

Regular Executive Council Meeting
11:00 a.m. Friday July 15, 2016
Board Conference Room

MINUTES PRESENT:

President/Act. VP, Academic & Student Affairs	Dr. Theresa Koroivulaono
VP, Administration	William Reiher
Chief Finance Officer	Stevenson Kotton
Executive Director, Institutional Integrity and Effectiveness	Ruth Abbott
Dean of Land Grant	Biuma Samson
Dean of Academic Affairs	Va Savu
Dean of Student Services	EXCUSED
Director of Human Resources	Agnes Kotoisuva
Director of Institutional Research	EXCUSED
Director of Physical Plant	Emil deBrum
Director of Safety & Security	David deBrum
Director of Information & Technology	Boni Sanchez
Director of Arrak Campus	Stanley Lorennij
Director of Customary Law & Language Commission	EXCUSED
Student Representative	EXCUSED
Faculty Senate Representative	EXCUSED
Faculty Senate Representative	Dr. Elizabeth Switaj
Staff Senate Representative	EXCUSED
Staff Senate Representative	Ruthy Maun

Recording Minutes – Marilyn Harry

CALL TO ORDER AND OPENING PRAYER

- President Theresa called the meeting to order at 11:00 a.m.
- Biuma Samson opened the meeting with a prayer.

REVIEW OF MINUTES

1. **Approval of May 20, 2016 Special Meeting Minutes**
2. **Ruth Abbott moved to approve with the minor corrections and Dr. Elizabeth Switaj seconded. Motion approved unanimously.**

UPDATE FROM PRESIDENT

1. Refer to EC Bi-Weekly Report – Period Ending: July 15, 2016 2.
Meetings with colleagues, committees and students
3. External Meetings:
 - June 4-7 – attended the Land Grant Board Meeting in Palau
 - June 23 - met with Dr. Margaret Hattori from the University of Guam
 - July 6-7 – did a presentation at the RMI Budget Consultation in the CMI Board Conference Room. ●
July 13 – attended the RMI Mayors' (MIMA) Conference at ICC
4. New appointments:
 - Contingency Positions:
 - Dr. Melinda Nish – Executive Advisor to the President (paid by Land Grant ACCJC Funds)
 - Lisa Lugert – Grant Writer
 - Lisa Jeraan – Acting Director of Library
 - Daniel Tawoj – Media Assistant
5. Transfers within the Library and FABS:
 - Chris Sebastian is now the new Director of Media Center.
 - Johnson Langidrik is now in training in the Procurement section of FABS.

ACCREDITATION NEWS/REPORTS (ALO Ruth Abbott)

- The Sub Change Letter - no substantive change needed for CMI in regard to the AA degrees in Business Information Technology (BIT).
- ACCJC - there's 1 policy for Sub Change in accordance with the ACCJC policy changes.
- We need to prepare our submission for the Bachelor's degree when CMI gets off sanction.

ASSESSMENT & COMMITTEE REPORTS

1. Budget Committee (BC)

- No meeting, there was no quorum.
- In two weeks changes will be made on the resolution.
- The RSA will be provided at the next EC meeting.
- FABS Update:
 - Refer to FABS Summary Auditor Reports 2010-2015:
 - The 2015 Audit is completed. Electronic copies will be sent out next week. The Financial and reporting and compliance are completed. Refer to EC Bi-Weekly Report:
 - July 9, 2016 - Stevenson Kotton and Richard Jally worked to upgrade the MIP: -
There were some issues from HR; will follow up with Richard to look at the problems. Arrak Campus and Land Grant will not be impacted however need to consult with Biuma. We need to look at the Program Reviews.

2. Curriculum Assessment Committee (CAC)

- The Committee had a special meeting to discuss the ACCJC feedback on the study.

- 3 committee members to be part of the committee.
- The committee through ACCJC direction identified and resolved something they overlooked. ● AA in Business is ready to be informed.

3. Enrollment Management Committee (EMC)

- The dorms will be closed on June 30, 2016.
- 150 potential students have completed their requirements, other students are still coming in with documents and a few have been readmitted.
- August 9 – New faculty orientation day.
- August 11 and 12 – New student orientation days.
- August 15-17 – New registration days.
- August 18 – First day of instruction.

