Special Executive Council Meeting
11:00 a.m. Monday, May 20, 2016
Board Conference Room

MINUTES

PRESENT:

President	Dr. Theresa Koroivulaono
VP, Administration	William Reiher
VP, Academic & Student Affairs	Don Hess
Chief Finance Officer	Stevenson Kotton
Dean of Land Grant	
Dean of Academic Affairs	Ruth Abbott
Dean of Student Services	Rachel Salomon
Director of Human Resources	Agnes Kotoisuva
Director of Institutional Research	
Director of Physical Plant	Emil deBrum
Director of Safety & Security	David deBrum
Director of Information & Technology	Boni Sanchez
Director of Arrak Campus	
Director of Customary Law & Language Commission	
Student Representative	
Faculty Senate Representative	Serena Hackerott
Faculty Senate Representative	Dr. Elizabeth Switaj
Staff Senate Representative	Sali Andrike
Staff Senate Representative	Ruthy Maun

Recording Minutes by Marilyn Harry

I. **CALL TO ORDER AND OPENING PRAYER**
- President Theresa called the meeting to order at 11:00 a.m.
- Stevenson Kotton opened the meeting with a prayer.

II. **REVIEW OF MINUTES**
- February 19, 2016 and March 28, 2016 Meeting Minutes was presented to the EC
- Motion to approve
- The February 19, 2016 and March 28, 2016 Minutes were approved unanimously with minor corrections.

III. **UPDATE FROM PRESIDENT**
Refer to EC Bi-Weekly Report
1. May 31, 2016 - President Koroivulaono will attend the Ebeye GED graduation on May 31. Traveling dates: May 31 – June 1, 2016.
2. GED Graduation – May 17, the ceremony was late but went very well.
3. Accreditation:
4. CMI Follow-Up Report due in October 1, 2016 - Required work to meet recommendations for the Report has started. President informed the EC that there may be requests to departments and sections to assist as a member of the accreditation working groups.
5. NTC and Scholarship Board Meetings:
    - Scholarship Application Forms - Issues on how application forms are filled and other issues with systems and processes.
6. The Pacific Postsecondary Executive Council (PPEC) took place in Palau. The CMI report has been sent to be included in the PPEC Annual Report. President Koroivulaono thanked Ruth Abbott for writing the report.

7. President met with the International Monetary Fund and the World Bank on Monday. The purpose of the meeting was to discuss and to update educational priorities in CMI and in the RMI.
8. June 1, 2016 – Discussions on the Ebeye Distance Learning Center (DLC) between CMI and the Kwajalein Command is set to take place the first week of June. The draft of the Land Lease Agreement between the College and landowners is yet to be submitted.
9. Upcoming Yamaha outboard training on Majuro funded by NTC. The training will be for 10 RMI trainees.
10. President Koroivulaono will co-facilitate the 2nd RMI Cabinet Retreat on June 16 and 17, 2016.
11. A full report on Arrak campus' ongoing work will be provided at the next EC meeting.

IV.   ACCREDITATION NEWS/REPORTS (ALO Ruth Abbott)
1. The ACCJC Steering Committee will meet weekly on Monday. A general list of needed evidence will be sent out to the EC for reviewing and comments. Please send feedback on anything on the list.
2. Plant and Facilities – Assessment reports from last year and this year. Ruth is available for help.
3. The Sub change letter for the AA in Business was sent to ACCJC.

V.   ASSESSMENT & COMMITTEE REPORTS
1.   Budget Committee (Stevenson)
- The Committee met on May 9 to review the budget transfer policy. No recommendation was made.
- May 19, 2016 RMI Budget Consultation: President Koroivulaono and Stevenson presented the CMI Budget. The same template will be provided to the EC. The big difference is how CMI has aligned the budget with the strategic plan.
- FABS Update:
  - 1st draft of the Budget will be out next week and will be presented again in July.
  - May 28 – June 3, 2016 - William Reiher and Stevenson Kotton will travel to Ebeye for the Kwajalein Atoll Development Authority (KADA) Renewal Energy and Auditing -and Financial Training. While on Ebeye, they will look at equipment and supplies.
  - August 2016 - the technical assistance we are using will be provided to the RMI Government and Ebeye. Looking at this week and next week, the indirect costs contract with Chuck Haster will be presented to President.

2.   Curriculum Assessment Committee (CAC)
- May 18, 2016 – Special meeting and approved three science classes.
- Program Reviews - The Nursing & Allied PR is still in progress. The Nursing and DevEd PRs will be tabled at next week Monday's CAC meeting.
- Week of May 18, 2016 – Conference call meeting between Ebeye and Arrak and Uliga. Stevenson will share the meeting discussion with Dean Va Savu.

3.   Enrollment Management Committee (EMC)
- Wednesday, May 25 is the next EMC meeting.
- The Peer-2-Peer Coordinator and another are currently on Ebeye to set up a P2P Program.
- Graduation – hard copies of the graduate list were provided to the EC
  - 130 graduates were listed on the May 2016 official graduation list
  - 12 students are placed on the honor rolls.
  - 2 external Scholarship sponsors (Nursing and Valedictorian)
    1. Satako Isawa-Maash Scholarship
    2. The Rongelap Local Government
  - WUTMI – Top Female Scholarship
  - The graduation script will be finished tomorrow or Sunday.

- Stevenson Kotton said *rain* will not change the location of the graduation ceremony.
- CMI Administrators met with UMFK students and explained CMI's decision concerning UMFK Cohort graduation. The UMFK Nursing students (graduating this May) will wait for the UMFK Education/Business students for a bigger ceremony. Ruthy Maun and the UMFK students will work with their cohorts.

