

Special Executive Council Meeting
3:15 p.m. Monday, March 28, 2016
Board Conference Room

DRAFT 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	Biuma Samson
Dean of Academic Affairs	Ruth Abbott
Dean of Student Services	excused sick
Director of Human Resources	Agnes Kotoisuva
Director of Institutional Research	Cheryl Vila
Director of Physical Plant	Johnny Silk
Director of Safety & Security	David deBrum
Director of Information & Technology	Boni Sanchez
Director of Arrak Campus	Stanley Lorennij
Director of Maritime Program	excused absent
Director of Customary Law & Language Commission	Brenda Mellan
Student Representative	excused absent
Faculty Senate Representative	Nicholas "Bill" Knobloch
Faculty Senate Representative	Dr. Elizabeth Switaj
Staff Senate Representative	Terry Hazzard

Recording Minutes – Marilyn Harry

CALL TO ORDER AND OPENING PRAYER

- President Theresa called the meeting to order at 3:16 p.m.
- Terry Hazzard opened the meeting with a prayer.

Quick Correction on the Meeting Caption:

- Delete "Emergency" replaced with "Special" (**Special Executive Council Meeting**).
- Delete "18th" replaced with "28" (**March 28, 2016**).

REVIEW OF MINUTES

The review of the last EC meeting will be carried out at the next scheduled EC meeting.

UPDATE FROM PRESIDENT

President Theresa reported and discussed the following:

1. ACCJC Evaluation Team On-Site Visit to Palau -

- The trip was very beneficial to the President and CMI in terms of all the information she had received, as well as the experiences she underwent as part of the team.
- In response to ACCJC's invitation for new evaluation team members, the President recommended the senior leadership team, the President's Cabinet. Names have been forwarded to ACCJC. The President is anticipating to see that CMI faculty members will also take part in these activities.

2. **State of the College Updates through 2 General Assemblies per semester: one for students and one for employees, a formula, CAP2** – where there will be a general discussion to raise issues and update the College in a face to face interaction.
3. **FYI: Proposal for improving CMI-wide communication and proactive capacity-building.** The Communication and Marketing position has been vacant for a while. This position is a very instructive position in regard to the Strategic Plan in terms of communication development.
4. **The Communication/Marketing post is needed. A proposal will be submitted** – A proposal will be prepared by the President's Office and provided for the required processes.
5. **The CMI Follow-Up Report to ACCJC -**
 - o Meetings took place between CMI and ACCJC through long distance calls and emailing to discuss the Follow up Report issues and developments. An extension was requested by the President's Office to the ACCJC. Meeting of the ACCJC begins next week and we expect a response after the meeting from ACCJC.

ASSESSMENT & COMMITTEE REPORTS

1. **Budget – Stevenson Kotton**
 - Audit is completed. There were some minor findings, FABS will update the EC when the audit draft comes in.
 - MIP training (new modules) – the 2 day training, paid through a grant, took place at ICC. Majuro community took part. There was an internal training for the HR and FABS staff that took place at the Physical Plant Conference room. Next week, they will be moving into the new modules. Probable MIP training for other CMI employees to take place on campus.
2. **Curriculum Assessment – Ruth Abbott**
Update:
 - The Committee has completed and updated the Program Reviews and Course Outlines. The PR, Reports and Rubrics should be up and coming on progress.
 - The Committee expects AA in Business Studies Program in April 4, 2016.
3. **Enrollment Management – Rachel Salomon**
 - No report as Rachel was sick
4. **Human Resources:**
 - HR staff MIP training took place last week and will continue tomorrow. The implementation of the HR IS Module for the *Benefit of Employee* access is available for viewing. The part of the Leave Approval automation ag will need training and need to manage training plans; will be discussed as a group in the future.

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Discussion:

President Theresa discussed the issue related to people not knowing one another, not knowing who's who on campus. There needs to be some details available about people on campus on the CMI website like an employee directory. This is a priority.

