



# 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

## Special Meeting Minutes - Approved November 25, 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  
Stevenson Kotton  
Ruth Abbott  
Biuma Samson  
Va Savu  
Rachel Salomon  
Agnes Kotoisuva  
Cheryl Vila  
**ABSENT**  
**ABSENT**  
Boni Sanchez  
Stanley Lorennij  
Brenda Mellan  
Luston Binejal  
Meitaka Lekka (Substitute)  
Amanda Williams  
Ruthy Maun  
**ABSENT**

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### The meeting was called to order @ 11:03 AM

### Minutes

#### 1. OPENING PRAYER

- Stanley Lorennij opened the meeting with a prayer.

#### 2. UPDATE FROM THE PRESIDENT

- Dr. Theresa Koroivulaono reported that the ACCJC Follow-Up Team completed their visit on Friday November 18.
- The Team conducted interviews with selected employees and students, toured both the Uliga and Arrak campuses and viewed photographs of the Distance Learning Center on Ebeye.



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- A new CMI Board has been appointed by the RMI Cabinet, the Board members are Regents Ben Chutaro, Joseph Bigler, Patrick Chen, Jelton Anjain, Saeko Shoniber, Sultan Korean, Julia Alfred, Kathryn Relang, Jabwill Ned, Dr. Alex Pinano and Luston Binejal (Student Regent).
- The BOR retreat is scheduled for November 30 – December 1, 2016.
- A new Grant Coordinator has been selected and the rest of the recruitment procedures are underway. Proposed start date: 2 weeks' time.

### 3. ACCREDITATION (ALO Ruth Abbott)

- Working on a the substantive change (minimum)
  - Bachelor of Arts in Elementary Education
  - Advanced Specialization in Deaf Education
  - Advanced Specialization in Severe Disabilities
  - Certificate in Marine Science.
- There is a proposal to change the substantive change date from February 24th, and that we are required to submit materials on January 10th. Rescheduled date: March 3rd

### 4. ASSESSMENT & COMMITTEE REPORTS

- Budget Committee
  - Have not met since last EC meeting, but scheduling a special meeting on November 29.
- Curriculum Committee
  - Met Wednesday morning to approve the proposals
    - Bachelor of Arts in Elementary Education
    - Advanced Specialization in Deaf Education
    - Advanced Specialization in Severe Disabilities
    - Certificate in Marine Science.
  - The two Specialization curricula (Advanced Specialization in Deaf Education and Advanced Specialization in Severe Disabilities) were set by two specialists (who developed the programs and will teach the course(s) during the summer).
  - Stevenson will need a Memo from Va Savu or Dr. Melinda Nish about the fees that will be charged for the course(s).
  - **Motion:** EC to endorse the three programs that have been approved by the CC (BA in Elementary Education, Advanced Specialization in Deaf Education and Advanced Specialization in Severe Disabilities) for the proposals and the course outlines. Ruth Abbott seconded the motion. The motion was unanimously approved.
- Enrollment Management Committee
  - Met November 24.
  - Agreed to give the CAP test to Levels 2, 3, Credit and Level 1 will automatically take the CAP course.
  - Scheduled CAP Test - will work with Hiram Malolo for these test days
    - December 10 - CMI Student



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- December 12 & 14 - On Island New Student.
- Domestic Violence group met and is creating policies and also looking at the HR Manual:
  - The group is still looking for members
  - The site visit is on January.
- Student Life and Conduct Board met:
  - To discuss the student handbook and issues about Betelnut fines
  - Suggestion: designate a spot on campus for users
  - William Reiher will talk to the Security Director on training the Security as CMI is a drug-free campus
  - Need further action from the Dean of Student Services and VP Academic and Student Affairs
  - William and Stevenson will come up with a solution for the next meeting.
- Human Resources Committee
  - Met Monday November 21.
  - 5.2.18 - Performance Rewards and Recognition
    - This policy is designed to recognize performance excellence and the value of individuals' contribution to The College of the Marshall Islands and its work. Our reward packages will aim to be fair, transparent and flexible and will include monetary and non-monetary rewards and recognition.
    - This policy replaces the current policy 5.2.18 Annual Recognition and Reward and will be re-titled as '5.2.18 Performance Rewards and Recognition'.
  - 3.3.1 c.- Probation subsequent to a Performance Evaluation
    - This is an update of the existing policy to make it consistent with the new Performance Management System.
    - The policy is currently under section 3.3.1 Types of Probation. It is recommended that the policy be moved to Section 5.1 Work Performance Evaluation.
  - **Motion:** William Reiher moved to approve and recommend to the Board the two policies (Performance Rewards and Recognition and the Probation subsequent to a performance Evaluation) with the changes. Va Savu seconded the motion. The motion was unanimously approved.
  - HR Policies and Procedures Handbook 2016
    - In updating the HR Policies and Procedures Handbook 2015, policies were read and reviewed for errors, inconsistencies between policies and between policy and practice.
  - **Motion:** EC to recommend the changes to go into the 2016-17 HR Policies and Procedures Handbook with the changes and the committee recommend changes to go to the Board for approval. Va Savu seconded the motion. The motion was unanimously approved.



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- Information Technology Committee
    - Met November (special meeting)
    - Web site committee update
      - Long overdue issue with the malware virus has been fixed
      - SIS and EWS has an issue with the security certificates
    - Request for access to the Turnitin system - access has been provided to all faculty
    - Suggestion to bring the recommendation to EC regarding the transfer of the Web Developer to IT Department - **Will have the discussion offline**
    - Have started conducting IT training for the CMI students (started October - December)
    - Will start training on the Power Tools, starting with Ruth Abbott and the rest afterwards.
  - Institutional Planning Committee
    - Met November 23.
    - Assessment Committee to be formed as a sub-committee - **For EC members information**
    - All the Program Reviews are in, and the prioritization activity will be in January 2017.
  - Plant and Facilities Committee
    - No report - ABSENT.
- 5. OLD BUSINESS**
- N/A.
- 6. NEW BUSINESS**
- Report on MOU with CMI (Dr. Koroivulaono) - **For EC members information**
    - Reviewing existing MOU with CMI: CLLC & MICS.
    - CMI-USP MOU has been sent to USP for their endorsement before sign-off (DRAFT).
  - Proposed Revised Mission Statement
    - This statement was brought to the IPC for discussion on November 23rd.
    - It was accepted by the IPC and has been taken by IPC members to their constituents for feedback.
    - Will sent it out to CMICOM.

**Meeting adjourned @ 2:51 PM**

### Next Meeting

1. Next Regular Meeting, Wednesday December 7th 11am in the BOR Conference Room

### Future Agenda Items

1. Ebeye Student Fees (Report & Action)
2. Solution on Betel-nut (Report)



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Kelly Luce Sebastian, Recording Sec

**Scribe**

EC

**Reviewed & Approved  
by**

07- December -2016

**Date approved**