

Executive Council Meeting  
11:00 a.m., Friday, January 15, 2016  
BOR Conference Room

Minutes

**Present:** Dr. Theresa Koroivulaono, William Reiher, Stevenson Kotton, Agnes Kotoisuva, Cheryl Vila, Rachel Salomon, Ruth Abbott, Brenda Mellan, Dr. Elizabeth Switaj, Dr. Beylul Solomon, David deBrum, Henry O'Brien, Ruthy Maun and Marilyn Harry – Recording Minutes

**Excused:** Don Hess (sick), Stanley Lorennij, Biuma Samson and Edward Adiniwin

*Call to Order*

President Koroivulaono called the meeting to order at 11: 19 a.m.

*Opening Prayer:* David deBrum

**Review of Minutes**

1. November 6 2015 Meeting Minutes

- Under Update from President – *In other update*, bullet #1: delete the whole sentence to be replaced with *“Willie Cristobal requested that the Cabinet Minute be dated September 30, 2015 as the effective date so that it can be incorporated in the Audit Financial Report”*.
- Under Committee Report: delete *“CAC”* to be replaced with *“EMC”*
- Under HR: delete *“Project”* to be replaced with *“Performance”* and insert *“Systems development”* after the word *“Management”*.
- Under IPC: bullet #4, before the word *“format”* insert *“Program Review”* and delete the words *“part of ”* to be replaced with *“template for”*.

*Motion brought forward*

**William Reiher moved to accept the November 6, 2015 Minutes with changes and corrections. Rachel Salomon seconded. Motion approved unanimously.**

2. November 20, 2016 Minutes Meeting

- Delete *“Items”* to be replaced with *“Minutes”*

*Motion brought forward*

**Agnes Kotoisuva moved to accept the November 20, 2015 Minutes with changes. Beylul Solomon seconded the motion. Motion approved unanimously.**

3. December 11, 2016 – Minutes Meeting

- Under Committee Report - IT Report: in the last sentence, insert letter *“I”* for *license*.
- Under Physical Plant/Facilities – Capitalize *“P”* for *Plant*.

*Motion brought forward*

**William Reiher moved to accept the December 11, 2015 Minutes with changes. Agnes Kotoisuva seconded, motion approved unanimously.**

**UPDATE FROM PRESIDENT**

- Reminder on punctuality to meetings/retreats.
- President thanked and welcomed all to the meeting, she also welcomed everyone into the New Year. She trusts that each and everyone had a very good vacation, stress-free and reenergized.

- Refer to Bi Weekly EC Report
- January 12, 2016 - William submitted the Annual Report to Nitijela Parliament and the Board
- The BOR Retreat took place on January 12. A report will be ready by the end of the month. The Retreat was followed by a Board meeting on Wednesday, January 13 from 9:00 a.m. - 12:00 p.m.
  - Resolutions approved at the January 13, 2016 Board Meeting:
    - The Strategic Plan
    - Debit Card and Special Account
    - Board Orientation Program – to be included in the BOR bylaws
- On Thursday (1/14) President met with DOI Asst. Secretary, Esther Kia’aina to discuss possible grants and funding opportunities.

## **ASSESSMENT & COMMITTEE REPORTS**

### **Budget (Stevenson)**

- Committee Assessment Report will be part of next EC meeting.
- The Committee met last Monday and looked at enrollment and funding reports, the budget template for the Strategic Plan and related expenses and developments.

#### Update:

- Books will arrive over the weekend; Business Office staff will work over the weekend to get them ready for Monday.
- The CFO along with two Business Office staff attended the MIP training in Hawaii.
- Business Office is in the process of purchasing 2 new modules that will be integrated with the MIP system. More information will be shared at the next meeting.

### **CAC (Ruth)**

- The Committee reviewed procedures; the DevEd Program is working to complete their Math.
- Mary van Auken is the Interim Chairperson of Liberal Arts.

### **EMC (Rachel)**

- Committee Assessment Report will be provided before the next EC meeting.
- Update:
  - There were 890 official registered students and 625 unofficial registered.
- GED update:
  - 226 students - Majuro campus
  - The new Student Orientation took place on Ebeye with 32 new students.
- EMC will meet next week Thursday, the Committee’s meeting schedule was sent to members.
- Directors’ Program Reviews need to be submitted by the deadline which is today.
- SIS issues will be discussed at the EMC meeting.
- Waiting for incomplete FAO applications from Jacinta.
- Public request – CMI to provide drinking water?
- The Dean of Academic Affairs and the Dean of Student Services both expressed their concern about students in the following area:
  - U.S. Military Recruitment and Testing activities on campus throughout the school semesters and working days (work and school hours). President will look into the issue.

### **HR Committee (Agnes)**

1. HR Manual was in print in December 2015.
2. HR Committee will meet on January 27 to consider
  - Feedback from Faculty and Staff Senate on revised Professional Development policies
  - PMS draft policies.
  - Implementation of an Employee Web service Module of MIP. This will include the automation of leave administration. HR will require confirmation of all supervisor names for leave approval purposes.
3. HR to start recruitment process for Fall Semester faculty.

### **IPC (William)**

- Committee Assessment Report will be part of the next EC meeting.
- No meeting since last EC meeting. Working on the assessment report online.
- A special meeting will take place on Thursday (1/21) at 2:00 p.m. to look at the Assessment Report and the Intergraded Planning Manual. The Committee is currently working on the cover page.
- The Board has approved the Strategic Plan.
- Voted electronically on the revised job description and changed title from Director to Executive Director of DIIE. The revision was accepted and now the position is going through the Budget Committee process before being presented to EC.

### **Physical Plant (Johnny Silk)**

- Need to provide Committee Assessment Report.
- Refer to EC Biweekly Report.

### **SLC President**

Dr. Theresa introduced Henry O'Brien, the Student Leadership Council President to the Executive Council.

### **UPDATES**

#### **SBA**

- Appreciation from the SLC for the invitation to the BOR Retreat.
- New SLC Office is located in the old SBA Office building.
- In the process of planning for a training of the Student Leadership Council; ideas that will help with the SLC training are very much appreciated.
- Stevenson said the Budget Committee needs one (1) SBA representative.

#### **Faculty Senate (Elizabeth)**

- Ongoing developments on the Faculty Handbook and the Faculty Academic Programs. There are issues with classrooms not ready for class and Faculty is concerned that there are FSM students not graduating because they owe money?

#### **CLLC**

- Annual Report was provided to the President. Stevenson has the 1<sup>st</sup> quarter report; MIP access is still needed and the drinking water (CMI Drinking) is a bit salty.

#### **DIIE**

- Marilyn will email Bob for his update.

Meeting adjourned at **12:30 PM**.