

MINUTES

Executive Council Meeting

11:00 a.m. Friday, August 21st, 2015

Board of Regents Conference Room

Present:

Dr. Theresa Koroivulaono, William Reiher, Don Hess, Stevenson Kotton, Bart Deemer, Biuma Samson, Ruth Abbott, Rachel Salomon, Emil deBrum, David deBrum, Edward Adiniwin, Henriette Lani, Nicholas Knobloch, Va Savu, Cheryl Vila, Brenda Mellan, Ruthy Maun, and Rutha Pedro. Marilyn Harry (Recording Minutes).

Call to Order

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

Opening Prayer

Biuma Samson opened the meeting with a prayer.

Review of May 7th 2015 Meeting Minutes

1. Under Update from President – delete the word “met”
2. Under CAC – insert the word “has”, insert letter “s” to the word “Art” and correction of spelling “Evaluation”
3. Under IPC – deleted “Goal #15 has” to be replaced with “The 5 Goals have
4. Under New Business - #3 inserts the word “not”. Insert the sentence “However the College support the idea.
5. Under Arrak Campus – insert the letter “e”. Insert the word “its”

Nicholas Knobloch moved to approve with the corrections.

Biuma Samson seconded the motion.

The Minutes were approved unanimously.

Update from President

- Presentation and Reports:
September 2 & 3, 2015 - JEMFAC Meeting in Honolulu,
August 3-5 Asia Pacific Conference on Education and Training in Malaysia and August 10 & 11 Land Grant Meeting in Guam.
- Funding:
COM Land Grant BOR gave CMI additional \$50,000 to support the Land Grant laboratory at Arrak campus. The project total value is \$200,000. There’s \$250,000 is secured for IT infrastructure for the CMI Distance Learning. Stevenson will work with MOE Budget Office.
- Meeting with Boni to look at possible ways to move toward a CMI online newsletter.
- Next week working on the long term project, CMI Endowment, Subsidy and other related developments.

Committee Reports

CAC (Ruth)

- The Committee met last week to elect/replace faculty representatives.

EMC (Rachel)

- The Committee met before registration to discuss registration and new student orientation activities.
- 982 students enrolled
- 57 were unofficial (Registrar is working with students)
- 271 part time students
- 711 full time students
- Last day to drop courses is today (August 21)
- EMC will hold its meeting today (August 21)
- The new student orientation was with 357 students

HR (William)

No meeting. The new HR Director arrives today, Friday August 21.

IPC (William)

- Reporting on the timeline for the Strategic Plan activities,
- The Strategic Directives and Planning process chart,
- The Admin Unit Program Review workflow,
- The Ebeye Distance Education Relocation Feasibility Report and Recommendations and
- The CMI-USP MOU.

Physical Plant/Facilities (Emil)

- No meetings but there are ongoing activities with other College tasks, and
- The Committee awaits Staff Senate to nominate a representative to get meeting going.
- Physical Plant Update:
 - There will be no more salt water shortage. Working on the dorms as MWSC was unable to pump water to the dorm is in progress. The dorm is being connected with CMI campus waters.

Budget (Stevenson)

No meeting. Committee developments and discussion will be shared at the next EC meeting.

IIE (Bob)

(Report was shared via email with the EC)

New Business

1. Executive Council RSA

Don Hess made a suggestion for redraft and rewrite. RSA modification will be discussed at next EC meeting.

2. Executive Council Status Reporting Template

Don Hess moved to accept the template, Ruth Abbott seconded and the motion was unanimously approved.

Updates

SBA (Rachel)

- SBA Officers is incomplete; SBA needs a Public Relation and a Secretary.
- There was a meeting on August 18 to work on the SBA Calendar, another meeting was held with the Student Ambassadors who have been providing support services.
- The SBA General Assembly will be announced via email.
- SBA Welcome Party will be held on Thursday, September 3 and the International Youth Ambassadors from ROC Taiwan will be arriving Majuro on the 10th September.

Staff Senate (Ruthy)

Next meeting is next week. The staff had a special meeting with Stevenson Kotton and William Reiher to discuss the proposal saving of the Health Supplement. There was a Staff Senate Retreat held in June.

