

## MINUTES

*Executive Council Meeting*  
11:00 a.m. Friday, September 18, 2015  
Board of Regents Conference Room

### **Present:**

Dr. Theresa Koroivulaono, VP William Reiher, VP Don Hess, CFO Stevenson Kotton, Dean Biuma Samson, Dean Ruth Abbott, Edward Adiniwin, Henriette Lani, Elizabeth Switaj, Beylul Solomon, Agnes Kotoisuva, Cheryl Vila, Brenda Mellan, Ruthy Maun, and Rutha Pedro. Marilyn Harry (Recording Minutes).

### *Call to Order*

President Koroivulaono called the meeting to order at 11:02 a.m.

### *Opening Prayer*

Steven Kotton opened the meeting with a prayer.

### *Review of August 21, 2015 Meeting Minutes*

1. Under Present: – delete “*title*” and delete letter “*b*” from Deemer.
2. Under CAC – delete “*officers*” to be replaced with “*representatives*”. Delete “*bullet 2, whole sentence*”.
3. Under Updates – delete “*Public Relation and a Secretary*” to be replaced by “*VP and an Athletic*”.

**Don Hess moved to approve with the corrections.**

**William Reiher seconded the motion.**

**Motion approved unanimously.**

### **Update from President**

- (May – August)
  - Required and supporting documents prepared for the BOR meeting on September 23, 2015,
  - CMI Strategic Vision developments went to IPC for their attention and comments last week,
  - CMI Vision went to IPC,
  - The Post for the Director of Institutional Integrity and Effectiveness advertised earlier this week,
  - There were Internal and external meetings with new HR Director to discuss expectations and priority to the NSF. 2 meetings took place with US Deputy Chief of Mission to discuss potential CMI opportunities on Kwajalein and a new local student internship initiative,
  - CMI Language Commission Hearing on the Language Bill and,
  - Follow up with the Minister of Education on assistance on the MOE budget

### *In other update*

VP Hess suggested for the Committee Assessment Reports to be part of the EC meetings until further notice.

### **Committee Reports**

#### **Budget (Stevenson)**

- Meetings and Presentation –
  - A meeting took place with the JEMFAC team prior to the 2015 JEMFAC Meeting in HNL, CMI’s outcomes and future plans were presented at the JEMFAC Meeting on September 2 and 3 and the JEMFAC committee secured approval of the CMI’s investment plan for the maintenance fund.
  - The FY2016 was presented to the Nitijela Appropriation committee.
  - The FY2016 Budget Portfolio was presented to the CMI Budget Committee.
  - \$275, 322 -outstanding receivable from fiscal year 2013 was submitted. The ARRA Grant, \$86,000 was retrieved by using the digitalized file will be deposited next week.
- The digitalized filing system was tested and found to be more efficient than the current filing system.
- Resolutions - Debit Card, Budget and Maintenance Fund will be presented to the BOR.
- The EC bi-weekly report is very useful especially when looking at the weekly and semi-monthly progresses.

### **CAC (Ruth)**

- Preparation for the next school year and setting up timetables. The procedures are being fixed and the long term projects reflect mostly the strategic plan and daily businesses.

### **EMC (Don)**

- EMC met and discussed the registration process and debriefing on needs to be fixed.

### **HR (Agnes)**

- The Committee met twice. The approved RSA is on the table for EC discussion and approval,
- HR Committee Assessment report for EC will be finalized prior to next EC meeting,
- Update on Faculty and Human Resources handbooks (ongoing process),
- Training to be conducted on Professional, Courteous and College Behaviour, Ethic and Shared Governance. The Personnel Audit Consultants has agreed to work with the faculty reps.

### **ITCOM (Boni)**

- The Committee met yesterday to discuss and approve the RSA and also approve the proposed Site Posting Policy. The RSA and the policy are on the agenda for EC reviewing and approval.
- The Committee is reviewing another policy, the IT Software and System Policy.
- Update on the server: Replacement and upgrading of the whole server to broaden and provide better services to the DE program, Academic and college wide activities.

President said these kinds of systems are essential and required to be in place to enhance the services provided and the activities. President commended the IT staff for their hard work.

### **IPC (William)**

The committee met frequently, working really hard to complete the Strategic Plan for the next BOR meeting. The KPIs for Goals 1, 3, 4, and 5 were approved. With the help from IR's Victor Garcia, the SP monitoring system was developed. Today the Committee will be looking at KPIs for Goal 2 and the risk mitigation strategies. The survey of the CMI Logo was implemented and now present on the agenda for EC reviewing and approval.

President thanked the IPC for the efforts and commitment to get the Strategic Plan ready for next BOR meeting.