Agnes agreed to have an actual school directory. HR will work with Cheryl with the document management system.

5. **Information Technology (ITCOM) – Boni Sanchez**
 - Plagtracker¹ tests, plagiarism/similarity check software for CMI – Boni Sanchez

- There was no quorum to hold a Committee meeting as no quorum. Committee will meet next week,
 - IT is looking for a software for school developments, there were [very few software options](#) found. CMI is [awaiting](#) the reply from the supplier to be registered into their system.
6. **Institutional Planning – William Reiher**
Update:
- The Administrative Unit: IR, IT and HR Review. The Committee is waiting for other PR from the Student Services Department. The Matrix was approved and the budget has been submitted. The Integrated Manual was discussed and acknowledged. Finally the Committee acknowledged [and gave](#) credit to ALL who helped [with](#) the Strategic Plan.
7. **Plant and Facilities – Johnny Silk**
- Update on Physical Plant works completed,
 - The weekly clean-up and the water distribution is ongoing. This month only, CMI has distributed 105K gallons so far.

Ruth Abbott thanked the Physical Plant staff for the works done at the Dev-Ed lab.

UPDATES

1. **SBA – No report**
2. **Staff Senate – Terry Hazzard**
 - Reported that the Staff Senate is part of the Graduation Day Committee activities.
3. **Faculty Senate – Dr. Elizabeth**
 - The Faculty Senate met with VP Don. Thanked him for answering their concern and questions.
 - The Faculty Handbook is completed and will be provided at the next EC meeting.
 - Student restrooms [are](#) an issue [on](#) [with](#) how they [are](#) being used.

Related issue:

President stated that such issues need to be addressed in terms of general cleanliness. [There has been observing on the eating area and cleaning is underway at the student eating area around the Food Shack.](#) Gardening and planting has been in progress.

In relation [to](#) gardening and planting, Cheryl shared with EC an idea for a gardening project. The idea was initiated by Curtis Vela and his students. Physical Plant was informed of the gardening project.

4. **CRE/Land Grant – Biuma Samson**
 - A full report will be provided at the next EC meeting.
 - Update:
 - o March 30, 2016 – COM-FSM’s Dr. Singeo will arrive on Majuro to look at the projects at Arrak campus;
 - o Dr. Verma has brought 200+ pineapple sprouts from Kosrae State (FSM);
 - o Jina David has arrived [on](#) Majuro, he was on Ebeye as part of the World Water Day activities; and
 - o The Agriculture Researcher is currently providing cooking demo (nutritious food) [at Arrak, around the island.](#)
5. **Arrak Campus – Stanley Lorennij**
Greetings to ALL.
Update:
 - Coconut cutting project is completed. The tree stems will be used for lumbering. Kamoolol to Physical Plant for sharing the tools used.
 - The trailers have been fully renovated (interior) with the roofing done. There’s still works to do on the exterior sides.

- Hatchery - almost finished, next phase is the roof in a few weeks.

VP Don reminds Biuma about the agriculture program proposal

- Agriculture Program – We will know in 3-4 weeks about the proposal. Thanks to Don Hess, Biuma Samson and Vincent Lugert.
- The flooring for the three additional water catchment is finished.
- ACs are installed.
- Small House beside the road (Oceanside) – These are model houses and can be utilized [aste](#) educational assets.

5. CLLC – Brenda Mellan

- The Commission met with Mr. Kobayashi from the Sasakawa Foundation in Japan. The meeting was to discuss a grant proposal submitted. The RMI Embassy in Japan was in attendance at the meeting.
- The Commission is currently assisting in translating the theme of the 2016 International Women's Day.
- CLLC staff is part of the Graduation Day Coordinating Committee; was present at the first meeting held in March 23 at the CCCR.

6. Safety & Security – David deBrum

- Reported on issues with student accounts when sending student survey online.
- From the survey, there were concerns from students in terms of toilet room issue, locking-in students at night and other related issues.

ADJOURNMENT

4:26 p.m.