

**MINUTES**  
**Executive Council Meeting**  
11:00 a.m. Friday, December 11<sup>th</sup>, 2015  
Board of Regents Conference Room

**Present:**

Dr. Theresa Koroivulaono, Don Hess, Va Savu, Elizabeth Switaj, Willie Cristobal, Agnes Kotoisuva, Boni Sanchez, Cheryl Vila, Ruthy Maun, David deBrum, Stanley Lorennij, and William Reiher.

William Reiher recording minutes.

*Call to Order*

Dr. Theresa called the meeting to order at 11:05 a.m.

*Opening prayer*

David deBrum opened the meeting with a prayer.

**UPDATE FROM OFFICE OF THE PRESIDENT**

Dr. Theresa mentioned the following:

1. This is not a regularly scheduled meeting, however last Friday was a holiday so EC didn't meet then
2. Dr. Theresa is leaving for holiday from Dec 20 – Jan 8<sup>th</sup>. William will be acting in the interim.
3. CMI Board retreat will take place on January 12<sup>th</sup>. Those who received an email to attend, please confirm your attendance to William via email.
4. Brian Mallory will be arriving on the second week of December to present Personnel audit findings and recommendations as well as an implementation plan to CMI Board and leadership team.
5. Director of Institutional Integrity and Effectiveness position had closed however the search committee felt that almost all the candidates were unsuitable for the position. The position is going back through the shared governance process to be revised and will be brought back to the EC.
6. IPC, Plant and Facilities, Budget, and EMC committees need to submit their assessment reports to the President by Wednesday December 16<sup>th</sup>, 2015.
7. President will be doing a presentation, team building exercise with physical plant staff on Tuesday Dec 15<sup>th</sup>.

**COMMITTEE REPORTS**

Budget

Stevenson is off-island, however updates: 1) Students are receiving their refunds today; 2) Overdue payments to textbook vendors was wired yesterday. President commends Business Office for getting the Pell refunds to students on time.

CAC

Dev Ed program review is ongoing. Education Math outlines have been reviewed, nursing outlines currently being reviewed.

EMC

Revised procedures to accommodate off-island applicants who could not sit the placement test.

HR

Working on several new policies as well as working on revision of some existing policies. Education and Compensation subcommittees have also been meeting with recommendations coming through the shared governance process to EC. Reporting good progress on the development of the Performance Management System, all the 4 working groups have put in a lot of work into this development. HR manual in the process of being updated to incorporate all BOR approved current policies into a December 2015 edition of the HR manual. A small working group of Agnes, Don, Stevenson and William formed to look at salary equity – a lot of progress has been made in this area – the final document will be completed in January and it will be a more fair and equitable system of salary

placement in the near future. Agnes urged Business Office to acquire the MIP web module that will enable all employees to access their personal information – this request is with Business Office.

### IT

Met on Nov 26<sup>th</sup> and revised the computer access procedures that accommodates community usage of IT equipment and infrastructure at the library. Site posting, software acquisition procedures also completed.

Update: Student accounts will be disabled on Dec 18<sup>th</sup> for maintenance. Big STAMP 38 computers being updated to Windows 10. Smart boards being installed to TH209 and 203. 20 Faculty laptops are on their way, and a further 20 will be ordered and will include computers for Arrak faculty. New student accounts will be created on Jan 28. CISCO training for IT staff will start on Jan 25 and will take 6 months to complete. Physical plant staff IT training started on Nov 30 with 11 physical plant staff. A one year license has been acquired for Microsoft office 2016 which will enable student access to Office 365.

### IPC

Has been meeting regularly mostly on Strategic Planning. The Strategic Plan is now ready for BOR approval. Committee has also been working on Administrative Unit Outcomes, looking at Integrated planning, the starting of an Integrated Educational Master Plan (IEMP), and revisions to the CMI-USP MOU which is ready to go back to USP now for finalizing.

### Physical Plant/Facilities

The Physical Plant will be busy this Christmas break working on construction of the new Student Center facility (container facility). Once this is done, the new Student center and Fitness center can be vacated and the fitness center and toilets at the end of the old block can be demolished. Student services and VP Admin with physical plant will look at possible options for the re-use of the old student center.

## **UPDATES**

### SBA

No report.

### Staff Senate

Staff senate wants to thank all the contributors for the Thanksgiving dinner. Only 3 employees had qualified for employee of the month this year. Physical plant staff want to thank IT for the training they have received. Senate is also working on a Retirement plan. Senate will help the student services with the Christmas float. Meeting again on Dec 16<sup>th</sup> to address the following: Annual leave concerns, leave management, unfair treatment of staff (favoritism) by certain supervisors, calendar for leave for each department. Senate also has concerns about its memberships –it was advised that they look at revising their bylaws to state who can be a member of this senate.

### Faculty Senate

Senate wants to thank the Staff senate for inviting them to the thanksgiving dinner. Student final grades are being worked on.

### Land Grant Program

No report (Biuma is sick).

### Arrak Campus

Concern that Arrak campus staff feel “second hand” because they receive second hand ACs, vehicles etc. Work has progressed slowly in terms of construction and maintenance – as a result of this and absenteeism, one physical plant maintenance staff has been terminated and Stanley wants to thank the Uliga physical plant team for stepping in to help with maintenance at Arrak. Lots of maintenance work need to be done at Arrak. Program review reports at Arrak are on-going – meetings have been carried out with students and faculty to evaluate the programs and the faculty for inclusion in the program reviews. ROC Taiwan mission will be providing Technical Assistance and seeds to help Arrak campus develop their agriculture program. Next week the MEC boom truck will be on campus to start cutting down coconut trees, physical plant has been asked to provide diesel fuel. CMI mini bus very old, may need to be decommissioned – physical plant will evaluate the vehicle to determine if it should be restored or decommissioned. The Bongo truck has ongoing problems that renders it un-usable – can our mechanics works on

this rather than giving to MGAS? William says yes if we have equipment, or we could use the Jitok Kapeel training equipment to fix our own vehicles. Emil to look into this possibility.

CLLC

No report. Apologies from Brenda

DIE

No report.

The meeting was adjourned at 12:30 p.m.