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

MINUTES

PRESENT

President	Dr. Theresa Koroivulaono
Executive Advisor to the President/Act. VP A&SA	Dr. Melinda A. Nish
VP, Administration	William Reiher
Chief Finance Officer	Stevenson Kotton
Executive Director, Institutional Integrity and Effectiveness	Cheryl Vila (proxy for Ruth)
Dean of Land Grant	Biuma Samson
Dean of Academic Affairs	Va Savu
Dean of Student Services	Rachel Salomon
Director of Human Resources	Agnes Kotoisuva
Director of Institutional Research	Cheryl Vila
Director of Physical Plant	Emil deBrum
Director of Safety & Security	**EXCUSED**
Director of Information & Technology	Boni Sanchez
Director of Arrak Campus	Stanley Lorennij
Director of Customary Law & Language Commission	Brenda Mellan
Student Representative	**EXCUSED**
Faculty Senate Representative	Serena Hackerott
Faculty Senate Representative	Dr. Elizabeth Switaj
Staff Senate Representative	Terry Hazzard
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.
- Terry Hazzard opened the meeting with a prayer.

REVIEW OF MINUTES
1. July 15, 2016 Meeting Minutes
   - EDIIE's title: delete the word "Institute" to be replaced with "Institutional".
   - Delete "Sali Andrike" as she did not attend the July 15 EC meeting.
   - Under Accreditation News/Reports: 1st bullet, insert the sentence after the word CMI, "in regard to AA degree in Business Information and Technology (BIT)".
   - #1 Budget Committee Report: last bullet, first section delete "cleaned audit" to be replaced with the "completely clean"
   - #6 IPC Report: #4 bullet delete "MIP System Training" to be replaced with "Strategic Plan" and delete "supervisors" to be replaced with "senate". #5 bullet, delete "KPI and the" replaced with "Strategic Plan" and delete "moderating system" replaced with "evidences and progress".

- #7 Plant and Facilities Report: bullet #2, in the first section, delete "which" and the sentence "copied from another college is on hold until the committee creates its own draft before presenting to EC" to be replaced with "made by the Committee".
- Under NEW BUSINESS: 1st bullet: delete the word "introduced" to be replaced with "present for consideration".
- Under UPDATES: #1 Faculty Senate: insert the sentence "the Senate is on summer hiatus.
- #5 Arrak Campus: 2nd bullet, correction on the word "girl's' "to be replaced with "girl's"
- **Dr. Elizabeth Switaj moved to approve the Minutes with its modifications, Va Savu seconded. Motion approved.**

UPDATE FROM PRESIDENT

Refer to President's EC Bi-Weekly Report (August 11, 2016)

1. Presentation at the Faculty Orientation based on, "What should CMI look like in 2023?"
2. Preparations for the 2 new administrators in the Office of the President: Lisa Lugert, Grant Researcher & Writer and Dr. Melinda Nish, Executive Advisor to the President.
3. RMI Presentation at the Reginal 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.
4. 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.
5. Arrak: Work is progressing as expected. A full report will be submitted by the Director of Arrak campus.
6. Jaluit: In the process of recruiting a Center instructor.
7. Direct reports.
8. Internal and external meetings. Meetings with colleagues, committees and students.
9. Refer to President's EC Bi-Weekly Status Report posted on the website.

ACCREDITATION NEWS/REPORTS (ALO Ruth Abbott)

ASSESSMENT & COMMITTEE REPORTS

1. **Budget Committee (Stevenson)**
   - There's now some changes in the Procurement Process, everything will be electronically saved.
   - Ruthy reported that the Staff Senate had requested for book store to sell cash power/cell card (payroll deduction).
   - There are new items to sell at the bookstore.

2. **Curriculum Assessment Committee (Dean Va)**
   - Met on Monday (8/8) and the committee agreed to vote on line for the RSA
   - The Assessment Committee need to be separated from the CAC

3. **Enrollment Management Committee (Rachel)**
   Dean Rachel reported on the following:
   - New Student Orientation had a good turnout. There are 311 new students
   - The CMI Academic Calendar Fall 2016-2017 approved by the EMC will be presented at next EC.
   - There was a recommendation to name the Writing sample component of the Placement test. (Jomi Capelle will make changes with the help from instructors).
   - Terry: Concern that Counseling Services was not part of the New Student Orientation activity.

- Cheryl: Issues with placement test score concerning Math. The EC discussed the issues of the Placement test and the advantages of the TOEFL testing (CAC consider the TOEFL for entry consideration) and other related developments regarding CMI Placement Testing.
- Motion on the floor to accept the CMI Academic Calendar Fall 2016 – Summer 2017
  Cheryl Vila moved to accept the Calendar and Va Savu seconded the motion.
  Motion approved unanimously.

4. **Human Resources Committee (Agnes)**

   Refer to EC Bi-Weekly Report (August 11, 2016)
   - Policy and as part of the EC meeting agenda, the PMS will be forwarded to the Board of Regents.
   - There are 17 new faculty members this included the GED teachers.

