

Special Executive Council Meeting  
11:00 a.m. Thursday, August 31, 2016  
Board Conference Room

**MINUTES**

**PRESENT**

President  
Executive Advisor to the President/Act. VP A&SA  
VP, Administration  
Chief Finance Officer  
Executive Director of Institutional Integrity and Effectiveness  
Dean of Land Grant  
Dean of Academic Affairs  
Dean of Student Services  
Director of Human Resources  
Director of Institutional Research  
Director of Physical Plant  
Director of Safety & Security  
Director of Information & Technology  
Director of Arrak Campus  
Director of Customary Law & Language Commission  
Student Representative  
Faculty Senate Representative  
Faculty Senate Representative  
Staff Senate Representative  
Staff Senate Representative

Dr. Theresa Koroivulaono  
Dr. Melinda A. Nish  
William Reiher  
Stevenson Kotton  
Ruth Abbott  
**ABSENT**  
**ABSENT**  
Rachel Salomon  
Agnes Kotoisuva  
Cheryl Vila  
Emil deBrum  
David deBrum  
Boni Sanchez  
Stanley Lorennij  
Brenda Mellan  
Luston Binejal  
Nik Willson  
Florence Peter  
Sali Andrike  
Ruthy Maun

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Recording Minutes – Marilyn Harry

**CALL TO ORDER AND OPENING PRAYER**

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

**INTRODUCTIONS**

The EC introduced themselves and their respective departments. New EC members are,

1. Act. VP, A&SA/Exec. Advisor to the President, Dr. Melinda Nish
2. Faculty Senate Representatives, Faculty Senate President Nik Willson and Faculty Senate representative, Florence Peter
3. Student Representative, SBA President Luston Binejal

**REVIEW OF MINUTES**

1. **August 11, 2016 Special Meeting Minutes**
  - On the **Meeting title**: delete the word “Regular” to be replace with the word “Special”
  - On the **Present**: insert “Vila” and “Brenda Mellan”

- Under Budget Committee Report: bullet #2 insert the sentence “*Ruth reported that the*” and insert bullet #3 with the sentence “*There are new items to sell at the bookstore*”
- Under CAC Report: delete the word “*Dean*”
- Under EMC Report: delete the word “*rename*”
- Under CLLC update: delete “*19*” to be replaced with “*22*”
- **Agnes Kotoisuva moved to approve with the modifications, Rachel Salomon seconded. The motion was approved with 11 yea, 0 against and 7 abstaining.**

## **UPDATE FROM PRESIDENT**

### *1. Refer to President’s EC Bi-Weekly Report (August 31, 2016)*

- CMI JEMFAC presentation delivered by William Reiher and Stevenson Kotton.
- RMI Educators’ meeting with the Minister of Education: Discussions were based on College-readiness in the RMI. Follow up meetings are scheduled with the first one between the Minister, Dr. Taafaki, Commissioner Konou and I in the next 2 weeks.
- Met the new US Ambassador, Her Excellency Karen B. Stewart. The Deputy Chief of Mission who accompanied the Ambassador offered to facilitate an awareness session for US citizens who are new to the RMI.
- RMI representation at the UNESCO 14<sup>th</sup> session of the Regional Committee on the recognition of qualifications in higher education in Asia and the Pacific, August 17 & 18, Sydney, Australia.
- Presentation at the Faculty Orientation based on, “What should CMI look like in 2023?”
- 2 new administrators have started work in the Office of the President: Dr. Melinda Nish, Executive Advisor to the President and Mrs. Lisa Lugert, Grant Coordinator.
- RMI Presentation at the Regional Educational Laboratory on the college-readiness of high school students. July 26, 2016 in Honolulu. Marie Maddison and I presented on behalf of the Minister of Education and the RMI. The presentation is available on request.
- Yamaha Small Engine Training: CMI partnership with Palau Community College (PCC), the National Training Council and the Ministry of Public Works. Two trainers came from PCC and successfully awarded 22 certificates in the first training session. A second session has been completed with a smaller group of trainees.
- Arrak: Work is progressing as expected. A full report is submitted by the Director of Arrak campus at each EC meeting.
- Jaluit: Need to identify a Center instructor and courses for offer.
- Meetings and updates with direct reports.
- CMI meetings: Grants and CMI administration
- RMI meetings: included NTC Board, Scholarships Board, Dr. Octavius Mote, and Secretary-General of the United Liberation Movement for West Papua.

### *2. Changing the EC Meeting Agenda*

- Proposal of EC Agenda for September 7, 2016 and
- EC Agenda for September 21, 2016.