Boni - The CMI internet service is being used by many who are not part of CMI (student/employee). Asked for MOUs with CMI or agreement to use such services. The CMI community services should be part of CMI's alumni. Boni will draft something for EC to review at their next meeting.

4. **Human Resources Committee (HRC)**
   - Progress on the PMS Training
     - All faculty members' training is completed except for 3 (there were 8 sessions),
     - All supervisors' training is completed except for 1, and
     - All Admin training is completed except for 1.
   - Staff – work for the Marshallese version is still in progress.
   - The Goals' setting training by department will begin July.

5. **Information Technology Committee (ITCOM)**
   Refer to EC Bi-Weekly Report
   - The ITCOM Department membership has been approved by the committee.
   - The draft RSA will be provided to EC for reviewing/approval. The draft is currently with Victor Garcia for editing.
   - IT Dept. update:
     - There are 12 computers provided in the Computer Labs, most have been changed into hand computer devices.
     - Boni thanked the staff of FABS for paying the subscription for the Firewall system which is now available on the school website.
     - Upcoming installation of the new server bought last December and arrived in Jan 2016. Boni requested that the Physical Plant install the hard ware and this work has finished.
     - IT will migrate 8 servers (computer labs) the Dorms, Education, STAMP, GED and the Library. Computer labs in the Business Studies, Rebellip Hall and Wapepe Hall will be next.
     - TRACC has requested for the server to be installed and another from the Institutional Research Department.
     - There's ongoing testing of 27 computers, these have not been replaced since 2009. There are 10 lines that cannot be replaced…
     - IT staff will attend an HP Blade Server Training to learn more on how to install the Office Unrestricted use for CMI community (refer to IT EC report)

6. **Plant and Facilities Committee (P&FC)**
   Refer to EC Bi-Weekly Report
   - Try to set up a time for meeting, there is no quorum and there hasn't been any meetings.
   - Physical Plant update:
     - There's ongoing work and preparations to get ready for the graduation. The Executive Director of Institutional Integrity and Effectiveness' office is completed.

VI.   **NEW BUSINESS**
   1. HR Performance Management System (HR)
      a. Policy – Performance Management System

- Motion
- **VP Hess moved recommendation to approve the Policy as presented. Rachel Salomon seconded. The *Performance Management System Policy* was approved unanimously.**

b. Policy – PMS Evaluation & Review
- Motion to approve
- **VP Hess moved to recommend approval of the policy as presented. Boni Sanchez seconded the motion. The *PMS Evaluation and Review Policy* was approved unanimously**

c. Terms of Reference of the Performance Evaluation Moderating Committee (TOR-PMS Moderating Committee)
- Motion
- VP Hess moved to recommend…
- **EC recommended for the CMI President to approve the TOR-PMS Moderating Committee.**

Note:
At the July 15 Meeting, President Koroivulaono accepted the Executive Council's recommendation and approved the TOR PMS Moderating Committee as presented.

d. Housing Policy (revised draft)
- Motion
- **VP Hess moved to recommend to approve with the proposed changes to the policy. Rachel Salomon seconded and the Housing Policy was approved unanimously.**

e. Majol Mokta – A new Jitdam Kapeel Program Faculty Fast Trak (HR)
- Motion
- **Stevenson Kotton moved to recommend changes to the President. William Reiher seconded. Motion approved unanimously.**

2. CMI Salary Scales (HR)
- Motion
- **VP Hess moved to recommend approval with the change. Ruth Abbott seconded and the CMI Salary Scales were approved unanimously.**

VII. **UPDATES**
1. **SBA (Rachel)**
- There is an SBA now and Rachel will work w/officers

2. **Faculty Senate (Dr. Elizabeth)**
Refer to EC Bi-Weekly Report
- Team building by Amy Ishiguro.

3. **Staff Senate (Ruthy Maun/Sali Andrike)**
- Met last Wednesday. Announced that Lisa Jeraan's mom died. The meeting minutes were now provided to IR for posting.
- HR Director Agnes Kotoisuva and CFO Stevenson Kotton will meet with the Staff Senate to discuss 3 HR policies.

- We have encouraged members of the Staff Senate to be part of the graduation working teams.

4. **Institutional Integrity and Effectiveness (Ruth Abbott)**

   Refer to EC Bi-Weekly Report.

   - Committee Assessment Reports deadline is August 1st (From July 31).
   - Request to Stevenson Kotton, re: the accounting policy.

5. **Safety & Security (David deBrum)**

   Refer to Safety and Security Report as provided

   - Campus security reporting – equipment failures, water pumps and ACs,
   - There was a fire incident as cooking range left on and unattended.
   - School vehicles (car/van) are very old and are not safe
   - Graduation
     - There will be 2 posts for security and the school nurse during the graduation. A 2 responder teams have been established in case of emergency. Thanks to Stevenson for being on the first responder team. The second responder team consist of the Police officers and the school nurse assisted by assigned Physical Plant staff. The Police officers and nurses will be available for emergency.
     - Location of VIPS parking space is the Delap side of CMI
     - Police assistance will be available on campus and directing traffics.
     - A suggestion to for the GED and CMI graduation work teams to set aside a separate meeting to sit and planning with the Safety and Security.

VIII. Next EC Agenda item(s)

1. A full report on Arrak Campus' ongoing happenings

IX. ADJOURNMENT

Meeting adjourned at 12:26 p.m.