

Executive Council Meeting
11:00 a.m. Friday, February 5, 2016
Board Conference Room

MINUTES

PRESENT:

President	Dr. Theresa Koroivulaono
VP, Administration	William Reiher
VP, Academic & Student Affairs	Don Hess
Chief Finance Officer	
Dean of Land Grant	Biuma Samson
Dean of Academic Affairs	Ruth Abbott
Dean of Student Services	Rachel Salomon
Director of Human Resources	Agnes Kotoisuva
Director of Institutional Research	Cheryl Vila
Director of Physical Plant	Johnny Silk
Director of Safety & Security	
Director of Information & Technology	Boni Sanchez
Director of Arrak Campus	Stanley Lorennij
Director of Maritime Program	Edward Adiniwin
Director of Customary Law & Language Commission	Brenda Mellan
Student Representative	
Faculty Senate Representative	Nicholas "Bill" Knolech
Faculty Senate Representative	Dr. Elizabeth Switaj
Staff Senate Representative	Ruthy Maun

Recording Minutes – Marilyn Harry

Call to Order:

President Koroivulaono called the meeting to order at 11:00 a.m.

Opening Prayer: Stevenson Kotton

Changes made to the Meeting Agenda:

1. **Minutes from January 15, 2015 and COMMITTEE ASSESSMENT & REPORTS** will be part of next EC meeting.
2. **UPDATES** – Send updates/reports to Marilyn, updates will be part of today's meeting minutes to be reviewed at next meeting.

REVIEW OF MINUTES

Next meeting

UPDATE FROM PRESIDENT - 10 minutes

- President's Report
 - Refer to EC Bi-Weekly Status Report – Period Ending: February 5, 2016
- Personnel Audit Report
 - *Refer to the Personnel Audit Report.*
 - *President stated that Agnes and William will work together and organize a working group. The EC was urged to read the report. Members of the working group will be in touch by the calendar.*

Accreditation

- Reports
 - President commends ALO Don the Self Study Steering Committee for the job well done, all the efforts in regard to the College's accreditation.
 - President asked the college -to focus on finishing their Program Reviews and related Reports.

Office of the ALO (Don Hess)

- Program Reviews and Reports – Thanks those who have submitted their PRs and Reports. Reminded those who have not yet submitted need to do so. All Reports must present to their governance committees (IPC/CAC) prior to CMI's deadline which is March 1 2016. The deadline is for the CMI Report to WASC.
 - Personnel Evaluation – The evaluation period started in January of 2015. The Faculty knows who have done theirs and who needs to complete.
 - Don reminded the EC that CMI's essential priority is the Accreditation.
- CMI Committees' RSAs and Minutes for the CMI website
 - Chairpersons are required to provide to Cheryl and/or Victor Committee Minutes and RSAs to be posted on the College's website. These records are official CMI documentation and for public viewing.

NEW BUSINESS –

- HR Policies Recommendation to EC (Agnes).
These policies were discussed and tailored and approved by the HR Committee at their meetings and in other group meetings. The policies came in 2 parts, *revised policies and new policies* as presented. (Refer to Cover Page).
 1. Revised policies
 - Outside Employment –
 - **Don Hess moved to approve, Dr. Elizabeth Switaj seconded. Motion approved.**
 - JK Policy
 - **Don Hess moved to approve with the changes made, Rachel Salomon seconded. Motion approved.**
 - Housing Policy -
The Policy was tabled and returned to HR committee for further revision and work.
 - Revision to CAP Minimum Job Qualifications -
 - **Don Hess moved to recommend approval of the CAP Job Qualification. (President Dr. Theresa Koroivulaono approved the recommendation). Ruth Abbott seconded. Motion approved.**
 2. New policies
 - Conflict of Interest –
 - **Don Hess moved to recommend approval with the changes made that will be attached to the policy. William Reiher seconded. Motion approved.**
 - Consultancy Policy –
The Policy was tabled and recommended by EC to be presented to the President's Cabinet for discussion before bringing it back to EC.
- Addendum Computer Access Procedures (Boni)
Boni discussed the procedure and movement of the ACAP as presented. **Dr. Beylul Solomon moved to recommend approving, Don Hess seconded. Motion approved.**

UPDATES -

Staff Senate (Ruthy)

- Refer to EC Bi-Weekly Status Report – February 5, 2016

Faculty Senate (Elizabeth)

- Refer to EC Bi-Weekly Status Report – February 5, 2016

Arrak Campus (Stanley)

No report

CLLC (Brenda)

- CLLC staff met with VP Don Hess, VP William Reiher and Wilbert Alik to discuss the hiring of a Translator, both sides agreed with the agreement. HR provided CLLC the Translator's job description and CLLC returned the draft back to HR with its consent and to publicize.

ADJOURNMENT

| 12:01 PM