

Executive Council Meeting
11:00 a.m. Wednesday, January 18, 2017
Board Conference Room

APPROVED MINUTES

ATTENDANCE:

President	Dr. Theresa Koroivulaono
VP, Administration	<i>William Reiher – On Leave</i>
VP, Academic & Student Affairs	Dr. Melinda Nish
Chief Finance Officer	Stevenson Kotton
Executive Director, Institutional Integrity and Effectiveness	<i>Ruth Abbott – On Leave</i>
Dean of Land Grant	Biuma Samson
Dean of Academic Affairs	<i>Vasemaca Savu</i>
Dean of Student Services	Rachel Salomon
Director of Human Resources	Agnes Kotoisuva
Director of Institutional Research	Cheryl Vila
Grant Writer	Charlynnne Andrike Alfred
Director of Physical Plant	<i>Emil deBrum – On Leave</i>
Services Manager of Physical Plant	<i>Johnny Silk - Absent</i>
Director of Safety & Security	David deBrum
Director of Information & Technology	Bruce Kattil (Substitute)
Director of Arrak Campus	Stanley Lorennij
Director of Maritime Program	<i>Edward Adiniwin absent</i>
Director of Customary Law & Language Commission	Brenda Mellan
Student Representative	Luston Binejal
President of Faculty Senate	Nik Willson
Faculty Senate Representative	<i>Florence Peter – Absent</i>
Staff Senate Representative	<i>Ruthy Maun – On Leave</i>
Staff Senate Representative	Sali Andrike

Recording Minutes – Mary A. Lanwi

CALL TO ORDER AND OPENING PRAYER

- President Koroivulaono called the meeting to order at 11:13 a.m.
- Stanley Lorennij opened the meeting with a prayer.

The President addressed a vital issue on coming in late to EC meetings.

REVIEW OF MINUTES

Nik Willson moved to adopt the December 7th minutes with the changes, Cheryl Vila seconded the motion. The motion was unanimously approved.

UPDATE FROM PRESIDENT

President Koroivulaono reported and discussed the following:

- 1. The CMI Annual Report**
 - The CMI Annual Report was submitted to the Office of the RMI President by December 30th, 2016.
 - There will be copies of the CMI Annual Report in the CMI library.
- 2. Interviews and Selection for the new Executive Administrative Assistant**

- Dr. Koroivulaono is very pleased to welcome Ms. Mary A Lanwi to the CFL family. Mary started work as the Executive Administrative Assistant in the Office of the President at CMI on Monday, January 16.
- 3. CMI MEETINGS: Grants and CMI administration**
- There were several meetings held to finalize grants for CMI, namely, USA AID; MICS; University of Hawaii Sea Grant.
- 4. Stakeholder meetings**
- Dr. Koroivulaono met with the Minister of Public Works, Honorable Tony Muller & Senator David Paul to discuss Vocational & Technical Training on Ebeye.
- 5. Continuing Activities**
- CMI'S membership as part of the COMMUNITY COLLEGE CONSORTIUM for Open Educational Resources.
- 6. Follow Up on Accreditation meeting – (Dr. Nish)**
- Dr. Theresa will soon receive notification from the Commission [ACCJC].
- 7. ACCJC – (Dr. Theresa Koroivulaono)**
- There is an Acting President at ACCJC.
 - Due to internet disruptions it has been difficult to work efficiently on the sub change applications.
 - IT will set up internet access in BOR for Dean Vasemaca Savu, Dr. Pamela Perkins and Dr. Melinda Nish to continue to work on the sub change.

ACCREDITATION – (Dr. Nish)

Ruth Abbott is on leave

1. ACCJC Programs

- Three new programs requested which are
 1. Bachelor of Arts in Elementary Education Degree
 2. Specialized Certificate in Deaf Education
 3. Specialized Certificate in Severe Disabilities

2. Timeframe For ACCJC Programs

- In one day, three programs will be submitted for approval.
- In three months (March – April) there should be three new programs to be “celebrated”.

UPDATES

1. SBA – Luston Binejal

Greeted everyone

Updates:

- Student Orientation is in progress and going smoothly.
- The Welcome Party is planned to be in February.
- The Friday Clean-Up Schedule has resumed.

2. Staff Senate – Sali Andrike

- There was no meeting because there was no quorum.

3. Faculty Senate – Nik Willson

- There was no meeting because there was no quorum.

4. CRE/Land Grant – Biuma Samson

Greeted all present

Updates:

- All activities are completed from last week, January 9, 2017, to this week.
- Materials were sent to Ebeye to construct High School in Guegeegue at 5 a.m. on January 18, 2017.
- Nutrition Program is 2-3 weeks in progress. This program is currently taking place in Jaluit, Ebeye and the Arrak campus.
- Met with MICS at MIR, to discuss the above project soon to take place in Mejit involving Pandanus and Breadfruit.
- LSA (Life School Academy) project is still waiting for amendments.
- Meetings were conducted regarding food and nutrition for Jaluit Atoll. In addition, strategies on setting up the Polycom system were also discussed.

