

MINUTES
Executive Council Meeting
11:00 a.m. Friday, November 06, 2015
Board of Regents Conference Room

Present:

Dr. Theresa Koroivulaono, Don Hess, William Reiher, Agnes Kotoisuva, Willie Cristobal (CFO proxy), Boni Sanchez, Beylul Solomon, Elizabeth Switaj, Cheryl Vila, Ruthy Maun and Henriette Lani.

Marilyn Harry (Recording Secretary)

Excused: Stevenson Kotton (on leave), Biuma Samson (on leave) and Brenda Mellan (CLLC engagement)

Call to Order

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

Opening Prayer: Ruthy Maun

Review of Minutes

1. *The October 30, 2015 Meeting Minutes*

- Under Update from President – 1st bullet, last arrow: delete letter “l” to be replaced with letter “d”.
- Under Budget Committee: delete “*receipt*” to be replaced with “*received*”.
- Under Faculty Senate – 2nd bullet: insert “*for initial chapter draft*”.

Beylul Solomon moved to accept the Minutes with corrections. Agnes Kotoisuva seconded and the motion was unanimously approved.

Update from President

- Refer to EC bi-weekly Report
- Meeting with Director of Peace Corps, Mr. Robert Reid -
 - Ongoing needs of the College (Chief Secretary will be the point of contact for RMI)
 - Job training development
- The signed Cabinet Minutes has been received.
- New President’s Cabinet Members – VP Admin, VP of Academic Affairs & Student Services, Chief Financial Officer, Dean of Academic Affairs, Dean of Faculty, Dean of Student Services, Dean of CRE/Land Grant, and Dean of Resource Development (vacant).
- Ongoing discussion on a virtual university in the region with GCC, COM and PCC.

In other updates:

- Willie Cristobal requested that the Cabinet Minute be dated September 30, 2015 as the effective date so that it can incorporate in the Audit Financial Report.
- Reminder from Don Hess for the Assessment Reports to be part of EC Agenda for those Committees who have not done so to present their reports.

Assessment & Committee Reports

Budget Committee (Willie)

- \$260,000 was received however there’s still cash flow issue,
- FY2015-2016 was provided to EC, and
- CMI owes \$400K for Books.

Concern in regard of prioritizing (materials, supplies, bills, etc) – Both way communication/feedback within the Business Office and other departments is a must re bills.

In regard of Pinnacle, Willie will send response to all about when the bill will be paid.

EMC (DH)

- At their last meeting, the committee worked on Early Registration. Next meeting is December 7 with Advisors.
- Cheryl Vila on Early Registration:
 - Lilly to put fees for next semester as ZERO on the Updated Fee Section
 - FAO/Jacinta to update Pell Award.
 - Student Portal issue may affect registration. SIS unpaid bill needs to be paid. Cheryl will send emails to update the EC.
 - Willie will keep EC updated on bill issues.

HR Committee (Agnes)

- There was a meeting last week.
- Performance Management System Development is ongoing, thanks to all members for their efforts,
- All policies and procedures will be held in one place and be able to upload on website for viewing, and
- BOR Minutes - looking at approved resolutions and other related documents are ongoing.

ITCOM (Boni)

- Next Committee meeting is November 21, 2015.
- EC approved for Ruthy to continue with the Birthday Congratulations on the cmi.edu. However to work with employees -birthday be posted or not.

IPC (William)

- The Committee met last week
- Goals 1, 3, and 4 are finished,
- Goals 2 and 5 – leaders to come up with their activities. The Committee will look at them at next EC meeting,
- Cheryl's Program Review format will be template for the IPC, and
- The Program Reviews for Student Services and Business Office need to be submitted.

Plant and Facilities (Emil)

- The Committee met last week to discuss the RSA which will be present to EC,
- The Key Policy was adopted,
- At their next meeting, they will discuss the Emergency Policy for Arrak Campus, and
- Ongoing works thru last week and this week on the containers, third container to be install soon.
- Repair of Arrak Residents and Dormitory ongoing
- Uliga Campus:
 - A pump burned out and was replaced
 - RO Unit is back on
 - Installing more tanks in preparation for the 7 month El Nino announcement.

EC Members need to be in the EC Group Account:

- Willie Cristobal,
- Stanley Lorennij and
- Emil deBrum

Delegation of Authority:

- HR – formalize the draft
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Updates

SBA

No report

Staff Senate (Ruthy)

No report

Faculty Senate (Elizabeth)

- Faculty Senate will meet next week.
- Ongoing process – Faculty Senate Handbook

CRE/Land Grant

Stanley Lorennij is the new Director.

Arrak Campus

No report

CLLC (Brenda)

No report

DIIE (Bob)

No report

Meeting adjourned: 12:13 PM