

MINUTES
Executive Council Meeting
11:00 a.m. Thursday May 07, 2015
Board of Regents Conference Room

Present:

President Theresa Koroivulaono, VP William Reiher, VP Don Hess, CFO Stevenson Kotton, Dean Biuma Samson, Dean Ruth Abbott, Dean Rachel Salomon, David deBrum, Edward Adiniwin, Henriette Lani, Nicholas Knobloch, Va Savu and Emil deBrum. Marilyn Harry (Recording Minutes).

Call to Order

President Koroivulaono called the meeting to order at 11:05 a.m.

Opening Prayer

Edward Adiniwin opened the meeting with a prayer.

Review of February 20th Meeting Minutes

1. Under CAC – correction of spelling “Liberal”
2. Under New Business: #2 Jined Kibed (Bob) – deleted “Policy” to be replaced with “Symbol”

William Reiher moved to approve with the minor corrections.

Ruth Abbott seconded the motion.

The Minutes were approved unanimously.

Update from President

President Koroivulaono thanked and welcomed everyone to the meeting.

1.) President talked about the vital responsibility as leaders of the institution to ensure and to control misinformation that goes out incorrectly. As leaders of the institution, they, the leaders are primarily responsible for ensuring to work together on the same phase, moving in the same direction. There will be disagreements but they need to conduct efficiently and with respect. In March 2015 during the WASC Team visit, President met with administrative staff (DH, WR and SK) and one of their discussions was her approach to leadership, which is collaboration. President’s leadership team consists of the President, VP of Administration, VP of Academic and Student Affairs, and Chief Finance Officer.

2.) The leadership team for developments has decided for possible training. The workshop will focus on civility and team building. Ms. Mary Van Auken was very happy and has accepted Don Hess and President’s offer to prepare the program and runs the workshop in the next semester.

Committee Reports

Budget - SK

The Budget Committee met last month to discuss the budget and the ceilings provided to all departments to work and develop their budgets for FY2016 and will further discuss at the next Committee meeting on Monday. The audit report was also discussed at the meeting. Stevenson reported to the committee that there were at least 4 findings and FABS has submitted the documents to get rid of the 3 findings. If the auditor accepts our report on the 3 findings stated in the draft finding list provided. CMI will have no more repeated findings. The only problem is with the longest standing withholding taxes from prior years dated to 2010.

In regard to the FY16 Budget Portfolio - Stevenson will send out an email for the submission of inputs/and updates from the departments’ areas as part of the budget portfolio. The Portfolio is due next month and the management team needs enough time for reviewing. The draft will be presented to the Ministries of Finance and Foreign Affairs to be forwarded to US Department of Education.

CAC – RA

The committee met several times. Progresses has been made in some areas, the Marshallese Language Art and Marshallese Social Studies Certificates have been approved through CAC and will be offered, starting in the fall semester.

The MLA/MSS Certificates are to replace and generalize previous Marshallese Studies Certificates and proposed two faculty senate for Marshallese Studies Department. There's ongoing course review and updating the program sheets to reflect changes that have been made in the courses. The English 101 course award has been reassigned to English 111, the first level of English and first step to credit level courses followed by English 112(formerly English 102).

Faculty Evaluation of Student Learning Outcome - Every semester a faculty has to turn in an evaluation on of their student learning outcomes (SLO) from their courses and evaluated and take a look and see what they can improve in that area, what they can do to make that learning better.

EMC - RS

187 registered for the Summer Semester and 286 registered for Fall Semester.

Student Services department Updates:

There were 146 and ongoing (candidates). A survey with Cheryl Vila is scheduled after the finals. The Graduation will take place at the Basketball Court, set up is ongoing.

HR - BW

The HR Committee has a new policy and a revise under on the agenda for discussion and approval.

IT - BS

Next meeting is May 21. At their meeting in March 19 the Committee amended the IT RSA. Boni welcomed new member Victor Garcia who will sit at next meeting. IT Committee is currently working on their calendar on agenda.

IT Update:

- There is additional bandwidth from NTA available and open to other computer labs on campus. 10 extra renewals for the Academic Affairs,
- 1 internship at IT from the Taiwan Embassy and
- 3 students currently attending the IT Certification Program every Friday.

In other Update:

President shared with EC discussions from the meeting with USP's Dr. Irene Taafaki:

- The STEM related NSG Grant with USP
- In sharing bandwidth with USP (Internet)
- CMI to be part of the Sustainable Sheet Transport Project

IPC – WR

The Committee met 2 weeks ago to look at the Strategic Plan's development and to complete a good draft and finalize in the middle of the month. The 5 goals have been divided amongst members of the IPC to look at activities. Last day to come up with activities is May 8. The team leaders will have a special meeting to further discuss the SP processes and developments.

Physical Plant/Facilities - ED

The Committee met on Tuesday, April 28 but there was no quorum. Meeting was moved to Wednesday April 29. At their meeting the committee discussed and reviews the Emergency Land Plan. Next meeting is Wednesday, May 13 to finalize the ELP.