Arrak CRE Land Grant (Biuma)

- \$90,000 was awarded to the Water warrior project for Arno,
- UH Hilo students have completed their activities. The 10 students were studying food and agriculture,
- The Virgin Island - The Resident Instructor Phase and the Distance Education were extended.
- EFNEF Agent has completed her training in UH Manoa and will start outreach programs in the Community.
- The Pineapple project from Kosrae is in progress and monitor by Foster at Arrak.
- Phase 10 expires in February 29, 2015.

Faculty Senate (Bill)

No report

Arrak Campus (Edward)

- Currently there are 5 *Jitok Kapeel* students, 16 Carpentry and 1 GED (22) residing on campus. There's a continuing problem with the water pump system and to date has not been fixed. Sometimes we would need

to reset the tripped circuit 4 times in a day. Arrak's diesel truck is still in the shop and we are having a hard time scheduling and transporting instructors and students to and from Arrak. Plus, doing Administrative duties. Coconut trees need to be trimmed; they are posing a threat to many on campus and with the strong winds.

- Maritime Program:
 - Our Chief Maritime instructor (Joel Clinton) is still on Sick Leave he had suffered two mild strokes during our previous training.
- JICA
 - Did not approve Arrak Maritime site proposal for facilities and a training ship.
 - Another site at MIHS is on the table.

In other Arrak Campus report:

William informed the EC that there were 4 applications for the Director of Arrak Campus post.

CLLC (Brenda)

- The Chairman of the Language Commission will be off island on a business trip to Guam, Saipan and other States in the FSM.
- The Manit im Kajin weekly radio program is ongoing.
- The Commission needs a recorder for meetings and other related works.

Others

- ❖ Cheryl reminded the EC that there's been no meeting minutes to post on the website.
Dr. Theresa advice the Committee Chairs to make it a priority that meeting minutes be posted on the website.
- ❖ Bart Deemer reported grant opportunity from AusAid re Health and Education, good ideas consideration for CMI to put forward.
- ❖ William Reiher brought up an issue with the Farmer's Market MOU

The meeting was adjourned at 12:40 p.m. The next scheduled meeting of the Executive Council is 9/18/2015.

EXECUTIVE COUNCIL BI-WEEKLY STATUS REPORT

To: EC

From: The President

Period Ending: Friday August 21, 2015

ACTIVITIES COMPLETED THIS WEEK

Completed Deliverables:

- Presentation: for JEMFAC on September 2 & 3 in Honolulu, Hawaii
- Report: Asia Pacific Conference on Education and Training August 3 – 5, 2015
- Report: Land Grant Meeting August 10 & 11
- Funding: secured \$250,000 for IT infrastructure improvements for CMI Distance Learning, the national initiative to integrate Distance Learning with the school system
- Funding: contributed to securing the additional \$50,000 for the Land Grant laboratory complex at Arrak; total value: \$200,000



ACTIVITIES IN PROGRESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> ➤ Overall management of CMI ➤ Clarification of CMI Withholding Tax position ➤ President's report (May – August) with Key Performance Indicators for the BOR meeting on September 23, 2015 ➤ Vision for CMI ➤ Discussions with Presidents at GCC, COM and PCC on a virtual university in this region ➤ Performance Management Strategies ➤ Identifying potential funding sources for the future Performance Management System ➤ Contract renewals ➤ Direct reports: VPA, VPAA & Director, IIE, Executive Assistant 	<ul style="list-style-type: none"> ➤ Report from the CFO and letter to the Minister of Education ➤ Complete the 2nd half (July & August) ➤ Concept map ➤ GCC and PCC open to the idea; awaiting COM's response <div style="text-align: center; margin-top: 20px;"> <p>Ongoing</p> </div>	<ul style="list-style-type: none"> ➤ Ongoing ➤ August 28, 2015 ➤ August 31 ➤ September 7 ➤ Ongoing



<ul style="list-style-type: none"> ➤ Online newsletter ➤ Data gathering for vocational and continuing education in the RMI context ➤ Meetings: face to face and through Skype <ul style="list-style-type: none"> - CMI employees and students; - External stakeholders 	<ul style="list-style-type: none"> ➤ Complete design ➤ Ongoing ➤ Ongoing 	<ul style="list-style-type: none"> ➤ September 14, 2015 ➤ For the new Director, Arrak campus ➤ Ongoing
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ACTIVITIES TO BE STARTED NEXT WEEK



