

MINUTES

Executive Council Meeting

11:00 a.m. Friday, October 2, 2015

Board of Regents Conference Room

Present:

Dr. Theresa Koroivulaono, VP William Reiher, VP Don Hess, Willie Cristobal (CFO proxy), Dean Ruth Abbott, Henriette Lani, Elizabeth Switaj, Beylul Solomon, Cheryl Vila, Boni Sanchez, David deBrum, Nering Redmond (HR Director proxy) Ruthy Maun, and Donie Rena (SBA Rep.)

Excused: Emil deBrum, Biuma Samson and Brenda Mellan

Marilyn Harry (Recording Secretary)

Call to Order

President Koroivulaono called the meeting to order at 11:00 a.m.

Opening Prayer

The September 18, 2015 Meeting Minutes will be entertained at next meeting.

Beylul Solomon motioned to entertain the September 18 Meeting Minutes at next EC Meeting.

Assessment Reports:

As recommended on the September 18 minutes, the Assessment Reports will be permanent on the agenda until all reports are done.

Update from President

President discussed the importance to continue to use and transcribe the EC Bi-Weekly Status Report.

Activities completed this week:

- BOR Meeting took place on Wednesday, September 23. The meeting was extensive and covered many areas. President thanked Chris Sebastian for videotaped the meeting and hope the minutes were forwarded to Bob.
- The revised KPIs 2015-2016 was presented for BOR endorsement. The Strategic Vision was presented during the BOR Executive Session.
- Met with the Personnel Audit Consultants to look at the scope of work that will be carried out during their 2 weeks consultation works at CMI. One of the issues discussed at the meeting was CMI's professional development and capacity building for sustainability. The area that CMI definitely needs to focus on with conviction on the Strategic Plan. Updates from consultations will be shared with EC and
- Last week –signing of contracts employments, one of the newly hired being part of the President's senior leadership team.
- A potential collaborative partnership between CMI-FSM-MOH (Public Health funding) – Guam Community College ALO Dr. Ray Somera will be visiting on November 2015 to lay groundwork for the collaborative partnership and to conduct a 1 day Assessment Training Program for the faculty members and other necessary training needs identified by CMI.
- Thanked the IPC for the effort and hard work on the CMI USP MOU which was submitted to Dr. Irene at USP.
- Reporting on Salaries and benefits.

Committee Reports

Budget Committee (Willie)

Next Committee meeting is next following Monday (10/12).

CAC (Ruth)

The committee met once and approved, EDU150 in catalog. The EDU 250 needs adjustments. The assessment procedures for creating new department will be discussed on Monday (10/5). The CAC needs IR data report.

EMC (Rachel)

The Committee met on Thursday (10/01) to discuss and review the RSA.

Student Services update:

1. The CMI 101 is completed.
2. Basketball Court activities: Manit Day and RMI Ralik/Ratak basketball league.
3. Recruiting:
 - October 2 - Coop School and October 24 - Ebeye
 - For Spring semester, at the end of January early February).
 - The EducUSA trip to Wotje was very successful.

Testing score reporting:

Rachel said above average on the CMI math test.

HR Committee (Nering)

Agnes is at Arrak with the Personnel audit consultants
(Please see the HR Committee Report).

ITCOM (Boni)

Next meeting is October 15 to look at the proposed policy for Software and to discuss the Bulk Policy

IPC (William)

There was no meeting.

Update:

- The Strategic Plan - presented to the BOR will be discussed. William and Stevenson will be working together on the costing of the SP.
- Victor Gargia is been working on the monitoring system.
- Bob Willson started works on the IIE
- The Education Master Plan was discussed at the IPC and now is ready for EC to reviewing.

Plant and Facilities (William)

The Committee was told to hold off their meeting until William returns.

Update:

The Arrak campus is now part of the HIPPO Maintenance Software

The DE will be later

New Business

1. Electronic Bulk Email Distribution Procedure (ITCOM)

Boni discussed the purposed of the proposed procedure which was also shared with EC. After some discussion and comments among the EC it was agreed to take back the Electronic Bulk Email Distribution Procedure to revise before presenting to the EC.

