

Executive Council Meeting  
11:00 a.m. Friday, November 20, 2015  
Board Conference Room  
Agenda Minutes

**Present:**

Dr. Theresa Koroivulaono, Ruth Abbott, Rachel Salomon, Elizabeth Switaj, Beylul Solomon, Cheryl Vila, Boni Sanchez, Brenda Mellan, Ruthy Maun, and Willie Cristobal (CFO proxy), Angie Laaw (HR Proxy), Edward Adwinin, Stanley Lorrenij, Robert Willson (through skype)

*Call to Order*

President Koroivulaono called the meeting to order at 11:07 a.m.

*Opening Prayer: Stanley Lorrenij*

**REVIEW OF MINUTES**

1. November 6, 2015 Meeting Minutes - will be available on Dec 4
2. Reminder from the President for a much quicker turnaround time for EC minutes to be made available

**UPDATE FROM PRESIDENT**

- reminder for punctuality in meetings
- refer to Bi Weekly Status Report
- draft report is available (personnel audit report); report is composed of 2 parts 1) general information - and 2) to- do/recommendation part
- BOR retreat date on January 12, 2016
- Annual Report to Nitijela to be submitted on first week of January; process have been started

**COMMITTEE REPORTS**

- Reminder from the President for Committee Assessment Reports to be completed by the next meeting
  - Cheryl Vila reported that finished assessment reports are now posted to the website and that committees are requested to assign a site author for their committee page at the Website.
  - Cheryl Vila volunteered to be the site author for the Executive Council page in the website.
1. Budget
    - CFO is back from annual leave
    - Business Office meeting was held to discuss issues/problems cited during the EC meetings to improve the office's services
    - Ebeye special needs fund/subsidy has been received

2. Curriculum Assessment (Assessment Report completed)
  - Discussion on CAC procedures is still ongoing
  - Handbook on CAC procedures will be disseminated to faculty during orientation
3. Enrollment Management
  - Academic Probation and Suspension Policy was drafted and is on the agenda for New Business
4. Human Resources (Assessment Report completed)
  - Meeting moved to Wednesday next week
  - Education and Compensation sub committees to meet next Tuesday and to report on the HR meeting on the Wednesday
5. Information Technology (Assessment Report completed)
  - Meeting moved to next week
  - IT Comm assessment report has been submitted
  - Phishing attack on President's email account. In order to prevent further phishing attacks, IT office coordinated with the hosting provider to enable another security feature which is to activate the domain key identifier for every message sent to cmi.com.
6. Institutional Planning
  - tabled
7. Plant and Facilities
  - tabled

#### **NEW BUSINESS - 10 minutes**

1. Academic Probation and Suspension Policy (EMC)
  - added the 'semester GPA' in Academic Suspension/Dismissal
  - added the 'Return After Suspension' clause
  - In 1st sentence of last paragraph remove "they"
  - In 2nd sentence of last paragraph add 'academic' in "continued probation" (i.e. continued academic probation)
  - Ruth Abbott moved to approve the policy and was seconded by Beylul Solomon
  - Motion was unanimously approved.

#### **UPDATES - 13 minutes**

1. SBA
  - Special elections set this month
2. Staff Senate
  - tabled
3. Faculty Senate
  - refer to Bi Weekly Status Report
    - change in the timetable for the revision of faculty handbook
    - academic outreach committee is continuing to work on developing its initiative
    - concern on salary equity issue but faculty representatives are working with HR Director

4. CRE/Land Grant Program
  - tabled
5. Arrak Campus
  - Welcome to Stanley as the new Director for Arrak
  - Refer to Bi Weekly Status Report
6. CLLC
  - Refer to Bi Weekly Status Report
    - email CLLC office to request installation of the Kajin Majel keyboard
    - visit [www.trussel2.com](http://www.trussel2.com) for access to dictionaries
7. DIIE
  - 2 major components to BOR retreat: 1. MOE minister to nominating replacements for the board and 2. amendments to CMI Act;
  - There is a proposal to create a Board sub committee for risk and audit
  - Board process for policy review is being developed
  - BOR web page is work in progress

**Meeting adjourned:** 11:55 AM

The next scheduled meeting of the Executive Council is 12/04/2015.