4. Human Resources Committee (HRC)

- Refer to EC Bi-Weekly Report.
- There have been 3 Committee meetings.
- The Reward Policy needs Faculty and Staff Senates attention prior to EC review.
- The Education and Compensation Committee met and approved 3 staff for the Jitdam Kapeel in training.
- The Committee met on Thursday, July 14 and approved the HRC Assessment 2015-16 which is on the agenda for EC approval.

5. Information Technology Committee (ITCOM)

- The Committee met on Thursday, July 14. They discussed models of technology programming. Attaining a quorum is still an issue.
- The revised draft of the ITC RSA is on the agenda for EC to review and approve.
 - ITC Membership consists of 12 members (a quorum will be established once the majority of the members are present)
 - Director of IT
 - VP, Administration
 - 1 Staff Senate rep
 - 1 Land Grant and Arrak Campus rep
 - 1 SBA rep
 - IIE Director
 - CFO
 - Dean of Academic Affairs
 - Director of HR
 - Director of Library
 - The Committee will create a working group. The group will focus on the Strategic Plan and other related internet online school systems.

- The MIP - systems and library systems, will explore more ways to improve the learning management such as google and to look at other ways to improve the school network. The Website Committee (Victor) – ways to improve the web.
- IT Dept. update:
 - Administrative Assistant to the President – 1 computer replacement
 - FABS – 2 computer replacements
 - Grant Writer – 1 new desktop
 - Executive Advisor to the President – 1 new desktop
 - STEM Office – 1 new printer installed
 - TH105 – 1 printer installed for students
 - Thursday July 14 - IT staff assisted/provided the PCSI delegation Wi-Fi access throughout their workshop in the CMI Board Conf. room
 - Migrating of all CMI emails by spring; should then be up and running.
 - Smart board – still available, been off for more than a year.

6. Institutional Planning Committee (IPC)

- The Committee agreed to meet every Wednesday to look at the Program Reviews.
- The Committee managed to look at 2 Program Reviews, FABS PR and Counseling and TRACC PR. For the Academic Program Reviews, all Department Chairs must work and present to the IPC for reviewing.
- New Strategic Plan – hard copies were provided to EC, CMI External Stakeholders and the RMI Government (President, Ministers and Senators).
- Strategic Plan training for the staff senate this summer and faculty during the new Faculty Orientation.
- The Strategic Plan Moderating System is completed (go back and load your evidences and progress).
- At their last meeting the IPC worked on the Institutional Goals –what CMI wants to do and to come up with. The IPC Assessment is online for review and comments before next IPC meeting.

7. Plant and Facilities Committee (P&FC)

- The Committee met on June 21 and approved the P&F Assessment which is now on the agenda for approval.
- Public Rental fee for equipment, space and vehicle:
 - There were adjustments made to the policy draft which the Committee created.
- The Building and Ground Floor Supervisor position recruitment is ongoing.
- Physical Plant update:
 - The HIPPO overdue tasks have decreased; Agnes was thanked for her assistance. ▪ Physical Plant thinks the RMI Government should pay CMI for delivering water (\$60,000) ▪ The RH102 – The leak was fixed.
 - Bookstore and Media – The leak was fixed.
 - Work on the concrete boxes is ongoing and should be finished next month.

NEW BUSINESS

1. Proposed EC RSA – Ruth Abbott
 - Ruth presents the RSA for EC consideration.
 - To Change meeting date from the 1st and 3rd Friday of the month to the 1st and 3rd Wednesday of the month.
 - To find a time convenient to all (EC members).
 - The Standing Committees - because of the difficulty in meeting the need of the Program Reviews, other committees find it very hard to finish the Role, Scope and Authority (RSA); these must also align with the CMI Bylaws and with ACCJC standards.

12:00 p.m. lunch break. Meeting resumed at 2:30 p.m.