2. Site Posting Policy (ITCOM)

Cheryl said the EC should consider it as FYI. The purpose of the policy is to/way to obtain the online usage. The policy applies to all students, faculty and staff.

The policy will be sent to the EC members for comments.

Updates

SBA (Donie)

The SBA Officers were inducted. Currently there are 14 student clubs and more are working on their registering and bylaws. SBA General Assembly is set for October 7.

There was concern brought up regarding low numbers of students participating at SBA events.

Staff Senate (Ruthy)

1. Next meeting is October 14.

2. Meetings:

- The Staff Senate met with HR Director Agnes, it was a very good meeting. Another meeting took place with Stevenson and William regarding the proposed retirement plan and its status. Because of concern and questions from the BOR regarding the purpose and not enough details the proposal was sent back to EC. William will go back to the BOR and inform them very clearly that the proposed Retirement Plan by the staff senate would not charge any money.

VP Hess said the proposal/letter needs rewording.

- The Senate Officers met with the Personnel Audit Consultants.

3. Manit Day Celebration:

- Not many people attend the ceremony at the Basketball Court.

4. Issues with Supervisors – request training of the supervisors across the board and staff training on how to respect their supervisors.

Faculty Senate (Elizabeth)

There was no meeting. Works on the Projects are ongoing.

Arrak Campus (Edward)

Trees are trimmed. The new Director, Mr. Stanley Lorennij will start working on November 2.

Dr. Theresa commends members of the Search Committee for their good work and selection as the position was vacant long time.

Meeting adjourned: 12:30PM

The next scheduled meeting of the Executive Council is 10/16/2015.


EXECUTIVE COUNCIL BI-WEEKLY STATUS REPORT

To: EC
From: The President
Period Ending: Friday October 2, 2015

ACTIVITIES COMPLETED THIS WEEK

Completed Deliverables:

- President's Key Performance Indicators for 2015-2016; for endorsement by the BOR
- Initial meetings with the Personnel Auditors: scope of work and other areas in relation to professional development and capacity-building for sustainability at CMI
- Contracts of employment
- Securing Dr. Ray Somera's visit from the Guam Community College to CMI for the following reasons:
 - (1) To lay the groundwork for a collaborative partnership between CMI-FSM and the Department of Health and Human Services that would lead toward utilizing HRSA funding to support curricular and instructional work that involves college faculty and behavioral health practitioners at the department; and
 - (2) To conduct a one-day, assessment training program for CMI faculty that includes SLO assessment, TracDat management, data analysis and interpretation, and other training needs identified by CMI.
- Submitted draft CMI-USP MOU to Dr. Irene
- Preliminary report by the HR Director on the 'big picture' snapshot of CMI employees' salaries and benefits'

ACTIVITIES IN PROGRESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> ➤ Overall management of CMI ➤ Clarification of CMI Withholding Tax position ➤ Discussions with Presidents at GCC, COM and PCC on a virtual university in this region ➤ Performance Management System at CMI ➤ 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) ➤ Update from the HR Director on the progress so far ➤ GCC and PCC open to the idea; awaiting COM's response 	<div style="text-align: right; margin-bottom: 10px;"></div> <ul style="list-style-type: none"> ➤ Ongoing ➤ August 28, 2015 ➤ August 31 ➤ Ongoing with the deadline set at December 31, 2015. ➤ Ongoing

<ul style="list-style-type: none"> ➤ 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 <p>Expansion of the Distance Education Center on Ebeye: first draft of organizational and operational plan; list of tasks beginning with the lease agreement.</p> <ul style="list-style-type: none"> ➤ MIMRA & the Japanese embassy: Funding for CMI vehicles: School bus and College vehicles 	<p style="text-align: center;">Ongoing</p> <p>Ongoing</p> <p>Ongoing (awaiting confirmation of meeting dates from the respective offices)</p>	<p>Ongoing</p> <p>Ongoing</p> <p>a.s.a.p.</p>
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ACTIVITIES TO BE STARTED NEXT WEEK