## **Old Business**

### **1. Executive Council RSA**

The RSA will be part of next EC meeting. Don made a suggestion for the RSA to be on the google.doc for reviewing.

### **2. CMI Logo**

The IPC recommended 3 logos to vote on by the CMI community. The top choices (option A, B and C) are present on the agenda for discussion and approval. Option B has the most votes. A rerun, vote on options A and B will take place by the CMI Community.

## **New Business**

### **1. Faculty Senate Letter Regarding Director of Institutional Integrity and Effectiveness (DIIE)**

There was concern regarding the absence of shared governance in the hiring of the Director of Institutional Integrity and Effectiveness as presented in the proposed letter.

President thanked the Faculty Senate for their proposal and said it was necessary to share it with the EC. President further said the creation of the contingency appointment/position of the DIIE did follow CMI hiring policy and procedure (page 22). There was a memorandum provided to the Budget Committee and the IPC on May 7. If the process of shared governance was disregarded in the DIIE's creation, what part of shared governance was not followed?

### **2. CAC Assessment Report 2015-2016**

The CAC Assessment report is revised every year and it gives full transparency of the CAC actions – Fall and Spring meetings, newly created departments, the creation/revision of all program sheets, the new and revised and archived course outlines, Incomplete and unresolved issues and other related actions as presented.

Don Hess as role of the Accreditation Liaison Officer commends the CAC on the completed works, a job well done.

### **3. CAC RSA 2014-2015**

Only one change made for the year

**Don Hess moved to accept the CAC RSA 2014-2015. Ruth Abbott seconded. Motion approved with changes made.**

### **4. IPC RSA**

There were few changes made in the RSA - membership revised to 14 and quorum of 7.

**Don Hess moved. Ruth Abbott seconded. Motion approved with modifications.**

The Assessment Reports will be part of EC meetings until all reports from the subcommittees are submitted.

### **5. HR Committee RSA**

**Don Hess moved to accept the HRC RSA with changes.**

**Ruth Abbott seconded the motion.**

**Motion approved unanimously.**

### **6. Budget Committee RSA**

Revised membership, quorum of 9

**Don Hess moved to accept the Budget Committee RSA with changes.**

**William Reiher seconded and the motion was unanimously approved.**

### **7. IT Committee RSA 2015-2016**

Revised membership, additional members from Institutional staff

**Ruth Abbott moved to accept w/changes. Don Hess seconded the motion and the motion was unanimously approved.**

### **8. Supplemental Retirement Plan**

William Reiher discussed the staff senate proposal and its purpose. He further informed the EC that there were meetings with the staff senate regarding the supplemental retirement plan. President asked William to go back to the Board of Regents and give more information as regards to the need and purpose of the proposal.

*In other announcement:*

Cheryl Vila reminds the Committee Chairs about submission of their meeting minutes. The minutes will be posted in the College website.

President informed all Committees to forward to Cheryl for posting in the website as part of the recommendation of

### **Updates**

#### **SBA (Rachel)**

The SBA participated at the Taiwan Youth Ambassador activities on island,

The SBA office is completed, and

Regarding Bus services, students are concern on the bus service scheduling.

Boni said ITCOM needs the student representative to attend meetings.

**Staff Senate (Ruthy)**

There was a meeting last Wednesday (9/9). Another meeting took place with Stevenson Kotton and William Reiher to look at their proposal. The staff senate also met with HR Director Agnes Kotoisuva to discuss job descriptions and other related issues concerning absenteeism, performances, evaluation and translation of the HR Manual.

**Faculty Senate (Elizabeth)**

## 1. Activities in progress:

- Revision of the Faculty Handbook. The steering committee will develop an initial plan, due date is October 9, 2015.
- Faculty recommendations for Evaluation Process. Comments from the full senate to be incorporated into the draft produced by the subcommittee, due date is September 24, 2015.
- Review of By-Laws – the bylaws are currently posted on Google Drive for comments and suggestions, and will be voted on at next Faculty Senate meeting. Due date is October 9, 2015.

## 2. Help Needed from other Departments/Teams:

- The senate needs Physical Plant emergency contacts in case of after-hours emergencies.

## 3. Long Term Projects:

- Development of Institutional Research Board.

**CRE/Land Grant Program Arrak Campus (Biuma)**

- August 14, 2015 – Meeting with R&D Secretary and Dr. Verma from Kosrae State to discuss the pineapple project from Kosrae and seek possible long term pineapple site,
- July 2015 – Works finished on the Aquaculture recruitment,
- June 22-24, 2015 – USDA-NIFA Director meeting,
- Went to Eneko (Majuro islet) to look at the Pearl project,
- The Land Grant family gardening is in progress and monitor by Foster,
- Ask everyone to pay attention to the student garden which is under the care of the dorm students to continue with the work, and
- Samson Langinbelik is now working at Arrak,

**Arrak Campus (Edward)**

- CPR Training with Arrak students
- Security concern – minor
- New nurse is KC Lucky
- Ongoing water problems at Arrak
- Old tall coconut trees post a danger on campus
- Some buildings need ACs

## Maritime Program:

- Need to work on the class schedule, MIMRA will provide observer trainer and the program needs transportation which is an issue at Arrak.