5. **Information Technology Committee (Boni)**

   Refer to EC Bi-Weekly Report (July 18-August 4, 2016)
   - ITCOM Update:
     - The ITCOM will meet on August 18, 2016 with the set of new members. The meeting will focus on the Proposal for Document Management System (DRAFT), and Turnitin (for discussion, guidelines & Policies/Procedures)
     - The IT Committee has been reconfigured to include all stakeholders (administrators) of information systems at CMI, along with this the notion that a college-wide approach to information is the wisest path.
   - IT Department Update:
     - HR Helpdesk system has been published.
     - 13 laptops will be reassigned to the new faculty.
   - Maintenance over the summer in the computer labs, the BS Lab, RH 119, RH 204, Dorm, TEC, WH 204, WH 203, WH 202, WH 201, TH 105, TH 209, GED.
   - Last week the IT Director and the Database and Web Administrator inspect the system. In their report, there were issues (refer to EC Bi-Weekly Report).
   - A webinar meeting took place between CMI Admin, faculty and Faculty Senate President and the Power tools rep., Sonia Hamzaoiu. The meeting took place in August 2.

6. **Institutional Planning Committee (William)**
   - The Committee met few times
   - The IPC approved most of Student Services' Program Reviews. The Residence Coordinator and Recreation & Sport Program Reviews were not accepted (EDIIE will work with them).
   - Last meeting of the Committee took place yesterday to approve a new member. Lisa Lugert, Grant Writer.
   - The Committee has been working on the PRIORITIZATION (deadline is Sunday)
   - The Priorities scores will be on Wednesday before submit to Budget Committee.

7. **Plant and Facilities Committee (Emil)**

   Refer to EC Bi-Weekly Report
   - Completed the monthly cleaning of the AC on campus. There are AC problems and we've ordered the parts.
   - The AC in the Rosa Bus #2 has been installed
   - The Food Shack's septic tank is now linked to the city sewage system.
   - The campus beautification is ongoing

OLD BUSINESS

1. *The Public Rental Fee: Equipment, Space and Vehicle Use*

Dean Va Savu moved to accept, Stevenson Kotton seconded. Motion approved.

NEW BUSINESS

1. The Executive Council RSA

Stevenson Kotton moved to approved. Dean Va Seconded and the motion was approved unanimously.

2. The Budget Committee Assessment

Dr. Elizabeth Switaj moved to accept. Dean Va Savu seconded. Motion approved.

3. The Budget Committee RSA

After lengthy discussions and decisions, the EC agreed for an electronic votes after which Stevenson will email Marilyn the result.

4. The ITCOM RSA 2016-2017

Cheryl Vila moved to accept and Stevenson Kotton seconded. The motion was approved unanimously.

UPDATES

1. **Staff Senate (Ruthy Maun)**
   - Thanked Stevenson for the Strategic Plan training
   - Next meeting will take place after registration to elect new officers

2. **Land Grant Program (Biuma Samson)**

   Refer to EC Bi-Weekly Report (August 11, 2016)
   - Strategic Plan: The Program is planning to do the 1st year and come back for the 5 years plan
   - The farmers market will take place Saturday (8/13)
   - The Land Grant BOR meeting is scheduled for August 29 and 30 in Guam. The meeting is funded by Land Grant.
   - The PREL Water For Life meeting will take place in Palau (September 5-9). The LG-Water Quality Extension Agent, Jina David will join the meeting in Palau.
   - The Breadfruit Conference will take place in Hawaii (August 26-31, 2016). The conference is funded by Land Grant.

3. **Arrak Campus (Stanley Lorennij)**

   Refer to EC Bi-Weekly Report (Reporting Period July 2016)
   - Renovation of the walls, window frames and door frames in the boys' dorm
   - Partition of 1 room in the boys' dorm and converted into 2 office space for the residential coordinator and private counseling services.
   - Hatchery building structure
   - Entrance canopy at the Land Grant office

4. **CLLC (Brenda Mellan)**
   - Manit Day – Lutok Koppan Alele is set for September 22, 2016. CMI faculty and students and staff are invited. William Reiher will inform the staff and Rachel the students.

5. **EDIIE (Chery Vila)**
   - August 21 at 10:00 a.m. a reminder of the ACCJC Steering Committee meeting (Cheryl Act. Chair)

- September 12 – All reports due
- September 19 – Start reviewing
- September 26 – Finalize date
- September 30 – Deadline for submission of the CMI Follow Up Report to ACCJC

6. **SAFETY AND SECURITY (David deBrum)**
   - No report

Next EC Agenda item(s)

1. Assessment Committee Proposal
2. CAC Assessment 2015-2016
3. CAC RSA 2016-2017
4. Plant and Facilities Committee RSA 2016 -2017

ADJOURNMENT:

Meeting adjourned @ 1:40 p.m.