- Meetings: with the new HR Director: expectations and priority areas; MIMRA & the Japanese embassy: Funding for CMI vehicles: School bus and College vehicles
- Identify potential funding opportunities for CMI initiatives
- Report framework: JEMFAC
- Discussion: Development of the Personnel Audit implementation plan

LONG TERM PROJECTS



- CMI Endowment
- CMI subsidy
- Strategic Plan Funding
- Strategic Plan Monitoring
- Marshallese Institute for Language, Arts & Culture
- Distance Learning
- Blended and eLearning
- Vocational and Continuing Education
- Professional Development and Capacity Building
- College of the Future

ISSUES FOR IMMEDIATE ATTENTION

- To be taken from the minutes of this meeting

KEY TEAM INTERDEPENDENCIES

- Strategic Plan
- Team-building

EXECUTIVE COUNCIL BI-WEEKLY STATUS REPORT

To: EC
From: William Reiher, IPC Chair
Period Ending: 21 August 2015

ACTIVITIES COMPLETED THIS WEEK AND LAST

Completed Deliverables:

- Approved Strategic Plan KPIs for Board, and Goals 1,3,4 & 5
- Developed Strategic plan monitoring system with help from IR
- Reviewed and approved the CMI-USP MOU
- Implemented the CMI Logo survey
- Amended and approved IPC RSA



ACTIVITIES IN PROGRESS	NEXT ACTION	DUE DATE
➤ CMI Strategic Plan Goal 2 KPI review	➤ Review and approve	➤ 18 Sept 2015
➤ CMI Strategic Plan Risks and mitigation strategies	➤ Review and approve	➤ 18 Sept 2015
➤ CMI Strategic plan overall review	➤ Review and approve	➤ 22 Sept 2015



ACTIVITIES TO BE STARTED WITHIN THE NEXT 2 WEEKS

- Strategic Plan costing document
- Approval of AUOs for departmental Program Reviews
- IPC Committee self assessment



LONG TERM PROJECTS

- Strategic plan monitoring
- Integrated Education Masterplan
- Admin Unit Program Reviews

ISSUES FOR IMMEDIATE ATTENTION

- None

KEY TEAM INTERDEPENDENCIES
➤ Strategic Plan monitoring with IR

EXECUTIVE COUNCIL BI-WEEKLY STATUS REPORT

To: EC
From: The Staff Senate
Period Ending: Friday August 25, 2015

ACTIVITIES COMPLETED THIS WEEK AND LAST

Completed Deliverables:

- Staff senate will meet next week.
- Special meeting with Stevenson and William to go over the saving plan proposal.
- Staff Senate done with their retreat in June and we wish to say KOMOL TATA to the management team for their supports.
- Staff Senate inquired when Bob's post will be replaced.
- Staff Senate minutes already use CMI website to post some of their minutes, and will continue to post every minutes and update them on the CMI website.

ACTIVITIES IN PROGRESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> ➤ Staff senate met this week Wednesday ➤ Meeting with Stevenson & William ➤ Manit Day ➤ Staff senate saving plan ➤ Thanksgiving ➤ Employee of the month 	<ul style="list-style-type: none"> ➤ Regular meeting monthly ➤ Saving plan ➤ Our culture committee will be in charge of activities. Require to wear islands style on that day ➤ Waiting for final decision(s) from Management team ➤ Team spirit – on campus thanksgiving dinner or lunch. Will invite faculty and administrators (team building) ➤ Waiting for new committee members 	<ul style="list-style-type: none"> ➤ 09/16/2015 ➤ 09/17/2015 ➤ 09/23/2015 ➤ 10/10/2015 ➤ 11/26/2015 ➤ ASAP

ACTIVITIES TO BE STARTED IN THE NEXT 2 WEEKS

- Meetings: with the new HR Director: provide trainings to the staff senate 09/30/2015 @ 10am. The goal is to work with HR on the following items.



- Customer service
- Grievance policy
- Employee's right
- Communicate the employee's benefits
- Performance evaluation
- Summarize the important policies that staffs need to understand, etc.

