



Executive Council

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Email: ec@cmi.edu

Regular Meeting Minutes - Approved November 2, 2016

Members Present

President
Executive Advisor to the President/Act. VP A&SA
VP, Administration
Chief Finance Officer
Executive director, 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 - EXCUSED
Stevenson Kotton - EXCUSED
Ruth Abbott - EXCUSED
Biuma Samson - EXCUSED
Va Savu
Rachel Salomon
Agnes Kotoisuva
Cheryl Vila
Emil deBrum
Mill Helkena
Boni Sanchez
Stanley Lorennij - EXCUSED
Brenda Mellan - EXCUSED
Luston Binejal
Nik Willson
Florence Peter
Ruthy Maun
Sali Andrike - EXCUSED

Guest

N/A

The meeting was called to order @ 11:15 AM

Agenda Items

1. Opening Prayer
2. Review of Minutes
 - October 5, 2016 Meeting Minutes
3. Update from the President
4. Accreditation (Dr. Melinda Nish)



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5. Assessment & Committee Reports
 - Budget Committee
 - Curriculum Committee
 - Enrollment Management Committee
 - Human Resources Committee
 - Information Technology Committee
 - Institutional Planning Committee
 - Plant and Facilities Committee
6. Old Business
 - EC Assessment (Dr. Theresa Koroivulaono)
7. New Business
 - New Board of Regents (Dr. Theresa Koroivulaono)

Minutes

1. **OPENING PRAYER**
 - Florence Peter opened the meeting with a prayer
2. **REVIEW OF MINUTES**
 - Nik moved to adopt the October 5th minutes with the change, Va seconded the motion. The motion was unanimously approved.
3. **UPDATE FROM THE PRESIDENT**
 - Dr. Theresa Koroivulaono reported about the accreditation training and the Pacific Post-secondary Education Council in Guam: Accreditation capacity-building and directly addressing CMI's less than satisfactory accreditation history.
 - Accreditation visit is November 14 - 18
 - Institutional set standard is not a document, it's a required standard by ACCJC
 - ACCJC said our standard must reflect our mission
 - We made our goal, we're not below our standard for course completion
 - The ACCJC has now developed a standard template, your achievements for last year, previous year and your stretch goals, if do not achieve your standard, place your action
 - Land Grant Regents' meeting specific focus on rejuvenating the RMI Land Grant because it is not performing as well as Palau and FSM.
4. **ACCREDITATION (Dr. MELINDA NISH)**
 - Dr. Melinda Nish reported that Ruth Abbott is sending a backup copy of our report with the internal link evidence on flash drives to the four team members that are coming
 - Got the team finalize yesterday, 3 coming from california and 1 from guam
 - Dr. Marilyn Behringer - Chair
 - Dr. Mary Gallagher
 - Dr. Ian Walton
 - Marlena Montague
 - They arrive Tuesday November 15th and leave Friday November 18th



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- A special thanks to William Reiher and Stevenson Kotton for mailing the report to the team
- The team may stay in the Board Room or in Dr. Melinda Nish's office
 - They have not given a list of which position they would like to interview
 - They have the opportunity to speak to anyone
- Dr. Melinda Nish asked the members to please read the follow-up report again
- Will submit an update report that happen within the last 30 days
- When their finish, they'll write a report and this will go to the president for review of error or facts
- We will know their decision by mid February
- Score card completion for Fall 2011, first time, full time student - 4% graduation rate within three years

5. ASSESSMENT & COMMITTEE REPORTS

- Budget Committee
 - Stevenson Kotton is off-island (no report)
- Curriculum Committee
 - Faculty Senate President deferred to the Dean of Academic Affairs for this report
 - The committee will have a meeting next week monday
 - The agenda for the month of November
 - BA in Elementary Education
 - Certificate in Marine Science
 - Certificate in Agriculture
 - AA in Business Studies - for review
 - If can address the procedures and work with Stanley
 - In the future have course in skills trainings
- Enrollment Management Committee
 - The committee met last week Thursday
 - Had a discussion on the internet down time and how it will affect early advising (which will not happen)
 - Had asked for a list of advising from faculty during the joint AA+SS meeting
 - Working on an Enrollment Management Plan
 - Talked about target number of the early advising and the new student spring 2017
 - Have a document (Return of Title IV Funds) for the EC members for their Information, if have question email Rachel Salomon or Jacinta Samuel
 - Sent out an invite for a task force for the domestic violence and sexual assault here on campus, which have a grant for the next three year
 - Will join the cleaning on friday in preparation for the visiting team, but for the remainder of the year a student club will adopt a site on campus to maintain it
- Human Resources Committee
 - The committee met last week on the 27th of October



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- Still waiting for the faculty senate feedback for the two policies
 - Initial plan is to get this through the next Board meeting in November, but if it's late the meeting in January
- HR policies and Procedures Manual will be present to the board on November (every year will need to update the policies and procedures)
- Information Technology Committee
 - The committee has not met
 - Tabled items
 - Approved motion of the transfer of the programmer/web developer to the IT department
 - electronic mail Bulk distribution Policies and Procedures
 - If sending messages to stu.com, have it send to the Dean, Student Service or IT
- Institutional Planning Committee
 - William Reiher is off-island (no report)
- Plant and Facilities Committee
 - The committee met twice, one with Ruth Abbott and the other with William Reiher
 - Waiting for the departments to send in their wish list
 - Reported that all the physical plant staff went through training on the work plan last Saturday, Director Emil deBrum gave thanks to Agnes Kotoisuva, Ruthy Maun and Anges Laaw for their time
 - Not going to entertain any more car wash, until they install the pumps
 - If CMI vehicle need cleaning or fixing, park it at physical plant
 - Request for water container for the student restroom, trying to fix the problem (working with MWAS to reconnected the salt waters)
- 6. OLD BUSINESS**
 - EC Assessment (Dr. Theresa Koroivulaono)
 - Va Savu moved to accept the EC Assessment. Emil deBrum seconded the motion. The motion was unanimously approved.
- 7. NEW BUSINESS**
 - New Board of Regents (Dr. Theresa Koroivulaono)
 - Nomination has gone to the cabinet, next week by Friday we might know who the new Boards are

8. TABLED ITEMS

Meeting adjourned @ 12:09 PM

Next Meeting

1. Next *Regular* Meeting, Wednesday November 16th 11am in the BOR Conference Room



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Future Agenda Items

Kelly Luce Sebastian, Recording Sec

Scribe

EC

**Reviewed & Approved
by**

07- December -2016

Date approved