- First update of the Personnel Audit currently underway
- Continue to identify potential funding opportunities for CMI initiatives
- Explore the potential on Majuro for the expansion of building facilities (multi-purpose spaces)
- Review of the Succession Development model
- Finalize arrangements for talks with Ebeye landowners and stakeholders
- Paper for PPEC: CMI update and the Micronesia Virtual University

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

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| ➤ To be taken from the minutes of this meeting |
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KEY TEAM INTERDEPENDENCIES

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| ➤ Strategic Plan |
| ➤ Team-building |

EXECUTIVE COUNCIL BI-WEEKLY STATUS REPORT

To: EC
 From: CAC
 Period Ending: Sept. 28th 2015

ACTIVITIES COMPLETED THIS WEEK AND LAST

Completed Deliverables:
 > Approved EDU 150 Math for Teachers I as a General Education course

ACTIVITIES IN PROGRESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> • EDU 250 Mathematics for Elementary School Teachers II 	Fix pre-requisites and adjust learning outcomes	Oct 5 2015
<ul style="list-style-type: none"> • Education Program Review 2010-2014, Section 1 	Review or inclusion in the Program Review	Oct 5 2015
<ul style="list-style-type: none"> • Assessment of procedures for creating a new academic department 	Review and gap analysis	Oct 5 2015
<ul style="list-style-type: none"> • Procedures for New Courses, Departments, or Programs and Revision of Existing Courses and Programs 	Comment and Revise	Oct 5 2015
<ul style="list-style-type: none"> • CAC Program Review Procedure 	Review on Google Drive	Oct 5 2015

ACTIVITIES TO BE STARTED IN THE NEXT 2 WEEKS

> Complete the review of EDU 250
 > Continue activities listed above

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

ISSUES FOR IMMEDIATE ATTENTION

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HELP NEEDED FROM OTHER DEPARTMENTS/TEAMS

> IR Data Reports for Developmental Program Review

EXECUTIVE COUNCIL BI-WEEKLY STATUS REPORT

To: EC
From: HR Committee
Period Ending: Friday October 2nd 2015

ACTIVITIES COMPLETED THIS WEEK AND LAST
<p>Completed Deliverables:</p> <p>Development of a Performance Management System - Faculty awareness and feedback session- 9/24/15 - Staff Senate awareness and feedback session- 9/30/15</p> <p>Personnel Audit- Interviews with College Administrators, Faculty Chairs, unit heads, Staff Senate executive, Faculty Senate Chair and Student Leaders completed</p>

ACTIVITIES IN PROGRESS	NEXT ACTION	DUE DATE
➤ Performance Management System	Work with Faculty Senate Working Group and Staff Senate Working Group to review current policies and procedures.	10/30/15
➤ Personnel Audit	Complete one on one interviews and focus groups	10/16/15
➤ Proposed revisions on Conflict of Interest policy	Referred to Faculty and Staff Senate for feedback	10/14/15
➤ Recruitment Video- Committee viewed video	Changes recommended to Chris i.e. interviews with other faculty	Revised to 11/30/15- need to re-shoot some interviews.
➤ Faculty Handbook	Faculty Working Group to finalise and submit	<p><u>Timelines:</u> Initial drafts of chapters: 10/30/15 Summaries and ancillary material: 11/03/15 Final draft brought to senate for approval: 11/27/15</p>

<ul style="list-style-type: none"> ➤ Training on Professional, Courteous and Collegial Behavior, Ethics and Shared Governance. 	<p>Confirm training details: date, time and attendees</p>	<p>10/6/15 Training to be held during week 10/12-10/16</p>
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ACTIVITIES TO BE STARTED IN THE NEXT 2 WEEKS

- HRC Assessment Report
- Outstanding -policies under review

LONG TERM PROJECTS

- College-wide Performance Management System
- On-going Policy Review

ISSUES FOR IMMEDIATE ATTENTION

- Publication of Policy Handbooks for 2015

HELP NEEDED FROM OTHER DEPARTMENTS/TEAMS