Cheryl Vila suggested that there should be weekly updates to the website.

NOTE: *Dr. Koroivulaono reminded Dean Biuma Samson about asking for updates last year. With photos if possible.*

Dr. Nish and Dean Biuma will meet on Friday, January 20, 2017, to discuss further on weekly updates and the Polycom System.

- Dr. Koroivulaono asked about the Nutrition Online Certificate and Dean Biuma Samson reported that it is still to be confirmed.

5. Arrak Campus – Stanley Lorennij

Greeted all

Update:

- There are 2 drainage systems running in the aquaculture facility.
- There are 6 containers for agriculture and aquaculture activities.

- All lighting fixtures in the hatchery have been fixed and installed.
- Carpentry for Beginners training program for both Majuro and Ebeye is still awaiting approval.
- Stanley reported that Arrak Campus is now prioritizing the maintenance of each building and itemizing each building's materials.

Stevenson Kotton supported the Arrak maintenance activities and added that it will be very helpful for maintenance budget.

- The first 3 containers that will make up the first floor of the Wet/Dry Lab have been cut, lifted and positioned on the foundational footings. Now Arrak is working on the second floor.
- Arrak Campus has requested grants, through the CMI Office of the President, with the RMI President to establish a community program in which no high school diploma is needed.

Arrak is currently waiting for funding through NTC. The latest finalizing date will be in Feb.

5. CLLC – Brenda Mellan

Greeted all present

Updates:

- Brenda reported that last year there were not that many students. There were only 50 students who went to visit CLLC.
- There were several meetings conducted with the Majuro Council officials to discuss and finalize the accuracy of the names of wetos/districts.
- CLLC and the Majuro Council are trying to label every weto on Majuro.
- The EWS training is completed.
- Chairman Alfred Capelle helped develop the Youth Smart Program which is still an ongoing project.
- Upon request, the CLLC is still working on the Marshallese Keyboard and the Marshallese Bible.

With internet connections down it has also been difficult to contact key players in projects due to poor telephone services.

Dean Biuma Samson added that the telephone lines in the Land Grant department are also down.

NOTE: *NTA will again be requested to fix all broken lines.*

- Agnes Kotoisuva and Brenda Mellan met to discuss who is able to translate policies from English to Marshallese language.

The Marshallese Online Dictionary is the only Marshallese interpreted dictionary that is most updated.

Dr. Koroivulaono raised the following questions with Chairman Capelle "What is being done" and "What can be done"

David deBrum suggested that consistency for spellings will be best for the Marshallese dictionary

Nik Willson offered to help out with the software installation

6. Institutional Integrity and Effectiveness (IIE) – Cheryl Vila – Institutional Research (IR)

- The FAC book is finished
- Business and Registration project is still ongoing
- the Alumni project in which will indicate those who are alumnus of CMI that are working

A request was made to hire 2 new students.

This request had not yet been confirmed with Stevenson Kotton whether it is temporary or not.

7. Safety & Security – David deBrum

Greeted all present

- David deBrum reported that there have been several incidents occurring since the last EC meeting (December 7, 2016).
 1. Domestic Violence caused from drinking alcohol
 2. Unauthorized Entry / Trespassing after hours
 3. Intoxication in the Student Dormitory
 4. There was a suspicious act in the Computer Lab
 5. Taking lumber without authorization
- Changes in Security hours from 24/7 to regular business hours to prevent guards from staying inside the checkpoints.

The change in Security hours is only probationary or a trial.

David deBrum is strategizing a way to have the telephone lines outside after business hours for the guards because the security lines are 24/7.

- The Safety and Security department's involvement in the Student Orientation was showing the new students the drill on evacuation and other emergencies

OLD BUSINESS

- N/A

NEW BUSINESS

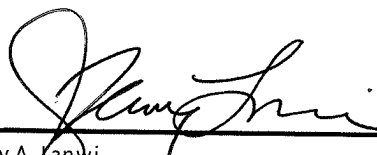
- A reminder from Dr. Theresa on the BOR meeting on the 1st and 2nd of February

Any matter to be reported at the BOR meeting needs to be in by Tuesday, January 24, 2017.

ADJOURNMENT

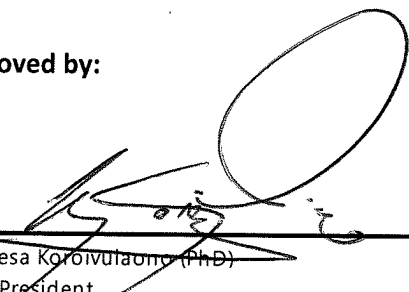
- 12:10 p.m.

Respectfully submitted by:

X 

Mary A. Lanwi
Recording Secretary

Approved by:

X 

Theresa Korovutaono (PhD)
CMI President