

Special Executive Council Meeting
11:00 a.m. 19 February, 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	Biama 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	David deBrum
Director of Information & Technology	Boni Sanchez
Director of Arrak Campus	Stanley Lorennij
Director of Maritime Program	Edward Adiniwin
Director of Customary Law & Language Commission	<i>excused</i>
Student Representative	Henry O'Brien
Faculty Senate Representative	Nicholas "Bill" Knobloch
Faculty Senate Representative	Dr. Elizabeth Switaj
Staff Senate Representative	Ruthy Maun

Recording Minutes – Marilyn Harry

I. OPENING PRAYER

Edward Adiniwin opened the meeting with a prayer

II. REVIEW OF MINUTES

1. January 15, 2016 Meeting Minutes – approved with changes.
2. February 5, 2016 Meeting Minutes – approved with changes

III. UPDATE FROM PRESIDENT

- Refer to EC Report
- At the Scholarship Board meeting, UMFK student concerning funding was discussed.
- Multimedia development
- Direct Report on track and external meetings

IV. ACCREDITATION

Submission deadline is 1st March 2016. President commended and thanked all the departments for their support and inputs. The Progress Report and faculty evaluations are just about all in, the PR almost finished. The Report is available online for viewing. CMI is in good shape and next WASC Accreditation on-site visit may be in April.

V. ASSESSMENT & COMMITTEE REPORTS

1. **Budget Committee** (no report)

2. **Curriculum Assessment Committee (CAC)**

- Refer to EC Report
- Will be held over on Monday for consideration between today and March 1.

3. **Enrollment Management**

- The Committee met on February 18 to discuss the program reviews, goals and assessment, and other student requirement for Financial Aid purposes. At the meeting they also discussed and suggested dates for the Graduation.
- The Program Reviews are part of the EC for review and approval.
- A meeting took place with Ellia Sablan-Zebedy and talked about the UMFK developments. A separate graduation for UMFK students from CMI was part of the meeting
- The CMI Vocational sections are looking at a separate graduation from CMI.

4. **Human Resources**

- HR will meet next week.
- 2 HR policies are on the agenda for EC's review and approval.
- Working groups will start looking at the works on the PMS next week.

5. **Information Technology**

Next meeting is next Thursday.

6. **Institutional Planning**

- Refer to EC Report
- The Strategic Plan is available online for viewing.
- HR, IT and IR AUOs were approved.
- Next week is the deadline for other Program Reviews -Student Services and Physical Plant.

7. **Plant and Facilities (Assessment Report)**

- There was no report from Emil as he was busy preparing to go to Ebeye.

VI. OLD BUSINESS

1. Consultancy Policy – returned to HR, will be presented at next EC meeting.
2. Housing Policy – returned to HR, will be presented at next EC meeting.

VII. NEW BUSINESS

1. Budget Assessment Report (Stevenson)

- Budget Representative:
 - The #7 removed.
 - Recommendation to consider including representation from the Staff and faculty Senates on the Budget Committee, the purpose of the Committee and to add the reflection on the Minutes.

Motion:

Don moved and Ruth seconded the motion. Majority approved the motion with 1 exception.

2. EMC Assessment Report (Rachel)

Motion:

Don Hess moved and Ruth seconded. Motion approved unanimously.

3. IPC Assessment Report (William)

- Few regular meetings were missed because of the WASC report, other related works and no quorum. Consequently the Committee reduced the number of membership in-order to have a quorum.
- Wilbert Alik is the new IPC secretary and will also manage the IPC google site.

- William will make some minor changes on the assessment report

Motion:

Don moved to accept with changes, Ruth seconded and motion was approved unanimously.

VIII. UPDATES

1. SBA (Henry)

- There was a meeting to discuss student study area(s). The resident students want to work with Arrak students in the labs. As well students need access to computer/internet and library resources.
- Transportation issue at Arrak - students need transportation to Arrak and back to Uliga.
- Tutors needed for Arrak students, the tutoring and learning labs are not open, request for access.
- International Day - the students are working with the nurse and the Peer2Peer has a plan in place to do a workshop.

2. Faculty Senate (Dr. Elizabeth)

- Refer to EC report
 - Bill –EC rep
 - Jacqueline Leshan – New VP
 - Announcement of new policies

Cheryl - request for assistance with administering the data input. Kelly and Mommity will help.

3. Staff Senate (Ruthy)

- Refer to EC Report
- New Secretary is Sali Andrike.
- Reported on activities for the endowment fund fundraising calendar.

Cheryl – reminder for Staff Senate minutes for the website. Ruthy Maun will be off island and Terry Hazzard and Lilly Michael will represent the Staff Senate at the EC Meetings.

In other discussion:

Campus sanitation - discussed the endless trash situation and the importance for all to ensure CMI environment stays clean and healthy looking. The CMI Challenge's upcoming activity will post rubbish cans around campus.

4. Land Grant Program (Biuma)

- Refer to EC Report
- Crucial issues need development –Curriculum
- 2 Grants from Insular – We need CMI's contribution and CMI programs in place
- Issues and Polycom System in the outer islands issues and developments
- Resident and Distance Education

5. Arrak Campus (Stanley)

- Thanked President for sharing the Arrak Campus activities with EC
- Arrak students are about to have their woodworking and materials on sales
- Arrak staff is working on the makeover and rebuilding the campus. (4 people in 2 construction teams)
- Coconut tree cutting on going –need some training on cutting with the equipment
- Maritime containers –the set up for the maritime area is under way
- They need 2 drums of diesel fuel for the loaders
- The Aquaculture Researcher is moving in today
- Component on beautification project for Arrak
- Special Contract Team 1 – Maritime instructor (Contract end on Monday) extension of 2 month contract as there are still works to be done.

Arrak IT update:

Boni reported 2 PC desktops (Majuro computer Service Center) was purchased and currently on the way to Majuro.

6. Maritime Program (Edward)

- Trip to Tarawa Kiribati – The trip was funded by the *AusAid* and other donors. (400-500 students). The Fishery and Marine Center have merged. There may be probable funding for the CMI Maritime from
- such donors as SPC, FFA and other Marine industry supporters
- Maritime Recruitment is ongoing for observer training and maritime training, and
- They're creating an advisory committee to advise and recommend and looking at future training and living space for trainers.

ADJOURNMENT 12: 15PM.