

ADMINMINUTES
Executive Council Meeting

11:00 a.m. Friday, October 30, 2015
Board of Regents Conference Room

Present:

Dr. Theresa Koroivulaono, Dean Ruth Abbott, Dean Rachel Salomon, Elizabeth Switaj, Beylul Solomon, Cheryl Vila, Boni Sanchez, David deBrum, Agnes Kotoisuva, Brenda Mellan, Ruthy Maun, and Willie Cristobal (CFO proxy)

Excused: William Reiher, Don Hess, Stevenson Kotton, Emil deBrum and Biuma Samson

Marilyn Harry (Recording Secretary)

Call to Order

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

Opening Prayer: Ruthy Maun

Review of Minutes

1. The September 18, 2015 Meeting Minutes

- Under New Business -In other announcement: delete “on” to be replaced with “in”
- Under Faculty Senate: delete “Beylul” to be replaced with “Elizabeth”.

Cheryl Vila moved to accept the September 18, 2015 Minutes with corrections. Ruth Abbott seconded and the motion was unanimously approved.

2. The October 2, 2015 Meeting Minutes

- Under Review of Minutes: delete “agreed” to be replaced with “moved”.
- Under Staff Senate: delete “And to change the nature of the texts in the letter”.
- Under Staff Senate: #2, bullet #1 the third sentence: Delete “...only staff senate is proposing and not everybody else” to be replaced with “...to make it clear to the BOR that the proposal prepared by the Staff Senate would charge no money”.

Cheryl Vila move to accept the October 2, 2015 Minutes with corrections. Boni Sanchez seconded the motion and the motion was approved unanimously.

Update from President

The Minutes will go out for reviewing 1 or 2 days prior the next meeting of the Executive Council.

- October 29 – Meeting with The BOR Chair to discuss and looking at the following:
 - Complete the monthly meeting and follow up on the BOR September meeting businesses,
 - The Strategic Plan to be endorsed by the BOR
 - President’s KPIs -almost finish for endorsement,
 - The issues with Debit Card and the Special Account which need more information on.
- The Chairman had a meeting with Chairman Alfred, meeting went well.
- Upcoming BOR Retreat on November 17 – 25
- Personnel Audit - A prelim summary report will be provided to everyone.

In other related report:

HR Director, Agnes said the summary report will be provided in 2 parts. 1 part will be available to all and the other part will be confidential due to sensitive issues.

- The newly hired Arrak Director will begin next Monday (11/2). The Director’s orientation schedule is being set.
- President met with Honda & Pacific Consultants. The purpose of the meeting was to look at electric cars on Majuro and at the resilient environment surroundings on the island.

Assessment & Committee Reports

CAC (Ruth)

- Completed the Assessment of Procedures and Agreements and the Handbook is in progress,
- Active and in progress: Procedures for New Program/Course and Procedures and the CAC Program Reviewing Procedure -almost finished.
- Timelines were provided through the Strategic, and
- The Marshallese Language Studies (MLS) online course will be shared with everyone.

EMC (Rachel)

There was no meeting.

- Next Committee meeting is set for November 19 to look at revising of Student Handbook. There are issues present in the handbook that need adjusting. There are present expectant issues with residential students.
- Student Conduct Board - Working with Terry Hazzard on the list.
- Aur Scholarship – The 4 student scholarships has received 3 applicants. A report will be provided to the Minister.

Dr. Theresa briefs the EC on the Aur Scholarship's presenting event which took place in the BOR Conference Room.

- Student Coordinator issue: Requirement for Health (pregnancy testing) for the residential students.

Budget Committee (Willie)

- MOU was signed and submitted to the Ministry of Finance,
- No receipt -\$250,000. Compact money RMI had promised to CMI,
- The General Fund subsidy has been received,
- The Budget for FY2015-16 is ready for req., and
- CMI has some cash flow issue.

Concern on issues with Direct Deposit issue and unpaid bills were raised.

HR Committee (Agnes)

- There was a meeting of the Committee,
- Reporting on the HR Assessment Report (as presented) which incorporated HR Committee matters.
- The Personnel Audit completed, awaiting the final report.

ITCOM (Boni)

The Committee met on October 22, 2015.

- 20 laptops available for spring 2016 and another additional 10 laptops (waiting for approval). BS is currently working very hard on the grant.
- Met with Australia Microsoft reps., the meeting went well.
- The Site Policy is on the agenda for EC reviewing. Ms. Cheryl will do the presenting.
- The Software System Acquisition Procedure was shared with staff and faculty senate.
- Boni working with MOE/PSS staff on IT Assessment Project.
- MEC – currently waiting for Ms. Kayo Kotton's feedback.

IPC (Cheryl)

- The KPIs and the recent Mitigation Strategies were finished,
- Strategic Plan – costing
- Reviewing the essential function for responsible departments
- The Program Reviews
 - IPC has a new Secretary and the Committee will work very well now

Plant and Facilities (David)

The Committee met last week and discussed the RSA, Vehicle Policy and relevant procedures.

OLD BUSINESS

1. Site Posting (ITCOM) Cheryl Presenting

There were no comments from expected personnel/people. Only 1 change made on the policy –to remove the word “Policy” and to replace with “Procedure”.

New Business

1. Software System Acquisition Procedure (ITCOM)

The procedure was provided for the EC’s “FYI”.

Updates

SBA (Rachel)

The students working on Endowment fundraising

- Haunted House and Movie Night features *Drunk or Treat*. The public is invited and to the Security Guards who will be on duty will be helping with safety and security (please be on and about).

Update on Student Leadership Council (SLC)

Petition: to remove some of the Officers which the SBA officers signed the petition.

Staff Senate (Ruthy)

The Staff Senate met on October 14. SS members have no comments for the Email Policy. Ruthy asked for the Staff Senate Representatives to attend the Committee meetings. There were 2 Performance Management Group meetings with HR Director. The Staff is waiting for update on the retirement plan proposal. Staff Senate bylaws will be part of next Staff Senate meeting.

Faculty Senate (Elizabeth)

- The Faculty Senate revised and approved By-laws will be emailed to all,
- Revision of the Faculty Handbook on going, due date for initial chapter draft is October 30, 2015,
- Working group on the Project Management System is continuing,
- The Academic Outreach Committee had their first workshop, and
- Ongoing issues with the Media copier system despite the new system that was in place last semester.

CLLC (Brenda)

- September 2015 Outreach - The Commission visited 4 public and 2 private schools on island,
- Recruit incoming visitors into the Commission who are searching for assistance with their questions,
- Ongoing activity – CLLC weekly live radio program,
- Marshallese fonts of the Kajin Majel keyboard to be prioritized,
- The Commission is looking for grants donors/sources and help with grant writing,
- October 31, 2015 Trip (outer islands) to Wotto, Ujae and Lae. The trip pertain indigenous knowledge,
- Marshallese bwebwenato (folklores) – English version available www.trussel2.com
- Personal properties went missing on Wednesday from the back door of the Commission. The back door facing the playground.

Meeting adjourned: 12:45PM

The next scheduled meeting of the Executive Council is 11/6/2015.