Dr. Melinda Nish talked about ways that can help schedule and planning the EC meetings

- Schedule meeting for once a week and not twice a week (monthly meeting).
- All Reports to be done in 2-3 minutes, and
- The Assessment & Committee Reports (2-3 minutes) will be done in one meeting and the next meeting will do the Updates (2-3 minutes).
- As for the ACCJC and the Committees Reports – call/let the President knows what to put on the agenda and to separate discussion items on the meetings.

**Motion:**

**Stevenson Kotton moved to accept the changes in the Agenda, Dr. Melinda Nish seconded.**

**Motion approved.**

## **ASSESSMENT & COMMITTEE REPORTS**

### **1. Accreditation ACCJC (Ruth)**

- Items will go into the BOR if recommended, a list is being created. The Committees Assessments need to be completed, Committees completed their assessments were CAC and IPC. The Enrollment Management and the Plant and Facilities Committees are next.

### **2. Budget Committee (Stevenson)**

- There was no Committee report at this meeting. Next week the Committee will meet to discuss the 5 year rolling budget plan.

### **3. CAC (Nik)**

- The Committee is now looking back to 2015-2016 at the RSA. The attempt to disband the Committee was out of order and business as CAC reports to the Faculty Senate. Any concern pertaining the CAC should be presented to the Faculty Senate.

President said the Committee Report was done by the Dean of Academic Affairs and the CAC: AC and CC is on agenda to be discussed.

### **4. EMC (Rachel)**

- The Committee met last week to go over the EMC Assessment and RSA which are now on agenda for EC reviewing.
- 154 students (CMI all components).

### **5. HR Committee (Agnes)**

- The Committee had a special meeting on Monday (8/29) to consider the Academic Honesty and Integrity policy. The draft policy will be brought to the EC for consideration when consultation have been completed.

### **6. ITCOM (Boni)**

- There was a meeting, The ITC convenes on the 2<sup>nd</sup> Tuesday of the month.
- The Document Management System is on agenda for EC reviewing.
- The Committee has approved the Academic Technology Advisory Committee. The ATAC will provide oversight for any existing and future flexible learning management system, propose guidelines/procedures on Turnitin or other academic technology software/systems and applications. Suggest technology needed solutions to improve the academic learning environment for students and faculty.

## 7. Institutional Planning Committee (William)

- The Committee met yesterday, Tuesday (8/30) to look at the Integrated Planning Manual (IPM). The IPM will be finalized by the IPC before presenting to the EC.
- The IPC Prioritized College-wide Annual Action Plan is on agenda for EC review

## 8. Plant and Facilities Committee (Emil)

- Next Committee meeting is Thursday September 8

Physical Plant update:

- PP staff attended the RMI Water Training/Project. We are looking at securing 30 million gallons of water and our meeting with the UNDP is next week to work on the plan and to move forward with the project.
- There are issues with ACs that need repairing work due to power outage and other AC unit problems.
- The cleaning and repair works at the Uliga dormitory is completed.
- The newly hired Building Supervisors went to Arrak Campus; he is doing a great job.
- Half of the repairing work at the Basketball Court is completed.
- The students (transportation available) thanked President Theresa for the new bus.
- Development at the Physical Plant:  
PP staffs were part of the Health Screening on campus. The results were received, 3 staffs have high blood pressure and 4 are diabetes. We have referred them to the hospital for medical assistance.

## OLD BUSINESS

### 1. CAC: AC and CC (Nik)

- Hard copies of the Faculty Senate by-laws (approved 9 October 2015) were distributed to the EC.
- Nik talked about the CAC and the Committee's capacity. Any issues concerning CAC should be discussed by the Faculty Senate. At the next CAC meeting, September 5 (1<sup>st</sup> and 3<sup>rd</sup> Monday of the month) the issue will be discussed.
- Dr. Melinda said CAC by-laws should have been brought to Faculty Senate to make any decisions. Faculty Senate will convene at next meeting.
- Nik will bring back the result of the CAC discussion. May be part of next Board meeting on September 20-21.
- Dr. Melinda informed the EC that the Assessment Committee meets on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month. She further said there's enough time set aside for assessment. And as Nik is the Faculty Senate President it may be very helpful.

### 2. The EMC Committee Assessment Report (Rachel)

**Motion:**

- **Stevenson Kotton moved to approve the EMC Assessment, Nik Willson seconded. Motion approved unanimously.**

## NEW BUSINESS

### 1. The EMC RSA (Rachel)

- Ruth to edit errors on the EMC RSA and bring back to next EC meeting.

