

MINUTES

Executive Council Meeting
11:00 a.m. Friday, February 20th, 2015
Board of Regents Conference Room

Present:

Don Hess, Ruth Abbott, Va Savu, Nick Knobloch, Stevenson Kotton, Johnny Silk, Edward Adiniwin, Boni Sanchez, Cheryl Vila, Ruthy Maun, Bart Deemer, Sana Anien, Biama Samson, Robert Willson, Monica Gordon, and William Reiher.

William Reiher recording minutes.

Call to Order

William called the meeting to order at 11:08 a.m.

Opening prayer

Biama Samson opened the meeting with a prayer.

Review of Dec 4th EC Minutes

1. Removed the following two sentences from the minutes: "1 employee was removed from the JK Development. A working group on medical clinic had their first meeting."
2. Under physical plant – the "code" to be replaced with "quote".
3. Under other matters, the sentence reading "Bob Willson informed the EC that the HR video will be reviewed at the next EC meeting" to be replaced with "Bob Willson informed the EC that the HR video will be reviewed at the EC when it is ready". Minutes were unanimously approved with these changes.

UPDATE FROM OFFICE OF THE PRESIDENT

William mentioned the following:

1. Carl not working today due to sickness
2. PEC will be hosted at CMI in July
3. Mike Rota was here last week to help with self study – Don will update
4. William will be working with all Admin units doing a program review to do SWOT analysis at departmental level

COMMITTEE REPORTS

Budget

Improvements made at Business Office. Resolution to open a debit card account with Bank of Guam to be discussed in new business.

CAC

Education program review approved except for institutional section. Liber Arts program review report was discussed but not voted upon. LA programs being reviewed. VP of Admin and Beylul Solomon were added to CAC membership.

EMC

No report.

HR

Hasn't met since last EC.

IT

Committee met this week. Looking at updating all IT policies to remain current. IT conducting its SWOT analysis for their program review – they have collected data but now are looking at analyzing that data using a TOWS matrix

IPC

Have been meeting regularly. Dr. Theresa has also joined these meetings via Skype. Next week, William along with Angie and Nering will be facilitating SWOT analyses with the Admin units and students while Faculty and areas under academic and student affairs will have their SWOT exercises conducted during the Faculty in-service on March 3rd using an outside facilitator. SWOT only to identify and prioritize Strategic Plan activities

Physical Plant/Facilities

Committee hasn't met. Water problems on campus due to RO unit malfunctioning, but this was temporarily resolved.

NEW BUSINESS

1. Technology Equipment Replacement Policy (Boni)

Boni discussed the new policy. EC to look at the policy and provide feedback electronically to Boni and EC can approve at the next meeting.

2. Jined Kibed (Bob)

Bob discussed the new policy and its purpose. The heading will be changed to to read "Resolution to construct a Jined Kibed and Adopt it as the Symbol of the Office of the President". The First 3 paragraphs will be deleted so that the resolution starts with the "Whereas the Board has delegated to the College President..." (the current 4th paragraph). Policy was unanimously approved with these changes.

3. Mike Rota's Visit (Don)

Mike Rota who is an ex ACCJC commissioner was at CMI for 3 days to work with each of the steering committee groups to look at where our gaps were and if we met standards or not. He also gave a written report to CMI.

4. Debit Card resolution (Stevenson)

Stevenson discussed the new policy and its purpose. The following changes were made: second paragraph was changed to say...scheduled meetings, and whenever deemed necessary"; third paragraph was changed to read "That the CMI's checking account with the Bank of Guam..."; fourth paragraph was changed to read "...said account must maintain a balance of no more than Fifty Thousand Dollars (\$50,000)". Policy was approved unanimously with these changes

UPDATES

SBA

Sana reported that it's the end of education week and that GED students won both their debates against CMI students. Clubs will be doing SWOT analysis with William next week. Students are requesting for male volleyball for foundation day sport. There will be a general assembly on Monday.

Staff Senate

No report yet.

Faculty Senate

Faculty are concerned with text book delays and are trying to look for solutions.

Land Grant Program

Biuma mentioned that CMI and Landgrant negotiating a solution for a researcher. Water quality extension agent currently testing and monitoring water catchments in Delap area. William also working to produce a concept design for Landgrant laboratory – landgrant has \$150,000 set aside for this but CMI can match funds.

Arrak Campus

Edward mentioned that they are in the process of hiring a security guard. Also, a new hard drive/server is needed at Arrak campus for recording of CCTV footage. Another washer is needed. Student lockers need to be completed.

CLLC

No report.

Self Study

Don stated that he still needs some documents for the visiting team, and if the Steering Committee members get an email from him, please respond.

OTHER MATTERS

1. Dorm Unresolved Issues

Monica mentioned that: stove needs to be fixed, termites in room, equipment being borrowed by physical plant and not returning these especially brooms, fire extinguishers need to be recharged.

The meeting was adjourned at 12:18 p.m.