LONG TERM PROJECTS

- Absenteeism is very high
- Need to find ways to motivate the staff members
- Need supervisors attention

ISSUES FOR IMMEDIATE ATTENTION

- Correct staff's job descriptions

HELP NEEDED FROM OTHER DEPARTMENTS/TEAMS

- Physical plants staff are requesting the cooperation from students and staff to stop chewing betel nuts inside the bathrooms. Enforce the no tobacco policy
- Who's responsible to clean the student's foods service area?
- Timesheets sometime does not meet the deadline due to supervisors are not around or are holding the timesheet(s) in their desks. Who else will sign if authorize signatories are not around
- We need to find ways that will help motivate the staff members, and prevent high rate of absenteeism and tardiness.
- Translation of all documents and forms into Marshallese

EXECUTIVE COUNCIL BI-WEEKLY STATUS REPORT

To: EC
From: CMI-Land Grant Dean
Period Ending: Friday August 21, 2015

ACTIVITIES COMPLETED THIS WEEK AND LAST
<p>Completed Deliverables:</p> <ul style="list-style-type: none"> ➤ Aquaculture recruitment, done in July ➤ Report: USDA-NIFA Directors meeting June 22 - 24, 2015 ➤ Moodlemoot conference attended by online faculties August 4-6, 2015 ➤ Multi-State pineapple project, Dr. Verma August 7, 2015 ➤ Report: Land Grant Board of Regents meeting in Guam August 10 & 11 ➤ Meeting with Secretary of R&D and Dr. Verma on possible long term pineapple site Aug. 14, 2015 ➤ Financial Report: RI-phase VIII and DE-Year III ➤ Workshop: Invasive species workshop conducted by FAO August 6 & 7 ➤ Completion of Land Grant scholarships for students attending UH Hilo and Manoa Hawaii ➤ Meeting with MOE agriculture outreach staff on the development of school gardens programs August 19, 2015 ➤ Meeting with SCI-101 and AH-101, Aug 20th, 2015 ➤

ACTIVITIES IN PROGRESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> ➤ Land Grant 2016 (AES, CES and EFNEP) general funds completion for submission ➤ RI-Phase X & DE-Year V implementation up to February 29, 2016 ➤ RI-Phase IX & DE-Year IV implementation on "No Cost Extension" up to 8/31/2016 ➤ Land Grant 2015 POW compilations ➤ Land Grant directive on community 	<ul style="list-style-type: none"> ➤ Provide final figures and matching to COM-Land Grant office in Ponphie ➤ Need invoices qrtly ➤ Need invoices qrtly 	<ul style="list-style-type: none"> ➤ Sept. 2, 2015 ➤ Feb. 29, 2016 ➤ August 31, 2016 ➤ October 12, 2015 ➤ ongoing

<p>engagement on family gardening to combat NCDs</p> <ul style="list-style-type: none"> ➤ Aquaculture spats management in the Arrak lagoon site ➤ Pineapple grow out and monitoring ➤ Vehicles repair and maintenance ➤ Gardening and learning project with Laura Elementary and High Schools ➤ Agriculture researcher recruitment 		<ul style="list-style-type: none"> ➤ ongoing ➤ ongoing ➤ ongoing ➤ ongoing
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ACTIVITIES TO BE STARTED IN THE NEXT 2 WEEKS

- Meetings: with the FAO at the Ministry of Resources & Development, September 4th week
- Extensions' activities with family gardening: setting up raise garden tables using reuse, recycle materials and using composting methods. No purchasing of materials and soil from the stores
- Distributions of easy to grow vegetables, such as gong gong, local spinach etc.
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LONG TERM PROJECTS

- Hatchery renovations
- Research labs
- Multi-State projects: Agriculture & Aquaculture,
- Agriculture extension
- Aquaculture extension
- 4-H extension
- Water Quality Extension (partnership PREL Water for Life)
- Water warrior project with US Embassy
- EFNEP healthy meal plate with K-4th grade levels
- Students' recruitment for degree completion in Food and Agriculture
- Professional Development and Capacity Building
- College of the Future

ISSUES FOR IMMEDIATE ATTENTION

- Renovate aquaculture round tanks roof that is cracking and materials falling down, very dangerous for staff to perform works underneath
- Dead coconut trees overhanging near the boys dorm
- Gating out of the aquaculture lagoon site from continued tampering and damaging of properties
- Completing the painting and maintaining of the old aquaculture vehicle
- Ordering of parts for the Dean's car. No parts on island

HELP NEEDED FROM OTHER DEPARTMENTS/TEAMS

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| <ul style="list-style-type: none">➤ Implementation of research and extension planning and proposals➤ Stronger working relationship to accomplish a common task➤ CMI to provide extra manpower for ground keeping as the area is huge with only one ground keeper |
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