2. HRC Committee Assessment 2015-2016 – Agnes Kotoisuva
 - **Ruth Abbott moved to accept the HRC Assessment. Stevenson Kotton seconded. Motion approved unanimously.**

3. HRC RSA 2016-2017 (Agnes Kotoisuva)
 - Amendment: HRC shall meet the first week of every quarter throughout the year on the agreed day.
 - **Stevenson Kotton moved to approve the HRC RSA 2016-17 with the amendment. Va Savu seconded. Motion approved unanimously.**

4. Temporary \$20.00 Tuition Increase (Stevenson Kotton)
 - After lengthy discussions and considerations, the Council agreed that Stevenson will draft a resolution and present it at the next EC meeting.

5. ITCOM RSA (Boni Sanchez)
 - There were some changes made to the RSA. EC recommends that the Chairman change the narrative and present it at next EC meeting.

6. Plant and Facilities Committee RSA (Emil deBrum) ● Tabled.

7. Public Rental Fee for Equipment, Space and Vehicle Use (Emil deBrum) • Tabled.

8. IPC Institutional Goals (William Reiher)

Dean Va Savu moved to recommend approval of the proposed Institutional Goals written be considered and recommend that the President take the proposed Institutional Goals to the Board. Ruth seconded the motion. Motion approved.

UPDATES

1. Faculty Senate (Dr. Elizabeth)

- Continue with long term planning. Faculty Senate are still on summer hiatus.

2. Staff Senate (Ruthy Maun)

- The male custodians requested to work in the male bathrooms only.
- Request for bookstore to sell cash power.
- The Physical Plant staff (male) are asking other staff to help and fill up their departments' bottle waters during working hours.
- Request if possible to utilize plumbing and maintenance and if any fees.

3. Land Grant Program (Biuma Samson)

- Greetings to all
- Activities Completed:
 - Stewardship grant was signed by President.
 - August – implement the projects.
 - The Breadfruit project is on-going.
 - The vegetables project – 8 landowners (Alap) will meet to look at ways on how to set up community gardens and how to cook the vegetables. The meeting will take place at Rita Elementary School campus.
 - Land Grant has 1 newly hired Administrative Assistant, 1 Agriculture Extension Agent (1 yr. contract) and 1 Agriculture Researcher Assistant.
 - Endowment Fund raising – The Aquaculture and the Agriculture divisions will sell vegetables on campus.
 - The Land Grant Strategic Plan will be linked to the CMI and the COM-FSM Strategic Plans.
 - Land Grant is looking for new vehicles; most of the vehicles are not working.

4. Institutional Integrity and Effectiveness (Ruth Abbott)

- A friendly reminder that all RSAs and Committee Assessments are due.
- The IIE Office has been working on CMI policies and procedures. A request from the Executive Director IIE to send Ruth Abbott any policies or any related documents.
- Request to Stevenson Kotton, re: the accounting policy.

5. Arrak Campus (Stanley Lorennij) Refer

to EC Bi-Weekly Report

- The truck is working now thanks to Stevenson and Emil for working along with the MGAS.
- Agriculture Program:
 - Preparations will be completed between August and December 2016.
 - 1 future meeting to discuss the new curriculum.
 - 8 catchments will be placed at Arrak.
 - Remodeling the baths in the girl's' dorm is completed.
 - The 2nd boat repair is completed. The boat has a 30 horsepower engine.
 - The UV system needs a new electrical ballast.
 - Arrak needs 30 2 x 2 x 20 lumbers treated.
 - Concern about Arrak's delivered quotations being lost at the Business Office. Stanley requests FABS to create 1 incoming folder for Arrak Campus in the Procurement office for the purpose of resolving this issue.
 - Stanley's advice -CMI to stop purchasing at Computer Service Center as the equipment and materials are not working.

6. Safety & Security (David deBrum)

- Update:
 - Understaffed – 1 security guard and another now admitted at the hospital.
 - Safety issues – The dark space outside of Physical Plant building is “home to broken pipes” and a favorite spot for kids to play in.
 - To consider designating/plan the parking spaces on campus.
 - Currently CMI has only 1 car running and the departments are frustrated.
 - Request to enlarge space at the Uliga and Arrak checkpoints.
 - Request for FABS to buy patrol boots for the guards.

Next EC Agenda item(s)

1. EC RSA
2. ITC RSA
3. Plant & Facilities RSA
4. The Public Rental Fee: CMI Equipment, Space and Vehicle Use
5. \$20 Tuition Increase Proposal

ADJOURNMENT 3:26 p.m.