7.4.3. Regent Wakefield reported that a travel policy approved by Cabinet in 2013 wasn't implemented by Finance, indicating potential new government travel rates.
- 7.4.4. Chair Relang recommended reviewing the practices of other entities and colleges, including the option of the college paying for hotel accommodations and providing stipends.
- 7.4.5. Regent Maddison motioned to approve the policy, with management tasked to consider Chair Relang's recommendations and further refine the policy to expedite travel arrangements without waiting for board approval.

Regent Maddison moved to approve the Travel Policy & Resolution. Regent Wakefield seconded the motion. The motion was approved.

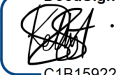
- 7.5. Draft Wapepe Plans: Equitable Student Success Wapepe, 2025-2029, Community Engagement Wapepe, 2025-2029, and Climate Change Wapepe
- 7.5.1. Chair Relang reported that the board has no comments at present and believes the matter is progressing in the right direction.
- 7.6. Kwajalein Campus Update
- 7.6.1. This matter is provided for informational purposes only but has been deferred.

8. MATTERS FOR INFORMATION

9. BOR REQUESTS FOR FUTURE ITEMS AND INFORMATION

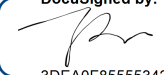
10. EXECUTIVE SESSION

Meeting adjourned @ 11:46 AM

DocuSigned by:

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Scribe

Kelly Luce Sebastian,
Recording Secretary

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Reviewed & Approved by

Kathryn Relang,
Chair, Board of Regents

September 2, 2024

Date Approved