## Next Week Activities:

- The Observers training starts next Monday, September 21.

## Long Term Projects:

- Ongoing works on renovation and replacement of buildings rooftops, the security shack needs to replacement and the bench and they need security cameras on campus
- The DE Education Major room needs a scanner

**CLLC (Brenda)**

- Cent Langidrik is the newly hired Commissioner in place of late Commissioner Alee Alik,
- The CLLC Annual report will be presented to MOE Minister,
- The Commission met with Alele and JICA staff to look at children books and a grant proposal for children videos.
- William Reiher met with David another meeting will take place with the PSS about developing materials for bilingual education, and
- Currently the Commission is looking for grants and help with grants.

**Adjourned: 1:10 PM**



**EXECUTIVE COUNCIL BI-WEEKLY STATUS REPORT**

To: EC

From: CAC

Period Ending: Sept. 16, 2015

**ACTIVITIES COMPLETED THIS WEEK AND LAST**

**Completed Deliverables:**

- Officers Elected
- RSA Approved by CAC
- Annual Efficiency Report Completed
- Strategic Plan: KPI's for Goal 5 Discussed
- Strategic Plan: Timelines set for Strategic Activities
- Academic Program Review Schedule approved
- Approved CC Special Education Program Sheet
- Approved CC in Teaching Program Sheet
- Approved for Inclusion in Program Reviews Budget piece for SY 13-14 and SY 14-15
- Approved Liberal Arts Program Review Report

ACTIVITIES IN PROGRESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> <li>◆ Review of Procedure for New Course, Program and Department Development and Revision of existing Courses</li> <li>◆ Review of Guidelines for Program Review Reporting</li> <li>◆ Review of Program Review Procedures</li> <li>◆ Assessment/review of procedures for creating a new department</li> </ul>	<ul style="list-style-type: none"> <li>Out for review</li> <li>Out for review</li> <li>Out for review</li> <li>Out for comment</li> </ul>	<p>Comments due 9/23</p>

**ACTIVITIES TO BE STARTED IN THE NEXT 2 WEEKS**

- Review of EDU 150 and EDU 250

**LONG TERM PROJECTS**

**This semester:**

- ◆ Program Review Reports: CC ACCT; EDU; GEN ED; Vocational Programs
- ◆ Program Reviews: Dev. Ed; LA
- ◆ Program Development: AA In BUS Program Proposal; STEM Outline review; BS EDU Course Outline Development; AS Public Health Outline Development; Nursing Outlines reviewed; Gen Ed Outlines reviewed; Reading Across the Curriculum Program Developed

**Next semester:**

- ◆ Program Review Reports: Dev. Ed.
- ◆ Program Review: Nursing and Allied Health
- ◆ Program Development: Proposal for AS in STEM; Sub change request for AA in BUS; Proposal for AS in Public Health; Development of EMT Certificate; Develop ELI; Plan Credit Learning Communities;

<b>ISSUES FOR IMMEDIATE ATTENTION</b>
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<b>HELP NEEDED FROM OTHER DEPARTMENTS/TEAMS</b>
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➤ Continued Support from FABS in providing budget information to departments
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## EXECUTIVE COUNCIL BI-WEEKLY STATUS REPORT

**To: EC**

**From: Faculty Senate Representatives**

**Period Ending: Friday September 18, 2015**

ACTIVITIES COMPLETED SINCE LAST REPORT
<b>Completed Deliverables:</b> > N/A

ACTIVITIES IN PROGRESS	NEXT ACTION	DUE DATE
> Revision of Faculty Handbook	The steering committee will develop an initial plan	October 9, 2015 
> Faculty Recommendations for Evaluation Process	Comments from the full senate to be incorporated into the draft produced by the subcommittee	September 24, 2015
> Review of By-Laws	Currently posted on Google Drive for comments and suggestions; will be voted on at next meeting	October 9, 2015



**ACTIVITIES TO BE STARTED IN THE NEXT 2 WEEKS**

TBA

**LONG TERM PROJECTS**

➤ Development of Institutional Research Board



**ISSUES FOR IMMEDIATE ATTENTION**

N/A

**HELP NEEDED FROM OTHER DEPARTMENTS/TEAMS**

➤ Physical plant emergency contacts in case of after-hours emergencies