Physical Plant Update:

Ongoing problems – AC problems due to local vendors don't have parts on stock. 3 units so far need replacements and on hold POs at the Business Office.

Ongoing projects – Coconut tree cutting –currently on waiting for MEC to provide the equipment w/tree cutting, ongoing preparations for both GED and CMI graduations. Planting and remove of eyesores obstacles around campus.

Old Business

1. Equipment Replacement Policy (ITCOM)

Stevenson Kotton moved to approve with changes. Don Hess seconded the motion and the motion was approved with the changes.

New Business

1. WASC Report Update – *Don Hess*

The outputs were impressive to the Commission. However there were 4 recommendations on Maintenance and Effectiveness. The development and processes related being Reinstitute, Implement Systematic Review, Program Reviews with Planning and Budget, and BOR Systematic Documents. All recommendations were reported and being done.

2. Director of Institutional Integrity and Effectiveness – *Dr. Theresa Koroivulaono*

President Koroivulaono discussed the creation and purpose of the new position, the memo -supporting document and the position description from the BOR Chairman and the budget of the position. President proposed for Robert Willson (Bob) to take the position.

After debates and discussion on process and procedure of hiring and other related issues with the JD. The EC agreed that the DIIE position must go through the process –the Budget and Institutional Planning Committees before EC reviewing and approval.

3. Climate Change Institute – *Dr. Theresa Koroivulaono*

The College support the idea however cannot subsidize an institute.

4. Arrak Campus Organizational Plan – *Dr. Theresa Koroivulaono*

President discussed the need and purpose for the EC to look at the campus to ensure quality process of programs and to move forward. The person will report to the President/and or to the VP of Administration.

5. Emeritus Staff Policy – *Robert Willson (Bob)*

Prior President Carl Hacker had asked the HR Committee to develop an Emeritus Policy. In April 9th the HR Committee approved the policy for the President, Staff and Faculty outstanding services to the College.

Don Hess moved to recommend the approval and consideration of the Policy to go to the Board of Regents. Stevenson Kotton seconded and the motion was unanimously approved.

6. Housing Policy – *Robert Willson (Bob)*

The revised policy offers a resolution to liability for the security deposit. It provides that the employee that is eligible for housing is liable to security deposit. The College has always fronted the security deposit and creates problems for the College for losing the security deposit. The College will simply amend the lease between the employee, the College and the landlord and declare that the College guarantees a security deposit equal to \$750.

Don Hess moved to approved, Stevenson Kotton seconded and the motion was approved unanimously.

7. Holiday Hours – *Robert Willson (Bob)*

The Security Guards were concern about pay hours on “holiday hour”.

Stevenson Kotton moved to approve the policy, Don Hess seconded and the motion was approved unanimously.

8. Marshallese Studies Department – *William Reiher*

The Academic Affairs brought up to the IPC at their last meeting to move the Marshallese Studies as a new department. IPC recommended to the Budget Committee to discuss at their next meeting. The MSD will be discussed at the next Budget Committee meeting.

Updates

SBA –Rachel Salomon

The students are reviewing this week for their next week final exams. SBA President has requested for all work study students to focus on their studies and not working these 2 weeks.

Staff Senate - Ruthy Maun

Members were helping at the Foundation Day week and also raised some funds for the Endowment Fund. Staff Senate retreat is set for May 27.

Arrak CRE Land Grant – Biuma Samson

1. Scholarships – From the University of Hawaii, summer internship at the Ministry of R&D and Taiwan Mission in Laura.
2. Internship – There will be students this summer coming from Jaluit, Wotje and Ebeye for Community Development, Agriculture Culture, Aqua Culture and Water Quality. These include Laura High School students. 2 CMI students will be leaving for 4 weeks internship in the American Samoa. Staff Development completed 2 days ago from 2 researches from Yap and Kosrae States.

Faculty Senate - Va Savu.

Faculty has been working on a proposed housing policy to be presented to the HR Committee. At their last meeting issues on salaries and incentives were brought up. The Senate has asked to meet with the College's senior management team and had met on May 6 (yesterday) and appointed the summer committee members to sub for officers

Arrak Campus - Edward Adiniwin

There's only one vehicle working and it is very difficult going around. The new security guard will start working tomorrow.

Maritime Program - 40 students completed their training and 24 more to go. Out of 15 people 14 observers were trained. Next training is May 11-22 and June 1-12.

The Arrak campus has a new washer and dryer. Edward extends his appreciation to Emil deBrum for getting the trees trim.

CLLC – Brenda Mellan

Update on request from the Graduation Steering Committee - The Commission met with Jomi to talk about the request to find a Marshallese to do a local chanting, *Roro and Jilel*. Chairman Capelle sent a letter to the Chief of Local Government Division at the Ministry of Internal Affairs, requesting to meet with the Mayors to look at and get more information for the right person to do the *Roro*. The commission is currently waiting and hoping to get a quick response from the Internal Affairs.

The meeting was adjourned at 1: 05 p.m. The next scheduled meeting of the Executive Council will be announced.