2. The Document Management System & DMS Software Report (Boni)

**Motion:**

**Dr. Melinda Nish moved to approve and Nik Willson seconded. Motion approved unanimously.**

3. Policies

- Academic Probation & Suspension/Dismissal Policy (Rachel)

**Motion:**

**Stevenson Kotton moved to accept the Policy with the condition that the Policy address the developmental student's level. Ruth Abbott seconded the motion. Motion approved.**

- SAP Policy

Rachel will forward to Marilyn the draft that has the changes reflected

**Motion:**

**Stevenson Kotton moved to approved and Ruth Abbott seconded. Motion approved.**

4. Leave of Absence Tracking Form (Rachel)

- EC for FYI
- Ruth to edit

5. IPC Prioritized College-wide Annual Action Plan

- No cost
- List can be found on the IPC webpage

6. Beautiful Arrak Organizational Chart (Stanley)

Changes made to the Organizational Chart

- To move Max Brechtefeld and Richard Muller closer together, insert the word "instructors" in the box below Mr. John Ville and insert the Position Title "Custodian" in the box below Mr. Robert Leon.

President Theresa: Will be part of the Arrak monthly meeting.

## **UPDATES**

1. **SBA (Luston)**

- Hard copies of the EC Report were provided to EC. Refer to EC Report.
- SBA Officers for SY 2016-2017:
  - President Luston Binejal
  - VP Rickonson Patrick
  - Secretary/Treasurer Mailina Loeak
  - Athletic Kazumi Kaneko
  - Public Relation Lejak Namwe
- SBA Reps for Standing Committees
  - Board of Regents: Luston Binejal
  - EC: Luston Binejal
  - Budget Committee: Luston Binejal
  - CAC: Erin Tsai
  - ITCOM: Alexandria Johnny
  - EMC: Rithen Lajar

- IPC: Suemina Bohanny
  - Plant & Facilities Committee: Marlynn Ned
2. **Faculty Senate** (Nik)
- At its regular meeting on 26 August 2016, the Faculty Senate:
    1. Elected new officers and committee representatives;
    2. Sought presenters for the fourth year of academic outreach workshops to Mājro (Majuro) schools;
    3. Was encouraged to promote and participate in the upcoming student club fair;
    4. *Resolved*, that CAC will reconvene per its last approved RSA.
  - At its next regular meeting on 9 September, the Faculty Senate tentative agenda are:
    1. Elect Secretary;
    2. Receive and deliberate CAC recommendations;
    3. Deliberate proposals for monthly meetings of Faculty Senate President with:
      - a. CMI President;
      - b. VP Academic and Student Affairs;
    4. Conduct annual review of by-laws.
3. **Staff Senate** (Ruthy)
- Met last week to elect their new officers.
    - President Ruthy Maun
    - VP Kalani Nii
    - Secretary Sali Andrike
    - Treasurer Susana Kamram
  - At the next meeting the Staff Senate will elect the Standing Committees representatives.
4. **Arrak Campus** (Stanley)
- The interior of the girl's dorm was completed (as reported at last meeting)
  - The boys' interior dorm is completed.
  - Renovation work is in process
  - Next week will use NTA machines to run the electricity.
4. **CLLC (Brenda)**
- Dr. Theresa was informed about the Mani day celebration which will take place on September 22, she will deliver the opening remarks on that day and the letters of invite have also been sent to PSS, the public & private schools, ethnic groups and other entities on Majuro.
5. **Institutional Integrity & Effectiveness** (Ruth)
- The Follow Up Report is due in September and we are focusing on policy reviewing
6. **Safety & Security** (David)
- Vehicle Checklist/monitor Log
    - Sedan Mitsubishi # 0497 – still operational
    - Kia white van # 0126 – still operational
    - Mazda white van # - still operational
  - College mailing and receiving log: There are still some unclaimed mail in the storage
  - Building access and key report: Nursing office, Library main entrance, student services offices, custodian storage @ admin, second floor, D-Classrooms (old GED) opens by security. (no keys)
  - Security uniforms and Equipment: Pending

- Lost and Found Items on Campus: Lost and found items are being posted daily on cmicom to make cmi community aware.
- Student Residence Hall Report: We had one medical incident reported from the student residence halls involving a female student being rushed to Hospital by Bego and Security on duty. Student was brought back to the dorms the same day midnight 8/24/16 @ 12 am report stated was doing fine after seen by doctor.
- Power outage: There were two power outages took place on August 21 and August 23, 2016
- The Clery Act Annual Reporting 2015: Reporting process started on August 17, 2016 and we are still compiling at the moment.

### **Next EC Agenda item(s)**

1. EMC RSA

### **ADJOURNMENT:**

Meeting adjourned @ 12:45 p.m.

Respectfully submitted:

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